

STUDENT HANDBOOK

September 2021

Using the best of the British Higher Education system to provide
globally-relevant education in Dubai

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*“At the root of all creation is imagination
because before you can achieve you must conceive”*

*HH Sheikh Mohammad Bin Rashed Al Maktoum
Ruler of Dubai*

WELCOME FROM THE CHAIRMAN OF THE COUNCIL

HH Sheikh Ahmed Bin Saeed Al Maktoum



It is my great pleasure to welcome you to The British University in Dubai.

The University has been formed out of a genuine collaboration between Dubai and United Kingdom institutions to provide the best of British education in Dubai.

Our UK associates, the Universities of Glasgow, Edinburgh, and Manchester have been chosen because of their research standing and high standards. I am pleased that they will be working closely with BUiD to ensure that you are offered high quality programmes which benefit from that research.

It is pleasing that worldwide interest has been shown in academic posts at the University and that our British partners have been able to apply strict criteria in selecting the best. All the University's programmes have been awarded accreditation by the Ministry of Education of the United Arab Emirates and I am grateful to His Excellency Sheikh Hamdan Bin Mubarak Al Nahayan for the kind attention he and his Commissioners have given to the BUiD programmes.

The University is also grateful to its founders the Al Maktoum Foundation, Rolls-Royce, the National Bank of Dubai, the British Business Group, and the Dubai Development and Investment Authority; its contributors, The Emirates Group, DUCAB, Atkins, Hyder Consulting, Emirates Foundation and Dubai Duty Free; the Dubai & UK Trade & Economic Committee and the members of the University Council, Advisory Groups, and Senate; and its Vice-Chancellor, Registrar and staff for the role they have played in managing the University and providing a top quality higher education experience for our students.

The University has been established to make a substantial and unique contribution to the United Arab Emirates and the Gulf region. However, the University can only go so far by providing tuition, a vibrant environment in which to study, and the considerable benefit of access to the resources of five top quality British Universities. By far the greatest contribution to the University will come from you, as a student, both through what you put into the University and through what you take from it and return to society through your employment or profession.

I wish you every success in your studies.

A handwritten signature in black ink, likely of Ahmed Bin Saeed Al Maktoum. The signature is stylized and cursive, with a large initial 'A' and 'S'.

Ahmed Bin Saeed Al Maktoum
Chairman of the Council

WELCOME FROM THE VICE-CHANCELLOR

Prof Abdullah M Alshamsi



Welcome to The British University in Dubai and congratulations on being selected to study at the University. You have joined an institution that is unique in the Gulf. The British University in Dubai brings the best of British higher education to the Gulf. In association with elite British Universities the University will be providing you with programmes that will enable you to advance your career and to make a greater contribution to the development of your company, profession and country. You will have the opportunity to shape its future.

The research base of this University will make your studies unique. Research being undertaken by academic staff will enrich your programme. The opportunity to undertake research as part of your programme is intended to be of benefit to you and possibly also to your employer. I hope that you will make the very most of the research opportunities available and the access to the resources of our UK associates.

I invite you to contribute positively to the development of this University and thereby enable us to improve the experience which you and the students who follow you will receive. I hope that you will take the initiative to supplement your studies and improve the quality of what BUiD can offer. University staff is always willing to receive your suggestions as to how your experience can be improved.

I hope that you will play a full part in the various activities provided at the surrounding environment and that you will enjoy the environment of interaction with your colleagues and professors at The British University in Dubai.

Finally, I wish you every success in your studies.

A handwritten signature in black ink, appearing to be 'Abdullah M Alshamsi', written in a cursive style.

Abdullah M Alshamsi
Vice-Chancellor
The British University in Dubai

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1.0 INTRODUCTION

1.1 UNIVERSITY MISSION

The mission of The British University in Dubai (BUID) is to provide world-class scholarship, education and research that make a distinctive British contribution to supporting the aspirations of the Dubai Government to become a hub for education and research in the region.

1.2 UNIVERSITY VISION

The University's vision is to be recognised and supported as Dubai's premier resource and focus for the reflective pursuit, inclusive accessibility, effective transfer and liberal application of scientific, academic and professional knowledge.

1.3 GOALS AND OBJECTIVES

The goals of the University are to:

- Make a distinctive British contribution to the higher education system in the United Arab Emirates (UAE) through the creation of a high quality research-led university
- Develop leading-edge research capabilities in key disciplines
- Offer the highest international competitive level of research-informed education in key modern disciplines
- Interact with regional industry and play a leading role in stimulating a knowledge-based economy in Dubai and the Emirates
- Provide opportunities for study and research for the purpose of gaining degrees in arts and sciences
- Apply the systems of study and research that are applied in distinguished British universities with the aim of enhancing the standard of university education in the UAE;
- Qualify and train nationals who are scientifically and practically trained in all fields of knowledge, through advanced educational and training programmes;
- Serve the various sectors of society, especially the commercial and industrial sectors, by providing consultation, technical services and research in the various fields of science and technology and the other disciplines which will be offered by BUID
- Consolidate educational, scientific and cultural links with distinguished British universities and institutions, and with other internationally distinguished universities.

1.4 THE BUID MODEL

BUID provides a focus for knowledge-led innovation in the Gulf region. BUID is a research-led University founded on the British model in the Gulf region. In order to achieve the best of British standards and education BUID cooperates with the highest-rated Departments of UK Universities.

BUID liaises closely with the Government of Dubai, the UAE Ministry of Education and is responsive to the educational needs of the people of the United Arab Emirates. In particular, BUID is guided by the Dubai 2015 strategic plan and the ongoing review of educational provision in Dubai.

BUID's mission will be achieved by maintaining exceptionally high standards of teaching and research and through maintaining close connections with the highest research rated departments in selected universities in the UK. The current agreements with associate universities in the UK are not entered into as consortia arrangements, but are bilateral agreements drawn up between different programmes of BUID and corresponding individual institutions. The associate universities collaborate, however, in ensuring common goals, objectives and procedures for the partnership with BUID.

The British University in Dubai currently has ties through bilateral agreements with:

The University of Edinburgh
The University of Manchester
University of Glasgow

With these agreements, BUiD is able to utilise the services offered by these institutions in several areas, including graduate studies. Such services include, but are not limited to:

- Joint planning and development of the academic programmes, modules and teaching material
- Providing expert opinion regarding existing and future plans
- Academic advice through the University Senate
- The pursuit of research activities
- The appointment of academic staff
- Provision of advice on a range of academic and organisational matters
- Academic staff development programmes
- Student visits
- Use of library resources
- Inviting guest speakers

2.0 GRADUATE ADMISSIONS

2.1 GENERAL REQUIREMENTS

The admission of an individual applicant is at the discretion of the University. In exercising this discretion, the University shall be guided by the following considerations:

- The University operates an admissions system which complies with the UAE Standards and which fulfils any specific requirements which might have arisen through individual programme accreditation.
- There shall be a reasonable expectation that anyone admitted to a programme of study is able to fulfil the learning objectives of the programme and to achieve the standard required for the award.
- In considering each individual applicant for admission to a programme of study, evidence will be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the programme.
- There shall be no discrimination against any applicant in relation to age, colour, creed disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class. The procedures should ensure equality of opportunity for all applicants, not only in the interest of social justice but to harness the development of the scarce supply of talent.
- The University must satisfy itself that the applicant has sufficient command of the English language to complete satisfactorily the programme of study.
- Applicants may not be admitted or enrolled in more than one programme concurrently.
- Enrolled graduate students who wish to change their programme must meet the admission requirements of the new programme.
- Each applicant is required to submit an official transcript of any degrees earned and of any other credit earned from a higher education institution.
- Individual programmes may raise the minimum requirements stated in this policy for various levels, or they may request additional requirements such as work experience, specific skills, written essay and/or an interview, among other things depending on the nature of the programme.

The individual programme requirements are stated in Appendix 1 of the handbook

2.2 POSTGRADUATE PROGRAMMES (CERTIFICATES, DIPLOMAS, MASTERS)

CERTIFICATES, DIPLOMAS, MASTERS DEGREE) REQUIREMENTS

- A Bachelor's degree equivalent of a British Upper Second Class Honors degree or with a good GPA (3.0 on 4.0 scale or above) or its established equivalent. The degree should be in a related subject from an accredited university
- English language proficiency equivalent to EmSat 1400, TOEFL score of 550 or IELTS 6.0 (213 CBT, 79 iBT, 169 Cambridge, B1-B2 IESOL) (may raise the minimum requirements) or an equivalent using a standardized test approved by the Ministry of Higher Education and Scientific Research. Please refer to Appendix 1 of the handbook.

2.3 CONDITIONAL ADMISSION FOR MASTERS DEGREE PROGRAMMES

The University may consider the following cases for conditional admittance:

- An applicant with a recognised baccalaureate degree with a GPA between 2.5 and 2.99. An applicant with a recognised baccalaureate degree with a GPA less than 2.5 and more than 2.0 on a 4.0 scale.¹ and having at least 3 years of relevant documented work experience after the Bachelor's degree was obtained.²
- An applicant with an IELTS score of 5.5 (TOEFL 530, 197 CBT, 71 iBT, 162 Cambridge, B1-B2 IESOL), or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research.

Students who are granted admittance in the above cases are required to meet the conditions stated below:

- The students can take a maximum of two modules in the first term.
- The students must achieve an overall grade of C according to BUiD's grading structure (3.0 on a 4.0 scale according to the grading structures that prevail within the UAE and the Gulf region), in the first three modules studied for the programme or be subject to dismissal.

For students who are granted admittance conditional to meeting English Language requirements, the following additional requirements are to be met.

- Students receive intensive English support during the first term
- The students must achieve an IELTS score of 6.0 (TOEFL 550, 213 CBT, 95 iBT, 169 Cambridge, B1-B2 IESOL) or its equivalent in a standardized English language test approved by the Ministry of Education by the end of the first term, or be subject to dismissal.

Dismissed students may be considered for re-admission to the programme in accordance with the University readmission policy.

2.5 DOCTORAL PROGRAMME REQUIREMENTS

- A Master's degree with a GPA of 3.0 on 4.0 scale or above or its established equivalent. The degree should be in a related subject from an accredited university.
- Where the Master's degree does not have a GPA score, candidates will need to demonstrate that they attained a level of 60% or more on the dissertation or project component of their master's degree or demonstrate outstanding academic achievement on the taught element of such a programme.
- Minimum English language proficiency equivalent to EmSat 1400, IELTS 6.0 (TOEFL 550, 213 CBT, 95 iBT, 169 Cambridge, B1-B2 IESOL) or its equivalent in a standardized English language test approved by the Ministry of Education (for the programmes of the Faculty of Education and the faculty of Business and Law, IELTS 6.5 or its equivalent). The University may raise this requirement for specific programmes. Please refer to Appendix 1 of the handbook.
- Conditional admission is not granted to doctoral-level applicants

¹ Applications of graduates with a GPA less than 2.0, including applications of Graduates from UAEU of old batches when minimum GPA for graduation was 1.75, may be considered on a case-to-case basis.

² In considering such applications, the applicant may be required to attend and pass a pre-masters course.

2.6 EXCEPTIONS TO THE PROOF OF ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS

- A native speaker of English who has completed his/her undergraduate education in an English medium institution in a country where English is the official language
- A student admitted to and graduated from an English medium institution who can provide evidence of acquiring a minimum TOEFL score of 500 on the Paper-Based test, or its equivalent on another standardized test approved by the Ministry of Education, upon admission to his/her under graduate programme.
- In the case of applicants applying for doctorate programmes - Students who studied in an English medium Master's programme which required for admission an English proficiency score of 550 on the TOEFL, or its standardized equivalent as approved by the MOHESR, are exempt.

2.7 ADMISSION AND PROGRESSION THROUGH POSTGRADUATE QUALIFICATIONS

For a programme having options of different awards at various exit stages (i.e. Postgraduate Certificate, Postgraduate Diploma or Masters); common entry requirements will be maintained for all awards.

The student can join the programme for any such award, provided they meet the programme entry requirements.

2.7.1 PROGRESSION TO HIGHER AWARD

Students who have successfully completed a BUiD Post Graduate (PG) Certificate or PG Diploma, may progress onto a PG Diploma or Masters subject to meeting the relevant conditions as stated in the Readmission (Section 2.9) and Internal Credit Transfer policies (Section 2.8.2).

Progression of PG Diploma to Masters (Dissertation-based route), will be dependent on student meeting the progression to dissertation requirements as stated in BUiD's postgraduate assessment regulations.

Achievement of the award and issue of the transcript and certificate shall require the progressive accredited award to be relinquished and its certificate and transcript to be returned or overwritten as transferred.

The students requesting progression to higher award will apply through normal University Admissions procedure.

2.7.1 TAKING A PROGRESSIVE AWARD AS AN EXIT ROUTE

Students who registered for higher award but wish to exit with a progressive award can do so if they have successfully met the completion requirements of the award. For example, students registered to Master's programme who fail a dissertation or do not want to pursue a dissertation will be eligible to exit with a Postgraduate Diploma award (provided the taught element is same for both programmes).

All such award decisions will be delegated to the programme Board of Examiners, in accordance with University policy.

2.8 CREDIT TRANSFER

2.8.1 EXTERNAL CREDIT TRANSFER

- a) The Accreditation of Prior Learning (APL) is a process of verification. The verification tests whether learning achieved on previous programmes of formal learning is equivalent to that which would have been achieved on another programme. The verification has the objective of awarding credit for learning that can be demonstrated as equivalent.
- b) The Accreditation of Prior Experiential Learning (APEL) is a process of assessment. The assessment examines students' knowledge and skills using various methods, with the objective of determining the extent and standard of learning gained outside formal programmes of learning.

c) Policy

- a. The University does not undertake APEL.
- b. The University undertakes APL when the previous programme is recognized by the Ministry of Education via accreditation or equivalence processes.
- c. The University undertakes APL when the previous learning and credit has contributed to awarded degree. An applicant may not use a single credit towards the award of more than one degree.
- d. Students will gain advanced standing in a University degree programme through the exemption of module/s and award of equivalent credit, under final jurisdiction and authority of the Board of Examiners on the recommendation of the Dean of Faculty.
- e. Students will gain advanced standing in a University degree programme through the exemption of module/s and award of equivalent credit, when the Board of Examiners is satisfied that evidence of prior formal learning demonstrates that students would be able to pass the assessment requirements for the University module/s exempted.
- f. That is, prior learning is verified by mapping learning outcomes of prior formal learning to the those of modules or programmes offered by the University, and measuring standards achieved by the applicant/student.
- g. Students applying to Masters programmes may transfer credit to exempt up to 25% of the credit value of the taught component of a University programme.
- h. Students applying to Doctoral programmes may transfer credit to exempt up to 100 credits of the taught component of a University programme. No transferred credit points can be used in lieu of the final Research Methods module (that concludes the research proposal and has 40 credits) and the doctoral thesis.
- i. Students must demonstrate successful conclusion of prior formal learning, at a grade of at least C.
- j. Students will have credit recorded on their transcripts, graded as a normal pass.
- k. Modules that have been exempted and graded as a normal pass will nevertheless not contribute to calculations of GPA.
- l. Programme fees and minimum/maximum period of study will be cut, pro-rata according to the credit exempted, or at the discretion of the Vice Chancellor.

d) Procedures

- a. Applications for APL must be made at the time of application for admission to a programme. APL can not be applied for after registration has been completed.
- b. Applications are submitted to the Admissions Officer. Applications must contain:
 - i. A transcript verifying pass grade (50 – 59% or B grade) for the module/s.
 - ii. Formal documentation of the learning outcomes of the module/s.

- c. Applications will be verified by the Admissions Tutor for the Programme, and passed to the Dean for recommendation to the Board of Examiners.
- d. The decision of the Board of Examiners will be communicated in writing to the applicant via the Admissions Office.
- e. Fees apply to credit transfer applications, and must be paid in advance of registration.

2.8.2 INTERNAL CREDIT TRANSFER WITHIN POSTGRADUATE PROGRAMMES

Students who have successfully completed BUiD module(s) may transfer his/her credits within BUiD programmes subject to the following:

- a. The credit bearing module was completed within the last five years. In cases where the credit transfer is requested for a module which was taken more than five years earlier, academic judgment will be exercised in decision making after evaluating the student through an interview or/and an assessment for that module.
- b. Normally the internal credit transfer will be done where the same credit bearing module is transferred to another award or programme (i.e. in cases where progression is required from a progressive to higher award or where a module is common to two different programmes).
- c. In cases where the same module is not being transferred, the Faculty only allows exemptions from any module with content equivalent to a module providing the transferable points and where the work done for the previous module would allow the student to successfully perform the assessment exercise for the exempted module.
- d. The decision as to whether a previously taken module serves to exempt a student from a current module rests with the Board of Examiners on the recommendation of the Dean of the Faculty.
- e. Credits which have already formed part of an award are not acceptable for transfer. BUiD students, however, can opt for progression to a higher award which will require the progressive accredited award to be relinquished and its certificate and transcript to be returned or overwritten as transferred.
- f. The fees applicable to the student for the programme in which he/she has registered shall be reduced by a percentage proportional to the weight of the modules transferred relative to the TOTAL number of credits of the taught part of the programme.
- g. In the cases of internal credit transfer the period of study for the programme will be pro-rated.

2.9 READMISSION

Readmission normally applies to students who

- a. have voluntarily withdrawn from a programme
- b. did not finish within maximum allowed programme duration
- c. have failed two attempts at a module
- d. did not meet their probationary entry requirements
- e. want to progress to a higher award after relinquishing previously acquired progressive award.

The student will be allowed to internally transfer the credit from previously completed taught modules in line with University Internal Credit Transfer Policy

2.9.1 REQUIREMENTS AND GUIDELINES FOR READMISSION

- a. A student can only be readmitted once to the same programme.
- b. There shall normally be a minimum period of one term between the withdrawal and readmission of the student
- c. The student needs to include a letter with the readmission application stating why s/he thinks they can perform better now than when previously at this University and must indicate their activities during the period they were away from this University. This letter will be taken into consideration by the admissions tutor whose recommendation on readmission will be referred to the Dean for his/her formal approval.
- d. Student seeking re-admission in order to progress to a higher award after relinquishing previously acquired progressive award will be exempted from clauses b and c.
- e. The student will have to meet the entry requirements of the programme as they are at the time of readmission not as they were when s/he first joined this University. This includes, but not limited to, GPA, English and any pre-programme requirements.
- f. The student still at the taught module stage will have to follow the programme structure and fulfil the module requirements of the programme as they are at the time of readmission not as they were when s/he first joined this University. Exceptions may be considered by a Board of Studies and based on minuted decisions intended to apply to all similar cases.
- g. The student will be allowed to internally transfer the credit from previously completed taught modules in line with University Internal Credit Transfer Policy (Section 2.8.2).
- h. In cases where a programme has undergone changes in the structure, applicants who had already completed their taught module (proceed to dissertation) requirements and seek readmission to the programme may be considered eligible to take the dissertation component or equivalent only, to meet their Masters Completion requirements provided that:
 - All the credit bearing modules of the award were completed within the last five years.
 - In cases where a module of the existing award was taken more than five years earlier, academic judgment will be exercised in decision making after the student has been assessed by the Head of Programme in consultation with the relevant module coordinator. This internal credit transfer decision will be recommended by the Dean of the relevant faculty for the approval of the Board of Examiners.
- i. The old structure will become obsolete after five years from the date of change to the programme structure. Any student wishing to continue after this duration will have to meet the requirements of the extant programme structure.
- j. The period of study for the readmitted students will be pro-rated according to the elements for the programme to be completed upon readmission.
- k. The fees for the programme will be as they are at the time of readmission, not as they were when s/he first joined this University. The fees can be reduced by a percentage proportional to the weight of the modules transferred relative to the TOTAL number of credits of the taught part of the programme.

- I. An additional new registration/administration fee will be charged upon readmission. A student readmitted to this University under this policy is not eligible for any scholarship support through this University.

3.0 ACADEMIC REGULATIONS

3.1 TERM DATES

Term dates for the academic year 2021 -2022 are as follows:

Teaching

Programme	Term 1	Term 2	Term 3
All programmes	18 Sep	2 Jan	9 April

Term dates are indicative only, and teaching is organised around modules. Each programme announces start and end dates for modules in the Programme Handbooks issued by the concerned Faculty.

3.2 FINANCIAL SUPPORT AND FEES

The fees set by the University for its programmes (all UAE accredited) are comparable to those for other internationally recognised programmes of study within leading higher education institutions.

All students are required to make adequate financial provision for the proposed duration of their programme of study, including:

Arrangements for the payment of tuition and/or research fees to the University.

Adequate provision for other expenses relating to his/her programme of study such as:

- Research costs
- The purchasing of textbooks, equipment, etc
- Projected living expenses for the expected duration of the programme³.

It is the responsibility of the student to apply for and obtain any funds necessary for the pursuit of his/her programme of study, such as a scholarship or other financial award.

A number of scholarships are available through the University. The University may also be able to provide advice on other potential sources of student funding, and the Student Administration Office should be contacted in the first instance. Further details are available on the University website.

3.3 STUDENT REGISTRATION

3.3.1 NEW STUDENTS

The University invites its successful applicants to complete registration formalities over a week, usually about two weeks before the commencement of the new term. Students are required to submit the following documents:

- Original attested degree certificate and transcript
- Certificate of Equivalency (if required)
- Original IELTS/TOEFL certificate
- Two passport-sized photographs
- Passport copy or Kholsit Al Qaid (for UAE nationals)
- UAE residence visa for non-UAE nationals
- Copy of Emirates ID card

³ DIAC sets a minimum financial requirement in order to obtain a student visa.

- Two reference letters, one academic and employment reference each

Applicants are required to

- Submit a completed Programme Registration form
- Pay an initial fee of AED 10,000 for PhD programmes and AED 5000 for MSc Programmes during registration. The remaining tuition fee may be paid as per the termised payment schedule.

On payment of the initial fee, they will be registered on the University system and issued an Identity Card which may also be used to borrow books from the library. These cards are non-transferable and must be returned if the student withdraws from classes, suspends registration, is dismissed, or graduates from the programme.

3.3.2 RETURNING STUDENTS

All returning students are required to complete the Programme Registration form and get it signed by their Personal Tutor or Director of Studies. Any change in contact details, emergency contact details etc are to be indicated on the registration form. Registration will be complete on getting clearance from the Library and Accounts Department.

Students are required to complete the 'Suspend Study' form if they do not intend to register for a term.

3.4 STUDENT IDENTITY CARD

Every student is issued an I.D. card which they should keep with them at all times. The Student ID card also acts as the Library card. The I.D. may also be used for access to classes, examinations, and other official events and activities. The I.D. is the property of the University and must be surrendered to the University on demand

3.5 USE OF EMAIL AS OFFICIAL COMMUNICATION

BUiD has adopted email as the primary means for sending official communications to students. Academic staff, faculty, and administrative offices will use email to convey important information and time-sensitive notices.

All enrolled students are provided a University email address. Students are responsible for checking their email on a daily basis. Failure to check email, errors in forwarding University email to another address, and returned email due to mailbox full or user unknown will not excuse a student from missing announcements or deadlines.

3.6 TUITION FEES FOR ACADEMIC YEAR 2021 - 2022

Please refer to the breakdown of tuition fees for both our Masters and Doctoral programmes.

Fee Payment Schedule for Doctor of Education	Part-time	Full-Time
Total Fees	165,000	165,000
Registration Fee Year 1	10,000	10,000
Tuition Fee Year 1	45,000	55,000
Tuition Fee Year 2	40,000	50,000
Tuition Fee Year 3	35,000	50,000
Tuition Fee Year 4	35,000	

Fee Payment Schedule for PhD Project Management / PhD Business Management	Part-time	Full-Time
Total PhD Fees	225,000	225,000

Registration Fee Year 1	10,000	10,000
Tuition Fee Year 1	46,250	65,000
Tuition Fee Year 2	56,250	75,000
Tuition Fee Year 3	56,250	75,000
Tuition Fee Year 4	56,250	

Fee Payment Schedule for PhD Computer Science and PhD in Architecture and Sustainable Built Environment, and Professional Doctorate in Business Administration	Part-time	Full-Time
Total PhD Fees	200,000	200,000
Registration Fee Year 1	10,000	10,000
Tuition Fee Year 1	55,000	70,000
Tuition Fee Year 2	45,000	60,000
Tuition Fee Year 3	45,000	60,000
Tuition Fee Year 4	45,000	

Fee Payment Schedule for Professional Doctorate of Business Administration (DBA)	Part-time	Full-Time
Total PhD Fees	200,000	200,000
Registration Fee Year 1	10,000	10,000
Tuition Fee Year 1	55,000	70,000
Tuition Fee Year 2	45,000	60,000
Tuition Fee Year 3	45,000	60,000
Tuition Fee Year 4	45,000	

The first payment is to be made during registration and the semester fees are to be made in the first week of each semester.

Tuition Fee for Masters Programmes

Programmes	Total Fee	Registration Fee
Master of Education	AED 64,000	AED 5,000
MSc Informatics	AED 67,000	AED 5,000
MSc IT Management	AED 67,000	AED 5,000

MSc Sustainable Design of Built Environment	AED 67,000	AED 5,000
MSc Project Management	AED 67,000	AED 5,000
MSc Construction Law and Dispute Resolution	AED 67,000	AED 5,000
Master in Business Administration	AED 70,000	AED 5,000
Master of Structural Engineering	AED 67,000	AED 5,000
Master of Engineering Management	AED 67,000	AED 5,000
Master of Architecture	AED 125,000	AED 5,000

Tuition Fee for PG Diploma

Total fees minus the dissertation fees (AED 10,000) for the eligible programmes only.

Note:

1. The programme fee is charged as Registration Fee and Module Fee.
2. Registration Fee must be paid at the time of admission.
3. Module Fee is to be paid before registration for each module.

All students are required to make adequate financial provision for the proposed duration of their selected programme of study.

Students, during initial registration are required to sign a declaration acknowledging that they are personally liable to the University for payment of their tuition fees.

New students are required to pay a non-refundable admission/registration fee which is collected when he/she is enrolled to the University. The registration fee is part of the tuition fees (please refer to appendix 1 for specific information).

The tuition fee for each term is to be paid within one week of the commencement of the term based on the number of modules selected for study and depending on the credits of each module. For the schedule of termised fee collection please access the University website www.buid.ac.ae, 'for prospective students' web page then 'financial information'. Students are requested to contact the accounts department for further clarifications if required.

Identity cards and access to "Blackboard", library and other resources will only be permitted if registration is completed by obtaining the clearance from the accounts department and library. Students must submit the completed registration form to their Faculty Administrator who will process it and ensure that they receive the BUID email account.

Sponsored students must provide documented evidence if the fee will be paid in full or part by their sponsor. In the event the sponsor declines payment, the student is personally responsible to make all outstanding and future payments. These students must also complete the Release of Grades Authority form and return it to Student Services administrator, as the sponsor may require a progress report.

The University will normally try to be sympathetic and understanding of each individual student's circumstance. However, for the University to do so, students must engage in dialogue with relevant

staff of the University and must be receptive to the recommendations made by the University.

Action to realize the outstanding fee and charges will be taken in respect of students who have failed to engage with the University to find a solution to settle or honour their commitment.

The University will at all times use the email address provided by the student for official correspondence regarding fee payments or any other official correspondence. It is the student's responsibility to check emails regularly and respond appropriately without delay.

It is the student's responsibility to be mindful of all the University's regulations specified in the Student Handbook particularly with reference to this policy

3.6.1 LATE/NON PAYMENT TERMS

Late payment of fees will result in the withholding and non-ratification of exam results and coursework marks. The University will not supply any transcripts or any other documentation until the fees are paid in full and clearance is received from the accounts department. The University will not provide official letters or other relevant documents until the student obtains accounts clearance.

The University will notify students regarding the non-payment of fees. Failure to respond will result in the student not being registered and being barred from services and/or attending classes and examinations.

3.6.2 DISHONOURED CHEQUES

The University will levy a fee for every dishonoured cheque up to three times during the entire period of study (Please refer to appendix 2 for specific information).

3.6.3 REFUND TERMS

The University holds complete discretion regarding refunds as specified below:

Students registering for individual modules as Continued Professional Development programme will not be granted any refund on withdrawal.

Students who have their Student Residence Visa withdrawn by Dubai International Academic City are not eligible for refund of fees.

Students withdrawing within 3 weeks of the start of the study will be charged 25% of the full modules fee and students withdrawing beyond 3 weeks of the study of the study period will be charged 100% of the full fees.

Scholarships awarded will be deducted on pro rate for modules attended.

3.6.4 OTHER FEES

Credit Transfer Administration Fees

Applicants applying for transfer of credit of prior learning towards the University's qualifications are required to pay the set fee per module at the time of submitting the Credit Transfer Review Request form (please refer to appendix 2 for specific information).

Retake Module (RM) Fee

Students are required to pay 50% of the total module fee if they have to retake a module.

Readmission Fee

Students who seek readmission to the University are required to pay a non-refundable readmission fee (please refer to appendix 2 for specific information).

Transcript Fee

Students requiring additional transcripts in addition to the original transcript are required to pay the established fee set by the University.

Dissertation Fee

Students who suspend their study or students who require further extension are required to pay the fixed fess as indicated in Appendix 2.

Library Dues

As levied by the University Library. Please refer to Library Borrowing Policy

3.6.5 MODE OF PAYMENT

Fees are only accepted in UAE Dirhams. Payments may be made in cheque or by bank transfer in favour of the "The British University in Dubai" as details given below.

Students making payments in cash/cheque/credit card are required to contact the University's accounts department at the prescribed times as below.

Sunday to Thursday 9:00 a.m. to 6:00 p.m

Cheque and bank transfer payments are to be made in favour of "The British University in Dubai"

Bank Transfer

Bank: Emirates National Bank of Dubai, Group Head Office, Deira, Dubai
Account Name: The British University in Dubai
Account Number: 1012117635301
IBAN: AE770260001012117635301
Swift Code: EBILAEAD

Note:

Registration Fee must be paid at the time of admission.
Module Fee is to be paid before registration for each module.

3.7 STUDENT INDUCTION

A general induction is conducted before classes begin. In addition, programme-specific inductions are conducted by faculty. Attendance is mandatory for all new students. During the induction, students are welcomed and provided with useful information, guidance and advice, including the following:

- An overview of the University and of the support services available;
- An introduction to the academic staff who will be teaching and supervising them, and an opportunity to discuss a Study Plan;
- An opportunity to ask specific questions about the programme or any other matters of academic concern;
- An overview of BUiD's administrative structures; its teaching and research, and how the programme fit into these;
- An overview of academic support services, in particular library and computing services, including arrangements for access and training in the use of these facilities;
- Possibilities for further training and skills development;
- Pastoral support within the University;
- Information concerning the expectations and entitlements of students;
- Information about programme structure and student rights and responsibilities ;
- Skills Audit (diagnostic assessments) for study and other foundation skills and knowledge; and
- Opportunity to meet Personal Tutors/Directors of Studies to plan academic programme and assess study skills support needs.

The Student Handbook is available to all the students when they register at the University and it is published on Blackboard.

3.8 RESIDENCY

Full-time students must remain in residence in UAE throughout the duration of their programme of study, so as to readily allow face-to-face supervision and study as directed by the Personal Tutor or Programme Coordinator, and satisfy attendance requirements. For the same reasons, part-time students should also be present in Dubai for the full period of any module they undertake.

In case of suspension of studies, the students on student visa must inform Student Administration about the duration of their absence from UAE as the student visa gets cancelled if the student is out of UAE for a period of six months.

For the renewal of the student visa, students must inform the Student Administration at least one month before their visa expiry date.

3.9 PROGRAMME COMPLETION REQUIREMENTS

PROGRAMME	MODULES	OTHER
Master in Business Administration	8	Business Consultancy Project
MSc Construction Law and Dispute Resolution	5	Dissertation
	7	Research Project
Master of Architecture	6	Dissertation
MSc Project Management	6	Dissertation
	8	Project
Postgraduate Diploma in Project Management	6	-
PhD Project Management	8	Thesis
Master of Education	6	Dissertation
Postgraduate Diploma in Education	6	-
Doctor of Education	7	Thesis and Certificate in Adult Learning
MSc Sustainable Design of the Built Environment	6	Dissertation
	8	Project

Postgraduate Diploma in Sustainable Design of the Built Environment	6	-
Postgraduate Certificate in Sustainable Design of the Built Environment	3	-
MSc Building Services	6	Dissertation
Postgraduate Diploma in Building Services	6	-
MSc Informatics (Knowledge and Data Management)	6	Dissertation
Postgraduate Diploma in Informatics (Knowledge and Data Management)	6	-
Postgraduate Certificate in Informatics (Knowledge and Data Management)	3	-
MSc Information Technology Management	6	Dissertation
Postgraduate Diploma in Information Technology Management	6	-
PhD Computer Science	7	Thesis
PhD Architecture and Sustainable Built Environment	7	Thesis
MSc Structural Engineering	6	Dissertation
Postgraduate Diploma in Structural Engineering	6	-
Postgraduate Certificate in Structural Engineering	3	-
MSc Engineering Management	6	Dissertation
	8	Project
Postgraduate Diploma in Engineering Management	6	-
Postgraduate Certificate in Engineering Management	3	-

3.10 DURATION OF STUDY

3.10.1 GENERAL

- All programmes are available on either a full-time or a part-time basis.
- For all programmes, the allowed duration of study is calculated from the date of the first registration in the relevant programme and includes all Suspend Study periods. A new duration of study period commences when a student either:
 - Starts a new programme as the result of an official transfer from one programme to another.
 - Is re-admitted to the University to a new programme.
 - Is re-admitted to the same programme.
- Any student receiving exemption from a module through credit transfer will have the period of study pro-rated.

3.10.2 PROFESSIONAL GRADUATE DIPLOMA

The minimum study period of a full-time programme will be nine months. For all students there will be a period of twelve months from the end of programme to re-take and pass any element of the programme for which they have not been successful.

3.10.3 POSTGRADUATE CERTIFICATE

- a. Full-time student will normally complete in minimum one academic term and will not exceed two years.
- b. Part-time student will normally complete in two academic terms and will not exceed three years

3.10.4 POSTGRADUATE DIPLOMA

- a. Full-time students will normally complete in minimum two academic terms and will not exceed three years
- b. Part-time students will normally complete in minimum one year and will not exceed five years.

3.10.5 MASTERS PROGRAMME

- a. The duration of a full-time Masters programme will be a minimum of one year and will not exceed three years.
- b. The minimum programme duration of programme in part time mode is twenty months and will not exceed five years.

3.10.6 DOCTORAL PROGRAMME

- a. The duration of a full-time Doctoral programme will be a minimum of three years and will not exceed five years
- b. For part-time students the minimum programme duration will be four years and will not exceed seven years.

3.11 ATTENDANCE

- Students are responsible to ensure that they meet the attendance requirements as set out in this handbook. Students are expected to attend all published classes for each module, and they must achieve a minimum of 70% attendance in each taught module.
- Students who fall below the minimum University requirement may be deemed to be failing to progress. Failures to fully participate are permissible only for personal mitigating reasons.
- Students are responsible for making these known to the University through the Mitigating Circumstances procedures.
- Students are expected to be particularly aware of the necessity to attend and participate fully in any group work activities.
- The University is obliged to inform Dubai International Academic City if attendance falls below this requirement which will result in withdrawal of the Student Residence Visa.
- Exceptionally a Programme Examination Board may offer a student the opportunity to retake a module without attendance.
- The University does not accept routine medical or dental appointments, family medical or Dental appointments, business matters, overseas travel, death of non-immediate family members or travel delays as appropriate reasons for non-attendance.
- For students on the PGDE programme, non-attendance during school placement attracts the same penalties as non-attendance for taught course modules.
- Students may not leave class or arrive late for class in order to pray. In common with other UAE higher education institutions, prayers should be offered at the next available point in the timetable.
- Where a student notifies the University in advance (minimum one week prior to the class to be missed) that they will be unable to attend, the register will be annotated as 'AA' (agreed absence).
- Students will only be allowed one agreed absence for one week in each term.
- Where the student is called away on an emergency (such as the death of an immediate family member or emergency hospital treatment), the student should make sure that the University is informed as soon as possible. Where medical treatment is involved, a medical certificate will be required.
- Where the student is involved in a personal health matter which necessitates absence from the programme, an original medical certificate will be required from the attending doctor. The University reserves the right to validate the certificate with the medical authorities.

- All cases where the student has failed to meet the 70% attendance requirement will be reported to the Board of Examiners. The Board has the authority and obligation to determine its assessment decision taking full report of the attendance records.

3.12 CREDITS

The credit requirements for the award of degrees are:

Master programmes:	a minimum of M level 180 credits
Doctoral programmes:	540 D level credits
Postgraduate Diploma Programme:	a minimum of M level 120 credits
Postgraduate Certificate Programme:	a minimum of M level 60 credits

These credit requirements are comparable to students studying the similar programme within the UK.

3.13 STUDY MODE

Students on student visa are required to be on full time study; therefore they are not allowed to change their mode of study to part time.

Students are allowed to change their mode of study (from part time to full time or vice versa) following discussions with and the consent of the Personal Tutor. The Personal Tutor shall discuss the various implications (financial, student visa, number of modules to be taken, graduation completion requirements etc) with the student.

Following an interview with the Personal Tutor, the student completes the Mode of Study Change request form. Both the Heads of Programme/Programme Coordinators and the Dean of the Faculty need to approve the request to change the mode of study. The students are informed about the outcome of their request through email sent by Student Administration.

3.14 CHANGE OF CONCENTRATION

Students are allowed to change their concentration following discussions with, and the consent of the Personal Tutor and Head of Programme/Programme Coordinator. The Personal Tutor shall discuss the various implications (financial, graduation completion requirements etc) with the student.

The Change of Concentration form has to be initiated by the student and after requisite approvals, a written confirmation will be provided to the student by Student Administration.

3.15 CHANGE OF PROGRAMME

Programme Transfers will only be approved where the student meets the entry requirements for the programme into which they wish to transfer.

Students are allowed to change their programme following discussions with and the consent of the Personal Tutor. The Personal Tutor shall discuss the various implications (financial, graduation completion requirements etc) with the student. Following an interview with the Personal Tutor, the request is sent to the Admissions Tutor of the requested programme for his/her recommendation. The Heads of programme/Programme Coordinators of the both the requested and old programme need to approve the request to change the programme request.

Subject to the above a new offer letter will be issued to the student by Student Administration showing the new programme on which the student is enrolled.

3.16 SUSPENSION OF STUDY

Students are expected to pursue their studies on a continuous basis for the stipulated duration of their programme. However, it is understood by the University that students may encounter personal

difficulties or situations which may seriously disrupt their studies.

Where a student is unable to follow his/her programme of study for a significant period of time due to circumstances that are largely beyond the student's control, a temporary suspension of study may be granted by the Dean of the relevant faculty. These circumstances can include, amongst others,

- Substantial changes to employment commitments or changes of circumstance
- Medical and health problems
- Personal and family problems
- Bereavement
- Problems experienced because of failure of University equipment or lack of access to equipment for good reasons that are out with the control of the student
- Problems experienced because of substantial deficiencies in the provision of supervision or facilities

Periods of leave of absence count towards the student's total permitted duration of study.

Leave of absence is not appropriate where the student is able to study but is not progressing at the expected rate nor is it available to permit students to take extended annual/holiday leave.

During the suspension study period, students will not be entitled to supervision or use of any University facilities including ID cards, library and computer access.

If the request to suspend study is rejected then a student has a right to appeal against this decision.

3.16.1 PROCEDURE

- All applications for suspension of study should be made in writing on the appropriate form and supported by documentation where appropriate e.g. medical or hospital certificates.
- Applications would normally be for one academic session at a time.
- All applications must be supported by the personal tutor, recommended by Head of Programme/Programme Coordinator and approved by the Dean of Faculty
- On receiving the application, the Dean of Faculty will consider each individual case on its merits within the context of the University's regulations. The Dean of Faculty has the authority to reject an application or to impose conditions as deemed appropriate e.g. shorter time limit.
- Consideration should also be given as to whether a change of mode of study to part time status may be an appropriate alternative to suspension of study.
- The outcome of the application shall be relayed to the student in writing or by email.
- The period of leave of absence is included in the maximum time limits for the programme. For substantial periods of leave students should be made aware that, when they return to study, the Faculty might not be able to guarantee exactly the same programme of study.
- Students are required to return their University ID cards back to the student administration for the duration of suspension of study.
- Students are required to get clearance from library to ensure that no book loans are outstanding.
- The relevant faculty administrator has overall responsibility for notifying relevant parties of the student's suspension of study and to update records accordingly

3.17 WITHDRAWAL FROM MODULE

- Students may be withdrawn upon their request in the early part of the module (i.e. before 30% of the scheduled classes have been conducted). In such cases, the module will be deleted from the student's registration record and the student may seek a refund in accordance with the relevant University policy. (Usually the full fee is carried forward for other modules or next term).
- If students withdraw after 30% of the scheduled classes have been conducted, it will be classed as "late withdrawal". Such students will have to complete and submit to the Head of Student Administration a Late Withdrawal form on which they must check that they are withdrawing either 'With Cause' or 'Without Cause'.
- Any withdrawals where students have attended between 30% and 50% of the module and are withdrawing without cause, they will be liable to pay AED 4500 (plus vat) for the module. Such cases

will be processed automatically. No assessment marks will be carried forward in such cases and the student will have to meet the full attendance requirements upon re-registration

- In case of a “late withdrawal” of a student after 50% of scheduled classes, students will have to complete and submit to the Head of Student Administration the Late Withdrawal form⁴. The withdrawal at this point is not automatic and students must get requisite approvals. Any late withdrawals where students have not attended 50% of the module and have withdrawn, they will be liable to pay full costs associated with the module and the student transcript will show a status of “LW”. Students will have to repeat the module with full attendance and no assessment marks will be carried forward. Students will attempt all the assessments upon re-registration as for the first time. However, the “LW” status on the transcript will remain permanently on the transcript to show the true picture of academic progress.
- Student seeking withdrawal from a module ‘With Cause’ at any point after the first 30% classes must submit the completed form to the Head of Student Administration together with medical or other evidence in support. These ‘With Cause’ cases will be forwarded to the Mitigating Circumstances Committee for its recommendations.
- Where Mitigating Circumstances are accepted the withdrawal will be denoted on the students’ transcript as ‘WMC’. Students will be entitled to re-register for the module at a later date carrying forward the mark(s) from any completed assessments together with their actual attendance record and fees paid. However, the exam board has a right to prohibit the carrying forward of attendance or assessment marks from case to case basis to ensure that the students meet the learning outcomes. Any outstanding assessments to be completed on the module will be treated as a first attempt. The WMC status on the transcript will be overwritten by the student grades after the successful completion of module.
- Where the Mitigating Circumstances Committee finds that the evidence produced does not satisfy the threshold requirements to establish cause students will be deemed to have withdrawn without cause and depending on the point of withdrawal (after 30% or 50% of scheduled classes) the relevant conditions will be applicable.
- The final decision will be taken by the Board of Examiners.
- Students who fail to attend a required examination without adequate cause or who fail to complete other assessed work by the final deadline without adequate cause shall be classed as having made a valid attempt, i.e. they will be deemed to have failed and shall be awarded a mark of 0% for that examination or assessment. Where there is unexplained absence from all assessments that contribute to the module mark, students will be awarded a mark of 0% for the module and will not achieve credit. Where the unexplained absence is for an assessment that contributes less than 100% to the module mark the mark of 0% for the assessment will be combined with the marks for the other assessments as for all other students. This may result in the student not achieving the pass mark for the module and failing the module. In case the combined mark is more than the pass mark then the BoE will take decision on the basis of all learning outcomes met by the student as evidenced by the rest of the assessments. A student who provides adequate reason or mitigation for failure to complete an assessment or attend an examination may be permitted to ‘sit’ the module again as if for the first time, or ‘sit’ the assessment(s) again as if for the first time.
- Students may appeal against the decision of the Board of Examiners.

3.18 PERMANENT WITHDRAWAL FROM MODULE PROGRAMME

Registered students of the University may be required on a permanent basis to withdraw from their programme in accordance with University policies or may want to voluntarily withdraw from the programme on permanent basis.

⁴ At this point the personal tutor role is very important who will advise the student about his/her request looking at the evidence being submitted to the Mitigating Circumstances Committee to establish cause.

3.19 WITHDRAWAL REQUIREMENT BY THE UNIVERSITY

The University has the right to require permanent withdrawal of students from a programme in the following cases:

- Students fail academically.
- Students admitted on probationary basis fail to satisfy conditions of probation. There is an established case of academic dishonesty or any other disciplinary offence whereby the relevant committee has recommended dismissal of the student.

In such cases, the Board of Examiners has the authority to require the student to withdraw from the programme. The student shall receive written confirmation of the Board's decision including advice of his/her right of appeal.

A student who is required to withdraw shall be given the opportunity to submit an appeal in accordance with the University Appeals Procedure.

3.20 FAILURE TO MEET PROGRESSION REQUIREMENTS

For students who either suspend their study without authorisation or suspend their study in accordance with section 3.18 (Suspension of Study) and fail to register after the expiry of the authorised suspension, the University reserves the right to discontinue their registration with the University. In such instances the following course of action shall be adopted:

- a. If a student remains absent without authorisation for two consecutive academic terms, the University will send a registration reminder to the student with a deadline of two weeks to join the next term. If the student fails to contact the University before the expiry of the deadline, the student will be deregistered from the programme.
- b. If the student has already met the completion requirements of an exit award within the programme, the University will offer the exit award to the student with a further deadline of 4 weeks to respond. After the expiry of 4-week deadline, the consent of the student will be considered automatic for acceptance of applicable exit award." The transcript issued with the exit award will clearly mention the award granted against the total credits acquired by the student. The status of these students in University records will be shown as completion with exit award qualification.

Students not meeting the progression requirements as stated above and who also do not meet any exit route requirements, will be eligible for an Attainment award for Continued Professional Development (CPD). Such students will automatically be deregistered from the programme and their status will show completion of CPD Attainment award.

For all deregistration cases the student letter will include a copy of University readmission policy for their information. Students who wish to continue with their programme at a future date will be required to reapply and go through the admissions procedures in line with University policies.

3.21 WITHDRAWAL DUE TO LAPSE OF REGISTRATION PERIOD

In certain cases, students are unable to complete their programme within the stipulated maximum programme duration. This may happen with students who had suspended their study and despite attempts on the part of the University not respond to any communications regarding their study intentions.

Students will be informed that they will be withdrawn after the lapse of the registration period. When the registration period expires, the student's record will be amended to show that the student has been withdrawn due to a lapse of time.

The student shall receive a final written confirmation of the University's decision.

3.22 VOLUNTARY WITHDRAWAL FROM THE PROGRAMME

Any student may withdraw permanently from a programme at any point in the year.

In such cases, it is strongly recommended that students consult their assigned Personal Tutor/Director of Studies. Students should examine options like temporary withdrawal and changing study mode.

If students want to proceed with permanent withdrawal, they are required to complete the Request to Withdraw, which has to be approved by the Personal Tutor/Director of Studies, Programme Coordinator and the Dean of the Faculty.

In seeking the Programme Coordinator's endorsement, a student could consult beforehand with that Programme Coordinator in order to review the implications of withdrawal on matters such as suspending the study, re-admission, transfer to another institution.

Student will be required to finalise their withdrawal with the Accounts department, Library and Student Administration.

3.23 PROGRESSION TO MASTER'S DISSERTATION

The Board of Examiners would not allow a student to progress to dissertation in the following circumstances:

- a) The student has not successfully completed the taught component of the programme which is pre-requisite for proceeding to dissertation
- b) The student has failed more than three modules at first attempt.

For a student who does not qualify for progression to the dissertation, the student may be offered exit from the programme with a progressive award of degree (if applicable), provided the Board determines that the student meets the requirement of the progressive award.

3.24 CIVIC RESPONSIBILITY

Students are expected to contribute to the class as a collaborative learning group, by taking responsibility for researching materials, by making presentations on a topic decided collaboratively, by helping peers in understanding, and by contributing to discussion and debate. Such contribution will not be formally graded, but tutors may note this display of civic responsibility or lack thereof for the purposes of any job or further study recommendations in the future.

3.25 DISCLOSURE OF RELEVANT PRIOR QUALIFICATIONS

Failure to provide all details or to provide accurate details of any qualifications will be considered as sufficient grounds for removal from the course irrespective of when evidence of such failure emerges.

3.26 REQUEST FOR OFFICIAL LETTERS

Request for official letters may be made to the respective Faculty/Programme Administrator. A minimum of three days is required to prepare such letters.

3.27 MODULE FEEDBACK

Students play an important part in the learning process by providing the University with feedback on the modules they complete. Students are required to participate in module feedback questionnaire at the end of each term. The information provided by students helps the University to improve the quality of its instruction.

4.0 ASSESSMENTS

4.1 TAUGHT MODULES

4.1.1 EXAMINATIONS

In most cases, written examinations take place at the end of each term or, in some cases, at the end of the module. Some programmes may not have any examinations, and the students are assessed by coursework or other assessment methods.

There is normally one examination paper per module and each paper typically lasts 2 hours.

Each paper is normally set by the Module Coordinator responsible for each module and is moderated by the External Examiner. Questions may be set on any aspect of the module.

4.1.2 COURSEWORK (ASSIGNMENTS)

All modules have coursework. Students will submit coursework to deadlines set by the respective module coordinator. The relative weightings of the coursework and examination in the final mark for each module are given in the detailed module descriptions and module guides.

Deadlines will be published for each assessment which counts towards the module grade. A penalty will be imposed for late submission unless there are mitigating circumstances. (See 4.10)

4.2 DISSERTATION

The dissertation is an essential component of the Masters programme. It is a substantial piece of independent work which occupies the final four months of the programme for full time students and eight months for the part time students.

Usually, at the completion of the taught modules, a notification letter is issued from the University to invite the student to register for the dissertation. After the registration, the student has to submit the final dissertation by a deadline as specified in the Dissertation Registration form. According to programme requirements, students may also be required, shortly thereafter, to present their work orally to the examiners. The result of the dissertation will be confirmed at the next meeting of the Board of Examiners after final submission of the dissertation

4.2.1 DISSERTATION ASSESSMENT

Dissertations are assessed in terms of a number of basic and other criteria. Knowledge of them will help the student to plan his/her research and also when writing up. They include:

Basic Criteria

- Understanding of the problem
- Completion of the work
- Quality of the work

- Quality of the dissertation

Additional Criteria

- Knowledge of the literature
- Critical evaluation of previous work
- Critical evaluation of own work
- Justification of design decisions
- Solution of conceptual problems
- Amount of work

Exceptional Criteria

- Evidence of outstanding merit eg originality
- Inclusion of material worthy of publication
- The dissertation will be assessed according to the University marking scheme supplemented by any specific programme marking scheme

Outcomes

The following outcomes are possible following assessment of the dissertation:

Pass: The dissertation is accepted without any changes

Pass with Direction for Minor changes: These must be undertaken within two weeks of the meeting of the relevant Board of Examiners. These changes are normally to correct minor errors or presentational issues and would not impact on the mark awarded. Changes are subject to approval of the first marker.

Conditional Pass Subject to Major Changes: Changes must be undertaken within four weeks of the meeting of the relevant Board of Examiners. In exceptional circumstances, the Board of Examiners can exercise its discretion to extend this limit. These changes, which are normally of a more substantial nature, are required in order for the dissertation to be brought up to a passing level. The Board of Examiners awards a conditional mark subject to the approval of the changes from both markers and, where so requests the external examiner. Exceptionally, the Board of Examiners may choose to decide on the mark after the changes are undertaken and approved by all examiners including the external examiner.

Retake Dissertation module: In instances where the thesis is so flawed that changes cannot be made within a four-week timescale the dissertation is failed and the student given one further (and final) opportunity to submit a dissertation. This must be a completely new dissertation project and should not be based on the original attempt. Both attempts at the dissertation module will be recorded on the student transcript. Students who are required to retake the module will receive the normal period of time (i.e. 8 months for a part-time student and 4 months for a full-time student).

4.3 PROJECT

Students will undertake a practical research, investigation project. Each student will focus on applying the knowledge gained from the taught modules to analyse, revise, improve and assess a relevant topic. A presentation explaining and defending the procedures undertaken and the results attained during the project will be required. The assessors for the presentation may include industrial delegates who will contribute to the project critique and discussion. This module may continue over two consecutive terms in order to give time to properly research, document, propose and assess the selected topics.

4.4 BOARD OF EXAMINERS

The Board of Examiners comprises:

- Dean of Faculty responsible for the programmes concerned or his/her nominee -Chair
- Programme Coordinator
- All internal examiners for the programme(s)/ modules concerned (including adjunct staff)
- External examiners for the programme(s) concerned (as a minimum, for meetings where final awards are being considered)
- Independent internal examiner from another Faculty in BUiD (normally a Dean of Faculty or programme coordinator)
- Head of Student Administration
- Examinations & Assessment Officer
- Head of Quality

The administrative member of staff with responsibility for the programme(s) concerned (normally the Faculty Administrator as Secretary to the Board)

The Board of Examiners may be constituted differently for the PGDE programme.

Students' overall module and dissertation marks are decided at a Board of Examiners meeting, normally held after each term.

Aggregation, compensation and condonement are solely within the remit of the Board of Examiners.

4.5 SATISFACTORY ACADEMIC PROGRESS

The module specification/descriptors indicate the progress expected of students in a given period.

During the course of the programme, the student will gain information on his or her progress from tutorials, practical classes, and from the results of course work and examinations. The overall academic progress of a student is monitored by his or her Personal Tutor.

Students may be required to submit one or more pieces of coursework during each module. If any coursework falls below the pass threshold (Grade C, or 50%) this will trigger remedial action to ensure that the student is coping with the course. The academic progress will be monitored by the Module Coordinator, Personal Tutor, and the Board of Examiners.

In case of failure to achieve satisfactory progress (such as, for example, multiple failures in a term) the Board of Examiners may decide that the student would:

- repeat a period of study;
- withdraw temporarily and undertake reassessment;
- withdraw permanently, or
- be excluded from study

The student withdrawing/suspending studies must obtain University approval for this, including arrangements for return to study.

The University reserves the right to exclude from studies forthwith any student who wilfully and persistently neglects his/her academic work to such an extent that there is no possibility of him/her being regarded as having duly performed the work of the class or being able to proceed to the next stage of the programme.

4.7 RE-ASSESSMENT

All students who fail a module shall have one opportunity to retrieve the failure, either by re-assessment or by repeating the module. The decision on whether a student should be allowed to be re-assessed or repeat should be made by the relevant Board of Examiners.

Following successful re-assessment, the maximum mark which may be awarded for the re-assessed elements will be 50%.

The student's transcript will be amended to show that the module was passed following re-assessment of at least one of the assessment elements.

4.8 CONDONEMENT

A student may be eligible for condonement at the discretion of the Board of Examiners. Condonement will apply to coursework or examination within a module, where the student has marks in the range of 40-49 percent, and which, in the opinion of the Board of Examiners, can be compensated by performance in other assessment components within the same module.

Condonement will only be applied where the Board of Examiners believes that the student has attained the key learning outcomes for the module.

4.9 RE-TAKING

Students who have a D grade in a module are deemed to have failed the module. At the discretion of the Board of Examiners, a student may be given the opportunity to re-take an entire module. The module must be taken within one calendar year

A student who is required to repeat a module is required to attend teaching sessions as specified by the Faculty and to complete all the assessment requirements associated with the module in order to achieve the stated learning outcomes.

If a student does not attend teaching sessions as specified by the Faculty they may be debarred from the assessment of the module.

Students who are given the opportunity to repeat or substitute a module will have to pay the appropriate fee

4.10 MARKING AND ACADEMIC FEEDBACK

Academic staff will mark coursework and supply written feedback to students. The feedback will include provisional indicative letter grades. Percentage and final letter grades will be supplied after the Board of Examiners have confirmed the provisional grades.

In accordance with the best practices at leading British universities, fair and appropriate marking is assured by the following practices, depending on the nature of assessment:

- Anonymous marking of all assessment work, as far as practicable;
- Double marking / blind double marking; or
- Second marking and moderation.

All grades are provisional until confirmed by the Board of Examiners. Students are entitled to an individual feedback session from their module tutor.

The students are expected to analyse their Grades in light of Grade Descriptors attached at Appendix 3.

If the provisional mark is grade D or E the student will be advised to seek guidance from the relevant member of academic staff.

If the student's marks are persistently low, the marker(s) will notify the Personal Tutor and Programme Coordinator.

Students will receive written notification of their module results once these have been agreed by the Board of Examiners, and will be advised accordingly about whether they are allowed to proceed to the next term and/or to the dissertation component of the programme.

Masters dissertations will be independently blind marked by two markers which may include an external marker. The comments will be made available to the student after the Board of Examiners has met.

4.11 RELEASE OF ASSESSMENT INFORMATION

Results, provisional results, progress decisions and final awards will be published by the University as soon as possible after the meeting of the Board of Examiners at which they are determined.

The Module Coordinator will provide provisional assignment grades to students. The grades are provisional till confirmed by the Board of Examiners.

4.12 MITIGATING CIRCUMSTANCES

Certain factors may lead to adverse performance in a registered module including long absence from scheduled classes, late or non-submission of assignment, non-attendance of exams, other special needs etc. In such cases, the University may consider such requests provided

- A timely notification is provided to the University
- The request is supported by necessary documentary evidence

If a student is ill on or around the date of an assessment, then he/she must obtain a medical certificate from a doctor as soon as he/she is fit enough to do so.

If a student has some condition for which he/she feels he/she could be granted extra time in examinations (e.g. dyslexia), he/she must notify the Exam Officer in writing at the start of the programme or when it is diagnosed. In any instance the request must be submitted to Exam officer at least 5 working days before the next scheduled exam. The student will be required to provide original medical reports and evidence to support the claim.

4.12.1 PROCEDURE

a. Late submission of assignments up to five working days

Requests for extensions up to five working days after the published deadline for assignment submission should be directed to the Module Coordinator via their BUIID email account with a copy marked to the Faculty Administrator (FA). The Module Coordinator has the authority to grant such an extension if s/he deems the reasons to be valid. The Module Coordinator's decision should be communicated to the student via email with a copy marked to the FA.

b. Late submission of assignment after five working days

If a student requires extension of more than five working days from the published deadline, s/he may submit a completed Mitigating Circumstances form to the FA along with documentary evidence as soon as the student becomes aware of the Mitigating circumstances. Such requests will not be accepted after 10 days of the published date of submission unless special grounds are established.

c. Non-submission of assignments

If a student cannot submit an assignment, s/he may submit a completed Mitigating Circumstances form to the FA along with documentary evidence as soon as the student becomes aware of the Mitigating circumstances. Requests will not be accepted after 10 days of the published date of submission unless special grounds are established.

d. Absence from scheduled classroom sessions

If a student is absent for more than 30% of scheduled classroom sessions, s/he may submit a Mitigating Circumstances request along with evidence to the FA before the end of the last scheduled session.

e. Non-attendance of examination

If a student is absent from a scheduled examination, he/she may submit a Mitigating Circumstances request along with evidence to the FA normally within five working days from the scheduled exam.

f. Performance in Assessment

If a student thinks certain factors affected his/her performance in an assessment component, /she may submit a Mitigating Circumstances request along with evidence to the FA normally within five working days from the assignment submission date/scheduled exam.

4.12.2 PENALTIES FOR LATE SUBMISSION

If no extension has been granted, or there is not sufficiently good cause for work being submitted late, then a penalty of 2% of the mark actually achieved for each working day the assignment is late will be applied until 50% is reached. For assignments which have been given a mark in the range 41 – 49% marks should be deducted at the same rate until 40% is reached. After the lapse of 5 working days submissions will not be accepted and the work will receive a mark of 0%. Penalties would not include weekends (normally Friday – Saturday), public holidays and other University closed days.

Assignments should be marked in the normal way and penalties applied afterwards.

The original mark and the penalty should be clearly indicated in documentation submitted to Boards of Examiners. In exceptional circumstances Boards of Examiners may modify decisions that have been implemented in accordance with standard procedures but which seem excessively harsh, in light of further information which has become available.

4.12.3 MITIGATING CIRCUMSTANCES COMMITTEE

The Board of Examiners may take recommendations from the Mitigating Circumstances (MC) Committee into account. This may include such issues as personal illness or the illness of a close relative or spouse immediately before or during the examination, or during the period of an assessment or the period of the student's dissertation supervision.

Mitigating Circumstances requests which are not supported with sufficient evidence may not be approved by the MC committee.

4.14 ACADEMIC APPEALS

A candidate has the right to lodge an appeal against the results of an examination. 'Examination' is understood to include any written, practical or oral assessment, continuously assessed coursework or dissertation which counts towards the final assessment.

Factors which may adversely affect a student's performance in an assessment or examination must be drawn to the attention of the Examiners in writing by the student as soon as possible.

The formal grounds under which an appeal may be considered are:

- a. Substantial information directly relevant to the quality of a performance in the examination which was not available to the Board of Examiners when their decision was taken.⁵
- b. Alleged improper conduct of the examination

Appeals against academic judgement are not permitted. If appellants have issues with regard to a mark awarded, they must demonstrate that the process by which the mark was approved was flawed (i.e. though grounds a and/or b above).

Appellants must specify the formal ground or grounds under which they believe their appeal should be considered. They must also specify the basis or bases on which the formal ground(s) is/are invoked.

Any appeal must be submitted in writing, using the relevant form, to the Head of Quality as soon as possible. Only in special circumstances may an appeal be considered more than three weeks after the confirmed results of an examination have been made available to the appellant. The written presentation of the case, which the appellant is required to submit, should contain all the relevant arguments on the basis of which the appeal is being made. Other than in exceptional circumstances the appellant will not at any point thereafter be permitted to introduce new circumstances into the appeal.

The Appeal Committee will be convened by an experienced academic member of staff. The remaining membership will include academic representatives from each Faculty, the Head of Student Administration and the Head of Quality.

During the Appeal Committee meeting the appellant and a representative of the Board of Examiners will be invited to attend part of the meeting in order to provide comment and to answer any questions that the Committee may have.

On hearing the appeal the Committee has the power either to vary the original decision of the Board of Examiners or to confirm it.

A decision of the Appeal Committee is final and only in exceptional circumstances may be appealed. Any such exceptional appeals must demonstrate clear grounds as stated in above in the formal grounds for appeal. Appeals against Appeal Committee decisions will be considered by the Academic Board.

4.15 CHEATING

Cheating is an extremely serious offence, and any candidate found by the University to have cheated or attempted to cheat in an examination or in any assessed work, may be deemed to have failed that

⁵ Ignorance of the requirements above to report factors which may have adversely affected a candidate's performance, or failure to report such factors on the basis that the candidate did not anticipate an unsatisfactory result in the examinations, will not by themselves constitute good reason for not informing the BoE before their decision was taken.

examination or module component, or be subject to such penalty as the University considers appropriate, such as temporary suspension from the University or expulsion.

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

- Showing or sharing answers during an examination, test or other form of assessment;
- Copying anything done by another student and submitting it as your own;
- Giving another student access to your files, and allowing him or her to use your work as his or her own;
- Telling another student what is on a test that he or she will take later;
- Bringing to an assessment, information or materials that are not allowed – even if you do not use them; or
- Misrepresenting another's work as your own – see 4.15

4.16 EXAMINATION MISCONDUCT

It is an offence against University discipline for any candidate knowingly to:

- Make use of unfair means in any University examination
- To assist a person to make use of such unfair means
- To do anything prejudicial to the good conduct of an examination
- To impersonate another candidate or allow another candidate to impersonate him/her;
- To make use of unfair means in any formally assessed work, including plagiarism; or
- Contravene examination conduct instructions.

4.17 PLAGIARISM

Plagiarism is presenting another person's work as the students' own, without acknowledgement.

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

- Using the work of someone else, or changing some words and keeping the same structure and the same meaning, without noting the sources(s) and submitting it as your own work
- Taking text from many other sources and putting the pieces together into one document and submitting it as your own work, without noting the sources(s);
- Downloading information, pictures or charts, from the Internet and inserting those materials into your own document and submitting it as your own work, without noting the source(s);
- Buying or otherwise obtaining assignments from the Internet or another person.
- Submitting your own coursework which is submitted earlier to another module or to another institute (self-plagiarism)

When submitting an academic paper or assessment, students must include in the bibliography every source that has been consulted or used for the paper or assignment. Students must note whether that source is a book, article, television programme, website, or an interview with another individual. Students may seek advice from their Study Skills Tutor.

When working together or collaborating with other students on assignments, projects or dissertations, students must indicate clearly on the assignment, project or dissertation, those portions which are not their own work.

Students should seek the assistance of their Module/Personal Tutor/Director of Studies before handing in the assignment or project if they need help in properly acknowledging the sources used.

The University uses software in order to detect cases of plagiarism.

4.18 UNFAIR MEANS COMMITTEE

The Unfair Means Committee will make recommendations to the Board of Examiners regarding any instance where cheating or plagiarism is suspected or proven.

4.19 RESEARCH ETHICS

All BUiD research activities should have a 'Lead Academic Monitor', who shall normally be the module tutor for academic routine on-course research, the principal investigator or dissertation supervisor for low risk activity, and the Ethics Officer for medium and high risk activity.

BUiD's framework for Research Ethics Approval is available in Appendix 2.

4.20 GRADUATE COMPLETION REQUIREMENTS

Postgraduate Certificate

- a. Each Certificate programme must require attainment of at least 60 Master level (M level) credits attained through taught modules.
- b. Students must successfully pass each module, as required by the approved syllabi, in order to be eligible to receive their award.
- c. A minimum overall GPA of 3.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 50% pass overall) will be required in order for a student to successfully complete the programme
- d. The credits must be earned via study at BUiD.

Postgraduate Diploma

- a. Each Postgraduate Diploma programme must require attainment of at least 120 credits. (M level Credits)
- b. Of the available credits at least 50% must be attained through taught modules.
- c. Students must successfully pass each of the taught modules, as required by the approved syllabi, and any associated component (e.g. project) in order to be eligible to receive their degree
- d. A minimum overall GPA of 3.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 50% pass overall) will be required in order for a student to successfully complete the programme
- e. The majority of credits must be earned via study at BUiD and the external credit transfer is limited to less than 50% of the total credits of the programme.

Masters Programme

- a. Each Masters programme must require attainment of at least 180 M level credits.
- b. Of the available credits at least 50% must be attained through taught modules
- c. Students must successfully pass each of the taught modules, as required by the approved syllabi, and the dissertation component in order to be eligible to receive their degree
- d. A minimum overall GPA of 3.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 50% pass overall) will be required in order for a student to successfully complete the programme
- e. The majority of credits must be earned via study at BUiD.
- f. No more than 50% of the taught credits may be earned through external credit transfer
- g. have fulfilled any additional requirements as detailed in specific programme regulations/handbooks

On master programmes students are assessed on the taught module components and on the dissertation, which is begun immediately after the successful completion of the modules. Students must pass both the taught modules and the dissertation to pass the programme overall.

Doctoral Programme

- a. Doctoral programme must require attainment of at least 540 Doctoral level credits.
- b. Majority of the credits must be attained through independent research leading to a thesis.
- c. The programme must include at least one year of taught course work.
- d. A minimum overall GPA of 3.0 on a 4.0 point scale (equivalent on the BUiD marking scheme to a 50% pass overall) will be required in order for a student to successfully complete the programme

The programme completion requirements for doctoral programmes are available in the respective programme handbook.

4.21 AWARD

Students will receive a certificate from The British University in Dubai which identifies the UK associate institution and is signed by the Vice-Chancellor and the Chancellor of the University.

The University is licensed by the Ministry of Higher Education and Scientific Research, UAE and has accreditation-eligible status for all of its programmes.

4.22 M-LEVEL GRADING SCHEME

Students will normally be expected to pass all elements of assessment which count towards the final overall module grade.

University Marking Scheme The marking scheme below must be used:

Range of marks	Grade
95-100	A (DISTINCTION)
90-94	
85-89	
80-84	
75-79	
70-74	
65-69	B (Merit)
60-64	
55-59	C (PASS)
50-54	
45-49	D (FAIL)
40-44	
0-39	E (FAIL)

The marking scheme must be used in conjunction with the approved University Grade Descriptors. Grade E is awarded only for individual units of coursework within a module. Where a student fails the module, a grade of D is recorded.

The minimum pass mark for all taught modules and the dissertation is 50% (grade C). An average C grade across all modules is required to graduate in all programmes.

Although a final module mark of 50% or above normally indicates that a student has attained the module learning outcomes this is not always the case. Where a student receives a mark of less than 50% for any of the assessment elements the Board of Examiners will normally either require the student to resubmit the assignment/resit the examination or they may require the student to re-take the whole module.

For University M Level Grade Descriptors please refer to Appendix 3.

4.23 D-LEVEL GRADING SCHEME

For the EdD and PhD marking schemes and grade descriptors, please refer to the respective programme handbooks.

Score %	Grade	Interpretation
90 – 100	A	Excellent – Satisfactory for a distinction
80 – 89		
70 – 79		
60 – 69	B	Very good
50 – 59	C	Good
40 – 49	D	Marginal Fail
30 – 39	E	Clear Fail
20 – 29	F	
10 – 19		
0 – 10		

The marking scheme presented above must be used in conjunction with the approved Doctoral Grade Descriptors for assessing all components in taught elements and in the thesis. These grade descriptors are available in the Code of Practice and reflect the assessment criteria detailed.

4.24 DISTINCTION/MERIT

The Master programmes can be awarded with Distinction or Merit

4.24.1 Master's Degree Awards

To pass a Master's programme (Dissertation Route) with "Distinction" a student must:

- Pass all modules (minimum 180 credits) taken as part of the programme on a first-sit basis;
- Achieve a weighted mean mark of at least 70% in all taught modules. If 70% marks are not achieved in more than two modules, a recommendation for distinction must be approved by the Board of Examiners. No module mark may be less than 50%;
- Achieve a weighted mean mark of at least 70% in the dissertation component taken as part of the programme;
- Not have more than 40 credits transferred from another institution for a programme comprising 180 credits. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

To pass a Master's programme (Dissertation Route) with "Merit" a student must:

- Pass all modules (minimum 180 credits) taken as part of the programme on a first-sit basis;

- b) Achieve a weighted mean mark of 60-69% in all taught modules. No module mark may be less than 50%;
- c) Achieve a weighted mean mark of at least 70% in the project component taken as part of the programme;
- d) Not have more than 40 credits transferred from another institution for a programme comprising 180 credits. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

To pass a Master's programme (Project-Based Route) with "Distinction" a student must:

- a) Pass all modules (minimum 180 credits) taken as part of the programme on a first-sit basis;
- b) Achieve a weighted mean mark of at least 70% in all taught modules. If 70% marks are not achieved in more than two modules, a recommendation for distinction must be approved by the Board of Examiners. No module mark may be less than 50%;
- c) Achieve a weighted mean mark of at least 70% in the project component taken as part of the programme;
- d) Not have more than 40 credits transferred from another institution for a programme comprising 180 credits. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

To pass a Master's programme (Project-Based Route) with "Merit" a student must:

- a) Pass all modules (minimum 180 credits) taken as part of the programme on a first-sit basis;
- b) Achieve a weighted mean mark of 60-69% in all taught modules. No module mark may be less than 50%;
- c) Achieve a weighted mean mark of at least 70% in the project component taken as part of the programme;
- d) Not have more than 40 credits transferred from another institution for a programme comprising 180 credits. This rule will be adopted on pro rata basis for programmes not having 180 credits in total.

4.24.2 Postgraduate Diploma Awards

In order to be eligible for the award of Postgraduate Diploma award, students are required to:

- a) Achieve the minimum number of 120 credits as specified in University Regulations.
- b) Have gained a weighted mean mark of at least the 50% pass mark as specified in all modules.
- c) Have fulfilled any additional requirements as detailed in specific programme regulations/handbooks

To pass a Postgraduate Diploma programme with "Distinction" a student must:

- a) Pass all modules (minimum 120 credits) taken as part of the programme on a first-sit basis;
- b) Achieve a weighted mean mark of at least 70% in all taught modules. If 70% marks are not achieved in more than two modules, a recommendation for merit must be approved by the Board of Examiners. No module mark may be less than 50%;
- c) Not have more than 40 credits transferred from another institution for a programme comprising 120 credits. This rule will be adopted on pro rata basis for programmes not having exactly 120 credits in total."

To pass a Postgraduate Diploma programme with "Merit" a student must:

- a) Pass all modules (minimum 120 credits) taken as part of the programme on a first-sit basis;

- b) Achieve a weighted mean mark of 60-69% in all taught modules. No module mark may be less than 50%;
- c) Not have more than 40 credits transferred from another institution for a programme comprising 120 credits. This rule will be adopted on pro rata basis for programmes not having exactly 120 credits in total."

5.0 ASSIGNMENTS/PROJECTS /DISSERTATION

5.1 ASSIGNMENT/ PROJECT DEADLINES, DELAYED SUBMISSION AND EXTENSIONS

The University requires students to meet published deadlines. Where, despite planning, work is not submitted on time, students will be penalised (normally by deducting marks) unless there are proven mitigating circumstances. Any extension request approved by the module tutor should be in writing.

5.2 ASSIGNMENT/PROJECT SUBMISSION PROCEDURE

- Students are required to submit a soft copy of the assignment via Plagiarism Detection Software through the accounts created by the Module Tutors. The soft copy submission is considered to be the primary method of submission of assignments, unless otherwise requested by the Module Tutor.
- The students will also submit a maximum of two hardcopies to the Module Tutors if required. The exact number of required copies will be stipulated in the assignment brief.
- Students should not print their name on any of the pages. Students should ensure that their student ID number is printed on all sheets of the submission.
- In addition to the guidelines described here, students are required to follow any specific instructions issued by the Module/Programme Coordinator regarding the method of submitting any specific assignment.
- After five working days of the submission deadline, assignments will not be accepted by the University, unless there is evidence of an approved extension or approved/under process mitigating circumstances request.

5.3 PENALTIES ON LATE SUBMISSION

- If no extension has been granted, then a penalty of 2% of the mark actually achieved for each working day the assignment is late will be applied until 50% is reached. For assignments which have been given a mark in the range 41 – 49% marks will be deducted at the same rate until 40% is reached. After the lapse of 5 working days submissions will not be accepted and the work will receive a mark of 0%.
- Penalties should not include weekends (normally Friday – Saturday), public holidays and other University closed days.

5.4 DISSERTATION

This section does not apply to postgraduate diploma and certificate students. The doctoral programme thesis requirements are specified in the respective programme handbooks.

5.4.1 PURPOSE OF THE DISSERTATION

The dissertation is distinguished from earlier assessed work by the greater depth of knowledge, understanding and critique demonstrated. The dissertation may vary in the breadth of coverage. It must have:

- A clear focus
- Defined objective(s), research question(s) and scope
- Be achievable within the required period of registration and word limitation
- Be realistic and feasible given the resources available

The relative importance of theoretical and empirical content also varies. Any primary empirical component should add something to the study which is not available in the literature.

5.4.2 SKILLS

The dissertation involves both the application of skills learned in the past and the acquisition of new skills. It allows students to demonstrate their ability to organise and carry out a major piece of work according to sound scholarly principles. The types of activity involved in each project will vary but all will typically share the following features:

- Research of the literature and gathering background information;
- Analysis of requirements, comparison of alternatives, and specification of a solution;
- Design and implementation of the solution;
- Experiment and evaluation of the solution; and
- Development of written and oral presentation skills.

Please refer to Dissertation Handbook for detailed information

5.5 PROJECT-BASED ROUTE

This section does not apply to postgraduate diploma and certificate students, and it applies only to Student who do not wish to take the dissertation route may opt for the project-based structure. This option is available to Master of Education, MSc in Construction Law and Dispute Resolution and MSc in Sustainable Design of the Built Environment programmes;

Please refer to the Programme Handbook for detailed information.

6.0 STUDENT RIGHTS AND RESPONSIBILITIES

6.1 STUDENT RIGHTS

The University's students have the right to:

- appropriate opportunities for learning to pursue the educational goals of their programmes.
- receive fair and equitable treatment through the University's policies and procedures.
- receive appropriate induction and orientation, on-going skills support and development.
- appropriate guidance and counselling to support academic study.
- the opportunity to serve on appropriate University committees as representatives of the student body.
- appeal against the results of any assessment decision using the University Appeals procedure.
- an appropriate research adviser and to have access to academic staff during published office hours or by appointment.
- attend social and cultural activities provided for students.
- organise and participate in appropriate and approved student bodies and groups.
- become a member of the BUiD Alumni Association.
- have the right to confidentiality of personal information.
- be a member of the University Library.
- make suggestions to improve University services.

- privacy and not to have their photographic image taken or published without consent, other than in official BUiD publications
- clear notice of the nature and cause of any disciplinary charges, and the right to an impartial hearing.

6.2 STUDENT RESPONSIBILITIES

The University's students have the responsibility to:

- attend all assigned classes as scheduled and participate in all activities in a collegial manner.
- act with the highest standards of integrity.
- be open and honest in all dealings with others, and to behave in a responsible and respectful manner at all times.
- maintain professional standards of research, documenting results, questioning one's own findings and acknowledging the contribution of others by adhering to the international conventions on bibliographic referencing.
- maintain satisfactory progress.
- comply with appropriate library and other rules and regulations.
- make appropriate use of the University information technology infrastructure, and to follow correct usage procedures for email and internet access.
- follow the student behaviour and disciplinary codes as set out in the student disciplinary policy
- adhere to the examination regulations.
- comply with all University policies, rules and regulations.
- respect the University's values.
- ensure that all University financial payments are up to date.

Any of the disciplinary penalties as defined in the Student Discipline section may be imposed on the student for breach of student responsibilities.

6.3 STUDENTS REPRESENTATION

- Senate (reports to University Council): 3 elected students (1 doctoral, 1 Masters, 1 undergraduate; elected annually)
- Academic Board (reports to Senate): 1 elected student representative (for 1 year)
- Board of Studies (reports to Academic Board): At least 2 students from each programme
- Academic Staff and Student Liaison Committee (ASSLC) (reports to BoS): 1 student representative from each programme
- Learning, Teaching & Blended Learning Committee: 1 student representative from each Faculty

7.0 CODE OF CONDUCT & DISCIPLINARY GUIDELINES

Student Disciplinary

Scope

- This Policy covers all students of the University, both taught and research. Students are independent adults with legal and social responsibilities and are accountable for their actions and behaviour. The British University in Dubai fosters a community which has an atmosphere of trust and respect and our commitment to this is set out in our Vision and Mission statements. Students are expected to conduct themselves in accordance with these principles and adhere to the University's Student Code of Conduct. They should show proper concern in their behaviour for the reputation of the University and the student body, and for its effect on their fellow students, staff and their successors.

- Misconduct is behaviour which interferes with the proper functioning of the University and its activities, or those who work and study in the University, or which has the potential to damage the reputation of the University or the student body. Such behaviour could take place on University premises or elsewhere, and whilst engaged in University related activity or not. Separate regulations are made for dealing with academic offences.
- The following are examples of what might constitute misconduct:
 - a) disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the University;
 - b) obstruction of, or improper interference with the activities, functions or duties of any student, staff member, University Council member, contractor or visitor to the University;
 - c) violent, disorderly, threatening, indecent or offensive behaviour or language whilst on University premises or elsewhere;
 - d) falsification or misuse of University records, including degree, diploma or other certificates, and of University equipment, systems and processes;
 - e) false pretences or deception relating to academic assessments and examinations;
 - f) fraud, deceit or dishonesty in relation to the University or its staff or in connection with registering as a student, being a student, holding any office at the University or gaining a pecuniary advantage through association with the University;
 - g) actions which might cause injury or put at risk the health or safety of people on University premises or whilst on University activities;
 - h) harassment or bullying in any form including via social media of any student, member of staff, University Council member, contractor or other visitor to the University on grounds of their perceived race, nationality, gender, transgender status, disability, sexual orientation, religion, belief, age, other personal characteristic or for any other reason;
 - i) the expression of any extremist views that have the potential to incite discrimination or violence by or towards others;
 - j) theft, damage to or defacement of University property, or the property of other members and users of the University or third parties, whether caused intentionally or recklessly;
 - k) attending classes or entering any other learning environment whilst under the influence of alcohol or drugs;
 - l) misuse or unauthorised use of University premises or items of property, including computer misuse, or breaches of the University code on acceptable network use;

- m) conduct which constitutes a criminal offence, including possession of offensive weapons, possession of implements that are intended for use as weapons and possession of illegal substances on University premises or at an event under the control of the University, or an offence affecting other users of the University or the public;
- n) failure to disclose name, student number or other relevant details to a staff member of the University, when it is reasonable that such information be given;
- o) failure to comply with a previously imposed penalty under the disciplinary procedures;
- p) bringing the University into disrepute.

This list is not exhaustive.

- Students of the University studying at partner institutions will normally be subject to the disciplinary procedures of the partner institution in the first instance. Where the alleged misconduct has the potential to damage the reputation of the University or the University's student body, the University will liaise with the partner institution as necessary to determine the appropriate procedures to be followed. At the discretion of the University and the partner institution, it may be deemed appropriate for an allegation to be considered under the University's disciplinary procedures.
- A student of the University studying at a partner institution may request the University to review the decision of the partner institution, upon completion of the partner institution's own disciplinary procedures. Such a review will normally follow the procedure for appealing a decision to the Registrar and Chief Administrative Officer.
- **Policy**

Complaints of misconduct

- Any student, staff member, University Council member, contractor, visitor to the University or member of the public may make a complaint of misconduct about a student. Complaints should be addressed to the Head of Student Administration in the first instance. If the complainant cannot provide the name of the student about whom they have complained, then the Head of Student Administration may take steps to identify the individual concerned if there is sufficient evidence available to enable identification.
- The University will not normally take disciplinary action in minor disputes between students and members of the public, other than where it believes a student's behaviour constitutes a hazard to other people or to property or puts at risk the University's reputation.
- The University encourages individuals to put their name to any complaint they make. Anonymous allegations are less easy to investigate, but may be considered at the discretion of the University. In exercising this discretion, the factors taken into account will include:
 - the seriousness of the issues raised;
 - the credibility of the complaint; and
 - the likelihood of confirming the allegation from attributable sources.

If a complainant does not wish their identity to be disclosed to the student about whom they are complaining, the University will endeavour to keep their identity confidential so long as it does not hinder or frustrate any investigation. However, the individual making the disclosure may need to provide a statement as part of the evidence gathering process, and their identity may be revealed or implied as part of the investigating process.

- If a complainant makes an allegation that they believe to be true, which is not confirmed by subsequent investigation, no action will be taken against them. If, however, they make allegations that, on the balance of probabilities, it is determined that they know to be untrue, and particularly if they persist with making them, then the University may consider action against the person who made the complaint.
- If a complainant makes an allegation that they believe to be true, which is not confirmed by subsequent investigation, no action will be taken against them. If, however, they make allegations that, on the balance of probabilities, it is determined that they know to be untrue, and particularly if they persist with making them, then the University may consider action against the person who made the complaint.
- A staff member receiving a complaint under this code should refer the matter to the Head of Student Administration who will determine whether the complaint is eligible for consideration under this Policy. If the complaint is not eligible, the Head of Student Administration will advise the complainant of there as on.

Determining the level of complaint

- Complaints will be considered either by the student's Dean of Faculty or the Disciplinary Board, depending on the level of seriousness.
- On receipt of a complaint that is eligible for consideration under this Policy, the Head of Student Administration, on behalf of the Chair of the Disciplinary Board, will make an initial assessment of whether the complaint is minor misconduct that can be addressed by the Dean of Faculty (Level 1 or 2), or if it is sufficiently serious to require a formal Disciplinary Board hearing (Level 3). Consideration will also be given to previous instances of misconduct and the Head of Student Administration may review the student's disciplinary record to determine whether the aggregation of previous minor misconduct justifies the complaint to be treated as more serious.
- The following framework will be referred to in determining the level:

Table 1

Level of seriousness	Examples of types of offence	Action	Dealt with by	Record

1 Minor (Informal disciplinary measures)	Rudeness Disruption in class Poor attitude to staff, other students or members of the public	<u>Guidance:</u> Pastoral guidance interview with University Counsellor	Dean of Faculty (with Disciplinary Board guidance where appropriate)	Faculty to keep brief note of the complaint and that guidance interview has taken place
2 Significant (Informal disciplinary measures)	Repeat offences or more serious offences	<u>Warning:</u> Disciplinary Interview and informal warning Restriction or injunction to avoid certain behaviour	Dean of Faculty (with Disciplinary Board guidance where appropriate)	Faculty to keep brief note of the complaint and that warning interview has taken place
3 Serious (Formal disciplinary measures)	Serious disciplinary offences	<u>Formal hearing:</u> Formal penalties as described below	Head of Student Administration and Disciplinary Board	Formally recorded Disciplinary Board hearing, investigation and decision coordinated by Head of Student Administration

- Where the offence is sufficiently serious, the Head of Student Administration may make a recommendation via the Registrar to the Vice Chancellor to suspend the student about whom the complaint has been made whilst the complaint is being investigated. Offences may enter at this level or progress through from less serious measures.
- **Investigation of complaint**
 - All complaints that are deemed eligible by the Head of Student Administration for consideration under this Policy will be subject to an initial investigation by the student's Faculty.
 - The Head of Student Administration will refer the complaint to the Dean of Faculty who will appoint an independent member of staff, with no connection to the action or incident complained of, to investigate it. The Dean of Faculty will notify the Head of Student Administration of the name of the staff member investigating and will ensure that a report of the investigation is provided to the Head of Student Administration on completion of the investigation.
 - Where a case is identified as serious (Level 3) either at the outset or at any time during the

complaint investigation, the Head of Student Administration will arrange for a Disciplinary Board member to be appointed to oversee the complaint. The role of the Disciplinary Board member is to provide advice and guidance on process throughout the case and, where it is determined that the complaint requires a formal hearing, the Disciplinary Board member will hear the case and decide the outcome and penalty. The same Disciplinary Board member may act throughout the case or more than one may be appointed, depending on the length of the case and availability of Disciplinary Board member(s).

- Any Investigating Staff Member may request the Head of Student Administration to nominate a Disciplinary Board member to act as mentor to the Investigating Staff Member.
- The Investigating Staff Member will send a written invitation to the student complained of, inviting them to an interview, explaining the allegation which has been made, informing them that they may be accompanied by a friend or representative, and providing a copy of this Policy. The student will be given at least two clear working days' notice to attend. The Investigating Staff Member may also supplement the written invitation by using other communication mechanisms such as email and telephone to ensure that the student receives the invitation to attend the hearing.
- If the student complained of does not respond to invitations sent to the postal, email or telephone contact details held for them on the University's records system within a reasonable amount of time, the Investigating Staff Member should inform the Head of Student Administration. The complaint will be deemed to be 'not admitted' and will be subject to a Disciplinary Board hearing.
- The Investigating Staff Member may interview witnesses and/or the person making the complaint. All such individuals should be provided with an opportunity to be accompanied by a friend or representative at such interviews.
- A student may admit the offence in full or part in writing, or in full or part in person at interview, or deny the offence. In all cases, the investigating staff member will submit a report to the Head of Student Administration.

Adjudication

- On receipt of a report from an Investigating Staff Member, the Head of Student Administration will determine the action to be taken in accordance with the following guide:

Table 2

Category	Level of complaint (see Table 1)	Decision	Action	Dealt with by
A	1 Minor 2 Significant 3 Serious	That there is no case to answer	The Head of Student Administration will write to the student indicating that the matter is closed. They will copy this letter to the Investigating Staff Member, the Dean of Faculty, any appointed	Head of Student Administration

			Disciplinary Board member and the person who made the original complaint	
B	1 Minor 2 Significant 3 Serious	That the offence has been admitted or partially admitted and is minor	The Head of Student Administration will request the Dean of Faculty to apply the appropriate action in accordance with Table 1. The Head of Student Administration will write to the person who made the original complaint advising them of the outcome	Dean of Faculty
C	1 Minor 2 Significant 3 Serious	That the offence is admitted or partially admitted but is more serious, or is a second or further offence	The Head of Student Administration will organise a Disciplinary Board to consider the allegation at a formal hearing	Head of Student Administration/ Disciplinary Board
D	1 Minor 2 Significant 3 Serious	That the offence is not admitted	The Head of Student Administration will organise a Disciplinary Board to consider the allegation at a formal hearing	Head of Student Administration/ Disciplinary Board

Disciplinary Board hearing

- Where the Head of Student Administration determines that a complaint should be referred to a formal hearing (category C or D in Table 2), the Disciplinary Board will invite the student, the Investigating Staff Member and any witnesses to a meeting. The student will be given at least two clear working days' notice to attend, and will be informed that they may be accompanied by a friend or representative, and may bring any witnesses they wish to call. At the meeting, the Investigating Staff Member will outline their investigation, and the impact of the action complained of upon others, calling any witnesses as appropriate. The Disciplinary Board member may at any point in the proceedings decide not to hear further evidence from a witness or witnesses on either side. The student, or their representative, will be given an opportunity to cross examine both witnesses and the Investigating Staff Member. The student (or their representative) will then be invited to put forward their case, calling any witnesses as appropriate. The Investigating Staff Member will be given an opportunity to cross-examine witnesses and the student. The Disciplinary Board member will then ask the Investigating Staff Member, and then the student, to sum up their case. After deliberating upon the evidence, the Disciplinary Board may:
 - find, on the balance of probabilities, the student is not guilty of the offence;
 - adjourn the hearing pending the provision of further evidence for or against the student;
 - find that, on the balance of probabilities, the student was guilty of the offence.
- Where the Disciplinary Board decides that the student is not guilty, they will write to the student indicating this outcome and that the matter is closed. They will copy this letter to the

Investigating Staff Member, to the Dean of Faculty, and to the person who made the original complaint.

- Where the Disciplinary Board finds the student guilty, the student will be given an opportunity to present any mitigating circumstances or other factors they wish to have taken into account. The Disciplinary Board will then recommend the penalty to be applied, or may adjourn the meeting to consider the appropriate penalty further.

Penalties may include one or more of the following:

- a) a requirement for the student to apologise to those affected by the actions which were complained of;
- b) a written warning to the student, to remain on their record for a period determined by the Disciplinary Board;
- c) a fine proportionate to the offence;
- d) a requirement to make good the cost (in full or in part) of any damage or loss caused to property, whether that of the University or a third party;
- e) exclusion from a particular section of the University's premises or facilities for a fixed or indefinite period such as suspension or expulsion;
- f) a recommendation via the Registrar to the Vice Chancellor that the student be permanently dismissed from the University. Only the Vice Chancellor can permanently dismiss a student, and the Vice Chancellor may commute the proposed penalty to a lesser one if it is felt appropriate. If a decision to permanently dismiss is enacted then the University may advise other appropriate bodies of the action that it has taken.

The above list is not exhaustive. The Disciplinary Board may recommend a penalty or action not listed above, which will be subject to the agreement of the Registrar.

A record of the offence and penalty will remain on the student's file for the remainder of their period of study.

- All recommendations for penalty are subject to confirmation by the Registrar, and the Registrar's decision is final, except where the recommendation is for dismissal, in which case the Vice Chancellor will make the final decision.

Appealing the decision of the Disciplinary Board

- A student may appeal the decision of the Disciplinary Board by writing to the Registrar within ten working days of receiving written notification of the Disciplinary Board decision, setting out the grounds for appeal. A decision sent by email will be deemed to have been received the same working day.

- The following alone shall constitute grounds for appeal:
 - a) that new and relevant material evidence or information has emerged, which could not have been made available for consideration at the time of the Disciplinary Board hearing;
 - b) that the decision reached was perverse in the light of the evidence presented;
 - c) that there was a procedural error at the Disciplinary Board hearing or in the process leading up to it which had a material effect upon the Disciplinary Board decision; or
 - d) that the severity of the penalty imposed was unreasonable and disproportionate.
- The Registrar will determine whether the grounds are sufficient for an appeal to be heard. If not, he or she will inform the student in writing of this decision as soon as possible. This decision is final, and there will be no further right of appeal in the University's procedures.
- If there are sufficient grounds for appeal, then the Registrar will convene an Appeal Board.

Adjudicating appeals

- The Appeal Board will convene a hearing as soon as conveniently possible, by inviting the student (and their representative if requested), the Chair of the Disciplinary Board, and any witnesses the Appeal Board wishes to interview.
- The format of the hearing will be as follows. The Chair of the Appeal Board will ask the Chair of the Disciplinary Board to present the case against the student and the reasons for the penalty imposed, where relevant. The student will then be asked to present his/her grounds for appeal. The Chair of the Appeal Board will then ask questions of both the Chair of the Disciplinary Board member and the student and any witnesses, and will invite both the student and the Chair of the Disciplinary Board member to cross examine. The Chair of the Appeal Board will then ask the Chair of the Disciplinary Board member and then the student to sum up, before coming to a decision.
- The Appeal Board's decision may be either to uphold the original decision as to guilt, to partially uphold the original decision as to guilt, to overturn it, or to amend the penalty imposed. This adjudication is the final internal stage for the University (except in cases of procedural irregularity whereby the student has the final right of appeal to the Vice Chancellor).

Final right of appeal to the Vice Chancellor on procedural grounds only

- Following the Appeal Board's decision, a student has the right of final appeal to the Vice Chancellor on the following grounds only: that there was a procedural error at the Appeal Board hearing which had a material effect upon the Appeal Board decision.
- In such cases, the Vice Chancellor will review the documentation of the case as submitted to the Appeal Board without recourse to further hearings or interviews. No further evidence can be submitted at this stage.

- If the Vice Chancellor finds there was no procedural error at the Appeal Board hearing, the decision of the Appeal Board will stand and the University will consider the matter closed.
- If the Vice Chancellor finds procedural irregularity in the Appeal Board hearing and/or decision, his/her decision may be either to reconvene a new Appeal Board hearing, to uphold the original decision as to guilt, to partially uphold the original decision as to guilt, to overturn the original decision, or to amend the penalty imposed.
- The Vice Chancellor's decision is final.

Suspension

- A student who is suspected of having committed a very serious disciplinary offence, or against whom a criminal charge is pending, or who is the subject of a police investigation may be suspended from attendance at the University at the Vice Chancellor's discretion. Recommendations for suspension of a student should be made via the Registrar to the Vice Chancellor.
- Suspension is not a sanction or penalty, but is imposed to protect the University community or members of that community, or the University's reputation, pending a criminal trial or disciplinary hearing, or to allow an investigation to be carried out unimpeded. The Vice Chancellor may impose action short of suspension, such as a requirement that a student does not visit a particular campus or building, or that they do not contact a particular individual. Failure to comply with such a restriction or a suspension would, in itself, constitute a serious disciplinary offence.
- If the Vice Chancellor's decision is to suspend a student then this will be recorded and made available to the student concerned, who may make written representations requesting that the suspension be rescinded. Any such representations should be submitted to the Head of Student Administration for consideration by the Vice Chancellor.
- A decision to suspend will be subject to review by the Vice Chancellor every four weeks or a lesser time period if the Vice Chancellor deems this appropriate, in the light of evidence available as to the progress of the case.
- A student who has been suspended by the Vice Chancellor will remain suspended until they receive written confirmation from the Vice Chancellor that the suspension has been lifted.

Criminal Matters

- Where it is suspected that a criminal offence has been committed, the University will refer the matter to the police. Where the police are investigating a particular matter, any investigation by the University relating to the same matter will normally be suspended but may recommence when the police investigation is completed. The University may, exceptionally, decide to proceed with its internal disciplinary process before a police investigation is complete. In such cases, the University will take into consideration any new information that arises from the police investigation.
- Whether or not a matter results in a criminal prosecution or other forms of civil reprimand, the

University may decide to pursue disciplinary action in relation to any matter brought to its attention.

- The University and the police may share information about a student in order to progress either a police investigation or a University disciplinary investigation. The University may also use other means of information gathering such as web searches to collect or check information that is in the public domain regarding a student or an incident, for example court listings or news reports. Such information sharing and gathering will have due regard for Data Protection legislation and credibility of the source.

Students on professional courses

- Where a student on a course leading to a professional qualification is found guilty of certain types of disciplinary offence or fraud, the University may be under an obligation to disclose the matter to the professional body concerned. Where the offence is so serious that it might prevent the student registering with the professional body or completing professional placements, it may be necessary for the University to terminate the student's registration on the course or to counsel the student to consider another path of study.

Health matters

- If it appears to an Investigating Staff Member that a student involved in a disciplinary matter is affected by signs of mental health difficulties, or psychological or emotional disorder, they may, after consulting with the University Counsellor, refer the student for counselling. The disciplinary process will be suspended pending the outcome of the counselling.

Student attendance and representation at interviews and meetings

- Students are entitled to be accompanied by a friend or representative at all interviews and meetings where allegations against them are discussed. This could be a member of staff, a family member, fellow student or personal friend. Legal representation is not considered appropriate for offences under these regulations. A friend or representative may speak on behalf of the student provided clear consent is given by the student at the meeting.
- The University recognises that students have academic and external commitments and will seek to take account of the personal circumstances of students in arranging interviews and meetings. In the event of a student being unable to attend an interview or meeting, they must contact the Head of Student Administration before the proposed time in order to seek a deferral. The University will normally permit one such deferral at the request of a student. Where a student fails to attend an interview or meeting, or seeks to defer the meeting unreasonably, the University may proceed with the investigation, adjudication or appeal in their absence.

Timescale

- The University will aim to complete its investigation and provide the student with an outcome as soon as possible and within one month of receiving the initial complaint. The process may take significantly longer in cases where the University is awaiting the conclusion of a police investigation or other external process before an outcome can be determined.

Records of hearings

- A record will be made of all interviews and hearings described in this Policy. Where a Disciplinary Board hearing takes place, the Head of Student Administration will serve as secretary to the meeting and will conduct the correspondence.

Disciplinary Board

- The Disciplinary Board is appointed by the Registrar, ensuring that all such cases are considered by Disciplinary Board members not within the student's Faculty. The Disciplinary Board will be chaired by a Dean of a different Faculty to the student, and it will include the Head of Student Administration and the Head of Human Resources (who will act as secretary to the Disciplinary Board).

Appeal Board

- The Appeal Board is chaired by the Registrar and it will include one senior member of the academic staff and one senior member of the administrative staff. In selecting members of the Appeal Board, the Registrar as Chair will ensure that all such cases are considered by Appeal Board members who have not previously been connected to the case.

Monitoring and reporting

- The Vice Chancellor, Registrar, and Head of Student Administration will meet at least once a year to ensure that there is common practice around the University, and to agree guidelines on the penalties for various types of offences, and definitions of minor and serious offences in the light of changing practice. They will also consider the effectiveness of these procedures, the speed with which disciplinary matters are dealt with, and if necessary make appropriate recommendations to the Academic Board for amendments.
- The Head of Student Administration will report to the Academic Board after the end of each academic year on the activity and outcomes of complaints made under this Policy.

Student Code of Conduct

- Students enrolled at the University have the right to:
 - Fair and equitable treatment within the framework of the University's policies.
 - Have their personal information held securely, and disclosed only for reasonable and legitimate academic purposes.
 - Privacy and to not have their photographic image taken or published without consent other than in official University publications.
 - Learning opportunities appropriate to the pursuit of the educational goals of their degree programme.
 - Access to academic staff within published office hours.
 - Access to a research adviser (in the case of research degrees).
 - Membership of the University Library.
 - Induction and orientation, skills support and development.

- Guidance and counselling appropriate to academic study.
 - Appeal against the results of an assessment decision recommended by the Board of Examiners.
 - Clear notice of the nature and cause of any disciplinary charges, and an impartial hearing.
 - Represent the student body through service on designated University committees.
 - Make suggestions to improve University operations and services.
 - Participate in and organise social and cultural activities, and legitimate student groups.
 - Become part of the University's Alumni Network on graduation.
- Student are responsible for:
 - Conduct that expresses respect for the University's values.
 - Gaining knowledge and understanding of all policies that bear on their conduct and academic progress at the University, including discipline, assessment, and attendance requirements.
 - Compliance with the terms of policies that apply to them.
 - Collegial participation in classes.
 - Observing the highest standards of integrity.
 - Openness, honesty and respect in dealings with others.
 - Observing international standards in research conduct, including documentation of results, critique of findings, and acknowledgement of the contribution of others through adherence to bibliographic conventions.
 - Appropriate use of the University's Information Technology infrastructure.
 - Prompt payment of financial liabilities.
- A student's failure to observe his/her responsibilities may result in imposition of penalties set out in the University's Student Disciplinary Policy.
- The University has the right to apply the terms of its Student Disciplinary Policy to any students who commit an offence, including but not limited to the following:
 - Disruption of, or improper interference with, the academic, administrative, social or other activities of the University, whether on its premises or elsewhere.
 - Violent, indecent, disorderly, threatening, or offensive behaviour or language, whether expressed orally or in writing(including electronically), including sexual or racial harassment of any student, member of staff or other employee, whilst on the University's premises or engaged in any University activity.
 - Conduct which unjustifiably infringes freedom of thought or expression whilst on University premises or engaged in University work, study or activity.
 - Fraud, deceit, deception, or dishonesty in relation to the University or its staff or in connection with holding any office in the University or in relation to being a student of the University.
 - Action likely to cause injury or impair safety on University premises.
 - Conduct which constitutes a criminal offence (including conviction for an offence).
 - Behaviour which is such as to render the student unfit to practise any particular profession or calling to which that student's course leads directly.
 - Without prejudice to the right to fair and justified comment and criticism, behaviour which brings the University into disrepute.

- Failure to disclose their name and other relevant details to an officer or employee of the University in circumstances when it is reasonable to require that such information be given e.g. while securing admission to the University.
- Without prejudice to the right to raise academic and other concerns responsibly within or outside the University, the making of false and malicious reports of malpractice, which upon investigation are proved to be unfounded.
- Violation of Dubai International Academic City (DIAC) non-smoking policy.
- Violation of DIAC student resident visa regulations.
- Withdrawal of Student Visa status following action by DIAC.
- Disregarding University rules and regulations.

8.0 STUDENT RECORDS

The University will create, maintain, and archive student records and the related administrative records and maintaining the confidentiality of these records and controlling the release of information. Students are responsible for providing up-to-date personal information and details of his/her sponsor

Written consent for his/her personal and academic information to be released throughout the duration of his/her enrolment at the University to a sponsor, person or organization with whom the student has a contractual or legal obligation or where the student is authorising someone on their behalf to collect information.

Information in the Academic Record Management System is maintained for institutional use and is not available to the public. Students have the right to inspect, review and be provided with copies of his/her academic information seek rectification of personal and academic information where s/he believes that to be inaccurate

8.1 INFORMATION RELEASE

- Assessment results will be released to students individually and will not posted publicly.
- Personal information, such as contact details or student grades will not be given out to any third party, except if required by law.
- No official transcript may be issued or handed over to any party other than the concerned students, without their signed assent.
- All official transcripts will be signed by the Registrar or appropriate designee, of the University, whose signature solely will be recognised outside the bounds of the University, before being released to the student or to a third party authorised by the student to receive it.
- An official copy of the transcript will be sent to the student's home address upon written request from the student.
- Students may request an unofficial transcript or a record of grades at any time.

The University encourages and supports student learning experiences beyond the boundaries of formal instruction, such as student societies or student publications. This policy covers the supervisory role of the University over student activities.

9.0 STUDENT ACTIVITIES

Important note: Ministry of Health and Prevention COVID-19 regulations have to be followed.

9.1 SOCIAL ACTIVITIES AND GATHERINGS

The University will create and plan several social and cultural activities for students throughout the Academic year. These activities may include:

- Guest lectures
- Dinners
- International celebrations
- Desert safaris, picnics and other events

Students' ideas for a suitable student activity will be supported by the University.

The University will have supervisory authority over all student organisations and activities.

To provide for the efficient use of University buildings and facilities and to protect the integrity and reputation of the University, no student organisation will be permitted to use the University facilities without prior approval. The students can request for such approval by writing an email to the Head of Student Administration.

Students will be expected to behave in a responsible and respectful manner when taking part in such activities and refrain from any disciplinary offences as set out in the Student Disciplinary section. All students and guests must conform to the UAE law. Organisation or students arranging the activity will be responsible for taking all reasonable steps to prevent any infraction of the University rules and UAE laws. Any individual/group whose conduct violates these rules will be subject to disciplinary action.

In addition, any existing penalties and disciplinary procedures will apply. Such action may include suspension or expulsion of individuals or suspension or termination of a particular activity or club.

9.2 STUDENT-RUN MEDIA

The University recognises that student-run media are an important part of University's academic life which give students the opportunity to express their creativity, provide a forum for free and open discussion, and create a permanent record of the activities and intellectual climate of the campus.

Any Student-run media shall be representative of the entire student body and not be the province of a limited number of students or small groups of students associated with any Faculty, programme or department.

Staff members (including editors) for student media shall be widely recruited from the entire student body, and a designated faculty advisor shall provide assistance to student staff members irrespective of their programme of study.

Publication or dissemination of obscene materials is prohibited.

University is not responsible for the content of student publications or broadcasts. Views and opinions disseminated through any or all of the student-run Media are not necessarily the views and opinions of BUId.

All information provided through student-run media shall be based upon professional standards of accuracy, objectivity and fairness.

The students responsible for student-run media will check and verify all facts and verify the accuracy of all quotations before publishing.

9.3 STUDENT MEDIA AND USE OF ELECTRONIC INFORMATION RESOURCES

Student may use electronic information resources, including Internet Web sites, e-mail, etc. to gather news and information, to communicate with other students and individuals and to ask questions of and consult with sources.

The University reserves the right to remove or restrict student media access to on-line and electronic material in case the content is deemed inappropriate by the University as stipulated in the University Policy on Use of Technology Resources and Email guidelines.

Students must obtain prior permission before using the university logo and branding. Students can email marketing@buid.ac.ae to get permission.

9.4 SOCIAL NETWORKS

Social network sites such as Facebook, Myspace, and other digital platforms and distribution mechanisms facilitate student communicating with other students. Participation in such networks has both positive appeal and potentially negative consequences. It is important that BUiD students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviours.

10.0 STUDENT COMPLAINT PROCEDURE

Students are entitled to lodge complaints concerning any aspect of BUiD's services. BUiD Services include but are not limited to

- Quality of teaching and learning and related facilities.
- IT, Academic Success Unit or Library services.
- Personal support such as the careers and counselling service, personal tutors or project Supervisors.
- Administrative services such as faculty offices, faculty administration etc.

Complaints are defined as any student concern regarding University services other than those addressed by institutional appeal policies. Students may file a formal complaint in writing in accordance with the University Complaints Procedures.

The University will ensure that student complaints are addressed in an equitable, objective and unbiased manner, and that the complainant receives an appropriate response in a timely manner. No action may be taken in the case of complaints made anonymously.

Students shall not be disadvantaged for lodging a complaint in good faith. However, if a complaint is found to be malicious, the complainant may be subject to the University's disciplinary procedure.

Complaints received more than 6 months after the event in question will not normally be investigated.

10.1 PROCEDURE

Before having recourse to the Complaints Procedure, students should make every effort to resolve a problem with the individual(s) concerned or consult his/her tutor or supervisor for help and advice. Only when these steps have failed, or when the student has good cause for not pursuing these means of resolving the issue,

should the Complaints Procedure be invoked. Submission of the Complaints Form initiates the formal Complaints Procedure.

The Complaints Procedure shall not apply to cases in which an individual wishes to appeal against an academic decision; in such instances the applicant should follow the Appeals Procedure for students.

Stage 1 - Informal Complaint to the Person Directly Responsible

If possible, the complaint should initially be addressed to the member of University staff who is directly responsible for the situation in question.

If a matter of University policy or practice is the source of the complaint, the student should seek to identify the person with responsibility for its implementation or operation. For instance, complaints about the content of a particular module should be addressed to the academic staff member teaching the module.

In order to ensure that the complaint is raised at a mutually convenient time, the student should try to arrange an appointment with the staff member concerned. The staff member may request the presence of a colleague and the student may wish to bring a friend to the meeting. Staff should be happy to deal with complaints raised on an informal basis, but if the student feels unable to approach the individual directly concerned they may proceed directly to Stage 2.

Stage 2 - Formal Complaint to the Dean of Faculty or Registrar

If the student feels unable to approach the staff member who is directly responsible, or considers that the matter has not been satisfactorily resolved, s/he should raise the complaint by completing the relevant form and submitting it to the Dean of Faculty or Registrar.

Having reviewed the complaint and meeting with the student the Dean of Faculty/Registrar will outline how s/he intends to deal with the situation and when this is expected to be completed. The student will be notified in the event of any subsequent delay. The investigation should be completed as swiftly as possible and certainly within 3 weeks from the time of the initial hearing.

Once the complaint has been fully considered, the Dean of Faculty/Registrar will notify the student in writing of his or her conclusions and of any consequent action the Faculty intends to take.

If the student is not satisfied with the action taken at Stage 2, s/he may then choose to proceed to Stage 3 of this process.

Stage 3 - Formal Complaint to the Vice-Chancellor

If the student is not satisfied that the matter has been resolved at Stage 2, a formal complaint to the Vice-Chancellor should be made by using the relevant complaint form.

If the complaint has already been heard under the procedure outlined in Stages 1 and 2, then any further investigation under Stages 3 of this procedure will normally be confined to an investigation of the handling of that complaint, and not into its substance.

The Complaint Form must be submitted, with any supporting documentation, to the Vice-Chancellor, who will then investigate the matter with relevant members of the staff in the Faculty concerned. The Dean of Faculty will be involved in the investigation of all complaints relating to academic matters, and the Registrar and Head of the relevant service in all complaints relating to the support services and the administration.

Unless notified otherwise, students should expect that written confirmation of the outcome of the investigation, and any consequent action BUiD intends to take, within 3 weeks of submission of the complaint form.

The decision at this stage will be final and will bring the University's investigation of the case to a close.

11.0 UNIVERSITY SERVICES

11.1 ACADEMIC ADVISING

The University is committed to ensuring that its students successfully complete their chosen programme of study and wherever possible do not leave prematurely without obtaining an appropriate qualification. To ensure an excellent student experience, academic advice and support is available to students throughout the course of their programmes through a number of channels. The advisors who are directly involved with student progression and performance are:

- Personal Tutor
- Module Tutor
- Module Coordinator
- Dissertation Supervisor (**Applicable only to programmes having a dissertation component**)
- Head of Programme

11.1.1 PERSONAL TUTOR

The Personal Tutor provides the fundamental academic advising role for all University students. The Personal Tutor is a full-time academic staff member who is assigned individual student advisees and is responsible for:

- Being available as a first line of pastoral support with whom to discuss non-academic problems and difficulties on studying, financial and other problems
- Monitoring and supervising a student's overall progress on the programme
- Advising the student on other available student support mechanisms (study skills support etc.) and how these can be accessed
- Providing support to students where performance is below expectations
- Ratifying each student's choice of modules for the coming term and hence monitoring the student's Plan of Studies.
- Referring students as necessary to University regulations and ensuring that students are familiar with relevant University procedures
- Providing advice and support in cases where the student requests to suspend study, withdraw from a module, change programme or withdraw from a programme

Such monitoring and advice will take place informally and formally (e.g. through meetings with students, email correspondence etc.)

At the time of admission to a programme each student is assigned a Personal Tutor who then is available to assist the student to complete all registration forms for their taught modules. Students are responsible to make arrangements to meet with their Personal Tutor in the induction week.

All scheduled learning activities will be monitored by the Personal Tutor, who is available to assist in the preparation of a student's Plan of Studies and to meet with the student to review the student's academic progress.

In order for personal tutoring to be beneficial and meaningful students are responsible for:

- Maintaining regular communication with their personal tutor.
- Considering how they can address or facilitate any self-help for problems or concerns raised with personal tutor. Attending all scheduled meetings or agree an alternative time if it is inconvenient

- Contacting personal tutors if there are any issues that may impact on their academic performance or pose any risk to their progression or withdrawal
- Acting on any recommendations and advice offered by personal tutors

11.1.2 MODULE TUTOR

Module tutor is the person responsible for teaching the module. As their responsibilities are associated with teaching, the Module tutors are responsible for:

- Day-to-day management of their module(s)
- Ensuring high quality of teaching and assessment of their module(s)
- Ensuring the delivery and assessment of the module in line with the information contained in the module descriptor
- Ensuring that the delivery and marking etc. of their module(s) adhere to University regulations, policies and procedures
- Carrying out all assessment procedures in line with University Regulations. This involves providing draft assessment instruments to be sent to external examiners' for comment, responding to external examiners' feedback, ensuring that work is in line with the university's assessment criteria and procedures, returning marks by the deadline and attending relevant internal BoEs.
- Identifying students who may be experiencing difficulties by monitoring attendance and programme work, and offering guidance and support to assist such students. In case the difficulties persist, the module tutor would request a meeting with the student and his/her Personal Tutor to ensure provision of further guidance and support.
- During the term, the Module Tutors teaching each module will make themselves available to students through establishing weekly office hours (minimum of two hours per week for staff teaching current modules, other staff by appointment) during which they may be consulted on curricular and related matters, and give individual advice on matters pertaining to the programme. Outside these office hours, staff will be available by appointment.

11.1.3 DISSERTATION SUPERVISOR (Applicable only to programmes having a dissertation component)

Each student who is completing a dissertation is allocated a Dissertation Supervisor to provide guidance during the conduct of the dissertation research. The Dissertation Supervisor may be the same academic staff member as the Personal Tutor or another academic staff member. Whatever the case, the academic staff member's consent to serve as the Dissertation Supervisor must be formally obtained.

The Dissertation Supervisor is responsible for:

- Providing guidance about the nature of the dissertation enquiry and the standard of work to be expected.
- Guiding the student in focusing the study and in drawing up a plan and outline for the dissertation to ensure that a feasible piece of work is proposed.
- Advising the student on relevant literature and methodology.
- Maintaining contact through dissertation meetings in accordance with University policy and in the light of any agreement reached with the student.
- Monitoring progress against an agreed plan and timetable for the dissertation study.
- Commenting on at least some, if not all of the draft chapters of the dissertation.
- Ensure that the student is made aware if the standard of work is below that expected.
- Where relevant, advising on ethical and safety implications of the work.
- Responding promptly and appropriately, by making constructive suggestions both at the planning stage and in response to the material submitted.
- Giving appropriate technical advice and also assist the student in planning and refining the dissertation and working towards agreed targets during the period of work.

- Ensuring that their students are fully aware of their being away for any extended periods such as in annual leave during the summer, and make back-up supervisory arrangements at crucial times, such as when draft chapters are being written or submitted.
- Giving advice on the necessary completion dates of successive stages of the work so that the dissertation may be submitted within the scheduled time.
- Writing a formal progress report for any student who applies for a formal extension to the standard period of dissertation study registration.
- Advising the HoP/Programme Coordinator, Dean of the Faculty and the student, as soon as it is recognised that there is a problem, if in his or her opinion, there is significant likelihood that the student is likely to fail the dissertation. Dissertation supervisors are not required to indicate the standard of the work in progress as it is only the final submission which is formally assessed.
- Being the first marker of the Dissertation. Making sure that all assessment procedures in line with University Regulations are followed.

At the beginning of the dissertation, a learning contract will be signed between the University and the student laying out the scope of research, research milestones and the schedule of meetings between the student and the supervisor. The dissertation supervisors will make themselves available to students for these meetings (refer to Dissertation Handbook).

A change of the Dissertation Supervisor may be sought by the student, the adviser, the programme, or the Faculty. Any such change shall only be made with the approvals of HoP/Programme Coordinator and the Dean of the Faculty. Notification of such a change must be sent to the student, to the new and former advisers, Dissertation Coordinator and to the Student Administration Office (Refer to Dissertation Handbook).

11.2 OFFICE HOURS

During the course of the year, academic staff will be available to students through establishing weekly office hours (minimum of two hours per week for staff teaching current modules, other staff by appointment) during which they may be consulted on curricular and related matters, and give individual advice on matters pertaining to the programme. Outside these office hours, staff is available by appointment.

Students should consult the Programme Coordinator should they experience any difficulty, which is impairing academic performance. The Programme Coordinator will discuss and, if possible, suggest solutions for any problems with academic work, and may ask other members of staff for help where appropriate.

11.3 SUPERVISION FOR DOCTORATE STUDENTS

Academic advising system is available to doctoral students, who would be allocated supervisors at the beginning of their degree. In case students or supervisors are away for some reasons (and are not on their annual leave), students are encouraged to use email, phone, video-conferencing and virtual classroom technology to arrange meetings with their supervisors.

11.3.1 DIRECTOR OF STUDIES

The Director of Studies (DoS), referred to as Student Academic Tutor (SAT) in the first stage of the programme, performs the main supervisory role for a doctoral student and will meet regularly with the student and advise on academic progress. S/he will be responsible for the overall management and direction of the student's research degree including any administrative issues relating to the student's registration and progress.

The DoS will normally be from the faculty to which the programme belongs and have had previous experience of successful doctoral supervision. S/he will be responsible for:

- Providing guidance about the nature of the research and the standard expected and the planning of the research programme. Directors of Studies are required to point students to literature and sources and direct them to attend taught courses that are relevant to their Doctoral research topic. This is particularly important in the needs assessment which is conducted to determine the nature and direction of study to be undertaken at the initial stages of the programme.
- Maintaining contact with the student through regular meetings. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of the student's research. In all cases the schedule of supervisory meetings will be clearly communicated and normally agreed with the student in advance.
- Providing detailed advice on the necessary completion dates of successive stages of the work so that it may be completed within the required time.
- Requesting written work or reports, as appropriate, and returning it in reasonable time with constructive feedback. Students should give the DoS due warning and adequate time for reading any drafts and the DoS and student should agree during initial meetings on a reasonable timeframe for provision of feedback.
- Encouraging the student to present his or her work to staff and graduate members throughout the programme and particularly at the end of Research Methodology 3 Module. Such presentations, will act partly to prepare for the oral examinations of the student, and partly to introduce the student to the culture of the dissemination of research.
- Encouraging the student to collaborate with colleagues and other students in the associated UK university and with other academic associates as appropriate.
- Ensuring that the student is made aware when progress is not satisfactory and giving advice and guidance on how to improve it.
- Ensuring that the student is aware of the health and safety regulations and academic rules, regulations and codes of practice of the University, and of the need to exercise probity and to conduct their research according to ethical principles and University ethical procedures, and of the implications of research misconduct and plagiarism.
- Helping the student identify his or her specific training needs, both in relation to research skills and to the development of other transferable skills; informing the student of the means to develop these skills; and monitoring the student's progress in these areas.
- Helping the student interact with other researchers by making him or her aware of other research work particularly in the Faculty, BUiD and the associated UK university and by encouraging attendance at conferences.
- Keeping other members of the supervisory team and the Head of programme (HoP) apprised of the student's progress.
- Ensuring, where required, that duties are fulfilled with regard to any formal requirements from external bodies or agencies in relation to the submission of reports or training relating to the student's research.
- Recommending examiners for the student's thesis to the HoP, after discussion with the student, to ensure that the proposed examiners have not had, or do not continue to have, a significant input into the project, a significant personal, financial or professional relationship with the student, or that there is no other good reason to doubt the suitability of the recommendation.
- Ensuring that the student has been informed of and sought appropriate agreement with all parties, including external sponsors, in relation to the communication of research outputs. This shall include seeking advice from the Registrar of BUiD and the associated UK university via the BUiD Registrar and the Academic Advisor with respect to confidentiality and intellectual property rights.
- Helping the student prepare for the oral examination of the thesis (or equivalent). Normally, this could be done by the organisation of a mock viva before the actual oral examination. DoS cannot, however, be involved in the oral examination.
- Being aware of the University's Code of Practice for research degrees.

11.3.2 SECOND SUPERVISOR (where appropriate)

- A Second Supervisor will be appointed for every student. S/he will normally be drawn from the staff of BUiD and contribute specific expertise in assisting the DoS throughout the development of the student's research programme and may act as a supervisor of sections of work in progress in consultation with the DoS. The Second Supervisor may be required to offer specialist advice or to provide continuity of supervision when the DoS is absent from the University in addition to providing the student with a second opinion on research matters.

11.3.3 AN ACADEMIC ADVISOR

The role of the Advisor is to offer specialist advice on aspects of the work and on general research progress, but not to act as joint supervisor. The Advisor will be involved with offering formative feedback and advice but not with any summative assessment of the student's work.

11.3.4 RESPONSIBILITIES OF DOCTORAL STUDENTS

Students are required to take responsibility for their own personal and professional development throughout the degree. Their DoS is their primary point of contact for consultation on all matters, academic, professional and personal; but they should also be aware of the opportunity to consult other members of their supervisory team, their personal tutor and the Head of Programme.

In addition, Doctoral students are responsible for:

- Maintaining regular contact with supervisors, according to the pattern of meetings agreed between the DoS and the student. The frequency of meetings will be determined by the nature of the research that is undertaken and the stage of development of the student's research, but a normal expectation would be for such meetings to take place every fortnight.
- Preparing adequately for meetings with supervisors.
- Keeping to timetables and deadlines for the planning and submission of work, and generally maintain satisfactory progress with the research degree. Develop, in consultation with the DoS, an agreed schedule for progressing and submitting the thesis in a timely manner.
- Making supervisors aware of any specific needs and of any circumstances likely to affect their work, and take the initiative in raising issues or difficulties as soon as they arise, particularly in relation to targets relating to progress and achievements.
- Attending and participating fully in any training and development opportunities, research-related and other, that have been identified when agreeing their development needs with their supervisors.
- Being familiar with relevant University regulations and policies.
- Ensuring that any reports and the final thesis presented to supervisors is written in accordance with requirements relating to the correct use of English language and presentation of tables, references, figures etc.
- Deciding when the final thesis should be submitted, taking into account the opinion of the DoS. A DoS' agreement to submission does not indicate that the examiners will find the thesis acceptable for the award of the research degree.
- Accepting ultimate responsibility for his/her own research activity.
- Preparing periodic progress reports on the research project as may be required by external agencies.
- Informing the DoS of any communications from the sponsoring or other external body in relation to the research project.
- Maintaining adequate records of the progress of the work and of the development of the project and their own skills.
- Gaining approval, in advance, from their DoS if they wish to issue questionnaires. If a student wishes to use the University's address for this purpose, the text of any communication must be approved by the DoS before it is sent.
- Making every effort to provide feedback on the supervisory experience, through completion of the University Supervision Questionnaire for Doctoral students.

- Informing the DoS of any paid or unpaid work they are carrying out or wish to carry out in addition to their full time study.
- Informing their DoS of any intention to take holiday and discuss the timing of the intended holiday in relation to academic priorities.
- Meeting with the supervisory team as a whole to discuss progress at least twice per year.

11.4 STUDENT SERVICES

11.4.1 CAREER SERVICES AND STUDENT COUNSELLING

BUiD provides career and personal counselling facilities to students in several areas of student need.

11.4.2 CAREER GUIDANCE AND SUPPORT

Career guidance helps students explore vocational interests, and opportunities available in various fields of specialisation in their chosen educational programmes. This is provided through the following means:

Members of the academic staff giving careers advice
 Students being referred to members of the Programme Advisory Group which comprises specialists in fields relevant to the programme
 Access to career related activities organised by Dubai International Academic City.

11.4.3 CAREER AND EMPLOYMENT INFORMATION

Students have access to employment related information through employment and corporate websites, copies of corporate directories and databases. The University Library has a specially designated space for access to this information.

11.4.4 CAREER DEVELOPMENT SUPPORT

The University Senior Student Relations Coordinator will assist the students in the following:

- Workshops on job search
- CV writing
- Interview techniques
- Individual one-on-one coaching for career success
- Organising and facilitating job search

11.4.5 ACCESS TO CAREER DEVELOPMENT SUPPORT

- Senior Student Relations Coordinator provides student with career counselling services.
- The service is available by appointments only.
- Appointments can be made during or after office hours on weekdays
- This services are free of charge; however, the University reserves the right to charge the student the cost of the service if an appointment is booked and the student does not attend the session, without giving notice at least two working days prior to the scheduled appointment.
- The University reserves the right to charge the student the cost of the service if a place on a workshop is booked and the student does not attend all of the sessions.

11.4.6 PERSONAL COUNSELLING SERVICE

Students are provided personal counselling services which include:

- Emotional counselling for students who find it hard to cope provide counselling for stress, anxiety, depression, relationship problems, bereavements that may affect their academic performance
- Counselling for low self-esteem, decision making, anger management
- Support for students and staff in case of an emergency on campus
- Guidance for students regarding mitigating circumstances
- Crisis counselling

- Learning skills counselling like time management, memory improvement, coping with work load, preparing for examinations etc
- Workshops for groups of students on related topics

The personal counsellor will maintain confidentiality and respect rights and privacy of students.

11.4.7 ACCESS TO PERSONAL COUNSELLING FACILITY

Counselling services are available for all registered students during term time, from 3pm to 6pm on Wednesday. Access to the counsellor out of designated hours is available and will be organized through the Student Services Administrator.

11.5 ACCOMMODATION

The University does not provide student accommodation. Hence students are requested to contact student administration for other available accommodation options.

11.6 LOST AND FOUND

All lost and found items are to be deposited in the Student Administration office. Students who misplace an item may contact Student Administration.

11.7 DIAC FACILITIES

11.7.1 FOOD COURT

The food court is located across Block 11. The food court is open from 9am to 8.30pm from Sunday to Thursday, and 9am to 4.30pm on Friday and Saturday.

11.7.2 PRAYER ROOMS

Male and female prayer rooms are located in Block 8. A prayer room for women is available in Block 11. A prayer room for men is available in Block 12.

11.7.3 STUDENT HUB & RECREATION AREA

The DIAC Student Hub is the official representative of the student body in Dubai International Academic City, its aim being to create a vibrant campus environment through supporting students with a wide range of both virtual and physical services. Information about the student hub services is available on

<https://diacedu.ae/the-community/Student-hub>

DIAC have a large shared gathering area which offers some seating areas, coffee shops, and a student recreation area that includes various activities and videogames called "The Living Rooms".

11.7.4 HEALTH SERVICES

An ambulance is available in front of block 6 for emergency treatment and hospital transportation.

11.8 ALUMNI SOCIETY

The University maintains an up-to-date database of its former students. Through this the University will act as a contact point for a worldwide network of alumni and groupings of alumni in various countries and regions of the UAE. Inclusion in the database will be voluntary and will form the mailing list for news on developments within the University.

Alumni Society members have access to Blackboard via the alumni page. They are on the University's mailing list and receive information about relevant events.

12.0 LIBRARY AND LEARNING RESOURCES

12.1 LIBRARY MISSION STATEMENT

The mission of the University Library is to deliver information in the form, at the place, and at the time of most benefit to the user, within the requirements of the University. The University Library exists to serve the teaching and research needs of the University in information provision, and strives to offer the highest quality of service to all students and staff. In addition to traditional library services, this involves providing users with access to information in a variety of electronic formats.

12.2 ELECTRONIC RESOURCES

Electronic resources are organised on the University library portal by subject area to facilitate access to those resources relevant to a particular field of study or research. The University Library maintains on its website a searchable catalogue of all print and non-print materials as well as links to all of the electronic resources it holds, including:

- I. E-journals;
- II. Electronic reference materials including dictionaries, encyclopaedias, and newspapers;
- III. Databases providing bibliographic references to literature in specific subject areas, abstracts, and synopses of literature and, in some instances, full-text articles;
- IV. Networked CD-ROMS encompassing bibliographic databases, reference works, and textbooks; and
- V. Web-based resources such as online databases, bibliographic resources, subject gateways and search tools.

Access to electronic resources requires your University login details on-campus or from off-campus at any time of the day. However, there are some databases that require a specific username and password in order to access them and you can find the access information through our E-resources page on the Library website.

All books are arranged on the shelves according to the Dewey Decimal Classification using a combination of letters and numbers. The required book can be searched by its author, title or subject through the library's online catalogue.

The University Library also houses computer workstations. With the support of a high-speed network and PCs, students have the tools to complete their research, prepare assignments and produce high quality presentations.

12.3 REPROGRAPHICS

A self-photocopy service using a coin operated machine is available. The University Library has a photocopier to enable the copying of articles and chapters within the bounds of copyright legislation.

The University Library abides by national and international copyright laws in force. Copyright regulations are posted next to or immediately above the photocopier to prevent any infringement of rules. Photocopying from cover to cover will not be allowed.

12.4 ACCESS TO LIBRARY FACILITIES

The Library will be open at such times as may be determined by the University Librarian in agreement with the University authorities, and a statement of the hours during which the University Library is open will be displayed outside the Library. During teaching, this is currently 9am to 9pm.

12.5 LIBRARY MEMBERSHIP

The use of the University Library for borrowing is normally permitted to registered readers only.

Registration as a reader will be open to all persons in the following categories:

- I. Full and part-time members of the University's academic and academic-related staff;
- II. Visiting staff who have been given similar status within the University;
- III. Registered students of the University;
- IV. Alumni
- V. Members of the Council other than those covered in the above categories; or
- VI. Non-members of the University may be permitted to use the Library following the regulations as external borrowers

The Student ID card must be presented each time a book is borrowed and on the understanding that its owner agrees to abide by the Library rules and regulations. Users in the other categories of membership must sign a statement that they agree to abide by the Library rules and regulations.

External Borrowers or Visiting Scholars may vary according to differences in their requested type of use. External borrowers must submit required identity and letter of request, and must pay a refundable security deposit fee in order to secure privileges for borrowing which shall be limited to books only. Visiting scholars, must comply with the general library policies set forth in the University Library Guide.

University (identity) cards are non-transferable. It is the reader's responsibility to ensure that the correct contact details are notified to the Library.

12.6 GENERAL RULES AND REGULATIONS

The marking, defacing or damaging of Library materials will be regarded as a serious offence and may be subject to the University disciplinary rules.

Any damage found should be reported immediately to Library staff.

Readers who are responsible for an item which is damaged or lost will be required to pay for the cost of replacement.

Readers who fail to return any materials in accordance with regulations will be liable to the appropriate fine in respect of each item not returned. Such fines will be determined by agreement with the responsible committee and will be published as regulations in the University Library Guide which is available on Blackboard and provided to students during induction. Currently this is in AED 2 per day for lending stock.

In accordance with the University's general disciplinary regulations, the librarian may suspend persistent offenders from the use of the University Library.

A charge will be made for the replacement of a reader's card which has been lost or which through damage is made unusable.

Smoking is not allowed in the Library.

The consumption of food and drink will not be allowed within the parts of the Library open to readers.

The use of mobile phones is not allowed in the Library.

12.7 LIBRARY INDUCTION

All students will receive an orientation to the University Library and the services it offers as part of their induction week. They will meet the University Librarian and receive instruction on the resources on offer, and on how to access these resources.

12.8 BORROWING

No book may be removed from the University Library without the issue being recorded in the manner prescribed by the Library staff. Library staff are authorised to examine books if a reader activates the book detection system when leaving the Library. The Library staff may restrict or prohibit the borrowing of any book or periodical.

Borrowing regulations for different categories of users and material are determined from time to time by agreement with the Library and Learning Resources Forum. A guide to borrowing regulations is available in the library.

All materials borrowed from the University Library must be returned by the due date. The Library staff may recall materials issued to any reader if the item in question is in demand by other readers. In such cases, items must be returned by the new due date specified on the recall notice sent to the reader.

Readers will be at all times responsible for any materials which have been issued in their name and this responsibility ends only when the item has been returned to the University Library and if the issue record has been cancelled. Readers will be required to pay for the replacement of any materials, which are lost while issued to them, with the addition of an administrative charge.

Journals and reference material will not be available for loan, but may be photocopied, subject to copyright regulations.

12.9 INTER-LIBRARY LOANS/ DOCUMENT DELIVERY SERVICE

Access to materials that is not available in the University may be arranged from other libraries in the country or within the University agreements with the associate universities through an online request available in the Library website.

The use of any material obtained through the inter-library loan service is governed at all times by the regulations of the lending library. This service will be limited according to cost.

12.10 COOPERATIVE ARRANGEMENT

Under the Memoranda of Understanding (MoUs) and agreements signed with the associate Universities, the University will have access to the partners' electronic resources and will model its library on best international practices. Students will benefit from the resources held at these universities.

12.11 LIBRARY STAFF

The Library is staffed by a Head Librarian, who has a recognised qualification in Librarianship, two full-time library assistants and two part-time support staff.

12.12 ASSISTANCE TO USERS

The Library staff will be on hand to answer any questions that staff and students have. In addition, questions to the Library may be emailed to library@buid.ac.ae, and the library staff will address your queries.

Ask a Librarian chat reference is also open during Library hours where you may be chatting with one of the professional library staff.

12.13 TRAINING

Through the induction programme, and during the course of the academic year, students will receive practical training in the use of databases, catalogues and bibliographical management packages they will need to use in the course of their studies.

Special training will be offered on the use of audio-visual equipment and facilities by the IT Office.

12.14 SUGGESTIONS PROCEDURE

An online feedback form (which can be used for suggestions and complaints) is available in the Library website. This process is:

- I. To make comments, negative or positive, about Library service;
- II. To make suggestions for change or improvement; or
- III. To suggest items for the Library to add to stock.

Where those completing such forms identify themselves, they will receive a reply in writing and, unless the matter is regarded as confidential (i.e. a complaint about an individual member of Library staff or a concern which relates directly to the personal experience of the complainant), the original comment and the reply will be posted on the Blackboard.

The University Librarian will maintain oversight of the process and will produce for the Library and Learning Resources Forum at the final meeting each year an analysis of the complaints/suggestions received during the previous year, along with the Library's responses. This analysis will be used as a check to determine if general changes are required to Library practices or regulations.

12.15 LEARNER SUPPORT

12.15.1 Doctoral Training Centre

Doctoral Training Centre (DTC) is a unit within the British University in Dubai that provides support in terms of academic literacy skills to ALL students.

All new students are required to take a skills audit. The skills audit is a 75-minute combined reading and writing task that sets out to test students' level of academic reading and writing. The audit also has a self-audit component where students can rate themselves on a range of skills.

This audit will give an indication to both faculty and DTC the entry level of students. All students would have already taken an IELTS or TOEFL examination; however, the skills audit gives the university a sample of original work done by the students. The skills audit is administered as an online test so students can complete it at their own convenience. The results of this test will remain confidential but each student will receive an email which will recommend workshops that will help the student improve particular skills.

Learner support at BUiD consists of the following strands:

1. Mandatory workshops on referencing and avoiding plagiarism
2. Range of classes on all areas of academic literacy skills
3. Individual Tutorials via the Writing Centre
4. Independent and self-learning resources on Blackboard
5. Limited support for IT Skills via the IT Department

Information on the class timetables and the timings for tutorials will be published at the start of each term. Regular updates on classes will be sent by email to all students and posted on Blackboard.

13.0 INFORMATION TECHNOLOGY RESOURCES

The University intends that all of its students should make full use of communications and information technology to support their studies.

In addition to the extensive use of information technology in the curriculum, each student is provided with a wide range of computing facilities during the course of his/her studies, with the expectation that all students will use word-processing, electronic mail, and information resources on the Internet, along with any other computing activity that is relevant to the subject.

13.1 INFRASTRUCTURE

Networked computers will be provided in student laboratories. Students will also be given, on application, access to the University wireless network.

13.2 WEB PROVISION

The University web-based services will fall into two levels of access:

13.3 PUBLIC NETWORK

The most open level includes the website, which will provide public access to information about the University. It will include, for example, an online application form for prospective students.

13.4 BLACKBOARD

Blackboard access is provided to all registered students. This learning tool is utilized to share general University information (for example policies, announcements etc.) as well as programme and module specific information (including module guides, sample papers and other similar materials.) Students are expected to use this facility on regular basis in order to remain updated about the University in general and their programme in particular.

13.5 GENERAL RULES

- No food or drinks are allowed in the computer lab
- Users are to keep the computer lab and computer terminal area clean.
- Users should not divulge their password to anyone.
- The printing from the internet should be kept at a minimum
- Users are to logoff the computer after use.
- All users must be considerate of others and behave in a quiet and orderly manner when using the computer facilities.
- The users must follow the published times for access to the facilities.

- The IT staff can ask any user to show his/her staff or student ID card as proof of identity. The University has a right to ask user to stop using the facilities if he/she can not show the ID card.

13.6 IT SUPPORT

The University's IT infrastructure is supported by two dedicated IT staff, who may be approached directly by students in the event of any technical problems.

Tuition in relevant IT skills will be provided by academic teaching staff if required, although students working within disciplines relevant to IT, such as that of informatics, at Masters level are expected to be in possession of extensive IT skills upon admission to the programme.

IT Support (ITS) provides trouble shooting assistance for computer problems, but it does not service privately owned computers. It will not support Non-English or inappropriately licensed operating systems. No warranty of service is provided or implied. Students must sign a liability waiver if they request ITS to work on their computers. ITS reserves the right to refuse service at anytime due to workload associated with the University owned hardware and software.

13.7 SERVICES OFFERED BY IT SERVICES

- Wireless connectivity to student-owned laptops
- Installation of supported open source research software required for academic work
- Basic troubleshooting of operating system problems
- System Updates on supported Operating Systems (Windows XP, Vista & Windows 7)
- Virus and spyware removal (Basis support is available, but extensive problems involving virus and spyware removal may not be resolved. The University does not guarantee fixing of every virus and spyware issue possible.)
- Provision of recommended computer specifications
- Limited support is provided for Mac products and Linux.
- Repair referral for laptop hardware
- Wireless Connectivity

13.8 SERVICES NOT OFFERED BY IT SERVICES

- Backup of personal data
- Reformatting and factory restores
- Installation of system disks and operating systems
- Opening computer case and performing or assisting with hardware replacement/repair.
- Registry Edits
- Providing service to computers that have more than one anti-virus software package installed. Having more than one anti-virus solution can create multiple conflicts on a computer.
- Provide service to computers that are unable to boot into their operating system normally.
- Provide service to computers using a non-English language operating system.

13.9 MISUSE OF COMPUTER EQUIPMENT

The University computing facilities are provided solely for use by students in connection with their university education, including research activities. Other small-scale use may be allowed, as a privilege and not a right, and if abused will be treated as a contravention of University regulations. Any use that brings the University into disrepute or is a breach of any student policy, code or similar University document relating to discipline, conduct or harassment, will also be treated as a contravention of these regulations. No student should, unless appropriately authorised, take or omit to take any action, which damages, restricts, jeopardises, impairs or undermines the performance, usability or accessibility of the computing facilities, the communications network, systems programs, or other stored information or data including loading or downloading software.

13.10 STUDENT RECORDS AND TRANSCRIPTS

Student records will be kept safe and only authorised personnel will be entitled to have access to them. Personal information, such as contact details or student grades will not be given out to any third party save as required within the legal authority of the government.

Staff will issue their assessment and results to students individually and will not post them publicly.

No official transcript may be issued to any party other than the concerned student without his/her signed request and it will not be handed to any other party, except with the student's written authorisation.

All official transcripts will be signed by the Registrar or appropriate designee, of the University, whose signatures solely will be recognised outside the bounds of the University, before being released to the student or to a third party authorised by the student to receive it.

An official copy of the transcript will be sent to the student's home address upon written request from the student.

Students may request an unofficial transcript or a record of grades at any time.

Information such as tutorial reports, correspondence or coursework will be disposed of after an appropriate period not exceeding five years.

Other information referring to the student which is kept on file, will be used for quality assurance purposes only. Such data will not be traceable to any individual student and is therefore not subject to these policies.

The details and implementation of information storage, release and retention policies will be the responsibility of the Head of Student Administration.

14.0 HEALTH AND SAFETY PROCEDURES

- The aim of the University is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for employees, students and visitors, and to provide such information, training and supervision as is needed for this purpose.
- The Student Hub department raises awareness on DIAC's health and safety guidelines as well as the code of conduct for students. The University shall provide adequate resources to implement the regulations of the DIAC.
- Students are required to comply with the guidance from the DIAC and other relevant codes of practice.
- Students should not bring any kind of alcoholic drinks for consumption on University premises. They should not enter or remain in the establishment while intoxicated.
- The University shall communicate new health & safety policies, procedures and objectives regularly.
- The Fire Evacuation Coordinator communicates DIAC's new policies, procedures and objectives to all faculties and administrative departments regularly.
- The health and safety performance throughout the University is monitored through the institutional effectiveness system.

APPENDIX 1

NORMAL ADMISSION REQUIREMENTS FOR ALL PROGRAMMES

Programme	GPA	English Language Competency	Relevant Degree	Required prior knowledge	Required prior experience
Master of Education/ Postgraduate Diploma in Education	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	-	-	Minimum of two years teaching experience
MSc /Postgraduate Diploma / Postgraduate Certificate in Informatics (Knowledge and Data Management)	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Computer Science, Artificial Intelligence, Cognitive Science, Engineering, Physics or Mathematics (with a programming background).	Maths to the level required of a rigorous Science degree. Programming experience beyond introductory level, preferably in Java or similar	-
MSc/Postgraduate Diploma/ Postgraduate Certificate in Project Management	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	-	Applicants must show evidence of basic knowledge and understanding of project management principles. This will be demonstrated through at least two years relevant work experience in a Project Management environment OR The applicant will show evidence of introductory Project Management training and related qualification (e.g. completion of APM Introductory Certificate in Project Management or similar)	

Programme	GPA	English Language Competency	Relevant Degree	Required prior knowledge	Required prior experience
				which demonstrates basic knowledge and understanding, OR The applicant will acquire basic knowledge and understanding of Project Management principles through attending and passing a pre-masters programme (non-credit bearing) offered internally by BUiD."	
MSc/Post Graduate Diploma in IT Management	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Computer Science, Artificial Intelligence, Cognitive Science	-	-
MSc/ Postgraduate Diploma/ Postgraduate Certificate in Sustainable Design of the Built Environment	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80		-	-
MSc/Postgraduate Diploma in Construction Law and Dispute Resolution (CLDR)	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	First degree relating to buildings, construction and/or law	-	-

Programme	GPA	English Language Competency	Relevant Degree	Required prior knowledge	Required prior experience
MSc/Postgraduate Diploma/ Postgraduate Certificate in Structural Engineering	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	First degree in Civil or Mechanical Engineering or other relevant discipline in Bachelor's degree		
Masters in Architecture	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Architecture or Architectural Engineering or related Bachelor's degree	Submission of an architectural portfolio	
Doctorate in Education	Minimum 3.0	IELTS 6.5 TOEFL iBT 92 (Minimum 6.0 or 20 on writing band)		-	Minimum of three years teaching experience
PhD in Project Management	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80			
PhD in Architecture and Sustainable Built Environment	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Master's degree in SDBE or SDBE related subject		
PhD in Computer Science	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Master's degree in computer science related subject		
PhD in Business Management	Minimum 3.0	IELTS 6.5 TOEFL iBT 92	Master's degree in computer science related subject		
Professional Doctorate in Business Administration	Minimum 3.0	IELTS 6.0 TOEFL iBT 79-80	Master's degree in computer science related subject		

**CONDITIONAL ADMISSION REQUIREMENTS FOR
(POSTGRADUATE CERTIFICATE, POSTGRADUATE DIPLOMA AND MASTERS) PROGRAMMES**

Case Scenario	Conditions applicable to the student	Implications
Student meets GPA (3.0 on 4.0 scale or above) and English Language requirement for the programme	Normal Entry	None
Student meets GPA requirement (3.0 on 4.0 scale or above) but has a TOEFL score between 530 and 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research)	<p>Student should take intensive English course during the first term</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve a TOEFL score of 550 or (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research) by the end of the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme</p>	If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme
Student with GPA between 2.5 to 2.99 but meets the English Language requirement of TOEFL 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research)	<p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.</p>	If the student does not achieve the required grade in the first three modules studied for the programme, he/she will be dismissed from the programme

Case Scenario	Conditions applicable to the student	Implications
Student with GPA between 2.5 to 2.99 and TOEFL score between 530 and 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research)	<p>Student should take intensive English course during the first term</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.</p> <p>The student must achieve a TOEFL score of 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research) by the end of the first term</p>	If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English Language score by the end of first term, he/she will be dismissed from the programme
Student with GPA between 2.0 to 2.5 but meets the English Language Requirement of TOEFL 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research)	<p>The student must have relevant work experience of minimum three years</p> <p>Such students may be required to attend and pass a pre-masters programme.</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.</p>	<p>The student will not be considered for admission if he/she does not meet the work experience requirement.</p> <p>In case a pre-masters programme is specified as an admission condition, the student will only be admitted after successfully passing the pre-masters programme</p> <p>If the student does not achieve the required grade in the first three modules studied for the programme, he/she will be dismissed from the programme</p>

Case Scenario	Conditions applicable to the student	Implications
<p>Student with GPA between 2.0 to 2.5 and TOEFL score between 530 and 550 (or its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research)</p>	<p>The student must have relevant work experience of minimum three years</p> <p>Such students may be required to attend and pass a pre-masters programme.</p> <p>Student should take intensive English course during the first term</p> <p>The student can take a maximum of two modules in the first term.</p> <p>The student must achieve an overall grade of C according to BUiD's grading structure in the first three modules studied for the programme.</p> <p>The student must achieve a TOEFL score of 550 (or</p>	<p>The student will not be considered for admission if he/she does not meet the work experience requirement.</p> <p>In case a pre-masters programme is specified as an admission condition, the student will only be admitted after successfully passing the pre-masters programme</p> <p>If the student does not achieve the required grade in the first three modules studied for the programme and/or does not achieve the required English</p>

Case Scenario	Conditions applicable to the student	Implications
	its equivalent in a standardized English language test approved by the Ministry of Higher Education and Scientific Research) by the end of the first term	language score by the end of first term, he/she will be dismissed from the programme

* For programmes which require an English language score higher than 550, the student will not be allowed to proceed to dissertation until they have achieved the required programme English language score

APPENDIX 2

FEE INFORMATION

SI No	Fees/Charges	Amount
1	Tuition Fees: Admission/ Registration	10,000.00 for PhD 5,000 for MSc
2	Dishonoured Cheque	200.00
3	Withdrawal Fees	Based on module fee & scholarship awarded
4	Retake Module Fee	50% of the total module fee
5	Credit Transfer / module	1000.00
6	Readmission	1000.00
7	Transcript	100.00
8	Dissertation: Re-registration after Suspend study	1500.00
9	Dissertation: Extension up to one term	1500.00
10	Dissertation: Any Further extension	4500.00
11	Library dues / fines	As levied by the University Library
12	Letter fee	50.00

APPENDIX 3

MASTERS LEVEL GRADE DESCRIPTORS

Student performance in written examinations, practical work and oral examinations, reports and essays and research work will be assessed against the criteria as defined in the following grade descriptors.

	Written Examinations	Practical Work and Oral Examinations	Reports and Essays	Research Process
A 70 - 100%	<p>Understanding: Able to analyse critically, with arguments soundly based, and fully supported by relevant facts. Able to apply correct methods to problem-solving tasks. Evidence of an original or creative approach.</p> <p>Selection and coverage of material: Questions answered accurately and with insight, demonstrating a well-informed knowledge of the topic and a clear mastery of relevant skills.</p> <p>Structure and presentation: Logical and well-organised flow of content, clearly expressed.</p>	<p>Very well prepared, displaying a systematic and carefully planned approach with a clear understanding of the material and methodology.</p> <p>Able to work independently, or to participate actively in a group.</p> <p>Excellent presentational skills; showing an accurate and fluent analysis of the topic or problem.</p> <p>Answers questions thoughtfully and accurately with independent ideas.</p> <p>Able to reach valid/relevant conclusions, and to suggest logical extensions of the work</p>	<p>A full systematic and accurate account of the assignment; exceptionally well organised and clearly presented.</p> <p>A very clear record of the aims and methods of the work.</p> <p>Data manipulation and analysis carried out thoroughly and correctly.</p> <p>Critical and/or comparative comments on all observations, with no 'loose ends' (unexplained observations or unjustified claims and speculations).</p> <p>Considerable evidence of extended reading and original or innovative thinking.</p>	<p>Evidence is analysed in systematic and principled manner which demonstrates thorough understanding of application of theory to evidence producing insightful and original views.</p> <p>Work shows good coverage and critical discussion and awareness of significant literature in the chosen area. Demonstrates high level of ability to select and use literature to substantiate argument.</p>
B 60 – 69%	<p>Understanding: Good attempt to analyse critically,</p>	<p>Well prepared, displaying a systematic and well planned approach with a</p>	<p>A mostly systematic and accurate account of the assignment; well</p>	<p>Evidence is analysed in systematic and principled manner which demonstrates good understanding of application of</p>

	<p>with arguments well supported by relevant facts. Able to apply correct methods to problem-solving tasks with some evidence of an original or creative approach.</p> <p>Selection and coverage of material: Questions answered accurately, demonstrating a good knowledge of the topic and understanding of relevant skills.</p> <p><u>Written Examinations</u></p> <p>Structure and presentation: Logical and well-organised flow of content, well expressed.</p>	<p>good understanding of the material and methodology.</p> <p>Able to work independently, or to participate well in a group.</p> <p>Good presentational skills; showing a fairly accurate and fluent analysis of the topic or problem.</p> <p>Answers questions with a good level of accurately with some evidence of</p> <p><u>Practical Work and Oral Examinations</u></p> <p>independent ideas.</p> <p>Able to reach valid/relevant conclusions and to suggest extensions of the work</p>	<p>organised and clearly presented.</p> <p>A clear record of the aims and methods of the work.</p> <p>Data manipulation and analysis carried out with good levels of accuracy.</p> <p>Critical and/or comparative comments on most observations, with few 'loose ends' (unexplained observations or unjustified claims and speculations).</p> <p><u>Reports and Essays</u></p> <p>Good evidence of extended reading and original or innovative thinking.</p>	<p>theory to evidence producing some insightful analysis.</p> <p>Work shows awareness of and critical discussion of significant literature in the chosen area. Demonstrates the ability to select and use literature to substantiate argument.</p> <p><u>Research Process</u></p>
<p>C 50 - 59%</p>	<p>Understanding: Attempts to analyse critically: with arguments supported by some relevant facts. Familiar with the correct methods needed for problem-solving tasks, but with some difficulties in their use. Some evidence of an original or creative approach.</p> <p>Selection and coverage of material: Questions answered incompletely, but demonstrating some knowledge of the topic and</p>	<p>Adequately prepared, displaying a reasonably systematic approach and some understanding of the material and methodology.</p> <p>Able to work independently, or to participate in a group.</p> <p>Adequate presentational skills; showing a credible analysis of the topic or problem.</p> <p>Answers questions with some wider understanding of the key ideas.</p>	<p>A systematic account of the assignment, reasonably presented.</p> <p>An adequate record of the aims and methods of the work.</p> <p>Data manipulation and analysis contains few inaccuracies or omissions.</p> <p>Comments on most observations, mainly reasonable, but with possible 'loose ends'.</p> <p>Evidence of extended reading or of</p>	<p>Data collection and analysis is adequate and demonstrates an appropriate degree of commitment and the ability to select relevant material to answer the question set. The discussion of the data and other material demonstrates a general understanding of the theoretical principles involved and their application to professional practice. The work may be anecdotal/ descriptive at times, but there must be some evidence of the</p>

	<p>some capability with the relevant skills.</p> <p>Structure and presentation: Logical flow of content, with reasonable clarity of expression.</p>	<p>Able to reach valid conclusions, and to suggest extensions of the work.</p>	<p>any original or innovative thinking.</p>	<p>ability to be analytical.</p> <p>Work shows awareness of some literature in the chosen area, but there may be gaps. Use of literature may be descriptive rather than analytical and supportive of argument.</p>
<p>D 40 - 49%</p>	<p><u>Written Examinations</u></p> <p>Understanding: Some capacity to analyse critically: but arguments not always supported by relevant facts. Familiar with some methods needed for problem-solving tasks, but unable to apply them routinely. No evidence of an original or creative approach.</p> <p>Selection and coverage of material: Questions answered incompletely, demonstrating a patchy knowledge of the topic and limited capability with the relevant skills.</p> <p>Structure and presentation: Logical flow of content, but with</p>	<p><u>Practical Work and Oral Examinations</u></p> <p>Disorganised preparation, displaying an unsystematic approach and only partial understanding of the material and methodology.</p> <p>Has difficulty in working independently, or participates only passively in a group.</p> <p>Inadequate presentational skills; showing a confused analysis of the topic or problem.</p> <p>Answers to questions show limited understanding of the key ideas.</p> <p>Able to reach some valid conclusions, but unable to suggest appropriate extensions of the</p>	<p><u>Reports and Essays</u></p> <p>An unsystematic account of the assignment task.</p> <p>An incomplete record of the aims and methods of the work.</p> <p>Data manipulation and analysis contains significant inaccuracies or omissions.</p> <p>Few comments on the observations, with many 'loose ends'.</p> <p>No evidence of extended reading.</p>	<p><u>Research Process</u></p> <p>Data collection and analysis is adequate and demonstrates an appropriate degree of commitment.</p> <p>However, there may be significant deficiencies in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. The discussion of the data and other material does not demonstrate a sufficient understanding of the theoretical principles involved and their application to professional practice. 2. The work may be anecdotal/ descriptive at times, and there is no evidence of the ability to be analytical. 3. Work shows awareness of some literature in the chosen

	<p>poor clarity of expression.</p> <p>Note: The work demonstrates sufficient qualities to allow either for recommendation for compensation or re-assessment.</p>	<p>work.</p> <p>Note: The work demonstrates sufficient qualities to allow either for recommendation for compensation or re-assessment.</p>	<p>Note: The work demonstrates sufficient qualities to allow either for recommendation for compensation or re-assessment.</p>	<p>area, but there may be significant gaps. Use of literature may be descriptive rather than analytical and supportive of argument.</p> <p>Note: The work demonstrates sufficient qualities to allow either for recommendation for compensation or re-assessment.</p>
E< 40%	<p>Understanding: Poor attempts to analyse critically: with ill-informed arguments unsupported by relevant facts. Unfamiliar with many methods</p> <p>Written Examinations needed for problem-solving tasks, and unable to apply them routinely. No evidence of an original or creative approach.</p>	<p>Poor preparation, displaying an unsystematic approach. and very limited understanding of the material and methodology.</p> <p>Has great difficulty in working</p> <p>Practical Work and Oral Examinations independently, or cannot participate effectively in a group.</p>	<p>An unsystematic, incomplete or inaccurate account of the assignment.</p> <p>A sketchy record of the aims and methods of the work.</p> <p>Reports and Essays Data manipulation and analysis contains numerous inaccuracies or</p>	<p>Data collection is inadequate indicating lack of commitment. Poor analysis of the data which is wholly descriptive and/or inappropriate material selected for analysis. Commentary shows major problems</p> <p>Research Process in the ability to understand the theoretical principles involved and their application to professional</p>

	<p>Selection and coverage of material: Questions answered incompletely, demonstrating neither breadth nor depth of knowledge. Answers often irrelevant, with key skills rarely and inappropriately deployed when tackling problems.</p> <p>Structure and presentation: Disorganised flow of content, with poor clarity of expression.</p>	<p>Poor presentational skills; showing a very confused analysis of the topic or problem.</p> <p>Answers to questions show almost no understanding of the key ideas.</p> <p>Unable to reach valid conclusions, or to suggest appropriate extensions of the work.</p>	<p>omissions.</p> <p>Very few comments on the observations, with many 'loose ends'.</p> <p>No evidence of further reading.</p>	<p>practice. Little or no reference to significant literature in the area. Work is anecdotal rather than analytical.</p>
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APPENDIX 4

Sl.	ACTIVITY	APPROVAL PROCESS	GUIDANCE NOTES	
1. Module Approval	" <u>Routine Research</u> " methods used for <u>module assignments</u> and <u>learning activities</u>	Module / programme clearance by staff member for pre-approval of normal student activity as specified in module ethics statement	Basic <u>Induction</u> to cover research methods and ethics Module Tutor to monitor	
INDIVIDUAL APPROVAL ALL <u>OTHER</u> RESEARCH ACTIVITIES INCLUDING DISSERTATION/THESIS WORK AND SPECIAL PROJECTS BY STUDENTS <u>OR</u> STAFF				
2. Low Risk	Research Projects and activities <u>not</u> involving <ul style="list-style-type: none"> • Sensitive topics (m) • Vulnerable participants (m) • Health, safety or welfare risks to researcher or participants (m/h) • Research without participant's consent (h) • Use of other's intellectual property or confidential / personal information without consent (m/h) 	Self-assessment and use of standard procedural forms for <ul style="list-style-type: none"> • Informing participants of project • Securing consent • Advising and protecting individual rights 	Research Ethics workshop for all dissertation and thesis students Self-assessment form checked by approved Research Ethics Officer. ↓ Trigger to medium or high risk	In all cases forms to be signed off + forwarded to Research Office before research commenced
3. Medium Risk including Financial	Activities involving the above; and all projects involving external funding or significant third party involvement.	Self-assessment and specific approval by Faculty Research Ethics Committee member with recommendations to all Research Ethics committee member (electronically)	Research /Ethics Officer* receives approval form or process triggers high risk	
4. High Risk	Research <ul style="list-style-type: none"> • Without participant's consent including deception • With significant health, safety or welfare risk – intrusive physical or psychological research. • Using substantial commercial intellectual property • Raising sensitive confidentiality issues 	Self-assessment and Research Ethics Sub Committee approval – all members to consider approval	Research / Ethics Officer* coordinates meeting + decision Deception requires specific information, form and approval	

* - The Research Ethics Officer will provide general guidance and pre-approvals.

The forms used by the University of Birmingham are being adapted for BUiD's adoption.

APPENDIX 5

UNIVERSITY STAFF CONTACT DETAILS

BUID STAFF CONTACT DETAILS					
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