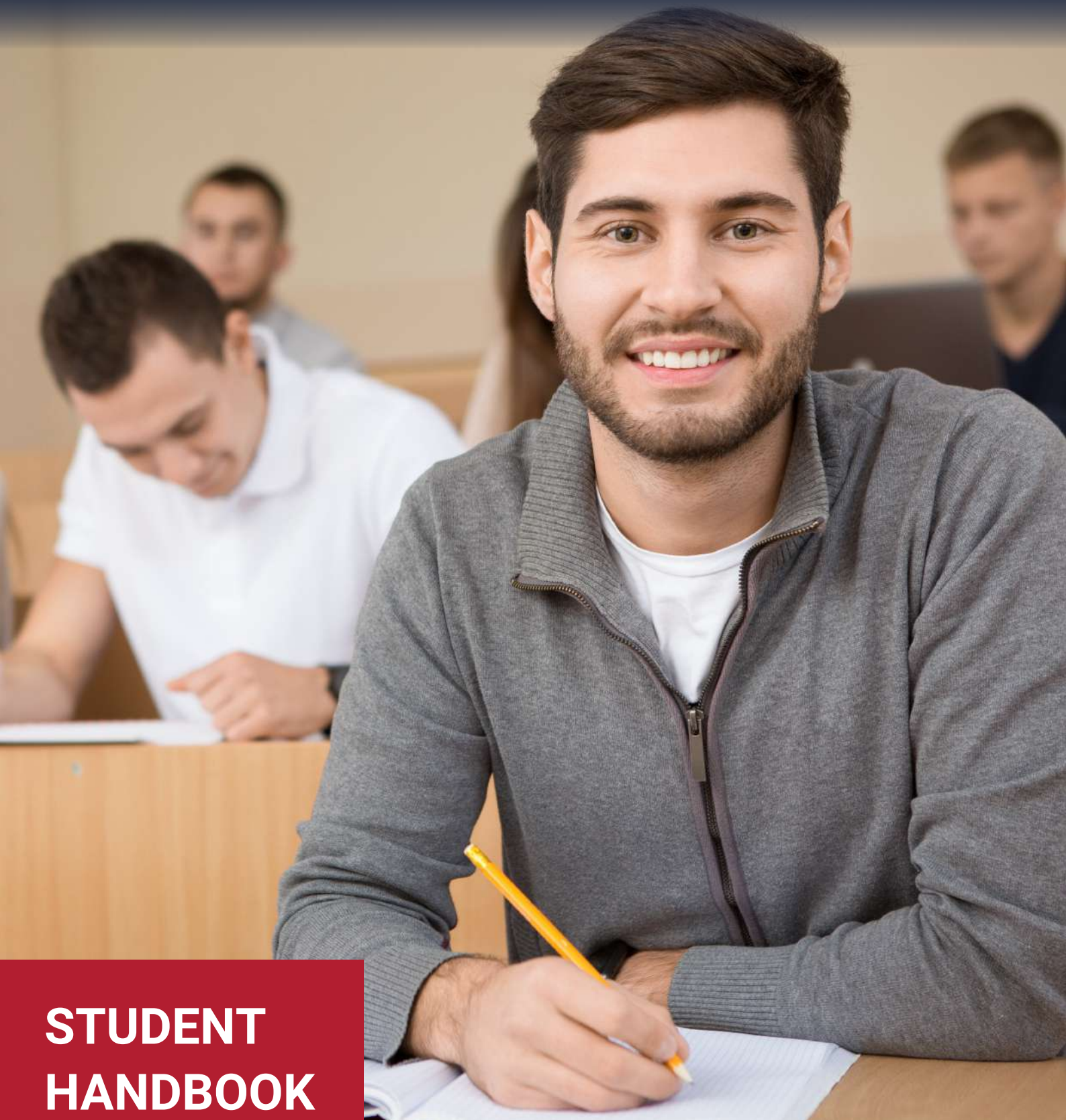




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**STUDENT  
HANDBOOK  
2021/2022**

Version 1.0, September 2021

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## Introduction

The Scottish Qualifications Authority (SQA) is an international leader in education and qualifications development. With over 100 years' experience in developing qualifications and qualifications systems, and over 20 years' experience of working internationally in partnership with schools, colleges, universities, employers, training organizations, industry professionals, professional bodies, and governments. Through these partnerships SQA continuously enhances its skills and expertise through mutual and shared learning and in turn shares its knowledge, technical expertise and skills and other educational pursuits for the global good.

As a part of these partnerships, SQA supports and enhances the mobility of students seeking to complete part of their degree at an overseas university. The SQA Diploma to Degree Programs are well established and has made progressions for SQA students possible into universities in several countries for their undergraduate degree (Bachelor's) programs. SQA helps individuals realize their potential and achieve their ambitions by providing a wide range of high-quality, internationally recognized qualifications, and associated services.

Based in Glasgow, SQA is also recognized by the Office of Qualifications and Examinations Regulation (Ofqual) in England, UK and is set out by an erstwhile and thereafter amended Act of Scottish Parliament. SQA is also one of the four partners of The Scottish Credit and Qualifications Framework (SQCF) which is the national credit transfer system for all levels of qualifications in Scotland, UK.

SQA RAK Centre, is an international leader in education and qualifications development. The SQA program offered at the RAK centre allows students to complete the SQA Advanced diploma in your country and directly seek admission to a university in the 2nd or even 3rd year undergraduate program, depending on the stream of study. We believe in an educational system that can inspire young minds, helping them navigate through life's challenges with distinction. Our courses are tailor-made to meet immediate employment shortages faced by nations. We also focus on rural employment and women empowerment. Our unique and advanced learning systems stimulate creativity, transforming young learners into responsible citizens who are willing to become pillars of the nation-building process.

## Your Programme Handbook

The purpose of this Handbook is to introduce you to your programme of study, academic regulation, module delivery & assessments and to direct you to other general information about studying at SQA, RAK Centre

# WELCOME TO SQA RAK CENTRE

## Welcome from COO & Head of the Institution



I am very pleased to welcome you to the 2021-22 academic year at SQA RAK Centre; new students are starting their first semester while returning students are back to campus for another exciting year! Always remember that when you enrolled, you did more than just sign up for classes; you also signed up for all the resources necessary for success and for all the experiences that will enhance your semesters here.

In my role as the Head of the Institution and COO, I provide the oversight and vision for the Student Services Department. Please reach out and take full advantage of all the support, resources, and enrichment offered by our offices including Student Happiness Centre), the Academic Success Centre (tutoring), Career Services, Counselling, Financial Literacy, Student Engagement (clubs and activities), and Recreation.

It's different at SQA RAK Centre —your faculty, the staff, and your fellow students will partner with you as you work toward your goals. A proverb states that “a journey of a thousand miles begins with the first step.” Regardless of your previous academic experiences, you have taken the first step at University of Stirling, RAK campus – and here, you will not be alone on your journey. The excitement, rigor, and challenge of academic life at SQA RAK Centre are supported by experienced, highly credentialed faculty, superior academic advising, and a family of faculty, staff, and administration whose mission is to enhance your educational experience. As you engage with fellow students, faculty, and staff in class, during extracurricular events, and on campus, your confidence will continue to grow as you are transformed into a successful University of Stirling graduate.

This Handbook is prepared to assist you in the process of being a successful student at University of Stirling. As a student, you are responsible for your interactions with the university and this Handbook serves as a guide to these interactions. I encourage you to familiarize yourself with the information contained within this Handbook. At any point when you need further information, a person to talk with, or caring advice to help you on your journey, Student Services is here for you. You may contact me at any time by email at [richa.a@stir.ae](mailto:richa.a@stir.ae) or by stopping by my office at Admin block.

My colleagues and I stand by to support and challenge you as you take full advantage of the extraordinary opportunities.

Sincerely,

**Dr. Richa Arora**  
**COO & Head of the Institution**  
**Email: [richa.a@stir.ae](mailto:richa.a@stir.ae)**

## Welcome from the Dean - Academics, SQA RAK Centre



I am immensely glad to welcome you to the University of Stirling and SQA, RAK Campus.

My congratulations to you for your admission in SQA Advance Diploma Program. I am sure that you will have a great learning with us and post completion of the program you will have the knowledge and the skills sought after by the industries across the globe.

This Student Handbook contains all relevant details pertaining to your SQA Advance Diploma Program. Good efforts have been made to provide you a crisp summary of the program curriculum, credits, and tuition requirements, about grading systems, rules for promotion to the next semester and the completion of the program. You are expected to go through it and have a fair understanding of its contents. I am sure that you will find it handy and informative.

I am proud to share that SQA Advance Diploma Program curriculum is at par with the similar program offered by the top global universities to reckon with. The pedagogies followed at the campus are innovative and experimental, intended to equip the learners with knowledge and skills that are current, relevant, and forward looking. Our program curriculum facilitates beyond classroom learning alongside formal and traditional classroom learning. Flipped classroom is another instructional strategy we follow at the campus, and it will be quite an experience for you. Assessment scheme at place is a good blend of formative and summative assessment and lay lot of emphasis on continuous learning.

Our faculty members, who are our intellectual resources are well qualified, with years of teaching experience at both UG and PG levels, are best in class. Faculty development through conferences, workshops, symposiums, research paper publications, research seminars, etc., is a unique salient feature at our campus. Nevertheless, you will find them approachable and supportive. They double up as mentors and act as your friend, philosopher, and guide. Such relationship if nurtured well, usually have a lifelong maturity period.

As a Dean-Academic of the campus, I assure that you will find a very conducive and enabling learning environment for you to transform from a learner into a true professional.

Once again, I welcome you to the SQA Advance Diploma Program and you have my best wishes.

**Dr. Anurag Singh**  
**Professor and Dean- Academics**  
Email: [Anurag.s@stir.ae](mailto:Anurag.s@stir.ae)

## Welcome from the Director SQA



It will be my pleasure to serve you as the Director of SQA programs, RAK Centre. I am delighted to welcome you students and our new teaching faculties to our SQA program. Students and faculties who are already with us on our SQA program: a warm welcome to you as well for this brand-new semester! Congratulations to everybody! As we progress through our semesters, we collectively will have potentials and opportunities to learn more and grow together. Welcome again!

Our SQA Centre has five course disciplines to choose from: Business with Accounting, Computing Software Development, Architecture Technology, Engineering Systems and Arts and Design. All these programs award SQA Advanced Diplomas. I am sure every one of you would have chosen an equitable path toward your further progressions in the programs of your choice, building upon the Advanced SQA Diplomas that you will earn at this Centre. Wish you all the very best!

Our SQA Programs have grown over the years, and we have delight and pride in the relationships with our students we have developed over the time. Beginning this semester too, we will do all it takes to build a robust relationship and engagements with you to achieve and enhance your knowledge objectives. On the way, we will also ensure your participations in various soft-skills workshops and other such events that will prepare you to further your ethically driven objectives. During your entire semester you will find that the courses will be interactive and will pace to allow you to have a good grasp and understanding of the concepts and their applications.

The University's student services provide a range of practical and pastoral support, including accommodation, counselling and careers services, a disability support service, to name a few. Many graduates return to university to address you in public lectures, debates, and career talks. I urge you to participate in these activities alongside the sports, music, and other activities you can enjoy through our student clubs and committees. Remember - University life provides a great opportunity for making new friends and trying out new recreation activities!

This student handbook should be treated as our contract with you – keep it safe for reference throughout your time at SQA RAK Centre. It contains an overview of the framework of your programme, the content of its modules, and key signposts of contacts and information you need to progress your studies and get the most out of our university.

I am sure that you will make the best use of your time to learn and to gain knowledge. In this competitive world, this will keep you in good stead.

So, wish you all students and faculties, an incredible time and a great and a successful semester!

Cordially

**Ms. Shanthi Rajan**  
**Director – SQA, RAK Centre/ Institution Development**  
Email: [Shanthi.r@stir.ae](mailto:Shanthi.r@stir.ae)

## Programme Director's Welcome - Computing: Software Development



Welcome to the Department of Computing Science, SQA RAK Centre. SQA RAK Centre is the best choice you have made. The programme team will help students to develop a range of specialist technical software development skills and knowledge in programming and systems development. You will gain academic, technical, and professional training leading to the skills necessary to design, implement, support, evaluate or manage IT systems in a vast range of industries. We as a team, make sure that students will not only have the opportunity to learn the skills to succeed in established software development areas of database management and systems development, but also adopt skills needed to succeed in emerging technologies.

The programme team will not only ensure the career-focused education but also facilitate best social and learning environment for you, our students.

I personally look forward to our new students arriving this session. Make best use of the time and resources and hopefully we will have an enriching, exciting and productive academic session 2021-2023.

Happy Learning!

**Archana Pandita**

**Program Director- Computing: Software Development**

E-mail: [archana.p@stir.ae](mailto:archana.p@stir.ae)



## Programme Director's Welcome - Business with Accounting



Welcome to the Business with Accounting (BwA) at SQA. RAK Centre. We are pleased that you decided to study at SQA. RAK and hope that your time with us will be enjoyable and rewarding. As a programme team, we wish you well in your studies and look forward to working with you to achieve your academic and employability goals.

The SQA Advanced Diploma in Business with Accounting will provide students with the competencies to meet the hiring requirements of modern corporate world. In addition, it enables candidates to progress to further academic and professional qualifications either prior to taking up a corporate position or in parallel with it.

The transition from college to university can be difficult; however, there is plenty of support available within the University to ease this transition. Should you feel the need for support and guidance please do not hesitate to come and see me or send me an e-mail. In addition, there is a team of dedicated staff who work together to support students throughout their studies, such as the Progression and Support Advisors, Careers and Placement Advisors, and Learning support staff, Academic staff, Visa, and Immigration support. Academic staff have regular weekly office hours and can be seen via appointment even outside of these hours. Communication between staff and students is very important. University e-mail are the most commonly used form of communication. Please check and empty your mailbox regularly, as your teachers will be sending e-mails to you during the year.

I hope you enjoy your study with us.

Best wishes.

**Dr. Nikhil VP**

**Programme Director - Business with Accounting**

E-mail: [nikhil.vp@stir.ae](mailto:nikhil.vp@stir.ae)

# Academic Calendar 2021-2022

Academic Calendar 2021-2022					
Date (Week Beginning)	Academic Week	Session	Teaching Week	Student Academic activities	Events and Competitions
6th,7th Oct, 2021		<b>Autumn 2021</b>	0	Enrollment of New Cohort(2021 Intake)	
10th Oct, 2021	1		1	Commencement of classes for new cohort	Campus to corporate Skills session-PEW(13 Oct) / HR Forum - IT (16th Oct)
17th Oct, 2021	2		2		Python workshop (19 Oct) / Fresher's Day (20 Oct)
24th Oct,2021	3		3		Sports Team selection
31st Oct,2021	4		4	Academic Enhancement session(referencing internet & plagiarism)	Halloween (31 Oct) / Industry visit - Computing (Tentative) - 2nd Nov / Football Team Selection (3 Nov) / Diwali Celebration (4 Nov)
7th Nov,2021	5		5		IoT Workshop (8 Nov) / Industry Visit - Management (Tentative) - 9th Nov
14th Nov,2021	6		6		Intra college Basketball & volleyball (17th Nov)
21st Nov,2021	7		7		Campus to corporate Skills session-PEW(23 Nov) / Intracollege Table Tennis & Foosball(24 Nov) / Winter Fest(25 Nov)
28th Nov,2021	8				Reading week/Make-up sessions
5th Dec,2021	9		8		Campus to corporate Skills session-PEW (7 Dec)
12th Dec,2021	10		9		Campus to corporate Skills session-PEW (12 Dec)
19th Dec,2021	11		10		
26th Dec,2021	12				Winter Break
2nd Jan,2022	13		11		
9th Jan,2022	14		12		
16th Jan,2022	15		13	End of Teaching(17th Jan) Remediation(18th-20th Jan)	
23rd Jan,2022	16				Revision for reassessments
30th Jan,2022	17			Reassessments	
<b>Semester Break(31st Jan to 5th Feb, 2022)</b>					
6th Feb,2022		<b>Spring 2022</b>	0	Enrollment for 2nd semester	
8th Feb,2022	1		1	Commencement of classes	Guest Talk(Tentative) / Intra College Football Competition (9 Feb)/HR Forum-Real Estate (12 Feb)
13th Feb,2022	2		2		Intra College Football Final (16 Feb)
20th Feb,2022	3		3		Intra College Throwball competition (23 Feb)
27th Feb,2022	4		4		Intra College Chess Competition (1 Mar)/Guest Talk(Tentative) (2 Mar)
6th Mar,2022	5		5		Intra College Badminton Competition(Boys)-9 Mar
13th Mar,2022	6		6		Gala Camp-Comp (15-16 Mar)/Intra College Badminton Competition(Girls) - 16 Mar
20th Mar,2022	7		7		Annual Day(Tentative) -25 Mar
27th Mar,2022	8				Reading week/Make-up sessions
3rd Apr,2022	9	8		ICCIDTSS Conference(Tentative) (5th to 7th Apr) / HR Forum - Manufacturing (9th Apr)	

10th Apr,2022	10		9	
17th Apr,2022	11		10	
24th Apr,2022	12		11	
1st May,2022	13		12	
8th May,2022	14		13	<b>End of Teaching(11th May)</b>
15th May,2022	15			<b>Remediation(12th-19th May)</b>
22nd May,2022	16			<b>Revision for reassessments</b>
29th May,2022	17			<b>Reassessments</b>
5th June,2022	18			<b>Graded Unit I -Revision</b>
12th June,2022	19			<b>Graded Unit I -Revision</b>
19th June,2022	20			<b>Graded Unit I Exam</b>
26th June,2022	21			

## 1. SQA RAK Centre

### 1.1 Vision, Mission, Goals and Values

The College offers academic programs at various levels in affiliation with Scottish Qualification Authority (SQA).

#### VISION

To be an innovative, inclusive, technology driven impactful, professionally focused university, preparing students for the dynamic world.

#### MISSION

To transform people and communities by providing demand-led teaching and contribute to economic, social, and cultural development regionally, nationally, and internationally.

#### GOALS

At SQA RAK Centre we will:

1. Pursue upgrade of the industry focused Computing and Management programs to produce competent graduates for the industry.
2. Strive to exchange industry relevant knowledge and skills that embraces the current global developments and experiences.
3. Develop and foster an excellent management and work culture that promotes values of collaboration, inclusion, and integrity for providing quality service to the stakeholders and community.
4. Cultivate an innovative learning and teaching environment to empower the overall progress of the students by enhancing academic quality of the offered programs.
5. Ensure quality training and consultancy services in the areas of expertise to contribute to the continuous development of the industry and community.
6. Enhance research activities to contribute to the advancement of the country by liaising with external research bodies.

## VALUES

SQA RAK Centre, Staff, and students will foster the following values through their activities.

1. Student Centeredness: We carry out all our programmes and activities with a student-centered mindset enabling students to achieve excellence and competence as individuals and groups.
2. Respect Diversity: We foster unity and tolerance, thus aiming to create harmony and respect irrespective of creed, ethnicity, gender, and social background.
3. Integrity and Ethics: We operate with the highest level of integrity and observance of ethics and inculcate moral behaviour in students enabling them to develop a higher degree of morality.
4. Transparency and Accountability: We act transparently and take accountability for the delivery of student outcomes and promote and expect similar transparent and accountable behaviour from our students as we prepare them to the society.
5. Partnerships and Innovation: We deliver our programmes through highly reputed and recognized international and local partnerships delivering high quality education encouraging innovation.

## 2. Campus

Our campus is located at the entrance of Ras Al Khaimah (RAK) City, in close proximity to Sheikh Mohammed Bin Zayed road. It is easy to get to the campus from the neighbouring emirates, with university buses running daily between the campus and different emirates. It takes around 45 minutes to just over an hour, depending on where you start your journey. The campus is spacious and modern, with facilities including:

- expansive teaching rooms
- a large auditorium
- a library
- a cafeteria
- basketball and volleyball courts
- a Mosque
- car parking

## 3. Programme Details

Mode of Study	Full Time
Duration of Programme	2 years
SCQF Level	7-8
Total Credit Points	240
SQA Credit Value	30

The centre offers the following programmes, SCQF-credit rated by SQA:

## 3.1 Diploma in Computer Software: Development

### 3.1.1 Programme Summary

The principal aim of this qualification is to prepare candidates for employment in the field of Software Development. It has been designed to provide a distinctive route within the suite of SQA Advanced Computing awards. The award adopts the object- oriented paradigm as its key focus, reflecting current and anticipated demands from both degree programmes and employment opportunities. The key skill of this course is to develop programming and design skills using state-of-the-art technologies such as mobile applications.

### 3.1.2 Course Structure - Diploma in Computer Software: Development

SEMESTER I					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
	Computer Systems Fundamentals	HP1T 47	8	7	1
	Developing Software: Introduction	HP1R 47	8	7	1
	Software Development: Programming Foundations	HP2P 47	8	7	1
	Team Working in Computing	HP1X 47	8	7	1
	Troubleshooting Computing Problems	HP1V 47	8	7	1
	Mathematics for Computing 1	HP1H 47	8	7	1
Total Credits: 06					
SEMESTER II					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Computer Networking: Fundamentals	HR87 47	8	7	1
2	Professionalism and Ethics in Computing	HP29 47	8	7	1
3	Relational Database Management Systems	HP2J 48	16	8	2
4	Project Management for IT	HR7J 47	8	7	1
5	Big Data	HR9T 47	8	7	1
6	Computing: Graded Unit 1 (Exam)	HR9J 47	8	7	1
Total Credits: 07					
SEMESTER III					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Web Technologies 1: HTML and CSS	J1GK 47	8	7	1
2	Software Development: Data Structures	HP2K 48	16	8	2
3	Software Development: Object Oriented Programming	HP2L48	16	8	2
4	Systems Development: Object Oriented Analysis and Design	HP2M 48	16	8	2
5	Software Development: Developing Small Scale Standalone Applications	HP2N 47	16	7	2
Total Credits: 9					
SEMESTER IV					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Managing a Web Server	HR8E 47	8	7	1

2	Computing: Software Development: Graded Unit 2 (Project)	HT8C 48	16	8	2
3	Artificial Intelligence for Computer Games	HT00 48	16	8	2
4	Mathematics: Calculus and Matrices for Computing	HR7E 47	8	7	1
5	Client operating systems	HP27 47	16	7	2
Total Credits: 08					

## 3.2 Diploma in Business with Accounting:

### 3.2.1 Programme Summary

Set in a global context, the SQA Advanced Diploma in Business with Accounting (SCQF level 8) develops skills and knowledge in the main aspects of international business, management, and administration, with a strong focus on financial and management accounting including information and communication technology.

### 3.2.2 Course Structure – Diploma in Business with Accounting

SEMESTER I					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Recording Financial Information	HP04 47	8	7	1
2	Communication: Business Communication	HP75 47	8	7	1
3	Creating a Culture of Customer Care	HP73 47	8	7	1
4	Information Technology: Applications Software 1	HP6L 47	8	7	1
5	Marketing: An Introduction	HP6N 47	8	7	1
6	Economic Issues: An Introduction	J461 47	8	7	1
7	Managing People and Organisations	J4DK 47	16	7	1
Total Credit: 07					
SEMESTER II					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Business Law: An Introduction	HP6Y 47	8	7	1
2	Business Accounting	HP7K 47	16	7	2
3	Economics 1: Micro and Macro Theory and Application	HP6P 48	8	8	1
4	Managing People and Organisations	J4DK 47	16	7	1
5	Preparing Financial Forecasts	HP70 48	8	8	1
6	IT in Business: Spreadsheets	HP78 47	8	7	1
7	Business with Accounting: Graded Unit 1	HP06 47	8	7	1
Total Credit : 08					
SEMESTER III					

S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Behavioural Skills for Business	J1E5 48	8	8	1
2	Business Contractual Relationships	HP6X 47	8	7	1
3	Company Law: An Introduction	HP7J 48	8	8	1
4	Economics 2: The World Economy	HP72 48	8	8	1
5	Information and Communication Technology in Business	HP7A 48	16	8	2
6	Statistics for Business	J45Y 47	8	7	1
Total Credit: 07					
<b>SEMESTER IV</b>					
S. No.	Subject Name	Code	SCQF Credit Points	SCQF Level	SQA Credit Value
1	Business Culture and Strategy	HP6R 48	16	8	2
2	Financial Reporting and Analysis	HP08 48	16	8	2
3	Management Accounting for Decision Making	HP05 48	16	8	2
4	Business with Accounting: Graded Unit 2	HP07 48	16	8	2
Total Credit: 08					

### 3.3 Credit Summary

The credit system used by SQA is remarkably simple. Credits are allocated to the units which make up your programme. Each unit is assigned a Credit Value; 1.0 or 2.0 credits. Each Credit Value is equivalent to 8 Credit Points. A typical one credit will involve 88 hours of academic work, about half of which will be independent study, with the other half being spent in lectures, tutorials, seminars, practical, case studies and directed study.

The academic Credit Values (Credit Points) are part of national system in the U.K. To achieve SQA ADVANCED DIPLOMA award, student must achieve 30 Credit Values (240 Credit Points)

**SQA credit value:** The credit value allocated to a unit gives an indication of the contribution the unit makes to an SQA group award. An SQA credit value of 1 given to an SQA unit represents approximately 40 hours of programmed learning, teaching, and assessment.

**SCQF:** The Scottish Credit and Qualification Framework (SCQF) provides the national common framework for describing all relevant programmes of learning and qualifications in Scotland. SCQF terminology is used throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk).

**SCQF credit points:** SCQF credit points provide a means of describing and comparing the amount of learning that is required to complete a qualification at a given level of the Framework. One National unit credit is equivalent to 6 SCQF credit points. One National unit credit at Advanced Higher and one Higher National unit credit (irrespective of level) is equivalent to 8 SCQF credit points.

**SCQF levels:** The level a qualification is assigned within the framework is an indication of how hard it is to achieve. The SCQF covers 12 levels of learning. HNCs and HNDs are available at SCQF levels 7 and 8 respectively. Higher National units will normally be at levels 6–9 and graded units will be at level 7 and 8. National Qualification group awards are available at SCQF levels 2–6 and will normally be made up of National units which are available from SCQF levels 2–7.

### 3.4 Programme regulations for progression and award - pathway details

Once you have successfully achieved your SQA Advanced Qualification, you have several options. You can progress on to the second or third year of a related undergraduate degree with one of our university partners. Many students study for an SQA Advanced Diploma before progressing on to a related undergraduate degree. This can be a cost-effective route for those looking to gain international experience while achieving a degree. Successful graduates can study with world-leading universities. SQA's progression partners recognize SQA Advanced Certificates and Diplomas and provide advanced entry onto related degree programmes. Please note that individual universities may ask for additional entry requirements.

### 3.5 Exit option (Year 1 /2)

On successful completion of your SQA Advanced Qualification, student will receive:

1. An SQA certificate stating the title of the qualification studied
2. listing of all the units passed and the graded unit award

### 3.6 Progression grades to progress to Stirling

University of Stirling RAK campus offers undergraduate and post graduate programs in Management, Accounting & Finance and Computing Sciences. Students graduating with SQA qualifications at SQA RAK Campus will have the opportunities of progression to year 2 or Year 3 of University of Stirling undergraduate courses based on the grades achieved in the SQA qualifications. Student who achieved SQA ADVANCED DIPLOMA may progress to bachelor's with Honors Degree programme subject to achieving grade B or better in all Graded Units

#### Entry Requirements to progression in UG programmes in University of Stirling

Curriculum	Entry into Year 2	Entry into year 3	English language
SQA Adv Diploma in relevant subject	A's, B's or C's in graded units	A's or B's in graded units	Not required if progressing directly

### 3.7 Academic Levels

The SCQF has 12 levels which provide an indication of the complexity of qualifications and learning programmes. SCQF levels are based on a single set of Level Descriptors that are the common reference points and definitions which provide a way of recognizing learning that is outcome-based and quality assured, irrespective of whether that learning is academic, vocational, non-formal or informal. For further detailed information on Scottish Credit and Qualifications Framework at <http://scqf.org.uk/>

### 3.8 Your grades

When a student completes a unit of study, the result for each unit is entered by the Scottish Qualifications Authority (SQA) as:

- Pass (P)
- Fail (F)
- Withdrawn (W)



- Graded Units have grading system: A, B or C, for details of graded unit refer to section 5.12 of this handbook.

A student who achieves all the outcomes will be awarded a Pass in the unit.

### 3.9 Giving Your Feedback on Your Programme

Feedback and evaluation will be sought from students for each unit/programme. Students will be given an opportunity of continuous feedback in regular staff- student feedback committee meetings and module evaluation surveys.

Module evaluation Surveys are conducted regularly. Module evaluation gives you the chance to make your voice heard. The more students who complete the questionnaire adds significance to the results of the evaluation. The results will be available to the Assessor, the Program Directors, Academic Director, Academic Dean, Head of Centre and other services that provide resources for your modules, for example the library.

### 3.10 How your Programme is Quality Assured

1. Quality assurance is managed effectively and documented processes that support all SQA qualifications are implemented, reviewed, and continuously improved.
2. The centre's procedures for managing resources are documented, implemented, and monitored to meet SQA requirements.
3. Candidates are supported and guided through the qualifications for which they are entered.
4. The centre's internal assessment and verification procedures are documented, implemented, and monitored to meet SQA requirements.
5. The centre's external assessment procedures are documented, implemented, and monitored to meet qualification and SQA requirements.
6. The centre procedures for supplying complete, current, and accurate information to SQA for the purposes of registration, entries and certification must be documented, implemented, and monitored to meet SQA requirements.
7. Continuous feedback and evaluation are sought from students for each unit/programme.

### 3.11 Moodle

All students will be provided with access to Moodle, our virtual learning environment. Some units use Moodle heavily for independent learning or discussions, whereas for others it is used more as another information point. Moodle can be used in many ways – to discuss topics with fellow students; to upload coursework; to conduct group work; to take quizzes; view video/audio clips highlighted by tutors etc.

## 4. Student Support

### 4.1. Information about Careers and Employability Services

The Careers & Employability Service (CES) is available to all students and our CES is handled by a dedicated team of academics and students under Placement and Education Wing (PEW). PEW members are available to meet students individually to discuss their career aspirations, provide employment and internship information and to assist with CV-writing, job search and applications, Interview preparation and career counselling. One of the focal components of PEW is to further our students' interests toward

securing internships and job placements. Toward this PEW routinely liaises with Corporates, Organizations and Firms to assess their skills and talent requirements and to map these with our best talents. Our University Faculties facilitate any additional soft skills or other such training to address any skill-gaps identified by the PEW.

PEW organizes several 'Campus to Corporate' events! This helps to make our students' transition to the real corporate world with much ease and efficacy. With each of these events they get more and more 'corporate ready'. Besides these, PEW organizes several events so that our students could interact with the industry leaders. This also helps our students to understand the industry's best practices and encourages to mould their thinking around them. PEW encourages all students to participate in an internship to develop valuable work skills, local experience and to gain a clearer career focus. They really will help distinguish you from other fresh graduates.

PEW have excellent industry connections within industries such as IT, Finance, construction, Healthcare etc. to name a few. Once you have secured your place with SQA, RAK Centre, PEW will work with you closely on helping you to bridge the gap from campus to corporate.

#### **4.2. Information about Counselling Services and Happiness centre**

We aim to sustain a healthy and happy environment by promoting positive mental health for the student community through counselling, consulting, frequent informal assessments, and referral if required in a manner that is adapted to the cultural and demographic diversity of our community. Underpinning Student Counselling Wing and Happiness Centre is a deep belief in the importance of supporting students' wellbeing for enhancing learning and social and emotional development in a supportive and inclusive environment thereby assisting young people to be resilient, confident, and lifelong learners.

Resilient and confident students not only perform better academically but are more likely to develop and maintain healthy, positive relationships and make responsible lifestyle choices. Educators, parents, and young people themselves all have a role to play as part of a whole school approach to support the wellbeing and development of all. The Student Counselling Wing at the SQA RAK centre provides students free, confidential counselling services in support of positive mental health and well-being in the areas of-

- Anxiety Management
- Stress management
- Motivation
- Self-esteem
- Time management
- Anger management
- Mindfulness and Gratitude
- Diet and Nutrition
- Lifestyle Assessments and Prescription Advice
- Yoga, Meditation and Mindfulness

*\* Students who require more intensive or specialized services or those with long-term psychiatric conditions will be referred to the appropriate outside mental health providers. We do not prescribe or monitor psychotropic or any other medications.*

## 5. University Policies You Should Know

### 5.1 Learning and teaching methods

The learning, teaching and assessment approaches used throughout your programme will encourage you to be actively involved in your learning and to co-operate with other students. We aim to give you prompt feedback on your learning as well as opportunities to reflect upon and learn from that feedback.

You will be expected to prepare for classes by undertaking relevant reading. Tutor led sessions will build on this preliminary learning with a blend of formal lectures, group discussion, seminar, and tutorials. At this level you are expected to develop independence in your study. Tutorials at key points during the module will provide you with an opportunity to receive guidance and feedback on your progress. Lectures are designed to introduce key concepts and frameworks.

At SQA, the Unit is delivered over 12-13 weeks and most weeks will comprise a formal 25 hours. Students are issued with a set of study materials via Moodle. Success in the unit will depend on your attendance and the progressive development of your skills.

You will be actively involved in a range of learning, teaching, and assessment approaches as part of your course. Such active approaches aim to put you at the centre of your learning, so you are involved and engaged in all aspects of your assessment and learning. Your programme will require your active participation in learning activities and engagement with your fellow students both individually and collaboratively, working and learning with other students as part of a small group. Learning activities may also occur both within and outside the classroom

### 5.2 Assessment methods

Assessment is the process of evaluating an individual's attainment of knowledge, understanding and skills. Different forms of assessment take place throughout a candidate's career. Assessment should always contribute to an individual's learning and progress. There are two main types of assessment that help learning. Formative assessment takes place in the learning environment to provide information on a candidate's progress. This information is used to contribute to individual learning by reinforcing and complementing that learning. Summative assessment is used for awarding formal qualifications when individual learning is assessed against a particular specification or standard. All SQA assessment is summative because it assesses performance against national standards.

SQA units are assessed internally by the centre. Internal assessment means that assessors in our centres are responsible for deciding how candidates have performed against the standards for the qualification. Centres do this by using either assessment tasks that they have devised themselves, or assessments that SQA has devised. These internal assessment decisions are externally verified by SQA. Results of the units are also subjected to the internal verification and external verification process by SQA.

Student's learning is assessed continuously throughout the course. This is conducted in many ways, depending on the nature of the course, including:

- Assignments
- Closed and/or open book assessments
- Projects
- Case studies
- Practical work

Units are divided into Outcomes. Students will be assessed in each Outcome and will have a maximum

of two attempts to achieve each outcome. Failing in any outcome will result in failure in the unit.

Assessment can take place in a variety of settings, such as classrooms, lecture rooms, workplaces, community and training establishments or examination halls. There are several types of assessment conditions, but the essential point is that the appropriate conditions are used and are applied fairly and consistently to all candidates. In all assessments, candidates must produce evidence that they can meet the requirements of the unit, but it is reasonable to provide clarification if required.

### **5.3 Remediation Policy**

Remediation is the process of providing candidates with additional learning/teaching support before allowing them to be re-assessed. Candidate will be provided the remediation opportunity as per the guidelines of Unit Specification. Remediation takes place as soon as the evaluation is carried out by the assessor.

### **5.4 Reassessment policy**

Candidates who have failed any Learning Outcome of the unit and have been unable to provide the necessary evidence through remediation, must be given the opportunity for re-assessment of that stage. This arrangement enables students to complete / achieve a unit by submitting required evidence or appearing for the closed book/ open book assessments and achieving them if they have failed in a previous attempt. However, students should take a note of the following

1. Students are eligible for one more chance to submit the assessment or assignment if they fail to achieve a satisfactory outcome in the first attempt. A new assessment instrument shall be given according to the guidelines given in unit specifications.
2. Students granted 'deferred assessment' could complete the assessment/assignment with the other students failed to achieve in the first attempt. This submission shall be considered as first submission.
3. If the student fails to attempt a resubmission due to acceptable grounds, he / she shall be given one more chance. If the student fails to achieve a pass, then the student must wait until the next session.
4. Student needs to apply for reassessments as per the timeline given by centre's examination calendar and a fee of AED 500+VAT for each unit will be applicable.
5. In case of exam based Graded Unit, if a candidate does not achieve a pass or if a candidate wishes to upgrade, this will be based on a significantly different examination from that was given originally. A candidate's grade will be based on his/her achievement in the new assessment event using a significantly different examination if this results in a higher grade.
6. In case project based Graded Unit, if a candidate fails the project overall or wishes to upgrade, then this will be done using a different project, i.e., all stages are undertaken using a new significantly different project assessment task, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.

### **5.5 Submission and receipt of assessment**

Different units have different modes and procedures for submission. Your unit specification has the precise details of when and how to submit your coursework. Please refer to the unit specification and contact your unit assessor if you have any queries.

## 5.6 Exams

1. It is the duty of students to ascertain the dates and times at which they are required to attend the examinations. The examination Schedule will be published as Notice to students in respective unit's MOODLE link by the Assessor.
2. Absence or lateness due to misreading the notice or similar error does not entitle a student to any further examination or special consideration.
3. Students will normally be admitted to the examination ten minutes before the commencement of the examination.
4. Prior to entering the examination, students must ascertain their seat numbers from the lists posted on the notice boards at the entrance of the examination room.
5. Students are not allowed to bring any unauthorized material into examination rooms. ("Unauthorized" material is any material not specified on the examination paper which includes mobile phone, smart watch, Bluetooth etc.).
6. Using unfair means in any College examination or test, or to assist another student to indulge in such unfair means is a college disciplinary offence.
7. Eating and drinking in the examination hall is strictly prohibited.

## 5.7 Marking, second marking and moderation

All assessments are sampled to ensure that grades have been recorded accurately. A sample of assessments is second marked by an Internal Verifier. Results of the units are subject to the internal verification and additionally, external verification process by SQA.

## 5.8 Return of coursework

Marked reports/essays and other written work, with comments by the Assessor, for all units will be sent from the Assessor. This will be returned confidentially. Any student who wishes to discuss his/her performance with the Assessor may do so by making an appointment. Students are encouraged to do this as it can often clarify issues about the style, form, and content of writing essays.

## 5.9 External Examiners

External verification is the process SQA uses to assure the quality of internal assessment, including internal verification, in centres. External examiner act as a Vetter for internal assessment materials in the subject area concerned. All the grades must be approved by the external verifier and till then the results are considered provisional.

## 5.10 Assessment Feedback

Feedback on your assessment (both formative and summative) provides the opportunity for you to reflect and to use the feedback as the basis for learning and to improve your work.

Feedback can take many forms and may be informal. For example, it may be given and discussed orally in the classroom, or it may be more formal and delivered in written or audio form from academic staff or fellow students. Understanding your feedback is very important and to achieve this you are encouraged to discuss feedback with your peers and academic staff.

Receiving feedback on your work is an essential and important part of learning and so we provide regular opportunities for formative assessment, the purpose of which is to get detailed feedback on your performance, so you get a regular update on how you are developing and to prepare you for any summative assessment.

Feedback on summative assessment will be offered in a variety of forms and all your work will be marked and moderated in line with the Code of Assessment Practice

You will normally be provided with feedback within 15 working days of the published submission date.

## 5.11 Results Confirmation

The final grade reflects the quality of the candidate's evidence at the time the Graded Unit was completed. Candidates are awarded the highest grade achieved, whether through first submission or through any re-assessment, remediation and/or reasonable assistance provided. Results are confirmed only after the internal verification process and external verification process by SQA. Till then the results are considered provisional.

## 5.12 Graded Unit

The purpose of the Graded Units in the awards is to assess the candidates' ability to integrate and apply the knowledge and / or skills gained in the individual units to demonstrate that they have achieved the principal aims of the Group Award. In addition, a Graded Unit is used to grade candidate's achievement. This is done by assessing the integration of knowledge and skills developed across the individual units which makes up the group award.

Thus, it is recommended that students should retain all lecture notes and hand-outs of all the units included in any Graded Unit to help them in preparing for the examination.

Grade boundaries:

Grade A = 70% - 100%

Grade B = 60% -69%

Grade C = 50% -59%

Any candidate who has failed their Higher National Examination-based Graded Unit or wishes to upgrade their award will be given a re-assessment opportunity as per the unit specification. The successful completion of graded unit 1 and 2 will meet the certificate requirement of SQA Advanced Diploma.

### 5.12.1 Computing: Software Development

#### HR9J 47: Computing: Graded Unit 1

This examination-based Graded Unit is a timed closed-book examination consisting of questions from following units

1. H175 34 Computer Systems Fundamentals
2. H173 34 Developing Software: Introduction
3. H1F7 34 Professionalism and Ethics in Computing
4. H177 34 Troubleshooting Computing Problems.

It will consist of a written examination lasting 3 hours. Remediation is not allowed in Examination-based

Graded Unit assessments.

### **HT8C 48: Computing: Software Development: Graded Unit 2**

This Graded Unit is designed to evidence candidate's ability to plan, develop, implement, and evaluate technical skills gained throughout their course. It does not ask the candidates to prove new skills. The submission should be as per the guidelines of unit specification and student should achieve minimum of 50% in all stages of the project

## **5.12.2 Business with Accounting**

### **HP06 47 Business with Accounting: Graded Unit 1**

The progress towards Year II requires successful completion of HP06 47 Business with Accounting Graded Unit 1 which is the examination based on units

1. HP7K 47 Business Accounting
2. HP6T 47 Economic Issues: An Introduction
3. HP71 47 Managing People and Organisations
4. HP6N 47 Marketing: An Introduction.

Remediation is not allowed in Examination-based Graded Unit assessments.

### **HP07 48 Business with Accounting: Graded Unit 2**

Graded Unit 2 is the project based on the investigation by utilizing the prior knowledge and skills acquired through learning the units mentioned in the unit specification.

Candidates must attain a minimum of 50% of available marks for each stage to pass

## **5.13 Academic Misconduct**

Attempting to or carrying out any malpractice activity is not permitted by SQA RAK Centre. The following are examples of malpractice by students:

1. Plagiarism - failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own.
2. Plagiarizing the work of other students within a collaborative environment and submitting it as an individual learner work.
3. Copying from another student (including using ICT to do so).
4. Impersonation by pretending to be someone else to produce the work for another or arranging for another to take one's place in an assessment/examination/test
5. Inclusion of inappropriate, offensive, discriminatory, or obscene material in assessment evidence.
6. Deliberate destruction of another's work.
7. Fabrication of results or evidence.
8. Inappropriate behaviour during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language.

Turnitin will be used for checking plagiarism. Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying. When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc.

### **5.13.1 Internal Assessment: Use of Unfair Means**

Malpractice by a student during internal assessment can occur in:

1. The preparation and authentication of coursework
2. The presentation of practical work
3. The compilation of portfolios of internal assessment evidence
4. conduct during an internal assessment

The actions to deal with student malpractices under this category are:

1. Written warning.
2. Written warning and downgrading from A to B of the assignment.
3. Written warning and downgrading from A to C or from A to D of the assignment.
4. Written warning and a grade F are given for the assessment.
5. Disciplinary action by the disciplinary committee, which may lead to dismissal from the academic program.

### **5.13.2 Examination: Use of Unfair Means**

Malpractice by a student in examination can occur in:

1. Make use of unfair means in Examinations
2. Assist another student to make use of unfair means
3. Irregularity in the conduct of a student within the examination room. The procedures to handle malpractice relating to examination are:
4. If an invigilator suspects an irregularity in the conduct of a student within the examination room, the invigilator is entitled to remove any possible prohibited material and endorse the student's answer book.
5. The invigilator will fill in the student misconduct form duly signed by the invigilator and the student.
6. In some cases, the student could be allowed to complete the examination and at the end of the examination, the invigilator will inform the student that, in accordance with the Examinations procedures, the irregularity will be reported to the Program Director after the examination.

Strict action including following can be taken by the disciplinary committee to deal with student malpractices:

1. Written Warning
2. Reduction in the grade for the examination or according to the decision by disciplinary committee.
3. Fail grade for the examination or



4. Referral to the College Grievance Committee chaired by the Director SQA.

If the student disagrees with decisions, he/she must appeal within 1 day of receiving the decision. The matter will automatically be referred to the Academic Dean for further proceedings.

## 5.14 Information on appealing against the decision of an Assessment Board

Student can appeal against unfair award of marks/ grades in a course or unit.

### Informal Procedure

For informal procedure, the student may discuss his/ her situation with the Assessor. The next step is to meet the Program Director within 24 hours of the occurrence of the grounds of appeal. The feedback/decision by the Program Director will be informed to the student within 1 day of the notification of the appeal.

### Formal Procedure

1. A student wish to follow the formal procedure should fill the Student Academic Appeal Form and submit it to the Program Director within 1 working day of receiving the results of the assessment. This will be considered by the Academic Grievances Committee chaired by the Director SQA and the final decision will be informed to the student.
2. If the student decides to appeal against the decision made by the Academic Grievances Committee, he/she can appeal to the Academic Dean directly and must provide valid grounds of disagreement of the Committee decision within 3 working days of receiving the recommendation of the Committee. Decision by the Dean is deemed final.

## 5.15 Information on making a Complaint

Students facing any issues related to a unit, timetable, attendance should report to the assessor. Any complaint related to transport, visa or other facilities should be raised to student services department. Complaints pertaining to discipline, misbehaviour, ragging or any such matter should be reported directly to Health and Safety Committee (HSC) and Program Director.

## 5.16 Attendance

Students are obliged to attend all hours of any unit of study. The College has set the regulation of attendance for any unit not to be below 75% of the total number of hours for that unit to ensure that students get the best possible education. Student attendance starts from the first teaching week of the semester and for late registrations/ adding of units it is from the date of registration of the Unit.

### 5.17.1 Disciplinary Measures Imposed for Breach of Attendance Policy

1. Students who are not present in the class will be marked absent for the complete period.
2. Late comers will be given attendance as absent for the that hour only.
3. The first communication will be issued to the student via E-MAIL (Institute/SQA official e-mail) when the absenteeism is 10%.
4. The second and final warning message will be sent via e-mail/ letter to the student when the absenteeism is 20%.
5. Student who is absent for more than 25% of the classes without valid evidence, will not be allowed to continue in that Unit in that semester. The student is required to re-register as a

regular student for the Unit and pay the fees for repeating the Unit.

6. All evidence is to be submitted to Assessors for circumstance beyond student's capability.
7. The maximum limit of absenteeism with evidence is 25%, Students who have reached a 25% absenteeism level with excuse will be sent an e-mail (official SQA e-mail only) informing them that their absenteeism has reached the highest level and that therefore they were barred from attending further classes and examinations for that unit. At this stage, the Admissions and Registration will block the registration of the students remove the name from the class list.
8. Students must inform the Assessors in case of absence due to any valid reason for absenteeism like illness and evidence should be submitted within 3 working days from the absenteeism
9. Students with valid evidence and falling within 25% absenteeism level may appeal to the department in case of any special arrangements for assessments/ examinations. The approval is subject to the regulations of the programme and assessment conditions.
10. Students who failed to meet the attendance criteria will have to re-register for the Unit.
11. Any exemption from the above absenteeism rules and penalty due to extenuating circumstances needs approval from the Program Director directly. In such case the student needs to write a request directly to the Program Director and the decision of the Director is final.
12. Students are required to check their attendance level through Moodle (student portal) regularly. For any discrepancy in attendance percentage, the student is required to send an e-mail to the Assessor (official SQA e-mails only) within two working days.
13. A copy of the above warning may also be sent to the sponsor or parent.

### 5.17.2 Policy on late arrival

If a student is arriving late, same should be communicated to the assessors with the valid reason via email. Also, late comers will be marked absent for that class.

## 6. Health and Safety

### 6.1 General Principle of Health & Safety

Health and Safety is important because it protects the well-being of student, parent, visitors, and others. Looking after Health and Safety makes good business sense. Safety is a core value at SQA RAK Center, and we are committed to continued advancement of an institutional safety culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental and health and safety laws and regulations.

- Promote occupational and personal safety, health, and wellness.
- Protect the health and safety of faculty, staff, and students.
- Provide information to faculty, staff, and students about health and safety hazards.
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report potential hazards.

- Maintain a risk-based emergency management program to reduce the impact of emergency events.

Staff, students, visitors, and parents should immediately contact Student Services Executive to report any kind of accident or incident that occurs on university premises or whilst on university business off campus (for example field trips, meetings, or training courses).

## 6.2 Accident Reporting

Any accident that poses a risk to personnel or property (inside campus) or requires medical attention and/or a police investigation, needs to be reported. Accidents might happen Outside or Inside Campus.

**Outside Campus Accident Reporting:** In case of accident outside campus you may immediately call 998 for assistance and simultaneously you must intimate student services on +97172364900.

**Inside Campus Accident Reporting:** In case of accident inside campus you may immediately call 998 for assistance and simultaneously you must intimate student services on +97172364900.

## 6.3 Dealing with emergencies

Part of our college students' everyday lives is learning how to prepare for and react in case of an emergency on campus.

Campus emergencies may be weather related (earthquake, unknow fire, winter storm, flood, etc) or involve serious accidents or other kind of attack.

You may contact below personnel in case of emergencies,

Student Service Executive: Mr. Antony, Contact Number +971559453293

Student Service Manager: Mr. Mubin Khatib, Contact Number: +97172364900

Student Happiness Manager: Ms. Zareena Kennedy, Contact Number +971565345612

## 6.4 Our Health and Safety Committee (HSC)

An HSC is a group of workers and managers who meet regularly to improve health and safety practices. The committee help develop policies and procedures for health and safety and recommend improvements to management. Our Health and Safety Committee (HSC) consists of,

Student Service Manager: Mr. Mubin Khatib, Contact Number +97172364900

Student Service Managers have several responsibilities, always with the goal of protecting student/faculty/visitors through specific practices and reducing (and ideally eliminating) workplace injury and accidents. These responsibilities include:

- Informing and educating Student/Faculty/Visitor about safety standards in the campus.
- Creating documents that outline specific safety practices
- Regularly hosting campus-wide inspections and safety audits.
- Reviewing data about the safety performance of the organization (where available).
- Discussing all incidents and taking swift action to correct safety issues.
- Reviewing metrics such as Lost Time Injury, on-time training completion rates, turnaround times, action item completion rates, and other common methods for evaluating safety.

Student Happiness Manager: Ms. Zareena Kennedy, Contact Number +971565345612

Student Happiness Manager will be responsible to mitigate all below issues related to students,

- Anxiety
- Autism
- Depression
- Disregarding the faculty
- Frequent interruption during the lecture
- Entitled or disrespectful talk to faculty, staff, or other students
- Bullying behaviour
- Self-injurious behaviour
- Psychotic, delusional, or rambling speech
- Use of alcohol or other substances in class or attending class while under the influence of alcohol or other drugs

## 6.5. Drugs, Alcohol and Banned Substances

University expects all students to adhere to all UAE laws regarding the unlawful possession, use or distribution of alcohol, drugs, and banned substance as there are strict law in place. If any student is found in possession of drugs or any banned substance, then they will be liable for sever punishment including reporting the matter to UAE government official and moreover, the student and guardian will be responsible for the same and not the intuition.

## 6.6 Medical Emergencies

A medical emergency is an acute injury or illness that poses an immediate risk to a person's life. These emergencies may require assistance from another, qualified person, and hence in such emergencies we need to immediately call 988 (Ambulance) and for further assistance you may intimate our student service team on +971559453293 / [studentservices@stir.ae](mailto:studentservices@stir.ae)

## 7. Emergency contact details

Name	Role	Email
Dr Anurag Singh	Professor and Dean- Academics	Anurag.s@stir.ae
Prof Shanthi Rajan	Director Academics/Institution Development	Shanthi.r@stir.ae
Ms Archana Pandita	Program Director Computing: Software Development	archana.p@stir.ae
Dr Nikhil VP	Program Director: Business with Accounting	Nikhil.vp@stir.ae
Mr Sunil CT	Head of Examination Department	exam@stir.ae

Ms Zareena Kennedy	Manager Happiness Centre	Zareena.k@stir.ae
Mr Manoj	Accountant	accounts@stir.ae
Mr Mubin Khatib	Student Service Executive	studentservices@stir.ae
Human Resources	Human Resources Department	<a href="mailto:hr@stir.ae">hr@stir.ae</a>
Campus Front Office	Front Office	reception@stir.ae
Placement Officer	Placement and Education Wing (PEW)	placementwing@stir.ae
Mr Najam Qamar	Admissions Manager	admission@stir.ae

#### **Important Contact numbers**

Campus Front Office: +97172359322  
Campus UAE Toll Free: 8002552  
Student Service Executive +971559453293  
Campus Human Resource Office: +97172364900

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## Find out more

SQA Centre  
Ras Al Khaimah Campus  
RAKEZ Academic Zone  
Al Dhait South  
Ras Al Khaimah  
United Arab Emirates  
adip.ae

Produced by Communications,  
Marketing and Recruitment