Student Handbook

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Chapter One: About the University

1.1 Overview

The University of Khorfakkan (UKF) is a not-for-profit higher education institution established in 2022 by His Highness Sheikh Dr. Sultan Bin Mohammed Al Qassimi, Member of the Supreme Council, Ruler of Sharjah, and President of the University. UKF was founded with a vision to provide high-quality education, foster academic excellence, and contribute to the socio-economic and cultural development of the region.

The University boasts state-of-the-art infrastructure designed to support excellence in teaching, research, and community service. Its modern facilities, well-equipped laboratories, advanced learning resources, and dedicated faculty members create an environment conducive to innovation, intellectual growth, and student success.

UKF offers a diverse range of undergraduate programs across multiple disciplines, including Arts, Humanities, Social Sciences, Information Technology, Business, Law, Sharia, and Marine Sciences. The University is home to five academic colleges:

- College of Law
- College of Arts, Humanities, and Social Sciences
- College of Business Administration
- College of Marine Science and Aquatic Biology
- College of Computing and Intelligent Systems

Currently, the University offers thirteen undergraduate degree programs that align with both national and international academic and industry standards. These programs are designed to equip students with the knowledge, skills, and competencies required to meet the evolving demands of the job market. The undergraduate programs offered at UKF include:

- Bachelor in law
- Bachelor in Sharia - Foundations of Religion
- Bachelor of Arts in History and Islamic Civilization -Tourism Guide
- Bachelor of Arts in Sociology
- Bachelor of Arts in Public Relations
- Bachelor of Arts in Communication – Radio & Television
- Bachelor of Science in Business Administration - Management
- Bachelor of Science in Business Administration - Human Resources Management
- Bachelor of Science in Business Administration - Industrial Management
- Bachelor of Science in Marine Biology
- Bachelor of Science in Computer Science - Cyber Security
- Bachelor of Science in Computer Science - Artificial Intelligence
- Bachelor of Science in Computer Science - Computer Games Development

Through its commitment to academic excellence, research, and community engagement, the University of Khorfakkan aims to nurture future leaders, scholars, and professionals who can contribute meaningfully to society and the global economy.

1.2 Vision

Our vision is to become a leading institute for arts, sciences, marine, maritime research, innovation, and education programs amongst universities, research institutes, and industry.

1.3 Mission

The mission is to enhance, facilitate and deliver internationally recognized, cross-disciplinary, and high-impact research and education in arts, sciences and marine sciences, and ocean engineering.

1.4 Strategic Goals

The University goals are as follows:

SG 1 Enhance Student Academic Support & Learning Resources

SG 2 Enhance Student Career & Professional Development

SG 3 Strengthen Student Health and Well-Being

SG 4 Strengthen Community Partnerships Supporting and Promote the University's Visibility

SG 5 Support Economic Development

SG 6 Environmental and Sustainability Initiatives

SG 7 Promote Teaching & Learning Best Practices

SG 8 Faculty and Staff Development

SG 9 Accreditation and Curriculum Enhancement

SG 10 Foster a Culture of Research and Innovation

SG 11 Promote High-Quality Publications & Patents

SG 12 Strengthen Research Infrastructure

SG 13 Revenue Generation and Diversification

SG 14 Optimize Resource Allocation and Digitization

SG 15 Talent Acquisition and Retention

1.5 Strategic Objectives

STUDENT EXPERIENCE

1- Improve student access to academic support and resources

2- Provide state-of-the-art technology & e-learning tools for students

3- Prepare students for successful post-graduation careers

4- Increase student involvement in clubs, organizations, & extracurricular activities

5- Improve student physical & well-being

6- Continuously gather student feedback and make improvements

COMMUNITY ENGAGEMENT

1- Contribute to community education and development

2- Promote the university visibility, classification, and ranking

3- Involve alumni & stakeholders in the UKF's community efforts

4- Promote entrepreneurship and Emiratization

5- Contribute to local economic growth

6- Promote sustainability and environmental responsibility in the community

7- Conserve natural resources and reduce resource consumption

ACADEMIC EXCELLENCE

1- Promote academic infrastructure

2- Apply innovative teaching & learning strategies

3- Improve faculty expertise & engagement in research & teaching

4- Improve the faculty recruitment process and professional development

5- Develop a dynamic & relevant curriculum that prepares students for the real world

6- Enhance the quality assurance system

RESEARCH & INNOVATION

1- Create an environment that encourages research & innovation

2- Encourage Multi-Disciplinary Research Collaboration

3- Allocate a mini. of 5% of the operational expenditure to support research

4- Promote the quality of research outcome

5- Invest in cutting-edge research, innovation facilities and equipment

6- Establish Research Institutes/Centers/Labs

GROWTH AND EFFICIENCY

1- Increase enrolment rates across all colleges and programs

2- Increase student diversity across all colleges and programs

3- Ensure a stable & sustainable financial model

4- Introduce new programs for future jobs

5- Efficiently allocate resources

6- Digitize the university services

7- Attract top talent and skilled employees

8- Maintain top talented employees

1.6 Core Values

The core values of the University of Khorfakkan are:

- Integrity: UKF adheres to the highest ethical principles and works with integrity, and accountability to create trust and credibility.

- Inclusiveness: we welcome and value each other and embrace the diversity of ideas and people.

- Innovation and creativity: UKF works without bounds to improve lives through creativity and innovation in the pursuit of academic excellence.

- Transparency: UKF is committed to effective communication, through a variety of communication methods, with all our stakeholders (staff, students, alumni, partners, vendors, and the local and international community needs).

- Excellence: all UKF activities are conducted according to the highest international standards.

1.7 Characteristics and Advantages

The University of Khorfakkan (UKF) was established with a visionary goal: to embody the essential qualities shared by world-renowned universities while contributing to the academic, economic, and cultural advancement of the region. UKF is committed to excellence in education, research, and community service, ensuring that students receive a holistic and impactful learning experience.

With a well-developed infrastructure that supports both teaching and research, UKF has successfully attracted distinguished faculty members with diverse international backgrounds and expertise. These faculty members play a crucial role in delivering high-quality education, mentoring students, and contributing to the University's growing research endeavors.

UKF is dedicated to fostering an intellectually stimulating environment that challenges students both inside and outside the classroom. By attracting talented students from diverse backgrounds, the University promotes inclusivity, critical thinking, and innovation, preparing graduates to excel in an increasingly globalized world.

Strategically located on the eastern coast of the Emirate of Sharjah, UKF is uniquely positioned to serve the educational and economic needs of the region. Recognizing the significance of marine sciences to the local economy, UKF is expanding its academic offerings to include specialized programs in this field, aligning with the region's natural resources and economic priorities.

The University's campus comprises three main buildings, housing modern facilities that support academic and extracurricular activities. UKF includes four colleges that collectively offer more than nine undergraduate programs across a variety of disciplines. Currently, the University serves approximately 1,300 students, with academic instruction provided by 67 faculty members who bring extensive international experience and expertise in their respective fields.

Through its commitment to academic excellence, research, and regional development, the University of Khorfakkan aspires to become a leading institution that not only meets but exceeds the expectations of students, faculty, and stakeholders, ensuring a lasting impact on both local and global scales.

1.8 Governance

The governance model of the University, as outlined in the organizational chart, appears to be structured hierarchically with a clear division of responsibilities among various offices and departments. Here are the key components of the governance model:

1. **President of the University**: At the top of the hierarchy is the President, who oversees the entire university's operations.
2. **Board of Trustees**: This body provides strategic direction and oversight, ensuring that the university adheres to its mission and goals.
3. **Chancellor**: is appointed by the Board of Trustees and is empowered to head all academic and administrative staff, implement policies and represent the University in national and international settings.
4. **Offices and Departments**:
   o **Office of the Chancellor:** Manages and coordinates the chancellor's activities.
   o **Financial Resource Development Office**: Reports to the Board of Trustees and Responsible for securing and managing financial resources.
   o **Internal Audit Office**: Reports to the Board of Trustees to ensure compliance and financial integrity.
   o **Institutional Communication Department**: Reports to the Chancellor to manage internal and external communications.
   o **Khorfakkan Center for Marine Sciences and Financial Response**: Reports to the Chancellor and Focuses on marine sciences and financial matters.
   o **Legal Affairs Office**: Reports to the to the Chancellor and handles legal issues and compliance.

o **Institutional Effectiveness and Academic Accreditation Department**: Reports to the Chancellor and ensures the university meets academic standards and accreditation requirements.

o **Strategic Planning and Institutional Development**: Reports to the Chancellor and develops and implements strategic plans and partnerships.

5. **Vice Presidents**:

o **Vice President for Administrative and Financial Affairs**: Oversees administrative and financial operations.

o **Vice President for Academic Affairs**: Manages academic programs and faculty.

o **Vice President for Community Affairs**: Engages with the community and external stakeholders.

6. **The Deans' Council:** Chaired by the Chancellor and includes the Vice Chancellors and College Deans. The Council is responsible for approving study curricula, study plans, academic calendar, faculty appointments, promotions, extra curricula activities, and research and scholarship activities.

7. **Various Administrative Departments**:

o **Student Affairs Department**: Manages student services and support.

o **Admissions and Registration Department**: Handles student admissions and records.

o **Financial Affairs Department**: Manages the university's finances.

o **Facilities and Maintenance Department**: Oversees campus infrastructure.

o **Human Resources Department**: Manages staff and faculty recruitment and development.

8. **Centers and Special Offices**:

o **Upskilling Center**: Focuses on enhancing student and staff skills.

o **Partnership Development Office**: Develops and maintains partnerships with external organizations.

o **Graduate Affairs Office**: Supports alumni and graduate students.

o **Research and Innovation Deanship**: Promotes research activities and innovation.

This governance model emphasizes a structured approach to managing the university's operations, with a focus on academic excellence, financial sustainability, and community engagement. The clear delineation of roles and responsibilities helps ensure efficient administration and strategic growth.

1.9 Organizational Chart

The organization of UKF supports the achievement of its mission and facilitates its effective and efficient operation in line with its institutional vision.

The organization chart indicates hierarchical relationships and lateral relationships between different units and Departments. The University President coordinates with the Board of Trustees to oversee the Institutional planning and main achievements. The University Chancellor supervises the day-to-

day operations. (See Figure 1)

Figure 1: UKF Organization Chart
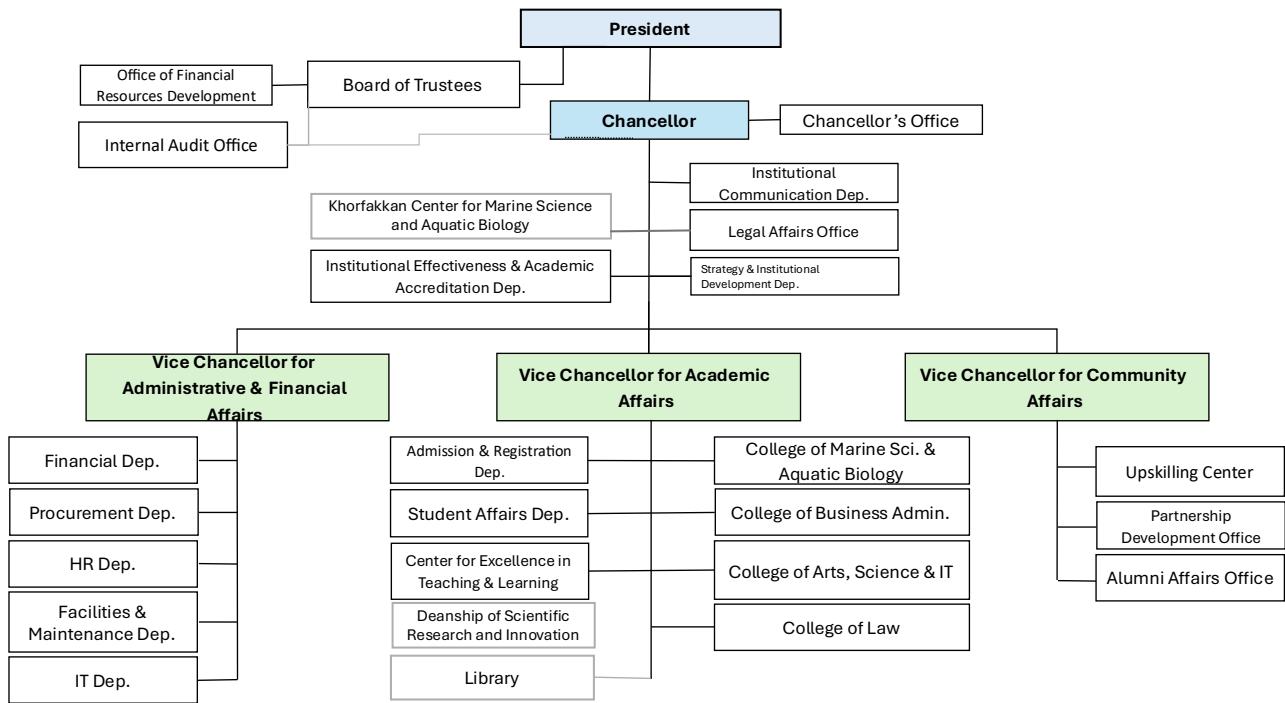
1.10 University Campus

The University of Khorfakkan Campus (Figure 2) is located along the Sheikh Khalid Bin Mohamed Al- Qasimi road in Khorfakkan city, which is located on the east coast of the United Arab Emirates.

Over the past few years, the campus has contributed to the community and supported the current economic growth and development of the city and its surrounding area by supplying a high caliber of education covering popular degree programs and qualified faculty. The university is expanding its degree programs to meet the growing needs of the community. The University of Khorfakkan campus enjoys all modern facilities to cater for the higher educational needs of the community. Since its inception, the campus has grown substantially - both in the number of students and faculty. The campus is housed in state-of-the-art buildings that contain a library, modern classrooms, computer labs, students' lounges, recreational facilities, a sports center, a state-of-the-art auditorium, and a cafeteria. Our students have all these facilities at their disposal to provide them with a wholesome educational experience.

Figure 2: UKF campus entrance

Chapter Two: Getting Admitted at The University

Admission & Registration Department

The first point of contact between the student and the University is the Department of Admission and Registration where the candidate may obtain his application form, and it is the place where he collects his documents once he has graduated. Thus, the relationship between the two continues throughout the student's life at the University: it is in this Department that the student obtains registration certificates, grade transcripts, transfer between colleges, etc. The relationship is continuous, and the Department bears the responsibility of advising the student on any changes or new policies that may affect his academic life such as change of study plans, change of regulations for offering degrees, etc.

The University of Khorfakkan admits Students irrespective of their national origin, color, gender, or religion and offers all the rights, privileges, activities, and programs available at the University.

Details of admission requirements and conditions can be found on the University of Khorfakkan website as well as in the Catalog. The admission unit supervises the admission process from the point of application submission until the announcement of names of students admitted to the University.

The Registration unit is responsible for the application of the educational programs and students' academic records in accordance with university regulations, policies, and bylaws. Moreover, the Registration unit is considered an essential source of information and statistical data relating to all students, which helps the University's Administration and colleges in making decisions and satisfy the requirements of external sponsors and institutions. Registration staff are also present at the University of Khorfakkan.

The Registration Unit is adopting the Students Information System "BANNER" in carrying out its work and in maintaining student's records, in coordination with the MIS team at the IT Center. Students and faculty have individualized secured accounts on Banner to see their relevant records, courses, schedules, grades, etc. Every student needs to review the Bylaws for their respective degree, which explains their academic rights and responsibilities, and these Bylaws are available in this catalog and on the university website.

2.1 General Admission Requirements for Undergraduate Programs

All applicants must satisfy the following basic admission requirements:

- Applicants should have completed a secondary education, or an equivalent level with the required grade average for the program they are applying to, no earlier than three years before joining the university.

- Applicants should not have been expelled from UKF or any other institution for academic or disciplinary reasons.

- Applicants should be medically, physically, and mentally fit to be admitted to the university in accordance with their desired major.

- Applicants should indicate their order of preference for their majors on the online application

form.

- Applicants are accepted in different majors conditional to the student's preferences, their grade average, and the admission capacity of each college.

- Applicants should complete and submit the online application form and required documents to the Admission and Registration Department by the stated deadlines and pay the application fee of AED 250.

- Admission is subject to availability of seats and fulfilment of eligibility criteria

- Applicants should be aware that meeting the secondary education grade requirements, as well as other admission requirements, and submitting the application and paying the application fees do not automatically mean that an applicant has been admitted to the university.

- Students who have been conditionally accepted will be given a specific period to fulfil the conditional admission requirements to continue their studies at the university.

2.2 Admission Documents Requirements

The following documents are required to apply for a Bachelor program offered at UKF:

- A valid copy of the applicant's passport
- A copy of UAE National Family Registry for local applicants
- Copy of a valid residence visa for non-local applicants
- A certified copy of the applicants Secondary School Certificate or its equivalent.
- 4 recent passport-sized color portrait photos
- A health fitness certificate from a university hospital or clinic, or any Governmental authority in the UAE (the form can be downloaded from UFK's admission website)
- A valid Good Conduct Certificate
- A copy of Birth Certificate
- A copy of UAE National Identity Card
- A copy of Mother's passport
- AED 250 cash in application fees (non-refundable)

2.3 Ministry Admission Requirements

In accordance with Ministry of Higher Education and Scientific Research (MoHESR) Decree No. 19 of 2024, which establishes the admission requirements for undergraduate programs:

2.3.1 Holders of Secondary Certificate based on the UAE MOE Curriculum

Table 1: Admission Requirements for Holders of Secondary Certificate based on the UAE Ministry of Education Curriculum

Program	Elite / Advance or equivalent	High school average	General / Applied or equivalent	High school average	Additional
Bachelor of Science in Marine Biology	English: HS: 80% Math: HS: 70% One Science Subject: HS 75%	70 %	English: HS: 80% Math: HS: 75% One Science Subject: HS 75%	75 %	interview
Bachelor of Science in Business Administration **Concentration:** • Human Resource Management • Industrial Management	English: HS: 80% Math: HS: 70%	70 %	English: HS: 80% Math: HS: 75%	70 %	interview

• Management					
Bachelor of Science in Computer Science **Concentration:** • Artificial Intelligence • Computer Games Development • Cybersecurity	English: HS: 80% Math: HS: 70%	70 %	English: HS: 80% Math: HS: 80%	70 %	interview
Bachelor in law	English: HS: 75% Math: HS: 70%	75 %	English: HS: 75% Math: HS: 80%	75 %	interview
Bachelor in Shari'a - Foundations of Religion	Arabic: HS 80%		Arabic: HS 80%		interview
Bachelor of Arts in Communication	Arabic: HS 70%		Arabic: HS 70%		interview
Bachelor of Arts in Public Relations	Arabic: HS 70%	70 %	Arabic: HS 70%	70 %	interview
Bachelor of Arts in History and Islamic Civilization Tourism Guide	Arabic: HS 70%		Arabic: HS 70%		interview
Bachelor of Arts in Sociology	Arabic: HS 70%		Arabic: HS 70%		interview

Important notes:

Applicants who are unable to obtain the required score in any of the subjects listed in the program requirements must take the university placement test. If they fail to achieve the passing score, the student will be conditionally admitted and required to register for and pass the course in their first semester.

Conditional Admission Requirements:

Applicants who graduated from private schools that do not follow the government curriculum and those with high school certificates issued from outside UAE should obtain equivalency for their High School Certificate from the UAE Ministry of Education. To ensure eligibility, please review the minimum requirements for non-UAE schools listed on the UKF website.

Applicants who have applied for a Certificate of Equivalency but have not concluded the equivalency process by the time of registration will be given a chance to register for one semester effective from the date of Joining the university, provided they submit a conditional admission letter from the UAE Ministry of Education.

Those applicants will be conditionally admitted for one semester effective from the admission date, based on the provided offer for the concerned applicant.

The applicant must accept the conditional offer to provide the required MOE equivalency letter before the end of their first semester

2.3.2 Holders of Secondary Certificate based on the Non-UAE MOE Curriculum

- **Holders of American High School Diploma**

- Should score a minimum average of 70% in the senior school year (Grade 12)
- School transcripts for grade 10, 11 & 12, attested by the UAE Ministry of Education.
- Applicants are required to submit certificate of equivalency for their High School Diplomas from the UAE Ministry of Education.

- **Holders of British GCSE/IGCSE/GCE Certificate**

  - Should have completed Grade 12 (year 13) of regular Schooling
  - Need to successfully complete 7 Subjects (Not including the Arabic and Islamic) as per the below criteria:
    a) Completion of 5 subjects at the IGCSE (O-Level) with minimum grade 4/C
    b) Completion of either 2 Subjects at the AS level or 1 subject at the A level with minimum grade of 3/D
    c) Subjects should cover the four areas: Mathematics, Sciences, Languages, and Social Sciences & Humanities or Arts.
  - Should submit certificate of equivalency from the UAE Ministry of Education

- **Holders of International Baccalaureate (IB) Diploma**

  - Applicants should have completed all requirements for the IB Diploma and received their diplomas accordingly. Career-related Program (CP) certificate is not accepted for admission.
  - Applicants should have completed grade 12 of regular schooling
  - Applicants should have completed at least 6 subjects (with minimum 3 HL subjects) at the IB Diploma (Not including the Arabic and Islamic) with minimum overall score of 31
  - Should submit certificate of equivalency from the UAE Ministry of Education

- **Holders of Certificates from schools within UAE, based on Foreign Curriculums**

  - Applicants with senior secondary school certificates from private schools within UAE which follows foreign curriculums (e.g. French, Indian, Pakistani, Canadian, etc.) should achieve a minimum average of 70% in their senior school certificate and should submit "Certificate of equivalency" from the UAE Ministry of Education.
  - Additionally, if the curriculum was taught in other languages (non-English), applicants must achieve a minimum score of 80% (70% for the College of Law) in the English language subject at the senior school year (grade 12)

- **International Students**

  - Should Score an overall average of 70% in the senior school year (grade 12)
  - The Certificate should be considered for admission to universities in the country where it was delivered.
  - Applicants should have completed at least 12 years of regular schooling (11 years for Russia and CIS countries)
  - The certificate includes at least 6 subjects covering the four areas: Mathematics, Sciences, Languages, and Social Sciences & Humanities or Arts.

2.4 Student Registration

Students studying for an undergraduate degree (semester-based) at the University of Khorfakkan must be registered for a minimum of 12 credit hours each semester to maintain their registration. The minimum/maximum academic load depends upon the students' academic standing, and is determined once final grades are released, but generally follows the rules below:
- A student with a CGPA of less than 2.00 may register for a maximum of 12 credit hours
- The minimum study load for a student with a CGPA of 2.00 or higher is 12 credit hours.

- The maximum study load for a student with a CGPA of 2.00 or higher is 18 credit hours.
- A student in good standing may enrol in up to 21 credit hours if taking a higher load will lead to graduation at the end of the same semester only be permitted to proceed with the approval of the Dean of the College.
- Students who register between 9 to 11 credits will only be permitted to proceed with the approval of the Dean of the College.
- Students registered for fewer than 9 credits will be dropped and considered absent from the semester unless the student is expected to graduate at the end of the semester and requires less than 9 credits to do so.
- The maximum load for the summer semester for semester-based programs should not exceed 2 courses (maximum of 6 credit hours).
- Zero credit-hour courses (e.g., remedial courses) are counted within the registration load.

2.5 Registration Procedures

2.5.1 Returning students

The registration process for returning students involves the steps given below:

- The Department of Admission and Registration opens 'early registration' process using 'Banner Self Services' following the timetable announced prior to the early registration. This timetable allows specific dates for the beginning of early registration for senior, junior, sophomore, and freshmen students.

- Early registration will not require early payment for the new semester. Therefore, financial holds will not prevent students from early registration.

- Upon the recommendation of advisors assigned by respective colleges, the college students fill in the registration worksheet and receive their registration 'Alternative Pin Number' to complete early registration on 'Banner Self Services'. Then, the students will complete their online registration of the courses. The instructions for online registration are available on UKF website/ Banner Registration Guide. The students can also request information for online registration from the Department of Admissions and Registration.

- Students are advised to follow the study plans published by their college for continuous progress towards timely and successful graduation following the major/concentration areas of their study. The students who choose to postpone their courses, or to take courses in an order that is not recommended, must understand that such decisions are made at their own risk and might affect the expected time for the completion of their graduation.

- Before opening the registration and during the advising week, the Department of Admission and Registration sends the list (updated if needed by the college) of advisees to all the respective advisors with alternate pins. The academic departments/colleges provide clear guidelines to assist all the advisors in their task for smooth advising sessions.

- Early registration will not allow any form of override. All overrides applicable may be implemented during confirmation and 'add and drop' weeks only.

- Students with early registration difficulties may require assistance from the Registrar Office who will hold waiting lists when necessary to accommodate all students on the courses required. Waiting lists are maintained through Banner and will guarantee that the student is on a waiting list ONLY when all sections of a course are closed, or when all offered sections conflict with his/her

schedule without possibility of adjustments.

- UKF guarantees the students' registration for the courses needed, but not with the selection of preferred timings or instructors.

- The class schedule and the university catalog contain necessary information regarding registration instructions and general items of information, policies, and procedures.

2.5.2 New Students

The registration process for new students involves the steps given below:

- Freshmen (advanced Prep students) and new students will attend 'Banner Registration Workshops' organized by the Office of the Registrar to facilitate their self-services on 'Banner Registration Module'.
- New students must ensure that all documents required for finalizing their admission, particularly those indicated in the letter of admission, are submitted to the Department of Admission and Registration before the registration begins. Upon completion of those documents and payment of registration fees, the registration officers will immediately register the student and provide his/her schedule. The package upon registration confirmation will include: the student schedule (ensuring all rooms are assigned), the student services print out, the Academic Calendar, and an instruction sheet regarding the orientation dates and arrangements, the transportation and other services requests, and the ID reception.

2.6 Credit Transfer

The University of Khorfakkan is committed to supporting student mobility and recognizes the value of academic credits earned at other accredited higher education institutions. Students may apply for transfer to the university, provided they meet the eligibility criteria and adhere to the established procedures. The University of Khorfakkan will evaluate transfer applications on a case-by-case basis, ensuring that transferred credits meet the academic standards of the university and are applicable to the student's chosen program of study. Transfer decisions will be made in a fair and timely manner, with consideration given to the student's academic performance and the compatibility of courses completed at the previous institution.

Transfer students cannot register for subsequent courses if their transferred courses do not meet the prerequisite requirements. Transfer students must complete their transfer file and be awarded transfer credits during their first semester at UKF. Request for course transfer must be made with complete documentation before the registration period. Credit transfer requests are sent to the colleges by the Admission and Registration Department through the Credit Transfer Sheet. Decision on credit transfer should be communicated to the Admission and Registration Department by the Colleges within five (5) working days of the original request date.

2.7 Credit Transfer Procedures

Students seeking transfer to UKF from another Higher Education Institution (HEI) must satisfy the following conditions:

- Submit original or certified copy of high school certificate or its equivalent approved by the relevant authority from the country where the certificate was granted as well as attested by the Ministry of Education, UAE.

- Provide an official transcript from an accredited institution, attested by the Ministry of Higher

Education if from the UAE, or by the equivalent if from an institution outside the UAE.

- Submit course descriptions and syllabus of all transfers as published in the catalogue of concerned institute.

- After the student is accepted as a transferred student by satisfying the minimum admission conditions, the student prior transcript, course syllabus, and transcript verifications are forwarded from the Office of Admissions and Registration to the relevant College for course evaluation.

- The college will form a committee to evaluate the course syllabus.

- The result of the evaluation is sent to the Registration office, where the following conditions should apply for the registrar to include the transferred credits in the student's transcript:

  - The students' CGPA in previous institutions is not below 2.5 out of 4.0 (for diploma and undergraduate programs).

  - The previous institutions were accredited by the Ministry of Education and the transcript is verified to be authentic.

  - The grades of the transferred credits comply with the policy.

  - The number of total transferred credits complies with the policy.

  - The number of credits for each transferred course should be equal or higher than the equivalent course in UKF.

  - All transferred credits are inserted into the transcript of the student, however, only those are included in the hours earned that comply with the study plan at UKF.

- The registration office informs the student of the courses that have been accepted from his previous institution and updates the student study plan accordingly.

- Transferred courses are indicated in the transcript by the grade 'TR'.

- The name of the previous institution and UKF equivalent courses shall be displayed on the transcript.

- In case a student repeats a course that was accepted as a transferred course, the transferred course will be excluded from the transcript and the grade of the course taken in UKF will be counted if it was passed.

For the UKF Students seeking to change their major, or transfer to other specializations available in the College according to the transfer rules and limitations of seats for each specialization, a student may apply to change his\her major at the Department of Admission and Registration after completing at least fifteen (15) credit hours during the last two weeks of the Fall or Spring semesters. After receiving the appropriate fees, the Registration Office sends his\her application with its comments to the Dean of the concerned College to decide the matter not later than the end of the first week of the following semester. The College Council sets the procedures for change or transfer of specializations in a college while the Dean approves these changes. A sum of these rules include:

- A student may not be transferred from the specialization from which he/she was transferred by an administrative decision or due to probation.

- No application to transfer or change major is accepted from students in their third year or above, except for the probation.

- No student may change their major voluntarily more than once during his period of study at the University.

- A College Council may accept the transfer of students holding a technical high school certificate from one College to another based on the recommendation of the Department.

- Applications for transfer are submitted to the Registration Office during the last two weeks of the Fall or Spring semesters. After receiving the transfer application and fees, the Registration Office sends the application with its opinion to the Dean of the concerned College to reach a decision no later than the end of the first week of the following semester.

- The Registration Office includes a student's GPA and CGPA. Only the compulsory courses that the student has successfully completed in their old major meet the requirements of the new specialization.

- The Registration Office counts as part of a student's GPA and CGPA the elective courses that the student completed in their old specialization and that are required by the study plan of his new specialization, but only at their own request.

If you have any questions regarding admission to programs at UKF, please contact the Admission and Registration Department at UKF via email (email: admission@ukf.ac.ae) or by phone (+97192085000). The working hours are Monday-Thursday, 8:00am to 4:00pm.

2.8 Fees and Financial Support

University fees as well as any other fees are paid in the Finance department, which also provides students with financial details regarding any deductions or fees they have to pay during their study. Students may also pay fees through Sharjah Islamic Bank to save time and effort.

2.8.1 Tuition Fees

The University tuition fees are determined by the Board of Trustees with the approval of the Supreme President of the University on an annual basis. It may introduce an increase in tuition fees between 3% and 5% to all students, whether new or returning without prior notice, but significantly higher increases are usually applied to new students only. Table 4 provides a description of tuition fees across university academic programs.

Table 2: UKF Tuition Fees

Colleges	Majors	Tuition Fees (AED)		
		Semester	Year	Credit Hour 1 (Fall & Spring)
Colleges of Law	Bachelor in Foundations of Religion	21,450	42,900	1,788
	Bachelor of Law	23,126	46,251	1,927
	Bachelor of Arts in Sociology	21,458	42,915	1,788

College of Arts, Humanities, and Social Sciences	Bachelor of Arts in History &Islamic Civilization - Tourist Guide			
	Bachelor of Arts in Public Relation	29,684	59,367	2,474
	Bachelor of Arts in Communication - Radio and Television			
College of Business Administration	Bachelor of Science in Business Administration	28,906	57,812	2,409
College of Marine Sciences & Aquatic Biology	Bachelor of Sciences in Marine Biology	26,818	53,636	2,235
College of Computing & Intelligent Systems	Bachelor of Science in Computer Science	30,348	60,696	2,529

University fees must be paid in full before completing the registration process either in cash or by cheque made to the University due on the date of registration. However, for those unable to pay the full fees upon registration, the University has implemented the following options:

1. University fees must be paid in full before completing registration in any academic courses in any given academic semester.

2. Fees may be paid in cash, by crossed checks issued in the name of the University of Khorfakkan or by credit card.

3. Fees may be paid in two equal installments: the first is paid (in cash or by check) on the due date of registration and the second by a predated check due two months after the first payment.

4. Fees may be paid in three installments provided that the first installment is equivalent to 50% of the fees, in cash or by check, and the remaining two checks for the balance will become due one week prior to the mid-semester examinations and one week prior to the date of the final examinations respectively.

2.8.2 Financial Assistance

The University of Khorfakkan provides financial assistance to students as per the university policies. An illustration is given below:

- Siblings registered at the University in the same semester will be granted a 10% discount each on the net fees payable by each of them separately. Further details are available in the Department of Finance.

- The University grants a reduction on total tuition fees for distinguished students in accordance with the decisions of the University Administration. A student will be entitled to such a reduction if he registers for a minimum of fifteen credit hours during the semester, and such hours will include practical training. IEP students are not eligible for this assistance, which cannot be combined with any other financial assistance available in the University.

- The University offers financial assistance to needy students studying on a regular basis. However, the University will have the right to withhold such assistance in some or all semesters. The student must have registered for a minimum of 15 credit hours in the previous semester and attained a G.P.A. of (3) or better. The University determines the period in which such an application may be submitted and the amount of assistance that a student may receive. It should be noted that the University does not provide any assistance in cash, but only credit towards payment of fees.

- The University will grant a 50% reduction of tuition fees for the first semester only to students obtaining 90% or more on the General Secondary School Examination. This reduction will not apply to students who obtain a full scholarship.

- In addition, the University offers financial support to students with outstanding academic performance of 3.6 GPA and above. For more information on the University financial policies, kindly refer to the Finance Department.

2.8.3 Fees Refund in case of Dropping Fall/Spring Credit Courses

Students can apply for fees refund in case of dropping the academic semester credit courses (Fall/Spring) as follows:

- Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fees,

- Students dropping courses after the first week of the semester and before the end of the third week of the Fall/Spring semester will receive 100% refund of the tuition fees. In such cases a "Withdrawal without Penalty" (W) grade will be entered in their record,

- Students dropping courses after the third week of the Fall/Spring semester will receive no refund and will be awarded a W grade for that course.

- If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course and held accountable.

- A 100% refund of tuition fees will be given for courses canceled by UKF.

- The University reserves the right to cancel any course/level where the number of students registered does not meet the minimum required number of students.

- There are no fees required from students for the period to complete their thesis amendments.

If you have any questions regarding fees and/or financial support at UKF, please contact the Finance Department at UKF via email (email: ahmed.ibrahim@ukf.ac.ae) or by phone (+97192085827). The working hours are Monday-Thursday, 8:00am to 4:00pm.

2.9 Program Study Plans

2.9.1 Bachelor of History and Islamic Civilization - Tourism Guidance

<table>
<tr><td colspan="12" align="center">Bachelor of Arts in History and Islamic Civilization - Tourism Guide
بكالوريوس الآداب في التاريخ والحضارة الاسلامية مسار الإرشاد السياحي</td></tr>
<tr><td colspan="12" align="center">Year 1</td></tr>
<tr><td colspan="6" align="center">1st Semester
الارشاد السياحي</td><td colspan="6" align="center">2nd Semester
الإرشاد السياحي</td></tr>
<tr><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td></tr>
<tr><td>HIST110</td><td>منهج دراسة التاريخ</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST121</td><td>عصر الرسالة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST120</td><td>تاريخ العرب قبل الإسلام</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST350</td><td>مدخل إلى السياحة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>ARAB102</td><td>لغة عربية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST330</td><td>الحضارة الإسلامية 2</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>ENGL111</td><td>اللغة الإنجليزية الأساسية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>INFT101</td><td>مدخل الى تقنية المعلومات باللغة العربية</td><td>2</td><td>2</td><td>0</td><td>4</td><td>3</td></tr>
<tr><td>SHRF100</td><td>الثقافة الإسلامية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>EDUC102</td><td>مجتمع الإمارات</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
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<tr><td colspan="12" align="center">Year 2</td></tr>
<tr><td colspan="6" align="center">1st Semester
الارشاد السياحي</td><td colspan="6" align="center">2nd Semester
الارشاد السياحي</td></tr>
<tr><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td></tr>
<tr><td>HIST220</td><td>عصر الراشدين</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST221</td><td>تاريخ الدولة الأموية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST242</td><td>معالم تاريخ الخليج العربي</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST463</td><td>الإرشاد السياحي</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>SOCI111</td><td>المجتمع العربي</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST354</td><td>لغة انجليزية متخصصة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>xxxxxx</td><td>اختياري تاريخ</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>MANG200</td><td>مبادىء الابتكار</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST351</td><td>جغرافيا الخليج العربي</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>EDUC101</td><td>مدخل إلى التربية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
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<tr><td colspan="12" align="center">Year 3</td></tr>
<tr><td colspan="6" align="center">1st Semester
الارشاد السياحي</td><td colspan="6" align="center">2nd Semester
الارشاد السياحي</td></tr>
<tr><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td></tr>
<tr><td>HIST321</td><td>تاريخ الدولة العباسية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST469</td><td>العلاقات العامة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>xxxxxx</td><td>اختياري تاريخ 3</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST465</td><td>التراث السياحي</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST467</td><td>فن المتاحف</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST341</td><td>الدولة العثمانية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>xxxxxx</td><td>اختياري جامعة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>xxxxxx</td><td>اختياري سياحة 2</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST468</td><td>تشريعات سياحية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>ENGL 113</td><td>اللغة الإنجليزية للإنسانيات</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
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<tr><td colspan="12" align="center">Year 4</td></tr>
<tr><td colspan="6" align="center">1st Semester
الارشاد السياحي</td><td colspan="6" align="center">2nd Semester
الارشاد السياحي</td></tr>
<tr><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td></tr>
<tr><td>xxxxxx</td><td>اختياري تاريخ</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST442</td><td>تاريخ العرب الحديث والمعاصر</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
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<tr><td>xxxxxx</td><td>اختياري جامعة</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>xxxxxx</td><td>اختياري تاريخ</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>ARAB203</td><td>فن الكتابة والتعبير</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST470</td><td>التدريب الميداني</td><td>0</td><td>9</td><td>0</td><td>9</td><td>3</td></tr>
<tr><td>HIST462</td><td>بحث ميداني</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td>HIST114</td><td>المدينة الإسلامية</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td></tr>
<tr><td>HIST443</td><td>تاريخ اوربا الحديث والمعاصر</td><td>3</td><td>0</td><td>0</td><td>3</td><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
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</table>

2.9.2 Bachelor of Arts in Sociology

<table>
<tr><td colspan="12" align="center">Bachelor of Arts in Sociology
بكالوريوس الآداب في علم الإجتماع</td></tr>
<tr><td colspan="12" align="center">Year 1</td></tr>
<tr><td colspan="6" align="center">1st Semester</td><td colspan="6" align="center">2nd Semester</td></tr>
<tr><td colspan="6" align="center">Bachelor of Arts in Sociology</td><td colspan="6" align="center">Bachelor of Arts in Sociology</td></tr>
<tr><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td><td>Course Code</td><td>Course Title</td><td>L</td><td>P</td><td>T</td><td>CH</td><td>CR</td></tr>
</table>

Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SHRF100	الثقافة الإسلامية	3	0	0	3	3	ENGL111	اللغة الإنجليزية الأساسية	3	0	0	3	3
ARAB102	اللغة العربية	3	0	0	3	3	SOCI 151	النظرية الاجتماعية (1)	3	0	0	3	3
EDUC102	مجتمع الإمارات	3	0	0	3	3	SOCI 240	مدخل إلى الخدمة الاجتماعية	3	0	0	3	3
SOCI 101	مدخل إلى علم الاجتماع	3	0	0	3	3	COMA100	مدخل إلى الاتصال (متطلب مساند)	3	0	0	3	3
xxxxxxx	متطلب اختياري تخصص	3	0	0	3	3	xxxxxxx	متطلب اختياري تخصص	3	0	0	3	3
	Total	15	0	0	15	15		Total	15	0	0	15	15

<table>
<tr><td colspan="12" align="center">Year 2</td></tr>
</table>

Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
INFT101	مدخل إلى تقنية المعلومات باللغة العربية	2	2	0	4	3	MANG200	مبادئ الابتكار وريادة الأعمال	3	0	0	3	3
SOCI 291	مقدمة في طرق البحث	3	0	0	3	3	SOCI 202	نصوص اجتماعية باللغة الانجليزية	3	0	0	3	3
SOCI 252	النظرية الاجتماعية (2)	3	0	0	3	3	SOCI 241	علم النفس الاجتماعي	3	0	0	3	3
SOCI 222	التغير الاجتماعي والثقافي	3	0	0	3	3	SOCI 331	المشكلات الاجتماعية	3	0	0	3	3
xxxxxxx	متطلب كلية اختياري	3	0	0	3	3	xxxxxxx	متطلب اختياري تخصص	3	0	0	3	3
	Total	14	2	0	16	15		Total	15	0	0	15	15

<table>
<tr><td colspan="12" align="center">Year 3</td></tr>
</table>

Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SOCI 242	السلوك الجمعي	3	0	0	3	3	SOCI 412	التنظيمات الاجتماعية	3	0	0	3	3
SOCI 334	الضبط الاجتماعي	3	0	0	3	3	STAT 265	إحصاء اجتماعي(متطلب مساند)	3	0	0	3	3
SOCI 393	تصميم البحوث وتطبيقاتها	3	0	0	3	3	SOCI 305	علم اجتماع العمل	3	0	0	3	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3	xxxxxxx	متطلب الجامعة الاختياري	3	0	0	3	3
xxxxxxx	متطلب كلية اختياري	3	0	0	3	3	xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
xxxxxxx	متطلب الجامعة الاختياري	3	0	0	3	3	xxxxxxx	متطلب كلية اختياري	3	0	0	3	3
	Total	18	0	0	18	18		Total	18	0	0	18	18

<table>
<tr><td colspan="12" align="center">Year 4</td></tr>
</table>

Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SOCI 461	مقدمة في علم السكان	3	0	0	3	3	SOCI 494	مشروع البحث	1	4	0	5	3
SOCI 493	علم الاجتماع التطبيقي	3	0	0	3	3	xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
xxxxxxx	متطلب كلية اختياري	3	0	0	3	3	xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3	xxxxxxx	متطلب كلية اختياري	3	0	0	3	3
SOCI 414	التدريب الميداني	0	9	0	9	3							
	Total	12	9	0	21	15		Total	10	4	0	14	12

2.9.3 Bachelor of Arts in Communication - Public Relations

Bachelor of Arts in Public Relations

بكالوريوس الآداب في العلاقات العامة

Year 1

1st Semester العلاقات العامة							2nd Semester العلاقات العامة							Summer العلاقات العامة					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SHRF100	الثقافة الإسلامية	3	0	0	3	3	COMP221	مقدمة في العلاقات العامة	3	0	0	3	3							
ARAB102	اللغة العربية	3	0	0	3	3	INFT101	مدخل إلى تقنية المعلومات باللغة العربية	3	0	0	3	3							
ENGL111	اللغة الإنجليزية الأساسية	3	0	0	3	3	ARAB125	اللغة العربية والإعلام	3	0	0	3	3							
COMA100	مدخل إلى علم الاتصال	3	0	0	3	3	ARAB205	في الكتابة والتعبير	3	0	0	3	3							
COMA112	الكتابة الإعلامية	3	0	0	3	3	EDUC102	مجتمع الإمارات	3	0	0	3	3							
	Total	15	0	0	15	15		Total	15	0	0	15	15		Total	0	0	0	0	0

Year 2

1st Semester العلاقات العامة							2nd Semester العلاقات العامة							Summer العلاقات العامة					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
COMP225	العلاقات العامة عبر الإنترنت	2	2	0	4	3	COMA309	مناهج البحث في الاتصال	2	2	0	4	3							
COMA300	نظريات الاتصال	3	0	0	3	3	COMP521	الكتابة للعلاقات العامة	2	2	0	4	3							
ENGL113	اللغة الإنجليزية للانسانيات	3	0	0	3	3	HIST402	تاريخ العرب الحديث والمعاصر	3	0	0	3	3							
ENGL114	اللغة الإنجليزية للاتصال	3	0	0	3	3	HIST403	تاريخ أوروبا الحديث والمعاصر	3	0	0	3	3							
xxxxxxx	متطلب اختياري للبرنامج	3	0	0	3	3	MANG200	مبادئ الابتكار وريادة الأعمال	3	0	0	3	3							
	Total	2	2	0	16	15		Total	4	4	0	17	15		Total	0	0	0	0	0

Year 3

1st Semester العلاقات العامة							2nd Semester العلاقات العامة							Summer العلاقات العامة					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
COMA312	تشريعات الإعلام و أخلاقيات	3	0	0	3	3	COMP525	حملات العلاقات العامة	2	2	0	4	3	COMP429	التدريب الميداني	0	9	0	9	3
COMP525	إنتاج المواد المطبوعة للعلاقات العامة	2	2	0	4	3	COMP426	إدارة الأزمات وتجهيز في العلاقات العامة	3	0	0	3	3							
xxxxxxx	متطلب اختياري للبرنامج	3	0	0	3	3	SOC241	علم النفس الاجتماعي	3	0	0	3	3							
HIST465	التراث الميداني والثقافي	3	0	0	3	3	SOC331	المشكلات الاجتماعية	3	0	0	3	3							
SOC222	التغير الاجتماعي والثقافي	3	0	0	3	3	SOC372	المرأة والتنمية	3	0	0	3	3							
xxxxxxx	اختياري جامعة	3	0	0	3	3	xxxxxxx	متطلب اختياري للبرنامج	3	0	0	3	3							
	Total	2	2	0	19	18		Total	2	2	0	19	18		Total	0	9	0	9	3

Year 4

1st Semester العلاقات العامة							2nd Semester العلاقات العامة							Summer العلاقات العامة					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
COMP425	إنتاج المواد المسموعة والمرئية في العلاقات العامة	2	2	0	4	3	COMP425	مشروع التخرج في العلاقات العامة	1	5	0	6	3							
xxxxxxx	متطلب اختياري للبرنامج	3	0	0	3	3	xxxxxxx	متطلب اختياري للبرنامج	3	0	0	3	3							
xxxxxxx	اختياري جامعة	3	0	0	3	3	LAWP111	المدخل إلى علم القانون	3	0	0	3	3							
SOC412	التنظيمات الاجتماعية	3	0	0	3	3	LAWB141	القانون الدستوري والنظم السياسية	3	0	0	3	3							
	Total	2	2	0	13	12		Total	1	5	0	15	12		Total	0	0	0	0	0

2.9.4 Bachelor of Arts in Communication – Radio and TV

2.9.5 Bachelor in Shari'a – Fundamentals of Religion

Bachelor in Sharia - Foundations of Religion

بكالوريوس في الشريعة ـ أصول الدين

Year 1

1st Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRF111	العقيدة الإسلامية (1)	3	0	0	3	3
SHRJ105	المدخل إلى الفقه الإسلامي	3	0	0	3	3
SHRF122	علوم القرآن	3	0	0	3	3
ARAB102	اللغة العربية	3	0	0	3	3
ENGL111	اللغة الإنجليزية الأساسية	3	0	0	3	3
Total		**15**	**0**	**0**	**15**	**15**

2nd Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRF132	علوم الحديث الشريف	3	0	0	3	3
SHRJ206	مناهج البحث ومصادر الدراسات الإسلامية	3	0	0	3	3
SHRJ221	فقه العبادات الطهارة والصلاة والصيام	3	0	0	3	3
SHRF100	الثقافة الإسلامية	3	0	0	3	3
EDUC102	مجتمع الامارات	3	0	0	3	3
Total		**15**	**0**	**0**	**15**	**15**

Year 2

1st Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRF221	التلاوة والحفظ والتجويد (1)	1	2	0	3	1
SHRJ110	علم أصول الفقه	3	0	0	3	3
SHRF130	فقه السيرة النبوية	3	0	0	3	3
SHRF222	تفسير تحليلي(1)	3	0	0	3	3
SHRF232	حديث تحليلي(1)	3	0	0	3	3
xxxxxxx	متطلب جامعة اختياري	3	0	0	3	3
Total		**16**	**2**	**0**	**18**	**16**

2nd Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRF212	العقيدة الإسلامية (2)	3	0	0	3	3
SHRF223	تفسير آيات الأحكام	3	0	0	3	3
SHRF231	حديث أحكام (1)	3	0	0	3	3
ARAB112	دراسات نحوية وصرفية (1)	3	0	0	3	3
MANG200	مبادئ الابتكار وريادة الأعمال	3	0	0	3	3
SHRJ225	فقه الزواج والطلاق	3	0	0	3	3
Total		**18**	**0**	**0**	**18**	**18**

Year 3

1st Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRJ322	فقه العبادات ـ الزكاة والحج	3	0	0	3	3
SHRF321	التلاوة والحفظ والتجويد (2)	1	2	0	3	1
ARAB212	دراسات نحوية وصرفية (2)	3	0	0	3	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
SHRF220	أساليب البيان في القرآن	3	0	0	3	3
LAWP111	المدخل إلى علم القانون	3	0	0	3	3
Total		**16**	**2**	**0**	**18**	**16**

2nd Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRF318	دراسات في الفرق	3	0	0	3	3
SHRF325	تفسير موضوعي	3	0	0	3	3
SHRJ222	فقه المعاملات (1)	3	0	0	3	3
INFT101	مدخل الى تقنية المعلومات باللغة العربية	2	2	0	4	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
Total		**14**	**2**	**0**	**16**	**15**

Year 4

1st Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
Xxxxxx	متطلب جامعة اختياري	3	0	0	3	3
SHRF322	تفسير تحليلي(2)	3	0	0	3	3
SHRF414	دراسات في الأديان	3	0	0	3	3
SHRF433	التخريج ودراسة الأسانيد	3	0	0	3	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
SHRF421	التلاوة والحفظ والتجويد(3)	1	2	0	3	1
Total		**16**	**2**	**0**	**18**	**16**

2nd Semester — بكالوريوس في الشريعة ـ أصول الدين

Course Code	Course Title	L	P	T	CH	CR
SHRJ324	فقه الايمان والنذور والصيد والذبائح	3	0	0	3	3
SHRJ401	دراسات إسلامية باللغة الإنجليزية	2	0	0	2	2
SHRF332	حديث تحليلي (2)	3	0	0	3	3
SHRF419	الوعظ والخطابة	1	2	0	3	1
SHRF415	المنطق في الدراسات الشرعية	3	0	0	3	3
xxxxxxx	متطلب تخصص اختياري	3	0	0	3	3
Total		**15**	**2**	**0**	**17**	**15**

2.9.6 Bachelor in Law

Bachelor in Law
بكالوريوس في القانون

Year 1

1st Semester — بكالوريوس في القانون							2nd Semester — بكالوريوس في القانون							Summer — بكالوريوس في القانون					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SHRF100	الثقافة الإسلامية	3	0	0	3	3	LAWP110	مناهج البحث القانوني	1	0	0	1	1							
ARAB102	اللغة العربية	3	0	0	3	3	SHRJ105	المدخل إلى الفقه الإسلامي	3	0	0	3	3							
ENGL111	اللغة الانجليزية الأساسية	3	0	0	3	3	LAWB141	القانون الدستوري والنظم السياسية	3	0	0	3	3							
INFT101	مدخل إلى تقنية المعلومات باللغة العربية	2	2	0	4	3	LAWP131	مبادئ القانون التجاري	3	0	0	3	3							
LAWP111	المدخل إلى علم القانون	3	0	0	3	3	LAWP114	مصادر الالتزام	2	2	0	4	3							
							LAWB152	قانون العقوبات – القسم العام	2	2	0	4	3							
	Total	14	2	0	16	15		Total	14	4	0	18	16		Total	0	0	0	0	0

Year 2

1st Semester — بكالوريوس في القانون							2nd Semester — بكالوريوس في القانون							Summer — بكالوريوس في القانون					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
LAWP215	أحكام الالتزام والإثبات	3	0	0	3	3	MANG200	مبادئ الابتكار وريادة الأعمال	3	0	0	3	3							
LAWB254	قانون العقوبات - الجرائم الواقعة على الأشخاص	3	0	0	3	3	LAWB271	مبادئ القانون الإداري والوظيفة العامة	3	0	0	3	3							
LAWB245	دراسات قانونية باللغة الإنجليزية	3	0	0	3	3	LAWB244	القانون الدولي العام (E)	3	0	0	3	3							
LAWP232	قانون الشركات	2	2	0	4	3	LAWB255	قانون العقوبات – الجرائم الواقعة على الأموال	3	0	0	3	3							
ECON110	مدخل الى علم الاقتصاد	3	0	0	3	3	LAWP216	العقود المسماة (عقدي البيع والتأمين)	2	2	0	4	3							
xxxxxxx	متطلب جامعة اختياري (الأول)	3	0	0	3	3	xxxxxxx	متطلب كلية اختياري (الأول)	3	0	0	3	3							
	Total	17	2	0	19	18		Total	17	2	0	19	18		Total	0	0	0	0	0

Year 3

1st Semester — بكالوريوس في القانون							2nd Semester — بكالوريوس في القانون							Summer — بكالوريوس في القانون					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
LAWP333	أعمال البنوك والعمليات المصرفية	3	0	0	3	3	LAWP338	صياغة العقود التجارية (E)	1	0	0	1	1	LAWB463	التدريب العملي الخارجي	0	3	0	3	1
LAWP321	قانون الإجراءات المدنية	2	2	0	4	3	SHRJ325	فقه الوصايا والمواريث	3	0	0	3	3							
LAWP315	قانون العمل والضمان الاجتماعي	3	0	0	3	3	LAWP336	الأوراق التجارية	2	2	0	4	3							
LAWB372	القرارات والعقود الإدارية	2	2	0	4	3	LAWP322	المبادئ الإجرائية للدعاوى المدنية (E)	1	0	0	1	1							
LAWB349	تسوية المنازعات الدولية	0	2	0	2	1	LAWB373	صياغة العقود الإدارية (E)	1	0	0	1	1							
LAWB357	القانون الجنائي الدولي (E)	1	0	0	1	1	SHRJ223	فقه الزواج والطلاق	3	0	0	3	3							
xxxxxxx	متطلب جامعة اختياري (ثاني)	3	0	0	3	3	xxxxxxx	متطلب كلية اختياري (الثاني)	3	0	0	3	3							
	Total	14	6	0	20	17		Total	14	2	0	16	15		Total	0	3	0	3	1

Year 4

1st Semester — بكالوريوس في القانون							2nd Semester — بكالوريوس في القانون							Summer — بكالوريوس في القانون					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
LAWB460	التدريب العملي الداخلي	0	2	0	2	1	LAWP422	إجراءات التنفيذ	2	2	0	4	3							
LAWB347	المالية العامة والتشريعات المالية	3	0	0	3	3	LAWP416	صياغة العقود المدنية (E)	1	0	0	1	1							
LAWP434	القانون البحري	3	0	0	3	3	LAWP423	القانون الدولي الخاص	2	2	0	4	3							
LAWB454	قانون الإجراءات الجزائية	2	2	0	4	3	LAWP417	الحقوق العينية	3	0	0	3	3							
SHRJ110	علم أصول الفقه	3	0	0	3	3	LAWB461	بحث التخرج	1	4	0	5	3							
xxxxxxx	متطلب كلية اختياري (الثالث)	3	0	0	3	3	EDUC102	مجتمع الإمارات	3	0	0	3	3							
	Total	14	4	0	18	16		Total	12	8	0	20	16		Total	0	0	0	0	0

2.9.7 Bachelor of Science in Business Administration - Management

Bachelor of Science in Business Administration - Management												
Year 1												
1st Semester						**2nd Semester**						
Management						**Management**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
ENGL112	English for Academic Purposes	3	0	0	3	3	ACCO120	Financial Accounting	3	0	0	3	3
MATH100	Mathematics for Business	3	0	0	3	3	ECON151	Principles of Microeconomics	3	0	0	3	3
MANG160	Principles of Management	3	0	0	3	3	EDUC102	UAE Society	3	0	0	3	3
SHRF100	Islamic Culture	3	0	0	3	3	ARAB102	Arabic Language	3	0	0	3	3
INFT100	Introduction to IT	2	2	0	4	3	MANG130	Introduction to BIS	2	2	0	4	3
xxxxxxx	General Elective (1)	3	0	0	3	3	xxxxxxx	General Elective (2)	3	0	0	3	3
Total		**17**	**2**	**0**	**19**	**18**	**Total**		**17**	**2**	**0**	**19**	**18**

Year 2												
1st Semester						**2nd Semester**						
Management						**Management**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
ECON252	Principles of Macroeconomics	3	0	0	3	3	MANG260	Quantitative Business Analysis	2	2	0	4	3
MANG170	Principles of Marketing	3	0	0	3	3	MANG280	Public Sector Management	3	0	0	3	3
ECON230	Financial Management	3	0	0	3	3	MANG262	Organizational Behavior	3	0	0	3	3
MANG200	Fund. of Innovation & Entrep.	1	2	2	5	3	MANG250	Legal Environment of Business	3	0	0	3	3
STAT264	Business Statistics	3	0	0	3	3	ACCO211	Managerial Accounting	3	0	0	3	3
Total		**13**	**2**	**2**	**17**	**15**	**Total**		**14**	**2**	**0**	**16**	**15**

Year 3												
1st Semester						**2nd Semester**						
Management						**Management**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
MANG360	Human Resource management	3	0	0	3	3	xxxxxxx	Program Core Elective (1)	3	0	0	3	3
MANG367	Entrepreneurship	3	0	0	3	3	xxxxxxx	Program Core Elective (2)	3	0	0	3	3
MANG350	Ethics and Islamic Values in Business	3	0	0	3	3	MANG361	Operations and Supply Chain Management	3	0	0	3	3
MANG254	Business Communication	3	0	0	3	3	MANG369	Total Quality Management	3	0	0	3	3
MANG370	Consumer Behavior	3	0	0	3	3	MANG461	Research Methods	2	2	0	4	3
Total		**15**	**0**	**0**	**15**	**15**	**Total**		**14**	**2**	**0**	**16**	**15**

Year 4												
1st Semester						**2nd Semester**						
Management						**Management**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
xxxxxxx	Program Core Elective (3)	3	0	0	3	3	xxxxxxx	Concentration Elective (1)	3	0	0	3	3
MANG354	Internship in Business	0	9	0	9	3	xxxxxxx	Concentration Elective (2)	3	0	0	3	3
ACCO425	Financial Statement Analysis	3	0	0	3	3	MANG467	Strategic Management	3	0	0	3	3
MANG464	Leadership and Management	3	0	0	3	3	MANG468	Major Project	1	2	0	3	3
MANG462	Managing Change and Innovation	3	0	0	3	3							
Total		**12**	**9**	**0**	**21**	**15**	**Total**		**10**	**2**	**0**	**12**	**12**

2.9.8 Bachelor of Science in Business Administration – Human Resource Management

Bachelor of Science in Business Administration - Human Resource Management												
Year 1												
1st Semester						**2nd Semester**						
Human Resource Management						**Human Resource Management**						
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
ENGL112	English for Academic Purposes	3	0	0	3	3	ARAB102	Arabic Language	3	0	0	3	3
INFT100	Introduction to IT	3	0	0	3	3	BBAR1201	Principles of Macroeconomics	3	0	0	3	3
BBAR1101	Mathematics for Business	3	0	0	3	3	BBAR1202	Principles of Marketing	3	0	0	3	3
BBAR1102	Principles of Management	3	0	0	3	3	BBAR1203	Business Statistics	3	0	0	3	3
BBAR1103	Principles of Microeconomics	3	0	0	3	3	BBAR1204	Financial Accounting	3	0	0	3	3
	Total	15	0	0	15	15		Total	15	0	0	15	15

Year 2												
1st Semester						**2nd Semester**						
Human Resource Management						**Human Resource Management**						
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SHRP100	Islamic Culture	3	0	0	3	3	MANG200	Fund. of Innovation & Entrepreneurship	3	0	0	3	3
BBAR2101	Financial Management	3	0	0	3	3	BBAR2201	Organizational Behavior	3	0	0	3	3
BBAR2102	Business communication	3	0	0	3	3	BBAR2202	Managerial Accounting	3	0	0	3	3
BBAR2103	Human Resource Management	3	0	0	3	3	BBAR2203	Legal Environment of Business	3	0	0	3	3
BBAR2104	Quantitative Business Analysis	3	0	0	3	3	BBAR2204	Production and Operations Management	3	0	0	3	3
	Total	15	0	0	15	15		Total	15	0	0	15	15

Year 3												
1st Semester						**2nd Semester**						
Human Resource Management						**Human Resource Management**						
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
BBAR3101	Ethics and Islamic Values in Business	3	0	0	3	3	BBAR3201	Business Analytics	3	0	0	3	3
BBAR3102	Introduction to Business Information Systems (BIS)	3	0	0	3	3	BBAR3202	Research methods	3	0	0	3	3
BBAR3103	Financial Statement Analysis	3	0	0	3	3	BBHR3201	Internship	3	0	0	3	3
BAHR3104	Recruitment and Selection	3	0	0	3	3	BAHR3204	Compensations	3	0	0	3	3
BAHR3105	UAE Labor Law	3	0	0	3	3	EDUC102	UAE Society	3	0	0	3	3
****	General Elective 1	3	0	0	3	3	****	General Elective 2	3	0	0	3	3
	Total	18	0	0	18	18		Total	18	0	0	18	18

Year 4												
1st Semester						**2nd Semester**						
Human Resource Management						**Human Resource Management**						
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
BAHR4101	Employee Training and Development	3	0	0	3	3	BBAR4203	Strategic Management	3	0	0	3	3
BAHR4102	Performance Management and Appraisal	3	0	0	3	3	BAHR4202	Major Project	3	0	0	3	3
BBAR4103	International Business	3	0	0	3	3	****	Program Elective 2	3	0	0	3	3
BBAR4104	Total Quality Management	3	0	0	3	3							
****	Program Elective 1	3	0	0	3	3		Total	9	0	0	9	9
	Total	15	0	0	15	15							

2.9.9 Bachelor of Science in Business Administration – Industrial Management

Bachelor of Science in Business Administration - Industrial Management											
Year 1											
1st Semester						**2nd Semester**					
Industrial Management						Industrial Management					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
ENGL112	English for Academic Purposes	3	0	0	3	3	ARAB102	Arabic Language	3	0	0	3	3
INFT100	Introduction to IT	3	0	0	3	3	BBAR1201	Principles of Macroeconomics	3	0	0	3	3
BBAR1101	Mathematics for Business	3	0	0	3	3	BBAR1202	Principles of Marketing	3	0	0	3	3
BBAR1102	Principles of Management	3	0	0	3	3	BBAR1203	Business Statistics	3	0	0	3	3
BBAR1103	Principles of Microeconomics	3	0	0	3	3	BBAR1204	Financial Accounting	3	0	0	3	3
Total		15	0	0	15	15	Total		15	0	0	15	15

Year 2											
1st Semester						**2nd Semester**					
Industrial Management						Industrial Management					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
SHRF100	Islamic Culture	3	0	0	3	3	MANG200	Fund. of Innovation & Entrepreneurship	3	0	0	3	3
BBAR2101	Financial Management	3	0	0	3	3	BBAR2201	Organizational Behavior	3	0	0	3	3
BBAR2102	Business communication	3	0	0	3	3	BBAR2202	Managerial Accounting	3	0	0	3	3
BBAR2103	Human Resource Management	3	0	0	3	3	BBAR2203	Legal Environment of Business	3	0	0	3	3
BBAR2104	Quantitative Business Analysis	3	0	0	3	3	BBAR2204	Production and Operations Management	3	0	0	3	3
Total		15	0	0	15	15	Total		15	0	0	15	15

Year 3											
1st Semester						**2nd Semester**					
Industrial Management						Industrial Management					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
BBAR3101	Ethics and Islamic Values in Business	3	0	0	3	3	BBAR3201	Business Analytics	3	0	0	3	3
BBAR3102	Introduction to Business Information System (BIS)	3	0	0	3	3	BBAR3202	Research methods	3	0	0	3	3
BBAR3103	Financial Statement Analysis	3	0	0	3	3	BBIM3201	Internship	3	0	0	3	3
BADB3104	Logistics and Supply Chain Management	3	0	0	3	3	BADB3204	Enterprise Resources Planning	3	0	0	3	3
BADB3105	Project Management	3	0	0	3	3	EDUC102	UAE Society	3	0	0	3	3
****	General Elective 1	3	0	0	3	3	****	General Elective 2	3	0	0	3	3
Total		18	0	0	18	18	Total		18	0	0	18	18

Year 4											
1st Semester						**2nd Semester**					
Industrial Management						Industriall Management					
Course Code	Course Title	L	P	T	CH	CR	Course Code	Course Title	L	P	T	CH	CR
BADM4101	Optimization and Modelling	3	0	0	3	3	BBAR4203	Strategic Management	3	0	0	3	3
BADM4102	Operational Planning and Scheduling	3	0	0	3	3	BADM4202	Major Project	3	0	0	3	3
BBAR4103	International Business	3	0	0	3	3	****	Program Elective 2	3	0	0	3	3
BBAR4104	Total Quality Management	3	0	0	3	3							
****	Program Elective 1	3	0	0	3	3	Total		9	0	0	9	9
Total		15	0	0	15	15							

2.9.10 Bachelor of Science in Marine Biology

Bachelor of Science in Marine Biology													
Year 1													
1st Semester							**2nd Semester**						
Marine Biology							**Marine Biology**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
ENGL112	English for Academic Purposes	3	0	1	4	3	ARAB102	Arabic Language	3	0	0	3	3
SHRF100	Islamic Culture	3	0	0	3	3	EDUC102	UAE Society	3	0	0	3	3
INFT100	Introduction to IT	2	2	0	4	3	MATH101	Mathematics for Scientists	3	0	1	4	3
BIOL101	The Cell and Its Functions (Lab)	3	3	0	6	4	CHEM101	General Chemistry (Lab)	3	3	0	6	4
xxxxxxx	General Elective (1)	3	0	0	3	3	xxxxxxx	General Elective (1)	3	0	0	3	3
	Total	14	5	1	20	16		Total	15	3	1	19	16
Year 2													
1st Semester							**2nd Semester**						
Marine Biology							**Marine Biology**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
MARI201	Introduction to Oceanography (field trip)	3	3	0	6	4	BIOL203	Research Methods for Biologists	3	3	0	6	3
BIOL202	Ecology and Evolution (lab)	3	3	0	6	4	CHEM202	Organic Chemistry (Lab)	3	3	0	6	4
PHYS201	Physics for Marine Science (lab)	3	3	0	6	4	BIOL204	Concepts in Methodology and Animal Behaviour (lab/field)	3	3	0	6	4
MATH202	Applied Mathematics for Scientists	3	0	0	3	3	STAT201	Statistics and Data Analytics	3	0	0	3	3
	Total	12	9	0	21	15		Total	12	9	0	21	14
Year 3													
1st Semester							**2nd Semester**						
Marine Biology							**Marine Biology**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
MARI302	Marine Ecology and Function (lab/field)	3	3	0	6	4	BIOL306	Genetics (lab)	3	3	0	6	4
MARI303	Marine Plant Biology (lab/field)	3	3	0	6	4	MARI305	Marine Invertebrates (lab/field)	3	3	0	6	4
BIOL305	Microbiology (lab)	3	3	0	6	4	MARI306	Sharks, Rays and Bony fishes (lab/field)	3	3	0	6	4
MARI304	Marine Biology Field Course (field)	1	6		7	3	MANG200	Fund. of Innovation and Entrepreneurship	3	0	0	3	3
	Total	10	15	0	25	15		Total	12	9	0	21	15
Year 4													
1st Semester							**2nd Semester**						
Marine Biology							**Marine Biology**						
Course Code	**Course Title**	**L**	**P**	**T**	**CH**	**CR**	**Course Code**	**Course Title**	**L**	**P**	**T**	**CH**	**CR**
MARI407	Applied Biochemistry (lab/field)	3	3	0	6	4	MARI411	Marine Conservation Biology	3	0	1	4	3
MARI408	Marine Mammals and Reptiles (lab/field)	3	3	0	6	4	MARI495	Senior Project in Marine Biology – Part 2	2	3	0	5	3
MARI409	Marine Pollution (lab/field)	3	3	0	6	4	xxxxxxx	Program Elective II	3	0	2	5	3
MARI490	Senior Project in Marine Biology – Part 1	2	3	0	5	3	MARI410	Internship in Marine Science	0	9	0	9	3
xxxxxxx	Program Elective I	3	0	2	5	3							
	Total	14	12	2	28	18		Total	8	12	3	23	12

2.9.11 Bachelor of Science in Computer Science – Cyber Security

BACHELOR OF SCIENCE IN COMPUTER SCIENCE					
CONCENTRATION: CYBER SECURITY					

Year 1

1st Semester						2nd Semester					
Cyber Security						Cyber Security					
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 101	Programming I	2	2	6	4	CYBR 102	Cyber Security	2	1	4	3
FCBT101	Fundamentals of IT Support and Hardware (CBT1:CompTIA A+)	0	1	2	1	ELDS 103	Fundamentals of Electronics and Digital Systems	2	1	4	3
EMIR101	Emirates' Studies*	3	0	3	3	AIFI 104	Introduction to Artificial Intelligence	2	1	4	3
MATH105	Discrete Mathematics	3	0	3	3	MATH 106	Calculus	3	0	3	3
ENTR101	Entrepreneurship in Technology	3	0	3	3	COMP 102	Programming II	2	2	6	4
	Total	**11**	**3**	**17**	**14**		**Total**	**11**	**5**	**21**	**16**

Year 2

1st Semester						2nd Semester					
Cyber Security						Cyber Security					
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 201	Data Structure	2	1	4	3	CYBR 203	Secure Software Development and Testing(Concentration Course II)	2	1	4	3
MATH 205	Linear Algebra	3	0	3	3	COMP 204	Design and Analysis of Algorithms	2	1	4	3
CYBR 202	Digital Forensics (Concentration Course I)	2	1	4	3	MATH 208	Probability & Statistics	3	0	3	3
ENGL112	English for Academic Purposes	3	0	3	3	COMP 205	Computer Networks	2	1	4	3
COMP 202	Computer Org and Assembly Language	2	1	4	3	COMP 206	Embeded Systems	1	2	5	3
CCBT 201	Information Assurance (CBT2: Certified Information Security Manager)	0	1	2	1	COMP 207	Databases	2	1	4	3
	Total	**12**	**4**	**20**	**16**		**Total**	**12**	**6**	**24**	**18**

Year 3

1st Semester						2nd Semester					
Cyber Security						Cyber Security					
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
MATH 310	Graph Theory	3	0	3	3	MATH 401	Optimization Techniques	3	0	3	3
COMP 301	Automata, Computability, and Complexity	3	0	3	3	COMP 402	Computational Geometry	3	0	3	3
CYBR 301	Ethical Hacking I (Concentration Course III)	2	1	4	3	CYBR 401	Ethical Hacking II (Concentration Course IV)	2	1	4	3
ETHI 302	Professional Ethics in Technology (Elective I)	3	0	3	3	COMP 403	Project I	1	0	1	1
COMP 303	Computer Architecture	2	1	4	3	HCI 404	Human Computer Interaction	2	1	4	3
CCBT 302	Offensive Security (Offensive Security Certified Professional)	0	1	2	1	INTN 405	Internship	3	0	0	3
						RESM 406	Research Methods	2	0	2	2
	Total	**13**	**3**	**19**	**16**		**Total**	**16**	**2**	**17**	**18**

Year 4

1st Semester						2nd Semester					
Cyber Security						Cyber Security					
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
CYBR 501	Network Securirty (Concentration Course V)	2	1	4	3	CYBR 601	Cryptography (Concentration Course VI)	2	1	4	3
COMP 502	Software Engineering	2	1	4	3	COMP 603	Project III	3	0	3	3
COMP 503	Project II	2	0	2	2	MANG 501	Project Management (Elective II)	3	0	3	3
COMP 504	IoT	2	1	4	3						
COMP 507	Operating Systems	2	1	4	3						
	Total	**10**	**4**	**18**	**14**		**Total**	**8**	**1**	**10**	**9**

Core Electives Basket (BSc. 15 CR) - (1)					
Cyber Security					
Course Code	Course Title	L	P	CH	CR
ETHI 302	Professional Ethics in Technology	3	0	3	3
MANG 501	Project Management	3	0	3	3
COMP 604	Cloud Computing	2	1	3	3
COMP 506	Quntum Computing	2	1	3	3
COMP 508	Blockchain Security	2	1	3	3
COMP 605	Mobile App Development	1	2	4	3
COMP 509	Computational Biology	2	1	3	3
COMP 601	Financial Computing	2	1	3	3
COMP 606	Social Network Analysis	2	1	3	3
COMP 607	Quantum Mechanics for Scientists and Engineers	2	1	3	3
COMP 608	Quantum Computing and Quantum Information Science	2	1	3	3

L	Lecture / Theoretical	المحاضرة / النظري
P	Practical /Lab	العملي / المختبر
CH	Contact Hours/Teaching Hours	ساعات الاتصال / ساعات التدريس
CR	Credit Hours	الساعات المعتمدة

2.9.12 Bachelor of Science in Computer Science – Artificial Intelligence

BACHELOR OF SCIENCE IN COMPUTER SCIENCE										
CONCENTRATION: ARTIFICIAL INTELLIGENCE										

Year 1

1st Semester						2nd Semester				
Artificial Intelligence						Artificial Intelligence				
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 101	Programming I	2	2	6	4	CYBR 102	Cyber Security	2	1	4	3
CBT101	Fundamentals of IT Support and Hardware (CBT1:CompTIA A+)	0	1	2	1	ELDS 103	Fundamentals of Electronics and Digital Systems	2	1	4	3
EMIR101	Emirates' Studies*	3	0	3	3	ARTI 104	Introduction to Artificial Intelligence	2	1	4	3
MATH105	Discrete Mathematics	3	0	3	3	MATH 106	Calculus	3	0	3	3
ENTR101	Entrepreneurship in Technology	3	0	3	3	COMP 102	Programming II	2	2	6	4
	Total	11	3	17	14		Total	11	5	21	16

Year 2

1st Semester						2nd Semester				
Artificial Intelligence						Artificial Intelligence				
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 201	Data Structure	2	1	4	3	ARTI 302	Deep Learning (Concentration Course II)	2	1	4	3
MATH 205	Linear Algebra	3	0	3	3	COMP 204	Design and Analysis of Algorithms	2	1	4	3
ARTI 201	Machine Learning (Concentration Course I)	2	1	4	3	MATH 208	Probability & Statistics	3	0	3	3
ENGL112	English for Academic Purposes	3	0	3	3	COMP 205	Computer Networks	2	1	4	3
COMP 202	Computer Org and Assembly Language	2	1	4	3	COMP 206	Embeded Systems	1	2	5	3
CBT 201	Machine Learning Professional (Google Professional Machine Learning E	0	1	2	1	COMP 207	Databases	2	1	4	3
	Total	12	4	20	16		Total	12	6	24	18

Year 3

1st Semester						2nd Semester				
Artificial Intelligence						Artificial Intelligence				
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
MATH 310	Graph Theory	3	0	3	3	MATH 401	Optimization Techniques	3	0	3	3
COMP 301	Automata, Computability, and Complexity	3	0	3	3	COMP 402	Computational Geometry	3	0	3	3
ARTI 401	Computer Vision (Concentration Course III)	2	1	4	3	ARTI 503	Robotics (Concentration Course IV)	2	1	4	3
ETHI 302	Professional Ethics in Technology (Elective I)	3	0	3	3	COMP 403	Project I	1	0	1	1
COMP 303	Computer Architecture	2	1	4	3	HCI 404	Human Computer Interaction	2	1	4	3
CBT 302	Machine Learning Professional 2 (AWS Certified Machine Learnin	0	1	2	1	INTN 405	Internship	3	0	3	3
						RESM 406	Research Methods	1	0	1	1
	Total	13	3	19	16		Total	15	2	19	17

Year 4

1st Semester						2nd Semester				
Artificial Intelligence						Artificial Intelligence				
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
ARTI 402	Natural Language Processing (Concentration Course V)	2	1	4	3	ARTI 501	Big Data Analytics (Concentration Course VI)	2	1	4	3
COMP 502	Software Engineering	2	1	4	3	COMP 603	Project III	3	0	3	3
COMP 503	Project II	2	0	2	2	COMP 506	Project Management (Elective II)	3	0	3	3
COMP 504	IoT	2	1	4	3						
COMP 507	Operating Systems	2	1	4	3						
	Total	10	4	18	14		Total	8	1	10	9

Core Electives Basket (BSc. 6 CR) - (1)					
Artificial Intelligence					
Course Code	Course Title	L	P	CH	CR
ETHI 302	Professional Ethics in Technology	3	0	3	3
MANG 501	Project Management	3	0	3	3
COMP 604	Cloud Computing	2	1	3	3
COMP 506	Quntum Computing	2	1	3	3
COMP 508	Blockchain Security	2	1	3	3
COMP 605	Mobile App Development	1	2	4	3
COMP 509	Computational Biology	2	1	3	3
COMP 601	Financial Computing	2	1	3	3
COMP 606	Social Network Analysis	2	1	3	3
COMP 607	Quantum Mechanics for Scientists and Engineers	2	1	3	3
COMP 608	Quantum Computing and Quantum Information Science	2	1	3	3

L	Lecture / Theoretical	المحاضرة / النظري
P	Practical /Lab	العملي / المختبر
CH	Contact Hours/Teaching Hours	ساعات الاتصال / ساعات التدريس
CR	Credit Hours	الساعات المعتمدة

2.9.13 Bachelor of Science in Computer Science – Computer Games Development

BACHELOR OF SCIENCE IN COMPUTER SCIENCE									
CONCENTRATION: COMPUTER GAMES DEVELOPMENT									
Year 1									
1st Semester						**2nd Semester**			
Computer Games Development						**Computer Games Development**			
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 101	Programming I	2	2	6	4	CYBR 102	Cyber Security	2	1	4	3
FCBT101	Fundamentals of IT Support and Hardware (CBT1:CompTIA A+)	0	1	2	1	ELDS 103	Fundamentals of Electronics and Digital Systems	2	1	4	3
EMIR101	Emirates' Studies*	3	0	3	3	ARTI 104	Introduction to Artificial Intelligence	2	1	4	3
MATH105	Discrete Mathematics	3	0	3	3	MATH 106	Calculus	3	0	3	3
ENTR101	Entrepreneurship in Technology	3	0	3	3	COMP 102	Programming II	2	2	6	4
	Total	11	3	17	14		**Total**	11	5	21	16

Year 2									
1st Semester						**2nd Semester**			
Computer Games Development						**Computer Games Development**			
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
COMP 201	Data Structure	2	1	4	3	GDEV 302	3D Design and Modelling (Concentration Course II)	2	1	4	3
MATH 205	Linear Algebra	3	0	3	3	COMP 204	Design and Analysis of Algorithms	2	1	4	3
GDEV 201	Graphic Design & Illustration Art (Concentration Course I)	2	1	4	3	MATH 208	Probability & Statistics	3	0	3	3
ENGL112	English for Academic Purposes	3	0	3	3	COMP 205	Computer Networks	2	1	4	3
COMP 202	Computer Org and Assembly Language	2	1	4	3	COMP 206	Embeded Systems	1	2	5	3
GCBT 201	Professional Game Development I (Unity Certified Developer)	0	1	2	1	COMP 207	Databases	2	1	4	3
	Total	12	4	20	16		**Total**	12	6	24	18

Year 3									
1st Semester						**2nd Semester**			
Computer Games Development						**Computer Games Development**			
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
MATH 310	Graph Theory	3	0	3	3	MATH 401	Optimization Techniques	3	0	3	3
COMP 301	Automata, Computability, and Complexity	3	0	3	3	COMP 402	Computational Geometry	3	0	3	3
GDEV 503	Game Programming (Concentration Course III)	2	1	4	3	GDEV 501	Advanced Game Design (Concentration Course IV)	2	1	4	3
ETHI 302	Professional Ethics in Technology (Elective I)	3	0	3	3	COMP 403	Project I	1	0	1	1
COMP 303	Computer Architecture	2	1	4	3	HCI 404	Human Computer Interaction	2	1	4	3
GCBT 302	Professional Game Development II (Unreal Engine Certification)	0	1	2	1	INTN 405	Internship	3	0	0	3
						RESM 406	Research Methods	2	0	2	2
	Total	13	3	19	16		**Total**	16	2	17	18

Year 4									
1st Semester						**2nd Semester**			
Computer Games Development						**Computer Games Development**			
Course Code	Course Title	L	P	CH	CR	Course Code	Course Title	L	P	CH	CR
GDEV 402	VR/AR Game Development (Concentration Course V)	2	1	4	3	GDEV 401	3D Animation and Visual Effects Production (Concentration Course VI)	2	1	4	3
COMP 502	Software Engineering	2	1	4	3	COMP 603	Project III	3	0	3	3
COMP 503	Project II	2	0	2	2	MANG 501	Project Management (Elective II)	3	0	3	3
COMP 504	IoT	2	1	4	3						
COMP 507	Operating Systems	2	1	4	3						
	Total	10	4	18	14		**Total**	8	1	10	9

Core Electives Basket (BSc. 15 CR) - (1)				
Artificial Intelligence				
Course Code	Course Title	L	P	CH	CR
ETHI 302	Professional Ethics in Technology	3	0	3	3
MANG 501	Project Management	3	0	3	3
COMP 604	Cloud Computing	2	1	3	3
COMP 506	Quntum Computing	2	1	3	3
COMP 508	Blockchain Security	2	1	3	3
COMP 605	Mobile App Development	1	2	4	3
COMP 509	Computational Biology	2	1	3	3
COMP 601	Financial Computing	2	1	3	3
COMP 606	Social Network Analysis	2	1	3	3
COMP 607	Quantum Mechanics for Scientists and Engineers	2	1	3	3
COMP 608	Quantum Computing and Quantum Information Science	2	1	3	3

L	Lecture / Theoretical	المحاضرة / النظري
P	Practical /Lab	العملي / المختبر
CH	Contact Hours/Teaching Hours	ساعات الاتصال / ساعات التدريس
CR	Credit Hours	الساعات المعتمدة

Chapter Three: Student Records

Student Files

The University of Khorfakkan is committed to the responsible management of student records, ensuring that they are accurate, secure, and confidential. Student records will be maintained in compliance with all relevant legal, regulatory, and institutional requirements. The university recognizes the importance of protecting student privacy and will only disclose student records to authorized individuals and entities, in accordance with applicable laws and university policies. Access to and the release of student records will be governed by established procedures to ensure the integrity and confidentiality of student information.

A student is required to report all changes in address or contact details to Student affairs. The Admission and Registration Department, Advising Unit, Academic Advisors and students will have access to the relevant student academic record.

Moreover, scholarships, sponsors, and other higher education institutions may request student academic records. Finally, every student can use the e-service to view his or her academic record and to dispute its accuracy as well.

3.1 Information Release

Any request for the release of student information must be submitted in writing to the appropriate university office, typically the Admission and Registration Department or the Student Affairs Department.

The request must clearly state the specific information being requested, the purpose of the request, and the identity of the party requesting the information.

Except where legally mandated, student information will only be released upon obtaining written consent from the student. The consent forms must specify the information to be released, the purpose of the release, and the recipient of the information.

In cases where the student is a minor or is unable to provide consent, the university will seek consent from a parent or legal guardian.

3.2 Authorized Disclosures Without Consent

The university may disclose student information without consent under certain circumstances, including but not limited to: compliance with a judicial order or lawfully issued subpoena, in case of health and safety emergencies where the information is necessary to protect the student or others, and disclosure to university officials with legitimate educational interests.

The university will maintain a record of all requests for student information and the subsequent disclosures. This record will include the identity of the requesting party, the date of the request, the specific information disclosed, and whether consent was obtained.

The university shall implement appropriate technical and organizational measures to protect student information from unauthorized access, disclosure, or alteration.

University staff who handle student information shall receive training on the requirements of this policy and related privacy laws.

Chapter Four: Academic Regulations

4.1 Term Dates

The calendar for the academic year 2025 -2026 is as follows:

4.1.1 Fall Semester 2025-2026

Day	Date		Description
	AD	H.	
Mon	23 June	27 Dhi Al-Hijja	Beginning of Admission Period for Fall 2025/2026
Thu	26 June	1 Muharam 1447	Alhijri New year
Thu	31 July	6 Safar	The last day of admission
Mon	11 Aug	17 Safar	Return of Academic
Mon -Thu	11-14 Aug	17-20 Safar	New student orientation, advising and registration , Incomplete exam
Thu	14 Aug	20 Safar	Last date for new students to postpone their admission
Mon	18 Aug	24 Safar	Fall Classes begin
Mon -Thu	18 – 21 Aug	24-27 Safar	Add/drop period
Wed	20 Aug	26 Safar	Last day for incomplete exam
Thu	21 Aug	27 Safar	Last day for Add/Drop
Sat - Su	04-12 Oct	12 - 20 Rabi II	Midterm exams
Mon-Thu	13-16 OCT	21-24 Rabi II	Midterm Grades Approval and Submission
Mon-Thu	20-30 OCT	28 Rabi II – 8 Jumada I	Midterm Incomplete Exam
Thu	23 Oct	1 Jumada I	Last day for dropping courses without 'F
Mon-Thu	03 - 06 Nov	12 - 15 Jumada I	Advising and early registration for Spring
Mon	17 Nov	26 Jumada I	Last day of withdrawal from semester
Mon	30 Nov	9 Jumada II	Martyr's Day
Tue	02 Dec	11 Jumada II	UAE National Day
Thu	04 Dec	13 Jumada II	Classes end
Mon-Thu	08-18 Dec	17 - 27 Jumada II	Fall final exams
Tue	23 Dec	03 Rajab	Final grades Approval and Submission
Mon	22 Dec	02 Rajab	Winter break for students starts
Mon-Thu	22 – 25 Dec	02 – 05 Rajab	Faculty Professional Development/Admin Work
Thu	01 Jan 2026	12 Rajab	New Year

4.1.2 Spring Semester 2025-2026

Day	Date AD	Date H.	Description
Thu - Sat	04 Dec - 03 Jan	13 Jumada II - 14 Rajab	Admission period for Spring
Mon-Thu	05-08 Jan	16-19 Rajab	Orientation New Students, Advising Incomplete Exams
Mon-Thu	12-15 Jan	23-26 Rajab	Add/drop period
Mon	12 Jan	23 Rajab	Spring classes begin
Sat - Sun	28 Feb - 08 Mar	11 -19 Ramadan	Midterm Exams
Mon -Thu	16-26 Mar	27 Ramadan – 7 Shawal	Midterm Incomplete Exam
Mon - Thu	09 Mar -12 Mar	20 – 23 Ramadan	Midterm Grades Approval and Submission
Fri -Sun	20 -22 Mar	01 – 03 Shawal	Eid Al-Fitr Holidays
Mon	23 Mar	04 Shawal	Classes resume Last day for dropping courses without 'F
Mon- Thu	30 Mar – 02 Apr	11-14 Shawal	Student spring break
Mon- Thu	30 Mar – 02 Apr	11-14 Shawal	Faculty Professional Development
Mon-Thu	13-16 Apr	25-28 Shawal	Advising and early registration for Summer
Thu	16 Apr	28 Shawal	Last day of dropping from the semester
Thu	30 Apr	13 Dhu Al-Qidah	Classes end
Mon-Thu	04-14 May	17-27 Dhu Al-Qidah	Spring final exams
Tue	19 May	2 Dhi Al-Hijja	Final grades Approval and Submission
Wed-Thu	20-21 May	3-4 Dhi Al-Hijja	Administration Activities + Faculty Training
Mon- Thu	25- 28 May	08 - 11 Dhi Al-Hijja	Eid Al-Adha Holidays
Mon- Thu	01 - 4 June	15 - 18 Dhi Al-Hijja	Faculty Professional Development/Admin
Mon	01 June	15 Dhi Al-Hijja	Summer classes begin
Mon	8 June	22 Dhi Al-Hijja	Faculty Summer Break Starts

4.1.3 Summer Term 2025-2026

Day	Date		Description
	AD	H.	
Mon	01 June	15 Dhi Al-Hijja	Summer classes begin
Mon- Wed	1-3 June	15-17 Dhi Al-Hijja	Add/drop period
Sat-Thu	13-18 Jun	27 Dhi Al-Hijja - 03 Muharram	Midterm exams
Tue	16 June	01 Muharram	Al-hijri New year
Thu	25 June	10 Muharram	Last day for dropping courses without 'F
Thu	23 July	09 Safar	Summer classes end
Mon-Thu	27 - 30 July	13-16 Safar	Final exams
Mon	03-Aug	20 Safar	Final grades Approval and Submission
Tue	04-Aug	21 Safar	Summer Semester Break
Mon	10th Aug	28 Safar	Return of Academic for Fall 2026-2027
Mon-Thu	10-13th Aug	27 – 30 Safar	New student orientation, advising and registration, Incomplete exam
Mon	17th Aug	4 Rabi I	Fall 2027 Classes Start

4.2 Program Specifications

For each program offered, UKF provides a comprehensive specification document that:

- Represents a primary source of information for students and prospective students seeking an understanding of a program; what students need to have achieved to enter the program, what will be expected of them during the program, and what they will have achieved having taken the program.

- Assists those involved in program curriculum development to appreciate the structure of the program and its learning outcomes.

- Allows internal and external reviewers to understand the program's learning outcomes, structure, and approach.

- Acts as a source of information for employers, particularly about the skills, knowledge, and aspects of competencies that they can expect from graduates of the program.

- Assists in communicating essential program information to external stakeholders, such as professional bodies.

- Provides guidance for receiving feedback from students to the extent to which they perceived that the learning opportunities were met.

4.3 Program Completion Requirements

Graduation requirements are established by the college granting the degree. The total degree credits required to complete the university's undergraduate degree programs will vary but in no case will they be less than 120 semester credit hours. Students shall make steady progress towards meeting

degree requirements within the maximum allowable time.

To be eligible for graduation from the University of Khorfakkan, undergraduate students must:

- Complete Required Credits: Fulfill the total number of credit hours required by their specific degree program, including general education, major-specific courses, and electives.
- Maintain a Minimum GPA: Achieve a minimum cumulative GPA (2.0 on a 4.0 scale) as specified by their academic program.
- Satisfy Core and Major/Concentration Requirements: Successfully complete all required courses within their major/Concentration, as well as any core curriculum requirements, with passing grades.
- Adhere to Time Limits: Finish their degree within the maximum allowable time frame. The University allows 6 years for full-time students, unless an extension is granted under special circumstances. Part-Time students are allowed to complete their degree within 8 years. A student may be placed on hold for up to three semesters while pursuing their study at the university.
- Clear Administrative Requirements: Fulfill all administrative obligations, including the submission of required forms, payment of any outstanding fees, and return of university property.

4.4 Attendance

Attending classes is compulsory for all courses offered by the University of Khorfakkan. Students are expected to attend all scheduled classes, labs, and other academic activities, arriving on time and prepared to participate. Absences should be kept to a minimum, and students are responsible for catching up on any missed work. Faculty members are required to monitor and record attendance, and they may establish specific attendance requirements as part of their course syllabi. Excessive absences may result in academic penalties, including grade reductions, failure of the course, or other disciplinary actions as outlined in this policy. The university is committed to supporting students who face legitimate challenges to attendance by offering appropriate accommodations, provided these are communicated and documented according to the procedures established in this policy.

Attending classes is a must for all courses, and a student will not be allowed to take the final examination if he/she has missed 20 percent of the classes in a semester. Absence warning procedures are set out below:

- If a student is absent for 10 percent of theoretical and practical class hours, the course instructor will issue a 10 percent absence warning.
- If a student is absent for 15 percent of theoretical and practical class hours, the course instructor will issue a 15 percent absence warning.
- If a student is absent for 20 percent of theoretical and practical class hours, the course instructor will issue a 20 percent absence warning, and the student will receive the grade of "F." Students will not be allowed to take the final examination if they have missed 20 percent of the classes in each semester.

As classroom attendance is an indispensable part of the learning experience, the University established the following rules to regulate attendance:

- Excused absence is not counted as unexcused absences and is not considered as absence in counting the missed lectures responsible for academic warning.
- Students are expected to be in class on time.
- At the discretion of the Office of the Vice Chancellor for Academic Affairs (VCAA), absences incurred due to participation in UKF-sponsored activities or sports tournaments may not figure in

the calculation of a student's total absences. The VCAA in consultation with the athletics coordinator will determine if the tournament deserves official excused absence status.

- Student-athletes are expected to notify their instructors as soon as they are aware they will be missing a class due to a status approved athletic competition.
- Any student who is experiencing psychological distress and is unable to attend his or her scheduled classes must first see the UKF Counsellor. The Counsellor will carefully assess the student's psychological state. Should the Counsellor determine the student is unable to attend classes, the Counsellor will immediately contact the VCAA and inform him of the student's condition. Respecting the confidentiality policy of counselling services, the Counsellor will only disclose the minimal information needed to explain the situation. The VCAA will authorize any absences, if any, from the course (The student retains the options of withdrawing or seeking an Incomplete).

4.5 Withdrawal from a Course

The following shall apply when a student has been absent, either excused or unexcused, for 20% or more of scheduled class meetings in which s/he is currently enrolled (including excused absences):

- If the 20% limit is reached on or before the last day to withdraw from classes, as specified in the academic calendar, then the course instructor will assign a letter grade of WA (Withdrawn Administratively).
- In all other cases a letter grade of WF (Withdrawn after Deadline) will be assigned.
- All appeals should be referred to the Student Appeals Committee, which will provide a recommendation to the VCAA whose decision shall be final. Students applying for an appeal must provide all necessary documentation within three days of the grade (WA or WF) notification.

4.6 Course Substitution

All UKF students are expected to complete the degree as per their approved study plan. However, under exceptional circumstances, the course substitution policy can be applied if the following conditions are met:
- The course offered as a substitute is at least 80% equivalent to the required course in the study plan.
- The course offered as a substitute must be equal to or greater in credits and level than the required course.
- The required course is not offered during the current semester.
- The student satisfies the prerequisite(s) for the substituted course.
- A student's graduation will be delayed if the substituted course is not taken in the absence of the required course offered during that semester.

UKF will consider a request from an undergraduate student for a course substitution as follows:

- Students will submit a course substitution request to the appropriate advisor, department chair, and Dean of the college for approval.
- Upon approval, the Dean of the college will forward the form for final approval or disapproval to the VCAA.
- The Office of Registration and Admission will post the course substitution to the student's academic record.
- The Registration and Admission will notify the student of the approval or disapproval of the course substitution.

Chapter Five: Grading and Assessment

5.1 Grading Scheme

Grading system for undergraduate Degrees is provided in table 4:

Table 3: Grading system

Grades Percentage	Grades	Points
90 to 100	A	4
85 to less than 90	B+	3.5
80 to less than 85	B	3
75 to less than 80	C+	2.5
70 to less than 75	C	2
65 to less than 70	D+	1.5
60 to less than 65	D	1
Less than 60	F	0

CGPA for undergraduate Degrees:

CGPA Points	Grades
3.60 to 4.00	Excellent
3.00 to less than 3.60	Very Good
2.5 to less than 3.00	Good
2.5 to less than 2.50	Satisfactory
Below 2.00	Fail

Students' performance in the courses is evaluated by their instructors based on pre-determined assessment methods in the course syllabus. Marks of students are entered in the registration system by their instructor after the approval of head of department/program director and the Deans. SGPA and CGPA are calculated automatically in registration system.

The passing grade for all Bachelor and diploma courses is 60%. The result of each course is the sum of the grades of the final exam, the midterm exam, and the coursework that is completed by the student. The final grade for a course is out of 100 rounded to the closest whole number as follows: coursework: 30% midterm exam: 15% to 30% final exam: 40% to 55%.

The final exams take place during the 16th week of the semester. The duration of the final exam will be two hours maximum. No tests or examinations may be given on any of the seven calendar days that precede the first day of final examinations, except for practical exams, English Language placement tests, and discussion of graduation projects. While in the summer semester, the final examination period consists of the last three scheduled days of the semester.

Students who are scheduled for more than two examinations on the same day are entitled to reschedule one of the exams and take it on another day during the final examination period.

A student can request to review his/ her final exam grades within 3 days after the announcement of the results.

If a student fails one course in the semester in which he/ she is supposed to graduate, the student is allowed to re-sit that final exam after obtaining the approval of the College Dean and paying the required fees. The student's name can be added to the list of graduating students for that semester if he/she has fulfilled all the graduation requirements. If the student fails the final exam, he/she must retake the course in the following semester.

5.2   Examinations

The University of Khorfakkan regulates the administration of all exams. It regulates examination affairs and guarantees the most appropriate administration of the exams according to specific academic and pedagogic standards. The examinations promote active student engagement in learning and enable students to develop their knowledge, skills, and capabilities in meaningful disciplinary, professional, and personal contexts. Assessment practices at UKF include providing constructive and timely feedback that has value for the students in justifying assessment grades given, identifying the strengths and weaknesses, and guiding their learning with a view to improving their performance.

The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester.

The general framework for examinations shall be as follows:

Purely or mainly theoretical courses:

- 40-55% shall be reserved for the final examination, which shall be in writing, covering the entire contents of the course and realizing its objectives and outcomes and held at the times announced in the University calendar.
- 45-60% shall be given to course work consisting of one or two written examinations, reports, research papers, quizzes, and any other tasks. The relative weight of each of these two examinations and other tasks shall be determined by the concerned department.
- In case of having two written exams, the first examination shall be held in the sixth week of the regular semester or the third week of the summer session, and the second shall be given in the twelfth week of the regular semester and the fifth week of the summer session.

Practical courses:

- College Councils shall, upon the recommendation of departmental councils, determine the distribution of grades and inform the Admissions and Registration's Office of the procedures followed.
- The above regulations shall not apply to courses that have a special nature of their own. Such courses and the methods of evaluation in them shall be specified by the College Council upon the recommendation of the Department Council. The VCAA shall be informed of all decisions in this regard fully explained and justified.
- The Department Council shall approve the method of evaluation for each course separately in accordance with the following:
    - that the components of the course and its objectives are taken into consideration
    - that self-instruction is duly recognized and evaluated so that students may be encouraged and motivated to engage seriously in this kind of activity.
    - that evaluation can be objectively implemented and fully documented, especially with reference to students' participation in class and other activities.
    - that the evaluation achieves the academic and Scientific objectives and outcomes of the course.
    - that the evaluation procedures can be used in future to develop the educational process as well as student performance
- The instructor shall be responsible for correcting the examination papers of the course he/she teaches, recording final grades in letters and percentages correctly.

- Course examination sheets or booklets shall be returned to students within one week after the date of the examination and, a week later, the grades shall be reported to the Department's Chair.
- Final grades for each course shall be calculated and recorded in letters, and the number of credit hours allocated for the course shall be specified.

5.3   Satisfactory Academic Progress

UKF will provide academic advisors for all students to maintain satisfactory academic progress at early stages of their enrolment to assist them in planning their study plans. If the student fails to show improvement over a specified period, he/she will be terminated from the program.

Students must change their programs if their CGPA drops below 1.0 by the end of any semester except for the first semester at UKF. Those students cannot be enrolled again in their previous programs and will not be allowed to change their programs more than one time during their studies in the university.

Students receive a first academic warning if their CGPA drops below 2.0 by the end of any semester except for the first semester at UKF. Having received the first warning, students are not allowed to register for more than 15 credit hours in the following semester.

Students failing to raise their CGPA to at least 2.0 in the following semester, will be given a second warning and will not be allowed to register for more than 12 credit hours (it can be increased to 15 credit hours after getting the department approval).

Unable to raise their CGPA to at least 2.0, the students become liable to one of the following actions:
o   Transfer the student to another major within the same college.
o   Transfer the student to another college.
o   Students are given two semesters to raise their CGPA after changing the major or college. Should they fail to do so, they will be dismissed from the university.
o   In case of successfully completing at least 70% of the credit hours required for graduation according to the approved study plan for the program, then students will not be dismissed from the university, but will be permitted to continue in the same major until they reach the maximum study duration as stipulated in the UKF regulations.
o   The summer semesters are not considered for an academic warning period.
o   Post graduate Students receive a first academic warning if their CGPA drops below 3.0 by the end of any semester except for the first semester at UKF.
o   If a post graduate student is conditionally accepted and fails to fulfil the condition by the end of the semester; the student would be considered as academically 'failed' in the registered program and is not entitled to rejoin the same program; before one semester at least. In case the student enrols again in the same program, none of the previous credit hours are considered. However, If the student wishes to join a different program, enrolment could take place immediately and the previously studied credit hours could be considered; subject that these courses are within the new program study plan and the minimum achieved grade is B.

5.4   Reviewing Final Examination Answer Sheets or Booklets

A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have their final examination answer sheets or booklet reviewed. The petition shall be submitted through the Registrar's Office after payment of a fixed fee. If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the instructor of the course. The review shall ascertain whether there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a

question partially or wholly. If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.

- No student shall be allowed to sit for the final examination without having settled all their financial obligations to the University.
- If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed in that course:
- If failure to attend the final examination is caused by ill health or some other compelling circumstances acceptable to the Dean of the College that offers the course, the student shall be given a grade of Incomplete. The Dean shall notify the Registrar's Office of this grade.
- Any student who has been given an Incomplete must remove this mark from their record within two weeks after the commencement of the next regular semester by sitting for a special examination given to him/her in arrangement with the instructor of the course and the Department. The result shall be submitted to the Registration and Admission Department within this period. Otherwise, the Registrar's Office shall give the student an F for the course in question.
- If the reason for not attending the examination mentioned above still exists, the College Council may allow the student to withdraw from the course(s) in question and have a mark of W in their record.
- The mark obtained to remove the Incomplete shall be recorded in its proper place in the semester in which the course was taken.
- If the graduation of a student depends on removing an Incomplete Grade of a course, the student shall be considered a graduate of the semester in which s/he removes the incomplete grade. The minimum passing letter grade is D.

5.5   Plagiarism/Cheating

Students are expected to do their own work. You are allowed to work on assignments in teams only if specified by the instructor. In other words, students are encouraged to communicate about general principles of the course, but all assigned homework must be done on an individual basis. The instructor is available to provide any assistance that you may need.

Cheating is considered a serious offense by the university. You should be aware of the severe penalty for cheating.

Examples of cheating include, but are not limited to the following:

- Showing or sharing answers during an examination, test or other form of assessment.
- Copying anything done by another student and submitting it as your own.
- Giving another student access to your files and allowing him or her to use your work as his or her own.
- Telling another student what is on a test that he or she will take later; □ Bringing to an assessment, information or materials that are not allowed – even if you do not use them; or
- Misrepresenting another's work as your own

5.6   Graduate Completion Requirements

Graduate students must satisfy all academic and administrative requirements outlined by their respective programs to be eligible for graduation from the University of Khorfakkan. These requirements include the successful completion of required coursework, maintenance of a minimum GPA, completion and defense of a thesis or dissertation, and fulfilment of any residency obligations.

All students must adhere to the time limits for program completion and meet any additional program-specific requirements.

The university is committed to supporting students through these processes and ensuring that all degree requirements are clearly communicated and consistently enforced.

To be eligible for graduation from the University of Khorfakkan, graduate students must:
- Complete Required Credits: Fulfil the total number of credit hours required by their specific degree program, including general education, major-specific courses, and electives.
- Maintain a Minimum GPA: Achieve a minimum cumulative GPA (3.0 on a 4.0 scale) as specified by their academic program.
- Satisfy Core and Major/Concentration Requirements: Successfully complete all required courses within their major/Concentration, as well as any core curriculum requirements, with passing grades.
- Complete Capstone/Thesis: If required by their program, students must complete a capstone project, thesis, or equivalent final assessment to demonstrate their mastery of program content.
- Adhere to Time Limits: Finish their degree within the maximum allowable time frame. The University allows 2 years for full-time students, unless an extension is granted under special circumstances. Part-Time students are allowed to complete their degree within 4 years. A student may be placed on hold for 1 semester while pursuing their study at the university.
- Clear Administrative Requirements: Fulfil all administrative obligations, including the submission of required forms, payment of any outstanding fees, and return of university property.

5.7   Courses to be taken outside UKF

Independent of the number of credit hours that could be transferred to transferring Graduate students who are in good academic standing (CGPA is 3.0 out of 4.0 or more), the maximum number of credit hours that will be transferred should not exceed 25% of the total number of credit hours of the courses that constitute the program. Moreover, the transferred courses should not, in any case, include more than 25% of the credit hours of the final year of the program.

The academic advisor and the Registration officer in charge are responsible in following up the academic progress of the student, to avoid delays in the student's graduation.

Chapter Six: Student Rights and Responsibilities

6.1 Student Rights

Students are entitled to the rights necessary for the pursuit of their education, including freedom of thought, expression, and association. These rights are balanced by the responsibilities students must uphold the values of the university, maintain academic integrity, and respect the rights and dignity of others.

Students have the right to:
- Access to quality instruction, resources, and facilities that support their academic and personal development.
- Express their ideas, opinions, and beliefs freely, both inside and outside the classroom, within the bounds of respectful discourse.
- Receive fair and impartial treatment from faculty, staff, and peers, including due process in disciplinary matters.
- Expect confidentiality in their educational records and personal information, in accordance with university policies and applicable laws.
- Engage in the governance of the university through representation in student councils, committees, and other bodies.

6.2 Student Responsibilities

Students have the responsibility to:

- Submit work that is their own, avoid plagiarism, and adhere to the university's standards of academic honesty.
- Treat faculty, staff, and fellow students with respect, and refrain from any form of discrimination, harassment, or disruptive behaviour.
- Follow all university policies, including those related to conduct, attendance, and the use of campus resources.
- Engage fully in their academic work, attend classes, and contribute to the university community in a positive and constructive manner.

Chapter Seven: Student Disciplinary Procedures

7.1 The Scope

The disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.

Violations to academic honesty may be processed through a panel hearing, in which the panel will be composed of faculty members, while non-academic violations of the Code may be processed through an administrative hearing composed of staff member(s).

7.2 Procedures for pre–Disciplinary Committee Session

An initial investigation session is conducted with the violating student to determine to what extent he/she is responsible for the violation, in accordance with the following:

a. The student is notified in a period of not less than five (5) working days from the commencement of the initial investigation session to present him/herself to the investigation committee; if the student fails to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Committee to settle the alleged charges.

b. Whoever undertakes the initial investigation may disregard any charges against the student, if it becomes clear that it is without grounds. In this case, the complainant may file an appeal for the decision to be submitted to the Director of Students Affairs.

c. The initial investigation may end with a signed accord by the investigator and the student, imposing a disciplinary sanction on the student; by this accord all the disciplinary proceedings shall cease including referral of the matter to the Students Disciplinary Committee, also the student's right to appeal the disciplinary decision issued according to the aforesaid accord is fortified.

d. In case the mentioned accord in the previous article is not reached, the matter is to be referred to the Student Disciplinary Committee in five (5) working days after the initial investigation session; this period can be extended if the student presents an acceptable excuse to justify this extension.

7.3 Academic Misconduct

In case of academic misconduct, the procedures will be as follows:

- After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the Vice Chancellor will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation. If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Vice-Chancellor for Academic Affairs (VCAA) who may decide to forward the case to the Student Disciplinary Committee to carry out the formal investigation.

- The Student Disciplinary Committee is formed at the discretion of the Vice Chancellor, after consultation with the VCAA. The Committee shall include three faculty members, among which at least one is from the College of Law. Another faculty member will be from the College where the student belongs.

- The Student Disciplinary Committee will set a date for a formal investigation and will inform the students of the allegation(s) and the date of the session at least ten (10) working days prior to the session.

- Within (10) ten working days of the completion of the formal investigation, the student Disciplinary Committee shall submit a formal report to the VCAA.

- The Vice Chancellor informs the Chancellor of the Committee's findings and, if the Committee has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.

- The Chancellor shall inform the student in writing, within (10) ten working days of receiving the Vice Chancellor's recommendations, of the decision and of the academic sanctions, if any, to be imposed.

- The student may submit a written appeal to the Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the students in writing and the decision is final.

- In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for the purpose of recording the decision on the student's record.

7.4 Non-Academic Misconduct

In case of non-academic misconduct, the procedures will be as follows:

- For alleged violations of the Student Code of Conduct, the Director for Students Affairs may establish a committee to investigate. The composition of the Committee is at the discretion of the Director for Students Affairs and shall be formed of three members.
- The Director of Students Affairs will inform the students of the allegation and the date of the investigation session at least five (5) working days prior to the session.
- Within ten (10) working days of the completion of the investigation, the Committee shall complete the investigation and submit a formal report to the Director for Students Affairs.
- The Director of Students Affairs shall inform the student in writing, within ten (10) working days of receiving the report of the decision and, if the student has been found to have violated the Code, the sanctions, if any, to be imposed.
- The student may submit a written appeal to the Vice Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Vice Chancellor will be communicated to the student and the decision is final.

7.5 Commencement Disciplinary Proceedings

- The University can by itself or based on a complaint submitted to the Director for Students Affairs or to any competent department, commence the disciplinary proceedings of any student charged with breaching the applied code of conduct in the University.
- The complaint should be submitted no later than two weeks from the incident under investigation unless there is a reasonable justification for the delay; in any case commencement of the disciplinary proceedings should not be delayed for more than one month effective from the date of committing the violation or determining the identity of the person who is believed to breach the students Code of Conduct.
- The complaint should be submitted in writing and include the name of the violator, address, date of the incident, its place and a detailed description hereof.
- The University may take the necessary action should the student withdraw or apply to withdraw from the University after commencement of the disciplinary proceedings. This includes:
- Withholding the student's academic file and notifying him/her of the commencement of his disciplinary proceedings, before allowing him/her to re- register in the University.
- Should the Disciplinary Authority decide to impose a sanction on the student, the sanction can be

applied upon re-registering the student in the University.

- The Students Disciplinary Committee may impose a sanction on the student with one of the stipulated sanctions if the student fails to be present in front of the Committee twice even though he was notified to attend unless his non-presence was due to acceptable reason.

7.6 Postponement of Disciplinary Proceedings

Each student charged with violation of the Student Code of Conduct has the right to apply to postpone the initial investigation session, as well as the students' Disciplinary Committee session based on well-founded reasons.

7.7 Notifying Student About Disciplinary Committee Session

The student is notified of the date of the Student Disciplinary Committee session with a period of not less than five (5) working days of the session date, unless stated otherwise; notification must be in writing and must include the following:

1. Date and venue of the Student Disciplinary Committee session.
2. Notification is to be made in the way the Director for Students Affairs sees appropriate.

7.8 Student Disciplinary Committee Sessions

Students Disciplinary Committee is convened according to the following rules:

- Disciplinary Committee members are committed to the impartiality principle.
- Disciplinary Committee sessions are convened in closed-door rooms and only concerned parties are allowed to attend.
- The Committee rapporteur undertakes writing and keeping the sessions' minutes.
- The University representative undertakes the responsibility to prove that the student breached the Code of Conduct; he/she will present the conviction evidence to the Disciplinary Committee and has no right to attend the deliberation session and has no voting right as well.
- Should the students fail to show up without an excuse after being notified with the date of the disciplinary session, this would not prevent the Committee from continuing the disciplinary proceedings.
- The charged student undertakes presenting his opinion to the Committee regarding the charge(s) raised against him/her. The student may ask for the assistance of a lawyer on his own expenses and the role of the lawyer is to advise the student without having the right to address the Committee directly.
- The Disciplinary Committee must abide by the confrontation principle as settling violations or the violations submitted to it.
- The Chairman of the Disciplinary Committee undertakes the running of the session and is responsible to observe all the relevant regulations in an appropriate way.
- Should any individual, including the charged student, cause disruption to the session proceedings, or show non-compliance with the Chairman's instructions, the latter has the right to order him/her out of the session.
- The decision of the Disciplinary Committee is issued by majority and must be in writing and supported with reasons and must have original in the documentation.
- The register of the Disciplinary Committee session comprises of the written session minutes, any documented evidence, and the written decision of the Committee.
- The Disciplinary Committee session register is referred overall to the competent authority in the University.
- In all cases, the student, and the complainant, if any, must have a copy of the final decision.

7.9 Disciplinary Sanctions

Individual Sanctions refer to the authority of the Student Disciplinary Committee or other respective authorities to impose a sanction on the student who breaches the University Code of Conduct with one of the following sanctions:

- Verbal warning or a written disciplinary warning.
- Fines are applied to compensate for losses, damages, or actual casualties, and it may take the form of an appropriate service, financial fines or replacing the materials.
- To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it becomes clear that he/she breaches the Code of Conduct while in the observation period.
- Deprive him/her of registering in the University for a semester or more or for a period not less than the remaining period of the semester at the least.
- Dismissal and permanent separation from the University.
- Group Sanctions: The following sanctions may be imposed on the University students' groups or clubs:
- Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period.

Chapter Eight: Student Grievance

8.1 Student Grievance Procedures

Student grievances may involve:

o a problem or concern regarding their treatment as a student.
o the quality or delivery of a service provided by the University.
o the conduct of staff; or
o the conduct of other students.

Student grievances cannot be raised in the following situations:

o public interest disclosures.
o decisions of the university chancellor.
o the content of approved University policies and procedures.
o University decisions and actions to comply with legislation and the law.

The following are the procedures that the student must follow in case of complaint:

- A student should attempt to resolve any grievance with the party concerned before initiating a formal grievance resolution process.
- All communications related to grievance are to remain confidential for the entire process and be documented. Individuals will not be reprimanded or discriminated against for voicing concern.
- If initial discussion does not produce a satisfactory resolution of the grievance, the student shall submit a grievance online setting forth the reasons for the grievance. The submission of the online grievance form should be within a reasonable time frame of the occurrence of the event giving rise to the grievance.
- Following the submission of the online grievance form the student shall have a meeting with the student affairs director (SAD) to orally present his/her grievance, providing any additional documentation. The SSO team member and/or manager can invite any of the relevant parties to the meeting.
- The SAD shall document his/her findings and recommend a resolution in writing. If a grievance is resolved no other action will be required. If the discussion does not produce a satisfactory resolution of the grievance, the SAD will forward all documents and materials to the student dean.
- Following the receipt of the grievance materials, the student dean shall, after his/her evaluation of the grievance and any accompanying documentation, seek additional clarification from the involved parties, if required. If a grievance is resolved, no other action is required. If the discussion does not produce a resolution of the grievance, the dean shall document his/her findings and recommendations in writing and then, turn all grievance materials over to the chair of the university Grievance committee.
- Following the receipt of all grievance materials, the chair of the university Grievance committee will call for a meeting of the Grievance Committee. The committee shall gather all relevant facts and interview the parties involved with the grievance. The Grievance Committee will make a final recommendation to the VCAA.
- The decision of the VCAA is final.

Chapter Nine: Student Appeals Procedures

9.1 Student Appeals Procedures

A student has the right to appeal against academic or financial decisions or rulings, or a sanction resulting from a code of conduct violation.

- In situations involving the appeal of a grade or an instructor-imposed sanction related to a minor violation of the academic integrity policy, the student and instructor are encouraged to resolve the matter informally, amicably, and promptly.
- Should the discussion fail to lead to resolution, the student may file an appeal with the relevant department chair.
- If the department chair, instructor, and student are unable to resolve the issue, the student or department chair may further raise the appeal to the attention of the dean of the college.
- If the Dean and student are unable to solve the issue, the student or dean may further raise the appeal to the attention of the VCAA. In the case of an appeal of an instructor-imposed sanction, the decision of the VCAA will be final.
- A student has the right to formally appeal a university imposed academic or non-academic sanction or a financial ruling subject to the following provisions:
- All appeals must be in writing and provide new information not considered previously. The student must submit an online Appeal, which is routed to the Office of Admissions and Registration.
- Upon clearance and approval from the Office of Admissions and Registration the request is routed to the Student Appeals Committee.
- The Student Appeals Committee will review submitted documentation; where necessary, gather additional information; take into consideration a student's academic progress or special circumstances; and recommend to the VCAA a lesser, identical, or more severe sanction.
- The recommendation of the Student Appeals Committee shall be reviewed by the VCAA whose decision is final.
- Results of an appeal will be provided to the students in writing by the Office of Admissions and Registration and a copy of the final decision is placed in the students' file.

Chapter Ten: Student Activities

10.1   Types of Activities

The University of Khorfakkan encourages students to engage in a wide range of extracurricular activities that enhance their educational experience. The university recognizes that participation in student activities plays a crucial role in personal development, leadership, and the creation of a cohesive campus community. The student activities may include:

a) Student club activities

b) Cultural exchange activities

c) Music and arts activities

d) Sports and recreational activities

e) Health and fitness activities

All student activities should be inclusive, accessible, and aligned with the university's values of respect, integrity, and diversity. The university provides resources, guidance, and support to ensure that these activities are safe, well-organized, and meaningful. Students are encouraged to take the initiative in forming and leading activities that reflect their interests and passions, while also considering the broader impact on the university community.

All student activities are subject to appropriate oversight, and they contribute positively to the university environment. The university also reserves the right to review, regulate, or discontinue any student activity that does not comply with university policies or that poses a risk to the safety or well-being of the community.

10.2   Cultural, Social, and Arts Activities

This unit aims to provide students with adequate opportunities to show and enhance their talents and hobbies. Therefore, the unit is responsible for organizing all kinds of cultural, social and art activities for the university students. The major goal of the department is to develop the students' talents and skills and to help them build up balanced personalities. Such activities are carried out within the mission of the University and aim to raise the standards of student performance to higher levels.

10.3   Voluntary Work and Boy Scouts

The Boy Scouts aim at expanding the scout services among the youth in the country and to encourage and train young people to contribute to social development in their community. It also aims at developing a generation of leaders committed to the principles of this movement and armed with knowledge and the necessary skills needed to become pioneers at the local and regional levels.

10.4   Rules for Student Run Media

All media activities related to the students should be conducted through the media center and Student Affairs Department in UKF only.

Media platforms are powerful communication tools that have a significant impact on an organization and its professional reputation and have transformed the way we communicate. Popular media channels are constantly growing and shaping the image of both individuals and organizations. The UKF Student should adhere to the following rules:

o The student should not launch any media activities on behalf of the University or bearing its

name/logo/emblem without communicating with media center.

o The student should get permission to use University logos or trademarks.

o All university students should be encouraged to follow and like all the University's Official media channels.

o University students should never share any confidential information with the media or online.

o Behave according to the University's Code of Ethics, even in the media and digital world.

o Refrain from commenting on controversial subjects like opinions on regulatory and legal issues on behalf of the university.

o Always identify your views as your own and it should be clear that the views expressed are not necessarily those of the University. Everyone in the UKF community should be aware that electronic media presents distinct considerations as it relates to representing the University.

The University has the right to take disciplinary action reinforced by the Chancellor in the case of non-compliance with this policy and guidelines. Publishing any offensive and defamatory material in the media may constitute a crime punishable by the Federal Decree-Law No (5) of 2012 regarding Information Technology Crimes. Therefore, please review and adhere to the provisions of the said decree-law.

10.5 Proper Use of Electronic Resources

Efficient and Appropriate Use ensures that University electronics resources are used for the purposes for which they were intended, in a manner that does not interfere with the rights of others.

All students at University Computing Facilities:

- Will operate under the "Conditions of Use of Computing Facilities" as published in IT policy.
- Must behave under the "Code of Practice in the Use of Computing Facilities" as published in IT policy Manual.
- Are responsible for the proper care and use of IT resources under their direct control. All policies applied generally at the University are expressly applicable to the electronic environment.
- The appropriate and responsible use of the University of Khorfakkan electronics resources is defined as use that is consistent with the University-related educational, research, professional, or other University-authorized activities and with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered inappropriate use.
- The students should respect the privacy and confidentiality of other users; for example, not to intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or the University.
- Not to represent others, unless authorized to do so explicitly by those users.
- Not to divulge sensitive personal data to which they have access concerning staff or students without explicit authorization to do so.
- Users are strictly prohibited from using University computing facilities to access to inappropriate Internet sites or materials, in accordance with the law, cultural, ethical, and religious values of the United Arab Emirates and the Government of Sharjah. The University Computing Facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material as defined by the University policy and applicable law.

- To respect the legal protection provided by copyright and licensing of programs and data; for example, not making copies of a licensed computer program to avoid paying additional license fees or sharing with other users.
- Do not download or copy software without appropriate authority or license.
- It is an offense to knowingly inject viruses into any system or engage in any other form of hacking.
- It is an offense to transmit material which is offensive, obscene, harassing, slanderous, damaging to the files or programs of others, or which violates any applicable law.
- Students should fulfill UKF policies when using social media as a part of their official duties and represent UKF governing employee behavior and acceptable use of electronic and information resources.

10.6 UKF social media Policy

The Purpose of this policy is to put the general frame for using social media at UKF. UKF and IT department encourage students, faculty, employees, alumni, and other beneficiaries to use social media to connect with others. Social media tools at UKF are professional and excellent to allow all users to have discussion about university current news and events (see table 5). Moreover, it will keep the users up to date for all the new issues. This policy defines the procedures for using official social media sites to ensure quality and legality of the content before publishing it.

- All Official University Social Media Sites should respect all the UKF by-laws.
- Official UKF social media sites should not contain sensitive personal information. Any confidential information or personal information posted on an official UKF social media site must be removed by the site administrator as soon as practically possible upon discovery.
- The University is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with United Arab Emirates By-laws. The University reserves the right to remove any such posting without notice. The University also reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.
- Employees should fulfill UKF policies when using social media as a part of their official duties and represent UKF governing employee behavior and acceptable use of electronic and information resources.
- The administrator for the social media sites should be a permanent employee at UKF. The administrator's responsibility is to manage and control full social media sites (shape and content). Moreover, the administrator is responsible for ensuring social media content is fully accessible. The administrator should have assigned an alternative administrator when he is on leave or at break time.
- All University Social media sites must comply with any approved applicable CAA standard and UKF IT policy.
- Content posted by the University or the public on an Official University Social Media Site is a state record. University site administrators are responsible for ensuring compliance with all applicable record retention requirements for content posted on their sites.
- The University has the right to amend this policy at any time and when it is needed.

*Table 4: Type of social media at UKF*

Social Media	Name of the Program	Cooperation with	Target and Beneficiary	Account
YouTube	University Diary Program	Sharjah T.V	Students, Society and UKF	
YouTube	University of Khorfakkan Media Page	UKF	Students	
Instagram	UKF page	UKF	All	
Facebook	UKF page	UKF	All	
Twitter	UKF page	UKF	All	
Flickr	UKF page	UKF	All	
Live Chat	UKF page	UKF	All	

Chapter Eleven: University services

11.1 Student Advising

The student advising process at the University of Khorfakkan is three-fold, as shown in Figure 3.

Figure 3: UKF Student Advising Scheme
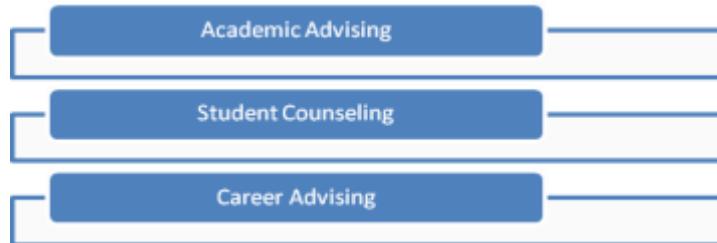
11.1.1 Academic Advising

The Academic Advising programs are responsible for providing academic support and services that promote student learning. Every student at UKF is assigned an academic advisor, and students are required to meet regularly with that individual every semester. Advisors assist students in developing career goals, registering for courses, understanding university policies, and connecting to campus resources. The University provides advising and guidance for all freshmen as part of the student orientation program, which introduces students to important information about the University of Khorfakkan, student advising, registration and academic probation, curricula, academic support services, extracurricular activities, time management, and study skills. For more information on academic advising, kindly refer to the University of Khorfakkan Academic Advising website.

11.1.2 Student Counselling

This service aims at developing students' balanced personality at the psychological, social, emotional, and mental levels. In doing so, the department abides by the values of confidentiality, integrity, and privacy. The Department is keen on developing its counseling, training, remedial and diagnostic programs considering the international philosophy that believes that the student is the focus of the educational process. The academic achievement of students depends on their possession of life skills and on their psychological state. To accomplish its mission, the Department aims at accomplishing the following goals:

- Enabling students to become more dependent on themselves in solving their own problems efficiently and helping them develop their own personal skills.
- Offering counseling services and holding workshops and training seminars at the level of individuals and groups throughout the period of study at the University.
- Following up the affairs of the students who have low levels of achievement to identify the causes and offering programs to raise the students' motivation to learn and improve their achievement and overcome the problems they may encounter.
- Supporting special needs students throughout their university study.

11.1.3 Career Advising

In accordance with UKF missions, which put the student in focus through the processes of educating, training, qualifying and building up the students' skills and attitudes to become active members in

society, career advising also plays an important role for the university. By leading and overseeing the professional development of each student, through various advising and career services, the university aims to prepare students that are prepared for and attractive to the job market. More specifically, UKF have developed policies and procedures to achieve the above-mentioned:

To prepare the students for life after graduation from university, UKF will provide the following examples of career services to students (but not limited to), from the start of their educational journey with UKF, until they graduate:

- Organize external visits to governmental and private institutions and bodies and review the tasks and functions that support students in their fields of specializations.
- Offer training and professional development for students as part of their study plans, through internships at external governmental institutions or private companies.
- Offer visits to institutions of a modern technical and technological nature, and to education on artificial intelligence systems and other important emerging technologies.
- Organize career fairs at the university once per year for graduating students especially.
- Organize meetings for directors of government departments/institutions, private entities, and university partners (with whom UKF have Memorandums of Understanding), together with officials from the university and colleges.
- Organize workshops and various qualifying training programs for students to engage in the labor market, such as specialized courses in ICT, Communication skills, English language, Sustainable Development, Quality Assurance and Management, Institutional Excellence, and many others.
- Organize seminars and lectures concerned with developing capabilities and skills based on labor market requirements and tools as foundations and strategies for job searching, the local and international labor market environment, or qualifying and training young people for the labor market.
- Involve students in visits and meetings with local institutions, entities, and companies conducting introductory visits, consolidating bilateral relations, and discussing matters related to exchanging experiences between the two parties and concluding memorandums of understanding, etc, to gain experience, skill, interaction, and communication in work centres.
- Establish an institutional database at UKF related to local institutions, entities and companies to support students with information and data on the labor market, as well as for internship opportunities, in a comprehensive and integrated manner in all respects.
- Follow up on the requirements of the labor market and work towards offering disciplines at UKF that will serve the needs of the labor market and the community.
- Activating volunteer hours for students and/or extracurricular activities and community service, and to play an effective role and conduct additional external training and courses to develop professional skills such as (CV writing).
- Encourage students to participate in student activities that enhance teamwork and leadership skills.
- Conduct additional external training courses to develop student professional skills.
- Expand the student network of social and professional relations and involve them in other departments at the university, such as Admission and Registration and the Administration of Libraries, in addition to Security, which contributes to refining personality and allowing the student to communicate with professors, professionals and trainers according to the powers given to them by the college or senior management.
- Allow students to participate in internships and volunteer opportunities to gain experience.
- Ensure the activate role and engagement of the academic advisors, and urging the student to follow up with his/her advisor to understand his/her skills matches the needs of the labor market.
- Prepare workshops for students with a focus on employment opportunities and possibilities, and coordinate with the Alumni Association to ensure the continuity of these workshops.
- Prepare students for job interviews and conduct tests for students to pass interviews, write CVs, and

how to present themselves with confidence.

- Enhancing the adaptability and flexibility of university life and explaining the mechanism of university life and the extent to which it differs from school (laws / grades / cumulative average / specialization / college / course registration). How to challenge stumbling blocks and to whom to turn if encountered an academic, psychological or student problem.
- Consolidate the national identity, enhancing students' confidence, and encouraging them to progress in educational achievement.
- Encourage competitiveness in (selection of strong colleges and majors/high averages/strong language).
- Encourage students to focus on greater depth in technological developments and combine them with their specializations at the university or open doors for programs and projects that encourage and meet students' passion in technological developments. Such as (smart conversation robot / augmented reality / three- and four-dimensional printing technology / artificial intelligence Internet of Things / big data, and data analysis through the employment of creativity and innovation lab.
- Promote a culture of innovation, exploring creators and innovators at the university, refining their talents, and presenting their ideas and innovations, and participating in innovation exhibitions across the country. also support the winners, by turning their ideas into projects. While providing a sample for ethics of innovation and pioneer methods.
- Identify opinions and suggestions to improve the level of learning performance whether student or academic and come up with suggestions and recommendations which are taken into consideration and mention the name of the person who came up with that idea to honor him\her, as a strong motivation to encourage others to follow suit and come up with such constructive ideas and proposals.
- Conduct incentive courses and programs in enhancing scientific research and innovation capabilities in accordance with international competitive standards.

11.1.4 At-risk Students Advising

Students can be considered at-risk students for different reasons such as:
- Facing any problems or obstacles while doing their activities during the study period.
- Wrong decisions that negatively affect their academic performance.
- Return to study after long absence and suspended situation.
- Their academic ability is below the average student level in the same college or program they are enrolled in it.
- Any physical limitation or brain disability that prevents them from completing their studies.
- Multi probation or warning letters for low academic performance or any inappropriate behaviors.
- Psychological problems that lead to harming themselves or people who they are dealing with.
- Bad circumstances and financial Problem.
- Risky environment, facilities, and campuses.

Steps and procedures for at-risk students advising:
- UKF provide free consultation and advice for any problem that may face the students during the study period via different channels and people. UKF assigns a direct supervisor for each student who can guide the student during the academic journey. In addition, UKF has a professional academic advising program to support and monitor the performance of the students.
- The academic supervisor can expect to support students in study skills, learning skills, time management for study plans and study workload, career advising and any difficulties in studies.
- Academic supervisors should stay calm during the advising session, deal with students professionally, keep the situation in safe mode, give correct assistance and be clear in giving instructions.
- When the academic supervisors feel the situation needs extra support and advising, they can transfer the case to the student counseling, student affairs committee, academic advising committee and social

advisor or specialist based on the level of risk the student may face.

- UKF deal with each case in high level of privacy and confidentiality.
- Each case should be under monitoring and supervision until receiving full support and the student solves her/his problem and be in a safe situation.
- UKF encourages students to seek advice and ask for consultation for any type of challenges via different ways.
- UKF provide multi channels for advising such as face to face advising or distance advising throw Microsoft Teams apps, email, phones, and messages. These channels play an important role in stimulating students for advising and consultation without embarrassment.

11.2 Student Services

11.2.1 Orientation

The aim of the orientation is to:

- Support and attract students to be part of the university and its diverse activities. Promote and refine student talents in all aspects including scientific, cultural, sports, arts, and leadership.
- Provide a rich and supportive environment for students to excel at academic and social levels.
- Connect students with society through diverse activities.
- Build strong commitment to the Arabic and Islamic communities.
- Direct and supervise students to solve their diverse obstacles, build relations with Alumni.
- Establish scientific and sports teams that represent the university at regional and international levels.

11.2.2 Psychological Support and Counseling Section

This unit aims to offer support and academic and social guidance to students to help them accomplish psychological and social stability. It also aims at developing all aspects of the students' personalities through helping them to acquire certain skills that facilitate learning at the university level. The department focuses on developing an independent and balanced personality that can cope with various life situations.

11.2.3 Student Council

The University of Khorfakkan Student Council represents all male or female students, or both, and is based on campus. Each student enrolled at the University to obtain an academic degree or certificate shall be considered an active member of the Council.

The Student Council aims to achieve the following objectives:
- Familiarizing new students with the University of Khorfakkan campus and its services.
- Liaising to communicate between students and the University Administration to better serve students, present their issues, and represent their points of view in the presence of the University Administration.
- Promoting partnership, collective efforts and cooperation between students, the Administration, and faculty and staff working at the University.
- Representing students at student assemblies held at educational establishments at the state level.
- Undertaking activities to develop national awareness among students, strengthening the spirit of belonging to the nation, and carrying responsibility to the nation.
- Providing opportunities to develop awareness of ethical and moral values.
- Organizing activities to promote the intellectual, social, sports and artistic interests of students on campus.

- Providing opportunities for students to discover and develop their talents, abilities, skills and creativity.

The Council shall oversee implementing the following tasks:
- Preparing a work plan for student programs and activities and discussing it prior to seeking approval from the Director of Student affairs.
- Implementing the policies and decisions of the Council and taking the necessary action to organize events and activities to realize such aims and follow up on them.
- Preparing the Council's budget and presenting it to the Department for processing so that the Director may then forward it to the Chancellor for approval.
- Reviewing student issues and working to solve them in coordination with the Director and University Administration.
- Presenting the Financial and Administrative Report of the Council's activities to the Director.
- Reviewing the proposals and suggestions of Council members and any Council sub- committees.
- Discussing the Council's budget as prepared by the Treasurer.
- Discussing the Annual Financial Report as prepared by the Treasurer, and the Annual Reports prepared by committee secretaries and agreed upon by the Council and presenting these to the Director to forward to the Chancellor for approval.

Terms and Conditions for Selecting Members of the Council are provided below:
- Students shall have been enrolled in the University for at least two semesters.
- Students shall have successfully completed the minimum number of credit hours for two semesters as stated in the University By-Laws.
- Students must be at least 18 years old according to the Gregorian calendar.
- Students shall demonstrate good conduct and reputation.
- Students shall have at least two semesters other than the summer term remaining before their graduation, following the semester in which the elections take place.
- A student's GPA shall not be below 2.00.
- Students shall have been active and distinguished participants in the various student activities organized by the University and can organize and develop activities at the University.
- Students shall neither have had any disciplinary action registered against them, nor be in any violation of the University By-Laws and regulations.
- Students shall not have been convicted of a felony or misdemeanor related to honesty and/or integrity unless such has been revoked.

The Role of Faculty Advisors is provided as follows:
- Provide mentorship to student council members, offering advice on leadership, decision-making, and effective governance.
- Assist the council in navigating university policies and procedures, helping them plan and execute their initiatives successfully.
- Attend council meetings and events as needed to offer support and ensure that activities are conducted in accordance with university guidelines.
- Help council members develop skills in areas such as communication, conflict resolution, and project management, contributing to their personal and professional growth.

11.2.4 Students with Special Needs

The Student Affairs Department has dedicated and specialized personnel working with providing services to special needs students, from the registration stage at the university to the post- graduation

stage. The main responsibility of this team is to enable students with special needs to complete their university education and integrate them into the university community and help them adapt to it.

Policy Statement:

- UKF should provide appropriate support, facilities and environment for students with special needs to complete their post-secondary education at the university.
- The Department for People with Special Needs shall ensure that appropriate services and facilities are available to special needs students, providing they are obtaining the necessary funding and resources to do so.
- The student who claims any kind of special needs should submit the appropriate documents from the correct authority, such as psychologists, therapists, doctors, audiologists and/or optometrists, proving their special needs, before the Department for People with Special Needs can provide them with appropriate services.
- The Department for People with Special Needs has the right to decline to provide services to any student claiming special needs, until the appropriate and certified documents have been submitted to the department.
- The Department for People with Special Needs will ensure that the student gets the appropriate attention, respect and rights as needed, just like any other student at the university.
- UKF and the Department for People with Special Needs will observe complete confidentiality regarding the students' information.

Procedures:

- Upon registering at the university, special needs students shall provide appropriate documentation from a certified authority, to be referred to the Department for People with Special Needs.
- After registering with the Department for People with Special Needs, representatives from the Department will conduct an evaluation to identify the most appropriate services and facilities needed for the student at UKF.
- If the student needs special training or special devices related to his/her special needs that are not available at UKF, the university has the right not to accept the student until these services can be provided at UKF.
- Academics and administrators will be informed of the student's special needs after the student's official written acceptance to UKF.
- After acceptance to UKF, the Department for People with Special Needs will provide the services, assistance, and adaptation processes that the student needs during his/her study at the university until graduation.

Facilities and Services for students with special needs

The Department for People with Special Needs offer the following services and facilities (but not limited to):

- Facilitating communication and coordination between various colleges, departments and faculty at the university, with regards to the special needs of the student.
- Offering student activities and opportunities for students with special needs, such as organizing seminars, workshops, volunteer opportunities on and off campus trips.
- Following up on their academic status and verifying the effectiveness of their educational experience until graduation.
- Providing a student support plan to faculty teaching the student and ensuring that the faculty is aware of the level of support needed for each individual special needs student.
- Monitoring the students' academic progress through coordination between the Department for People

with special needs and the teaching staff.

- Enhancing accessibility throughout the university such as (but not limited to) electric elevators, accessibility ramps, disabled toilets, and special disabled parking spots near the university entrance/exit. UKF also has a trained sign language interpreter.
- Assisting with transportation on campus (bus services) to and from the college to attend courses and related educational activities.

UKF has a dedicated disabilities support team working with aid and assistance for students with special needs.

Specific learning support includes:

- Visual disability, blindness: Vision impaired students can record lectures on a recording device. During exams, UKF support team provides personal escort to read and transcribe for students with severe visual impairment. For low vision students, UKF support team provide exams printed out on A3 papers.
- Learning disability and autism: Students can record their lessons on a recording device. Students with learning disabilities have extended exam times. Students diagnosed with dyslexia can take exams on computers with word processors.
- Physical disability: All classes for students with physical disability at UKF are scheduled in classrooms on the ground floor of the University. Ramps are available to facilitate access for students in wheelchairs on the ground floor where needed. UKF support team provides a personal writer/transcriber during exams if needed.
- Hearing disability: Students with low hearing capability and hearing aids are always seated in front of class, close to the instructor.

For any further details on the policies, procedures, and/or available facilities and services for students with special needs, please contact the Department for Students with Special needs (Abrar Abdulla Alhassani at abrar.alhassani@ukf.ac.ae).

11.3   Facilities

11.3.1 Theatre

Theater activities are essential indicators for the nation's culture. Such activities can reflect the cohesion of communities and the human psyche. Theater plays a major role in the student's life at the University as it develops students' mental and physical skills. It also encourages teamwork, organization, and cooperation among students. The UKF Theatre can take up to 500 people and has a modern stage with advanced audiovisual technology (see Figure 4)

Figure 4: The Theatre

11.3.2 Sports Complex

The sports complex was designed to develop a spirit of teamwork among students and to promote an atmosphere of friendship among students and faculty. Experienced and highly qualified coaches supervise the Department of Sports Activities.

Sports facilities on campus include:

- An indoor sports complex with a swimming pool, sports halls for basketball and volleyball, handball and tennis courts, a body-building hall, two squash halls, and table tennis and billiards halls (Figure 5).
- The sports club on UKF campus includes billiards, table tennis and foosball tables.

Figure 5: Sports Complex
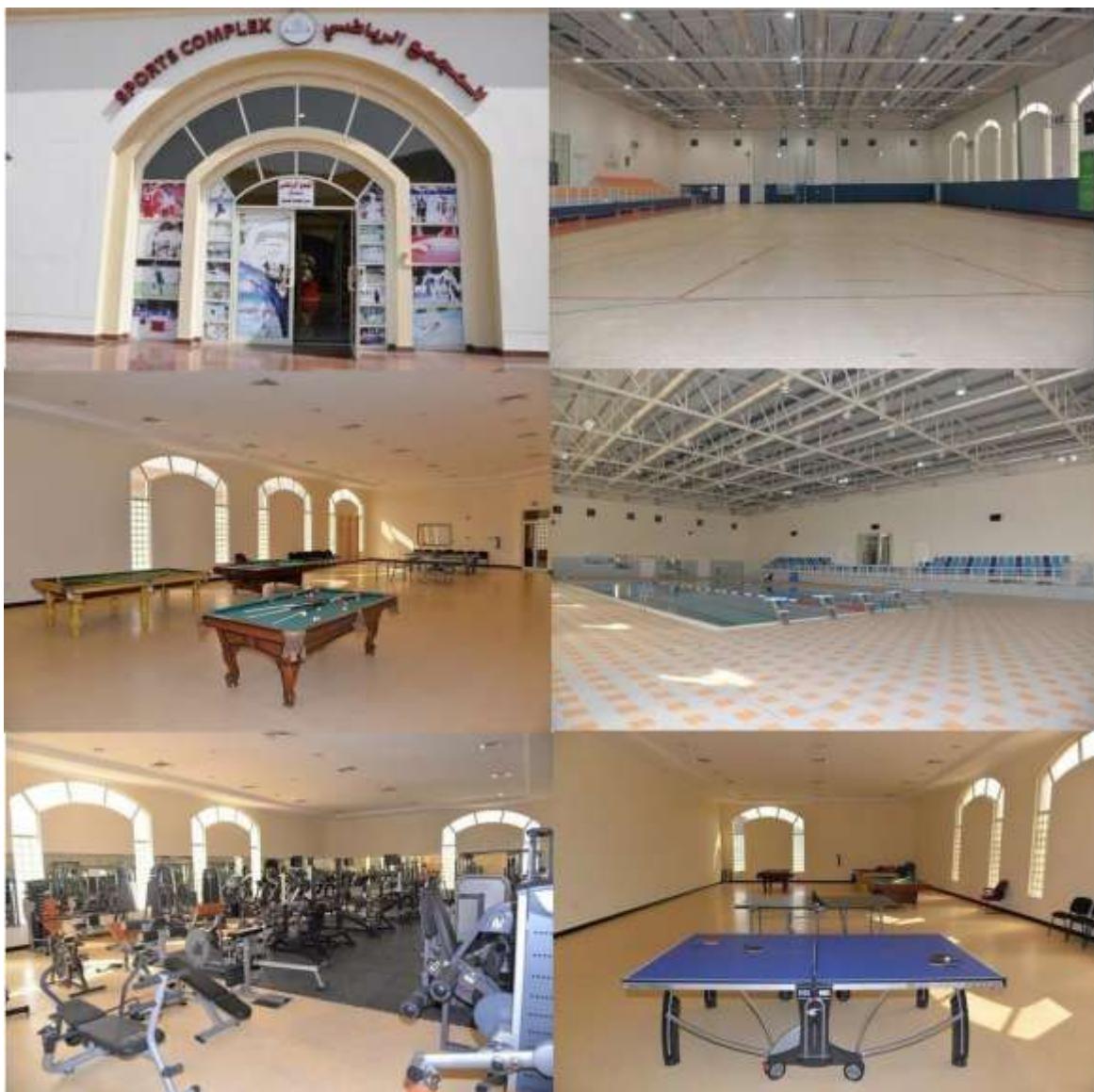
11.3.3 Transportation

In conjunction with the city of Khorfakkan, the University provides free transportation in air-

conditioner shuttle buses to all students from different points in Khorfakkan to the University Campus. Buses are scheduled from 7 a.m. until 11 a.m. and take students to the University from designated locations in the town of Khorfakkan. From 2:00 p.m. till 6:00 p.m. buses shuttle students from the University back to designated points in the town. The transportation to and from the University is secure and reliable, and students who do not have cars need not worry about how to get to the University.

11.3.4 Food Services

The University of Khorfakkan provides food services for male and female students where meals are served at reasonable prices. Cafeterias provide a service for the whole university community.

11.3.5 Student Dorms

At the time the dorms inside the University campus are still under constructions, however we have student dorms outside the campus for male & female.

The residence is prepared to receive new students every year from the first day by:

- Receiving guardians and students and informing them about the housing facilities and services provided.
- A comprehensive form shall be filled in about the student, health status and authorized individuals.
- Instructions of the dorms, which the students must adhere to.

Residence carries out many diverse activities such as:

- Celebration of the middle of Sha`ban
- National Day celebrations
- Holding a dialogue session among the new and old generations (students & mothers)

11.3.6 Book Center

This Center which provides all textbooks for required and elective courses as well as any other books students may need is in main Building.

11.3.7 Stationery Center

The center provides stationery, photocopying services, and engineering needs. It is supervised by Al-Thiqa Center for people with Special Needs.

11.3.8 Prayer Room

The University of Khorfakkan main campus has suitable internal mosques and prayer rooms. In addition, each building in the UKF campus has a suitable prayer room approved by the Department of Awqaf government of Sharjah.

11.3.9 Parking Lots

The University of Khorfakkan provides easy access to parking lots for both Males and Females students next to Men's Colleges.

Chapter Twelve: Learning Resources

Library and Learning Resources

The University Learning Resource Center (LRC) is committed to providing a welcoming, respectful, and inclusive environment that supports the academic and research needs of the university community. All users of the LRC are expected to conduct themselves in a manner that is considered by others and be respectful of the resources and facilities provided.

Any conduct that disrupts the learning environment, infringes on the rights of others, or damages university property will not be tolerated and may result in disciplinary action.

The LRC is a shared space, and it is the responsibility of all users to contribute to a positive and productive atmosphere that supports the academic mission of the university. (see Figure 6)

Figure 6: The Library

12.1 Goals

The UKF Library are dedicated to supporting the University diverse programs through:

- Providing an outstanding collection of information resources to meet the needs of UKF teaching and research activities, and the community at large.
- Conducting information skills programs in individual and group sessions to empower users to identify, find, retrieve, evaluate, and use information resources.
- Promoting the use of information and communication technology to be in full harmony with the University's electronic environment and culture.

12.2   Electronic Resources

Currently, UKF Libraries include a wide range of electronic information resources covering all areas and extra curricula activities at the University. Although libraries maintain traditional printed resources consisting of books and periodicals and multimedia materials, libraries also hold a very outstanding collection of electronic resources. The e-resources are accessible through the library home page, which includes links to the full text online databases, e-journals, e-books and online catalog. The website also includes valuable information about library policies, timings, auxiliary tools, and services.

Unless otherwise specified in this policy or other university policies, the use of University of Khorfakkan information technology resources is restricted to purposes related to the university's mission of research and creative activity, teaching, and learning. Eligible individuals are provided with access to support their studies, instruction, duties as employees, official business with the university, and other university-sanctioned activities. Individuals may not share their university accounts with or transfer them to others, including network IDs, passwords, or other access codes that allow them to gain access to university information technology resources.

12.3   Access to the Library Facilities

The library in UKF has qualified staff to assist users in their research through providing them with general and specialized reference services. Library staff help users find materials and answers to the more detailed and specialized enquiries. Reference questions can be submitted either in person, by phone, or virtually by using email and the library home page electronic forms.

In future, the library will be seen as a massive refurbishment to meet the user's needs and bring it to be one of the best Library environments in the University.

The library will be open from Monday through Thursday from 7:30 AM to 7:00PM

12.4 Eligible Library Facilities Users

University Members:
- Students: Full access to library resources and facilities with a valid UKF ID.
- Faculty and Staff: Full access during operating hours. A valid student ID card is required.
- Alumni: Limited access with a valid alumni ID; borrowing privileges may be restricted.

External Visitors:
- Researchers: Should apply in advance for access, providing identification and the purpose of the visit through the visitor request form available on the library webpage.
- Community Members: Access may be granted for specific events or programs.

Chapter Thirteen: Information Technology Resources

13.1 IT

The Information Technology Center (ITC) is a main support center with its focus on providing an optimal technology infrastructure oriented towards addressing the IT related needs for the administration of the University and supporting and enabling academic activities. ITC provides innovative technologies and learning resources by providing integrated online services through the UKF portal. The center is responsible for providing multimedia solutions and technical support to the classrooms to offer new teaching methodology and improve the academic use of technology. The IT Center provides the most up-to-date communication technology as well as management of information systems to serve the activities of the University (see figure 7).

Figure 7: IT Resources

13.2 IT Staff

The IT Center has a dedicated team that focuses on providing prompt and quality support services for all UKF community and buildings. We strive to provide an environment where all faculty, staff and students will have easy access to information resources by providing innovative technologies and learning resources, all linked through the UKF portal. Our support channels are mainly defined as self-service support (FAQ's, IT Knowledge Base, and Online request, Service Desk, and specialized support) as well as liaison with external support and IT- related services.

The IT Service Desk can easily be reached by students, staff or faculty via email (servicedesk@ukf.ac.ae) or telephone (ext. 8111) to help with any IT related issues.

13.3 IT Services available for students

13.3.1   Office 365

UKF provides all students with free access to Microsoft Office 365, ensuring they have the essential tools needed for academic success. Office 365 includes popular applications such as Word, Excel, PowerPoint, OneNote, and Outlook, which is used as a primary communication tool with students. Additionally, students benefit from cloud storage via OneDrive, enabling them to create, edit, and store documents online. With access to Office 365, students can collaborate in real time, access their work from any device, and enhance their productivity throughout their academic journey. This initiative empowers students to take full advantage of cutting-edge software, streamlining their studies, supporting their educational goals, and ensuring seamless communication with faculty and

peers.

13.3.2   Adobe Creative Cloud Access for Students

UKF provides students with complimentary access to Adobe Creative Cloud, offering a powerful suite of tools designed for creative professionals and students alike. With Creative Cloud, students gain access to industry-standard software like Photoshop, Illustrator, Premiere Pro, After Effects, and more, enabling them to explore graphic design, video editing, web development, photography, and other creative disciplines. This resource is available in one of the university's computer labs, primarily used by the College of Arts, Sciences, and Information Technology. By providing this essential resource, the university supports students in honing their creative skills, producing high-quality projects, and collaborating seamlessly across digital platforms. Adobe Creative Cloud empowers students to bring their ideas to life, both in and outside of the classroom.

13.3.3   (E-learning) LMP

To enhance academic experience for students, the platform serves as a centralized hub for accessing course materials, submitting assignments, participating in discussions, and tracking academic progress. It integrates seamlessly with the university's curriculum, allowing students to engage with content, collaborate with peers and instructors, and receive timely feedback. Features like quizzes, forums, and multimedia resources create a dynamic learning environment, while mobile access ensures students can learn anytime, anywhere. This platform supports both in-person and online learning, helping students stay organized and on track throughout their academic journey.

13.3.4   University Systems and Self-Services

Our university provides a comprehensive digital ecosystem to enhance academic and administrative experiences for students, faculty, and staff. These systems streamline access to academic records, course management, and online learning, ensuring efficiency and accessibility.

13.3.4.1   Student Information System (SIS)

The Student Information System (SIS) is a centralized platform for managing academic and administrative student data. Key features include:
- Student Self-Service: View academic records, enrollment status, grades, and transcripts.
- Course Registration: Register for classes, manage schedules, and track degree progress.
- Financial Services: Access tuition details, financial aid, and payment options.
- Advising & Support: Connect with academic advisors and access support services.

13.3.4.2   Self-Service Portals

To enhance user convenience, we offer self-service functionalities that empower students and faculty to manage their academic activities independently:
- For Students: Course registration, transcript requests, academic progress tracking, and personal information updates.
- For Faculty: Access to class rosters, grading tools, advising functions, and workload management.

13.3.4.3   Learning Management System (LMS)

Our Learning Management System (LMS) supports interactive and flexible online learning. Features include:
Course Materials & Assignments: Access lecture notes, assignments, and learning resources.
Virtual Classrooms: Participate in live or recorded sessions.
Assessments & Feedback: Submit assignments, take quizzes, and receive instructor feedback.
Collaboration Tools: Engage in discussion forums, group projects, and peer interactions.

By integrating these advanced systems, we ensure a seamless academic experience for all stakeholders, promoting digital transformation and student success.

13.3.5 Laboratories

UKF University boasts 18 fully equipped computer labs, each featuring 36 high-performance PCs with the latest technology. Every computer in the labs is pre-installed with Microsoft Office 365, offering students access to essential tools for productivity and creativity. The devices are regularly updated to ensure optimal performance and security, providing students with a seamless and modern learning experience. Whether it's for coursework, design projects, or group work, the university's labs are designed to support a diverse range of academic activities and help students stay ahead in their studies. A laboratory sample is provided in figure 8.

Figure 8: Laboratory
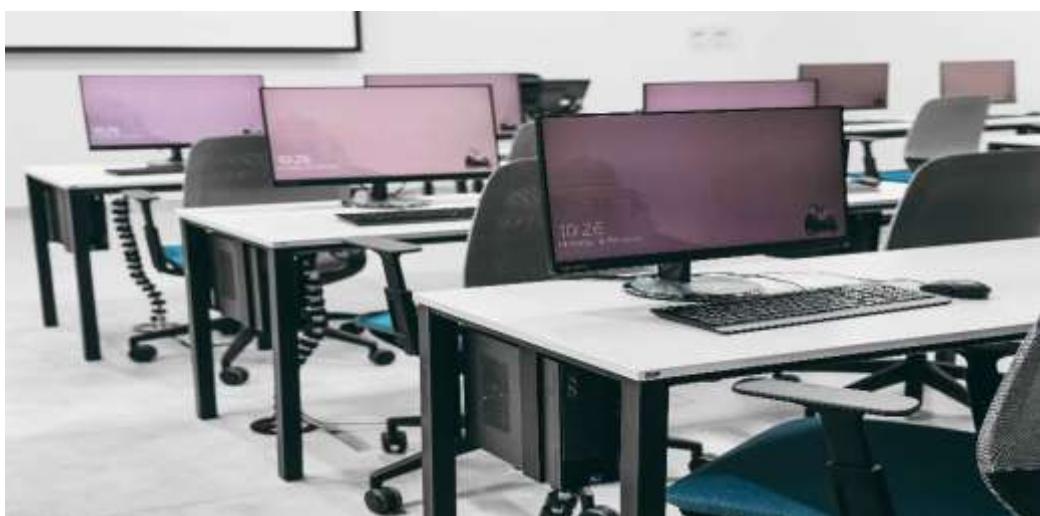
13.3.6 Classrooms

UKF is equipped with over 113 classrooms featuring SmartScreen and projectors, enhancing the learning experience for students and faculty. Out of 113 classrooms, we have approximately 15 hybrid classrooms, designed to support both in-person and remote learning, ensuring a flexible and accessible environment for all. A classroom sample is provided in figure 9.

Figure 9: Classroom equipped with Smart board
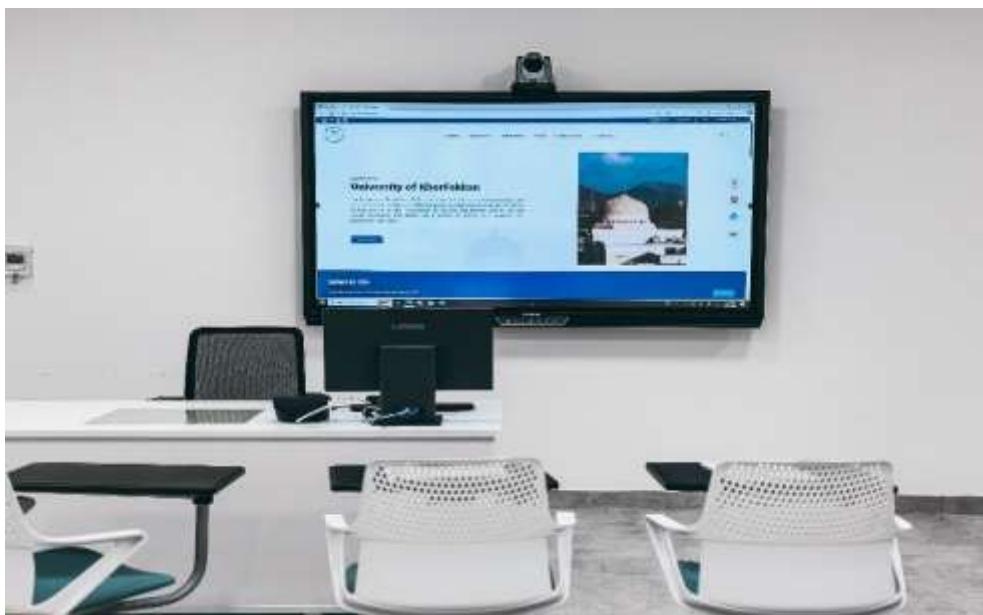
13.3.7   Technical support

At UKF we provide comprehensive technical support to ensure students have a smooth and successful academic experience. Our support team assists students during online exams, ensuring they can access the platforms without issues and addressing any technical difficulties that may arise. We also offer guidance on using the university's new platforms, helping students navigate course management systems, learning tools, and other essential services. Additionally, our support team is available to assist with password resets, ensuring students can easily regain access to their accounts and stay on track with their studies.

13.3.8   IT Service Desk

The IT Service Desk is available to support students with their technological needs, helping via phone or email. The service is designed to make it easier for students to resolve technical issues, ensuring smooth and efficient experience with their devices and software. Whether it's troubleshooting, guidance, or any IT-related inquiries, the IT Service Desk is committed to providing timely and helpful support to help students stay focused on their studies.

13.3.9   Training

UKF offers comprehensive training to students, providing them with the skills and knowledge needed to excel in their academic and professional journeys. The training programs cover various areas, including technology, software tools, and effective study techniques, ensuring students are well-prepared for success in their studies and future careers.

Chapter Fourteen: Health and Safety

14.1 Health Care

The University provides medical clinics for both male and female students on a 24-hour basis plus ambulance services for emergency help whenever needed.

All University students were required to have health insurance in any one of the following three schemes:

- Health card issued by the Ministry of Health. In addition, students shall pay University fees to use University medical services in emergency cases and for basic routine treatment.
- Health cards are issued by a private insurance company. In addition, students shall pay University fees to use University medical services in emergency cases and for basic routine treatment.
- The University shall contract a health insurance company with competitive costs for interested students. In this case, students could benefit from university clinic services alongside those of the insurance company without paying extra fees.

14.2 Safety and Security

The safety-first concept plays an important role in maintaining a safe environment. The University of Khorfakkan considers all university community members as partners in providing a safe and secure campus in which to pursue students' personal or professional goals. All students of the UKF are encouraged to be active in maintaining a safe and secure community. Any safety concerns should be reported to the Campus Police or Dorm Supervisors. A safe and secure community for residents is important. Students are strongly urged to always carry their keys and keep the door locked when not in the room. Any action on the part of a resident that threatens the safety and security of another resident, or his/her property will result in disciplinary actions. Potentially dangerous actions might include, but are not limited to, providing, or allowing entry to non-residents or unauthorized individuals, propping locked doors, loaning keys, accessing student rooms other than one's own without permission, and/or taking another's property.

Chapter Fifteen: Faculty and Staff Directory

15.1 Extension and Email Directory

The following is the faculty and staff directory with extensions and emails:

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Upskilling Center

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Modification History

SUMMARY OF CHANGE (& SECTION)	DATE
The Handbook has been fully revised to ensure its accuracy and compliance with the newly approved policies.	December 2025