

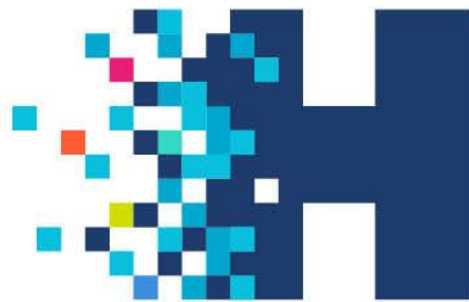


جامعة حمدان بن محمد الذكية  
Hamdan Bin Mohammed Smart University

# UNDERGRADUATE PROGRAM CATALOGUE

2024 - 2025





جامعة حمدان بن محمد الذكية  
Hamdan Bin Mohammed Smart University



**H. H. Sheikh Hamdan Bin Mohammed Bin Rashid Al Maktoum**

Crown Prince of Dubai  
and University President



## **HE Mattar Al Tayer**

Commissioner General for Infrastructure, Urban Planning and Well-Being Pillar and the  
Director General, Chairman of the Board of Executive Directors of the Roads and Transport  
Authority (RTA)

HBMSU Board of Governors Chair



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**BOG Member**

Chancellor of HBMSU

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## Message from the Chancellor



Thanks to the vision, directives and support of His Highness Sheikh Hamdan Bin Mohammed Bin Rashid Al Maktoum, Crown Prince of Dubai and President of HBMSU, HBMSU has been able to move from one success to another as a national and regional leader of Smart Learning and a catalyst of the culture of quality and excellence.

Such leadership is clearly reflected in its portfolio of accredited academic programs and professional certification programs. What makes these programs unique is that they are designed and delivered according to the principle of learner-centered education, and that they focus on innovation, promote lifelong learning and use the state-of-the-art technologies. This ensures that the learners and their future employers have significant competitive advantages that commensurate with the challenges they face in the 21<sup>st</sup> century.

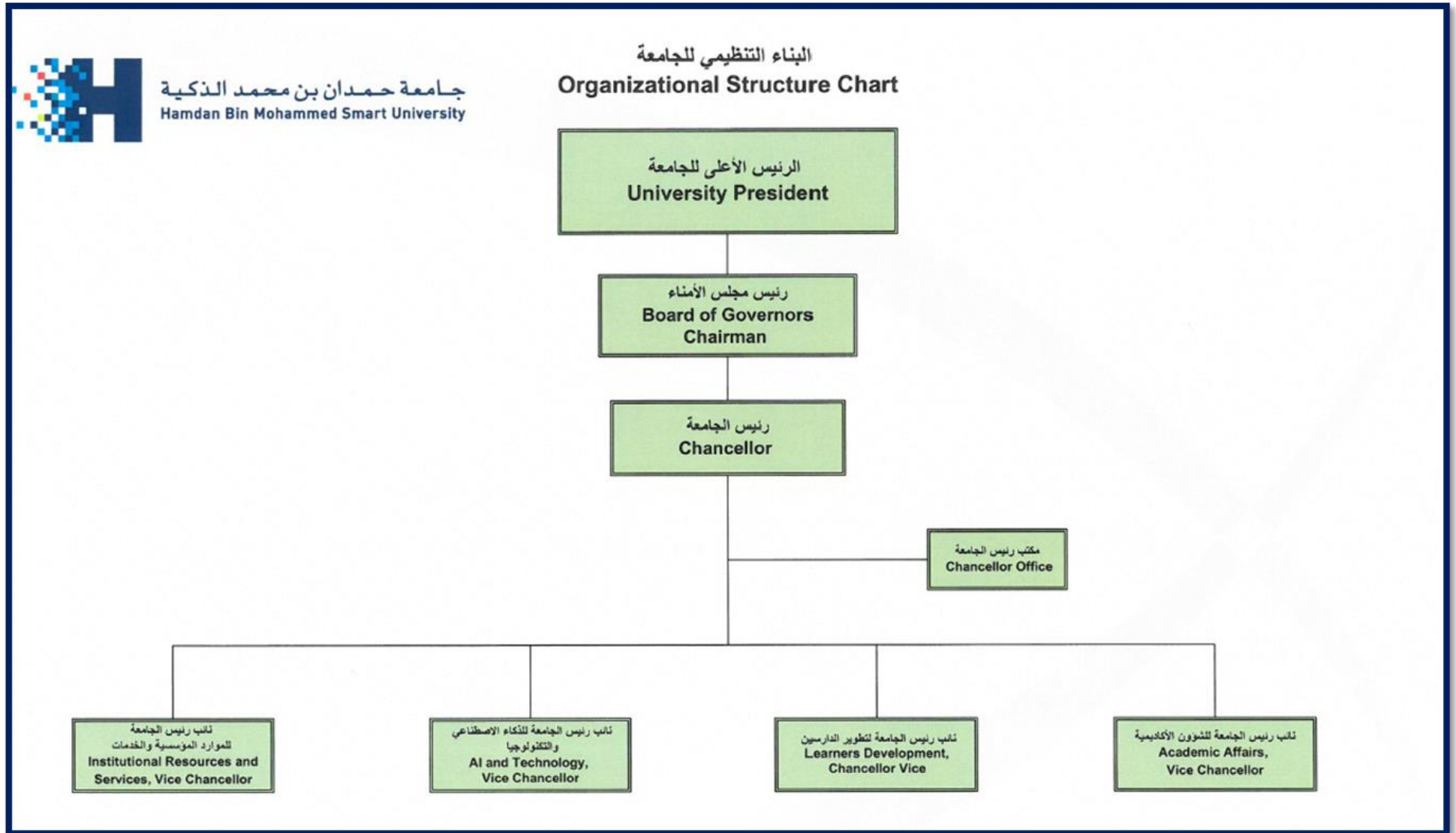
HBMSU continues its march of excellence while remaining faithful to its vision that is to be the University of Choice in the Arab World.

**Dr. Mansoor Al Awar**

**Chancellor**

**Hamdan Bin Mohammed Smart University**

## Organizational Structure

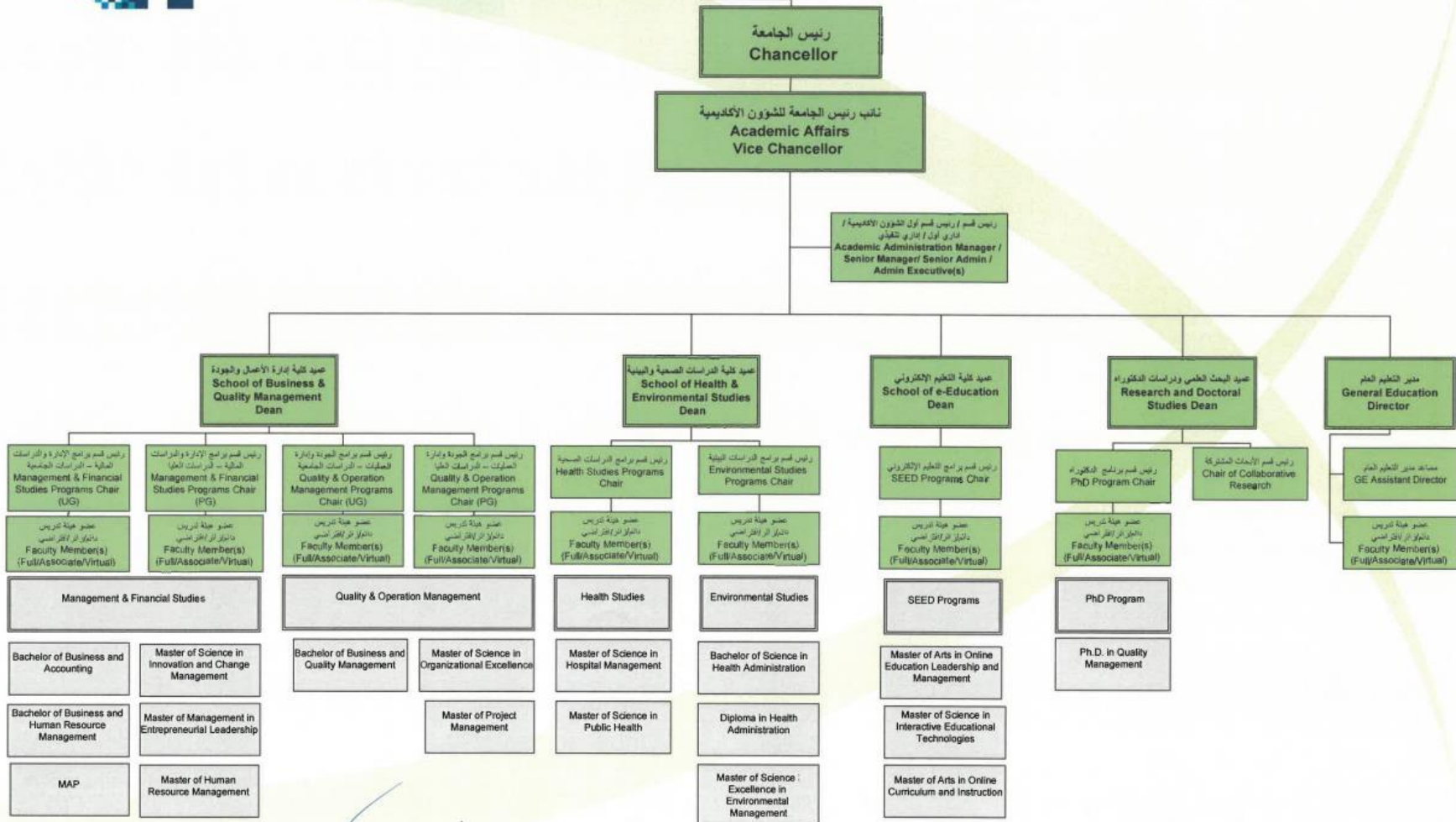


# Academic Affairs Division



جامعة حمدان بن محمد الذكية  
Hamdan Bin Mohammed Smart University

## البناء التنظيمي لقطاع الشؤون الأكاديمية Organizational Structure Chart Academic Affairs Division





## Academic Calendar 2024/2025

\* All Islamic holidays are subject to change

Fall Semester (2024-2025)				
Month	Date	Semester Week	Day	Event/ Activity
August	26	1	Monday	First day of semester; First day of classes
	30		Friday	New Learners Orientation
September	06	2	Friday	Last day to add section(s); Last day to drop section(s) with 100% refund of tuition - Last day of late admission
	09	3	Monday	First day of 70% refund of tuition for dropped section(s)
	12		Thursday	Last day of fall 2024 admission
	20	4	Friday	Last day of 70% refund of tuition for dropped section(s)
	23		Monday	First day of Spring 2025 admission
	23	5	Monday	First day of 0% refund of tuition for dropped section(s); First day to withdraw from section(s) with a grade of Withdraw (W)
October	21 -25	9	Monday	Mid-term Exams
November	10	11	Sunday	Last day to drop section(s) with a grade of Withdraw (W)
	11	12	Monday	First day to drop section(s) with a grade of Withdrawal Failure (WF)
December	02 -03	12	Monday	UAE National Day Holiday
	06	15	Friday	Last day of classes; Last day to drop section(s) with a grade of Withdrawal Failure (WF)
	09		Monday	First day of final assessment
	21		Saturday	Last day of final assessment
	23		Monday	First day of Semester Break
	27		Friday	Declaration of final grade(s)
January	01		Wednesday	New Year
	03		Friday	Last day of Semester Break



<b>Spring Semester (2024-2025)</b>				
<b>Month</b>	<b>Date</b>	<b>Semester Week</b>	<b>Day</b>	<b>Event/ Activity</b>
<b>January</b>	06	1	Monday	First day of semester; First day of classes
	10	1	Friday	New Learners Orientation
	17	2	Friday	"Last day to add section(s); Last day to drop section(s) with 100% refund of tuition - Last day of late admission"
	17		Friday	Last day of spring 2025 admission
	20	3	Monday	First day of 70% refund of tuition for dropped section(s)
	31	4	Friday	Last day of 70% refund of tuition for dropped section(s)
<b>February</b>	03	5	Monday	First day of 0% refund of tuition for dropped section(s); First day to withdraw from section(s) with a grade of Withdraw (W)
	10		Monday	First day of summer and Fall 2025 admission
<b>March</b>	01		Saturday	First Day of Ramadan*
	03 -07	9	Monday	Mid-term Exams
	23	11	Sunday	Last day to drop section(s) with a grade of Withdraw (W)
	24		Monday	First day to drop section(s) with a grade of Withdrawal Failure (WF)
	24		Monday	First day of Mid-Semester Break
	31		Monday	Eid Al-Fitr Holiday*
<b>April</b>	04		Friday	Last day of Mid-Semester Break
<b>May</b>	02	15	Friday	Last day of classes; Last day to drop section(s) with a grade of Withdrawal Failure (WF)
	05		Monday	First day of final assessment
	17		Saturday	Last day of final assessment
	23		Friday	Declaration of final grade(s)

<b>Summer Semester (2024-2025)</b>				
<b>Month</b>	<b>Date</b>	<b>Semester Week</b>	<b>Day</b>	<b>Event/ Activity</b>
<b>June</b>	06		Friday	Last day of summer 2025 admission
	09	1	Monday	First day of classes; First day of grade of Withdraw (W) for cancelled registration in section(s)
	15		Sunday	Last day for grade of Withdraw (W) for cancelled registration in section(s)
	16	2	Monday	First day of grade of Withdraw Failure (WF) for cancelled registration in section(s)
<b>July</b>	18	6	Friday	Last day of classes; Last day to drop section(s) with a grade of Withdrawal Failure (WF)
	21		Monday	First day of final assessment
	24		Thursday	Last day of final assessment
	31		Thursday	Declaration of final grade(s)

# **An Overview of Hamdan Bin Mohammed Smart University**

## **Hamdan Bin Mohammed Smart University Institutional Licensure**

Under the presidency of H.H. Sheikh Hamdan Bin Mohammed Bin Rashid Al Maktoum, the Crown Prince of Dubai, UAE, Hamdan Bin Mohammed Smart University (HBMSU) is committed to instigating a culture of quality, innovation and research through smart learning in the Arab world, with emphasis on the academic disciplines of business, quality management, education, healthcare and environment. Established in 2002, this innovative higher education project has been conceived, crafted and implemented by Dr. Mansoor Al Awar, HBMSU Chancellor, as a passionate response to the hopes and aspirations of the new Arab generation, with a focus on smart learning as the future of education and empowerment in the region.

HBMSU is a research-based University that has brought about a paradigm shift in smart education in Dubai by designing learner-centric solutions in its strategy. The learner experience at HBMSU is more diverse and innovative than any other campus life. With its unique learning environment (Smart Campus), the University Dubai campus offers a fresher learning experience with the use of technologies in the form of mobile learning, discussion blogs, online classrooms, educational gaming and social networking all suited to meet the needs of working professionals and high-school graduates alike.

The learner-centric environment at the University is reflected in the full support offered to learners with automated pre-enrolment and admission support and learners' clubs, and additional learning resources such as the Library, Career and Placement Services, using the latest in ICT technologies to communicate with learners across the globe.

### **Vision**

“Globally recognized as an Innovative University and Learning Hub with distinctive impact on the skills of Ambitious, Career Focused learners.”

### **Mission**

“Enable Knowledge creation and application through disruptive innovation and transformation, and provide unique lifelong learning opportunities, intellectually stimulating learning experience and diverse community of Faculty, Staff, Learners and Alumni”

## Value proposition

- **Online Academic Excellence:**  
To be a distinguished provider of accredited online academic programs aligned with the new economic era.
- **Innovative Learning Methods:**  
To be a pioneer in innovative, state-of-the-art digital learning methods.
- **An Enterprise Mindset:**  
To be a regional partner of choice for digitally enabled learning
- **Center of Excellence:**  
To be a thought leader in the future of learning.

## Enablers

- **Learners:**  
Attract career-focused learners looking for employability and advancement.
- **Faculty:**  
Attract and develop Industry focused faculty.
- **Financial Sustainability:**  
Diversify and create new sources of revenue for financial sustainability.
- **Partnerships:**  
Build strong partnerships across the higher education value chain and industry.

Hamdan Bin Mohammed Smart University, located in the Emirate of Dubai, is officially Licensed from 16/09/2020 to 18/08/2025 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education”

## International Relations and Partnerships

Hamdan Bin Mohammed Smart University is committed to promote international relations and foster partnerships with institutions of higher education and professional organizations aligned with the strategic direction of the University.

International Cooperation leads agreements that involve collaborative efforts that both HBMSU and the partner institutions intend to pursue.

HBMSU leverages international credibility, recognition and affiliation and develops its relations based on the following values:

- **Collaborative**

HBMSU strives to create synergies in all affairs with partners and brings real tangible results and mutual benefits on both sides of the cooperation. HBMSU knows how to build a dialogue and develop lasting fruitful collaborations.

- **Innovative**

HBMSU is a dynamic educational enterprise that provides lifelong learning opportunities to equip learners with the 21st century skills, and continuously creating the knowledge based on the culture of quality, innovation and research.

- **Leading-edge**

HBMSU believes in strategic partnerships that lead to the real transformation of education necessary to keep up with the rapidly changing world. In order to provide a higher quality of education and service to society, HBMSU extended its commitment to the qualitative high-level partnerships and affiliations.

The University has a number of collaborative relationships that have resulted in creating new opportunities for HBMSU in areas related to research, program development, content development, training, benchmarking and collaborative case study and report development to name just a few. These relationships are based on both contracts and memoranda of understanding and have benefitted the University in terms of international recognition, development and improvement of teaching and learning at many levels, as well as attraction of associate faculty.

A sample of some recent relationship agreements are also listed below:

- HBMSU launched an international Consortium for Benchmarking Framework for Online, Open, Smart, and Technology-Enhanced Higher Education
- HBMSU and Alexandria University jointly offer a Master Program in Innovation and Change Management in Egypt
- HBMSU and Al Maktoum College of Higher Education in Scotland sign MoU to jointly conduct research and training on globalization, ethics, law & Islamic economy
- HBMSU and International Council for Open and Distance Education re-launch the ICDE Global Doctoral Consortium
- HBMSU signs an Agreement with Oakland University to provide more learning opportunities to its students in the USA
- HBMSU was the first and only Arab university invited to join the Global Education Coalition launched by UNESCO

HBMSU advocates for and facilitates international links, perspectives, and initiatives. These partnerships foster international cooperation in areas such as health & environment, e-learning, quality and business management. The University is aligned with the following renowned associations and international organizations:

- International Association of Universities
- International Council for Open and Distance Education (ICDE)
- Quality Matters
- EDUCAUSE
- European Learning Industry Group (ELIG)
- International eLearning Association (IELA)
- Association of Arab Universities (AARU)
- American Society for Quality (ASQ)

- Union of Japanese Scientists and Engineers (JUSE)
- International Academy for Quality (IAQ)
- European Foundation for Quality Management (EFQM)
- Asia Pacific Quality Organization (APQO)

## **Tutoring and Teaching**

Hamdan Bin Mohammed Smart University is committed to offering high-quality academic and professional programs. It intends to foster an interactive teaching and learning environment where all courses are delivered utilizing a model of communication in which learners and faculty are highly encouraged to contribute to the learning process through critical dialogue, integrative learning, collaborative effort, and regular faculty feedback regarding learners' progress and knowledge acquisition.

## **Defining Smart Learning**

Before starting your journey with us, you may want to know more about Smart Learning. This section answers this question and some of the most frequent questions one may have about Smart Learning.

Starting with its definition, Smart Learning, often also referred to as online learning, technology enhanced learning, web-based learning, etc. refers to the delivery of learning and training by means of advanced technologies. Today beside the internet and the use of computers, learners may access learning and training using mobile devices such as iPads, phones, etc. Generally, the term Smart Learning is often used to describe a range of learning situations that include either directed learning or self-learning conducted through the internet.

## **HBMSU Delivery Approach**

Driven by HBMSU extensive experience and the state of art technological infrastructure, HBMSU programs are offered through the Full-Fledged Online Learning Approach: Synchronous (Virtual) and Asynchronous (self-paced). The full-fledged online learning delivery format is learner-centric and involves independent thinking on the part of the learner. Using synchronous delivery allows learners to interact with faculty and get questions answered in real time; thus, learners can benefit from the immediate personal engagement with faculty members and other learners, which prevent miscommunication and create greater feelings of community and lessen feelings of isolation. While faculty can gauge whether or not learners are grasping the material and plan as needed. Having some parts of the courses delivered through the asynchronous delivery



mode offers more flexibility, allowing learners to set their own schedule and work at their own pace. The approach shifts the focus from an instructor-centred to an individualized learner-centric approach. Learners are empowered to discover and construct their own knowledge.

Synchronous or Virtual learning is learning that is conducted in real time using online tools, where learners and the instructor can interact and engage with the disciplinary content of the course at the same time but without the constraints of a specific place. Synchronous learning is conducted at HBMSU in the virtual classroom and makes use of all its features, such as using audio, video and chatting, file and screen sharing, various interactive media and applications, and a variety of tools and technologies that provide a high quality learning experience.

Asynchronous learning comprises virtual and self-paced learning. The virtual component focuses on Virtual Lab activities that engage learners, consolidate skills, and measure their achievement. The Self-paced component includes further activities and homework to be conducted by the learners during the week. The Self-paced learning is not bound by time or place, and allows learners and instructors to interact and engage among each other sharing resources and information outside the constraints of time and place. The online delivery strategy at HBMSU is intended to engage learners, enhance their skills and competencies, and ensure the achievement of learning outcomes for all courses.

At HBMSU, learners are provided with a variety of learning material including specially designed digitized learning objects that can be accessed anytime from anywhere to enhance and personalize their learning experience. Asynchronous learning at HBMSU is further facilitated a variety of tools (e.g. emails, file sharing, discussion forums, blogs, e-portfolios, etc.) and resources (e.g. podcasts, videos, presentations, simulations, educational games, etc.) to ensure a highly enjoyable and interactive learning experience.

To complement the online delivery strategy adopted in all courses at HBMSU, assessment of learners can take different forms and can vary from one program to another and across the courses. Assessment for each course is linked to the learning outcomes and is administered as per the assessment strategy in the approved course syllabus provided to learners at the beginning of each semester.

In courses, where a midterm exam is required, the midterm exam will be conducted physically on Campus, and will be properly invigilated. Learners must bring their HBMSU IDs to the exam room and must abide by all examination guidelines as shared by registration.

In courses, where a final project is required (not a final exam), a virtual viva and online presentation will be necessary to allow the course instructor to authenticate the learner's work and to ask questions related to

the course and the final project. Learners must open their cameras and show their HBMSU IDs to the course instructor for verification. Failing to do so would be considered a major breach of examination guidelines that necessitates reporting to the Learners' Disciplinary Committee.

In courses, where a final exam is required, the final exam will be conducted physically on Campus, and will be properly invigilated. Learners must bring their HBMSU IDs to the exam room and must abide by all examination guidelines as shared by registration.

The delivery strategy for every course is described in the course outline distributed to learners during the first class of each course.

## **Skills for becoming Successful in Smart Learning**

In general, successful e-Learners should:

- Possess good written communication skills
- Be Self-motivated and self-disciplined
- Participate actively in all online and self-paced sessions
- Be willing and able to commit 6 to 12 hours per week per course
- Set interim goals and deadlines for yourself, and stick to them
- Organize your goals in a study schedule
- Avoid interruptions while you are attending an online classroom, viewing a video program, listening to a cassette, reading a textbook, working on the computer, or simply studying.
- Log on to your course at least 4-5 times a week
- Continuously develop your technology skills to pursue the program
- Learners need to possess some minimum technology skills such as experience with navigating and using the Internet. Knowing how to download files, attach document files to e-mail, and use MS office software.
- Take time before responding to your instructor in the virtual classroom in order to make quality contributions
- Voice your concerns about your course to your instructor

## **Guiding Principles: Transparency and Consistency**

This program catalogue outlines the rules, regulations, and program requirements forming the contract between learners and HBMSU. We prioritize transparency and consistency to ensure your educational journey remains steadfast from enrolment to completion.

# **Admission to Undergraduate Programs**

Applicants are admitted to the University irrespectively of their national origin, colour, gender, disabilities or religion. The University treats all of its learners equally and grants them the same rights and privileges. Any person is welcome to apply to Hamdan Bin Mohammed Smart University; however in order to maintain its quality standards; applicants must meet program admission requirements as detailed below.

## **Admission Requirements**

The university admits to its undergraduate programs the following categories of applicants:

- **Holders of High School Certificate or its equivalent**

A holder of UAE secondary school certificate or its equivalent as recognized by the Ministry of Education.

- **Holders of a Technical, Industrial or Commerce High School Certificate or its Equivalent**

A holder of a technical, Industrial or Commerce high school certificate or its equivalent as recognized by the Ministry of Education.

- **Applicants with American or British School Certificates from schools within the UAE or outside the UAE**

Applicants with high school certificates from Great Britain (IGCSE, GCSE, GCE, etc.), U.S.A., or from other high schools outside the United Arab Emirates, shall refer to the Ministry of Education, to obtain the equivalence of the certificate of their secondary school qualification.

- **Graduates with MOE accredited Higher Diplomas/Diplomas**

Holders of Higher Diplomas or Diplomas, from any MOE accredited institution(s) with high school certificate score of 50 and above, or without high school certificate.

- **Transferred learners from other institutions:**

Learners transferred from recognized accredited institutions with a high school score of 60% or more.

## **English Language Proficiency**

Applicants must have a TOEFL score of 500 (Paper Based Test), 173 (Computer Based Test), 61 (Internet Based Test). An IELTS score of 5.0 (Academic) or the equivalent of another standardized test approved by the Ministry of Education (MOE). Emirates Standardized Test (EmSAT) English Achieved 1100 – 1225. Institutional TOEFL taken at HBMSU are acceptable. TOEFL and IELTS scores are only valid for two years. EmSAT is valid for 18 months from the date the test was taken.

## **Math Placement Test:**

Applicants being admitted will usually come from different schools and countries, which vary in the type and level of mathematics courses provided. Due to these diverse mathematical backgrounds, a Math placement test was designed to be taken by all newly admitted learners. The purpose of the test is to assess the learner's mathematical ability. The math placement test scores are used to place learners into an appropriate math course.

If a learner requested a credit transfer for a mathematics course of higher level than the Remedial Math and such request was sanctioned by the Credit Transfer Committee, then the learner might be exempted from taking the Math placement test.

## **Admission Required Documents**

In order to be admitted to one of the undergraduate programs of the university the following documents must be submitted per the deadlines mentioned in the Academic Calendar:

- All sections of the online application must be filled out.
- Attested UAE Secondary School Certificate or its equivalent.
- Recent photograph.
- A photocopy of a valid identity card and passport.
- Certificate of English Proficiency Test (TOEFL, IELTS or EmSAT) if available
- Documentation satisfying UAE visa.
- Edhbara and Family book for UAE nationals
- Equivalency letters where applicable
- Employment letters for working applicants
- Documentation related to special cases stated above (American system, British system)
- 315 AED Application fee
- 1000 AED Admission fee (after receiving and accepting the offer letter)

## **Confirming Admission**

Applicants who fulfil the admission requirement will receive an e-offer which they will need to accept; upon accepting the e-offer, applicants are required to pay the admission fee of AED 1000 (non-refundable). Once the deposit is paid applicants are considered officially registered in their program of study and are issued an ID number and assigned an academic advisor.

## Admission Criteria

Applicants will be admitted to an undergraduate program as per the below table:

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
Holders of High School Certificate or its equivalent	High school score of 70 or more for Elite/Advanced/Scientific/Literary Stream	≥ 500 ≥ 5 ≥ 1100	Regular	as per enrolment and study load policy	None
	High school score of 75 or more for General Stream				
	High school score of 70 or more in any stream	No	Conditional English	Max of 12 CHs	<ol style="list-style-type: none"> <li>Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li>For undergraduate programs taught in English, a minimum EmSAT score of 1100, TOEFL score of 500 PBT, 173 CBT, 61 iBT, 5.0 IELTS, or their equivalents on another standardized nationally- or internationally recognized test that is approved by the MoE.</li> </ol>
	*applicable for 2016 and backwards graduates				

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
	<p>High school score &gt; or equal to 60</p> <p>*applicable for 2016 and backwards graduates</p>	<p>≥ 500</p> <p>≥ 5</p> <p>≥ 1100</p>	Conditional GPA	Max of 12 CHs	<ol style="list-style-type: none"> <li>Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li>CGPA of 2.0 is required by the end of the second semester of his/her enrolment, with a minimum study load of 9 Crd Hrs and a maximum of 12 Crd Hrs and considering the highest grade in case of repeated courses.</li> </ol>



Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
	High school score > or equal to 60  *applicable for 2016 and backwards graduates	No	Conditional GPA/ Conditional English	Max of 12 CHs	<ol style="list-style-type: none"> <li>1. Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li>2. For undergraduate programs taught in English, a minimum EmSAT score of 1100, TOEFL score of 500 PBT, 173 CBT, 61 iBT, 5.0 IELTS, or their equivalents on another standardized nationally- or internationally recognized test that is approved by the MOE.</li> <li>3. CGPA of 2.0 is required by the end of the second semester of his/her enrolment, with a minimum study load of 9 Crd Hrs and a maximum of 12 Crd Hrs., and considering the highest grade in case of repeated courses</li> </ol>
Holders of a Technical/Industrial/Commerce	High school score > or equal to 75	≥ 500 ≥ 5 ≥ 1100	Regular	as per enrolment and study load policy	None

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
High School Certificate or its equivalent	High school score > or equal to 75	No	Conditional English	Max of 12 CHs	<ol style="list-style-type: none"> <li data-bbox="1075 349 1453 972">1. Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li data-bbox="1075 1010 1453 1379">2. For undergraduate programs taught in English, a minimum EmSAT score of 1100, TOEFL score of 500 PBT, 173 CBT, 61 iBT, 5.0 IELTS, or their equivalents on another standardized nationally- or internationally recognized test that is approved by the MoE.</li> </ol>

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
	High school score > or equal to 70	≥ 500 ≥ 5 ≥ 1100	Conditional GPA	Max of 12 CHs	<ol style="list-style-type: none"> <li>1. Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li>2. CGPA of 2.0 is required by the end of the second semester of his/her enrolment, with a minimum study load of 9 Crd Hrs and a maximum of 12 Crd Hrs., and considering the highest grade in case of repeated courses.</li> </ol>

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
	High school score >70	No	Conditional GPA/ Conditional English	Max of 12 CHs	<ol style="list-style-type: none"> <li>1. Conditionally admitted students are allowed to take no more than 12 semester credits (or equivalent) of appropriate General Education course work to contribute towards an undergraduate degree. Conditionally admitted students are allowed to take General Education credit-bearing courses only in subjects for which they have the preparation, knowledge, and skills to enable them to achieve the course learning outcomes.</li> <li>2. For undergraduate programs taught in English, a minimum EmSAT score of 1100, TOEFL score of 500 PBT, 173 CBT, 61 iBT, 5.0 IELTS, or their equivalents on another standardized nationally- or internationally recognized test that is approved by the MoE.</li> <li>3. CGPA of 2.0 is required by the end of the second semester of his/her enrolment, with a minimum study load of 9 Crd Hrs and a maximum of 12 Crd Hrs., and considering the highest grade in case of repeated courses.</li> </ol>
Holders of Higher Diplomas or Diplomas, from	CGPA $\geq$ 2	$\geq$ 500 $\geq$ 5 $\geq$ 1100	Regular	as per enrolment and study load policy	None

Certificate Type	Admission Criteria	TOEFL/IELTS <sup>1</sup> /EmSAT	Admission Status	Max study load	Special requirement
any MOE accredited institution (no high school or high school average below 60)	CGPA $\geq$ 2	No	Conditional English	TOEFL 500 is required prior to enrolment	None
Learners transferred from recognized accredited institutions	CGPA $\geq$ 2	$\geq$ 500 $\geq$ 5 $\geq$ 1100	Regular	as per enrolment and study load policy	None
Withdrawal from HBMSU (Re-join) (not dismissed)	CGPA $\geq$ 2	$\geq$ 500 $\geq$ 5 $\geq$ 1100	Regular	as per enrolment and study load policy	None
This is same as re-admission, i.e. no conditional acceptance and English requirements should be met					

## Admission Postponement

The offer of admission is valid for two semesters. All admission requirements need to be met at the time of the issuance of the new admission letter. The admission of the learner will be considered cancelled if he/she failed to register after two consecutive semesters; he/she will need to re-apply when considering joining the University and shall meet the current admission requirements.

## Withdrawal from the University and Re-admission

During their course of study at Hamdan Bin Mohammed Smart University learners may wish to withdraw completely from the university, for one reason or another. Requests for withdrawal from the university must be made by filling the Withdrawal Form available at the Registration Unit.

A learner who withdraws from the university and wishes later to re-join must apply as a new learner and satisfy all admission requirements prevailing at the time of re-admission.

## Application Deadlines

Applications for admission to undergraduate studies at Hamdan Bin Mohammed Smart University are accepted at three intakes during the year; the Fall, Spring and Summer semesters.

## Learner's Resident Visa Sponsorship

Hamdan Bin Mohammed Smart University provides "visa sponsorship" for non-resident learners seeking to study at the University.

A sponsored learner may suspend his or her registration for a maximum of two non-sequential semesters, in such case, learners are required to:

- Fill the Registration Suspension and submit it to the Registration Department in order to maintain his/her visa
- Have no outstanding tuition or other related fees
- Undergraduate learners must have been enrolled for a period of three (3) consecutive semesters (excluding Summer) prior to applying for suspension registration

A valid medical insurance is required for all sponsored learners for the duration of the visa where learners will be required to renew their medical insurance prior to its expiry date.

For more information, please contact the Admission Department at: +971 4 4241030 or [registration@HBMSU.ac.ae](mailto:registration@HBMSU.ac.ae).

## Recognition of Prior Learning

HBMSU has established an RPL system to support people with relevant knowledge and skills to acquire formal qualifications, and thus contribute to improving employability, mobility, lifelong learning, social inclusion, self-esteem, and economic development.

HBMSU RPL policy applies to all undergraduate programs award courses and should be read in conjunction with HBMSU academic regulations. The Policy applies to RPL applications for the grant of course credit based on experiential or other non-classroom-based learning.

Further information and advice about the courses for which RPL credit can be earned, how to apply for RPL, can be obtained from the admission office, or undergraduate program chairs. Further information is also available in the Learner Handbook and undergraduate catalogue

## Application process and evidence requirements

An application for the RPL should be completed and submitted by the learner to the admission office during admission application submission.

Requests for RPL will be directed by the admission office to the Registrar office for coordination with the schools on whether the applicant should proceed.

In order to grant credits on the basis of informal or non-formal learning a challenge exam will be required in all cases prior to the awarding of credit for RPL.

Applications for RPL should be accompanied by appropriate evidence and supporting statements from the applicant. Evidence must be directly related to the course for which credit is sought and appropriate to the content being considered for RPL. There must be an appropriate match between the evidence presented and the learning claimed, and the learning relates directly to the learning outcomes of the program or courses for which credit is being claimed. Evidence must show that the learner has the knowledge, skill or competency for which recognition and credit is sought. Evidence must demonstrate that the learner has achieved all of the learning outcomes of the course for which credit is sought.

Evidence must meet the requirements of the current assessment criteria of the course being considered for RPL. that the learning is sufficiently recent to allow the applicant to fulfil the aims of the program. Where experience from more than five years prior to the claim is referred to in a substantial way, the applicant should provide evidence of having kept up to date with recent developments in the intended area of study. Evidence must prove conclusively that RPL is based upon the learner's own work. the applicant has provided reliable evidence of having personally completed what is claimed, and the evidence clearly relates to the applicant's own efforts and achievements.

Partial recognition is not acceptable. Applications for RPL will be assessed by the RPL committee. Applications for RPL should normally be made at the same time an application to study at HBMSU and before the Learner enroll on their intended program of study. Late applications will be considered in exceptional circumstances, in which case an additional fee will be charged.

It is the Learner's responsibility in applying for RPL to state clearly what course (s) credit are being applied for, provide evidence in the required format with the requisite components, and demonstrate how the learning outcomes of the relevant component of the qualification have been achieved.

When considering claims for RPL, HBMSU reserves the right to request those samples of evidence scrutinized which underpin the claimed achievement through RPL. If the validity of any evidence is held in doubt (for example, it is deemed superficial, insufficient, or irrelevant), HBMSU may reject the evidence or request an assessment to test and verify the veracity of a learner's RPL claim.

To apply for RPL, a learner shall fill the RPL application at least 15 working days before the beginning of classes. The learner must submit and pay fees for RPL application to be assessed.

# **Academic Terms, Regulations and Course Registration**



## Semesters

Courses in Hamdan Bin Mohammed Smart University are offered in two semesters: A Fall semester and a Spring semester. Each semester consists of 16 weeks including the examination period. The University may also offer a Summer session consisting of 8 weeks or less.

## Credit Hour Definition

A semester credit hour is defined by the total number of hours a learner needs commit to per week, over the duration of one semester to complete the requirements of particular course.

This total time includes:

1. Time spent in formal class instructions Time spent in laboratory, internship, or other scheduled activity (when applicable)
2. Time devoted to reading, studying, writing, preparation or problem solving.
3. Time spent on directed self-paced learning and asynchronous communication.

A semester credit hour is assigned in the following ratio of component hours per week devoted to the course of study:

- Formal Class Instruction: One credit hour is defined as the equivalent of one hour of formal class instruction plus an average of two hours of out of class self-study (preparation for formal class instructions, reading, homework, etc) for an undergraduate level course and an average of three hours of out of class self-study for a postgraduate level course per week over a 15 weeks semester. Formal class instructions occur under the supervision of faculty members
- Typically, the credit hours for an online course are calculated in a similar way as they would be for a traditional campus course since the outcomes and the expectation for work are the same.
- Experimental Laboratory: One credit hour is usually equivalent to two hours of experimental laboratory. “Experimental laboratory” involves demonstration by instructor and experimentation by learners, with the out-of-class study generally including practice and/or laboratory report writing. “Experimental laboratory” is under the supervision of an instructor.
- Internship: one credit hour is equivalent to five hours of experiential internship per week under the control and supervision of the employer on the job with coordinated University representative planning. Internship involves the development of job skills by providing the learner with a structured employment situation that is directly related to, and coordinated with, the educational.

## Definition of Major

The term 'major' refers to the primary field of study that students choose to focus on throughout their undergraduate education. It consists of a structured sequence of courses and related requirements designed to provide students with in-depth knowledge, skills, and expertise in a specific academic discipline or interdisciplinary area. Majors at HBMSU are designed to prepare students for various career paths or further academic pursuits by fostering critical thinking, problem-solving abilities, and subject matter expertise within their chosen field.

## Definition of Minor

A minor or area of concentration refers to a secondary field of study that complements a student's primary major. It consists of a coherent set of courses within a specific discipline or interdisciplinary area, typically requiring fewer credits than a major. Minors or areas of concentration offer students the opportunity to explore additional academic interests, enhance their skills, and broaden their knowledge base beyond their major field of study

## Academic Load

The study load for a new undergraduate learner per semester is set at a maximum of 18 credit hours . In exceptional cases, a learner can register for up to 21 credit hours after obtaining permission from the Dean of the School or the VCAA who can recommend more load if the learner's CGPA is 3.60 or greater on a 4.00, or this additional load enables the learner to graduate in the current semester. The maximum study load for the summer session is 6 credit hours.

## Course Descriptions and Syllabi

Faculty members must ensure that learners receive the course syllabus during the first week of the semester preferably making the syllabus available on the university Virtual Learning Environment (VLE).

The deans of the respective schools have the final approval of the Course Syllabus, any changes or amendments cannot be made by individual faculty members and recommendations for change can be made to the dean.

## Course Registration

Learners can choose courses through smart campus as per the study plan of the program he/she is admitted to. Detail of the registration process is available in the following videos:

- [How to Register for Courses \(Smart Advising\) ----- Click HERE](#)

Courses will be automatically dropped from the learner's record if the payment has not been received before the announced payment deadline. Payment should be for all registered courses, otherwise the courses will be dropped at the last day of the pre-enrollment (partial payment is not allowed).

## **Credit Transfer and Parallel Enrolment**

Prior to the first semester of enrolment, HBMSU may consider transferring credits for courses completed at other accredited universities, colleges, or institutions to its undergraduate and postgraduate programs if the learner meets the admission requirements of the program. The content and outcomes of the course(s) to be transferred shall be equivalent to at least 80% or more of the contents and outcomes of the course(s) taught at Hamdan Bin Mohammed Smart University.

To apply for transfer of credits, a learner shall fill the admission application and complete the "Transfer Credit Request" at least 15 working days before the beginning of classes. Copies of all official transcripts, course descriptions, and syllabi for the course(s) he/she wants to transfer must be attached to the request and the transfer of credit fees paid. The learner must submit and pay fees for each transcript with courses to be evaluated for credit transfer.

HBMSU applies the Transfer Admission Policy as defined in the Ministry Education Standards (2019).

## **Registration Suspension**

A continuing learner may suspend his/her registration for two consecutive regular semesters given that he/she does not exceed the maximum allowed study period. The registration of the learner will be considered as cancelled if he/she fails to register after two consecutive suspended semesters.

Learners called for the UAE National Service program shall be granted a maximum of two extra semesters not counted in the suspended semesters and the maximum allowed study period of undergraduate.

Summer semesters not included.

Learners whose registration is cancelled are required to re-apply to the University when considering returning to their previous program of enrollment, such learners need to fulfil admission requirements at the date of readmission.

All admission policies and requirements pertinent to the academic year to which they are applying to, need to be met. All previously submitted academic records on file are considered as supporting documents to their new application

## **Add and Drop**

Learners may add or drop a course or more after he/she registered for that (those) course(s) up to the last day of Add/Drop period as per the University Academic Calendar.

Add/Drop period will take place in the first two week of the Fall and Spring semesters.

If the learner dropped a course within Add/Drop period, the course paid fees will be refunded to e-wallet and the course will not be recorded in the learner academic history (Refer to the academic Calendar page)

Final auto drop will take place in the last day of add/drop period .

Late registration fees will be applicable for the first week after the add/drop period.

## **Course Withdrawal and Refund**

If a learner drop a course after the Add/Drop period, he/she will be considered withdrawing from the course and the withdrawal policy will be applied.

If a learner withdraws starting from the first working day of the 3rd week and no later than the last working day of the 4th week of a regular semester, a grade of “W” will NOT be recorded in his/her Academic History but the refund policy will be applied.

If a learner withdraws starting from the first working day of the 5th week and no later than the last working day of the 11th week of a regular semester, the grade “W” will be recorded in the learner’s transcript but not considered in program and CGPA calculations and the refund policy will be applied.

If the learner withdraw after the end of the 11th week from the beginning of the regular semester, a grade of “WF” will be recorded in his/her academic record and this grade will be considered in calculating the learners’ program GPA and CGPA.

Summer sessions NOT considered as regular semesters, therefore there is NO add/drop of courses during summer sessions. However, if a learner registers for a course(s) during a summer session and decides not to continue, he/she may withdraw from course(s) within the first week of the start of the session. In such circumstances, the grade “W” shall be entered in the learner’s Transcripts. If the learner wishes to withdraw a course/courses after the last working day of the 2nd week of a summer session, the grade “WF” shall be entered against the course(s) cancelled in the learner’s transcript. The grade “WF” will be considered in calculating the learner’s CGPA. There is No Refund for courses registered during summer sessions

## Repeating Courses

In order to improve the CGPA or meet graduation requirements, a learner may repeat courses (core or elective).

If a course is repeated (core or elective), the highest grade obtained by the learner shall be recorded in the learner's transcript and will be included in the calculation of the CGPA (Lowest Grade include In the Transcripts but exclude from calculation of the CGPA).

In all cases, all courses taken and grades obtained by a learner shall be included in his/her Transcript.

When a course is repeated, the credit hours allocated to it are calculated only once for the purpose of graduation

## Incomplete Coursework

Attendance to a course final examination or the submission of final course work is compulsory and must occur as per specified dates in the university academic calendar and examination timetable. Failing to attend a final examination or to submit a final course work, on time, may lead to an "F" being assigned to the particular course.

If a learner does not attend the final examination due to extenuating circumstances the course may be considered as "Incomplete". The extenuating circumstances may include the following:

- Illness or accident that is certified in a medical report approved by a doctor who is certified by a governmental Health Authority in the UAE.
- Death of a first or second degree relative.
- Being arrested.
- Mandatory courtroom appearance supported by a copy of the official court summons including the date when the learner was required to attend.
- Any other valid reason as deemed acceptable by the Registrar.

If the learner believes that he/ she has extenuating circumstance, then s/he must apply for an incomplete grade by completing the Incomplete Grade Request form and providing the required documents within a maximum of five working days from the examination date or alleviation of the extenuating circumstances, and he/ she must have a good class attendance record (i.e. must not be dismissed from the course for which

they are requesting an incomplete grade), and must have accumulated a minimum aggregate score of 30 out of 60 in the formative/ongoing assessments of that course.

A learner who has been given an “incomplete” grade in a course should re-take the final examination or submit the required work before the end of the Add and Drop period of the following regular semester in which he/she registers. Failing to do so will result in receiving an “F” grade which will be recorded on the learner’s transcript.

The Program Chair or the Director of General Education shall organize with faculty to have a version of the final exams (that is different from the versions used on the day of the scheduled final exam) for use in cases of incomplete course requests; administrate the exam, grade it and send the final grade to the registration unit.

The scheduling and organization of the final exam for an incomplete course shall be done in coordination between the Registrar and the School

## Minimum and Maximum Study Periods

Depending on the number of credit hours of undergraduate program, the minimum allowed study period to complete the graduation requirements of credit hours is seven regular semesters. While the maximum study period is 14 semesters not including the summer semesters.

## Grading System

Learners’ performance in undergraduate programs is measured on a semester basis; based on the grades they have obtained for every course they have enrolled in. The final grade of the course usually consists of the score of all examinations and activities taken during the semester.

### Undergraduate Grading System

Scores (%)	Letter Grade	Points
90 – 100	A	4.0
85 - 89.99	B+	3.5
80 - 84.99	B	3.0
75 - 79.99	C+	2.5
70 - 74.99	C	2.0
65 - 69.99	D+	1.5
60 - 64.99	D	1.0
Less than 60	F	0.0

### **The Grade Point Average (GPA)**

The grade point average (GPA) of each learner is computed at the end of each semester to indicate his or her progress in a particular given semester.

The quality points are used in the University to calculate the Grade Point Average (GPA) per semester by summing the quality points of individual courses taken at a specific semester multiplied by the credit weight of each course and dividing by the total number of credit at that semester.

### **The Cumulative Grade Point Average (CGPA)**

The quality of a learner performance is measured in terms of his/her Cumulative Grade Point Average (CGPA) which is calculated by summing the quality points of the individual courses as per the related study plan multiplied by the credit weight of each course and dividing by the total number of credits.

## **Graduation Honours**

The University grants its outstanding graduate, the following honours at graduation:

<b>Performance</b>	<b>CGPA</b>
Excellent with Honours	3.95 – 4.00
Excellent	3.70 – 3.94
Very Good	3.00 - 3.69
Good	2.50 - 2.99
Pass	2.00 - 2.49

## **Academic Probation**

Undergraduate learner must maintain, a minimum cumulative grade point average (CGPA) of (2.00). If a learner achieves less than 2.00 CGPA in any given semester (excluding summer semesters); he/she will receive a first academic warning. The “first academic warning” will be mentioned on his/her transcript

If a learner fails to remove the academic warning by the end of the next completed regular semester, he/she will receive a second warning the “second academic warning” will be mentioned on his/her transcript.

The academic warning is removed if the learner achieves a CGPA of 2.00 or above at the end of next completed semester.

If a learner fails to remove the academic warning by the end of the next completed semester, the learner’s case will be reviewed by the related School. The Dean of School, after reviewing the case with the related Program Chair, may either approve the dismissal or grant the learner one more semester with specific

courses in which the learner shall register. The School decision shall be final in this regard and the dismissal status will be mentioned on the learner transcript.

## **Transcripts**

Learners may obtain official signed transcripts of their academic records by applying for the official transcript. Please note that transcripts will only be released to the learner (himself/herself) or a person authorized by the learner or to an authorized person by the learner.

learner's sponsor, if any, can access the learner's academic profile and can apply for an official transcript

Learners may access their grade records and print unofficial transcripts from the system.

## **Learner's Records**

Hamdan Bin Mohammed Smart University takes very seriously learners' rights of privacy and confidentiality with regards to their academic records that are created by the University for Educational, Research and other legitimate purposes. This is why it has set up a rigid policy on privacy of learners' records.

Learners' records are kept safe and only authorized personnel are entitled to have access to them.

Learners' pictures in any form can't be used for media publications or other purposes without prior written authorization from the learner.

Learners have the right to withhold their contact information from disclosure in the virtual Learning Environment by submitting written request to the registrar department in timely manner.

Partial results and assessments, but not final exam or final project results, are posted by faculty according to Learner's ID; name or other identification must not be used.

Transcripts will not be handed to any other party except with the learner's own authorization or his/her parents.

The University opens and maintains two different types of learner records: Admission File and the Registration File. The admission file is considered the main and permanent file and it contains all admission requirement documents. An electronic version of each learner admission file shall be also kept. The registration file contains all academic records of the learner during his/her period of study at the University.



## Attending classes

Attendance at HBMSU is compulsory and is governed by the attendance policy.

The maximum number of absences in any course should not exceed 25%, as explained in the following table.

Attendance Warning / Notification	Number of sessions missed	
	In regular semesters (Fall / Spring) after the add & drop period (2 weeks)	In Summer semesters (no add & drop period)
1st warning	2 Synchronous/Virtual Sessions	2 Synchronous/Virtual Sessions
2nd warning	3 Synchronous/Virtual Sessions	3 Synchronous/Virtual Sessions
Dismissal	4 Synchronous/Virtual Sessions	4 Synchronous/Virtual Sessions

## Coursework Assessment

Courses are generally assessed based on a 40% final assessment and 60% ongoing assessment. Some courses however, are structured differently and assessed accordingly. Final assessments can either be in the form of exams or can be individual projects.

Details about assessment strategies in any course are included in the course syllabus.

## Plagiarism and Acknowledgement Practice

Learners must submit for assessment their own individual and unassisted coursework; unless an assessment is based on “group work.”

For group assignments, each learner in the group is held jointly responsible for ensuring the assignment submitted complies with the university’s Policy.

Learners must not submit for assessment any work which has been submitted for another course at the University or at any other educational institution. Such behavior is considered a serious offense and shall be subject to terms of the Course Work and Assessment policy.

When any material is used by a learner which is not entirely the work of the learner or “work of the assigned group to which the learner is a member”, in whole or in part, the learner must fully refer to that material in accordance with the system of referencing specified in the course outline. Failure by a learner to comply with the above requirements may arise to academic misconduct and disciplinary action may be taken.

## Course/ Program Evaluation

One of the pillars of continuous improvement at Hamdan Bin Mohammed Smart University is based on getting feedback from all learners about each course taught as part of the program curriculum, and about the whole program.

In limited cases, the university may temporarily withhold midterm or final grades along with the processing of issuing official transcripts and/or printing of unofficial transcripts till certain requirements-which are identified as crucial are met. Such cases could be, but are not limited to: delays in filling the course/program evaluation form which may jeopardize the accreditation status of the institution.

## Graduation

Upon satisfactory completion of all requirements of a undergraduate program, a learner at Hamdan Bin Mohammed Smart University will be awarded the related Degree.

### Graduation Requirements

To be eligible for the award of a undergraduate degree, a learner must:

- Successfully complete all the courses and requirements of the program of study as mentioned in the program study plan.
- Maintain a CGPA of not less than 2.00 for Diploma and undergraduate
- Spend the minimum period, stipulated for the award of the degree and not exceed the maximum period as specified in each program. However, learners transferred from other universities/ colleges must earn at least 50% of the required credits for graduation at Hamdan Bin Mohammed Smart University.
- All financial obligations of the learner towards the University must be settled through the clearance process. As well as completing the end of program evaluation surveys.
- All Learners eligible for graduation need to fill out the Application Form for Graduation during the registration period of the last expected semester of study and to submit it to the Registration Unit. The university will charge the graduation fees as indicated in the “Application Form for Graduation“.

# **Learner Rights, Responsibilities, Code of Conduct and Problem Resolution**

Hamdan Bin Mohammed Smart University has established a code of conduct to which it expects its learners to adhere. The Code of Conduct at Hamdan Bin Mohammed Smart University describes learners' rights and responsibilities, standards for academic and nonacademic conduct, and penalties for violating the code of conduct.

The **learners' rights** are summarized in the following:

### **1. Academic Freedom**

No disciplinary sanction may be imposed on any learner without giving him/ her a written notice explaining the nature of the charges.

A learner accused of violating any of the terms of the code of integrity is entitled to appeal against a decision as per the procedure and policies set forth in this handbook.

### **2. Discrimination and Harassment**

The University prohibits discrimination based upon a person's race, color, sex, marital and/or parental status, religion, national origin, age, mental or physical disability. Learners who believe they have been discriminated or harassed should immediately report the incident to the Learner Relationship Management office by submitting a grievance record.

### **3. Freedom of Inquiry and Expression**

Learners and recognized learners' associations and clubs which are part of Hamdan Bin Mohammed Smart University Community are guaranteed the rights of free inquiry, expression in both verbal and written form that do not violate the University and the country laws, policies, regulations and operations. At the same time, it must be made clear that in their public expressions or demonstrations, learners speak only for themselves

### **4. Freedom of Assembly**

Hamdan Bin Mohammed Smart University recognizes the rights of all learners to gather in groups to seek knowledge, debate ideas, form opinions, and freely express their views while respecting the rights and freedom of others. The university grants its learners the right of freedom of assembly, keeping into account that learner' gatherings must not disrupt or interfere with the operation of the university.

### **5. Web Presence, Media/social media Relations, Distribution and Posting**

Learners may distribute post or upload printed and/or online published material after obtaining approval from the Learner Relationship Management office. All free publications not in violation of the University

policies and procedures and the UAE laws and culture may be distributed. Using media, social media, institutional resources, trademarks, logos or brands under the name of HBMSU is strictly prohibited unless written approval is obtained from the Chancellor through the Learner Relationship Management office. Legal actions shall be taken against any learner violating.

## 6. Commercial Activities and Fund Raising

The use of University grounds or facilities for commercial or private gain purposes is prohibited. Learners shall contact Learner Relationship Management office to get approval on such activities.

## 7. Role of Learners in the University-wide Decision Making

HBMSU considers its learners as an important part of its operations and values their opinions and suggestions; this is why it involves learners in institutional decision-making. Additionally, learners' concerns, propositions, complaints and critiques can be communicated to the University through the Learner's Council or the Learner Relationship Management office by posting a complaints on SAWTI channel on the Smart Campus or email.

Hamdan Bin Mohammed Smart University takes the responsibility for providing its learners with a healthy and high quality standard educational environment, rich in resources needed by learners to attain their individual educational goals. In return, learners are responsible for making themselves aware of the resources available, appropriate use of those resources, and the specific behavioral tasks necessary for attaining desired learning outcomes.

Some of **the learner's responsibilities** are summarized below:

- To become knowledgeable of, and adhere to the University's policies, practices, and procedures;
- Demonstrate respect for all persons in the university community-staff, faculty, and other learners.
- To set up their University email accounts, and recognize that emails are the main and only official means of communication with University staff
- To participate actively in the learning process, both in and out of the virtual classroom (in online and offline class activities);
- To attend all class sessions online;
- To develop skills required for learning, e.g., basic skills, computer skills, time management, motivation, study skills, and openness to the educational goals;

## Learners' Dress Code

All learners are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Learners who fail to comply with this dress code may be subject to disciplinary actions.

- Kandura (Deshdasha)
- Abaya and Sheila
- Formal or Casual attire
- Pants/Trousers below knee
- Skirts below knee
- Blouse/Jackets covering the arm to elbow.
- Sleeveless, Pants/ Trousers and skirts above knee are strictly prohibited

The learners are also expected to obey to all university rules and regulations and are prohibited from engaging in any unlawful conduct. Any learner violating the code of conduct published in this policy either as a principal actor, aider or accomplice shall be subject to disciplinary action.

## Penalties for Violating of Code of Conduct

Conduct and behavior cases resulting from alleged violations of the University's code of conduct are within the jurisdiction of the LRM Office. Learners must be aware that violations will be treated seriously, with special attention given to repeat offenders. Penalties that may apply to a learner violating the code of conducts vary according to the nature of the violation made and may include one of the following:

- **Disciplinary Warning:** - By sending a written formal Warning to the learner informing him or her that his/her conduct is against the university standards. Continued misconduct may result in more serious disciplinary action..
- **Disciplinary Probation:** - By sending a written formal notice from the Learners Relationship Management Senior Manager to the learner informing him or her that s/he was found in violation of the university standards. Violations of the stated conditions will cause more serious disciplinary action.
- **Suspension:** - The University Disciplinary Committee may decide to suspend a learner for a fixed period of time, suspension may refer to:
  - Exclusion of the learner from one or more courses;

- Exclusion of the learner from University activities;
- Exclusion of the learner from the University for a duration not exceeding two regular semesters. Learners will be required to meet with the Learners Relationship Management, Senior Manager prior to being allowed to enroll at the University after the suspension period has expired.
  
- **Expulsion:** - The LRM Senior Manager usually raises the violations that require such sanctions to the University Disciplinary Committee. Expulsion refers to the termination of the learner status in the university.
  
- **Supplemental Sanctions:** - The LRM, Senior Manager or the University Disciplinary Committee may impose additional sanctions or requirements which clearly address the issues involved in the misconduct. Any of the following may be imposed in connection with the above, but are not to be limited to:
  - Work assignments
  - Fines may be imposed: restitution, i.e., compensation for loss, damage, or injury
  - Academic sanctions, e.g., revocation of degree, holding transcripts, removal from courses
  - Failing course
  - Loss of privileges
  - Referral to External Authorities: In the case where a learner is in violation of the UAE laws on university or university-sponsored related activities, the university may refer the learner to the public

### Examples of Learner's Misconduct

- Abusing physically or verbally any person on University campus or through University facilities (i.e. SAWTI, online classrooms, forums, through email accounts of the University, etc).
- Humiliating conduct or language based on a person's race, gender, color, religion, nationality, and origin, physical or other disability, age, or political beliefs.
- Being involved in unwelcome sexual advances or physical touching or making sexually-oriented remarks, jokes, comments and/or behavior.
- Interfering by force or by violence (or by threat of force or violence) with any other learner, faculty or University Staff in the University.

- Filing a formal complaint falsely accusing another learner, faculty or University Staff.
- Damaging the reputation of the University through unacceptable actions or behavior.
- Using the name of the University of distributing or posting any materials (including in electronic form) in its name without prior approval.
- Being involved in academic violation: cheating, plagiarism, violating copyrights, etc.
- Entering or using University campus, offices or any locked or closed University facility in any manner, at any time, without permission of the University.
- Bringing unauthorized visitors to the University.
- Organizing illegal assembly, obstruction or disruption.
- Stealing or damaging of/to property of the University or of a member of the University community, such as visitors, learners, or staff.
- Abusing or unauthorized use of the University's computer equipment, software, passwords, records.
- Using computer resources to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. Offensive material includes, but is not limited to: pornographic, nude or any other material that is generally understood to be socially or culturally offensive.
- Violating the confidentiality or security of passwords, records, or software, including but not limited to networks, Internet, World Wide Web, and E-mail.
- Using, possessing, or distributing alcoholic beverages, narcotics, or dangerous drugs in the University.
- Smoking within the University campus.
- Possessing or using weapons or any dangerous chemicals which can be used to inflict bodily harm or damage upon a building or grounds in the University.
- Using SAWTI Page for any purpose or in any manner that violates any local or federal laws, along with any local tradition, disciplines or direction imposed by any competent Authorities in the Country.
- Conducting any process of surveys, commercial messages or advertising any material without the prior written approval of the University.
- Using the SAWTI Page to post or send any infringing, threatening, defamatory, libelous, disrepute or obscene others.



- Undertaking any action which may be calculated to disrepute the University and its standing image, or otherwise determined to be abusive or harmful to the University Staff and Faculty.
- Using university email for:
  - Personal gain
  - Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
  - Solicitations for contributions for non-University sponsored entities
  - Deliberate acts associated with denying, interfering with or disrupting service of HBMSU e-mail service or that of any other agency.
  - Attempts to perform mass mailings to the entire University community of a non-official nature.
  - Any unlawful activity.

## **Learner Academic Integrity Code (Academic Honesty)**

It is the foundation upon which the learner builds personal integrity and establishes a standard of personal behaviour. The University can best function and accomplish its mission in an atmosphere of the highest ethical standards. The University expects and encourages all learners to contribute to such an atmosphere by observing all accepted principles of academic honesty.

The Coursework and Assessment Procedure at HBMSU includes (Appendix 1 page 13) the details on the similarity report produced by Turnitin. The procedure covers many aspects including the following:

- As a guide, a returned percentage of over 25% would indicate that plagiarism has occurred.
- In case of dissertations, the similarity percentage should be as close as possible to zero but consider 10% similarly as cut-off point.
- The default assignment settings should be adjusted to exclude quoted material, references/bibliography and small matches up to 5 words in order to gain a more accurate overall percentage.
- Learners may access, edit and reload their submitted file without any need for faculty intervention as long as it is still in Draft form. If a submitted file shows very high similarity and the assignment deadline was not yet due, then a learner may ask the instructor to revert the assignment to “draft” status, so that the learner can work on it and improve it.
- In all cases, the it is the learners’ responsibility to submit the Assignment file before deadline

- The Originality Report is available to learners once the learner uploads his/her submission.

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication or misrepresentation, such as the following:

1. **Cheating:** refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any examination or academic exercise or make an attempt to change the outcome of assessment results through undue influence or material means. Cheating may take several forms for example:

- Copying from another learners' exam or work paper;
- Allowing another learners to copy;
- Using unauthorized material during the exam, or
- Receiving help during online exams and other assessment activities.
- Making an attempt to change the outcome of assessment results.

2. **Plagiarism:** to wilfully use the work, ideas, images or words of someone else in your submitted assignment without appropriate acknowledgement or attribution. Plagiarism can take several forms for example:

- Quoting another person's actual work without reference
- Using another person's idea, theory, opinion of others without reference
- Purchasing readymade work paper from the web
- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Presenting the same work for more than one course
- Using information from an encyclopaedia, book, textbook, web site, database, etc., without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written without citing the source
- Using online translators for assignments and assessments to outsmart plagiarism detection tools

3. **Dishonesty in Submitted Work:** All academic work and materials submitted for assessment must be the original work of the learner (or group of learners if specified i.e. in a group work situation). Learners are prohibited from submitting any material prepared by, or purchased from another person or company other than them.
  
4. **Copyright Violations:** Copyright laws must be closely observed. Copying, alteration or unauthorized use of course material, University records, or instruments of identification with the intent of defraud or deceive is prohibited. Learners are expected to abide by relevant patents and intellectual property rights, for example, if they have access to any sensitive documents if their work involves access to information from outside institutions.
  
5. **Inappropriate Proxy:** Learners must attend their own examinations and classes whether they are virtual (online) or physical. Those impersonated and the impersonators could face dismissal from the University.
  
6. **Work Completed for One Course and Submitted to another:** Learners may not present the same work for more than one course. In some situations, faculty may permit components of a significant piece of research to satisfy requirements in two courses.
  
7. **Complicity in Academic Dishonesty:** Complicity in academic dishonesty consists of helping or attempting to help another person commit an act of academic dishonesty or will fully assisting another learner in the violation of the academic code of integrity. Complicity in academic dishonesty is pre-meditated and intentional. This can include but is not limited to:
  - a) Doing the work for another learner,
  - b) Designing or producing a project for another learner,
  - c) Providing answers during an exam test or quiz,
  - d) Calling a learner on a mobile phone while taking an exam and providing information,
  - e) Providing a learner with an advance copy of a test,
  - f) Leaving inappropriate materials behind at the site of an exam or test,
  - g) Altering examination results.

## **Settlement of Academic Honesty Offenses**

Academic cases resulting from alleged violations of the University's academic honesty code are within the jurisdiction of the relevant faculty and Program Chair, while more serious violations or repetitive violations are brought to the Dean of the School for further action. In the case where a learner wishes to bring charges against another learner, he/ she should do so through the Faculty member in whose course the violation occurred and the program-chair. In addition to this he/she must identify himself or herself to the faculty.

If a faculty is convinced that an alleged offense has resulted from an error in judgment on the learner's part rather than from purposeful dishonesty, the faculty may decide to use the occasion for instructing the learner on acceptable standards for academic work. In such cases, the faculty may, for example, require the learner to rewrite or correct the original assignment or to submit a substitute assignment or to apply a grade penalty. When faculty jurisdiction is exercised in the case of an unintentional academic violation, the faculty shall notify the Dean or the General Education director (in the case of learner is enrolled in GE courses) and the Registrar, in order to monitor any recurrence of such errors in judgment by the particular learner.

In the case where the faculty believes that the offense made by the learner is a serious breach of the university' academic honesty code, or in the cases of repetitive occurrence of such offenses, he/she must report the violation to the Dean of the school or the Director of General Education within 10 working days of the occurrence of the violation or after the day in which s/he has been aware of the violation. The report submitted must be supported by appropriate documentation or evidence.

Upon Receiving the Faculty report, the Dean of the school or the Director of General Education will inform the learner of the charges brought against him/her and arrange to discuss the charge with the learner either online or in person as appropriate. Learner will be presented with the charge and the evidence and he / she will be advised of the procedures including his/her rights and will be given the opportunity to respond to the charge either immediately or by writing within 5 working days. The faculty is not to submit grades for the work in question until the case has been settled. If the semester grades are due before the settlement process is complete, a temporary grade of N will be assigned.

After reviewing the charges and the evidence, the Dean of the school in consultation with the Program Chair or the Director of General Education may either:

1. Dismiss the case and notify the Registrar of the decision, or
2. Refer the case to the Learner Disciplinary Committee (LDC), which should include the Dean or representative of the concerned school or the Director of General Education .A case is referred to LDC when the issue raised cannot be resolved through informal discussion or the learner chooses to bring it to the formal committee. In such a case, the Dean of the school or the Director of General Education shall notify the Registrar to form the committee within 5 working days.

## Penalties

- Learners must be aware that academic violations will be treated seriously, with special attention given to repeat offenders. Learners who have been found guilty may be suspended or dismissed or expelled after the case is brought to the Learner Disciplinary Committee (LDC):
  - a. Verbal or written warning.
  - b. Resubmission of the work in question.
  - c. Submission of additional work for the course in which the offense occurred.
  - d. A lower grade or loss of credit for the work found to be in violation.
  - e. A failing grade of F for the course in which the offense occurred. A notation of the academic violation will be entered on the learner's permanent record.
  - f. Suspension for one or more academic semester, including the semester in which the offense occurred. A notation of the academic violation will be entered on the learner's permanent record.
  - g. Dismissal (for a specified semester or permanently) from the University. A notation of the academic violation will be entered on the learner's permanent record.
  - h. Learners on scholarships will lose their scholarship if they were proven to have engaged in academic dishonesty or plagiarism.
  - i. A learner may not withdraw from a course in which an infraction has been found and a penalty applied. No refund or cancellation of tuition fees will be permitted in such cases.

## Problem Resolution

### Grade Appeal

Faculty members shall articulate and communicate course requirements and standards of performance to learners at the beginning of each course and apply equal and uniform performance evaluation and grading criteria to all learners.

Grade appeal only applies to the final course grade or final assessment grade.

Grades can be appealed on the basis of one or more of the following:

- An error in calculating the final grade of a course;
- An error in calculating the grade of the final assessment in the course;
- The grade assigned to the final assessment in a course is a substantial departure; from the instructor's established grading criteria.

Learners lodging a grade appeal application must submit a the Grade Appeal Request no later than 5 working days following the reporting of the final course grade.

### Learner Complaints

All University learners may raise complaints expressing their dissatisfaction in the delivery of academic, academic support or administrative services offered to them by HBMSU.

### [SAWTI page on Smart Campus.](#)

SAWTI shall be monitored on a daily basis, complaints and suggestions identified through SAWTI or any other mean are processed according to the Learner Complaint and Suggestion Procedure.

The University is committed to apply fair resolution to learners' complaints by considering all relevant evidences from all concerned parties, investigating root circumstances that caused the complaint, taking unbiased decisions and corrective actions.

Learners' complaints may be lodged against:

- Any member/s of university staff (full-time or part-time)
- Any division or department of the university

Communications related to complaints and suggestions posted on the Swati system shall be communicated via Swati. Confidential information affecting individual learners, if any, may be communicated via email to the learners.

## Learner Grievance

A learner may pursue a grievance if he or she believes that a member of the university community has violated his or her rights through actions like:

- Alleged harassment discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
- Problems arising in the relationship between a learner and any member of the university Community.

**Grievance procedure does not apply to grading. Please refer to the previous section for grade appeals, except in the case of grievance against the Appeal Committee Decision.**

## Informal Resolution

Prior to invoking the procedures described below, learners are strongly encouraged to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held within (10) calendar days from which the learner first became aware of the act or condition that is the basis of the grievance. The learner alternatively may wish to present his or her grievance in writing to the person alleged to have caused the grievance.

## Formal Resolution

If a learner decides not to present his or her grievance to the person alleged to have caused the grievance or if the learner is not satisfied with the response, s/he may present the grievance in writing to the Registrar. Any such written grievance must be received no later than 30 calendar days after the learner first became aware of the facts which gave rise to the grievance.

The Registrar shall conduct an informal investigation to resolve any factual disputes.

Whenever, the informal investigation was not successful to address the conflict, a fact-finding panel of no more than three persons shall conduct an investigation. The panel shall report the facts to the Grievance Committee. The Grievance Committee shall make its decision and shall inform all involved parties. The University Grievance Committee decision is irrevocable.

## Learners Council and Subcommittees

Hamdan Bin Mohammed Smart University encourages learners to play a major role in shaping their learning experience at the university. For that purpose, the University has introduced the Learners Council (LC) to serve a platform for expressing learners' opinions and to initiate them, moreover, a member from the LC is elected to represent the learners in the University Council

All HBMSU learners are considered as a voting member of the LC as long as she/he is enrolled in any program at the time of the election. It is expected that as a good citizen, a learner will participate and take an active role in the academic and social life of the University.

#### Eligibility to Stand for Contest/ Election

To stand for the election for membership of the LC, any learner enrolled in any academic program is eligible:

- Must be registered in the University at the time of election.
- Have at least one year till graduation.
- Must adhere to the learner's code of conduct.
- Only UAE nationals are eligible for the LC president position.

### **Learners Communities:**

The Learners Council can also form learners' virtual communities for the purpose of advancing learner skills and making a difference throughout the virtual community. Learners' virtual Communities can be formed for activities such as sports, cultural, public relationships, arts, services, social activities and technology enthusiasts and others.

### **Learners' Related Events**

The Learners Council along with the LRM Team organizes a variety of learners' virtual events for the benefit of enhancing the learner experience at HBMSU during the academic year.

Activities include HBMSU Annual Gathering, Community Events, National Day celebrations, extra-curricular and skills development workshops and a range of various social networking events.

All learners' related events are announced in the My Smart Hub section, News section and SAWTI of Smart Campus, including other communication channels.

My Smart Hub is a platform on Smart Campus which enriches the learners experience through conducting virtual events, online competitions and interactive activities, as well as learning about new volunteer opportunities and enriching knowledge regarding health and lifestyle issues and topics.

### **HBMSU Alumni Association**

The Alumni Association is established to operate as a non-profit association under HBMSU. The purpose of the Association is to positively extend the alumni experience beyond graduation and foster a culture of mutual benefit. This is going to be achieved with alumni involvement towards the development of the alumni,



learners, and the University. Engagement virtual activities will be carried out through knowledge creation and application in smart learning, quality management, entrepreneurship, and innovation.

## **Alumni Council**

The Alumni Council works with the LRM on a voluntary- basis to achieve Alumni Association's goals and purpose, through planned virtual activities, programs and projects.

To stand for the election for membership of the Council, alumni must be:

- Any Alumni member who completes any academic program or professional diplomas from HBMSU.
- Having a good conduct and academic history as defined by the academic regulations of the University.
- Only UAE nationals are eligible for the Alumni Council President position.
- The LRM responsibility is to ensure eligibility of the nominees before the final declaration.

# **Financial Policies and Tuition Fees**

## Programs Tuitions & Other Applicable Fees

The tuitions for the undergraduate programs and other applicable fees for the academic year 2024 - 2025 are depicted in the following tables:

Program Name	Fees
<b>School of Business and Quality Management – Undergraduate Programs</b>	
Bachelor of Business in Accounting	104,280
Bachelor in Business and Human Resource Management	109,032
Bachelor of Business and Quality Management	141,000
<b>School of Health &amp; Environmental Studies - Undergraduate Programs</b>	
Bachelor of Science in Health Administration	120,000

## English Language Programs

Below is a list of the programs, the number of hours and the fees.

Program	Number of hours	Fees (VAT Inclusive)
Program 1	180	11,340
Program 2	150	9,450
Program 3	120	7,560
Program 4	90	5,670
Program 5	60	3,780

Please note that the above fees cover tuition and course material. Each level includes a 30 hours of IE LTS Exam Preparatory course.

## Academic Program Related Fees

Fees Type	Fee (AED) Inclusive of VAT	Notes
Admission Application	315	Non-Refundable
Admission Fees – Bachelor	1000	Non-Refundable
Admission Fees – Master	1500	Non-Refundable
Admission Fees – Doctoral	2000	Non-Refundable
Math Placement Test Fee	100	Non-Refundable
Transfer of Credit Application	315	Non-Refundable
Transfer of Credit Per Undergraduate Course	550	Non-Refundable
Transfer of Credit Per Graduate Course	750	Non-Refundable
Change of Program Fee	200	Non-Refundable
Late Registration Fee	525	Non-Refundable
Incomplete Course Grade	500/Course	Non-Refundable
Grade Appeal Application Fee	300/Course	Non-Refundable
Post-dated Cheques Charges for Installment Plans	105	Non-Refundable per Cheque
Penalty for Returned Cheques	500	Non-Refundable
Official Transcript	105	Non-Refundable per copy
Attestation	367.5	Non-Refundable per each extra copy
Degree/Certificate	210	Non-Refundable per each extra copy
Services Fees for standard semesters	1000	Non-Refundable
Services Fees for Summer semester	500	Non-Refundable
English Placement Test	157.5	Non-Refundable
Graduation Fees	1050	Non-Refundable
MAP	5000	Non-Refundable

## Scholarship and Financial Aid

Hamdan Bin Mohammed Smart University administers various and scholarship schemes and programs. These schemes and programs are offered on merit and competitive bases to applicants to the university programs.

### Scholarships

#### ➤ H.H. SHEIKH HAMDAN BIN MOHAMMED SCHOLARSHIP

#### Eligibility

- H.H. Sheikh Hamdan Bin Mohammed Scholarship offered on merit and competitive bases to applicants who recently graduated from high school and wishes to enroll in any undergraduate program at HBMSU in the same academic year of high school graduation.
- The scholarship covers 100% of tuition fees and accommodates 20 FULL scholarships only; 16 of which are given to UAE nationals and the remaining 4 are given to non-UAE nationals.
- The scholarship will be given to fresh high school graduates who are interested to join HBMSU in the following academic year of their high School graduation year (fall or spring semester) or fresh graduates from the UAE, National Service program with a minimum of 90% marks in high school average provided that they meet the admission requirements.
- In case that the number of UAE applicants is less than 16, the remaining scholarships out of the 16 should be transformed proportionally into partial scholarships given to Non-UAE national applicants, each of which covers 50% of tuition fees.

#### Criteria

- Within three weeks from the announcement of the scholarship, the Admission unit will identify the top applicants who fulfil the scholarship criteria and who have accepted the admission offer to be considered for H.H Sheikh Hamdan Scholarship. After the lapse of the three weeks, The partial scholarships will be applied. Learners who fulfil English proficiency requirements will be considered first for the scholarship.
- The applicants must fulfil the admission requirements as per HBMSU admission policies.
- The applicants for the scholarship must have the required English proficiency test score prior to the start of the first semester.
- The University Registrar shall evaluate each case as per the scholarship evaluation criteria

- The Registrar receives and evaluates all applications for Scholarship and Financial Aid. The Registrar shall evaluate the eligibility of all applicants for scholarships in accordance with the Scholarships Policy and procedure and evaluates the applications for Financial Aid according to their financial status, merit, and academic performance as well as the availability of budget in the university.
- The final eligible list will be sent by the admission to the University registrar for verification. The Registrar shall review and verify the results and shall take the final results to the Chancellor for approval through VCLD
- The Registrar shall then submit his/her recommendations to VCLD who shall in turn send for Chancellor approval. Upon the approval of the awards by the Chancellor, the Registrar informs the awardees of scholarships and financial aid and completes the related formalities
- The scholarship entitles the awardees to a waiver of tuition for the program of admission until graduation.
- The scholarship covers the admission fee and the tuition of the academic program to which the learner has been admitted

### **Terms and Conditions**

- Awardees must register in the semester that he/she has been admitted.
- The scholarship requires continuous active enrolment. It is expected that learners will complete the program as per the guiding policies (i.e. study load, attendance, minimum and maximum study periods, transfer of credit, etc.).
- The continuation of the scholarship is subject to learners maintaining a minimum cumulative grade point average (CGPA) of 2.50 out of 4.00. If an awardee's CGPA falls below 2.50 out of 4.00 at the end of any semester the scholarship will be automatically suspended for one semester. If he/she improves his/her CGPA to maintain the accepted minimum in the next semester, he/she will benefit from the scholarship for the following semesters. This rule applies only once otherwise the scholarship will be discontinued.
- Change of program will result in the discontinuation of the scholarship.

## ➤ DISTINGUISHED LEARNERS' SCHOLARSHIP

### **Eligibility**

- Be on the Dean's List at least twice during their study period;
- Have a cumulated CGPA of minimum 3.70 as of the last semester academic record.
- Join any HBMSU postgraduate program within a maximum of two semesters post their graduating semester.

### **Terms and Conditions**

- The continuation of the scholarship is subject to learners maintaining satisfactory academic performance at the end of each semester. If the CGPA falls below 3.0 at the end of any semester (as per related policy) the scholarship will be suspended for one semester. If he/she improves his/her CGPA to maintain the accepted minimum in the next semester, he/she will benefit from the scholarship for the following semesters. This rule applies only once otherwise the scholarship will be discontinued.
- Change the program shall result in discontinuation of the scholarship.

## ➤ HBMSU SPECIAL SCHOLARSHIP

Hamdan Bin Mohammed Smart University Special Scholarship is offered to all needy learners for any program at HBMSU.

### **Eligibility**

- Applicants to undergraduate, Master, and PhD programs

### **Criteria**

- The main criteria for this scholarship are high performance learners who have some financial needs and meeting all the program entry requirements.
- The applicant shall fill the Scholarship Application Form and shall attach all required documents and evidences listed as per the evaluation criteria.
- The scholarship entitles the successful recipient to a waiver of the program tuitions (any other fees including are excluded) for the whole program until graduation subject to active enrolment.

### **Terms and Conditions**

- Awardees must register in the semester that he/she has been admitted to.

- The scholarship requires continuous active enrolment. It is expected that learners will complete the program as per the guiding policies (i.e. load, attendance, minimum and maximum study periods, transfer of credit, etc.).
- The continuation of the scholarship is subject to learners maintaining a minimum cumulative grade point average (CGPA) of 2.5 out of 4.0 for undergraduate and 3.0 out of 4.0 for postgraduate. If an awardee's CGPA falls below the specified minimum at the end of any semester the scholarship will be automatically suspended for one semester. If he/she improves his/her CGPA to maintain the accepted minimum in the next semester, he/she will benefit from the scholarship for the following semesters. This rule applies only once otherwise the scholarship will be discontinued.
- Change of program shall result in discontinuation of the scholarship.

➤ **UNIVERSITY SEMESTER BASED SCHOLARSHIPS (summer semester not included)**

- All new officially admitted learners to Undergraduate Programs and who have completed their high school certificate and demonstrated academic excellence by achieving a minimum grade point average of 90% are entitled to a tuition remission of 20% of the tuition of the program for the first semester they are enrolled. Transferred learners are excluded from this scholarship.
- A continuing full-time undergraduate learner who achieves a minimum semester GPA of 3.60 out of 4.00 in a given semester where the academic load is 15 C/Hrs minimum, is entitled to a tuition remission of 15% of the tuitions for the following semester he/she will enroll in.
- All new officially admitted learners to Postgraduate Programs (Master degrees) who demonstrate academic excellence in their undergraduate studies by achieving a minimum cumulative grade point average of 3.60 out of 4.00 or its equivalent are entitled to the tuition remission of 20% of the registration fees for the first semester he/she is enrolled in. Transferred learners are excluded from this scholarship.
- A continuing full-time postgraduate learner (Master degrees) who achieves a minimum semester GPA of 3.70 out of 4.00 in a given semester where the academic load is 9 C/Hrs minimum is entitled to a tuition remission of 15% of the tuitions for the following semester he/she will enroll.
- A continuing full-time postgraduate learner (Ph.D.) who achieves a minimum semester GPA of 3.70 out of 4.00 in a given semester where the academic load is 9 C/Hrs minimum is entitled to a tuition remission of 15% of the tuitions for the following semester he/she will enroll (not applicable for dissertation).



➤ **Staff Scholarship**

- All full-time staff member of HBMSU, who has successfully completed one year full time contract of employment with HBMSU, shall be entitled to 20% scholarship, as long as the full-time member of staff is employed at HBMSU, and meets the satisfactory academic progress requirements; if the staff/learner has received an academic warning, the scholarship will be automatically discontinued; shall he/she remove the academic warning in the next semester, he/she will benefit from the scholarship for the following semester.
- Staff are responsible for obtaining the approval of the respective VC/Chancellor for the study program (study major) in advance. In the case where a conflict of interest arises, the staff member will be required to sign a confidentiality/non-Disclosure agreement before they start their studies.
- A staff member who is granted the 20% scholarship will be required to serve HBMSU for a period of one year following his graduation, in the case where this requirement is not fulfilled, the staff member will be required to refund the University the full scholarship amount.
- The staff scholarship is granted per semester, HR shall approve the scholarship prior to each semester.
- Staff scholarship shall not be granted for back dated semesters.
- 2Staff scholarship shall not be applied on pro-rata basis or during a running semester,
- Staff scholarship shall be discontinued by HR for the upcoming semesters in case of the occurrence for once of the following reasons:
  - a. If the staff receives any official warning notice / letter.
  - b. Performance appraisal result is below expectation.
  - c. Staff receives official contract termination.

➤ **University Partner (HBMSU Staff members are excluded from this category)**

- Hamdan Bin Mohammed Smart University has numerous agreements and MOUs with government, semi government and private departments, civil and business organizations within UAE and the region.
- University partners are entitled to a tuition remission of 10% of the tuition. A list of those partners is approved by the VCLD and maintained by the University Registrar.
- Learners whom one of their parents are working in government sectors or spouse, son or daughter shall be entitled to 10% discount.

- The learner shall apply for this scholarship and attach the required documents at the beginning of each semester.
- Adding new organizations to the partner's list shall be recommended by the University Registrar and approved by the VCLD.

➤ **Sponsored Learners**

- Some learners are sponsored by government bodies, public organizations, private organizations, or individuals. Such learners shall submit an official letter from their sponsor directed to the University Registrar, clarifying the conditions governing the sponsorship.
- However, a learner's sponsor, if any, shall be able to receive an official transcript whenever requested or at the end of each semester. The sponsored learners shall pay all fees not covered by the sponsorship letter.
- In case the sponsor wishes to withdraw the sponsorship, the learner shall be responsible for any outstanding payment.
- Discounts will not be given to sponsored learners.

➤ **Learners Discount:**

- Discount may apply to Concentrated Learners ( excluding PhD) upon registration for courses for entire group, and according to the following terms: 2.6.1. The continuation of the granted discount for concentrated learners is subject to active enrolment in the first semester.
- In case a concentrated learner from the entire group drop/withdraw up to the last day of the add/drop, the discount will not be granted.
- If a minimum of 3 learners from the same organization register for a given course, a 10% discount will be given on the course fee.
- If a minimum of 4 and up to 7 learners from the same organization register for a given course, a 20% discount will be given on the course fee.
- and more learners from the same organization will be granted 30% discount on the course fee. Discount granted is subject to active enrolment by all learner in the group in the first semester
- Congress attendees are not included in the above categories

Casual and Committed learners: Discount may apply to Casual and Committed Learners upon registration for courses on the HBMSU training platform Cloud Campus (Groups can be colleagues

from same organizations or friends from different organizations), and according to the following terms:

- If a group of minimum 3 Casual/Committed learners register for a training course, a private discount of 10% could be given on the course fee.
- If a group of minimum 4 and up to 7 Casual/Committed learners register for a given course, a private discount of 20% could be given on the course fee.
- If a group of 8 and more Casual/Committed learners register for a training course, either public or private discount code of 30% discount could be granted on the course fee.
- Discounts to be approved by the VCUA and applied by the LLLCD on the Cloud Campus.
- Exceptions to the scholarships section of the Enrolment Policy, the procedures outlined here or adding a new type of scholarship shall be recommended by registrar, endorsed by VCLD and approved by the Chancellor.

➤ **HBMSU Alumni:**

- HBMSU Alumni are entitled to a tuition remission of 10% of the tuition when they join any Master program at HBMSU.
- HBMSU Alumni Group Discount: (1) Group discount can be granted to HBMSU Alumni when joining Master program at HBMSU through Alumni Association and subject to the following conditions:
  - a. If a minimum of 3 Alumni register for a given course, a 10% discount will be given on the course fee.
  - b. If a minimum of 4 and up to 7 Alumni register for a given course, a 20% discount will be given on the course fee.
  - c. A group of 8 and more Alumni register for a given course will be granted 30% discount on the course fee.
  - d. Discount granted is subject to active enrolment by all learner in the group in the first semester

➤ **UAE Nationals working in private sector and holders of ABSHER card are entitled to a tuition remission of 10% of the tuition (applicable on UG level only)**

**General Conditions**

- All required documentation, if any, must be presented prior to the scholarship or grant being awarded as per the published deadlines.

- A learner cannot be granted more than one scheme at a time. In the case where a learner is eligible for more than one scheme, the one with the highest benefit to the learner will be applicable.
- Repeated Courses will not be covered by any of the above listed schemes. The cost related to repeated courses will be added to learners' financial statement three weeks from the start of each semester.
- Program based scholarships covers full program tuition fees within all semesters including summer, no other fees like e-Books/Books, MAP, or any other administrative fee are covered with those schemes.
- Semester based scholarships covers regular semesters and not including summer, no other fees like e-Books/Books, MAP, or any other administrative fee are covered with those schemes.

## Payment Channels

Payment for each semester is due immediately and fully upon courses enrolment, the total amount of fees to be paid depends on the number of credit hours the learner decides to take in that particular semester.

**Payment for courses and all other fees can be made via the following Payment Channels:**

### 1. Online (e-Payment):

Via the use of credit or debit cards through **Hamdan Bin Mohammed Smart University** secure payment gateways.

### 2. e-Wallet:

Learner can pay their tuition fees using their e-Wallet account through smart campus, to top up the e-Wallet account; kindly use one of the following channels:

#### **(a) e-Wallet top-up using Emirates NBD Cash Deposit Machine:**

- Learner to enter his/her learner ID and deposit the required amount.
- Minimum payment limit through this service is AED 100.
- Learner e-Wallet account will be updated at the same moment of payment.

**For more information, please refer to:**

Smart Campus → Support → Knowledge Base → Manuals → Smart Campus → Finance → How to top-up eWallet using ENBD cash deposit machine

### 3. Current Dated Cheque:

Cheque to be issued in favor of "**Hamdan Bin Mohammed Smart University**" and should be deposited in the CHQ deposit machine placed within HBMSU premises immediately upon courses enrollment. Penalty charges of AED 500 (VAT inclusive) will be added to the learner account in case of returned cheque for any reason.

**For more information, please refer to:**

Smart Campus → Support → Knowledge Base → Manuals → Smart Campus → Finance → How to successfully write a cheque / How to use HBMSU Cheque Deposit Machine

### 4. Bank Transfer (ONLY for overseas Learners):

Overseas learners can pay their fees online by credit card, or transfer fund to HBMSU bank account as per the following details:

<b>Bank name:</b>	Emirates NBD
<b>Branch:</b>	Main branch, Dubai – United Arab Emirates.
<b>Account name:</b>	Hamdan Bin Mohammed Smart University
<b>Account Number:</b>	101-22607463-01
<b>IBAN Number:</b>	AE170260001012260746301
<b>SWIFT Code:</b>	EBILAEAD
<b>Currency</b>	AED

Please email copy of the bank advice mentioning your name, ID, contact no & payment details to the email address: [Finance@HBMSU.ac.ae](mailto:Finance@HBMSU.ac.ae)

### 5. Demand Draft/ Manager Cheque (ONLY for overseas Learners):

Manager Cheque to be issued in favor of "**Hamdan Bin Mohammed Smart University**" and to be cleared within Dubai - United Arab Emirates, and to be sent to finance division at Hamdan Bin Mohammed Smart University site address:

**Address:**

Dubai Academic City, Dubai, U.A.E.

P.O. Box: 71400, Dubai, UAE.

Telephone: +971 4 4241155

**Important Instruction:** Please notify us upon sending the manager cheque mentioning your name, ID, contact no & payment details to the below email address: [Finance@hbmsu.ac.ae](mailto:Finance@hbmsu.ac.ae)

## **Learners' Services and Facilities**

HBMSU supports its mission and purpose by enrolling learners with diverse backgrounds and abilities, assisting them in reaching their full potential and providing them with adequate and appropriate resources, programs, services and support to optimize their educational experience and well-being.

HBMSU provides a wide range of quality support services and facilities appropriate and responsive to the needs of the diverse learner and alumni population. These services and facilities are customized to suit the nature of the online delivery model.

**Following are the services and facilities provided by HBMSU to support the learners:**

## **Academic Advising**

Advising services at HBMSU are available through the Smart Advising system. Smart Advising facilitates learners' course selection and approves courses for registration while taking into account every learner's individual academic history, program completion and graduation requirements. Learners who wish to discuss their academic progress or career path have the option to contact an academic advisor in their school through different communication modes that are available to them in Smart Campus.

## **HBMSU Smart Library Services**

The HBMSU Smart Library put in the hands of learners, alumni, faculty members and admin staff an enriched collection of learning resources and research materials that can be accessible on the go 24/7 with ChatBot Support Service. In a blink, the HBMSU Smart Library Portal can return to online users with millions of OAR and subscribed electronic and digital resources, including books, journals, articles, and case studies, in addition to corporate documents that cover their reports and profiles. Also, The Smart Library provides the following smart services: Smart Reference Service, Smart Borrowing Service, Current Awareness, Inter-Library Loans ...etc. The Smart library regularly conducts live information literacy sessions for learners on a multitude of topics on how to avoid plagiarism, how to use reference tools, and how to use different research techniques. Plus, offering orientation sessions for the new comers.

Furthermore, the Smart Library provides sufficient and appropriate equipment, such as workstations, printers, electronic imaging equipment, to allow learners, faculty, and staff to access electronic resources, perform searches, copy materials within limits prescribed by copyright laws, and study.

The Smart Library facilities includes:

- (1) Modern photocopy and printer, linked to user account.
- (5) Group Study Spaces and a Presentation Practice Spaces. Booking available online through library portal.
- Wireless connections.
- (14) Computers for users use.

Available resources to support HBMSU programs include:

- **E-Books:**
  - EBSCO Academic Collections.
- **eJournals:**
  - EBSCO Business Source Ultimate.
  - Emerald.
  - EBSCO Medline Complete.
  - EBSCO Education Source.
  - E-Marefa.
- **Dissertations:**
  - PDQT (Dissertations) ProQuest.
  - ETHOS.
  - NDLTD.
- **Research Tool:**
  - RefWorks.
- **HBMSU Collations:**
  - HBMSU Dissertations Repository.
  - HBMNSU Publications Repository.
  - LCMS Repository.
- **Open Access Resources:**
  - More than 500 databases.



## Learning Delivery Support

The Learning Delivery Support unit is dedicated to providing computer-related technical support to all HBMSU learners. The kind of support provided includes, but is not limited to, access problems (such as access to Blackboard, e-library, payment gateway, etc), logging to email, forgetting passwords, assistance in installing or downloading software.

The Learning Delivery Support unit provides technical assistance based on the following support model:

- **Phone Support** by calling +971 4 4241199. An IT specialist will work with the caller over the phone to resolve technical difficulties faced by him or her.
- **e-Mail Support** via email, all emails are to be addressed to [ITSupport@hbmsu.ac.ae](mailto:ITSupport@hbmsu.ac.ae), the email should specify the nature of the request and the date by which the requester would like his or her request to be answered.

## Learner e-Mails

Learners' e-Mail accounts are generated to all learners upon admission and after issuance of learner's ID. The purpose of activating learners email account is to allow learners to conduct collaborative work efforts and share information with their fellow learners and faculty members regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, learners should conduct themselves in an appropriate manner during their communications. This service is provided free-of-charge to the learners of Hamdan Bin Mohammed Smart University. Accounts are for individual use, and should not be loaned out to family or friends for any reason.

All official correspondence conducted via email to Learner should be sent to the University provided learner email account and no other private email accounts. Therefore, all learners are expected to check their email on a frequent and consistent basis in order to stay current with University related communications. Learners must ensure that there is sufficient space in their mailbox. Warning will be issued to the account when the mailbox will reach its maximum size. Accounts that reach their size limit will not be able to receive or send e-mails

The account creation does not require any action necessary by the learner; all accounts will have the same default password. Therefore, learners when they first log in need to change their passwords. Passwords will be required to be changed every 6 months.

HBMSU will have the right to follow up on learners not adhering to the acceptable use of the email as per code of conduct policy.

## **Innovative Learners' Support and Smart Learning Infrastructure**

HBMSU has developed and deployed a state-of-art Smart Learning environment to support its learners and faculty. Our Virtual Learning Environment (VLE) includes many innovative and integrated components such as Learning Management System, Virtual Classrooms, Smart Library, mobile services, social networking, etc. Furthermore, HBMSU has invested in developing an innovative learner-centric support infrastructure which provides learners with the technical training and support they need to benefit fully from our modern Smart Learning environment. Technical support and training is available both face to face and virtually online.

Furthermore, HBMSU has 4 fully equipped computer laboratories for learners, three of which are Windows based, and the fourth is a Mac lab. The labs are further equipped with LCD projectors and sound systems.

## **e-Orientation Program**

The purpose of the e-orientation program is to introduce new learners to Hamdan Bin Mohammed Smart University, its policies and procedures, virtual learning environment and available services. Besides that, the e-orientation program prepares learners for a quantum transition from conventional learning to the virtual approaches of acquiring knowledge.

## **Skill Upgrading Workshops and Resources**

In line with the departmental mission of developing the overall personality of the learner, the Learner Relationship Management conducts numerous virtual workshops, training sessions, and lectures on variety of topics. The purpose of these virtual events is to enhance and improve learners' skills and competencies.

## **HBMSU Smart Campus**

HBMSU Smart Campus is the main platform through which learners access the various services and resources. It is a central hub of information for learners through which all important announcements and posting requests can be made. It supports communication tools which can be used to build learning communities to enhance communication among learners.

## Learners' Related Events

The LRM along with the LC organizes a variety of learners virtual 'events. These include: Competition events, social events, and celebrations, which include various activities involving learners, faculty and staff.

My Smart Hub is a platform on Smart Campus which enriches the learners experience through conducting virtual events, online competitions and interactive activities, as well as learning about new volunteer opportunities and enriching knowledge regarding health and lifestyle issues and topics.

## Learners Relationship Management Department (LRM)

### Overview:

The Learner Relationship Management (LRM) is playing an important role in enriching learners' university experience through providing non-academic support services that needed during their learning journey and beyond. The provided services help learners to expose and develop their personality to prepare them for their future career.

### LRM Role:

- **Career Planning** : LRM Provides learners and Alumni with a wide range of career-related guidance, resources, and services. These include career planning, personal counseling and career advising, career services and career placement.
- **Career Services** :Learners are provided with a series of workshops and visits to develop their career skills.
- **Counseling Services** :LRM Provides the learners with counseling services provided by a third party . The first session is completely free for learners followed with a discounted session (if needed)
- **Job Opportunities** : Supporting learners and graduates in Finding employment opportunities.
- **Orientation and training programs** : Orientation sessions and training programs are provided every semester to new and existing learners
- **Learners Events**: LRM organize events and field trips for both learners and alumni , some events are annually organized such as the Annual Gathering , Tomorrows Ride and other events are organized on a semester base such as Deans List and Top Management meeting . LRM also organizes fun field trips such Hiking activities .
- **Learners Council**: The purpose of the LC is to foster and facilitate communication between learners and various constituents of the university. Specifically, the Council shall work towards promoting harmony, understanding, and cooperation among learners and the other stakeholders of the university.

- **Entrepreneurs Club:** Entrepreneurs Activities: The Entrepreneur Club is one of the leading initiatives that creates a network for HBMSU entrepreneurs of learners and graduates.
- **Learners Success Stories:** LRM highlights learners and alumni achievements on the University social media platforms.
- **Sawti:** Sawti is an innovative, real-time, electronic wall where learners, faculty, and staff can post questions, suggestions, ideas, comments, complaints and issues. LRM makes sure that the Sawti experience goes smoothly by helping learners to answer their inquiries and guide them to the right channels .
- **Alumni: Services:** several services are provided to HBMSU Alumni such as HBMSU News, Events, and Job Opportunities.

## Registration Department

### Overview:

The Registration Dept scope of work is mainly providing several services to our external and internal customers in collaboration with other departments and plays a major role in records and data observations, enriching and enhancing learners experience during their learning journey and beyond

### Registration Dept. Role:

- Academic calendar preparation.
- Preparing semester time table.
- Issuing Letters (Examination / Enrolment / Completion of Academic Requirement)
- Processing of credit transfer.
- Processing of change of program request.
- Issuing official transcripts.
- Processing of incomplete request.
- Processing of grade appeal request.
- Issuing learners time table.
- Applying scholarships and grants to all eligible learners every semester.
- Issuing of graduate attestation every semester to all graduate learners.
- Responding to all learners inquires via Sawti, email and phone calls.
- Monitor enrolment of learners in RED category (under final academic warning)
- Update Learners Handbook.

- Final exams logistics.
- Learners cases, enquires and Sawti
- Degree audit for all Graduating learners.
- Graduation Ceremony (operations and logistics)

## Career Services

- **Career Services:**
- The primary aim of the career services is to build bridges connecting learners, alumni, and fresh graduates with employers and career opportunities by providing a range of services through career planning, personal counseling and career advising services, career opportunities and placement services.
- **Career services include:**
  - - Assisting prospective and new learners in clarifying their interests and skills (Self-Assessment Tests).
  - - Familiarizing learners with career development resources.
  - - Assisting learners in planning for a career.
  - - Identifying internship and training opportunities for learners.
  - - Assisting learners in acquiring the necessary skills to meet the market's requirements (i.e. time management, communication and interpersonal skills, etc.).
  - - Finding employment opportunities for the Alumni.
  - - Providing career advising and personal counseling.

## HBMSU Campus

The HBMSU new dedicated campus at the academic city accommodates 22 state of the art classrooms with seating capacities varying from 25 to 60, in addition to an auditorium with a capacity of more than a 190 seats. The university premises also include 3 computer labs and several meeting rooms in various locations of the campus. All classrooms are smart rooms featuring the use of technologies, such as smart boards, live streaming, wireless internet, etc.

## **Campus Timing and Security**

Learners are able to access the University campus during the official working hours which is from 8:00 AM to 3:00 PM when any administrative service is required.

Additionally, learners are able to access the other campus facilities at any time from 8:00AM up to 10:00 PM, after that time; learners are not allowed to stay in the University campus and the Security Guard will ensure that all learners leave by 10:00 PM.

The University enforces the security of the campus 24 hours; certain behaviors shall be strictly prohibited:

The learners are requested to provide the security guards any personal identification when required; the learners are expected to attend the campus with their university ID card.

The learners are responsible for their valuable personal items. In case of lost/found items, the Security Guards shall be responsible to report any lost and found items in the campus, and the learners are required to handle the lost/find items to the Security Guards.

The learners are required to follow the Security Guards directions in case of Emergency Evacuation to ensure their safety. The security guards have the right to withdraw any learners' ID in case of miss conduct.

## **Schools & Academic Programs**

# General Education

## Program Learning Outcomes

In compliance with the requirements of the UAE Ministry of Education, the general education courses are an integral part of each of the Hamdan Bin Mohammed Smart University's (HBMSU) undergraduate programs. In order to be considered eligible for graduation in an undergraduate program, a learner must complete at least 33 credit hours of a general education curriculum. This credit hour load is equivalent to 11 courses or approximately 25-27% of the total credit hours required for graduation in an undergraduate program.

Learners, who have finished GE courses, should be able to:

### **Knowledge (K):**

PLO1: Explain fundamental principles in various general education domains.

PLO2: Synthesize information to create and adapt knowledge to different contexts.

### **Skill (S):**

PLO3: Utilize, critical and creative thinking skills to access and evaluate information effectively.

PLO4: Use digital tools to collect, evaluate, explain, and present information in different disciplines.

PLO5: Express ideas clearly and persuasively in English and Arabic and in various contexts relevant to the United Arab Emirates

### **Autonomy and Responsibility (AR):**

PLO6: Take initiative and responsibility in individual and collaborative projects while observing ethical standards.

### **Self-Development (SD):**

PLO7: Actively seek opportunities for further learning and skill development.



## General Education Course Descriptions

Course Code	Course Name	Course Description
ENGL101	English I	This course takes learners through a process approach to writing. It prepares learners to write well-organized and accurate paragraphs and short compositions. The focus of this course is on grammar and paragraph writing skills.
ENGL102	English II	In this advanced course, learners will develop academic writing competencies. Learners are required to read and respond to a variety of texts from different disciplines and to produce written reports and a research proposal demonstrating analytical and critical skills.
ARAB101	Arabic Studies	يوفر المساق المقرر فرصة للطالب الجامعي غير المتخصص لدراسة نصوص مختارة شعرا ونثرا، والتعرف على أساليب التعبير، والتدريب على تطبيقات لغوية ونحوية وبلاغية. كما يتدرب الطالب على مهارات الكتابة المطلوبة والداعمة لدراسته، مثل: كتابة التقارير والرسائل الوظيفية على أنواعها والتعميمات والمخاطبات والسير الذاتية والغيرية، كذلك يرسى المساق من خلال المعالجات اللغوية منظومة مهارات القرن الحادي والعشرين بما فيها من نشاطات عقلية ومستويات تفكيرية قائمة على المعرفة، والمقارنة، والتحليل، والبحث والاكتشاف، والتفكير التحليلي والنقدي، والتواصل الفعال.
ARAB102	Arabic As Foreign Language	This is a foundation course that focuses on the basic skills of Arabic speaking, writing, reading and listening. It also focuses on Arabic grammar and vocabulary. This course is also designed for students with little to no prior knowledge of Arabic. It aims to provide a comprehensive introduction to the Arabic language, encompassing both Modern Standard Arabic (MSA) and elements of colloquial Arabic. Through a communicative and immersive approach, students will develop the fundamental skills of listening, speaking, reading, and writing in Arabic.
MATH001	Remedial Mathematics	This course deals with basic concepts of mathematics to provide learners with an insight into mathematical reasoning and its application. The course is intended for learners with limited mathematical background or preparation. It is a non-credit course and therefore upon completion of this course, no credits will be counted towards the total credit hours required for graduation in a particular undergraduate program. Topics taught include operations with signed numbers and algebraic expressions, linear equations and inequalities, polynomial operations and factoring, rational expressions and equations, slope/graphing/ equations of lines, systems of linear equations, ratio/proportion, formulas and variation, applications, radicals and exponents, quadratic equations.
MATH101	General Mathematics	General Mathematics is a comprehensive introduction to the concepts and applications of mathematics in a variety of disciplines. The course introduces basic arithmetic and problem-solving techniques and illustrates their use in a wide array of life and business situations. The course involves the study of linear equations, various

		types of functions, mathematics of finance, systems of linear equations, matrices, linear inequalities, with single variable calculus, which includes limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.
STAT101	Introduction to Statistics	The course introduces learners to the basic concepts of statistics. It focuses on summary measures of central tendency and variability, tabular and graphical presentation of data, basic concepts of probability and probability distributions, and hypothesis testing. This course also explores the use of statistical methods as analytical tools for understanding and analysing business problems and for supporting business decision-making.
PROG101	Introduction to Programming	Build a solid foundation in programming knowledge and skills by emphasizing critical thinking and problem-solving. It covers essential programming concepts and techniques, such as variables, data types, expressions, algorithms, sequence, selection, and iteration. Additionally, students will gain proficiency in data analysis, including data reading from various sources, data cleaning, applying data engineering, and conducting basic inferential statistical analyses and visualization. Throughout the course, students will apply their programming skills to solve problems relevant to their academic discipline.
HLTHW101	Health and Wellbeing	This course focuses on the key concepts of human health and wellness, with an emphasis on the impact of various parameters within the physically built environment consisting of elements such as air and water quality, material composition, lighting, movement opportunities, and food availability. These elements affect human physical and mental health, performance, comfort, and wellbeing. The course also outlines the fundamental requirements that must be considered when designing constructed settings that promote health, performance, and overall wellness. The course, additionally, examines various strategies for preventing or mitigating the risks connected with mental health and behavioural aspects of health and wellness.
SOCL101	Psychological Principles and Lifelong Learning Skills	This course introduces the strategies beginning and returning adult students need for successful lifelong learning by applying psychological principles. Theoretical and practical aspects of learning will be explored. Emphasis will be placed on self-directed learning, critical thinking, self-assessment, group skills, study skills, time management, stress management and other strategies necessary to support lifelong learning process in the modern world.
SOCL103	UAE Studies	This course aims to introduce the learners to the rich history, inherited traditions and deep-rooted values that are fundamental to the social structure of the UAE. It aims at acquainting learners with essential economic and social aspects that have been integral to the development of the Emirati society, as well as drawing attention to the significant role of UAE leaders in the empowerment of the Emirati women as part of

		the development process. The course also sheds light on UAE policies and future aspirations that foster its accelerated economic and societal growth and promote its global competitiveness
SOCL104	UAE Studies	يهدف هذا المساق إلى تعريف المتعلمين بالتاريخ الغني والتقاليد الموروثة والقيم الراسخة التي هي أساس البنية الاجتماعية لدولة الإمارات العربية المتحدة. كما يهدف إلى تعريف المتعلمين بالجوانب الاقتصادية والاجتماعية الأساسية التي تعتبر جزءاً لا يتجزأ من تنمية المجتمع الإماراتي، وكذلك لفت الانتباه إلى الدور الكبير لقادة دولة الإمارات العربية المتحدة في تمكين المرأة الإماراتية كجزء من عملية التنمية. كما يسلط المساق الضوء على سياسات دولة الإمارات العربية المتحدة وتطلعاتها المستقبلية التي تعزز تسارعها الاقتصادي ونموها المجتمعي وتعزيز قدرتها التنافسية العالمية.
ISLM101	Islamic Culture (Arabic)	يُطرح مساق الثقافة الإسلامية باللغة العربية ليتناول مفهوم الثقافة والفكر الإسلامي وخصائصه ومصادره، ويبرز التصور الإسلامي للكون والحياة والانسان، ويعطي صورة إجمالية عن العقيدة والعبادة، والاخلاق وأثرها في الحياة، مع العناية بالمنهج العلمي الإسلامي.
ISLM102	Islamic Culture (English)	This course, taught in English, is an introduction to Islamic history and culture. The course mainly discusses the basic pillars of Islam, the religious concepts and teachings on which Islam is based, and some social and economic principles in Islam. It also addresses aspects of Islamic civilization and the challenges it faces.
INEN301	Fundamentals of Innovation and Entrepreneurship	This course is developed for the UAE based on decades of practices and experiences of teaching innovation and entrepreneurship at Stanford University that has fueled innovation and high growth in Silicon Valley. The goal of the course is to equip the next generation of leaders in the UAE with an innovative and entrepreneurial mindset and its related core skills. Most sessions include a mix of components: lecture, discussion, interactive activities in class, and open Q&A if an appropriate expert or guest speaker is available. The course is composed of three modules designed to be taught over a 15-week semester. Module 1: Design Thinking; Module 2: Entrepreneurship; and Module 3: Growth and Leadership.

## School of Business and Quality Management

The School of Business and Quality Management provides learning opportunities to all individuals aspiring to specialize in business, quality management, innovation, and related areas. The approach adopted by the school consists of pioneering up-to-date programs relevant to the Middle East region. The school specializes in courses, programs, and certifications that identify and address the business challenges faced by workers, managers, entrepreneurs, policy makers, and the larger community in the Middle East region.

All School of Business and Quality Management programs are accredited by the UAE Ministry of Education. The school is aspirant and working to achieve AACSB accreditation in addition to alignment of professional learning skills in its related programs with renowned professional accrediting bodies (e.g., GInI, SHRM, Six Sigma, PMI, ACCA).

In alignment with the four main pillars of UAE centennial 2071 (future-focused government, excellent education, diversified knowledge economy, and a happy and cohesive society), SBQM operates to achieve the following vision, mission, and objectives.

### School Vision:

To be a leading smart business school that shapes the education of the future by offering innovative solutions to life-long learners globally.

### School Mission

We adopt a learner-centered approach to educate the leaders of the future by leveraging smart technologies and relying on practice-based methodologies. We aim to foster an entrepreneurial, innovation and quality mindset to enable our life-long learners to play a leadership role and make a positive impact in their communities and beyond.

### School Objectives

The School's key objectives are:

- To create a learning environment that encourages a spirit of critical inquiry and intellectual curiosity in relation to all disciplines offered by the school.

- To build on and strengthen our distinctive competencies in total quality management and its wider application.
- To set the highest standards of Smart Learning and to be responsive to society's needs.
- To conduct research and disseminate findings in relevant disciplines in line with the HBMSU strategic directions and goals
- To foster a mindset of innovation and entrepreneurship among our life-long learners.

## Bachelor of Business and Quality Management

### Total credit hours (123)

### Program Description

One of the reasons Total Quality Management (TQM) and excellence has become key to improving a company's business capabilities is because it focuses on encouraging a continuous flow of incremental improvements from the bottom of the organization's hierarchy to ensure customer satisfaction. The Bachelor of Business and Quality Management provided by Hamdan Bin Mohammed Smart University, the pioneer for institutionalizing quality management principles in the region, can give you a broad and comprehensive perspective on business and all the models that affect organizations at the macro and micro levels. You can learn about quality control and how to implement new ideas to increase productivity in any organization.

The learner will gain specialist knowledge and skills to take up management positions in public, private and social sector organizations where quality management is recognized to play a key role in driving organizational strategy.

**Accreditation:** This program has received full accreditation from the Ministry of Education in the UAE.

### Program Outcomes

After completion of the program, graduates will be able to:

K1: Compare and contrast regional and International Business Excellence Frameworks.

K2: Demonstrate a thorough understanding of core functional areas of business.

K3: Plan, develop, implement and evaluate business and quality management strategies in all sectors of the economy.

S1: Apply modern business and quality management principles to solve problems and streamline organizational processes.

S2: Apply knowledge of global best practice trends in business and quality management.

S3: Apply various quality tools and techniques to achieve continuous improvement in organizations.

S4: Demonstrate competence in conducting research and, oral, writing and presentation skills.

AR1: Demonstrate autonomy and responsibility through independent work and taking responsibility for own future learning and professional development.

RC1: Demonstrate professional attributes relevant to role.

SD1: Demonstrate ability to respond to challenges and opportunities of leading and working in diverse teams and cultural environments

## Program Structure

Course code	Course Name	Credit hours	Pre-Requisites
<b>Pre-Program</b>			
MATH001	Remedial Mathematics	0	NA
<b>General Education Requirement (33 CrdtHrs)</b>			
ENGL101	English I	3	NA
ENGL102	English II	3	ENGL101
ARAB101	Arabic Studies *	3	NA
ARAB102	Arabic As Foreign Language *	3	NA
MATH101	General Mathematics	3	MATH001 OR Math placement test
STAT101	Introduction to Statistics	3	MTAH101
PROG101	Introduction to Programming	3	NA
HLTH101	Health and Wellbeing	3	NA
SOCL101	Psychological Principles and Lifelong Learning Skills	3	NA
SOCL103	UAE Studies	3	NA
ISLM101	Islamic Culture (Arabic) **	3	NA
ISLM102	Islamic Culture ( English) **	3	NA
INEN301	Fundamentals of Innovation and Entrepreneurship	3	NA
<b>General Business Requirements (51 credit hours)</b>			
MGMT110	Principles of Management	3	ENGL101
MKTG201	Principles of Marketing	3	ENGL101
ECON201	Microeconomics	3	MATH101
ECON202	Macroeconomics	3	ECON201
RESM301	Quantitative Methods	3	STAT101
RESM250	Research Methods for Business	3	STAT101

MISM301	Management Information System	3	PROG101
ACCT101	Principles of Accounting	3	MATH101
FINC201	Principles of Financial Management	3	ACCT101
BUSS301	Legal and Ethical Environment of Business	3	ENGL101
HRMT101	Introduction to HR Management	3	ENGL101 AND MGMT110
MGMT303	Organizational Behavior	3	ENGL101
BUSS201	English for Business	3	ENGL102
BUSS206	Business Communication	3	ENGL102
MGMT403	Business Strategies - Capstone	3	90 Cr. Hrs.
BUSS490	Internship	3	90 Cr. Hrs.
QLTY201	Total Quality Management Fundamentals	3	NA
<b>Specialization (33 credit hours)</b>			
QLTY406	Quality Management Tools & Techniques I	3	QLTY201
QLTY465	Quality Management Tools & Techniques II	3	QLTY406
QLTY480	Quality Systems	3	QLTY406
QLTY407	Business Excellence	3	QLTY201
OPER309	Principles of Business Process Management	3	QLTY201
MGMT405	Teamwork	3	NA
PROJ201	Project Management	3	MGMT110
QLTY412	Leadership in Quality	3	NA
QLTY410	Service Quality	3	NA
MGMT304	Organizational Change Management	3	MGMT110
HRMT340	Performance Management	3	HRMT101
<b>Electives (6 credit hours)</b>			
BIAN304	Introduction to Business Analytics	3	RESM301
BIAN406	Big Data & Artificial Intelligence	3	BIAN304
MGMT315	Customer Care	3	NA
HRMT302	Career Management	3	NA
BUSS316	Social Responsibility	3	NA

\*Select one from the following:

- Arabic Studies
- Arabic As Foreign Language

\*\*Select one from the following:

- Islamic Culture (Arabic)
- Islamic Culture (English)

## Program Study Plan

Pre-Program			
Course code	Course Name	Credit hours	Pre-Requisites
MATH001	Remedial Mathematics	0	

Semester 1			
Course code	Course Name	Credit hours	Pre-Requisites
ARAB101	Arabic Studies	3	None
ARAB102	Arabic As Foreign Language		
ENGL101	English I	3	None
PROG101	Introduction to Programming	3	None
HLTH101	Health and Wellbeing	3	None
MATH101	General Mathematics	3	MATH001 OR Math placement test
ISLM101	Islamic Culture (Arabic )	3	None
ISLM102	Islamic Culture (English )		

Semester 2			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL102	English II	3	ENGL101
STAT101	Introduction to Statistics	3	MATH101
SOCL101	Psychological Principles and Lifelong Learning Skills	3	None
MGMT110	Principles of Management	3	ENGL101
SOCL103	UAE Studies	3	None

Semester 3			
Course code	Course Name	Credit hours	Pre-Requisites
ACCT101	Principles of Accounting	3	MATH101
BUSS201	English for Business	3	ENGL102
BUSS301	Legal and Ethical Environment of Business	3	ENGL101
MKTG201	Principles of Marketing	3	ENGL101
RESM301	Quantitative Methods	3	STAT101



Semester 4			
Course code	Course Name	Credit hours	Pre-Requisites
BUSS206	Business Communication	3	ENGL102
ECON201	Microeconomics	3	MATH101
HRMT101	Introduction to HR Management	3	ENGL101 AND MGMT110
QLTY201	Total Quality Management Fundamentals	3	NA
RESM250	Research Methods for Business	3	STAT101

Semester 5			
Course code	Course Name	Credit hours	Pre-Requisites
ECON202	Macroeconomics	3	ECON201
FINC201	Principles of Financial Management	3	ACCT101
INEN301	Fundamentals of Innovation and Entrepreneurship	3	NA
MGMT405	Teamwork	3	NA
QLTY406	Quality Management Tools & Techniques I	3	QLTY201

Semester 6			
Course code	Course Name	Credit hours	Pre-Requisites
MISM301	Management Information System	3	PROG101
QLTY465	Quality Management Tools & Techniques II	3	QLTY406
-	Elective	3	-
PROJ201	Project Management	3	MGMT110
OPER309	Principles of Business Process Management	3	QLTY201

Semester 7			
Course code	Course Name	Credit hours	Pre-Requisites
BUSS490	Internship	3	90 Cr. Hrs.
MGMT303	Organizational Behavior	3	ENGL101
-	Elective	3	-
MGMT304	Organizational Change Management	3	MGMT110
HRMT340	Performance Management	3	HRMT101

Semester 8			
Course code	Course Name	Credit hours	Pre-Requisites
MGMT403	Business Strategies - Capstone	3	90 Cr. Hrs.
QLTY407	Business Excellence	3	QLTY201
QLTY480	Quality Systems	3	QLTY406
QLTY412	Leadership in Quality	3	NA
QLTY410	Service Quality	3	NA

Program Electives (6 credit hours)			
Course code	Course Name	Credit hours	Pre-Requisites
BIAN 304	Introduction to Business Analytics	3	RESM 301
BIAN 406	Big Data & Artificial Intelligence	3	BIAN 304
MGMT315	Customer Care	3	NA
HRMT302	Career Management	3	NA
BUSS316	Social Responsibility	3	NA

## Bachelor of Business and Human Resource Management

**Total credit hours (129)**

### Program Description

There is growing recognition that the quality of an organization's human resources plays a central role in today's competitive business environment.

The Bachelor of Business and Human Resource Management degree prepares graduates for a career in the specialized area of human resource as a generic professional field and provides them with a solid grounding in the functions of the human resources management. Its aim is to enhance and develop learners' competence and intellect to succeed in this increasingly competitive business environment.

A strong foundation in the principles of business and their evolution is developed in early courses of years one and two of the program. This will provide learners with a fundamental understanding of traditional business functions and the processes that link them. Advanced courses such as Employment Law, Recruitment and Selection, Compensation, Training & Development, Labor Relations, Pension & Benefits Plans, Applied HR Policies, Human Resource Planning, and International HR Management provide a more detailed examination of the functional areas of human resources management. The HR graduate degree programs at HBMSU provide in-depth contextualization of Human Resource Management topics in the cultural and economic environments of the Middle East and North Africa region.

**Accreditation:** This program is accredited by the UAE Ministry of Education's Commission for Academic Accreditation.

## Program Outcomes

After completion of the program, graduates will be able to:

### Knowledge (K)

K1: Evaluate the contribution of human resources management to organizational effectiveness and to other key functions within the organization.

K2: Devise HR strategies and policies related to staffing, compensation and benefits, employee performance management, and learning and development that are integrated with organizational goals.

K3: Develop ethical human resource plans that are responsive to both current and future labour market conditions and strategies to evaluate their effectiveness.

K4: Develop an understanding of the use of quantitative and/or qualitative analysis tools to solve HR issues.

### Skills (S)

S1: Exhibit critical thinking skills and decision-making capabilities by producing Human Resource plans and policies appropriate for organizations operating in the MENA region.

S2: Integrate a range of effective communication skills using oral presentations, research and technical report writing.

### Autonomy and Responsibility (AR):

AR1: Perform work effectively either independently or as part of a team in a range of HR contexts.

### Role in Context (RC):

RC1: Undertake and successfully complete projects in HRM functional areas that require planning and organizing team activities from a diverse membership.

### Self-development (SD):

SD1: Take responsibility for own future learning needs and professional development in new situations.

SD2: Contribute to the ethical standards in the work environment.

## Program Structure

Course code	Course Name	Credit hours	Pre-Requisites
<b>Pre-Program</b>			
MATH001	Remedial Mathematics	0	NA
<b>General Education Requirement (33 CrdtHrs)</b>			
ENGL101	English I	3	NA
ENGL102	English II	3	ENGL101
ARAB101	Arabic Studies *	3	NA
ARAB102	Arabic As Foreign Language *	3	NA
MATH101	General Mathematics	3	MATH001 OR Math placement

			test
STAT101	Introduction to Statistics	3	MTAH101
PROG101	Introduction to Programming	3	NA
HLTH101	Health and Wellbeing	3	NA
SOCL101	Psychological Principles and Lifelong Learning Skills	3	NA
SOCL103	UAE Studies	3	NA
ISLM101	Islamic Culture (Arabic) **	3	NA
ISLM102	Islamic Culture ( English) **	3	NA
INEN301	Fundamentals of Innovation and Entrepreneurship	3	NA
<b>Core Courses</b>			
MGMT110	Introduction to Management	3	NA
ACCT201	Financial Accounting	3	NA
HRMT101	Introduction to HR Management	3	NA
FINC204	Principles of Finance	3	ACCT201
HRMT204	Employment Law	3	HRMT101
HRMT202	Recruitment & Selection	3	HRMT101
ECON201	Microeconomics	3	MATH101
ECON202	Macroeconomics	3	ECON201
HRMT230	HR Planning and Talent Management	3	NA
QLTY201	TQM Fundamentals	3	NA
MKTG201	Principles of Marketing	3	MGMT110 OR HRMT101
RESM301	Quantitative Methods	3	NA
BUSS 210	Business Ethics	3	MGMT110
MGMT303	Organizational Behaviour	3	MGMT110 OR HRMT101
MGMT315	Customer Care	3	45 Credit Hrs
OPER307	Operations Management	3	NA
HRMT 303	Training & Development	3	NA
MISM 301	Management Information System	3	NA
HRMT340	Performance Management	3	HRMT101
HRMT350	Compensation and Benefits Management	3	NA
HRMT 302	Career Management	3	NA
HRMT 318	Employee Relations	3	NA
HRMT405	Applied HR Policies	3	NA

HRMT406	International HR Management	3	NA
BUSS490	Internship	3	90 Credit Hrs
HRMT408	HR Analytics and Measurement	3	NA
HRMT402	Pension Benefits and Plan	3	NA
MGMT403	Business Strategies	3	NA
HRMT495	Capstone Project		NA
<b>Electives (6 credit hours)</b>			
QLTY311	Continuous Improvement	3	NA
MGMT405	Teamwork	3	NA
PROJ201	Project Management	3	NA
OPER309	Principles of Business Process Management	3	NA
QLTY412	Leadership in Quality	3	NA
RESM250	Research Methods for Business	3	NA
ACCT202	Managerial Accounting	3	ACCT201

\*Select one from the following:

- Arabic Studies
- Arabic As Foreign Language

\*\*Select one from the following:

- Islamic Culture (Arabic)
- Islamic Culture (English)

## Program Study Plan

Pre-Program			
Course code	Course Name	Credit hours	Pre-Requisites
MATH001	Remedial Mathematics	0	-

Semester 1			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL101	English I	3	None
ARAB101	Arabic Studies	3	None
ARAB102	Arabic As Foreign Language		
PROG101	Introduction to Programming	3	None
MATH101	General Mathematics	3	MATH001
ISLM101	Islamic Culture ( Arabic )	3	None
ISLM102	Islamic Culture ( English )		
MGMT110	Introduction to Management	3	None

Semester 2			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL102	English II	3	ENGL101
SOCL101	Psychological Principles and Lifelong Learning Skills	3	None
ACCT201	Financial Accounting	3	None
HLTH101	Health and Wellbeing	3	None
HRMT101	Introduction to HR Management	3	None
STAT101	Introduction to Statistics	3	MATH101

Semester 3			
Course code	Course Name	Credit hours	Pre-Requisites
ECON201	Microeconomics	3	MATH101
FINC204	Principles of Finance	3	ACCT201
SOCL103	UAE Studies	3	None
HRMT202	Recruitment & Selection	3	HRMT101
HRMT204	Employment Law	3	HRMT101

Semester 4			
Course code	Course Name	Credit hours	Pre-Requisites
BUSS210	Business Ethics	3	MGMT110
ECON202	Macroeconomics	3	ECON201
HRMT230	HR Planning & Talent Management	3	HRMT101
MKTG201	Principles of Marketing	3	MGMT110 OR HRMT101
QLTY201	TQM Fundamentals	3	None
RESM301	Quantitative Methods	3	STAT101

Semester 5			
Course code	Course Name	Credit hours	Pre-Requisites
HRMT303	Training & Development	3	None
INEN301	Fundamentals of Innovation and Entrepreneurship	3	None
MGMT303	Organizational Behaviour	3	MGMT110 OR HRMT101
MGMT315	Customer Care	3	45 Credit Hrs
OPER307	Operations Management	3	STAT101

Semester 6			
Course code	Course Name	Credit hours	Pre-Requisites
HRMT302	Career Management	3	None
HRMT340	Performance Management	3	HRMT101
HRMT350	Compensation and Benefits Management	3	None
MISM301	Management Information System	3	COMP101
-	Elective 1	3	-

<b>Semester 7</b>			
<b>Course code</b>	<b>Course Name</b>	<b>Credit hours</b>	<b>Pre-Requisites</b>
HRMT318	Employee Relations	3	None
HRMT405	Applied HR Policies	3	None
HRMT406	International HR Management	3	None
BUSS490	Internship	3	90 Credit Hrs
	Elective 2	3	-

<b>Semester 8</b>			
<b>Course code</b>	<b>Course Name</b>	<b>Credit hours</b>	<b>Pre-Requisites</b>
HRMT402	Pension Benefits and Plan	3	None
HRMT408	HR Analytics and Measurement	3	None
HRMT495	Capstone Project	3	None
MGMT403	Business Strategies	3	None
	Elective 3	3	-

<b>Program Electives</b>			
<b>Course code</b>	<b>Course Name</b>	<b>Credit hours</b>	<b>Pre-Requisites</b>
QLTY311	Continuous Improvement	3	None
MGMT405	Teamwork	3	None
PROJ201	Project Management	3	None
OPER309	Principles of Business Process Management	3	None
QLTY412	Leadership in Quality	3	None
RESM250	Research Methods for Business	3	STAT101
ACCT202	Managerial Accounting	3	ACCT201



## Bachelor of Business and Accounting

**Total credit hours (123)**

### Program Description

The Bachelor of Business in Accounting program prepares learners for careers in accounting in both private and public sector organizations. Apart from general business studies, the program will provide learners with solid foundation in the essentials of accounting and finance required to operate in public and private enterprises. The program emphasizes the global importance of the accounting profession and prepares learners to manage financial transactions in multinational and global companies.

The first two years of the program offer a strong foundation in key business functions within the field of accountancy and the processes that link them. Advanced courses in Financial Accounting, Cost accounting, Forensic Accounting, Accounting Analytics, and Contemporary Issues in Accounting and Taxation provide a more detailed examination of the functional areas of accounting practice. For an overview of core units, minors and electives that you can study in this major, please see the study plan.

### CIMA Exemptions:

Graduates of this program are exempted from the first level papers required by the Chartered Institute of Management Accountants (CIMA) professional certification.

**Accreditation:** This program is accredited by the UAE Ministry of Education's Commission for Academic Accreditation.

### Program Outcomes(PLOs)

#### Program learning Outcomes (PLOs):

- PLO1 (K1) Compare core functional areas of business, including marketing, management, human resource management, economics, accounting, and finance.
- PLO2 (K2) Appraise underlying concepts, theories, and models of business functions.
- PLO3 (S1) Defend written business projects in various business settings.
- PLO4 (S2) Analyze various business data sets for effective decision making.
- PLO5 (S3) Design research to address a business problem in the discipline.
- PLO6 (AR1) Conduct business operations adhering to legal and ethical practices.
- PLO7 (RIC1) Identify innovative entrepreneurial opportunities using a structured framework.
- PLO8 (SD1) Assess current professional development practices.

### Accounting Specific learning Outcomes:

- ACCT PLO1 (K1): Interpret the appropriate accounting, reporting, auditing, governance, legal, and ethical standards that apply in different business and financial contexts.
- ACCT PLO2 (K2): Analyze accounting data and information as per best business practices.
- ACCT PLO3 (S1): Prepare financial reports in supporting decision-making and strategy implementation.
- ACCT PLO4 (S2): Employ relevant financial tools and reports to support forecasting, enterprise decision-making, and strategy implementation.
- ACCT PLO5 (S3): Apply relevant auditing, governance and risk management models and mechanisms.

### Program Structure

Course code	Course Name	Credit hours	Pre-Requisites
<b>Pre-Program</b>			
MATH001	Remedial Mathematics	0	NA
<b>General Education Requirement (33 CrdtHrs)</b>			
ENGL101	English I	3	NA
ENGL102	English II	3	ENGL101
ARAB101	Arabic Studies *	3	NA
ARAB102	Arabic As Foreign Language *	3	NA
MATH101	General Mathematics	3	MATH001 OR Math placement test
STAT101	Introduction to Statistics	3	MTAH101
PROG101	Introduction to Programming	3	NA
HLTH101	Health and Wellbeing	3	NA
SOCL101	Psychological Principles and Lifelong Learning Skills	3	NA
SOCL103	UAE Studies	3	NA
ISLM101	Islamic Culture (Arabic) **	3	NA
ISLM102	Islamic Culture ( English) **	3	NA
INEN301	Fundamentals of Innovation and Entrepreneurship	3	NA
<b>General Business Requirements (51 credit hours)</b>			

MGMT110	Principles of Management	3	ENGL101
MKTG201	Principles of Marketing	3	ENGL101
ECON201	Microeconomics	3	MATH101
ECON202	Macroeconomics	3	ECON201
RESM301	Quantitative Methods	3	STAT101
BUSS201	Research Methods for Business	3	STAT101
MISM301	Management Information System	3	PROG101
ACCT101	Principles of Accounting	3	MATH101
FINC201	Principles of Financial Management	3	ACCT101
BUSS301	Legal and Ethical Environment of Business	3	ENGL101
HRMT101	Introduction to HR Management	3	ENGL101 AND MGMT110
MGMT303	Organizational Behavior	3	ENGL101
BUSS201	English for Business	3	ENGL102
BUSS206	Business Communication	3	ENGL102
MGMT403	Business Strategies - Capstone	3	90 Cr. Hrs.
BUSS490	Internship	3	90 Cr. Hrs.
QLTY201	Total Quality Management Fundamentals	3	NA
<b>Specialization (33 credit hours)</b>			
QLTY406	Quality Management Tools & Techniques I	3	QLTY201
QLTY465	Quality Management Tools & Techniques II	3	QLTY406
QLTY480	Quality Systems	3	QLTY406
QLTY407	Business Excellence	3	QLTY201
OPER309	Principles of Business Process Management	3	QLTY201
MGMT405	Teamwork	3	NA
PROJ201	Project Management	3	MGMT110
QLTY412	Leadership in Quality	3	NA
QLTY410	Service Quality	3	NA
MGMT304	Organizational Change Management	3	MGMT110
HRMT340	Performance Management	3	HRMT101
<b>Electives (6 credit hours)</b>			
BIAN 304	Introduction to Business Analytics	3	RESM 301

BIAN 406	Big Data & Artificial Intelligence	3	BIAN 304
MGMT315	Customer Care	3	NA
HRMT302	Career Management	3	NA
BUSS316	Social Responsibility	3	NA

\*Select one from the following:

- Arabic Studies
- Arabic As Foreign Language

\*\*Select one from the following:

- Islamic Culture (Arabic)
- Islamic Culture (English)

## Program Study Plan

Pre-Program			
Course code	Course Name	Credit hours	Pre-Requisites
MATH001	Remedial Mathematics	0	-

Semester 1			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL101	English I	3	None
ARAB101	Arabic Studies	3	None
ARAB102	Arabic As Foreign Language		
PROG101	Introduction to Programming	3	None
MATH101	General Mathematics	3	MATH001 OR Math Placement Test
ISLM101	Islamic Culture (Arabic)	3	None
ISLM102	Islamic Culture (English)		
HLTH101	Health and Well-Being	3	None

Semester 2			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL102	English II	3	ENGL101
SOCL101	Psychological Principles and Lifelong Learning Skills	3	None
STAT101	Introduction to Statistics	3	MATH101
SOCL103	UAE Studies	3	None
MGMT110	Principles of Management	3	ENGL101

Semester 3			
Course code	Course Name	Credit hours	Pre-Requisites
ACCT101	Principles of Accounting	3	MATH101
BUSS201	English for Business	3	ENGL102
BUSS301	Legal and Ethical Environment of Business	3	ENGL101
MKTG201	Principles of Marketing	3	ENGL101
RESM301	Quantitative Methods	3	STAT101

Semester 4			
Course code	Course Name	Credit hours	Pre-Requisites
BUSS206	Business Communication	3	ENGL102
ECON201	Microeconomics	3	MATH101
HRMT101	Introduction to HR Management	3	ENGL101 AND MGMT110
QLTY201	Total Quality Management Fundamentals	3	NA
RESM250	Research Methods for Business	3	STAT101

Semester 5			
Course code	Course Name	Credit hours	Pre-Requisites
ECON202	Macroeconomics	3	ECON201
FINC201	Principles of Financial Management	3	ACCT101
INEN301	Fundamentals of Innovation and Entrepreneurship	3	NA
MGMT405	Teamwork	3	NA
QLTY406	Quality Management Tools & Techniques I	3	QLTY201

Semester 6			
Course code	Course Name	Credit hours	Pre-Requisites
MISM301	Management Information System	3	PROG101
QLTY465	Quality Management Tools & Techniques II	3	QLTY406
	Elective	3	
PROJ201	Project Management	3	MGMT110
OPER309	Principles of Business Process Management	3	QLTY201

Semester 7			
Course code	Course Name	Credit hours	Pre-Requisites
BUSS490	Internship	3	90 Cr. Hrs.
MGMT303	Organizational Behavior	3	ENGL101
	Elective	3	
MGMT304	Organizational Change Management	3	MGMT110
HRMT340	Performance Management	3	HRMT101

Semester 8			
Course code	Course Name	Credit hours	Pre-Requisites
MGMT403	Business Strategies - Capstone	3	90 Cr. Hrs.
QLTY407	Business Excellence	3	QLTY201
QLTY480	Quality Systems	3	QLTY406
QLTY412	Leadership in Quality	3	NA
QLTY410	Service Quality	3	NA

Program Electives			
Course code	Course Name	Credit hours	Pre-Requisites
BIAN 304	Introduction to Business Analytics	3	RESM 301
BIAN 406	Big Data & Artificial Intelligence	3	BIAN 304
MGMT315	Customer Care	3	NA
HRMT302	Career Management	3	NA
BUSS316	Social Responsibility	3	NA

## School of Business and Quality Management Course Descriptions

Course Code	Course Name	Course Description
ACCT201	Financial Accounting.	Financial Accounting is the measurement of economic activity in order to convey financial results to parties interested in the financial status of the organization. Financial statements are a key product of this measurement process and an important component of firms' financial reporting activity. As this is a general course, the main goal is not to train learners to become accountants, but rather, to train them to be well-informed users of information in financial statements. Decision making is an integral part of the management process, and using financial information to support decision making will yield educated and well-informed decisions. Understanding financial terminology, supports the learners –not only- with financial topics, but also with other courses as it adds another dimension to the knowledge they will acquire in these courses.
ACCT202	Managerial Accounting	Management in most if not all types of organizations is better equipped to perform their tasks when they have a reasonable grasp of accounting information. Decision making and taking is the core of efficient management processes that heavily depends upon useful accounting information. This type of information will be provided through management accounting system, which refers to accounting information developed for decision makers within organizations.
ACCT302	International Financial Reporting	This course builds on the fundamental principles of financial accounting and reporting taught in the lower level course Financial Accounting. Learners are introduced to advanced topics such as share capital, reserves and provisions, impairment and depletion of assets, leases, contingent liabilities and assets and the Statement of Cash Flows. As an intermediate level major/minor course, this course expands on the theoretical underpinnings of accounting through the introduction of the conceptual framework to aid understanding of how accounting fits into the overall business environment of contemporary societies. A key focus of the course is the deconstruction of published accounts to enable analysis of a company's financial position and performance. Learners are trained to apply a variety of techniques and analytical tools through task-based scenarios (TBS) like those found in professional accounting examinations.
ACCT320	Cost Accounting	Cost Accounting focuses on the methods and techniques used by accountants for product costing, cost control, and providing financial information for managerial decision-making. It discusses topics include cost accounting concepts, procedures, methods, and techniques used for personnel, production, factory overhead costs, inventory, work-in-progress, allocation of service department costs, job orders, process, joint and by-product costing, cost control, and standard costing.
ACCT350	Accounting Information System	The course provides an in-depth knowledge and understanding of the application of information systems to the accounting environment. The focus of the course is on developing learner's abilities to understand the processing of accounting data in the electronic environment. The other topics include internal controls, systems analysis, (and)* systems design and systems implementation

BUSS201	English for Business	This course is a distinctive Business English course. Drawing on the extensive media asset, it offers a highly authoritative and flexible range of material for business English learners. It covers methods of communication for business situations, emphasis on writing for business, effective presentations, and other communicative strategies for business.
BUSS206	Business Communication	Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of official communication. The course is an introduction to the interpersonal communication process through appropriate communications technology with applications for business organizations. Reflective and critical aspects of communications will be examined.
BUSS210	Business Ethics	The general purpose of this course is to provide an introduction to ethical decision making in business. The focus will be on ethical decision making and business ethical issues at individual, organizational, and societal levels. Dilemmas, real life situations, and cases will provide an opportunity for learners to use course concepts to address ethical issues in real life. The course emphasizes critical thinking and informed decision making about ethical action.
BUSS316	Social Responsibility	The course is designed to examine the social and legal environment in which business is transacted. Social responsibility can be studied from different perspectives, such as law and the legal system; government regulation; contracts; product liability; forms of business organizations; employment discrimination; environmental law; and business ethics. However, the importance will be given to tacit understanding related to moral, social and ethical aspects that are not written in legal and contractual documents that will shape the cultural norms of an organization to conduct its daily business. The main aim is to develop professionals to demonstrate social responsible behaviour in all aspects of their business management, business dealings and transactions.
BUSS490	Internship	This course seeks to expose the learners to real life situations in the areas of business and quality management practice. This self-directed project involves a hand-on practice that engages learners in a real-world project of their choice in an organization where they would be required to apply relevant knowledge and appreciate relevant practice. After successfully completing the internship and practicum program, learners would demonstrate knowledge, skills and practices in business and quality management.
ECON201	Microeconomics	This course is an introduction to the concepts and tools of Microeconomic analysis. It is concerned with the interactions of consumers and producers in a free market economy. The supply and demand model is explained and used to illustrate the efficient allocation of scarce resources. Different aspects of perfectly competitive as well as monopolistic markets are discussed. Need and desirability of government intervention in the markets are deliberated.
ECON202	Macroeconomics	This is an introductory course in macroeconomics. The course provides a sufficient understanding of the definition and determinants of aggregate variables in the economy. Learners will be introduced to economic models that are designed to explain certain macroeconomic phenomena and problems such as growth, output, unemployment, and inflation. It discusses the strengths and weaknesses of different



		government policies in influencing the overall economy.
ECON404	International Business	This course focuses on the management of business across national borders. Topics to be covered include the characteristics of international companies, theories of international trade and investment, cultural, social, economic, political and financial environments of international firms as well as the international dimension of the basic enterprise functions such as finance, production, marketing and personnel.
FINC306	Financial Institution Management	This course is designed to provide learners with the macro financial environment with emphasis on the structure, functions, and economic role of financial institutions and markets. This includes the role of commercial banks, the central banking system and international finance.
HRMT101	Introduction to HR Management	This course provides an introductory overview of the field of human resource management (HRM) with an emphasis on the strategic role of HRM in organizations . The unit emphasizes the nature of the generalist practitioner rather than the specialist and develops a holistic approach to the integration of HRM activities and strategies with those of the organization as a whole. It covers the functional processes of planning for recruiting, selecting, training, developing, appraising, rewarding and retaining of people at work. In addition, it also explores topics as labor flexibility, talent management and international human resource management..
HRMT202	Recruitment & Selection	This course is designed to improve learners' knowledge and skills by drawing on the latest methods and 'best practices' relating to job analysis and design, recruitment, selection, and induction of a promising and effective workforce for attaining the goals of an organization in a competitive business environment. This course will help learners develop frameworks for making sound recruitment decisions; analyze labor market situations; develop plans to monitor, improve, and practice their recruitment and selection skills; and more effectively learn the right lessons from case studies.
HRMT204	Employment Law	Employment Law is a broad area including all areas of the employer/employee relationship except the negotiation process covered by labor law and collective bargaining. Many employment laws (e.g., minimum wage regulations, employee discrimination) were enacted as protective labor legislation. Other employment laws take the form of public insurance, such as unemployment compensation. The course considers claims for wrongful dismissal, unfair dismissal and statutory redundancy. Also covered are the statutory rights of individual employees such as protection from different forms of discrimination and the provision of family-friendly rights. Employment law in the UAE and its impact on the growth of this dynamic area is also considered.
HRMT230	HR Planning & Talent Management	This course examines the importance of human resources role as an equal business partner with other departments within the organization in the strategic planning process. It examines how human resources respond to different organizational strategies with different human resources management policies, practices and philosophies. This course includes applied, as well as theoretical work
HRMT302	Career Management	This course views career management as a process by which individuals can make informed decisions regarding their work life, from career development to choosing a major, deciding on occupations, learning about resumes, interviewing, and job search strategies. It examines the conditions under which career goal setting contributes to

		effective career management, and provides learners with an opportunity to develop the necessary skills to engage in life/career planning.
HRMT303	Training & Development	<p>During the course learners will be given the opportunity to develop a broad view of the complex and contesting issues that confront designing systems of learning within organizations. The unit introduces you to the basic concepts and theories of workplace learning and asks you to apply some of these concepts to simulated training delivery and to your own workplace projects. This unit encourages learners to construct their own concepts of workplace learning, and examine the skills involved in managing learning at work. It prepares managers to contribute to development programs or perform training roles in private, public or not-for-profit organizations. You will complete the unit by constructing learning program and experiencing program delivery.</p> <p>While this plan outlines the broad scope of this unit, the specific student needs of each class will be used to customize the emphasis placed upon the diverse content within this unit.</p>
HRMT318	Employee Relations	This course constitutes a key element of managing human resources and focuses on developing and maintaining effective working relationships between employees and employer. The nature of such relationship has implications for employee productivity, job satisfaction, and organization's performance. Throughout the course, special consideration is given to the conflicts inherent in the employee-employer relationship and the processes used to resolve these conflicts and effectively manage the relationship. The course provides learners the knowledge and ability to not only adhere to organizational policies and labor law but also understand the structure of unions and the collective bargaining process and focus on employee development and retention.
HRMT340	Performance Management	This course explores HR performance management (PM) in organizations. It provides an overview of employee PM as a continuous process and discusses the process of identifying, measuring, and developing the performance of individuals and teams. This course will especially emphasize on the linkages between Performance Management and other human resource management functions such as recruitment & selection, training & development, HR planning, and compensation management.
HRMT350	Compensation and Benefits Management	This course focuses on managing employee compensation in organizations. Through conducting case studies and project, learners will acquire essential knowledge and skills needed to develop effective compensation systems in the UAE and multinational organizations.
HRMT402	Pension Benefits and Plan	This course highlights relevant pension issues facing all those planning for retirement. Such issues include income planning, social security, healthcare, insurance, housing and power of attorney, among others. Pension benefits are reviewed and discussed as they are relevant in the context of retirement strategy of employees.
HRMT405	Applied HR Policies	This course is designed to expose students to a wide range of human resources issues and policies in many different work environments. Students will research and develop strategies, policies and procedures essential to effective HR management. Knowledge of several specific functional areas will enable students to link and integrate common strategies within a particular workplace, based on their research of best practices.

		Particular emphasis will be placed on the importance of diversity as a consideration within several policy areas
HRMT406	International HR Management	The course focuses on providing an in-depth understanding of the core aspects of HRM in the international context. The course focuses on diffusion of international HRM in multinational corporations, expatriation and repatriation management, and international aspects of the core Human Resource Management issues such as recruitment and selection, compensation and reward, training and development and performance management.
HRMT408	HR Analytics and Measurement	The overall objective of this course is to familiarize the students with the concept of data analytics and its applicability in a business environment. It enables you to gain knowledge about how to quantify, measure, and report the value of human capital within organizations. Various measurement tools and research concepts will be discussed throughout the course.
HRMT495	Capstone Project	This course is included in the HR Curriculum to train the students on undertaking scientific research, to bridge the gap between theory and practice in the industry and prepare the graduating students for future postgraduate studies. The research project is chosen in the area of Human Resource Management (HRM) and preferably conducted in the organization where the student is currently working. The students choose an appropriate research project on their own, justify the research problem, develop the research objectives, conduct literature review, work out the research methodology, collect the data, analyze it using either quantitative or qualitative techniques, and write-up the research findings as a formal report.
MGMT110	Introduction to Management	This course introduces management functions including planning, organizing, staffing/human resources, leading/interpersonal influence and controlling in domestic, international, multi-national, global, and multi-domestic spheres. The course gives insights on organizational environment, decision-making process, business ethics and social responsibility.
MGMT303	Organizational Behaviour	The course includes several topics on the nature of human behavior in public, private and not-for-profit organization. It discusses in details the various theories of motivation, theories of leadership, power and authority, strategies of organization design and change, teamwork and collaboration, decision making, conflict resolution and negotiation management, and the measurement of organization effectiveness. Interaction amongst people within and outside organizations is characterized by complex human dynamics. This course is designed to help learners study these very interesting complexities by both; standing back and considering these dynamics; and by directly experiencing these dynamics through course activities.
MGMT315	Customer Care	The course covers several key aspects related to customer care. In contemporary business environment, it is considered that by focusing on customer satisfaction, loyalty and retention, an organization can carve a niche and survive and grow profitably. By developing a customer care program through a careful analysis of customer needs and wants, a firm can of course become market oriented. The course seeks to examine the evolution and conceptual framework of customer care and market orientation through a well-crafted customer centric approach.
MGMT403	Business Strategies	This course introduces the key concepts, tools, and principles of strategy formulation

		and competitive analysis. It provides learners with a strategic planning framework emphasizing the analysis of the internal and the external environments of the organization, strategy formulation, strategy implementation and monitoring and evaluation.
MGMT405	Teamwork	<p>The course is designed to introduce essential theories for understanding, analyzing and managing teams. It defines the various types of teams, explores key components that form a team and highlights key factors that influence each individual working in a team and that create an effective group.</p> <p>The course also presents the problem solving tools and techniques used by different groups across an organization. To enhance learners' understanding of the subject, learners will study team management through reading and discussing cases, online material, learning and implementing techniques to build and sustain teams. Overall the course will enable learners to apply the skills and knowledge they have learned to a real-world team</p>
MISM301	Management Information System	It is vital that future managers in every area of business have a working knowledge of modern IT, practical experience in its use, and management perspective on how IT is used in organizations. This course deals with the concepts and nature of information systems in general and management information systems (MIS) in particular. Thus, it places a major emphasis on information systems in organizations, database management systems, decision support systems and knowledge management. It also includes an understanding of the value of information systems as well as aspects related to the management of global information systems.
MKTG201	Principles of Marketing	This course exposes learners to the principles of marketing concepts and provides insights into how these concepts are applied by organizations regionally and internationally. This course is designed to provide learners with an overview of basic marketing theory and to expose learners to the elements of marketing practice through topics such as consumer behavior, developing marketing goods and services, pricing, distribution, and promotion. This course also devotes particular attention to analyzing consumer needs, and market segmentation.
OPER307	Operations Management	This course deals with the management of the operations function, including the analytical techniques used to plan and control the production of goods and services. It includes operations strategy, the role of technology in operations, MRP, capacity planning, scheduling, and inventory management
OPER309	Principles of Business Process Management	Today's business organizations are under immense competitive pressures and they strive to exist by adopting innovative approaches to doing business and by being adaptable to the changing market place. Business Process Management (BPM) is one of the approaches that are adopted by organizations to improve performance and remain resilient. This course brings practicable frameworks and solutions up-to-date with the latest developments in BPM, including the application of the frameworks to value-driven BPM. The course demystifies Business Process Management and helps learners gain an understanding of how businesses work in practice and how to complete process-based projects improvements and business transformation.
PROJ201	Project Management	This course will explore the elements and dimensions of project management; concepts, methodologies, tools, and techniques. The main tasks involved in, and the

		outputs of the project management process groups 'initiating, planning, executing, monitoring and controlling, and closing' will be explained. Learners will be asked to provide project scenarios from general business and/or information technology project management to assess applying the concepts, tools and techniques learnt on this course. Learners will also be introduced to the role of project management software in developing and tracking project plans (e.g. Microsoft Office Project), and for selecting between projects based on financial and other criteria like weighted scoring models and balanced score card.
QLTY201	TQM Fundamentals	This course presents TQM as a business philosophy that companies should adopt to achieve organizational excellence. It is concerned with the improvement of all aspects of operations performance and how improvement should be managed. It deals with the management of continuous improvement, including the differences between traditional quality management and TQM, the analysis of TQM in daily operations, continuous improvement, and tools and techniques used to achieve TQM.
QLTY406	Quality Management Tools & Techniques 1	This course will look at a wide variety of basic tools and techniques which are used to improve quality in various types of organizations. The course starts with the most basic tools of quality (7 basic tools), followed by a variety of other basic tools of practical importance in problem solving and continuous quality improvement; such as Lean Management tools and Six Sigma tools which are of graphical and statistical nature.
QLTY465	Quality Management Tools & Techniques 2	This course will look at a wide variety of tools and techniques which are used generically and universally and in different cultural contexts. The course is a second part for its prerequisite (Quality Management Tools and Techniques 1; QLTY405). It covers a variety of additional practical tools from the Lean Management and Six Sigma tool kits which are of graphical and statistical nature. These tools are organized within the well proven structured methodology of Define, Measure, Analyze, Improve and Control (DMAIC).
QLTY407	Business Excellence	This course presents the notion, importance and application of business excellence (self-assessment) models in private and public sector organizations. It discusses the most widely-used and proven methodologies which represent prestigious quality awards for excellence at national/regional and international levels. Topics include EFQM business excellence model, Deming Prize, MBNQA (the Baldrige award), ISO 9000 series of quality standards and several UAE-based excellence model (e.g. DGQA, the 4th Generation of Business Excellence in the UAE) and their associated quality awards. Emphasis is on the manners in which these models drive, enable and foster an excellence culture within the organization by presenting evidence from best-in-class, award-winning organizations. The course exposes learners to the assessment process and implementation of business excellence models in different organizational settings.
QLTY410	Service Quality	Services are becoming the dominant economic driver and contribute a larger slide of GDP in many countries. Services represent primary growth and profitability of many companies. Consequently, they generate high percentage of revenues and profits from services. The aim of this course is to provide a broad understanding of service quality from both customers' and companies' perspectives. Specifically, the course focuses on understanding customers experience and service quality evaluation based on

		customers' service expectations and perceptions and how successful service marketers manage service delivery and implement proper strategies to satisfy their customers. The course not only helps learners apply relevant theories and models to actual business situations through case analysis and projects but also enables to define, measure, analyze and manage quality service in different service sectors.
QLTY412	Leadership in Quality	This course presents the importance of leadership as a major pillar to achieve organizational excellence. The course defines leadership, examines the various traits of leaders, presents various leadership theories and evaluates the various leadership styles appropriate to drive organizational excellence. The course presents several examples of role models worldwide to identify what roles, responsibilities, practices and level of commitment and involvement that make capable leaders to drive quality and excellence initiatives.
QLTY480	Quality Systems	This course will explore the evolution and development of Quality Assurance and in particular the various systems that have, over the years, played a key role in assisting organizations create consistency in their efforts to deliver quality products and services to their customers. The course will examine some of the main management systems (ISO) and in particular ISO 9000, the various stages of the certification process, the quality manual, the implementation of the system, the process of 3rd party certification amongst others. Learners will understand how various management systems such as ISO 9000, ISO14000, OHSAS 18000, ISO1002 and ISO50501 can drive organizational performance and also how organizations develop an integrated management system effectively implemented into an organization's business strategy and shape a continuous improvement & learning culture.
QLTY495	Capstone Project	The 'Capstone Project' course provides an opportunity to learners to apply the knowledge and skills gained through their programme of study in terms of identifying, analyzing and solving real-world business problems. In consultation with the assigned Capstone Supervisor, learners choose a topic that is related to their specific specialization Program. Based on the topic, learners formulate a testable research question emerged from current operations and practices of real world businesses, justify the need for the project, work out an appropriate research design, analyze data, and report (write-up) the research findings. Learners are expected to seek guidance and advice from their assigned academic supervisor at various stages of the project. The outcome of the Capstone course demonstrates learners' ability to carry out independent research related to their area of concentration in the Bachelor program. To facilitate on time completion of the Capstone project, learners are required to read the HBMSU's Guidelines for The Capstone Project
RESM250	Research Methods for Business	Business marketing research has come to play a vital role in managerial decision making all over the world. All sorts of organizations rely heavily on scientific evidence collected through the process of marketing research. This course seeks to expose the learners to the nature, role, techniques and process of marketing research in contemporary business environment.
RESM301	Quantitative Methods	The course introduces the concepts of quantitative analysis and the use of mathematical models in analyzing and making sense of business problems in the context of a complex world. A variety of names exist for the body of knowledge, i.e.

		operations research, management science and decision science. The purpose of this course is to provide learners with a sound conceptual understanding of the role that quantitative methods play in the decision making process. Throughout the course, we use mathematical models to represent abstraction of real-world situations and, those models capture the major relevant aspects of the problem and can then provide a solution recommendation in aiding decision making process. The models were programmed to generate optimal solutions for businesses, i.e. to minimize costs and maximize profits.
BUSS301	Legal and Ethical Environment of Business	A study of the legal and ethical environment in which businesses operate, including structure and operation of legal institutions, development of common law and legislation, social responsibility of business, government regulation of business, contracts, and the international legal environment. The course also provides an introduction to ethical theory and decision-making models
ACCT101	Principles of Accounting	This course aims to offer learners a solid foundation in accounting as a field. The course will familiarize learners with the basic concepts and terminology necessary for any novice business student. It introduces learners to the fundamentals of Financial Accounting and the components and output of the accounting system in addition to the essential knowledge of Managerial Accounting, costs, and basic decision-making applications.
ACCT401	Contemporary Issues in Accounting and Taxation	This course explores contemporary issues in accounting and taxation arising from the internationalization of business operations and ongoing financial events shaping the current economy. The course addresses the impact of the recent changes in the business environment on accounting and tax practices globally and in the UAE especially. Topics of relevance, to both the professional and academic debate, covered in the course include taxation with especial attention to UAE tax system, Tax Avoidance, Sustainability and Green Accounting, Earnings Management, and Fair Value Accounting.
ACCT403	Auditing & Governance	This course provides a comprehensive introduction to the auditing profession and environment. It examines auditing, assurance, and attestation services using real-world and simulated case studies. Course coverage also includes legal liability, professionalism, materiality, internal controls, audit planning, and fieldwork, managing risks, internal and operational audits, audit reports and corporate governance regulations and mechanisms. Learners are trained to apply Generally Accepted Auditing Standards (GAAS) and a variety of procedural and analytical tools through task-based scenarios (TBS) similar to those found in professional accounting examinations.
ACCT404	Accounting Analytics	Data is the main concern or focal point in the current business world. Collection, classification, analysis, and decipherment of data groups is increasingly becoming a skill that graduates should have. Accounting professionals use analytics to provide educated, data-driven basis that decision makers and stakeholders utilize to formulate their decisions. This course will enable learners to determine which pieces of data would be critical to decision makers, and to know where and how to find this data.
ACCT405	Forensic Accounting	This course will provide learners with the foundation and primary skills in Forensic Accounting methods and techniques. It will introduce learners to fraud and its

		methods. Students will learn how to identify, gather, analyze, interpret, and document evidence. Forensic Accounting will build on the learners' prior knowledge in financial accounting and auditing & governance to develop further skills that will enable them to support businesses in detecting and preventing fraud.
FINC201	Principles of Financial Management	This course provides learners with basic understanding of the essentials of financial decision-making. The course emphasizes the underlying principles of corporate finance leading to effective decision making by chief financial officers whose role is to maximize shareholders' wealth. The course covers topics related to the functions of the chief financial officer. Topics covered include financial stamen analysis, capital structure issues, characteristics and valuation of stocks and bonds; time value of money; discounted cash flow techniques; capital structure; cost of capital and dividend policy.

## School of Business & Quality Management Faculty Roster



**Professor Jamal Abu Rashed**

**Dean of School of Business and Quality Management**

Ph.D. Economics, Southern Methodist University, Dallas, Texas, USA

Professor Jamal Abu Rashed has an extensive and distinguished career in both academia and business consulting. He has held significant leadership roles, including Dean of the School of Business at Mount St. Joseph University in Cincinnati, Ohio USA, and Dean of the College of Business at Northern Michigan University, USA. Prior to these positions, he was a professor of economics and international business at Xavier University in Cincinnati, Ohio, USA, where he also served as Chair of the Department of Economics and Human Resources and established the Center for International Business.

Professor Abu Rashed was the Founding Dean and Interim Executive Dean of the MBSC College of Business and Entrepreneurship, a collaborative venture involving Babson College, Lockheed Martin, and King Abdullah Economic City in Jeddah, Saudi Arabia.

He has received numerous accolades for his contributions to teaching, research, and service. Professor Abu Rashed earned his Ph.D. in economics from Southern Methodist University in Dallas, Texas USA, specializing in financial theory, international trade, banking, and labor economics, and he also completed a master's degree in economics there. Additionally, he holds a master's degree in economics from North Texas State University (now the University of North Texas, USA).

His research has been published in prestigious journals such as The Canadian Journal of Development Studies, the International Review of Economics and Finance, the Global Business and Economics Review, the International Journal of Economics and Business Research, and the Management Decision Journal among others.



In his consulting and advisory roles, Professor Abu Rashed has provided expertise on business accreditation and curriculum design both in the United States and internationally. He has offered forensic economics consulting to major law firms across Ohio, Kentucky, and Indiana, and has served as an expert witness in the USA federal, state, and local courts. His consultancy extends to universities, corporations, and government agencies. He is also actively involved in the American Assembly of Collegiate Schools of Business (AACSB) as a mentor and evaluator and has served on the boards of Northern Initiative Bank and the Center for Rural Economic Development in Michigan. He has extensive experience serving as an external reviewer and chairing review teams for the CAA in the UAE.



**Professor Ebrahim Soltani**

**Professor**

PhD in Quality/Operations Management, University of Strathclyde

**Program Chair for Quality & Operation Management Programs – PG**

MSc in Organizational Excellence - MSc in Project Management

Prof Ebrahim Soltani (PhD – University of Strathclyde, UK) is a Professor of Quality Management at Hamdan Bin Mohammed Smart University (HBMSU) in Dubai, United Arab Emirates (UAE). Prior to joining HBMSU, he served as a Professor of Operations Management at the University of Kent Business School, UK. His academic journey has been further enriched by a post-doctoral fellowship and grant from the Economic and Social Research Council (ESRC) of the UK. Ebrahim's research portfolio encompasses an array of domains within quality management. His investigations have delved into quality management across diverse economic sectors, the critical determinants influencing the effectiveness of quality and productivity initiatives, human resource management considerations within the quality management framework, supply chain management intricacies in an era characterized by globalization and technological innovation, and the distinctive perspectives of management concerning operational improvement initiatives. His scholarly contributions have found their way into esteemed publications, including the British Journal of Management, International Journal of Operations and Production Management, Journal of Business Ethics, Journal of World Business, International Journal of Human Resource Management, and Production Planning & Control. Ebrahim's dedication to academic excellence has earned him recognition as a Fellow of the Higher Education Academy (UK). Additionally, he actively contributes to the academic community as a member of the editorial and advisory boards of peer-reviewed journals such as The TQM Journal (Emerald Publishing Group), Total Quality Management & Business Excellence (Taylor & Francis Group), the International Journal of Quality and Service Sciences (Emerald Publishing Group), Middle East Journal of Management (InderScience), and Asian Journal of Sustainability and Social Responsibility (Springer).



**Dr. Tahir Masood**  
**Associate Professor**

Ph.D. in Management/HRM - Mohammad Ali Jinnah University, PAK

**Program Chair for Management & Financial Studies Programs – UG**

Bachelor of Business in Accounting - Bachelor in Business and Human Resources Management

Dr. Tahir holds MBA, MS, and Ph.D. degrees in Management/HRM, along with World Bank/IFC ToT, ToMT Certifications, in addition to securing Academic FCIPD and FCAHR status. He is a recipient of nine research, teaching, and training awards from the institutions of international repute. He has been extensively involved in the CAA and AACSB accreditation process. Tahir is a member of world high-ranked societies such as Chartered Institute of Personnel Development (CIPD), Academy of Management (AoM), and Society of Human Resource Management (SHRM). The training and research interests of Tahir are related to HRM, Management and Leadership. He has done over 200+ training sessions and 10+ consulting projects with different organizations. Furthermore, in addition to 46+ research publications and 2000+ citations, there is a book and 45+ international conference presentations in his credit.



**Dr. Rachid Jabbouri**  
**Assistant Professor**

Ph.D. in Strategic Management and Innovation, Rennes School of Business, France

**Program Chair for Management & Financial Studies Programs – PG**

MSc of Science in Innovation and Change Management - MSc in Human Resources Management -  
MSc of Management in Entrepreneurial Leadership

Dr. Rachid serves currently the position of Assistant Professor at HBMSU in the UAE. He holds a Ph.D. in Strategic Management and Innovation from Rennes School of Business in France. His research interest lies at the intersection of innovation, entrepreneurship, and strategy. He explores and teaches the impact of cutting edge technologies such as Artificial Intelligence on firms, as well as innovation management within small and large organizations. Dr. Rachid has taught at a number of business schools including Rennes School of Business and Burgundy School of Business in France, Rabat Business School in Morocco, and Hertfordshire University in the United Kingdom. His research has been published in journals such as Technological Forecasting and Social Change, International Journal of Entrepreneurial Behavior and Research, Industrial Marketing Management, Management International, and International Journal of Technology and Human Interaction.



**Dr. Ying-Ying Liao,  
Associate Professor**

PhD in Quality, University of Kent, UK

**Program Chair for Quality & Operation Management Programs – UG**

Bachelor of Business & Quality Management

Dr. Ying Ying Liao is an Associate Professor at Hamdan Bin Mohammed Smart University and a fellow of the Higher Education Academy (HEA) UK. Prior to her current appointment, she was an assistant professor and acted as programme director at the University of Liverpool (China Campus). She received her PhD degree and served as post-doctoral researcher in the University of Kent, UK. She has been actively involved in several research activities internationally including joint PhD supervision, EMBA external examiner, committee member of international conferences, and ad hoc reviewer for several high quality international journals (e.g. JBE, TQM&BE, etc) and conferences (e.g. AMA, AoM, etc). She has currently published 12 journal articles (some in 2 & 3 - star refereed journals –ABS ranking, UK), 24 international refereed conference papers and 4 book chapters. Prior to joining academia, she gained extensive industry experience in various capacities in service sectors (i.e. hospitality, healthcare) where she contributed significantly to the enhancement of quality of service offerings. Her current research interests focus on service management (e.g. service quality, service failure & recovery, managing human resources in services and supply chain quality management).



**Dr. Sanjai Kumar Parahoo,  
Associate Professor**

PhD in Services Management (University of Mauritius / FACIREM, La Réunion)

Dr Sanjai K Parahoo is Program Chair at Hamdan Bin Mohammed Smart University, Dubai.

He combines a professional Engineering background with an MBA and a PhD in Service Management. He has completed various professional certificates in Innovation management,

Intellectual Property Rights (IPR) management, and Online Learning. He leverages his technology background and extensive innovation management and consulting experience in Asia and in various African countries to enrich his teaching and learning pedagogies. He has over 12 years' experience in using a range of online Teaching and Learning platforms (Moodle, BlackBoard, Banner, CurriQnet, Banner, and SPOL), which enables him to create unique and engaging learning experiences in his classes. He has authored over 50 publications and 7 regional case studies in the field of Service Innovation and Management in business and higher education settings. He has published in leading journals in the field of service management and innovation in business and e-learning environments.



**Dr. Ahmed Al-Nakeeb,**  
**Assistant Professor**

Ph.D. in Quality Management from University of Glamorgan (University of South Wales) U.K.

Dr. Ahmed Al-Nakeeb is an Assistant Professor of Management at the School of Quality and Business Management at Hamdan Bin Mohammed Smart University.

Dr. Al-Nakeeb received his Ph.D. in Quality Management from the University of Glamorgan in Wales, United Kingdom. He also completed a Master in Business Administration, a Diploma in Business Administration, and a B.Eng. in Civil Engineering all from reputable Universities in the United Kingdom. He taught various courses in Management and Marketing at graduate and undergraduate levels in addition to holding managerial positions. Dr. Al-Nakeeb participated in various international conferences and published in well-known international journals. His publications in Quality Management attracted international interests among academics and practitioners. He has also developed research interests in HRM and Marketing. Dr. Al-Nakeeb is a member on the Editorial Advisory Board and the Articles Review Editor of the Journal of Islamic Marketing, published by Emerald. He was granted the 2011 Outstanding Reviewer Award for his work on the Journal of Islamic Marketing.



**Dr. Mounir Elkhatab,**  
**Associate Professor**

PhD in IS project management and technology - Special emphasis on organizational e-transformation and e-government - School of Advanced Technology - University of Glamorgan – Cardiff – UK

Dr. Mounir El Khatib is an expert (academic and practitioner) with 22 years of varied experience in Europe and Middle East, in program and project management, covering engineering, business and management, and IT fields. He is an e-government and e-transformation expert, heavily involved in Dubai, Abu Dhabi, and UAE Federal E-Government, covering the management & technical perspectives

Dr El Khatib holds a PhD in Project and IT Management from UK. He is a certified project management professional (PMP). Worked as Oracle, IBM-BCS as advisor, consultant, project manager, partner or agent for a variety of government and private projects. Trained many outstanding organizations. He published many papers, participated in many conferences and TV interviews.



**Dr. Shaima AlHarmoodi**

**Associate Professor**

PhD in Project Management from BUiD, UAE and The University of Manchester, UK

Dr Shaima AlHarmoodi is an Assistant Professor at Hamdan bin Mohamed Smart University. She has a PhD in the field of innovation project management. She is also an innovation and entrepreneurship ecosystem developer aiming to inspire and support the next generation of entrepreneurs and provide them with the necessary means to succeed. She leads the development and implementation of the university's ecosystem long term strategy that incorporate impactful projects and initiatives.

Dr. Shaima is also a Certified External Examiner by the Ministry of Education for licensure of higher education institutions and accreditation of their academic programs.

She also actively runs workshops, masterclasses, and seminars in areas related to innovation, creativity, entrepreneurship, and project management in addition to her interest in research that resulted in a number of publications in international journals and conferences.



**Dr. Omya Shehata**

**Assistant Professor**

Ph.D TQM Arab Academy for Science & Technology, Egypt

Dr. Omya Shehata, an accomplished academic and quality management professional. Holding a PhD in Total Quality Management from the Arab Academy for Science, Technology and Maritime Transport (AASTMT), Egypt, she currently serves as an Assistant Professor at the School of Business and Quality Management, HBMSU, UAE. She has held positions such as Quality Assurance Manager at HBMSU and Director of the Postgraduate Studies Sector Internal Audit at AASTMT. She has extensive teaching experience, covering courses on quality planning, quality gurus, customer care, introduction to management, leadership in quality, and service quality. She has also served as Editor Director of scientific journals in both AASTMT and the Arab Institute of Navigation. Additionally, she has completed various training courses and workshops related to business communication, mindfulness, personal development, and more. She is a certified transformational coach, neuro-linguistic practitioner, and possesses expertise in mindfulness and positive psychology. Dr. Omya Shehata is a highly knowledgeable and skilled professional in the field of academic and quality management.



**Dr. Meera Al Marri**

**Associate Professor**

PhD in Project Management, The British University in Dubai in association with the University of Manchester

Dr. Meera Al Marri is part of the Deanship of Research and Doctoral Studies. She graduated with a PhD in Project Management from the British University in Dubai via the University of Manchester, UK. Her research interests include project management, sustainability, and corporate social responsibility in the MENA region.

Research Interests: Project Management – Sustainability – Corporate Social Responsibility.



**Dr. Shatha Hawarna**

**Assistant Professor**

Ph.D. (Quality Management & Human Resource), International Islamic University in Malaysia-IIUM

**Professional Experience:**

- Computer teacher - Pvt. And Gov. Schools (1992-1988).
- Working in development curriculum project for secondary schools – Minister Office-Ministry of Education (1998-2003).
- Taught courses in Education principles and IT introduction at the university of Ajman, Al Quds Open University in Dubai (2002-2006).
- Head of Student Services in Dubai University (2003-2006).
- Manager of Excellence in education center - Hamdan Bin Mohammed Smart University-HBMSU (eTQM College) (2006-2009).
- Manager of learner's accessibility in Hamdan Bin Mohammed Smart University (2009-2013).
- Scholarship to complete my PhD offered by Hamadan Bin Mohammed Smart University and Ministry of Higher Education (2013-2016).
- School relations Manager in Hamdan Bin Mohammed Smart University (HBMSU) (2016-2018).



**Dr. Md Reiazul Haque**

**Assistant Professor**

Ph.D. in Accounting and Finance from The University of Newcastle, Australia

Dr. Reiazul is an Assistant Professor of Accounting at the School of Business & Quality Management. He earned his Ph.D. in Accounting and Finance from The University of Newcastle, Australia, where he also served as a sessional/part-time lecturer for two years.

His Ph.D. was awarded without any required corrections to the thesis. He received a gold medal from the University of Rajshahi, Bangladesh, for outstanding performance in his bachelor's degree program. Before joining Hamdan Bin Mohammed Smart University in December 2023, Dr. Reiazul was a lecturer in accounting and finance at Alliance Manchester Business School, The University of Manchester, UK, for two years. His primary research interests include corporate governance and corporate finance. He has published papers in journals such as Abacus (ABDC: A) and Finance Research Letters (ABDC: A) and is an ad hoc reviewer for Abacus, Australian Journal of Management, and Australian Accounting Review. Dr. Reiazul is an associate member of CPA Australia.



**Dr. Aneeq Inam**

**Assistant Professor**

PhD (Specialization: Human Resource Management) – Universiti Putra Malaysia, Malaysia

Dr. Aneeq Inam, currently serving as an Assistant Professor in Human Resource Management at Hamdan Bin Mohammed Smart University (HBMSU) in Dubai, United Arab Emirates,

holds a distinguished position in the academic field. His scholarly contributions are notably recognized in several esteemed journals, including but not limited to Current Psychology, International Journal of Manpower, Cogent Business & Management, and the Journal of Economic and Administrative Sciences. Furthermore, Dr. Aneeq's expertise is further exemplified by his membership on the editorial boards of numerous prestigious academic journals.



**Dr. Andrew Bratton**

**Assistant Professor**

PhD in Human Resource Management – University of Strathclyde, United Kingdom

(Fulltime Non- Resident Faculty)

I am an Assistant Professor specializing in Human Resource Management, earning my PhD from the University of Strathclyde and an honorary fellowship at Queen Margaret

University, Edinburgh.

My professional journey has involved collaboration with diverse organizations spanning higher education, local government, healthcare, transport, energy, construction, information technology, financial services, and hospitality. My expertise lies in sustainable human resource management and navigating the complexities of the employment relationship amid organizational change.

Engaging in knowledge exchange activities, I actively participate in organization design thought leadership, contributing to the European Organisation Design Forum and the Organization Design Forum in North America. I am enthusiastic about exploring potential research and commercial collaboration opportunities and am open to discussions in these areas.



## School of Health and Environmental Studies

The School of Health and Environmental Studies strives to be a regional leader in addressing health and environmental challenges by offering academic excellence and international expertise. We are dedicated to building best practices in healthcare and the environment, fostering competency and efficiency within the region. Our commitment to promoting an innovative online learning model, with a strong emphasis on field application, research, community services, and lifelong learning, ensures the delivery of high-quality education. Explore our comprehensive list of programs offered at the School of Health & Environmental Studies and take the first step towards a fulfilling and impactful career

### School Mission

The School of Health and Environmental Studies is committed to promote an innovative online learning model, with emphasis on field application, research, community services and lifelong learning, ensuring quality in education.

### School Objectives

1. To initiate and favor an innovative online learning environment in addressing issues related to health and environment in the region.
2. To enhance the critical thinking of the learners and achieve excellence in Smart Learning.
3. To continuously assess the achievements of the learning outcomes.
4. To graduate proactive leaders to face the challenges relevant to health and environmental issues.

## Bachelor of Science in Health Administration

### Total credit hours (123)

### Program Description

The Bachelor of Science in Health Administration is intended for those wanting to pursue careers related to the business operations of medical and healthcare facilities. Keeping in view the University's mission of providing high-quality programs using virtual learning environment, the BSc in Health Administration at Hamdan Bin Mohammed Smart University is designed to understand modern healthcare organizations and the workings of allied health facilitates. The program is designed to provide a solid foundation in healthcare administration and applied management, preparing its graduates for managerial positions in healthcare. Course topics include social and behavioral aspects of health, ethical and legal aspects of healthcare, the organization of health services in addition to business principles such as fundamentals of innovation and

entrepreneurship. The program prepares its learners for administrative as well as managerial positions in any healthcare organizations, such as hospitals, health centers, and nursing homes. The Bachelor of Science in Health Administration curriculum encourages innovative and self-governing thinking within the healthcare setting. For an overview of core units and electives you can study in this program.

**Learners who complete the first 60 credit hours of the Bachelor of Health Administration program, may exit with Diploma in Health Administration degree.**

**Accreditation:** This program has received an accreditation from the Ministry of Education in the UAE.

### Program Goals

PG1. To expose learners to the concepts of health administration (management theory, health economics, and finance, marketing and health information) needed for managing health care operations and work forces.

PG2. To demonstrate knowledge of the organization of different health care delivery systems and their information needs

PG3. To equip learners with necessary tools and techniques to improve health care quality and contain costs

PG4. To address the challenging ethical and legal issues related to the well-being of the population

### Program Outcomes

After completion of the program, graduates will be able to:

#### **Knowledge (K):**

K1. Integrate acquired comprehensive, up-to-date, and specialized knowledge in health services administration practices and critically appraise the interfaces between health services administration theories and practices.

K2. Demonstrate a knowledge of contemporary concepts of continual quality improvement programs and practices in health services settings and their application to health contexts.

#### **Skill (S):**

S1. Analyse problems, formulate solutions and identify risks associated with the solutions in order to develop effective health administration practices.

S2. Communicate effectively orally and in writing and deploy a range of presentation techniques within health workplace settings.

#### **Autonomy and Responsibility (AR):**

AR1. Demonstrate leadership competence for working effectively and anticipate the impact of health reforms on managerial effectiveness.

### Role in Context (RC)

RC1. Interact constructively with professional colleagues in health settings, and adapt multiple perspectives to formulate effective actions.

### Self-Development (SD)

SD1. Demonstrate commitment to life-long learning, self-evaluation, reflective practice, and application of professional ethics in health services administration.

### General Education Requirement (33 Credit Hrs.)

Course Code	Course Name
ENGL101	English I
ENGL102	English II
ARAB101	Arabic Studies *
ARAB102	Arabic As Foreign Language *
MATH001	Remedial Mathematics
MATH101	General Mathematics
STAT101	Introduction to Statistics
PROG101	Introduction to Programming
HLTH101	Health and Wellbeing
SOCL101	Psychological Principles and Lifelong Learning Skills
SOCL103	UAE Studies
ISLM101	Islamic Culture (Arabic) **
ISLM102	Islamic Culture (English) **
INEN301	Fundamentals of Innovation and Entrepreneurship

\*Select one from the following:

- Arabic Studies
- Arabic As Foreign Language

\*\*Select one from the following:

- Islamic Culture (Arabic)
- Islamic Culture (English)

## Program Study Plan

pre-program			
Course code	Course Name	Credit hours	Pre-Requisites
MATH001	Remedial Mathematics	0	-

Semester 1			
Course code	Course Name	Credit hours	Pre-Requisites
PROG101	Introduction to Programing	3	None
ENGL101	English I	3	None
MATH101	General Mathematics	3	MATH001
HLTH101	Health and Wellbeing	3	None
ARAB101	Arabic Studies	Select One 3	None
ARAB102	Arabic As Foreign Language		

Semester 2			
Course code	Course Name	Credit hours	Pre-Requisites
ENGL102	English II	3	ENGL101
HADM101	Medical Terminology	3	None
MGMT110	Introduction to Management	3	None
SOCL101	Psychological Principles and Lifelong Learning Skills	3	None
STAT101	Introduction to Statistics	3	MATH101

Semester 3			
Course code	Course Name	Credit hours	Pre-Requisites
HADM201	Social and Behavioural Aspects of Health	3	None
HADM202	Principles of Healthcare and Diseases	3	None
HADM203	Principles of Healthcare Management	3	MGMT110
HADM204	Biostatistics and Epidemiology	3	STAT101
ISLM101	Islamic Culture (Arabic)	Select One 3	None
ISLM102	Islamic Culture (English)		

Semester 4			
Course code	Course Name	Credit hours	Pre-Requisites
ACCT101	Principles of Accounting	3	MATH101
HADM205	Health Information Systems Management	3	None
HADM206	Hospital Management	3	HADM203
HADM207	Organization of Health Services	3	HADM203
HADM208	Ethical and Legal Aspects of Healthcare	3	None

Semester 5			
Course code	Course Name	Credit hours	Pre-Requisites
ECON201	Microeconomics	3	MATH101
HADM301	Research Methods for Health and Environmental Studies	3	STAT101
INEN 301	Fundamentals of Innovation and Entrepreneurship	3	None
MISM301	Management Information System	3	COMP101
MKTG201	Principles of Marketing	3	MGMT110 OR HRMT101

Semester 6			
Course code	Course Name	Credit hours	Pre-Requisites
FINC201	Principles of Financial Management	3	ACCT101
HADM302	Introduction to Global Health	3	None
HADM303	Health Economics	3	ECON201 and HADM203
HRMT101	Introduction to HR Management	3	MGMT110
	Elective 1	3	-

Semester 7			
Course code	Course Name	Credit hours	Pre-Requisites
HADM401	Healthcare Finance and Insurance	3	FINC201
HADM402	Advanced Healthcare Management	3	HADM203
HADM403	Quality in Healthcare	3	None
SOCL103	UAE Studies	3	None
	Elective 2	3	-

Semester 8			
Course code	Course Name	Credit hours	Pre-Requisites
HADM404	Strategic Planning for Healthcare	3	HADM207
HADM405	Health Policy	3	None
MGMT303	Organizational Behaviour	3	MGMT110 OR HRMT101
HADM406	Internship in Health Management	3	90 Credit Hrs.
	Elective 3	3	-

Program Electives			
Course code	Course Name	Credit hours	Pre-Requisites
HADM304	Infection Control	3	40 C/H
HADM305	Governance of Healthcare	3	40 C/H
HADM306	Environmental Health	3	40 C/H
HADM307	Primary Healthcare and Pharmaceutical Management	3	40 C/H
HADM408	Occupational Health and Safety	3	40 C/H

## School of Health and Environmental Studies Course Descriptions

Course Code	Course Name	Course Description
HADM101	Medical Terminology	This is a course in the language of health/ medicine, its vocabulary, syntax, and culture. The learner will learn how to analyze medical terms based on their roots, prefixes, suffixes, and structures. Just as with other languages, an acquaintance with the cultural background of the language of health/ medicine will immensely aid your understanding of it. Other facets from the development and history of health/ medicine will be touched on as well.
HADM201	Social and Behavioural Aspects of Health	This course is designed to address the social and behavioral aspects of individual, group, community, organizational, and population health. It will focus on the understanding and use of social and behavioral theories and their application to facilitating positive behavior change in populations and population sub groups. The course aims to assist learners to gain greater understanding of the key concepts of social and behavioral health and develop skills necessary to analyze health behavior patterns, to plan, implement and evaluate health promotion programs.

HADM202	Principles of Health Care and Diseases	This course will introduce learners to the field of Healthcare and Diseases. The course will begin by making distinction between public and individual health, and demonstrating the need for a Public Health paradigm for health planning and delivery of health services. Key principles of Public Health and their classic applications will be highlighted. Finally, this course will provide a broad overview of different disease groups that affect humanity and the Public Health approaches being used for mitigating such disease burden.
HADM203	Principles of Health Care Management	The course introduces learners to the principles of health care management. The course covers topics related to the different managerial processes including: planning, organizing, leadership and supervision, controlling, evaluation, and decision making and their application in health care organizations. The course is also intended to introduce the principles of supportive communication, gaining power and influence, and motivating employees.
HADM204	Biostatistics and Epidemiology	This course introduces statistical concepts and analytical methods as applied to data encountered in the biomedical sciences. The course will also introduce students to the basic concepts and principles of epidemiology and how these concepts are applicable in health care management.
HADM205	Health Information Systems Management	This course provides an overview of various health information systems, emphasizing the effective use of information technology and data management to improve organizational performance in the healthcare setting. Health information systems in the areas of patient care, healthcare enterprise management, telemedicine and e-health, clinical decision support are examined. System development life cycle is discussed with application in cases studies. Reporting systems and how can healthcare administrators use them for performance management are addressed
HADM206	Hospital Management	This course introduces learners to the complex organization of hospitals. It covers functions and relationships of governing board, hospital administrator, and medical staff. The course introduces learners to a framework for management of hospital departments and its application to a number of hospital departments. A well-planned and organized collection of articles concerning hospital organization, structure and quality will be covered.
HADM207	Organization of Health Services	This comprehensive course equips learners with the knowledge and skills necessary for effective health services organization and management. Learners will gain a profound understanding of various models for organizing health services and their direct impact on improving Disability-Adjusted Life Years (DALYs) and Quality-Adjusted Life Years (QALYs). The course delves into the intricate components of health care systems and enables learners to critically assess health organization policy issues, health care manpower, development, and health care education and training. Through evidence-based analysis,

		learners will understand the implications of population characteristics, community factors, institutional/facility factors, and individual factors in organizing health services in the region and globally
HADM208	Ethical and Legal Aspects of Health Care	This course will cover key legal and ethical concepts from a healthcare manager's perspective. After an introduction to both Ethics and Law, the course will cover topics such as Contemporary Ethical Dilemmas, End-of-Life Dilemmas, Health Care Ethics Committee, Ethics and the Law, Physicians' Ethical and Legal Issue, Employee Rights and Responsibilities, and Patient Consent.
HADM301	Research Methods for Health and Environmental Studies	The Research Methods course provides an in-depth exploration of fundamental methods for research design and implementation within the realms of public health and healthcare administration. This course equips learners with the skills needed to conduct both quantitative and qualitative research, addressing key aspects of the research process. Topics covered include formulating objectives and research questions, conducting literature reviews, and planning the implementation of a research study. Commencing with an introduction to the scientific method and research planning, the course encompasses various research designs, data collection methods, and offers an overview of descriptive and inferential statistics. The culmination of the course focuses on dissemination strategies and the critical evaluation of research.
HADM302	Introduction to Global Health	This course provides a nuanced exploration of Global Health by delving into the complexities of health issues that transcend national borders. While rooted in the historical context of international health agencies such as the World Health Organization (WHO), the course critically examines the contemporary urgency of global health challenges. Recent pivotal events, including Covid-19 outbreak will be analyzed to provide learners with a comprehensive understanding of the major threats to global health and the evolving mechanisms for addressing them. Through evidence-based approaches and multidisciplinary perspectives, the program examines global health challenges addressing social, economic, and political determinants of health.
HADM303	Health Economics	Health Economics is an applied microeconomics course. It assumes that learners have sound understanding of the basic microeconomics principles through their completion of HADM203 course. This course applies basic microeconomics principles to health care markets, highlighting how healthcare differ from other markets. Some of the topics that would be highlighted are asymmetric information, uncertainty, government involvement, and externalities. Learners will be exposed to the economics of the health care sector and its players (patients, providers, insurers, employers, and government). Learners will learn how to apply microeconomic tools to study the medical care system and analyze the economic aspects of health care policy implications. This course will draw



		heavily from the experiences of the US healthcare system in addition to those from other countries
HADM401	Health Care Finance and Insurance	This course will approach Health Care Finance & Insurance from a healthcare manager's perspective. Beginning with an examination of Financial Environment of Health Care Organizations, the course will deal with such topics as reimbursement methods, Billing and Coding for Health Services, criteria used to decide on healthcare financing policy. On the Healthcare Insurance side, learners will learn the fundamentals of health insurance and types of health insurance systems. Universal coverall and national health accounts will be also discussed
HADM402	Advanced Health Care Management	This course builds on management courses taught throughout the program especially principles of healthcare management. It covers advanced knowledge and skills needed for management of complex healthcare organizations. The course deals with organization behavior and organization theory as applied to healthcare field. The course enables learners to get in-depth insights into human relationships and necessary skills to lead and motivate individuals and groups.
HADM403	Quality in Health Care	The course examines at multiple levels the theory and practice of quality care management in health care organizations. The objectives of the course are to: (1) convey an understanding of quality of care, with particular attention to conceptual framework for continuous quality improvement, quality assessment, improvement and patient safety including approaches, methods and tools, (2) explain (illustrate) how to develop quality improvement plan, performance indicators and measurement systems for quality; and (3) address ethical issues related to quality management, risk management and patient safety
HADM404	Strategic Planning for Health Care	This course focuses on the role, functions, and application of strategic planning in health care organizations with special emphasis on the process of strategy assessment, development, and implementation. This course also examines the role of strategic leadership in adapting to change and dealing with unpredictability. As indicated in the diagram below, to complete the cycle of planning, the course spends considerable time on strategy implementation and business planning. <a href="http://www.chesapeakegroup.us/Planning.html">http://www.chesapeakegroup.us/Planning.html</a>
HADM405	Health Policy	This course introduces overarching and integrated perspectives of public health and personal healthcare systems, policies and administrative processes through examination of management science theories, concepts and applications, and the social, economic, and political history, trends, legislation, and issues characterizing the roles and practices of government and the private marketplace.
HADM406	Internship in Health Management	The internship is an integral part of the program and takes place in the last academic semester. During this period, the learners are assigned to a specific preceptor but remain under the supervision of the program. The internship may

		be spent in a variety of health agencies and institutions, including hospitals, primary health centers, hospitals; health research organizations; government and government agencies; consulting firms; planning bodies; information and communication technology vendor organizations; pharmaceutical firms. It is required to complete a minimum of 90 credit hours in order to be able to enroll in this course
HADM304	Infection Control (elective)	This course is designed to complement other health administration preparation courses by addressing the scientifically accepted principles and practices of infection control in a manner that assures learners gain the knowledge and skills necessary to perform their work consistent with them. Learners will learn to recognize their own responsibilities as a health professional to perform consistently in a manner that promotes prevention and control of infection and the consequences that result from failing to do so, as well as their role in monitor both those they care for and those with whom the work and intervene as necessary to assure compliance and safety. It is required to complete at least 40 credit hours to enrol in this course
HADM305	Governance of Health Care (elective)	The course examines the multiple levels of governance in health care systems, including theory, dynamics, approaches, dysfunctions and challenges. Thus, this course will introduce learners to governance and accountability at the several levels: organizational, clinical, local, national, regional, and global levels. It will convey an understanding of governance and accountability of different healthcare structures. Finally, this course will examine roles, responsibilities, interactions and challenges at each level of governance, including the international one. It is required to complete at least 40 credit hours to enrol in this course
HADM306	Environmental Health (elective)	This introductory course is designed for health professionals, providing a comprehensive overview of Environmental Health. Participants will gain insights into the impact of the environment on human health, exploring the societal origins of these influences. The course covers key topics such as Environmental Health Assessment Methods, Global Environmental Problems, Climate Change and Health, Energy Production and its Environmental Impact, Chemical Environmental Hazards, Physical and Biological Environmental Hazards, Food Production and Environmental Health, Air Quality and its Relationship to Health, Drinking Water Quality and Resources, Environmental Wastewater Management Indicators, Solid Waste Management in the UAE, The Urban Environment and its connection to Health, and addresses specific Environmental Health issues in the UAE. It is required to complete at least 40 credit hours to enrol in this course
HADM307	Primary Health Care and Pharmaceutical	The purpose of this course is to provide exposure to learners about the concept of Primary Health Care (PHC) and its organization and delivery. In addition, this

	Management (elective)	course will expose learners about the rationale and key concepts in Pharmaceutical Management. It is required to complete at least 40 credit hours to enrol in this course
HADM408	Occupational Health and Safety	This course equips learners with vital knowledge and skills for creating a secure work environment. Covering health and safety management, incident reporting, and accident prevention, participants delve into the human side of safety, exploring people at work, ergonomics, and stress management. The program goes beyond basics, incorporating occupational health and safety program management. Participants gain confidence in handling dangerous substances and master safety technologies like engineering safety and fire prevention. The result: graduates ready to exceed safety standards, fostering secure, healthy, and productive workplaces. It is required to complete at least 40 credit hours to enrol in this course

## School of Health and Environmental Studies Faculty Roster

### Professor. Samer Hamidi

#### Dean of School of Health and Environmental Studies

MPH, Dr.PH in Health Systems Management, Tulane University, USA



Professor Samer Hamidi serves as the Dean of the School of Health and Environmental Studies, HBMSU. With a career spanning over two decades, he has consistently demonstrated a deep commitment to leveraging technology to enhance the learning experience and

transform traditional educational paradigms. He has extensive experience in innovative use of smart technology in teaching across diverse academic tiers, encompassing bachelor's, master's, and doctoral programs. His expertise extends across a diverse spectrum of disciplines, showcasing a distinct emphasis on health systems, disease burden analysis, health finance, and the enhancement of quality and efficiency within the healthcare sector.

Beyond his academic achievements, his influence resonates regionally and globally, reflecting in his role as a site visitor for renowned organizations including the European Accreditation Council for Public Health Education Accreditation Agency (APHEA) and the Commission for Academic Accreditation (CAA). His dedication to advancing scholarly research is evidenced by the publication of 150 peer-reviewed papers in prestigious journals, addressing health challenges at local and global levels. His achievements have established him as the second-highest ranked scientist in the United Arab Emirates and positioned him among the top 10 scientists across the Arab World in the field of Medical and Health Sciences. These honors further underscore the profound impact of Prof. Hamidi's efforts in advancing knowledge and comprehension within his field.



### **Dr. Mohammad Aljaradin**

**Associate Professor**

**Program Chair: Bachelor of Science in Health Administration and Master of Science: Excellence in Environmental Management**

Post-doctoral, Wisconsin University, USA - PhD, Environmental Engineering, Lund University, Sweden

Dr. Mohammad Aljaradin is an Associate Professor in Sustainability and Environmental Engineering at the at the School of Health and Environmental Studies, HBMSU. Dr. Aljaradin has worked at a number of prestigious research and academic institutions around the world, including Lund University in Sweden, Hamburg University in Germany, Wisconsin University in the United States, the University of New South Wales in Australia, and Tafila Technical University in Jordan. Dr. Aljaradin has received numerous prominent fellowships and honours, including the Endeavour Fellowship in Australia and the Fulbright Research Fellowship in the United States. Dr. Aljaradin is an environmental and sustainability advocate, and worked as a director and project manager, as well as a member of numerous charitable foundations and community service. Dr. Aljaradin has had the privilege of working with incredible teams that have graduated hundreds of Ph.D.'s and engineers who work all around the world, something he is really proud of.



### **Dr. Nazik Nurelhuda**

**Associate Professor**

**Program Chair: MSc. in Hospital Management and MSc. in Public Health**

PhD, University of Bergen, Norway - Fellow of the Faculty of Public Health (through distinction), UK - Fellow of FAIMER Institute, Philadelphia, USA - Certificate in Health Professions Education, Keele University, UK - Certificate in Risk Management, Institute for Risk Management, UK

Dr. Nazik Nurelhuda is an Associate Professor in the School of Health and Environmental Studies, HBMSU. She possesses more than fourteen years of experience in public health practice and global research. Throughout her career, Dr. Nurelhuda has taught extensively at both the graduate and undergraduate levels in renowned educational institutions such as the University of Khartoum in Sudan, the University of Toronto in Canada, and the University of Bergen in Norway, utilizing both in-person and online teaching methods. Additionally, she has acquired practical experience in the government sector in Sudan and with the World Health Organization. Dr. Nurelhuda has enriched her educational background through learning experiences in Norway, the United States, and the United Kingdom, resulting in significant contributions towards bridging the gap between evidence and the policy-making process in health service planning and delivery within Sudan.



### **Prof. Moetaz El Sergany**

#### **Full Professor**

P Dr.PH in Public Health Sciences, Environmental Chemistry, High Institute of Public Health, Alexandria University, Egypt

Prof. Moetaz ElSergany is a Full Professor at the School of Health and Environmental Studies, HBMSU. He has over 30 years of technical and teaching experience in the Field of

environmental studies. He taught and developed many environmental health courses (water and wastewater analysis, environmental legislation, water sanitation, integrated solid waste management, environmental aspects of pesticides, environmental impact assessment, industrial waste management, and hazardous waste management). Prof. El Sergany participated in many environmental studies in Egypt, Saudi Arabia and United Arab Emirates.

He worked in a number of Middle East Universities. He worked as program coordinator and participated in establishing the new Environmental Health Program in Dammam University, Saudi Arabia. He was appointed as Assistant Professor, Environmental Health Department, University of Sharjah, and UAE. He has participated in installation, calibration and training in many environmental health laboratories in Egypt, Saudi Arabia and UAE. Dr. El Sergany supervised many Master and PhD theses.



### **Dr. Fadumo Abdi Noor**

#### **Assistant Professor**

MPH, PhD, University of Southern Denmark, Denmark

Dr. Fadumo Noor is an Assistant Professor at the School of Health and Environmental Studies, HBMSU. Dr. Noor has a PhD in Public Health from the University of Southern Denmark. Dr. Noor has provided technical and operational guidance to improve health

service management in Denmark. In addition, she has provided technical assessments and reviews relating to policies, by conducting an analysis of Danish health agreements (policy documents).

Dr. Noor has collaborated with national, regional and municipal actors to motivate action towards the design and delivery of integrated models of care that help to improve people's care experiences and outcomes with improved system efficiency. In addition, Dr. Noor has contributed to the public health education export program between Princess Nourah University in Saudi Arabia and University of Southern Denmark.



### **Dr. Md Hafizur Rahman**

#### **Associate Professor**

MBBS, MPH, DrPH, The Johns Hopkins University, Baltimore, MD, USA

Md Hafizur Rahman is a public health physician having more than 20 years of experience in directing public health research and capacity building programs in low- and middle-income countries, the United Arab Emirates and the United States. Dr. Rahman's research objectives/interests focus on protecting the poor and vulnerable against the impact of health-related shocks, developing innovations in health service provision, and accessibility and utilization of health services for the poor and vulnerable. Major areas of his research include mortality and morbidity measures in maternal and adult health, program impact evaluation, health care seeking behavior, non-communicable diseases, road safety, access to pharmaceuticals and drug markets. Dr. Rahman has offered courses on public health and health systems strengthening to the graduate students at Johns Hopkins and other universities. Dr. Rahman served as an Advisor and a Consultant at the international organizations including the World Health Organization (WHO) and the World Bank, Washington DC. Dr. Rahman has published his research work in leading peer-reviewed scientific journals.



### **Dr. Zufishan Alam**

#### **Assistant Professor**

PhD in Public Health, Faculty of Medicine, The University of Queensland, Australia, 2023

Dr. Zufishan Alam is an Assistant Professor at the School of Health and Environmental Studies. Trained as a medical doctor from Fatima Jinnah Medical University, Pakistan, she developed profound interest in Public Health, with specific focus on Preventative Healthcare and Epidemiology. She continued her academic journey to pursue PhD in Public Health from the University of Queensland, Australia. During her postgraduate training, she was awarded with the Research Training Program Scholarship, by Commonwealth Government of Australia. Later, Dr. Alam joined Institute of Public health, United Arab Emirates University, where she was able to continue research activities and expand her expertise in public health education. Dr. Alam's expertise encompasses mixed methods research, biostatistics, health promotion, and behavioral epidemiology. Her outstanding contributions to research were recognized with an Excellence in Higher Degree Research award from the Public Health Association Australia.

## Key Contact Personnel

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