



Student Handbook

2026/2027

Reviewed and Updated Version 2.0



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Chapter One: About the University

1.1 University Overview

The University of Kalba (UKB), established on June 26, 2023, under the patronage of His Highness Sheikh Dr. Sultan Bin Mohammed Al Qassimi, Member of the Supreme Council, Ruler of Sharjah, and the President of the University of Kalba, embodies a vision of becoming a comprehensive institution across various domains of education.

UKB provides a wide array of accredited, high-quality graduate and undergraduate programs through its five distinct Colleges: Sports Science, Law, Business Administration, Arts, Humanities and Social Sciences and Computing and Intelligent Systems. These colleges serve as centers of academic excellence, each offering specialized programs tailored to meet the demands of today's dynamic industries and academic landscapes.

The university boasts a diverse and distinguished faculty committed to academic excellence and fostering an environment conducive to learning and growth. The state-of-the-art campus facilities coupled with comprehensive student support services create an enriching living and learning environment, fostering holistic development and personal growth among students.

A standout initiative at UKB is the College of Sport Science, which has an academic partnership with Monash University, Australia, a globally recognized institution ranked among the world's leading universities. This partnership ensures a cutting-edge curriculum, positioning UKB as a leader in Sport Science and Physical Education in the UAE and the Arab World. Initially launched with the Sport Science and Physical Education Program, the College has since expanded to include Sport Nutrition and Wellness and Sport Rehabilitation programs, further strengthening its commitment to preparing graduates for diverse careers in sport, health, and rehabilitation sciences. The College serves as a pivotal hub for addressing key issues within the realm of Sport Science and physical education, contributing significantly to the advancement of these fields regionally and beyond.

Beyond its distinguished offerings in Sport Science, UKB provides a diverse range of academic programs through its colleges of Arts, Humanities and Social Sciences, Business Administration, Law, and Computing and Intelligent Systems. The College of Arts, Humanities and Social Sciences offer programs in History and Islamic Civilization (Tourist Guide), Sociology, Communication with a concentration in Digital Media Design, and Public Relations, fostering critical thinking, cultural awareness, and effective communication skills. The College of Business Administration prepares future business leaders through programs in Business Administration and Supply Chain Management, equipping students with the knowledge and practical competencies required in today's dynamic global economy. The College of Law provides a comprehensive legal education that develops graduates' understanding of legal principles, ethics, and justice. Meanwhile, the College of Computing and Intelligent Systems offers innovative programs in Computer Science, Artificial Intelligence and Data Science, and ESport and Interactive Technology, empowering students with advanced technological expertise and preparing them to excel in rapidly evolving digital industries. Together, these colleges reflect UKB's commitment to academic excellence, innovation, and the development of highly skilled graduates capable of contributing meaningfully to their professions and society.

As an autonomous, non-profit academic institution, UKB operates with financial and administrative independence while being under the ownership of the government of Sharjah. The university holds full accreditation from the UAE Ministry of Higher Education and Scientific Research, adhering to rigorous educational standards and regulations, ensuring the delivery of high-quality education, and upholding academic excellence as its core value.

1.2 About UKB

1.2.1 UKB Vision

A leading hub for sport science excellence and interdisciplinary education, empowering future leaders to drive wellbeing and innovation.

1.2.2 UKB Mission

The University of Kalba commits to delivering world-class education, research, and lifelong learning through interdisciplinary programs, fostering elite sport performance and community wellbeing.

1.2.3 Strategic Goals

The Strategic goals of UKB are:

1. **Student Employability & Industry Readiness** – Develop graduates with the skills and credentials required by industry to fulfil meaningful careers in sport and exercise science, and other adaptive programs aligned with the national agenda.
2. **Performance Excellence & Sustainability** – Cultivate organizational effectiveness, excellence, and sustainability.
3. **Research & Innovation Impact** – Foster cutting-edge research and innovation that address local and global challenges, drive knowledge creation, and elevate the University's impact on society and industry.
4. **Integrative Societal Transformation & Wellbeing** – Promote societal transformation to enhance the quality of life and wellbeing of the community in alignment with UAE Sustainable Development Goals (SDGs).
5. **Next-Generation Lifelong Learning & Digital Transformation** – Enhance the student journey beyond the campus to include lifelong learning supported by active research and adaptive emerging technologies.
6. **Transformative Partnerships & Global Engagement** – Establish regional and international partnerships to ensure future readiness and sustainable growth.

1.2.4 UKB Objectives

UKB objectives are as follows:

1. provide facilities that support educational programs and enable students to develop profession specific skills.
2. Enrich the student experience through engaged learning and enhanced student support services.
3. Engage students in learning partnerships with faculty and the community.
4. provide a collegiate academic atmosphere that encourages open exchange of ideas.
5. Engage and maintain a staff that is caring and provides support for students and meets their educational goals and objectives.
6. Create centers of excellence for providing knowledge, education, training, and research facilities of high order in the field of education and research.

7. Engage faculty and students in professionally related service to the university, the community and the society at large.
8. Creating a conducive environment for collaboration with stakeholders to fulfil the socio-economic and cultural needs of the community.
9. Implement programs and activities that provide community service aligned with the university's mission.

1.2.5 UKB Core Values

The core values of the University of Kalba are:

- **Excellence** – The University of Kalba is committed to excellence by upholding the highest standards in education and institutional practices through diligence, best practices, and full compliance with national and international benchmarks.
- **Inclusiveness** – The University of Kalba promotes an inclusive environment that respects and values diverse perspectives, including different cultural and religious backgrounds.
- **Innovation & Creativity** – The University of Kalba values innovation and creativity by fostering a culture of exploration, inspiration, and continuous improvement across teaching, research, and administration.
- **Collaboration** – The University of Kalba values collaboration by building strong local and global partnerships that expand opportunities for students in research, internships, and future careers.
- **Integrity & Ethics** – The University of Kalba upholds integrity and ethics by fostering leaders grounded in accountability, social responsibility, and principled decision-making to build a culture of trust and credibility.
- **Technology & Emerging Pedagogy** – The University of Kalba embraces educational technology and emerging pedagogies to enhance teaching, research, and administrative efficiency.

1.2.6 The UKB Characteristics and Advantages

The University of Kalba (UKB) was established with a profound vision, aspiring to embody the fundamental qualities observed in esteemed universities worldwide. UKB boasts robust infrastructure dedicated to fostering learning and cutting-edge research endeavors. A hallmark of our institution is the ability to attract and retain renowned faculty members. Moreover, we take pride in our capacity to draw in bright and diverse students, challenging them to excel both within and beyond the confines of the classroom.

Situated along the Eastern coast of the Emirate of Sharjah, UKB holds a strategic location conducive to academic growth and development. In response to the evolving needs of Kalba and the broader UAE economy, UKB offers pioneering programs in Physical Education and Sport Science, sport nutrition and wellness, sport rehabilitation, Esport and Interactive Technology, Artificial Intelligence and Data Science, Law, Business Administration, Supply Chain Management, Sociology, History, Communication and Public Relations.

At the University of Kalba, our facilities are state-of-the-art, offering separate, dedicated areas for male and female students within our campus. Our institution comprises five distinguished colleges: Arts, Humanities and Social Sciences; Computing and Intelligent Systems; Business Administration; Law; and Sport Science. Each college is committed to providing a comprehensive and enriching

educational experience, tailored to meet the demands of a dynamic academic landscape and industry requirements.

1.2.7 Governance

The organization of the University of Kalba is composed of the President, Board of Trustees, Chancellor, Vice Chancellors, Deans of Academic Units and Directors of Administrative Units.

The President and founder of the University is the highest authority in the institution and acts as the chair of the Board of Trustees. The Board holds the power of legislation, approving policies and supervising University performance. With the exception of the Chancellor, no board members are involved in the day-to-day operations of the University.

The Chancellor is the chief executive officer of the University. The Chancellor is appointed by the Board of Trustees and is empowered to head all academic and administrative staff, implement policies and represent the University in national and international settings.

The Deans' Council which is chaired by the Chancellor and includes the Vice Chancellor, College Deans and Director of Institutional Effectiveness. The Council is responsible for approving study curricula, study plans, academic calendar, faculty appointments, promotions, extra curricula activities, and research and scholarship activities.

The University is composed of four colleges: College of Arts, Sciences, Information Technology and Communication, College of Law, College of Business Administration, and College of Sport Science.

1.2.8 Organizational Chart

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

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

Additionally, the University incorporates several key departments, including Strategy and Institutional Development, Skill Development Center and Institutional Effectiveness and Academic Accreditation. Various departments such as Admission and Registration, Library, Student Affairs, Information Technology, Alumni, Community Affairs, Public Relations, Media Unit, Finance, Facilities Management and Planning, and Procurement contribute to the university's comprehensive organizational framework.

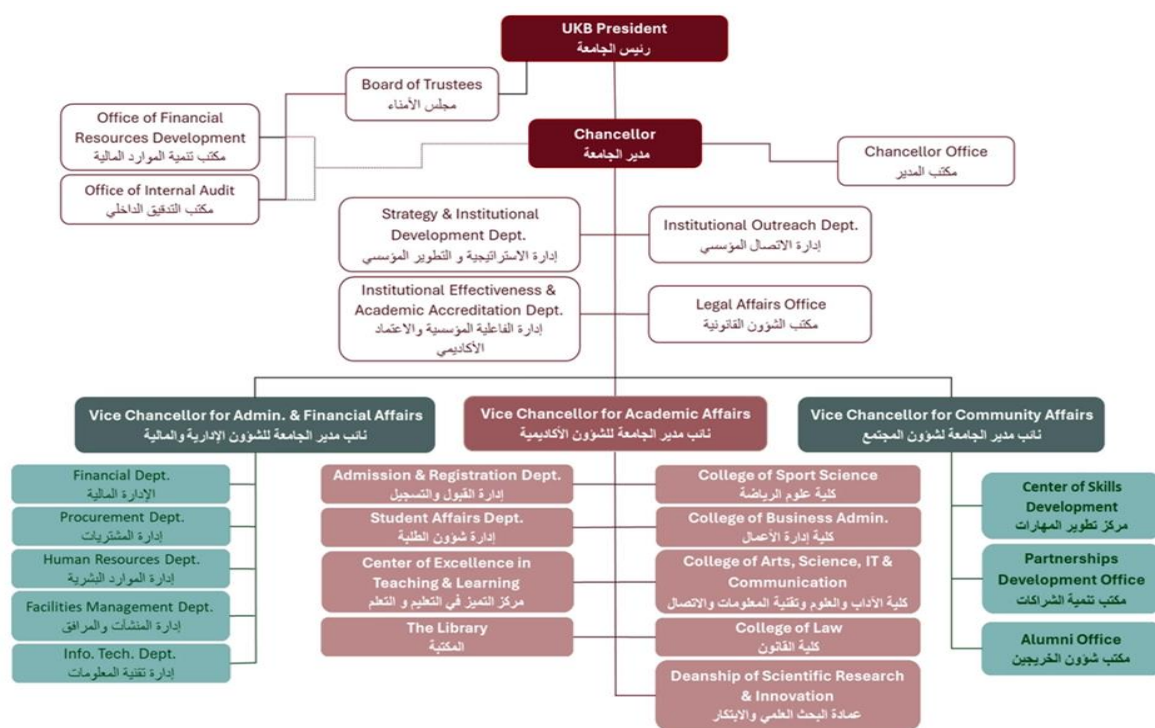


Figure 1:University of Kalba Organization Chart

1.2.9 Colleges and Programs

University of Kalba has 13 academic programs offered by five colleges. All 13 programs are accredited by CAA.

Colleges	Programs
Sport Science	Bachelor of Physical Education and Sport Science
	Bachelor of Science in Sport Rehabilitation
	Bachelor of Science in Sport Nutrition and Wellness
Arts, Humanities and Social Sciences	Bachelor of Arts in History and Islamic Civilization - Tourist Guide
	Bachelor of Arts in Sociology
	Bachelor of Arts in Communication (Concentration in Digital Media Design)
	Bachelor of Arts in Public Relations
Business Administration	Bachelor of Science in Business Administration
	Bachelor of Science in Supply Chain Management
Law	Bachelor in Law
Computing and Intelligent Systems	Bachelor of Science in Computer Science
	Bachelor of Science in Artificial Intelligence and Data Science
	Bachelor of Science in ESport and Interactive Technology

1.2.10 University Campus

Kalba Campus, situated alongside Corniche Kalba (Khaor Kalba) near the Clock Tower roundabout, is an integral part of the vibrant landscape of Kalba town on the east coast of the United Arab Emirates.

Over recent years, our campus has played a pivotal role in enhancing the local community, contributing significantly to the ongoing economic development of the city and its surrounding areas. This has been achieved through the provision of top-tier education across a diverse array of sought-after degree programs, delivered by a highly qualified faculty. To further support the region's growth, the university is continuously expanding its range of degree programs, aiming to meet the evolving needs of our community.

The University of Kalba campus boasts cutting-edge facilities designed to address the higher educational requirements of our community. Since its inception, the campus has experienced substantial growth in both student enrollment and faculty members. Our modern facilities include state-of-the-art buildings equipped with a comprehensive library, contemporary classrooms, advanced computer labs, a food court, a sports complex, and an auditorium. These facilities are readily available to our students, providing them with an enriching and holistic educational experience.

1.2.11 Correspondence Directory

Contact Information for offices providing students' services

#	Name	Job Title-E	Email
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Alumni Office			
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College of Law			
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College of Business Administration			
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Center for Skills Development			
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Libraries Department			
41	Dr. Veeramani Marimuthu	Director of The Library	veeramani@ukb.ac.ae

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76	Saif Mohamed Aladwani	Technical Support Officer	Saif.Aladwani@ukb.ac.ae
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Institutional Effectiveness and Accreditation Department			
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Institutional Outreach Department			
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91	Salim Hassan Almrashda	Public Relations Officer	Salim.Almrashda@ukb.ac.ae
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Partnerships Development Officer			
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Facilities Management Department			
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98	Mariam Mohamed Alzaabi	Facilities Engineer	Mariam.Alzaabi@ukb.ac.ae
99	Issa Ali Seddiq Issa	Coordinator of Services	issa.ali@ukb.ac.ae
100	Muath Ali Alnaqbi	Maintenance Engineer	Muath.Alnaqbi@ukb.ac.ae
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105	Sayyid Peedikayil Puthiya	Driver	Sayyid.Puthiya@ukb.ac.ae
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107	Muhammad Uzair Khan	Driver	Muhammad.Uzair@ukb.ac.ae
108	Muhammad Amin Noor	Driver	Muhammad.Noor@ukb.ac.ae
109	Siraj Khan	Driver	Siraj.Khan@ukb.ac.ae
Security Unit			
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114	Khalid Ali Ahmed Alblooshi	Security and Safety Engineer	Khalid.Alblooshi@ukb.ac.ae
Health Services			
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117	Aisha Ahmed Alzaabi	Nurse	Aisha.ahmed@ukb.ac.ae
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Internal Audit			
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Chapter Two: Academic Calendar

2.1 Academic Calendar 2026/2027

Fall Semester 2026/2027

Day	Date	Event
Monday	August 24	Return of Faculty, Lecturers, and Academic Administrators
Monday - Thursday	August 31 – 3 September	Students' academic advising
Monday	August 31	First day of classes
Thursday	September 3	Last day to add/drop courses
Thursday	September 24	Deadline for incomplete exam
Monday - Thursday	October 19 -29	Midterm Exams
Thursday	November 5	Last day to withdraw without failure (W)
Monday	November 12	Registration for Spring semester begins
Monday	November 16	Apply for between colleges internal transfer
Thursday	November 19	Deadline to submit a request to stop registration
Thursday	November 26	Last day of taking attendance
Tuesday - Wednesday	December 1-2	Commemoration Day and UAE National Day Holiday
Thursday	December 3	Last day of classes
Saturday - Thursday	December 5-17	Final Exams
Saturday	December 19	Deadline for final grades submission
Saturday	December 19	Announcement of the final grades
Monday - Thursday	December 21- 31	Winter break

Spring Semester 2026/2027

Day	Date	Event
Monday	January 4	Return of Faculty, Lecturers, and Academic Administrators
Monday- Thursday	January 4-7	Students' academic advising
Monday	January 4	First day of classes
Thursday	January 7	Last day to add/drop courses
Thursday	February 4	Deadline for incomplete exam
Monday - Thursday	Feb. 22 – Mar. 4	Midterm Exams
Tuesday - Thursday	March 9-11	Eid Al Fitr *
Thursday	March 11	Last day to withdraw without failure (W)
Monday - Thursday	April 5-8	Spring Break
Monday	April 12	Registration for Summer and Fall semester begins
Thursday	April 15	Apply for between colleges internal transfer
Thursday	April 15	Deadline to submit a request to stop registration
Monday	April 19	Last day of taking attendance
Thursday	April 22	Last day of classes
Monday - Monday	April 26 – May 10	Final Exams

Thursday	May 13	Deadline for final grades submission
Thursday	May 13	Announcement of the final grades
Saturday - Tuesday	May 15 -18	Eid Al-Adha *

Summer Semester 2026/2027

Day	Date	Event
Monday	May 24	Summer classes begin
Thursday	May 27	Last day to add/drop courses
Sunday	June 6	Hijri New Year *
Monday - Thursday	June 7-10	Midterm Exams
Monday	June 14	Vacation starts for faculty who do not have summer courses
Thursday	June 17	Last day to withdraw without failure (W)
Thursday	June 17	Last day of taking attendance
Thursday	June 24	Last day of classes
Monday - Thursday	June 28 – July 1	Final Exams
Monday	August 23	Return of academic staff
Monday	August 30	Fall 2027-2028 classes begin

* Holidays and graduation ceremony dates are subject to change.

Chapter Three: Student Affairs

3.1 Department of Students Affairs

The Department of Students affairs is responsible for supporting students and providing services. These services are academic advising and performance, counseling, residential life and all other students' activities and issues.

Goals

- Enhance student's learning and educational experiences.
- Encourage students to be involved in campus life via extracurricular activities and volunteering work.
- Create contacts between UKB students and the community via conducting community events.
- Encourage students to strike a balance between academic requirements and their social, physical, and psychological needs.
- Develop students' personalities and promote their talents and skills in all aspects of life.
- Ensure that all students have access to the learning resources and all other facilities.

3.2 Cultural, Social, and Arts Activities

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

3.3 Voluntary Work and Boy Scouts

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

3.4 University Theater

Theater activities are essential indicators for the nation's cultures. Such activities can reflect the cohesion of communities and the human spirit. Theater plays a major role in the student's life at the University as it develops students' mental and physical skills. It also encourages teamwork, organization and cooperation among students.

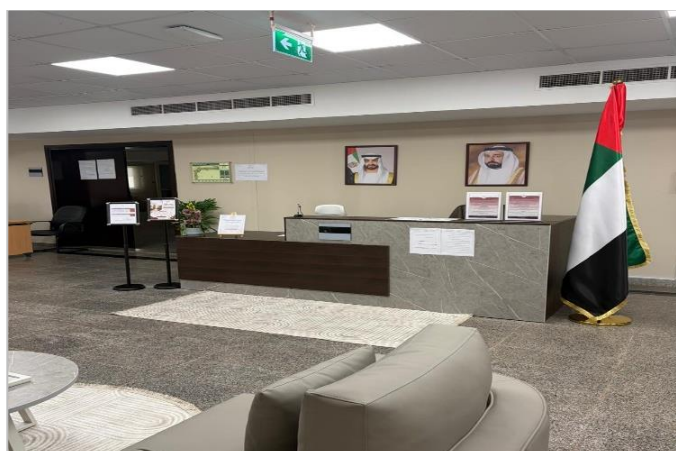
3.5 Career Development Unit

The Career Development Unit (CDU) is in charge of Internship Training, Career Advising, Employment and International Exchange. The department provides training, activities, and services to University of Kalba students in these four areas, which are considered integral part of students' experience and learning journey at the UKB. These services aim to equip students with the needed skills to be ready for life after they graduate, especially how to look for and apply, how to highlight their talents through their CV's and be ready for job interviews.



3.6 Students' Dormitories

The UKB provides suitable accommodation, facilities and an atmosphere that is conducive to academic achievement. The University of Kalba provides suitable accommodation to all students from inside and outside the country. There are 40 rooms for female student residences on campus. The dorms have well-equipped clinics, reading rooms, laundries, TV rooms, reception rooms for guests, and computer labs in every building that are supervised by specialists. The dormitory provides the students with the facilities possible and the atmosphere that is conducive to academic achievement through a qualified staff supervising all the affairs of the dormitory.





3.7 Sports Activities

The department of Sports Activities organizes and supervises the implementation of various sports programs, activities, and tournaments. In addition, the department organizes programs to train and prepare sports teams for tournaments inside and outside the university. It develops sports programs to promote students' hobbies and interests in sports.

The department executes many training courses for faculty, staff, and their children, as well as to students in swimming, karate, and fitness under the supervision of a group of trained professional coaches. The Department maintains sports facilities and coordinates the use of machines, tools, and sports equipment available in the department.

The Department aims to give an opportunity for the largest possible number of students and staff at the University to engage in sports and enjoy other recreational activities at their leisure time. It also aims at developing mental and intellectual abilities of the students and polishing their leadership skills. Furthermore, it aims at developing students' skills and special talents to reach a higher standard in athletic activities. The sports complex does its best to develop a spirit of teamwork among students and to create an atmosphere of friendship among students and faculty.

Experienced and highly qualified coaches supervise the Department of Sports Activities.



Chapter Four: Student Services

4.1 Admission and Registration Department

The primary interface for students entering the University is the Department of Admission and Registration, which serves as the initial point of contact for prospective students. Here, candidates can obtain application forms and subsequently retrieve their academic documents upon graduation. This connection between the student and the University remains steadfast throughout the student's academic journey.

The department plays a pivotal role by offering essential documents and services to students, including registration certificates, grade transcripts, and facilitating transfers between colleges. This continuous relationship extends beyond initial admission, as the department shoulders the responsibility of guiding students through various academic transitions. This involves advising on alterations in study plans, updates in degree offering regulations, and other pertinent changes that might impact a student's academic trajectory.

Comprising two units, namely the admission unit and the registration unit, the Admission and Registration department is dedicated to maintaining this ongoing connection, ensuring students are equipped with the necessary guidance and support throughout their tenure at the University.

General Admission Requirements for Undergraduate Programs

All applicants must meet the following general admission requirements:

1. Applicants must have completed secondary education or obtained an equivalent qualification with the required grade average.
2. Applicants must not have been expelled from another educational institution for academic or disciplinary reasons.
3. Applicants must indicate their preferred majors in order of priority on the online application form.
4. Admission to academic programs is granted on a competitive basis, taking into consideration the applicant's stated preferences, secondary school grade average, and the available capacity of each college or academic program.
5. Applicants must complete and submit the online application form, all required documents, and the non-refundable application fee of AED 255 by the specified deadlines.
6. Meeting the secondary education grade requirements and other admission criteria, submitting an application, paying the application fee, and receiving an application number do not constitute admission to the University. Eligible applicants may be required to pay a reservation fee in accordance with university policy. The reservation fee is non-refundable if the applicant withdraws or does not enroll. If the applicant enrolls in the program, the reservation fee will be credited toward the tuition fees.
7. Applicants will not be issued a university student ID or permitted to register for courses until all admission requirements have been fulfilled.

Registration Unit:

UKB Undergraduate Admission Requirements for AY 2026/2027

College	Degree Program	Minimum High School Average			English Proficiency	Subject-Based Competency Required subjects-grade in High School (Grade 12) (Students not fulfilling the required grades must register for a preparatory course in the relevant subject during the first semester)
		Elite	Advanced	General/ Others		
College of Sport Science	Bachelor of Physical Education and Sport Science*	70%			Minimum 90% in English language Subject at High School Senior year OR IELTS 5.0 / TOEFL ITP 500	Not Applicable * Medically fit to undertake physical exercise
	Bachelor of Science in Sport Nutrition and Wellness *					
	Bachelor of Science in Sport Rehabilitation *					
College of Arts, Humanities, and Social Sciences	Bachelor of Arts in History & Islamic Civilization Tourist Guide	70%			Not Applicable	Arabic 70%
	Bachelor of Arts in Sociology				Not Applicable	Arabic 70%
	Bachelor of Arts in Public Relations				Not Applicable	Arabic 70%
	Bachelor of Arts in Communication - Digital Media Design				Not Applicable	Not Applicable
College of Computing and Intelligent Systems	Bachelor of Science in Computer Science	70%			Minimum 90% in English language Subject at High School Senior year OR IELTS 5.0 / TOEFL ITP 500	Mathematics 70% (Elite & Advanced) Mathematics 80% (General and Others)
	Bachelor of Science in Artificial Intelligence and Data Science					
	Bachelor of Science in E-Sport and Interactive Technology					
College of Law	Bachelor of Law	70%			Minimum 75% in English language Subject at High School Senior year OR IELTS 4.0 / TOEFL ITP 400	Mathematics 70% (Elite & Advanced) Mathematics 80% (General and Others) Arabic 70%
College of Business Administration	Bachelor of Science in Business Administration	70%			Minimum 90% in English language Subject at High School Senior year OR IELTS 5.0 / TOEFL ITP 500	Mathematics 70%
	Bachelor of Science in Supply Chain Management	70%				Mathematics 70%

The Registration Unit is responsible for managing student registration processes and maintaining students' academic records in accordance with the University's regulations, policies, and procedures. The Unit also serves as a primary source of student information and statistical data, supporting the University's administration and colleges in decision-making and fulfilling the requirements of relevant external institutions and student sponsors.

The Registration Office is located in the main administration building of the University of Kalba, where registration staff are available to provide registration and academic record services to students from all colleges.

The main responsibilities of the Registration Unit include:

- Preparing and managing the registration process for each semester, including following up on course offerings, class schedules, and amendments submitted by the colleges.
- Monitoring students' online self-service registration to ensure compliance with the University's academic regulations and approved study plans.
- Registering new students after completing the admission process and assisting students on academic probation or those with exceptional registration cases.
- Processing courses add and drop requests, course and semester withdrawals, study postponements, re-enrolment requests, and other approved changes to students' registration status.
- Processing approved transfers between colleges and academic programs and implementing approved course equivalencies in coordination with the relevant colleges and academic departments.
- Maintaining and updating students' personal, academic, and registration information and ensuring the accuracy, confidentiality, and security of their records.
- Preparing the final examination schedule for each semester in coordination with the colleges and relevant departments.

- Reviewing the entry of final course grades into the Student Information System and ensuring the accurate calculation of semester and cumulative grade point averages.
- Processing approved grade changes, incomplete grades, and other amendments to students' academic records.
- Preparing reports on students' academic standing and implementing approved decisions related to academic probation, academic dismissal, and other academic cases.
- Reviewing the academic records and study plans of students expected to graduate and verifying the completion of graduation requirements.
- Preparing graduation lists, implementing approved graduation decisions, and updating students' graduation status in the Student Information System.
- Issuing and authenticating official academic documents, including academic transcripts, graduation certificates, enrolment letters, and other student-related documents.
- Communicating registration-related announcements, deadlines, and updates to students through approved communication channels, including email, text messages, and telephone calls.
- Preparing student reports, statistical data, and official records for authorized internal and external stakeholders.
- Coordinating with the University's administration, colleges, and relevant departments and providing recommendations concerning registration procedures and academic regulations.
- Coordinating with scholarship providers and student sponsors and ensuring compliance with the relevant sponsorship requirements.
- Providing guidance and support to students and faculty members regarding registration services and the use of the University's electronic academic systems.

The Registration Unit uses the Banner Student Information System to manage registration processes and maintain students' academic records in coordination with the Management Information Systems team at the Information Technology Department. Students and faculty members are provided with secure individual accounts through which they can access relevant academic information, including registered courses, class schedules, and grades.

Students are responsible for reviewing the academic regulations applicable to their respective programs. These regulations outline students' academic rights and responsibilities and are available in this catalogue and on the University's website: www.ukb.ac.ae.

4.2 Student Files and Archives

This unit is responsible for maintaining and achieving students' documents and academic files from the time of their enrolment at the University until graduation. It also issues University identification cards to new and continuing students.

4.3 Tuition Fees

الكليات والبرامج المطروحة في جامعة كلباء للعام الأكاديمي 2026-2027

مدة الدراسة (عدد الساعات المعتمدة)	الرسوم الدراسية (بالدرهم الإماراتي)			البرامج	الكليات
	الساعة المعتمدة (الخريف والربيع)	المتوية	الفصلية		
123 س. م	1,877	45,062	22,531	بكالوريوس الآداب في التاريخ والحضارة الإسلامية مسار الإرشاد السياحي	كلية الآداب والعلوم الإنسانية والاجتماعية
				بكالوريوس الآداب في علم الاجتماع	
129 س. م	2,597	62,336	31,168	بكالوريوس الآداب في الاتصال (التصميم الإعلامي الرقمي).	
				بكالوريوس الآداب في العلاقات العامة	
123 س. م	2,529	60,703	30,351	بكالوريوس العلوم في علم الحاسوب	كلية الحوسبة والأنظمة الذكية
				بكالوريوس العلوم في الذكاء الاصطناعي وعلم البيانات	
				بكالوريوس العلوم في الرياضة الإلكترونية و التكنولوجيا التفاعلية.	
132 س. م	2,024	48,564	24,282	بكالوريوس في القانون	كلية القانون
123 س. م	2,529	60,703	30,351	بكالوريوس العلوم في إدارة الأعمال	كلية إدارة الأعمال
				بكالوريوس العلوم في إدارة سلسلة الإمدادات	
120 س. م	2,480	59,520	29,760	بكالوريوس التربية البدنية وعلوم الرياضة	كلية علوم الرياضة
				بكالوريوس العلوم في التغذية الرياضية والرعاية	
				بكالوريوس العلوم في إعادة التأهيل الرياضي	

ملاحظات:

- رسوم تقديم طلب الالتحاق الإلكتروني (250) درهماً لبرامج البكالوريوس .
- تطبق الرسوم الدراسية الفصلية على الطلبة المسجلين (12) ساعة دراسية معتمدة ، ويمكن للطلاب زيادة عدد الساعات حتى (16) ساعة معتمدة بنفس الرسوم الفصلية.
- يتم احتساب الرسوم الدراسية للطلبة المسجلين أقل من (12) ساعة معتمدة حسب سعر الساعة المعتمدة لكل كلية من كليات الجامعة.
- يتم احتساب الرسوم الدراسية للطلبة المسجلين أكثر من (16) ساعة معتمدة بتطبيق سعر الساعة المعتمدة (للساعات التي تزيد عن 16 ساعة) يحق للجامعة زيادة الرسوم سنوياً.

**Colleges and programs offered at Kalba
University for the academic year 2026-2027**

College	Programs	Tuition fee			Duration
		Semester	Annually	Fee/Credit hrs	
Arts, Humanities and Social Sciences	Arts in History and Islamic Civilization Tourism	22,531.00	45,062.00	1,877.00	123 Hrs
	Arts in Sociology				
	Arts in Communication (Digital Media Design)	31,168.00	62,336.00	2,597.00	129 Hrs
	Arts in Public relation				
Computing & Intelligent Systems	Science in Computer Science	30,351.00	60,703.00	2,529.00	123 Hrs
	Science in Artificial Intelligence and Data Science				
	Science in E-sport and Interactive technology				
Law	Law	24,282.00	48,564.00	2,024.00	132 Hrs
Business Administration	Science in Business Administration	30,351.00	60,703.00	2,529.00	123 Hrs
	Supply Chain Management				
Sport Science	Physical Education & Sports Science	29,760.00	59,250.00	2,480.00	120 Hrs
	Science in Sports Nutrition and Wellness				
	Science in Sport Rehabilitation				

Notes:

1. Fees for submitting the online application: 250 dirhams for bachelor's programs.
2. The semester tuition fees apply to students registered for (12) credit hours, and the student can increase the number of hours up to (16) credit hours with the same semester fees.
3. Tuition fees for students registered for less than (12) credit hours are calculated according to the price per credit hour for each college of the university.
4. Tuition fees for students registered for more than (16) credit hours are calculated using the credit hour rate (for hours exceeding 16 hours). The university reserves the right to increase fees annually.

4.4 Grading System and Academic Standing

Grade Points (GP)	Grade (Letter)	Grade (Percentage)
4	A	100 – 90
3.5	B+	89 – 85
3	B	84 – 80
2.5	C+	79 – 75
2	C	74 – 70
1.5	D+	69 – 65
1	D	64 – 60
0	F	أقل من 60

Grading System

CGPA	Academic Standing
3.60 – 4.00	Excellent
3.00 – 3.59	Very Good
2.50 – 2.99	Good
2.00 – 2.49	Satisfactory
Below 2.00	On Probation

Academic Standing

Academic Credit Hours

The credit hour is the fundamental unit of academic credit at UKB. It represents the amount of academic work assigned to a course based on its intended learning outcomes and the level of student engagement required to achieve them. The University defines a credit hour according to the minimum standards of academic engagement outlined below.

Credit Hour Equivalency

First: Lecture-Based Instruction

One (1) credit hour consists of:

1. One (1) hour of classroom or direct faculty instruction per week; and
2. A minimum of two (2) hours of out-of-class student academic work per week.

This requirement is sustained over approximately fifteen (15) weeks of instructional time during a regular semester. For shorter academic terms, including the five-week summer semester, an equivalent amount of instructional time and student academic work must be provided.

Second: Other Instructional Activities

For academic activities other than traditional lecture-based instruction, one (1) credit hour represents an equivalent amount of academic engagement and achievement of the intended learning outcomes. Such activities include, but are not limited to:

1. Laboratory work;
2. Internships;
3. Studio-based instruction; and
4. Fieldwork.

Credit-hour equivalency for these activities shall be determined by the University based on the intended learning outcomes, expected level of student engagement, and academic rigor of the activity.

Scope of Application

This policy applies to all academic programs, courses, and modes of instruction offered by UKB, including face-to-face, blended, and online learning.

Full-Time Academic Load

An undergraduate student is considered full-time when enrolled in at least twelve (12) credit hours during a regular semester. Students are encouraged to register for fifteen (15) credit hours per semester, where permitted by their approved study plan and academic standing, to support completion of their degree within the prescribed period.

4.5 Orientation

The main goals of the annual orientation for Students are to:

- Support and attract students to be part of the university and its diverse activities.
- Promote and refine student talents in all aspects including scientific, cultural, sports, arts, and leadership.
- Direct students to solve their diverse obstacles and find solutions for their problems.
- Guide students to finish their academic journey in successful ways.

4.6 UKB Library

The Library at the University of Kalba (UKB) serves as a central academic hub that supports teaching, learning, research, and community engagement. Established alongside the university in 2023, the library is designed in alignment with international academic library standards and contributes significantly to building a knowledge-based academic ecosystem.

The library functions as a “hybrid knowledge center”, integrating both physical and digital resources, supported by advanced information technologies and user-centered services.

Core Values

- **Accessibility:** Ensuring library resources are easily accessible to all students, faculty, and staff.
- **Innovation:** Embracing technology and new trends to improve library services and resources.
- **Collaboration:** Fostering partnerships with academic departments and external organizations.
- **Inclusivity:** Supporting diversity in all library services and materials.
- **Sustainability:** Promoting environmentally and financially sustainable practices.

Library Infrastructure and Facilities

The UKB Library is a modern facility equipped with:

- Individual and group study spaces
- Computer and internet access terminals
- Quiet reading zones
- Printing and photocopying facilities
- Digital access points for e-resources

These facilities create an effective learning environment that supports both independent study and collaborative work.

**UKB Library**
LIBRARIES: WHERE IDEAS COME TO LIFE

[Trial Access](#)[Membership](#)[Learn More](#)

Our Services

Lending Service

Reference Service

Guidance and Counseling Service

Access to Electronic Databases

Internet and Computer Service

Digital Reference Services

Photocopying and Printing Services

Interlibrary Loan Service

Workshops and Training Courses

Library Collections and Resources

25000 + Print Collection	16 Online Databases	25+ Open Access Database	400,000+ Ebooks	200,000+ Ejournals
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Print Resources

The library maintains a rapidly growing physical collection:

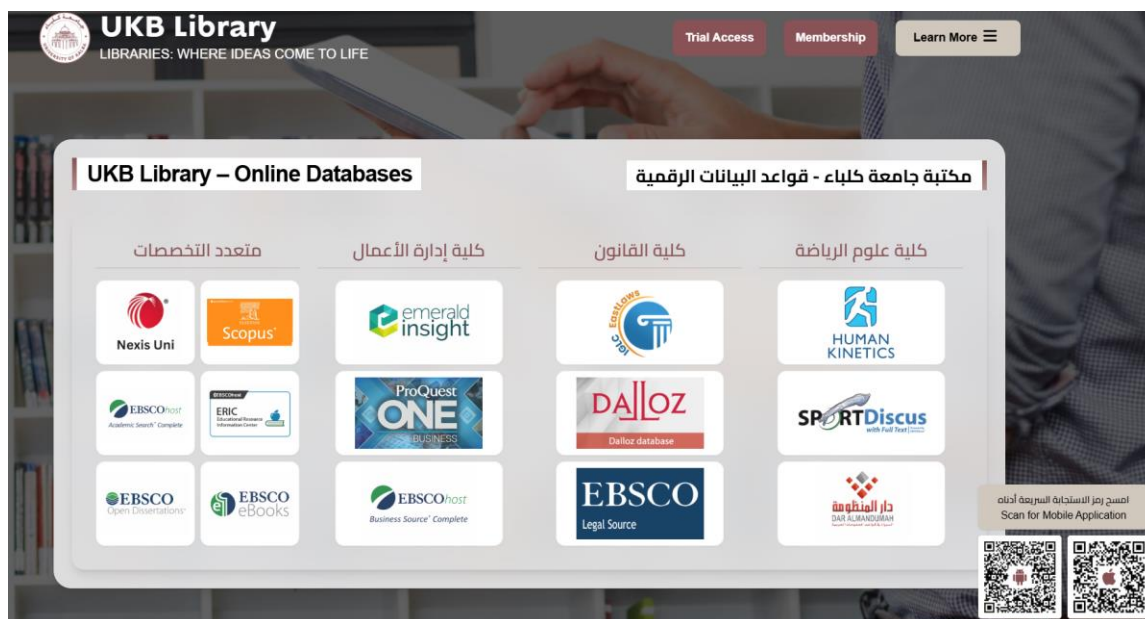
- **Over 25,000 print books**
- Coverage in **English and Arabic**
- Subject areas aligned with university academic programs:
 - Law
 - Business Administration
 - Arts & Humanities
 - Computing & Intelligent Systems
 - Sport Science

Electronic Resources:

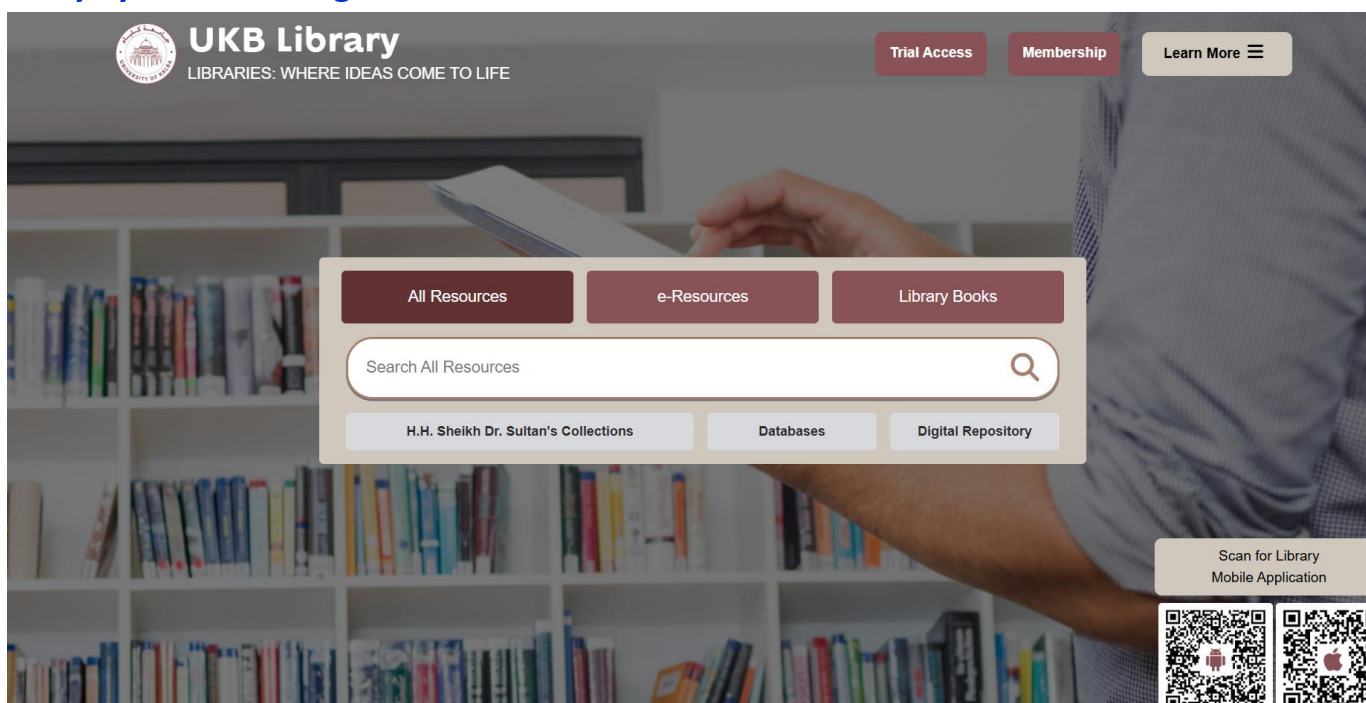
The library provides extensive digital collections: Provides access to 16 subscribed online databases and 25 Open access databases which covers.

- **500,000+ electronic resources**
 - 200,000+ eJournals
 - 400,000+ eBooks
- Strong emphasis on **Arabic digital content**
- Access to:
 - Academic databases
 - Full-text journals
 - Scholarly publications

These resources are accessible **on-campus and remotely**, ensuring 24/7 availability. (library.ukb.ac.ae)



Library Systems and Digital Platforms



Single Sign-On (SSO) Integration

The library provides seamless authentication and access to various library resources using a single login.

Online Catalogue (OPAC)

The library offers an **online public access catalogue** that allows users to:

- Search books and resources remotely
- Check availability and locations
- Access bibliographic records
- Support teaching and research needs

Discovery Tool (Single Search Interface)

A unified discovery platform enables users to:

- Search across multiple databases in single keyword
- Retrieve print and electronic resources simultaneously
- Enhance research efficiency

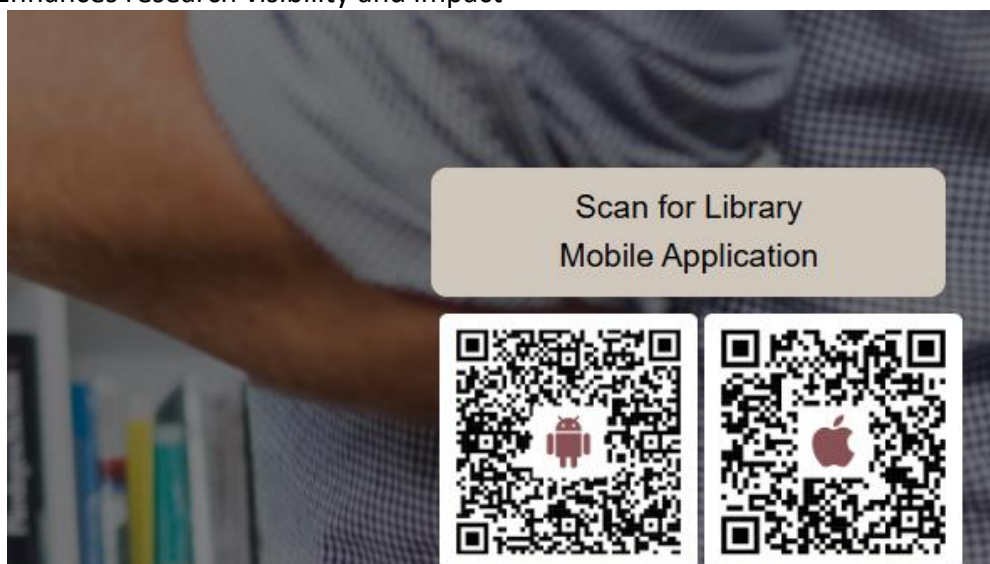
Digital Repository



Library Mobile Application

The UKB Library maintains a **digital repository** that:

- Archives institutional intellectual outputs
- Preserves theses, dissertations, and publications
- Enhances research visibility and impact



The library supports mobile access through:

- Responsive Library web interface
- Remote access to databases and e-resources
- Integration with university digital platforms

Library Policies

The library operates under a comprehensive framework of policies to ensure efficient and ethical usage:

- Collection Development Policy
- Technical Processing Policy
- Circulation Policy
- Copyright Policy
- Digital Resources and Open Access Policy (library.ukb.ac.ae)

These policies ensure:

- Standardization of library operations
- Compliance with international practices
- Responsible use of resources

Library Services

The UKB Library provides a wide range of user-centered services:

Core Services

- Lending and circulation services
- Reference and research support
- Digital reference services
- Internet and computing access
- Printing and photocopying

Specialized Services

- Guidance and counseling for research
- Access to electronic databases
- Current awareness services

Interlibrary Loan (ILL)

The library offers **Interlibrary Loan services**, enabling:

- Resource sharing with partner institutions
- Access to materials not available locally
- Strengthening academic collaboration (library.ukb.ac.ae)

Library Forms and User Support

The library provides structured forms for user interaction, including:

- Book recommendation forms
- Interlibrary loan requests
- Textbook Request Form
- Resource access / meeting requests

These forms streamline communication and improve service efficiency.

Information Literacy and Library Instruction



Library Instruction Programs

The library actively conducts:

- Orientation sessions for new students
- Workshops on information literacy
- Training on database searching and research tools

Faculty Training Programs

Specialized sessions for faculty include:

- Research database usage
- Citation management tools
- Scholarly publishing support
- Open access awareness

Student Training Programs

Students are trained on:

- Effective information retrieval
- Academic research skills
- Using digital resources efficiently

Training programs are delivered through:

- In-person workshops
- Online sessions

Role in Research and Academic Development

The UKB Library plays a strategic role in:

- Supporting **research productivity**
- Facilitating **access to global scholarly content**
- Promoting **innovation and knowledge creation**
- Assisting in **patents, publications, and academic outputs**

Library Management and Staffing

The library is led by a professional team including:

- Director of Library
- Library Specialists
- Circulation and Technical Staff

The team ensures efficient operations and continuous service improvement. (library.ukb.ac.ae)

Working Hours and Accessibility

- **Monday to Thursday:** 7:30 AM – 5:00 PM
- **Friday to Sunday:** Closed

The library also ensures **remote access to digital resources 24/7**, enhancing accessibility beyond physical hours.

The Library at the University of Kalba is a **modern, technology-driven academic library** that effectively integrates print and digital resources, advanced systems, and user-oriented services.

Its strengths include:

- Extensive hybrid collections
- Strong digital infrastructure
- Comprehensive policies and governance
- Active training and research support programs
- Integration with institutional systems

The library is well-positioned to evolve into a **leading academic and research support center in the UAE and the wider region**, contributing significantly to the university's mission of academic excellence and innovation.

4.7 Information Technology Department

The Information Technology Department is a main support center which mainly focuses on providing an optimal technology infrastructure oriented towards addressing the IT related needs for the administration of the University and supports and enables academic activities. IT Department provides innovative technologies and learning resources by providing integrated online services through the UKB website www.ukb.ac.ae. The department is responsible for providing multimedia solutions and technical support to the classrooms to support innovative teaching methodologies and improve the academic use of technology. The IT department provides the most up-to-date communication technology as well as management of information systems to serve the activities of the University.

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



4.8 Academic Advising

Academic Advising aims to provide academic support and services that promote student learning. Every student at UKB is assigned an academic advisor, and students are required to meet with their academic advisor every semester. Advisors assist students in developing career goals, registration for courses, understanding university policies, and connecting to campus resources. The University provides advice and guidance for all freshmen as part of the student orientation program, which introduces students to important information about the University of Kalba, registration and academic probation, curricula, academic support services, and extracurricular activities. The orientation program includes seminars to equip students with time management and study skills. For more information on academic advising, kindly refer to the University of Kalba Academic Advising website. www.ukb.ac.ae

Advising Students at-risk Situation

Students can be considered as at-risk situation for different reasons such as:

- Facing any problems or obstacles while doing their activities during the study period.
- Making wrong decisions that affect negatively their academic performance.

- Returning to study after long absence and suspended situation.
- Showing academic ability below the average student level in the same college or program they are enrolled in it.
- Showing any physical limitation or brain disability that prevents them for completing their studies.
- Having multiple probations or warning letters for low academic performance or any inappropriate behaviors.
- Having Psychological problems that lead to harming themselves or people who are dealing with.
- Facing Bad circumstances and financial Problems.

Steps and procedures for advising students at-risk situation:

1. Beginning-of-term notification

Colleges and faculty members will be informed of students identified as academically at risk based on their previous academic performance and the attached warning lists.

2) Assignment of academic follow-up

Each student should be assigned to an academic advisor or designated faculty member who will be responsible for coordinating follow-up and monitoring throughout the semester.

3) Early monitoring and intervention

Each identified student will bring the Student-at-Risk Early Monitoring Form to their current instructors. This process will provide an opportunity for the student to meet individually with each instructor, discuss their academic situation, understand course expectations, identify any challenges, and become aware of available support mechanisms. Instructors will acknowledge the meeting and indicate any monitoring or support actions to be implemented.

4) Review of study plan and goal setting

The academic advisor and/or assigned faculty member should review the student's study plan and, where necessary, recommend adjustments. Clear academic improvement targets and action plans should be agreed upon and documented.

5) Submission to the College Dean and administration

After completing meetings with all instructors, the student will submit the completed Early Monitoring Form to the College Administration for filing, documentation, and follow-up.

6) Ongoing monitoring throughout the semester

Faculty members and academic advisors should maintain regular communication with the students, monitor attendance and performance, and document any interventions, recommendations, or support activities provided.

7) Near-End-of-Term progress review

Towards the end of the semester, the students will again meet with their instructors using the Near-End-of-Term Progress Review Form. Instructors will provide an update on the student's attendance, current grade, academic progress, level of engagement, and any remaining concerns.

8) Final submission and evaluation

The completed Progress Review Form will be submitted to the College Administration. The information collected will help determine whether the student has made satisfactory progress, requires additional intervention, or should continue to be monitored in the following semester.

9) Reporting and Documentation

Colleges should maintain records of all meetings, interventions, and recommendations. At the end of the semester, a brief summary report may be prepared outlining actions taken and student outcomes.

4.9 Health Care

The University provides medical clinics for both male and female students on a 24-hour basis plus ambulance services for emergency help whenever needed. All University students were required to have health insurance in any one of the following three schemes:

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



4.10 Safety and Security

Safety-first concept plays an important role in creating and maintaining a safe environment. The University of Kalba considers all university community members as partners in providing a safe and secure campus in which to pursue students personal or professional goals.

All students of the UKB are encouraged to be active to maintain a safe and secure community. Any safety concerns should be reported to the Campus Police or Dorm Supervisors. A safe and secure living community for residents is important. Students are strongly urged to always carry their keys and keep the door locked when not in the room. Any action of a resident that threatens

the safety and security of another resident or his/her property will result in disciplinary actions. Potentially dangerous actions might include, but are not limited to, providing, or allowing entry to non-residents or unauthorized individuals, propping locked doors, loaning keys, accessing student rooms other than one's own without permission, and/or taking another's property.



4.11 Food Services and Dining Halls

The University of Kalba provides modern restaurants for male and female students where meals are served at reasonable prices. Cafeterias provide service not only for commuting students, but also for those in the dormitories. They remain open until evening. Dining halls (Men and Women) have different facilities including coffee and buffet restaurant with variety of snacks, sandwiches, and desserts.

Students will be encouraged to incorporate sustainable practices through different awareness and promotional programs on waste reductions and minimizing food excess in support of the University's campus-wide sustainability initiatives.



4.12 Other Facilities

Auditorium

- 5 Auditorium plays an important role in academic life. Auditorium activities are essential indicators for the nation's cultures. Such activities can reflect the cohesion of communities and the human spirit. Auditorium and theater play a major role in the student's life at the University as it develops students' mental and physical skills. Auditorium encourages teamwork, organization and cooperation among students.



Classrooms



Multi-Purposes Hall

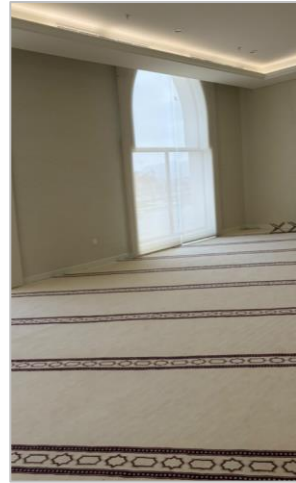


Workshop Hall



4.13 Prayer Room

The University of Kalba main campus has suitable Internal mosques and prayer rooms. In addition, each building in the UKB campus has suitable prayer room approved from Department of Awqaf government of Sharjah.



Chapter Five: Student Council

The University of Kalba Student Council represents all male and female students. Each student enrolled at the University to obtain an academic degree or certificate shall be considered an active member of the Council.

The Student Council aims to achieve the following objectives:

- Familiarizing new students with The University of Kalba campus and its services.
- Liaising to communicate between students and the University Administration to better serve students, present their issues, and represent their point of view before the University Administration.
- Promoting partnership, collective efforts and cooperation between students, the Administration, and faculty and staff working at the University.
- Representing students at student assemblies held at educational establishments at the state level.
- Undertaking activities to develop national awareness among students, strengthening the spirit of belonging to the nation, and carrying responsibility to the nation.
- Providing opportunities to develop awareness of ethical and moral values.
- Organizing activities to promote the intellectual, social, sports and artistic interests of students on campus.
- Providing opportunities for students to discover and develop their talents, abilities, skills, and creativity.

Terms and Conditions for Selecting Members of the Council:

- Students shall have been enrolled in the University for at least two semesters.
- Students shall have successfully completed the minimum number of credit hours for two semesters as stated in the University By-Laws.
- Students must be at least 18 years old.
- Students shall demonstrate good conduct and reputation.
- Students shall have at least two semesters remaining before their graduation, following the semester in which the elections take place and exclusively of the summer session.
- A student's GPA shall not be lower than 2.00.
- Students shall have been active and distinguished participants in the various student activities organized by the University and can organize and develop activities at the University.
- Students shall not have had any disciplinary action registered against them, nor be in any violation of the University By-Laws and regulations.
- Students shall not have been convicted of a felony or misdemeanor related to honesty and/or integrity unless such has been revoked.

Chapter Six: Academic Policies

6.1 Academic Integrity

The University of Kalba comprises a community of students, faculty, administrators, and staff who share a commitment to learning of the highest quality. Since the practice of academic integrity is essential to learning, the university fosters a culture of honesty and respect. Adhering to aspects of integrity is a shared responsibility in any community. Students at The University of Kalba are expected to honor scholarly values and assume academic, cultural, and social responsibility throughout their learning experience. The free exchange of ideas depends on the participants' trust that they will be given credit for their work. Therefore, everyone in an academic community must be responsible for acknowledging their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines. Since intellectual workers' words and ideas constitute a kind of property, plagiarism is like theft. Any violation of academic integrity codes either in or out of the classroom will be handled with the appropriate disciplinary measures by the University administration. In addition, a primary responsibility of an instructor is to certify that a specific academic assignment has been mastered sufficiently to merit college credit. An integral part of this responsibility is to take all possible precautions to ensure that the credit has not been attained by fraud. Instructors at the University of Kalba should and would rigorously enforce honesty concerning all academic work submitted by their students for evaluation.

6.2 Classroom Expectations

An instructor will normally provide at the beginning of each semester, an outline of the lectures, activities, assignments, and grading system appropriate to the course. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts may be directed by the faculty member to leave the class. Conduct that is disruptive, disrespectful or threatening are not tolerated. In addition to academic measures that may be taken, behavioral infractions may be resolved through the Code of Student Conduct.

Attendance

- Students shall attend all theoretical lectures, laboratory hours, and training sessions. They shall also participate in research sessions and sit for all examinations required in the courses in which they are enrolled.
- If a student's absences exceed 10% of total hours designated for one or more courses without an acceptable excuse, the instructor of the course shall issue a warning. If the absences reach 15% without an excuse acceptable to the College, the instructor shall issue a final warning with the Dean's approval.
- If absences reach 20%, the student shall be barred from sitting for the final examination(s). If the absence is caused by ill health or some other cause acceptable to the Dean, the student shall be given a withdrawal mark (W) in his/her transcript. All such cases shall be reported to the Registrar's Office. However, students who represent the

country or the University in official activities shall be allowed up to 25% absences.

- All absences, whether with or without an excuse, are calculated as part of allowable absences.

For more information about the attendance policies see the UKB Catalog and UKB policies and procedures manual.

6.3 Examinations, Grades, and Averages

The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the beginning of the semester and shall be kept in the course files in the college. Examination questions shall be:

- in line with the objectives and outcomes stated in the syllabus
- commensurate with the time allocated for the examination
- clearly formulated and weighted
- varied to measure the students' aptitude and skills in terms of recall, comprehension, application, and analytical skills
- in the language in which the course is taught

Final Grade

The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester. The general framework for examinations shall be as follows:

Purely or mainly theoretical courses:

1. 40-50% shall be reserved for the final examination, which shall be in writing, covering the entire contents of the course and realizing its objectives and outcomes and held at the times announced in the University calendar.
2. 20 -30% shall be reserved for the Midterm examination that will be held at the times announced in the University Calendar.
3. 20-40% shall be given to course work consisting of (continuous assessment), including reports, research papers, quizzes, and any other tasks.
4. The relative weight of each of these two examinations and other tasks shall be determined by the department concerned.

Practical courses:

College Councils shall, upon the recommendation of departmental councils, determine the distribution of grades and inform the Registrar's Office of the procedures followed.

The above regulations shall not apply to courses that have a special nature of their own. Such courses and the methods of evaluation in them shall be specified by the College Council upon the recommendation of the Department Council. The Chancellor shall be informed of all decisions in this regard fully explained and justified.

All final course grades are evaluated numerically and in point average according to the following grading system:

Grades Percentage	Points	Grades
90-100	4.00	A
85-89	3.50	B+
80-84	3.00	B
75-79	2.50	C+
70-74	2.00	C
65-69	1.50	D+
60-64	1.00	D
Less than 60	0.00	F

Other Grades Designations	
I	Incomplete
P	Passing grade
NP	Non-passing grade for a pass/fail course
FA	Failure to attend
WE	Excused withdrawal
WF	Unexcused withdrawal
IP	Course in Progress

According to UKB Policies and Procedures regarding grading and assessment policy, the minimum passing letter grade is D.

If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed that course.

6.4 Intellectual Property Ownership Rights

Unless otherwise stated in this policy, UKB shall own all Intellectual Property Rights of inventions or creative works carried out by faculty, staff, and students at or under the auspices of UKB making substantial use of its resources.

1- Intellectual Property Created by Faculty and Staff

- Except as stated in paragraphs e and f of this section, UKB shall own all Intellectual Property invented, created, or designed by faculty or staff members (post-docs, assistants, trainees, or students who are hired as employees) for the purpose of research, teaching and administration during their Employment at the university.
- Intellectual Property developed by faculty or staff as result of significant support from the UKB, including funds, facilities, resources and space is assigned to the university and considered university owned.
- A faculty or staff member shall be required to sign any documents or formalities required to facilitate the protection of the invention and the filing of patent applications and the

- related procedures, including assigning his/her intellectual property rights to UKB
- d. By signing these documents, the inventor agrees to assign the intellectual property s/he has developed to UKB to be managed by the Technology Transfer Office (TTO).
 - e. UKB does not claim ownership of copyright in any written work written by faculty for the purpose of scholarly research, such as: journal articles, conference proceedings and scientific books.
 - f. UKB does not claim ownership of copyright material in artistic, musical, or imaginative works created or composed by faculty, except where such a work is considered as a potentially valuable IP asset - upon recommendation by the TTO - or has been specially made on request by the university.

2- Intellectual Property Created by Students

- a. Students who create intellectual property as a result of their participation in study programs at UKB, such as research reports or graduation projects shall retain ownership rights to that property unless:
 - 1. It makes considerable use of UKB property, personnel, or facilities.
 - 2. It is supported by a direct allocation of funds through the University (grant, contract, fellowship, scholarship, etc.)
 - 3. It is commissioned by the University.
 - 4. It is subjected to contractual obligations such as a sponsored research agreement.
- b. If any of the above conditions are met, students shall be treated in the same way as any UKB employee. Students must disclose to the Research and Scholarly activities directorate any intellectual property they have developed in which UKB may have ownership rights.
- c. A faculty member who supervises students should have them sign an Assignment of Ownership Agreement Form and a non-disclosure form.
- d. Any student engaging in research or development of intellectual property under the supervision a faculty in connection with any program or activity subject to this Intellectual Property Policy shall claim no ownership rights, unless s/he has significantly contributed to the IP creation and will be eligible to share the income and/or equity distribution determined by the Technology Transfer Office proportionally to his/her contribution as per the signed IP disclosure form.
- e. If a student independently creates and owns intellectual property that s/he believes to have a commercialization potential, the student may ask the TTO support to involve the university in the commercial exploitation of that property and shall assign the IP rights to UKB. In this case all the other procedures of IP policies - including revenue distribution - shall be applied.

6.5 Remedial Courses

Academic knowledge and background are crucial part in the education process. The UKB offers remedial courses to develop students' background in the intended field which may help students entering the program smoothly. Moreover, the remedial courses will help students apply to the higher level of education with solid educational foundation without any challenges or problems. The remedial course is not offered toward a degree or to be in the study plan structure. It is (zero) credit hour and the grade does not affect the GPA of the students.

- Remedial course may be offered for undergraduate students.
- Remedial course should have a clear course syllabus which contain of a measurable student course learning outcomes (CLOs).
- Faculty teaching a remedial course should have an experience in a field related to the subject and appropriate qualification in the related field.
- Students who are admitted conditionally and required to complete some remedial courses in UKB to fulfil the admission requirements, shall register the remedial courses that are specified by UKB.
- The student should pass the minimum grade assigned for this course. The student GPA will not include the grade of remedial course.
- The maximum period to pass the remedial course(s) is specified to the student before registering the remedial course.
- In case students do not pass the remedial course in their first attempt, they have the chance to repeat it the following semester if UKB and ministry of Education by-laws allow that.
- In case the student fails, his/her record may be terminated and leave the institution based on the UKB by-laws and CAA standards.
- The graduate students can register for credit-bearing course after they have successfully completed remedial course if required.
- Remediation usually takes place during the first Year (Foundation Year) and it is preferable to be in the first semester to make the program study plan for the student more effective and practical.
- Each remedial course has E-file for archiving and assessment purposes.

6.6 Students Appeals

UKB gives the students chance and right to apply for any doubts in the academic results or any academic complaints. Students' appeal is a formal request from a student asking for a review of a decision relating to any exam results, assessment, progression or any academic issue.

- Students have the right to apply for appeals and petitions for any issue in receiving academic results and decisions.

- UKB is committed to the equitable dealing and fair treatment in students’ appeals.
- Submission appeal should be via registration department by online system.
- For more integrity and credibility, students can follow their appeals electronically until receiving the result.
- Any Appeal should be applied and dealt with within same academic year and should not be delayed to the next academic year.
- An Appeal must be raised within two weeks after receiving written result.
- Student should be aware of all terms, conditions and fees before applying for such appeal. Most of the appeals are free of charge except the review of final exam which is charged 21 Dhs and all the fees should be published in the UKB Website.
- Student cannot raise new issue during the triage and review stages.
- UKB deals with appeals with all respect, handle students’ information confidentially and provide students all support information, evidence and resources.
- Students are responsible for engaging in the appeal process in a respectful manner.
- UKB is responsible to form a committee for students’ affairs and petitions. This Committee shall study each student’s petition in detailed.

Type of Appeals

The students have the right to appeal university decisions made in respect of:

- Examination Outcome.
- Academic Progress.
- Student Grievances and Complaints.
- Academic Misconduct.
- Fitness to Practice.
- General Misconduct.
- Fitness to Study.
- Suspension Order.
- Incorrect Information.
- Selection into a Course.
- Student Transfer Decision.
- Academic Probation.
- Exclusion for a Notifiable Disease.
- Admission Denial.
- Course or program registration Denial.
- Classroom Denial.
- Exam Denial.
- Certificate and Graduated Denial.

Appeals Process

- Student fills the electronic form of the appeal.
- Student submits the appeal within the submission deadline and academic calendar.
- The Committee should meet periodically during the semester according to the cases submitted.
- All the appeals and its documentations will be carefully reviewed by the Committee.
- The decisions of the Committee are final after approval from chancellor and Dean.
- The result will be informed to the student via the electronic system.

Guide for Submission

- A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have his/her final examination answer sheets or booklet reviewed.
- The petition shall be submitted through the Registrar's Office after payment of a fixed fee.
- If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the instructor of the course.
- The review shall ascertain whether there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly.
- If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.
- The student may apply through the E-Services portal to fill the Student Issues form explaining the request.
- The Office of the Registrar reviews the case of the student and writes a brief explanation of the issue and the academic status of the student.
- The case is reviewed by the academic advisor, the head of department, the dean, and the student council representative at the college.
- Once the request is approved by the college, it is forwarded to the representative of the Student Affairs in the Office of the Registrar.
- All cases are presented in the Student Affairs Committee for decision.
- The secretary of the committee will consolidate the cases and their decisions in one form to be forwarded to the Chancellor for approval.
- Once approved, the committee's secretary will distribute the decisions among college registrars to implement and inform students.

6.7 Transferred Students Process

Transferred students must meet the transfer student conditions to examine their credit transfer. Credits that comply to this policy might be transferred towards the student's degree in UKB.

- The student affairs committee shall be formed annually in UKB. This committee shall review petitions of an academic nature, put forward by students, including courses they plan to register or withdraw from the evaluation, transfer student or credit, adjustment, or equating of academic record or any other matters related to academic issues. The committee shall study each student petition and then presents its recommendation to the chancellor for approval.
- Students who would like to transfer into UKB should have study records from licensed institution approved by CAA or any recognized institutions of higher education located outside the UAE.
- Any transferred student should present in advance valid language certification such as EmSAT, TOFEL or IELTS.
- Students who are not in good academic standing can transfer only to a program in a field distinctly different from the one from which the student is transferring.
- UKB allows the credits for clinical training to be transferred only when done in the UAE under review and approval from CAA.

Undergraduate Students Transferring from another University

The following conditions apply for students who are admitted as transferred students:

1. The maximum number of credit hours that can be transferred from another recognized university within the framework of the study plan applicable to the student at University of Kalba shall not exceed 50%.
2. The Department Council may transfer credit for all or some of the courses taken in the university transferred from, provided that the grade in each is no less than C+ (2.5 out of 4.0) or equivalent.
3. Students transferring from other universities or institutes of higher education shall not benefit from their academic record if they have discontinued their studies for a period of four regular semesters or more.
4. Grades or averages transferred from another university shall not be included in the student's CGPA at UKB.
5. No courses taken by a newly transferred student will count for credit if he/she has already gained a degree.
6. UKB does not allow credit for graduation projects to be transferred.

Procedure and Process for Transferred Students

1. After the student is accepted as a transferred student by satisfying the minimum admission conditions, the student prior transcript, course syllabus, and transcript verifications are forwarded from the Admission and Registration Department to the College for course evaluation.
2. The college forms a committee to evaluate the course syllabus.
3. The result of the evaluation is sent to the Office of the Registrar, where the following conditions should apply so the registrar can include the transferred credits in the student's transcript:
 - a. The student had completed a minimum of one year or two semesters in his previous institution (for diploma and undergraduate programs).
 - b. The CGPA in hi/hers previous institution is not below 2.5 out of 4.0 (for diploma and undergraduate programs).
 - c. The previous institution is accredited by the Ministry of Education and the transcript is verified to be authentic.
 - d. The grades of the transferred credits comply to the policy above.
 - e. The number of total transferred credits comply to the policy above.
 - f. The number of credits of each transferred course should be equal or higher than the equivalent course in UKB.
4. All transferred credits are inserted in the transcript of the student, however only those that comply to his study plan are included in the earned hours.
5. The registrar informs the student of the courses that have been accepted from his previous institution and updates the student study plan accordingly.
6. Transferred courses are indicated in the transcript by the grade 'TR'.
7. The name of the previous institution and UKB equivalent courses shall be displayed on the transcript.
8. In case a student repeats a course that was accepted as a transferred course, the transferred course will be excluded from the transcript and the grade of the course taken in UKB will be counted if it was passed.

6.8 Program Accreditation, Recognition and Licensure

National Accreditation

All UKB programs (currently 13 programs) are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Education in the United Arab Emirates.

6.9 Accreditation and Licensure

The University of Kalba (UKB), located in the Emirate of Sharjah, holds an institutional license for a three-year period from August 2023 through August 2026, granted by the Ministry of Education of the United Arab Emirates under Ministerial Decision No. 70 of 2023, to operate in the field of higher education.

The University's bachelor's degree programs are accredited by the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research (MoHESR), with accreditation validity extending, where applicable, through June 2028. The University of Kalba has received Initial Program Accreditation for several undergraduate programs, including the Bachelor in Law; Bachelor of Arts in Communication; Bachelor of Arts in History and Islamic Civilization (Tourism Guide); Bachelor of Arts in Public Relations; Bachelor of Arts in Sociology; Bachelor of Science in Business Administration; Bachelor of Science in Computer Science; and Bachelor of Science in Supply Chain Management, all of which are formally recorded in the National Register of Licensed Higher Education Institutions and Accredited Programs of the CAA.

The Bachelor of Physical Education and Sport Science program at the University of Kalba has been granted Provisional Accreditation by the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research (MoHESR), effective 15 November 2024.

Chapter Seven: Students Code of Conduct

7.1 Code of Conduct

At the University, a student is expected to start a markedly new phase in education different from that in high school. The student should behave responsibly towards everyone else. Freedom is a basic principle that is shared by all, and the limits of one's freedom are the legitimate demands that others impose on that freedom. But one cannot live responsibly without an adequate grasp of morality and ethical behavior. Acting responsibly and living morally are essential prerequisites for a genuine student life. Common experience tells us that student life is never repeated in one's life; it is unique, a fact that all students should remember.

Life in the university is precious, and one should take advantage of it to the maximum degree. One should aim at living a well-balanced life at the university, trying to satisfy one's interests without sacrificing one's main objectives. It is essential that one abides by the rules of the University and respect everyone else's property and rights. However, should a student break the rules of the University and show disrespect to instructors and fellow students, then that student should be prepared to bear the consequences of his/her actions. It is not possible to cite all the possible regulations that students might violate; however, below is a list of some of the University violations that call for discipline.

The UKB policies and procedures part of Student Code of Conduct state: "If a student is caught cheating or about to cheat in an examination or a test, the following penalties are applied to him/her collectively:

- a. He/she is failed in the course in which he/she was caught cheating on examination.
- b. All the other courses in which the student was registered for during the semester in which he/she was caught cheating, are cancelled.
- c. The student is dismissed from the University for one full semester following the semester session in which he/she was caught cheating and the summer is not considered a regular semester for this purpose. No course completed in any university elsewhere will be counted for him/her during the period of dismissal from the University".

7.2 Academic Violations

1. Breaking the laws of the State and the explicit rules of the University
2. Misbehaving in classrooms, laboratories, libraries and all other places in the University
3. Plagiarism: Plagiarism is the act of stealing someone else's property and claiming it as one's own. This property might be a paper, a book, an idea, a computer program, an experiment, an exam paper, an answer, etc. Being free, a person is entitled to act in accordance with one's beliefs, but it is wrong to plagiarize. Therefore, a person caught plagiarizing or stealing will be subjected to the University's code of conduct and will be punished accordingly. Students are alerted to this misdemeanor and are encouraged to behave properly and avoid exposing themselves to the consequences of this unethical and illegal behavior.
4. Inappropriate collaboration: The norm is that close collaboration with others on academic work requires acknowledgement of other collaborators. Inappropriate collaboration involves working with others in developing, organizing, or revising a project, which might

be a paper, a presentation of a research or design project, or a take-home examination without acknowledging their help.

5. Dishonesty in examinations and submitted work: All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.
6. Work completed for one course and submitted for another: Students may not present the same work for more than one course. Students are reminded that when incorporating their own past research in current projects, they need to document such previous work.
7. Deliberate falsification of data: Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.
8. Interference with other students' work: Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.
9. Copyright violation: Copyright laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplicating copyrighted material, and reproducing audio-visual work. Such practices must be observed. The code of conduct forbids theft and the unauthorized use of documents.
10. Complicity in academic dishonesty: Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during an exam, test, or quiz for other students; calling a student on a mobile telephone while taking an exam; providing a student with an advanced copy of a test; leaving inappropriate materials behind at the site of an exam or test; altering the outcome results of an exam, and so on.

Note to Students about Plagiarism

Please note that the University Committee of Conduct Control takes all complaints and accusations against students violating the University's Code of Conduct very seriously from cheating to attempting to cheat, helping or attempting to help someone else cheat, whether directly or indirectly, including the use of mobile phones. It investigates all such complaints and offences and has given stiff penalties to violators of any of the University's rules of conduct ranging from failing the course and suspension for a whole semester to suspension for the entire year. Our advice to students is to take the University's rules very seriously and avoid at all costs breaking its rules. Violating the rules does not pay, particularly cheating: in fact, it brings hardships and shame to the person who caught cheating or even caught preparing to cheat.

7.3 Student Academic Dishonesty

Plagiarism

Plagiarism is the act of stealing someone else's property and claiming it as one's own. This property might be a paper, a book, an idea, a computer program, an experiment, an exam paper, an answer, etc. Being free, a person is entitled to act in accordance with one's beliefs, but it is wrong to plagiarize. Therefore, a person caught plagiarizing or stealing will be subjected to the University's code of conduct and will be punished accordingly. Students are alerted to this misdemeanor and are encouraged to behave properly and avoid exposing themselves to the consequences of this unethical and illegal behavior.

Inappropriate collaboration

- The norm is that close collaboration with others on academic work requires acknowledgement of other collaborators. Inappropriate collaboration involves working with others in developing, organizing, or revising a project, which might be a paper, a presentation of a research or design project, or a take-home examination without acknowledging their help.

Dishonesty in examinations and submitted work

- All academic work and materials submitted for assessment must be the work of the student. Cheating is not limited to copying from others' work and giving unauthorized assistance, but it also includes the use of devices or procedures for the purpose of achieving false scores on examinations. Students are prohibited from submitting any material prepared by, or purchased from, another person or company.

Work completed for one course and submitted for another

- Students may not present the same work for more than one course. Students are reminded that when incorporating their own past research in current projects, they need to reference such previous work.

Deliberate falsification of data

- Students must not deliberately falsify data or distort supporting documentation for course work or other academic activity.

Interference with other students' work

- Students may not intentionally interfere with the work of others by sabotaging laboratory experiments, research or digital files, giving misleading information or disrupting class work.

Copyright violation

- Copyright laws govern practices such as making use of printed materials, duplicating computer software, duplicating images, photo duplicating copy-righted material, and reproducing audio-visual work. Such practices must be observed. The code of conduct forbids theft and the unauthorized use of documents.

Complicity in academic dishonesty

- Complicity in academic dishonesty consists of helping or attempting to help another person commit acts of academic dishonesty or willfully assisting another student in the violation of the academic code of conduct. It also involves pre-meditated and intentional acts, such as doing the work, designing or producing a project, willfully providing answers during another person or company.

7.4 Disciplinary Procedures

- a) The disciplinary procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the University.
- b) Violations to academic honesty may be processed through a panel hearing, in which the panel will be composed of faculty members, while non-academic violations of the Code may be processed through an administrative hearing composed of staff member(s).

c) Procedures pre-Disciplinary Committee Session

An initial investigation session is convened with the violator student to determine to what extent he/she is responsible of the violation, in accordance with the following:

- (i) The student is notified in a period not less than five (5) working days from the commencement of the initial investigation session to present him/herself to the investigation committee; if the student fails to attend the investigation session without an acceptable reason, the matter shall be referred to the Students Disciplinary Committee to settle the alleged charges.
- (ii) Whoever undertakes the initial investigation may disregard any charges against the student, if it came clear that it is without grounds. In this case, the complainant may file an appeal of the decision to be submitted to the department of Students Affairs.
- (iii) The initial investigation may end with a signed accord by the investigator and the student, imposing a disciplinary sanction to the student; by this accord all the disciplinary proceedings shall cease including referral of the matter to the Students Disciplinary Committee, also the student's right to appeal the disciplinary decision issued according to the aforesaid accord is fortified.
- (iv) In case the mentioned accord in the previous article is not reached, the matter is to be referred to the Students Disciplinary Committee in five (5) working days after the initial investigation session; this period can be extended if the student presents an acceptable excuse to justify this extension.

d) Academic Misconduct

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

who may decide to forward the case to the Student Disciplinary Committee to carry out the formal investigation.

- (ii) The Student Disciplinary Committee is formed at the discretion of the Vice Chancellor, after consultation with the Chancellor. The Committee shall include three faculty members, among which at least one from the College of Law. Another faculty member will be from the College where the student belongs.
- (iii) The Student Disciplinary Committee will set a date for a formal investigation and will inform the student of the allegation(s) and the date of the session at least ten (10) working days prior to the session.
- (iv) Within (10) ten working days of the completion of the formal investigation, the student Disciplinary Committee shall submit a formal report to the Chancellor.
- (v) The Chancellor shall inform the Vice Chancellor of the Committee's findings and, if the Committee has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.
- (vi) The Vice Chancellor shall inform the student in writing, within (10) ten working days of receiving the Chancellor's recommendations, of the decision and of the academic sanctions, if any, to be imposed.
- (vii) The student may submit a written appeal to the Chancellor within ten (10) working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing and the decision is final.
- (viii) In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

e) Non-Academic Misconduct

- (i) For alleged violations of the Student Code of Conduct, the Head of Students Affairs Department may establish a committee to conduct an investigation. The composition of the Committee is at the discretion of the Head of Students Affairs Department and shall be formed of three members.
- (ii) The Head of Students Affairs Department will inform the student of the allegation and the date of the investigation session at least five (5) working days prior to the session.
- (iii) Within ten (10) working days of the completion of the investigation, the Committee shall complete the investigation and submit a formal report to the Head of Students Affairs Department.
- (iv) The Head of Students Affairs Department shall inform the student in writing, within ten (10) working days of receiving the report, of the decision and, if the student has been found to have violated the Code, the sanctions, if any, to be imposed.

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

f) Commencement Disciplinary Proceedings

- (i) The University can by itself or based on a complaint submitted to the Head of Students Affairs Department or to any competent department, commence the disciplinary proceedings of any student charged with breaching the applied code of conduct in the University.
- (ii) The complaint should be submitted no later than two weeks from the incident under investigation unless there is a reasonable justification for the delay; in any case commencement of the disciplinary proceedings should not be delayed for more than one month effective the date of committing the violation or determining the identity of the person who is believed to breach the students Code of Conduct.
- (iii) The complaint should be submitted in writing and include name of the violator student, address, date of the incident, its place, and a detailed description hereof.
- (iv) The University may take the necessary action should the student withdraw or apply to withdraw from the University after commencement of the disciplinary proceedings. This includes:
 - Withholding the student's academic file and notifying him/her of the commencement of his disciplinary proceedings, before allowing him/her to re- register in the University.
 - Should the Disciplinary Authority decide to impose a sanction on the student, the sanction can be applied upon re-registering the student in the University.
- (v) The Students Disciplinary Committee may impose a sanction on the student with one of the stipulated sanctions if the student fails to be present in front of the Committee twice even though he was notified to attend unless his non-presence was due to acceptable reason.

g) Postponement of Disciplinary Proceedings

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

h) Notifying Student About Disciplinary Committee Session

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

- (i) Date and venue of the students Disciplinary Committee session.
- (ii) Notification is to be done through the way the Head of Students Affairs Department sees appropriate.

j) Students Disciplinary Committee Sessions

Students Disciplinary Committee is convened according to the following rules:

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

k) Disciplinary Sanctions

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

- Verbal warning or a written disciplinary warning.
- Fines: Are applied to compensate for losses, damages, or actual casualties, and it may take the form of an appropriate service, financial fines or replacing the materials.
- To be under behavioral observation for a set period and the student may face a more severe disciplinary sanction if it comes clear that he/she breaches the Code of Conduct while in the observation period.
- Deprive him/her to register in the University for a semester or more or for a period not less

than the remaining period of the semester at the least.

- Dismissal and permanent separation from the University.

(ii) Group Sanctions: The following sanctions may be imposed on the University students' groups or clubs:

- Ceasing the activity entirely or losing the prerogatives including the University recognition of that organization for a set period.

Sanctions mentioned in the first item of the individual sanctions above

7.5 Student Grievance Policy and Procedures

If a student feels that she/he has been treated unjustly by a decision of the disciplinary committee, she/he may submit a grievance in accordance with the following procedures:

- The student submits, within fifteen days from the date of receiving the committee's decision, a written letter to the chair of the disciplinary committee explaining why she believes she has been treated unjustly.
- The grievance shall be forwarded to the Chancellor's Office
- The Chancellor will refer the grievance to the Council of Deans.
- The Council of Deans will examine the grievance and will decide to approve, modify, or reject the penalty. The decision will be deemed final after it has been approved by the Council of Deans and may not be appealed before any other authority

7.6 No Smoking Policy

Smoking is not allowed in all the facilities of the University. The University policies and procedures state that "smoking of any form or type is strictly forbidden in all the facilities of the University including buildings, halls, and outdoor areas".

7.7 General Appearance

Students are expected to respect the University environment that includes academic and social aspects. Therefore, students should appropriate clothes that are compatible with the values and principles of the community. Furthermore, the University implements Law of Modesty (Ihtisham) that is effective in Sharjah. Students can wear any costumes as long as they do not contradict with the values of the community and violate its traditions and conventions.

Improper, transparent, and tight short garments or shoes are considered a violation of the University conventions. Therefore, the University urges all students, males, and females, to observe the law of modesty regarding clothes.

Unclean or wrinkled garments are a sign of disrespect and indifference to the university conventions. Students need to put on their white gowns while working in labs or clinics during training. These gowns are not allowed in public places at the University.

7.8 Students Rights and Responsibilities

Governed by the University bylaws and defined policies and procedures, the following students' rights and responsibilities are defined:

Student Rights:

- Pursue academic education as long as the student is satisfying the eligibility criteria and adhering to the academic standards.
- Receive education in professional, supportive, equal, and safe academic environment
- Be clearly informed of study plans and related bylaws, policies, and procedures
- Have access to university facilities, services and learning resources
- Have access to related personal and academic records and have protection against unauthorized disclosure of confidential data
- Enjoy the benefits of student services
- Form and participate in student activity associations and clubs as described in the by-laws
- Membership and nomination in Student Union as indicated in the bylaws
- File a grievance when feeling treated unjustly by the disciplinary committee
- Submit an appeal to review grading of an examination as governed by the bylaws

Student Responsibilities:

- Adhere to all applicable University bylaws and laws of the Emirate of Sharjah and United Arab Emirates
- Respect Islamic ethics and cultural values of the UAE
- Uphold and maintain academic honesty and integrity
- Perform all academic obligations and be an active participant in the learning environment and the welfare of the university community
- Use university property and facilities in a manner that is responsible and mindful of the rights of others
- Respect the right and dignity of faculty members, university staff, students, and others within and outside of the university community
- Provide the University with correct personal data and authentic documentation and update it whenever applicable.
- The terms and conditions in this manual and other UKB catalogs are considered as a part of contract between students and University of Kalba.

To help students and faculty learn what constitutes scholastic dishonesty and how to maintain academic integrity, all students at the University have access to the following:

1. UKB Catalogs
2. UKB policies and procedures manual.

Chapter Eight: Financial Services and Policies

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

8.1 Financial Policies and Tuition Fees

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

8.2 Methods of Paying Fees

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

1. University fees must be paid in full before completing registration in any academic courses in any given academic semester.
2. Fees may be paid in cash, by crossed checks issued in the name of The University of Kalba or by credit card.
3. Fees may be paid in two equal installments: the first is paid (in cash or by check) on the due date of registration and the second by a predated check due two months after the first payment.
4. Fees may be paid in three installments provided that the first installment is equivalent to 50% of the fees, in cash or by check, and the remaining two checks for the balance will become due one week prior to the mid-semester examinations and one week prior to the date of the final examinations respectively.

For a detailed breakdown of the University tuition fees per year, housing fees and other services at the University, kindly refer to the University's Website.

8.3 Financial Assistance

5. Siblings registered at the University in the same semester will be granted a 10% discount each on the net fees payable by each of them separately. Further details are available in the Department of Finance.
6. The University grants a reduction on total tuition fees for distinguished students in accordance with the decisions of the University Administration. A student will be entitled to such a reduction if he registers for a minimum of fifteen credit hours during the semester, and such hours will include practical training. Intensive English Program (IEP) students are not eligible for this assistance, which cannot be combined with any other financial assistance available in the University.
7. The University offers financial assistance to needy students studying on a regular basis. However, the University will have the right to withhold such assistance in some or all semesters. The student must have registered for a minimum of 15 credit hours in the previous semester and attained a G.P.A. of (3) or better. The University determines the period in which such an application may be submitted and the amount of assistance that

a student may receive. It should be noted that the University does not provide any assistance in cash, but only credit towards payment of fees.

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

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

8.4 Fees Refund in Case of Dropping Fall/Spring Credit Courses

- (a) Students dropping courses within the first calendar week of the Fall/Spring semester will receive a 100% refund of the tuition fees,
- (b) Students dropping courses after the first week of the semester and before the end of the third week of the Fall/Spring semester will receive 100% refund of the tuition fees. In such cases a “Withdrawal without Penalty” (W) grade will be entered in their record,
- (c) Students dropping courses after the third week of the Fall/Spring semester will receive no refund, and will be awarded a W grade for that course,
- (d) If students do not withdraw from courses during these specified periods, they will be considered as being registered for the course, and held accountable,
- (e) A 100% refund of tuition fees will be given for courses canceled by UKB,
- (f) The University reserves the right to cancel any course/level where the number of students registered does not meet the minimum required number of students.
- (g) There are no fees required from students for the period to complete their thesis amendments.

Chapter Nine: Student Run Media

All media activities related to the student should be through the media center and Department of the student affairs (Men and Women) in the university of Kalba only.

9.1 Policies and Procedure for Running Media

Media platforms are powerful communication tools that have a significant impact on an organization and its professional reputation and have transformed the way we communicate. Popular media channels are constantly growing and shaping the image of both individuals and organizations. The University of Kalba has established the following policies to clarify how best to enhance and protect the University, as well as personal and professional reputations, when participating in media.

- 1- Students should not launch any media activities on behalf of the University or bearing its name/logo/emblem without communicates with media center.
- 2- Students should take permission for using University logos or trademarks.
- 3- Students should be encouraged to follow and like all the University's Official media channels.
- 4- Students should never share any confidential information with media or online.
- 5- Students should behave according to University's Code of Ethics, even in the media and digital world.
- 6- Students should refrain from commenting on controversial subjects like opinions on regulatory and legal issues on behalf of the university.
- 7- Students should identify their views as their own and it should be clear that the views expressed are not necessarily those of the University. Everyone in the UKB community should be aware that electronic media presents distinct considerations as it relates to representing the University.
- 8- The University has the right to take disciplinary action reinforced by the Chancellor in the case of non-compliance with this policy and guidelines.
- 9- Publishing any offensive and defamatory material on the media may constitute a crime punishable by the Federal Decree-Law No (5) of 2012 regarding Information Technology Crimes. Therefore, please review and adhere to the provisions of the said decree-law.

9.2 Proper Use of Electronic Resources

University electronics resources should be used by students for the purposes for which they were intended, in a manner that does not interfere with the rights of others.

All students at University Computing Facilities:

- Will operate under the "Conditions of Use of Computing Facilities" as published in university website.
- Must behave under the "Code of Practice in the Use of Computing Facilities" as published in Policies and Procedures Manual.
- Are responsible for the proper care and use of IT resources under their direct control.

All policies applied generally at the University are expressly applicable to the electronic environment.

9.3 Rules to Use Electronics Resources

- The student should comply with the time available for using electronic resources specified by UKB.
- The appropriate and responsible use of The University of Kalba electronics resources is defined as use that is consistent with the University-related educational, research, professional, or other University-authorized activities and with the specific objectives of the project or task for which such use was authorized. All uses inconsistent with these objectives are considered as inappropriate.
- The students should respect the privacy and confidentiality of other users; for example, not to intentionally seek information on, obtain copies of, or modify files, tapes, or passwords belonging to other users or the University;
- Not to represent others, unless authorized to do so explicitly by those users;
- Not to divulge sensitive personal data to which they have access concerning staff or students without explicit authorization to do so.
- Students are strictly prohibited from using University computing facilities to access to inappropriate Internet sites or materials, in accordance with the law, cultural, ethical, and religious values of the United Arab Emirates and the Government of Sharjah. The University Computing Facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material as defined by the University policy and applicable law.
- Students should respect the legal protection provided by copyright and licensing of programs and data; for example, not to make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
- Do not download or copy software without appropriate authority or license.
- It is an offense to knowingly inject viruses into any system or engage in any other form of hacking.
- It is an offense to transmit material which is offensive, obscene, harassing, slanderous, damaging to the files or programs of others, or which violate any applicable law.
- Student should fulfill UKB policies when using social media as a part of their official duties and represent UKB governing employee behavior and acceptable use of electronic and information resources.

9.4 Social Media Policy in UKB

The Purpose of this policy is to put the general frame for using social media at UKB. UKB and IT department encourage students, faculty, employee, alumni, and other beneficiary for using social media to connect with other. Social media tools at UKB are professional and excellent to allow all users making discussion about university current news and events. Moreover, it will keep the users up to date for all new issue. This policy defines the procedures for using official social media

sites to ensure quality and legal of the content before publishing it.

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