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UK COLLEGE  
OF BUSINESS AND COMPUTING

London | Dubai

# STUDENT HANDBOOK

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2022-2023

Version V1.1



## Welcome to UKCBC Dubai

Choosing a higher education institution for pursuing your academic studies can be a daunting task as you want to ensure that you receive excellent teaching in an environment that maintains a high academic standard. Let us reassure you that you have made the right choice by choosing UKCBC Dubai Campus.

Our courses in the fields of Business, Computing, Engineering, Education & Training (DET), English Language & IELTS as well as ACCA are regulated and governed by external awarding bodies making them internationally recognized globally.

At UKCBC Dubai, we invite you to experience this rewarding journey of personal and academic growth, all while having a fulfilling student experience in a vibrant atmosphere.

*UKCBC is here to support you as*

***U Learn, U Grow and U Succeed.***



## Vision Statement

Empower students to fulfil their potential by using their knowledge and skills to make a difference in society; help students advance their careers and make a positive contribution to society, wherever they are.

## Mission Statement

Provide an accessible, aspirational, and inspirational student experience. Transform lives, building social capital regionally, nationally, and internationally.

## Our Values

- » **Integrity and Honesty** – we act honestly, ethically, legally and uphold the highest standards in all of our actions.
- » **Quality** – we provide an outstanding service, alongside delivering first-class value to our customers
- » **Trust and Mutual respect**- we value our people, encourage their development and reward performance.
- » **Accountability** – we are responsible for our actions and continually seek to improve and develop lives.





## Welcome to the UK College of Business and Computing - Dubai Campus

The Dubai campus is the latest effort in our commitment to help students achieve their career goals through quality and affordable education. We are located within Dubai International Academic City (DIAC) which is a vibrant student hub and home to many international universities. Our goal is to deliver vocational and undergraduate courses in the UAE to enable students to become future leaders. We aim to build a multicultural student community and reach out to students from many nationalities in the most culturally diverse city in the world.

Our unique take on career-focused education makes it the best choice for students who want to obtain skills and communication abilities that can be applied to their job. Each of our courses is designed with a specific goal of balancing fundamental knowledge and work-related skills. On completing any of our courses, you will have all the tools necessary to excel at what you love.

Our Dubai Campus, spread over 19,000 square feet, offers education in Business, IT& Computing, Engineering. High school completion and applied foundation courses (BTEC Level 2 Diplomas & BTEC Level 3 Extended Diplomas) as well as higher education qualifications (Higher National Diplomas) are available in these fields. In addition, we also offer a teaching qualification in BTEC Level 5 Diploma in Education & Training (DET) for teachers.

The Level 2 Diploma courses are designed for students who are 14 years or older and Level 3 Diploma courses are designed for students who are 16 years or older, who want to gear their learning towards specific interest whilst serving as pathway to more than 200 universities globally. Our Higher National Diplomas in Business, Computing and Engineering will give you the skills necessary to begin an exciting career in the field of your choice. At the Dubai Campus, we also offer English Language courses & the ACCA qualification to students interested in developing their professional skills.

### Who we are?

UKCBC is a higher education college based in London & Dubai. We have 2 decades of experience delivering vocational and academic qualifications to national and international students. Our core values are the development of job-oriented skills, the promotion of critical thinking, a flexible learning environment and a sense of community and diversity. Our recent National Student Survey (NSS) results were an impressive 96% overall approval rating from our students in the London campuses.

UK College of Business and Computing, Dubai has been awarded the Bronze Award at the BTEC International Institution of the Year 2022 category, a true testament to the hard work and dedication of all our students, teachers, and support staff who have worked with determination and commitment to excellence to make this achievement possible. Our Pearson Annual Programme Monitoring Review 2020-21 showed that 32% of our passing students scored Distinction vs 12% at the international and 20% at the country level. Furthermore, 50% of our passing students scored merits vs 34% at the international level and 22% at the country level.

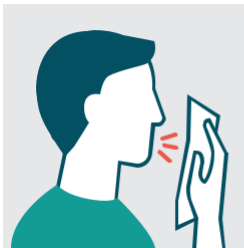
### Are you ready to begin your journey to professional success?

We welcome you to be a part of the growing [#TeamUKCBCDubai](#) and wish you all the best in pursuit of your academic and personal achievements.

## COVID directives & guidelines

Students are strictly required to always adhere to the COVID- 19 prevention best practices and guidelines. In line with the KHDA safety guidelines, we have made some adjustments to our campus facilities

- The student lounge will be closed until instructed by the KHDA.
- Prayer rooms will not be open to faculty, staff, students, or the public.
- Library will be closed. Please approach the front desk if you wish to borrow any books.
- The vending machine will be inaccessible until further notice; therefore, we recommend you bring your own snacks and refreshments.



Cover your nose and mouth with tissue or elbow when sneezing.



Avoid touching eyes, nose or mouth.



Wash or sanitize your hands before entering the campus.



If you become sick, inform UKCBC staff and seek medical care immediately.



Keep objects and surfaces clean.



Put tissues in the trash bin and wash hands.



Always wear a mask.



Avoid crowded places like malls and cinemas.

If you are experiencing any of the following symptoms: fever, headache, sore throat, or dry cough, please contact: DHA Hotline #800342 and notify a member of the UKCBC staff.

## Student Handbook 2022/2023

**Welcome and thank you for choosing UK College of Business & Computing – Dubai Campus.**

In this handbook you will find some very useful information to help you adjust into the college routine, and to make sure that you understand the rules and regulations that affect you, and what we expect from you here at the college.

Please read this handbook carefully, the contents are as follows:

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## 1. Studying at UKCBC

### 1.1 College Times

The college is open from Monday to Thursday: 9.00am to 5.00pm and Fridays till 1 PM. Based on the class schedules the ACCA, English and DET classes run evenings and weekends. Other courses have to have specific approvals for alternate timings.

### 1.2 Study Times

The exact number of days you must attend, and the days of the week will depend on your chosen course of study (please refer to the timetable for your course). Full time courses are delivered according to the guided learning hours specified by the awarding body, Pearson. In addition to the modules relevant to your course of study, you are also required to attend personal and professional development classes scheduled in the timetable.

### 1.3 Term Dates

Students will be provided with term dates at the time of induction, and this will also be made available on Ulearn. It is important that students plan their study and submit their coursework within the term dates.

Please note that whilst we aim to maintain the holidays per course, the dates for such holidays may be subject to change. You will be notified as and when the changes are made. Any changes are notified through the college notice boards and emails to respective student groups.

### 1.4 Structure of the courses

Based on the course enrolled separate induction will be done to appraise students on the structure on the course and the requirements. Students are required to attend these sessions to fully understand the requirements of the course they have enrolled for.

### 1.5 Books

Students may need to purchase a few core textbooks for various modules of their course. In cases where the purchase of the book is not compulsory, we do recommend you buy the course book, as this will help you gain a better understanding of the subject during your home study time. Students are required to purchase the course book as recommended.

**The College Library and E library** provides you with a wide range of textbooks and reference books for reading. The Online E library facilitates your convenient access to over 8500 electronic books and 10000+

journals that can be accessed through the internet from anywhere across the globe, through your personalized user account of the college

The college library is stocked with books relevant to the courses on offer, and it contains a wide range of books which include core texts, best sellers, and additional reading materials to supplement your studies. If you would like to borrow a book from the college library, please contact the student services or the campus coordinator.

Certain books that are limited or required for a wider group of students are categorized as reference books and made available to students and lecturers for reference within the library premises. The reference books cannot be borrowed.

If you wish to suggest the library to procure specific books, please ask in the library for a **‘Book Ordering Form’**. Such requests need to be approved by the programme manager before procurement. Order times for books can vary between 15 to 21 working days and so you should place orders as early as possible.

### 1.6 Computer Facilities

All students are entitled to use the computer labs. To use the computers, you need to collect your login details from the IT department or campus manager. You must use your designated login details for use of any computer facilities in the college. All computers facilities are connected to high speed internet access at all the campuses.

#### Unlimited access to Wi-Fi

Students have an unlimited access to Wi-Fi internet at all the campuses. Students may access internet through their laptops, tablets, or mobile phones. The user id and password for such access are provided at the reception of the campus on request.

#### E-learning facilities

The College Ulearn enables students to access timetables, course materials, lecture notes, assignment briefs, progress on assignment submissions, and up to date information on college developments. You can access Ulearn from the college or remotely from your home through the internet. You are expected to submit all your course work through Ulearn using the ‘Turnitin’ software that checks for plagiarism.

### 1.7 Refreshments

Students are welcome to bring their own food and have it in the student lounge. Alternatively, food can be purchased from DIAC fast-food restaurants, located near the campus building during the breaks. However,

students are expected to manage their time appropriately as any delays/excuses on returning to lesson on time will not be permitted.

### 1.8 Cleanliness of student lounge, classrooms and facilities

Students are responsible for keeping the student lounge and classrooms clean. Please leave the area clean and dispose of all rubbish in the bins provided after using the student lounge, classrooms, or facilities. Any willful lapses on this account could lead to penalties or a disciplinary action against the defaulting students.

Students are not permitted to consume food, snacks, or drinks in the classroom other than bottled water. They should use the student lounge for this purpose. Defaulting students may be asked to leave the classroom and **repeated behavior will be penalized.**

### 1.9 Student Activities

There are student activities arranged in the college throughout the year, be it an invitation to a presentation being held by students or an end of term party. Class outings and study trips occur across all levels of study. More details pertaining to the co-curricular and extra-curricular activities can be found through your student advisor and course plans.

### 1.10 UConnect

UKCBC Connect is our very own social app for our students to communicate freely with classmates and faculty. This app gives a greater student connectivity and help you be abreast of all the happenings in campus. Head over to the Google Play Store or App store and search for 'UKCBC Connect'. Download the app and register your account to enjoy all features for free.

## 2. Conduct at the College

We expect our students to learn, grow and succeed at our College, through mutual respect, professionalism and dignity. We expect all our students to ensure that their conduct at the college is exemplary and improves the quality of learning experience.

### 2.1 Identification

Students must always display their UKCBC identity card. It is compulsory to show proof of identity when you enter any of the College buildings. If you are waiting for your College ID card to be made (new students) or you are waiting for a replacement ID card to be made (in the case where ID was lost), then it is compulsory to be carrying an alternative form of ID, such as your passport, biometric card, or any other identity documents that you have.

### 2.2 Dress Code

Students should dress in an appropriate manner which is respectful of their own and others' cultures, beliefs and religions. For safety reasons, students are not allowed to wear any item of clothing on campus that makes it difficult for that person to be identified. Clothing which obscures all or part of the face are not permitted, apart from those items which are worn in accordance with religious beliefs/practice. The below items are strongly discouraged and subject to penalty -

- Shorts
- Tank tops/ sleeveless/low necklines
- Flip flops
- Sports caps
- Ripped jeans

### 2.3 Attitude and Behavior

We expect you to behave and conduct yourself in a manner that upholds the respect and reputation of the College. We expect students to be alert in the classroom, and we expect students to give due respect and pay attention when being spoken to by any other student or any member of the College staff.

Any misbehavior, rudeness or impolite approach towards the staff will not be tolerated and such behaviour may lead to expulsion of the student from the college.

Please keep the below points in mind:

- Treat classmates equally, regardless of age, disability, religion, sexual orientation and economic status.

- Refrain from using derogatory words that may be tantamount to bullying and harassment which do not promote a positive study environment.
- Come to class on time.
- Do not disturb on-going classes unless for emergency reasons. If so, courteously knock on the door to get the lecturer's attention and tell your concern.
- Refrain from making significant noises that disrupts on going classes.
- Listen intently while inside the class.
- Respect and be polite to the lecturers.
- Join classes rather than while away at campus.
- Practice propriety by not dropping litters and defacing college environment.
- Be conscientious by not eating within the classrooms.
- Avoid using mobile phones within the class.

### 2.4 Lost Property

It is the responsibility of the student to hand into the College reception any items that are found on campus that do not belong to the student who found them. If you find any item on campus and you fail to inform the College, and you retain it purposefully, such an act will be classed as theft from College. Lost property is tracked using CCTV. However, the College will not take any responsibility for any valuables or items lost by the student in the campuses at any point of time. As such, students are strictly advised to safe keep their belongings and avoid bringing valuable items to the campus. Students are completely responsible for any items they may bring to the College.

### 2.5 Smoking

Smoking, including electronic cigarettes and vape, is strictly prohibited throughout our premises. Defaulters are liable for strict legal and disciplinary actions. If you need to smoke you are required to use the designated smoking bays outside of the campus buildings, discarding waste in the ashtrays.

Students who are struggling with addiction to smoking should speak to respective class adviser or to any member of the Student Services Team for guidance to help control or overcome the habit.

### 2.6 Mobile Phones

Students are not permitted to use their mobile phones in lecture halls, class rooms, IT labs or the library other than for academic purposes as advised by staff. Mobile phones, tablets or similar devices can be used only if instructed by a lecturer during the class for purposes of learning activities. Similarly, students are not allowed to leave the class to attend any calls. In case of serious or urgent issues, student may seek the permission of the lecturer to leave the class and re-join after the break and student will not be given an attendance, should that absence be beyond a reasonable time.

### 2.7 Internet and Email

The College has an established monitoring system for websites visited. Students should be aware that any attempt to access banned websites is logged against students' login IDs, and the College will action disciplinary procedures against defaulted students.

Students are not permitted to send friends requests for social networking sites to any College address (emails that end in @ukcbc.ac.ae). Students are not permitted to forward any email that may be classed as "junk", or "viral".

### 2.8 Audio Recordings

Students are allowed to use digital equipment to record the audio from their class or lecture **only** with the prior consent of the lecturer/tutor. Students are not permitted to make any other use of the recordings other than for personal use.

### 2.9 Prevention and Safeguarding

Preventing our students from radicalization and curtailing any anti-social propaganda against UAE values is the responsibility of the college, staff and students. All students are advised to contact the Campus Coordinator or Academic Manager if they observe any initiative or communication/propagation towards promoting radicalization, terrorism or anti-social activities.

If any student considers that he/she is facing any safeguarding issues, they are advised to contact the Campus Coordinator / Academic Manager for necessary assistance and advice. They would signpost the student to an appropriate member of staff.

### 2.10 Health and Safety

The College has designated first aiders at UKCBC campus. Please contact any member of staff for assistance for first aid, health and safety requirements. If a student identifies a hazard or risk to staff or student wellbeing they have a responsibility to report it to a member of staff.

### 2.11 Bullying is Prohibited

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:



**Physical** (hitting, kicking, theft), **verbal** (name calling, racist remarks), **indirect** (spreading rumors, excluding someone from social groups), and **cyber bullying** (using texts, phone calls, email or social networks for example). All forms of bullying at Campus are punishable.

### 3. Rules and Regulations

College rules and regulations must be followed by all students always. The rules and regulations are extensive and govern every aspect of student life from enrolment through to certification. In this section, we have summarised key provisions to facilitate ease of reading and ensure strict compliance on the premises. However, we emphasise the importance of students' responsibilities to familiarise themselves with the entire rules and regulations of the College. Relevant rules and regulations are available on ULearn. They are summarized as follows:

#### 3.1 Student Attendance and Punctuality Policy and Procedure

All students have a responsibility to read, understand and follow the **Student Attendance and Punctuality Policy and Procedure** of the College always. The full policy is available on ULearn.

##### The Standard:

- Student attendance is expected to be 100% for all timetabled activities, and not falling below 85%.
- Students are expected to be on time for all timetabled activities.
- Attendance for professional development and skills development classes is mandatory and counts towards the overall grades.

##### Students' responsibilities to attain the standard:

- All students are expected to achieve full attendance.
- It is the responsibility of students to ensure they are present for the full duration of the session to guarantee that their attendance is recorded accurately for that session.
- Living a long distance from the College is not a valid reason for lateness and should be considered prior to enrolment.

According on their attendance percentage, students can attempt the grades listed below.

70% & up	Distinction
60% -69%-	Capped at Merit
50% -59%-	Capped at Pass
49% below -	Approval of submission. Capped at Pass

UKCBC recognizes that there may be occasions that the student may be required to be absent from the college. These are explained and covered fully within the **Student Attendance and Punctuality Policy and Procedure** which also includes what constitutes unacceptable absences. In all cases a student is recommended to discuss their situation with the Centre Coordinator or Academic Manager.

### **Actions a student should take if they are absent through an unplanned emergency:**

Students must notify their Campus on the first day of absence by 9.00am.

The College will *only* authorise their absence *later* when the student has either informed an administrator and/or has presented documentary proof to justify the absence, and only *after* it has been investigated, *and* approval for authorisation has been sought from the Academic Dean.

### **3.2 Student conduct guidelines**

All students have a responsibility to contribute to and participate in the courteous and positive learning environment of UKCBC in line with that expected within the Student Charter, Code of Conduct and other policies including the Attendance and Punctuality Policy.

If a student does not engage positively or productively with the learning community, their behaviour or conduct falls below that which is expected, or they distract the learning opportunities of others, then disciplinary actions will be taken as per the relevant policy.

Disciplinary actions may be instigated if a student is demonstrating unacceptable behaviour such as:

- Sexual abuse or harassment
- Racial abuse or harassment
- Cheating within assessments at the college
- Presenting falsified documents inside or outside of the college
- Misrepresentation of oneself
- Obstructing the college's educational and administrative roles
- Damaging student/staff/college property, whether accidental or intentional
- Theft
- Intimidation
- Damage to the local area around the college
- Unauthorized entry into the college
- Misuse of college property
- Possession of illegal substances unless accompanied by medical certification.
- Possession of items that the college deems as 'dangerous'
- Possession of items that the college deems as 'weapons'
- Lewd conduct
- Abusive behaviour
- Causing a student to wrongfully face disciplinary action

This list is not exhaustive, and the penalties will vary depending on the seriousness of the case. It is the students' responsibility to understand the Policies available on ULearn

### **Stages of Disciplinary Process:**

There are three stages of the process: **Informal, Formal Stage A and Formal Stage B.**

We hope to support all students and expect that resolution can be accomplished at the informal stage in most cases. In all cases details of the students and the situation will be treated with sensitivity and in confidence.

### **Appeals Process:**

A student may make an appeal following the completion of each stage if they consider the decision to be unfair. Appeals must be submitted in writing in line with the **Appeals Policy** found on ULearn.

## **3.3 Academic Guidance and Policies**

Academic Guidelines and Policies are important for many reasons: to provide a fair and equal service and opportunity to all students; to create correct channels to address individual issues raised by students and staff, and to ensure that the overall conduct of the College is in line with what has been promised to the students and staff of the organisation. Academic Guidelines and Policies are expanded on further within the individual programme handbooks for each respective programme on offer at the College. All late submissions and retakes are subject to an AED 500 late penalty fee.

Guidance and policies are available on ULearn or the college website.

### **Appointments with Academic Staff:**

Attendance during timetabled sessions are the best opportunity for students to discuss academic concerns with their lecturer. However, if additional focused support is required, students may make appointments with lecturers and other academic staff. The staff are available at certain times throughout the week to support students with any aspect of their study. It is essential that students keep these appointments and are not late as poor punctuality may impact on support or academic feedback being provided to other students. Please contact your lecturer or the academic support team.

### **Submission of Assignments:**

It is important that you complete all assignments and examinations within the timescales set to ensure you progress successfully throughout the duration of your studies. Late or non-submissions will impact on your grades and potentially your eligibility to continue to study at UKCBC. Unless otherwise specified, all assignments are to be submitted through the 'Turn-it-in' function within the relevant module pages on ULearn. Please refer to the Assignment Submission Procedure for your course.

### **Extensions:**

If a mitigating circumstance extension is granted for the submission of coursework, this extension will be for a reasonable amount of time so as not to disadvantage students who have already submitted on time. The College considers an extension by request to be a fair adjustment after the presentation and validation of extenuating circumstances.

### **Extenuating Circumstances:**

We understand that there may be genuine reasons for students missing submission deadlines or examination dates. In such cases, students are required to follow the guidelines and policies in place to ensure that students with genuine reasons are granted the appropriate adjustments. Failure to follow the correct channels of informing the College may adversely affect a student with genuine reasons. Please familiarise yourself with the correct procedures found on ULearn well in advance of any final dates and speak with the Academic Administration team as early as possible. For cases of valid extenuating circumstances your assessment will not be capped at pass.

### **Resubmissions**

Students who fail to pass an assessment on the first attempt either due to referral or due to approved extension from a valid mitigating circumstance/s, will have a second chance to submit their assignment for a resubmission. The resubmission is the final assessment opportunity for Level 5 HND students and, your grade will be capped at pass. While Level 2 and Level 3 students who have had a refer grade in the first submission and missed getting higher grades for which they have attempted will have the resubmission as their chance to get a Pass grade or a higher grade. Students who have attempted higher criteria will only be allowed to improve their assignments on resubmission to achieve higher grades. This is per Pearson policy. If you fail to pass or do not submit your assessment within the resubmission window you will fail the unit and may be required to repeat the unit in full.

### **Academic Integrity and Misconduct**

Academic integrity is the culture of independent learning and assessment based on trust and honesty, on respect for the intellectual property of others and on the responsible presentation of original thought, analysis, and argument. Low academic integrity has significant implications on the credibility of the programmes being delivered at UKCBC and equally on the professional conduct of students as they progress through their chosen career.

If a student is suspected of academic misconduct detailed in the **Academic Honesty Policy and Procedure**, summarized under the following categories, the case will be investigated thoroughly as detailed in the policy.

The seriousness of the issue may lead to reassessment, suspension, or withdrawal, amongst other appropriate penalties as deemed appropriate by UKCBC.

- **Plagiarism:** The act of representing another person's idea as one's own.
- **Multiple submissions:** The act of submitting a piece of work for assessment which has already/ simultaneously been submitted in another course, whether for academic credit or formative assessment. This is sometimes known as auto plagiarism.
- **Falsification of Data:** The fabrication or alteration of data by changing all information to confirm a hypothesis not supported by the actual data, or the invention or fabrication of the results of an experiment, which are then reported as genuine measurements.
- **False Citation:** Citing of a wrong source of information.

### Complaints and Appeals Procedures

UKCBC places a high regard on the student welfare and learning experience within the college. If a student has a concern regarding their experience they may raise an issue using the complaints policy. Details of the process can be found in the **Complaints Policy** held on ULearn.

If the issue is in relation to an academic decision or result of an investigation process such as student disciplinary process, then the **Appeal Policy** is to be used.

There are three key stages to both processes: **Informal, Formal Stage A and Formal Stage B**. We hope to support all students and expect that resolution can be accomplished at the informal stage in most cases.

A complaint may be raised against another student or a member of staff. If the concern is not resolved directly with the individual, the process may be started. College staff are expected to encourage students to raise any problems they may have, and to explain to them how they can complain, and if necessary, assist in the process to ensure that the students' opinions are accurately raised and receive a just outcome.

We have adopted the following standard to ensure that our complaints procedure is readily available, easy to use, speedy, confidential and fair:

#### **Every person who complains or appeals will:**

- be treated with respect
- be thanked for bringing the matter to our attention
- have their complaint properly considered

#### **Every complaint or appeal will be:**

- investigated
- dealt with quickly and professionally
- dealt in confidence to avoid embarrassment or prejudice to the complainant

If there has been a breakdown in service, **redress and remedy will include:**



- an apology and/or explanation
- information of action taken as a result of the complaint
- an assurance that the same thing will not happen again

### 3.4 Arrangements for student support

UKCBC provides support to all students through various channels and resources, including programme resources on ULearn, additional resources from the relative Awarding Organisations, dedicated library and IT resources in UKCBC campus.

Students who cannot open their ULearn accounts should request assistance to Student Services immediately as this will have an effect to accessing other resources needed in the class especially in the submission of the assignments.

#### **Request for Provisional / Predictive Grades, Office Transcript of Records and Attested Certificates**

UKCBC provides all students who are completing a program for provisional and predictive grades. These are requested by the students through student services and will be issued by their respective program leaders.

The issuance of provisional and predictive grades will be done only when the student is completing the last semester of his/her program.

The official transcript to records of the students is requested after the release of the grades of the students during the first submission and next on the resubmission schedule. Students who have completed and pass all the units during the first submission will get their certificates ahead of those who got a passing grade during the resubmission. It will take about 3 weeks after the request of the official transcript from Pearson by the UKCBC Exam Officer before it will be received by the UKCBC and will take another 3 to four weeks for these certificates to be attested by the KHDA before these certificates to be released to the completers. A fee maybe collected in advance from the completers to facilitate the attestation process with the KHDA.

Note : Attestation of certificates from KHDA is mandatory before they are distributed to the learners., No certificates will be distributed to learners without attestation and approval of KHDA

#### **Request for Replacement of Certificates**

Any request for the replacement of certificates will be dealt with on a case-to-case basis following a valid reason for the request. If the reason is validated after thorough examination of facts and details, a request for the replacement will then be facilitated by the UKCBC Exam Officer but on certain cases it will be with a fee.

### **ULearn**

ULearn is your Virtual Learning Environment (VLE) and will support you through all aspects of your study. The ULearn platform is the definitive resource that contains all policies, rules and regulations for the student journey and fundamentally all the teaching and learning materials associated with the course and teaching sessions the student is committed to.

Additionally, this is the gateway for students to submit their assignments and receive their grades along with feedback for improvement.

### **Academic and Library Support**

Guidance on further resources and specific academic feedback can be provided from the Academic Support Team, scheduled Profession Development Sessions and in the Library. Additional resources, text books, e-journals and e-books will be available along with assistance with research skills, referencing, assignment structure, time management and assignment submission.

### **Initial induction**

On admission, students have an 'INDUCTION' which helps them familiarise with the interface of the delivery platform and are required to attend the Induction days to familiarise themselves towards the teaching and learning process. This is the first step before starting on their journey to the programmes.

### **Communication**

All information relevant to the students is communicated via Notice boards, emails, academic support, lecturers, and ULearn platform on e-learning support. If the student is non-responsive to these mechanisms, UKCBC support will use alternate means of communication, such as calling the students on the phone numbers provided during admission. By accepting the terms and conditions on admissions you are giving us permission to contact you or a member of family or guardian if it is required.

Additionally, students can communicate with the college via email, telephone, in person at the campus.

### **Student Representatives**

Students are the heart of the system and as a result each cohort/class has two student representatives that any student may approach for support or guidance. Student reps may be able to provide support directly, encourage an approach to college directly, or represent the requirements of a student or group of students via formal committees including the Student Experience or Campus Committees. There will also be opportunities for student reps to liaise with UK student reps in relation to a number of wider College activities.

### 3.5 General Guidance and Policies

There is an extensive range of Guidance and Policies to govern all aspects of student experience and academic standards. In addition, to the policies introduced earlier and to provide you with a better initial understanding of the rules that support your time at UKCBC, please read the various summaries below:

#### Data Protection Policy

The College has legal obligations under the Data Protection Act to protect personal data, whether such data relates to students or to employees. The Data Protection legislation aims to ensure that the college is compliant and ensures safeguarding data pertaining to students and staffs.

The UKCBC will not disclose any personal information to anyone other than the authorities concerned without his or her prior formal agreement (except where such disclosure is properly authorized and permitted under Data Protection legislation as being required for the effective management of student data and employees, e.g. reports produced by HR, Government, and other agencies including Student Loan Company. See the Data Protection Policy on ULearn for full details.

#### Equal Opportunity Policy

UK College of Business and Computing is committed to providing equal opportunities to all students and staff. Enrolment, employment, administrative and academic decisions are based on individual merit, and the College does not distinguish between any two individuals based on age, gender, disabilities, religious or political beliefs, or any other unique and individual quality that you are entitled to have as per the Human Rights and Employment laws of the United Arab Emirates. Please see the Equality and Diversity Policy on ULearn for full details.

#### Complaint Policy

All complaints should be addressed to the Academic Manager or Campus Coordinator, which will be taken into serious consideration, and students will not be penalized for raising their concerns and grievances. The procedure is also an important source of information to help the College improve the services it provides. Such matters can be either raised via face-to-face interaction with staff or via the college student support system: [usupport@ukcbc.ac.ae](mailto:usupport@ukcbc.ac.ae)

#### Library Usage Guidelines

**The general rules of the library are as follows:**

- Opening times are 9:00am to 6:00pm between Sunday and Thursday

- Library is closed on weekends and bank holidays
- Students will have digital access to our online resources via our e-library. This can be accessed from any location with Internet connection.
- Students are required to present their student ID card before they can access the library services.
- Students can borrow up to three books for a maximum of 14 days.
- Overdue books will incur a penalty charge of 5.00 AED per day, per book.
- Books can be renewed after 13 days of the date borrowed, for another two weeks.
- Library accounts persistently overdue can be cancelled at College discretion.
- Students are bound to pay for repairs or replacement of damaged or lost books.
- Library facility will be withdrawn for students who misbehave in the Library.
- Food and drink are prohibited in the Library.
- Library users are responsible for their personal belongings whilst in the Library.

### Health and Safety and Risk Assessment Policy and Procedure

It is the policy of UKCBC to provide and ensure the health, safety, and welfare of all its students and staff. UKCBC ensures that the College premises is safe and does not pose a risk to anyone. The College Policy on Health and Safety covers:

- Providing adequate control of health and safety risks at the College
- Wearing masks at all times & abiding by the COVID regulations on and around campus
- Consulting with students on matters affecting personal health and safety
- Providing and maintaining safe plant and equipment
- Ensuring safe handling and use of substances
- Providing information, instruction and supervision
- Ensuring competence to carry out tasks
- To provide adequate training
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- To review and revise the Health and Safety Policy at regular intervals

### First Aid

Designated staff members of the UKCBC are trained and certified to provide First Aid to students in cases of minor injuries and in emergencies at each campus. The College has adequate First Aid equipment to deal with minor incidents and in the case of major incidents where it is necessary to transfer a student to a hospital, the designated First Aid Officer of the College is trained to provide the correct temporary measures to stabilize the student until the emergency services arrive on site.

### Procedure for Dealing with Accidents or Incidents

If you hurt yourself in anyway whilst on college premises, please inform a member of staff immediately. If you are unable contact a staff member, then ask a student to inform a member of staff immediately on your behalf and wait for them to arrive on the scene. The details of all accidents must be recorded in the Accident Book located at Reception.

### Fire Safety

All buildings are equipped with fire alarm systems which are maintained and tested.

The Fire Alarm is tested occasionally. If the fire alarm sounds at any other time, the fire alarm sounds and does not stop after a few seconds, then you must stay calm, and walk towards the Fire Exit. Exit the building by safe means and assemble at the designated Meeting Point appropriate for the campus.

Fire extinguishers and Fire Blankets are located throughout the campus and are clearly marked. All fire extinguishers are checked and maintained. Only use these in an emergency. Misuse of Fire Equipment will lead to disciplinary action.

If you discover a fire:

You must warn persons nearby and raise the alarm by activating one of the fire alarm call points, inform a member of staff of the fire location without delay.

**DO NOT attempt to fight the fire yourself.**

In the event of fire or building evacuation, leave building and go to designated **Meeting Point**

For more details, please refer to the Health and Safety and Risk Assessment Policy and Procedure **on ULearn**.

### Evacuation Procedures

Evacuation instructions are placed in all rooms and strategically placed around the College building.

**In event of the fire alarm sounding:**

- STAY CALM
- DO NOT stop to collect belongings or attempt to return to any part of the College
- DO NOT attempt to use the lift. If you are in the lift when the alarm sounds it will open as soon as possible. Leave immediately in an orderly and controlled manner via the nearest available fire exit route, unless otherwise instructed by a designated fire warden.
- Nominated Fire Wardens can be identified by their hi-visibility jackets.
- Report to the UKCBC senior fire warden once you have left the premises and report any missing persons.
- Report to the ground floor, where you should exit and go to the Meeting Point.
- Any person with a disability, illness or mobility issue who require additional support to evacuate the

building will be identified and assisted accordingly. These arrangements will have been discussed between the student and College staff during enrolment processes.

- If you ever see a student, staff member, or any other person acting suspiciously or tampering with fire equipment, please report this to a staff member immediately.

### 3.6 Tuition Fee Refund Policy

- i. Any refund request should be sent via email to [refund@ukcbc.ac.ae](mailto:refund@ukcbc.ac.ae)
- ii. Refund is calculated from the date the email is sent to the given email ID.
- iii. All refunds will be processed within 30 business days of receipt of dully filled Refund Form.
- iv. Refunds will be processed through bank account transfer or by account payee cheque only.
- v. No cash refund will be processed.
- vi. Application Fee is Non-Refundable under any circumstances. In case of Application Fee waiver / discount is offered, the refunds will be calculated after deducting the full Application Fee payable
- vii. The refund will be calculated from the start of the term and the date of the official email sent stating the intent of withdrawal, and not from the date the student was absent. Being registered for the term count as days in college.
- viii. If for any reason, a student opts to withdraw from the College after accepting the offer letter (which is a legal contract), then they have a right to cancel their offer until the date of commencement of classes and request for a refund.
- ix. The security deposit will be refunded once a student completes the course provided all outstanding fees and dues are cleared and the certificates are collected from the College.

#### Tuition Fee Refund Schedule

Date of Withdrawal	Percentage of Tuition Fee Refund
Prior to Commencement of Classes	100% Refund
Within 07 Calendar days of the Term Start Date	50% Refund
After 07 Calendar days of the Term Start Date Until 21 Calendar Days of the Term Start Date	30% Refund
After 21 Calendar Days of the Term Start Date	0% Refund

**NOTE;** If the student has opted for a bundle offer, all the courses included in the bundle are considered as part and parcel of the program and a prerequisite for the next level. Therefore, commencement date is considered as start of the first course / class that the student has opted, for the purpose of computation of refund and will not be separately counted for each element of the bundle.



### 3.7 Miscellaneous Fees

The below fees are subject to change as per the UAE immigration laws, change in insurance tariffs and discretion of the University Administrative Office.

Fee	Applicable Students	Fee	VAT	Net Fee	Refund Policy
Application Fee	All Courses	2,000.00	100.00	2,100.00	Payable only once and non-refundable.
Pearson Registration Fees	BTEC	2,000.00	100.00	2,100.00	Payable only once per each level of BTEC. Non-refundable once the term has commenced.
Pearson Registration Fees-HND	BTEC	2,500.00	125.00	2,625.00	Payable only once per each level (Level 4 and 5) of BTEC. Refundable once the term has commenced
Workshop Consumables	BTEC Engineering	2,000.00	100.00	2,100.00	Payable only once per each year of BTEC Engineering. Non-refundable once the term has commenced.
Retake Fees	BTEC	500.00	25.00	525.00	Payable per Unit for failed unit. Should be paid in order to retake the failed subject. Non-refundable.
Resit Fees	BTEC / ACCA	1,000.00	50.00	1,050.00	Payable per Unit / Paper to resit & retake the failed Unit / Paper. Non-Refundable
Computer Based Exams (CBE)	ACCA per Paper	600.00	30.00	630.00	Payable per paper prior to the exam data. Non-refundable.
Study Materials	General English Course / IELTS	350.00	17.50	367.50	Payable per Level. Non - Refundable
Study Materials	ACCA per Paper	500.00	25.00	525.00	Non - Refundable
Dishonored Cheque Fee	As applicable	1,000.00	50.00	1,050.00	In case of a cheque return caused by (inter alia) insufficient funds on the payee account / closed account and etc. The amount of the bounced cheque must be settled within five working days.

Fee	Applicable Students	Fee	VAT	Net Fee	Refund Policy
Provisional Grade Letter	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
Diploma Supplements	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
Letters and bona fides	All Students	100.00	5.00	105.00	Issued upon request of the student. Non-Refundable
KHDA Attestation Fee	All Students	225.00	11.25	236.25	It is mandatory to attest all the certificates by the KHDA prior to issuing to the student. Non-Refundable
New Visa - 1 Year	As required	4,500.00	225.00	4,725.00	One-off and non-refundable. Please contact your admission officer for the documents required for visa application.
Visa Renewal - 1 Year	As required	2,000.00	100.00	2,100.00	Payable annually and non-refundable. Payable upon renewal
Visa Deposit (refundable)	As required	2,000.00	N/A	2,000.00	Payable only once and refundable. The visa security deposit will be refunded only once the visa is expired / cancelled and the student will have no outstanding dues against the tuition or any other fees. Evidence should be present of exiting the UAE / visa status change
Passport Deposit (refundable)	As required	5,000.00	N/A	5,000.00	The passport will remain with UKCBC for the duration of the sponsored visa. If the student wish to travel or keep the passport, then in either case the deposit is applicable. refundable upon submitting the passport back to the college/ visa cancellation. the passport back to the College / Visa Cancellation
Medical Insurance	As required	1,500.00	75.00	1,575.00	Payable annually and non-refundable. Health insurance coverage is mandatory for all students of UKCBC. Students on UKCBC study visa are required to obtain a health insurance plan. Students who are not on UKCBC study visa are, however, also required to provide with an evidence of a valid health insurance plan in the UAE.

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In Country Visa Application	As required	1,000.00	50.00	1,050.00	Payable only once and Non-Refundable. Applicable to the students changing the visa status while inside the UAE
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Fee	Applicable Students	Fee	VAT	Net Fee	Refund Policy
Visa Cancellation Fee	As required	500.00	25.00	525.00	Payable at the time of visa cancellation. To be deducted from the Visa Deposit.
Visa Cancellation Fee - Immigration Printout	As required	350.00	17.50	367.50	Payable at the time of visa cancellation. To be deducted from the Visa Deposit. Not required to pay if the student is able to submit the exit stamp from the Airport Marhaba Service / visa status change document for inside country visa change
Student Visa Letter-TECOM/DDA	As required	150.00	7.50	157.50	Issued upon request of the student. Non-Refundable
Bus Service Charge	As Applicable	Based on Location			Payable in Advance. Non-Refundable
Student Events / Trips	As Applicable	Will be announced once the events are scheduled			Non- Refundable
Graduation Ceremony	As Applicable	Will be announced once the events are scheduled			Non- Refundable
Accommodation Charges	As Applicable	Based on the stay and selected accommodation provider			Non- Refundable

### 3.8 Accommodation Charges

UKCBC is in direct partnership with The Myriad Dubai to provide accommodation for students. Below special rates are offered for UKCBC Students.

ROOM TYPE	ORIGINAL RATE BEFORE DISCOUNT PER MONTH	1-3 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	4-8 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	9-12 MONTHS SPECIAL RATE PAID MONTHLY FOR THE PERIOD SELECTED	SUMMER RATE (JULY/AUGUST) PAID MONTHLY FOR THE PERIOD SELECTED
STUDIO ROOM	AED 5,000	AED 4,300	AED 4,100	AED 3,850	AED 3,000
SINGLE ROOM	AED 4,400	AED 3,750	AED 3,600	AED 3,350	AED 2,650
DOUBLE ROOM	AED 3,100	AED 2,500	AED 2,400	AED 2,250	AED 1,850

\*All fees are subject to 5% VAT

- i. All rates mentioned above are per month, per person.
- ii. Bookings are subject to a refundable deposit of AED 2,500 to be paid upon reservation. Refund of deposits will be subject to Terms and Conditions and can be deducted if the lease term is broken. This is refundable upon checkout subject to no additional charges are levied by the accommodation provider and there are no overdue tuition fees at that time.
- iii. A minimum stay of 1 month is required to avail our special rates. Short term stays for less than 1 month are calculated from the original monthly rates.
- iv. All prices are subject to applicable levies and are subject to change.

### 3.9 Student Visa Policy

- i. The full payment towards visa & insurance fees should be paid in order to initiate the visa application. Visa and Insurance Fees are Non-Refundable upon payment.
- ii. The time duration for receiving the entry permit once the visa application is submitted is at least 4 – 6 Weeks. Therefore, students are requested to plan accordingly and submit visa applications and make the visa fees on time. UKCBC does not take the responsibility of missing the classes due to late application of Visa.
- iii. Student visa and medical insurance is renewable every year. In case of late entrants for intake and otherwise, all visa charges, normal and express including tourist visa (if applicable) must be borne by the student.
- iv. UKCBC does not take responsibility for visa procedures of applicants from certain countries that need additional security checks. This might result in delays or in some cases cancellation of visa.
- v. In the unfortunate case that visa is rejected, a fee of AED 4,000 is applicable, and the rest of the visa & insurance fees will be refunded.
- vi. Students must not book their tickets unless their entry permit has been issued. Once the entry permit has been issued, students must send their flight details to the admissions team.
- vii. Students applying for college sponsored visa must also undergo a mandatory medical check-up. In the event that the medical check-up has negative results, the visa process will be ceased and not continued further. The student will not be able to continue further studies in Dubai.
  - a. In such case, Visa & Insurance Fees are Non-Refundable. Tuition Fee will be refunded as per the College Tuition Fee Refund Policy.
- viii. All charges or penalties caused by delays or errors on the visa application form will be borne by the student.
- ix. UKCBC reserves rights to cancel student visa provided, in case of payment delay exceeding 60 calendar days

The passport will remain with UKCBC / visa processing authorities for the duration of the sponsored visa processing till the cancellation of the Visa. In case of any requirement to travel etc the college will process the request, subject to such delays as applicable in retrieving the passport from the visa authorities. All such requests for securing the passport will be processed after an additional deposit of AED 5000 or cancellation of visa / completion of the EID processing. The deposit is refundable on completion of the course / cancellation of the visa / revert to the earlier processing status.

### 3.10 Mode of Tuition and Other Fee Payments.

Students are provided with the below modes of payments in order to remit their tuition and other fees at their convenience.

#### **Bank Transfer**

Local and International students can make a bank transfer to the UKCBC Bank account as per the below account details,

Account Name (AED)	UK COLLEGE OF BUSINESS AND COMPUTING LTD
Bank Name	Emirates NBD
Bank Branch	Union Square Branch
Swift Code	EBILAEAD
IBAN	AE330260001015390150701

All bank processing fee/ bank charge/ telegraphic transfer fees and other agent bank charges in relation to Telegraphic Transfer shall be borne by the applicant.

Student Name/ID and purpose of payment in the field "Transfer Details" should be entered.

Telegraphic transfer/Swift copy should be sent to [financedubai@ukcbc.ac.ae](mailto:financedubai@ukcbc.ac.ae) without which the remittance may not be allocated to the student account if unidentified.

#### **Cheque**

Locally issued cheques in favour of UK COLLEGE OF BUSINESS AND COMPUTING LTD can be handed over to the Finance Department for the settlement of fees.

Any dishonoured cheque from the bank will be subject to a penalty of AED 1,050.00 and should be cleared maximum within 5 working days.

No changes / corrections should be carried out on the Amount Column (Figures) of Cheque.

Any corrections/alterations in the cheque should be supported by signature.

Mention the student's name, course and mobile Number on the reverse of each Cheque.

All the cheques are deposited in the bank on the cheque date. Therefore, sufficient funds should be maintained in order to clear the cheque or the cheque should be settled via other mode of payment prior to the cheque date.

Any request for cheque postponement should be submitted via email to [financedubai@ukcbc.ac.ae](mailto:financedubai@ukcbc.ac.ae) at least five working days prior to the cheque date. The decision on the cheque postponement is solely at the discretion of the management.

### **Online Payment Gateway**

Local and International students have the facility to make the payments via UKCBC Online payment gateway by using any Visa or Mastercard. This is a secured processing of online payments.

Students should send an email to [financedubai@ukcbc.ac.ae](mailto:financedubai@ukcbc.ac.ae) requesting the link to make the payments online.

### **Cash**

Cash payments should be made at the Finance Department. A receipt should be issued as an acknowledgement of the cash receipt.

### **Debit/ Credit Card Payments**

UKCBC accepts any Visa or Mastercard payments at the Finance Department via the POS machine.

Emirates NBD or Emirates Islamic credit card holder, you can take advantage of interest-free instalment schemes on full fee payments at UKCBC and avail our full fee payment discount. 3, 6 and 12 month instalment plans are available with nominal processing fees.

## **3.11 Actions related to Non-Payment of Fees**

The College will issue three reminders stating the consequences of non-payment of the fees to the student if he/ she has not made the payment by the deadlines stated in the Payment Plan issued.

The college reserves the right to withhold issuing any letter, certificate, attestation, diploma or any other document if the student has overdue fees at any given point.

Further the College may take below actions which will be stipulated in the reminders to the student,

### **Reminder 01 ( On the payment due date)**

Reminder 01 will be sent on the payment due date requesting the student to make the payment immediately and highlighting the consequences of non-payment.

### **Reminder 02 (5 calendar days from the payment due date)**

Financial penalty of 10% (monthly) in addition to the due payment, calculated from the amount of the due payment on pro rata basis applies for payment delays exceeding five calendar days.

In addition to the above mentioned, If the due payment/ cheques are not received within five calendar days of the Reminder 2, access to the College leaning resources will be temporary restricted until the due payment is settled / cheques are handed over.

### **Reminder 3 (Final Reminder – 10 calendar days from the payment due date)**

Financial penalty of 10% (monthly) in addition to the due payment, calculated from the amount of the due payment on pro rata basis applies for payment delays exceeding five calendar days.



Failure to settle within the given deadline may lead in prolongation of studies and submission of the case for the review of the Program Leader.

The access to the College leaning resources remains restricted until the due payments are cleared.

Delay in payment beyond 30 days will lead to the cancellation of any discounts / Scholarships given to the student at the time of admission and the full tuition fees becomes chargeable for the course.

UKCBC reserves rights to cancel student visa provided, in case of payment delay exceeding 60 calendar days.

In addition to the above mentioned, If the due payment remains unsettled, the case will be forwarded for the review of the Dean with recommendation for student dismissal from the College due to the default in payments and initiation of the further procedures to collect the fees that the student owes to the College.

## 4. Progression for further study

The programmes offered by UKCBC are highly sought after and have a large demand in terms of providing progression opportunities to students to either pursue higher education such as top up degrees (or) to progress to higher levels in their current roles or employment. The programmes are practically oriented to enable students to develop the right set of skills with a combination of subject knowledge and practical insights.

### 4.1 Level 2 Qualifications

Level 2 qualifications offer learners the knowledge, understanding and skills that they need to prepare for employment. This diploma is equivalent to a high school completion certificate or 4 GCSEs/O Levels. On successful completion of Level 2 qualification, learners can progress to continued study in the same or related vocational area and/or within employment. The qualification will prepare learners for progression to an appropriate Level 3 programme in the same or related vocational area or, for those who have decided that they wish to enter a particular area of work, for progression to employment in the appropriate vocational sector.

### 4.2 Level 3 Qualifications

Level 3 qualifications give learners the knowledge, understanding and skills that they need to prepare for employment. This diploma is equivalent to university foundations or 3 'A' Levels. These qualifications accredit the achievement for courses and programmes of study for full-time or part-time learners in schools, colleges and other training provider organizations. The qualifications provide career development opportunities for those already in work, and progression opportunities to higher education, degree and professional development programmes within the same or related areas of study, within universities and other institutions.

### 4.3 Higher National Diploma (HND) Qualifications

HND qualifications are equivalent to the completion of 2 years of a 3-year bachelor's degree course. This means that successful students could apply directly to a range of universities to gain direct access to the final year of a bachelor's degree programme. HNDs are recognized by a wide range of universities and institutions worldwide and this qualification will give students a meaningful foundation to progress their studies further.

#### Benefit of progressing through HND programmes

The Level 5 qualifications were developed for students to become independent-thinking professionals who can meet the demands of employers and adapt to a constantly changing world. After completing HND, the students are internationally considered to have completed 1<sup>st</sup> and 2<sup>nd</sup> year years of a University degree which are foundation years.

#### Integrated Internships Programme

Our unique Internships programme will help graduating students gain internships in local or international, top companies from around the world. The internships and placements will be made according to their related fields of study thereby availing relevant work-ready experience upon graduation from our qualifications.

Students will be working in groups, where they will complete an innovative project as a team, under the supervision of a host organisation. They will experience working in a professional team environment online or in presence.

### 4.4 Top Up Degree Qualifications

International Pearson career-focused qualifications are recognized by a range of organizations around the world, including employers, professional bodies, higher education institutions and governments. Students can top-up to a bachelor's degree in the fields of Business, IT and Engineering from partner universities. Students should be aware that university admission criteria are always subject to change and understand the course entry requirements for both subject and grade before applying.

### 4.5 Employment Opportunities

Qualifications gained in UKCBC open a wealth of employment opportunities globally. Whether you are studying at Level 2,3,4,5, or top-up degree, your market value is increased significantly from the moment you qualify.

## 5. Online Access to UKCBC Platforms

All Online Learners will have to take Online Readiness Survey. The purpose of the survey is to assess learner's preparedness to access resources via distance learning/online mode. If students are identified to lack required, IT skills then they will be required to do a bridge course to develop their IT skills. Additionally, students are required to have basic IT facility to ensure that they are able to access UKCBC online platforms like ULearn and Microsoft Teams.

## 6. Contact information

Tel: +971 4 871 5333  
Mail: [usupport@ukcbc.ac.ae](mailto:usupport@ukcbc.ac.ae); [studentservicesdubai@ukcbc.ac.ae](mailto:studentservicesdubai@ukcbc.ac.ae)  
Address: Dubai International Academic City  
Block 10, Floor 2, Dubai  
United Arab Emirates  
PO Box no. 345036

# UKCBCUAE



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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Acknowledgement

I have received, read, and understood the policies, guidelines, rules, and regulations written on this Student Handbook. I am agreeing to abide by it.

STUDENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PROGRAMME: \_\_\_\_\_

LEVEL: \_\_\_\_\_

BATCH/YEAR: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

# **#TEAMUKCBCDUBAI**



We welcome you to be a part of one of the most multicultural colleges  
in UAE with 50+ nationalities on campus.

Follow us:

**UKCBCUAE**



+971 4 871 5333



admissions@ukcbc.ac.ae



www.ukcbc.ac.ae



Dubai International Academic City,  
Block 10, Floor 2.

