



**RAK MEDICAL & HEALTH
SCIENCES UNIVERSITY**



STUDENT HANDBOOK

For under Graduate & Graduate Students
2014-2015



جامعة رأس الخيمة للطب والعلوم الصحية
**RAK MEDICAL & HEALTH
SCIENCES UNIVERSITY**



H.H. Sheikh Saud Bin Saqr Al Qasimi

Supreme Council Member & Ruler of Ras Al Khaima and
Chancellor of RAK Medical & Health Sciences University



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Vice Chancellor's Message

Dear Students

Congratulations and Welcome to RAK Medical & Health Sciences University (RAKMHSU). I also welcome our returning students who will be commencing the new academic year with their respective Constituent Colleges.

His Highness Sheikh Saud Bin Saqr Al Qasimi, Ruler of Ras Al Khaimah and Supreme Council Member, United Arab Emirates, aim was not just to build schools or colleges, but to lay a foundation for an educational infrastructure, which will serve as a platform for global institutions to provide world class training to the students across the region. His message is clear "we need to encourage excellence in our schools now more than ever".

RAK Medical & Health Sciences University has been fortunate to have His Highness as its Chancellor.

RAK Medical & Health Sciences University started as the First Comprehensive Health Science University in UAE in the year 2006. The MBBS Program was introduced in the Academic Year 2006 and Bachelor of Dental Surgery (BDS), Bachelor of Pharmacy (BPharm) and Bachelor of Nursing (BSN) were added in the year 2007. Further Bridge Program for BSN (RN-BSN) has been added to our list from the Academic Year 2008-09. All programs have received the accreditation from the Commission for Academic Accreditation (CAA), under the Ministry of Higher Education & Scientific Research, UAE.

From the humble beginning with 22 students, RAKMHSU has grown remarkably well, now having 960+ students from 41 different Nationalities. Similarly, RAKMHSU is proud to have 102 Teaching Faculty, 71 Non-teaching Staff and 77 Adjunct Faculty hailing from 20 different countries. RAKMHSU has become a role model of synergy and cooperation among students and faculty of different nationalities and religions, pursuing with commitment their respective professional careers. The continued significant contribution from the committed faculty has helped

RAKMHSU immensely in improving the academic standards. RAKMHSU is proud to maintain a teacher-student ratio at 1:5, which is better than the ideal ratio.

It is also a matter of pride for RAKMHSU for being able to be the first in UAE to start 2-year Masters Programs in Nursing and Pharmacy. This year, in addition to starting Pharm.D program at the Masters level, we are offering different specializations in Master of Nursing. It is heartening to see our Nursing and Pharmacy graduates getting placements in different hospitals and industries.

All our programs are accredited by the Commission for Academic Accreditation. It is a matter of great satisfaction for RAKMHSU to receive accolades from the experts for the rapid progress in the quality of education that has been made in a short span of Eight years!

RAKMHSU aims to provide a favorable ambience for learning and in the process establish the legacy of academic quality. Our Medical and Health Science professional training has been unique in several aspects and matching with the International Standards, including one to one interaction of the students with the faculty. Thanks to the faculty and the students, RAKMHSU has established itself as one of the foremost Universities in the region and has established as a credible destination for Health Science Education.

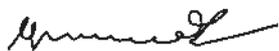
RAKMHSU is very proud to have all the State of Art facilities for a quality Health Science Programs. The RAK College of Dental Sciences has moved to its own State of Art building with all ultra-modern dental facilities. Further, the proposed construction of independent building for both Nursing and Pharmacy Colleges and a separate student complex will be starting soon. With this additional State-of-Art infrastructure, RAKMHSU will be truly of International Standards.

While efforts are being made to provide maximum learning opportunities, it is the responsibility of every student to utilize all the academic and other physical facilities in a way that brings pride to the teachers and parents as well.

RAKMHSU shall strive to kindle in each student the lifelong desire and expertise of seeking and utilizing new information in the pursuit of the solutions to health problems and educating those in need of healthcare. We hope that every individual who is part of a larger healthcare team, practices every skill with empathy and effective utilization of healthcare resources for the benefit of the society.

Every student should be well versed with all the guidelines incorporated in the Student Handbook and we look forward to facilitate your endeavor to become outstanding leaders in Healthcare Profession.

Welcome to RAKMHSU – Your New Alma Mater.



Dr. S Gurumadhva Rao
Vice Chancellor

History and Background

1.1 RAK Medical and Health Sciences University

RAK-MHSU has been setup by Ras Al Khaimah Human Development Foundation (RAK-HDF) under the visionary leadership of His Highness Sheikh Saud Bin Saqr Al Qasimi, Supreme Council Member, Ruler of Ras Al Khaimah. RAK-MHSU is fully owned and managed by RAK Government.

RAK-MHSU is offering the Bachelor of Medicine and Bachelor of Surgery (MBBS) program from the academic year 2006-2007 and has added Bachelor of Dental Surgery (BDS), Bachelor of Pharmacy (BPharm) and Bachelor of Science in Nursing (BSN) programs in the year 2007, after obtaining initial accreditation from the Ministry of Higher Education and Scientific Research, UAE. RN-BSN Bridge Program has been added from the academic year 2008. Now yet another milestone has been achieved by getting the initial accreditation for Masters Programs in both Pharmacy and Nursing and full accreditation for BSN, RN-BSN, MBBS & BPharm programs. From this year, Pharm D program & MS in Pharmaceuticals will be started.

1.2 Present Campus

RAK-MHSU has commenced its operations from the campus at Burairat. From February 2009 it has moved to its newly constructed campus adjoining Saqr Hospital in Ras Al Khaimah, with state-of-the-art facilities including lecture halls, faculty rooms, multipurpose laboratories, skills laboratories, anatomy dissection hall, library, students center and administrative offices.

RAK College of Dental Sciences, FZC, Ras Al Khaimah, in collaboration with RIPA International, Pakistan, along with the RAK Government, has sponsored RAK College of Dental Sciences, which operates from its own new independent premises with all the high-tech facilities, which is just one km away from the RAKMHSU campus.

Soon, a separate block for Pharmacy & Nursing programs and a separate students complex will be started which will fulfil all the requirements of both academic & sports facilities.

University

Vision, Mission and Goals

2.1 Vision

To be a leading medical and health sciences University in the UAE dedicated to the pursuit of academic excellence by fostering, disseminating and applying knowledge and intellectual values to ensure an enriching future for the student community and preparing them to join the medical and health sciences field of the 21st century.

2.2 Mission

RAK Medical and Health Sciences University is committed, through its offering of academic programs in the medical and health sciences fields, to prepare graduates who are able to develop critical skills in their practice and application of knowledge, equipping them with practical and clinical skills and knowledge and enabling them to make a valuable contribution to patient and health care as individuals and as responsible members of society. The University is also committed to contributing to the advancement of knowledge through its support for research conducted by its faculty and students, and the promotion of lifelong learning bound by ethical clinical practice.

2.3 Goals and Objectives

Goal 1 :

To ensure that it offers academic programs in medical and health sciences at high quality which is recognized locally, regionally, and internationally.

Objectives :

- To design, develop and offer undergraduate programs:
 - a) Medical Program (MBBS) – already accomplished.
 - b) Dentistry (BDS) – already accomplished.
 - c) Pharmacy (B. Pharm) – already accomplished.
 - d) Nursing (BSN) – already accomplished.
 - e) Nursing (RN – BSN Bridge Program) – already accomplished.
- To design, develop and offer graduate programs after the accreditation process is completed for the respective undergraduate program;
 - MS in Pharmacy Practice and Pharmaceutical Chemistry – already accomplished.
 - MSN (Adult Health Nursing) – already accomplished.
 - MS in Pharmaceutics – Approved by CAA, to be started in September 2014.
 - Pharm. D – Approved by CAA, to be started in September 2014.

- To recruit and retain academic fraternity committed to creation and application of knowledge;
- To develop diploma and other contemporary educational curricula to meet local and international standards;
- To develop clinical skills and training in cutting edge technologies to be acclaimed internationally by competent healthcare professionals;
- To provide required infrastructure facilities,
- To develop an evaluation system to monitor the outcome of all courses, infrastructure facilities and actions taken for improvement in each College and clinical setting and to ensure the key results are entered into the annual strategic plan for action and review; and
- To recruit students committed to acquiring knowledge, skills and appropriate attitudes towards patient care.

Goal 2:

To promote openness, diversity, fairness and academic freedom.

Objectives:

- To demonstrate the ability to organize, record, research, present, critique and manage health science related information.
- To demonstrate the ability to work effectively as part of a health care team with appreciation for the multiple contributions of other health care professionals to the health of the individual and the health of the community.
- To monitor the access students, faculty and administrative staff have to records, faculty development and seminars.
- To evaluate coordinators, supervisors, students and patients in relation to openness, diversity and fairness and to ensure the key results are entered into the annual strategic plan for action and review.
- To promote interdisciplinary opportunity for students and staff.

Goal 3:

To ensure that its graduates are equipped with knowledge and skills which allow them to enter the medical and health sciences fields as self learners, critical thinkers, team players, ethically oriented, and to contribute to the development of the society they live in.

Objectives:

- To develop strategies to support lifelong learning via both print and electronic sources and to remain current with the advances in medical and health sciences knowledge, skills and practice.
- To demonstrate the ability to acquire new information and data and to critically appraise its validity and applicability to one's professional decision.
- To demonstrate the ability to communicate compassionately and effectively, both verbally and in writing with colleagues, patients and their families.
- To display the personal attributes of compassion, honesty and integrity in relationships with patients, colleagues and communities.
- To exhibit a capacity for self evaluation, moral reflection and ethical reasoning to form the basis for a self directed, lifelong engagement and involvement in the medical and health sciences profession; and
- To monitor the outcomes of the strategies to support lifelong learning for students, academic faculty and admin staff and to ensure the key results are entered into the annual strategic plan for action and review.
- To develop an alumni association to support graduates in their life after RAK-MHSU.

Goal 4:

To contribute to the advancement of medical and health sciences knowledge and practice through its support of research activities conducted by its faculty and students.

Objectives:

- To encourage faculty to participate in scholarly activities by attending conferences, seminars and enabling them to publish research papers in scientific journals.
- To encourage faculty to participate in scholarly activities by attending conferences, seminars and enabling them to publish research papers in scientific journals.
- To facilitate the faculty to write for research projects and receive research grants.
- To facilitate the utilization of intellectual property of the University for the betterment of the humanity at large.
- To monitor budgetary support of and access to conferences, external seminars, research and to ensure the key results are entered into the annual strategic plan for action and review.

Goal 5:

To render ethical healthcare and service to the deserving patients with highest degree of accountability to self and community.

Objectives:

- To be able to describe and discuss the implications of basic ethical principles including confidentiality, informed consent, truth telling and justice for the care of the patient.
- To demonstrate the ability to educate the patients and community about various health problems and to motivate them to adopt health promoting behaviors.
- To monitor student and faculty access to continuing education programs, speakers bureaus, clinical training and to carry out patient and community surveys and to ensure the key results are entered into the annual strategic plan for action and review.

Goal 6:

To accentuate the growth of the University by promoting various academic activities, by establishing inter-institutional alliance with premier health Universities and organizations.

Objectives:

- To foster interaction with industries, to promote research, infrastructure development and student placement.
- To establish consortia agreements with other premier health institutions and Universities to foster academic research collaboration including faculty and student exchange.
- To monitor the development of outreach programs, internships, collaboration with other universities/institutions and to ensure the key results are entered into the annual strategic plan for action and review.
- To monitor the development of a career planning unit and to ensure the key results are entered into the annual strategic plan for action and review.

Colleges and Departments

The University offers all its programs through the following constituent colleges:

- RAK College of Medical Sciences – MBBS program
- RAK College of Dental Sciences – BDS program
- RAK College of Pharmaceutical Sciences – BPharm and MS in Pharmacy Practice, Pharmaceutical Chemistry, Pharmaceutics and Doctor of Pharmacy (Pharma D).
- RAK College of Nursing:
 - BSN program,
 - RN – BSN program and,
 - MSN program.

The other colleges share courses in basic medical sciences with various departments of the Medical College. In addition, there are departments which are specific to the programs in dentistry, pharmacy and nursing, which are being taught by the respective faculty of dentistry, pharmacy and nursing.

The General Education Program (common for the students of all health sciences) enables students to develop academic skills, acquire liberal knowledge, shape individual values, and apply skills, knowledge, and values in their academic, professional, personal and social lives.

The General Education Program includes the language skills of reading, writing, speaking and listening in both English and Arabic, thinking skills, mathematical and statistical skills, information technology skills, humanities and ethics, physical sciences and research skills.

These areas of study make it possible for students to acquire and create knowledge, and consequently, they enable students to assess existing values and develop new values.

Students' Rights and Responsibilities

Students' Rights and Responsibilities

For the University to function as a harmonious unit, certain guidelines will be established to coordinate and facilitate internal interaction. This handbook outlines the rights, freedoms and responsibilities of all students at RAK-MHSU.

Besides clarifying these special rights and responsibilities, this handbook sets out the means by which violation of these rights and responsibilities will be treated by the University.

4.1 Academic Freedom

Intellectual development is best fostered in an atmosphere of active engagement in the educational process, and therefore, free discussion, free inquiry and free expression regarding issues within the domain of the course or program are encouraged.

4.2 Evaluation

- Students are evaluated on the basis of their academic and clinical performance.
- Use of information not related to the standards of evaluation is inappropriate. Students may appeal an evaluation that they allege is not based on these criteria. The appeal should take place through the appeal process of the University.

4.3 Protection against improper disclosure

Ordinarily, information obtained from students in the course of counseling, teaching or advisory meetings shall be treated as confidential. Under certain circumstances it may not be possible to maintain confidentiality of such information. Such circumstances include situations where a student's communication indicates potential harm to another student, or to another party, or where maintaining the confidentiality would prevent a faculty member from fulfilling his/her responsibility to protect society and the reputation and integrity of the College/University. In such situations the faculty member or the Advisor has the obligation to take appropriate follow-up action, safeguarding to the extent possible, the confidential nature of the information. In instances of doctor-patient, religious or other privileged interactions, the guidelines controlling those special situations shall prevail.

4.4 Freedom of speech and expression

Students may discuss all questions of interest to them and may support causes, so long as these activities do not violate laws of the country, rules, policies and procedures of the University, or adversely affect the operation of the University.

The right of free speech and expression does not include activity that may endanger the safety of any member of this University community, or damage any of the University community's physical facilities. It does not include any activity that disrupts or obstructs the functioning of the University or threatens such disruption or obstruction.

Moreover, modes of expression, including, electronic transmissions, that are unlawful or indecent, or that are grossly offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, sex, age and disability, are inconsistent with accepted norms of conduct of the University and will not be acceptable.

4.5 Student Publications

4.5.1 Publications of Student Council

Publications that are written or distributed by Student Council, have editorial freedom, but shall be subject to review by the organization's Faculty Advisor. The University retains the right to impose discipline for good cause on the managers, editors and writers of student publications. Any information given by the Student Council or students to electronic media/press/web shall be vetted by the Faculty Advisor.

4.5.2 Distribution of Handbills, Posters, Pamphlets and other written material

Posters and other similar written notices must be registered with the Office of the Student Affairs, before it is to be distributed or displayed. Such notices shall be displayed only in locations designated for that purpose.

Distribution of handbills and pamphlets in classrooms or offices is prohibited. Organizations that are not formally recognized by the University shall not distribute such material anywhere within the University premises or in any University event.

4.5.3 Misuse of Cyberspace including Blogging

Students should refrain from misusing or abusing web based technologies including internet, blogging etc to adversely comment or malign the reputation of the University or faculty or staff or anything related to the University. Any genuine issue concerning student body should always be discussed through available channels with the University authorities.

4.5.4 Student participation in university governance

The students are encouraged to express their views through established channels, on issues of College/University policy and on matters of general interest to the student body.

4.6 Student Records

Official student records are held by the University in the Office of Admissions. The records of the students are held in trust by the University, and are maintained in a confidential manner under the safe custody.

All the achievements of the students will be entered in the record; as well as any disciplinary action taken against the students for any in disciplinary behavior.

Students have access to their records by submitting a written request to the Admissions Office approved by the Dean. Student records are available to the Faculty Advisor, Dean, and Department Chairperson on request.

No record will be released to any person other than the authorized persons without the consent of the student.

Policies Governing Student Affairs

5.1 Identification Cards

Photo identification cards are issued to all new students during orientation week. Identification cards must be worn at all times and shown on request to university authorities. Students can report lost cards and obtain a replacement from the Office of the Finance and Administration.

The initial ID card is provided free of charge. A fee will be charged for replacement cards only.

Students will not be allowed to enter the University premises or participate in any activities without presenting their ID card.

5.2 Dress Code

All health science professionals shall be groomed and dressed in a manner which will help them to attract respect from their patients. The faculty shall encourage its students, early in their professional career to establish habits of demeanor, grooming, and dress which will assist them throughout their professional lives in their relationships with their patients.

An attending academic supervisor has the right to refuse to allow any of his/her patients to be seen by a student if he/she feels that the patient may be disturbed by the student's appearance. Students should recognize that unclean dress, disheveled hair, or an unkempt beard will be offensive to many patients, and that a patient has the absolute prerogative to refuse to be examined by a student who offends him/her.

The students are expected to wear clean and pressed white coats whenever they are in laboratories and at clinicals. Coverage of long hair is required in certain areas, such as operating suites, as a precaution against the dissemination of infection.

Detailed dress code for female and male students is presented in the next Page.

Students who are doing clinical postings, electives and teaching activities outside RAK-MHSU are required to follow the dress code regulations in a strict manner.

Students who do not conform to RAKMHSU dress code will be denied entry to any teaching or learning activities, examination halls, library and other academic activities, including the clinical postings and also extracurricular activities and shall be subjected to disciplinary action, as per the University guidelines.

Female Students	Dos	Don'ts
Attire	<ul style="list-style-type: none"> • Formal, clean and well pressed. • Knee-length or full-length dress/skirt. • Blouses/tops with sleeves. • Long pants. • ID tag to be worn at all times. 	<ul style="list-style-type: none"> • Plunging neckline/clinging shirts, sweaters or blouses. • Spaghetti string and sleeveless blouses. • Tight or short skirts/pants. • Faded and torn/patched jeans. • T-shirts. • Three-quarter or short pants. • Short top revealing midriff, open-back or halter tops • Transparent and revealing clothing which makes inner garments visible.
Footwear	<ul style="list-style-type: none"> • Well-kept formal shoes. 	<ul style="list-style-type: none"> • Sports shoes, running shoes, sandals, flip-flops, crocs, sneakers and high heels.
Hair	<ul style="list-style-type: none"> • Well – combed hair, tied or pinned to avoid hair falling all over the face. 	<ul style="list-style-type: none"> • Dyeing of hair in unnatural color.
Accessories	<ul style="list-style-type: none"> • Clean and short fingernails. 	<ul style="list-style-type: none"> • Multiple pairs of earrings or other visible piercings. • Excessive jewellery. • Excessive make-up.

Male Students	Dos	Don'ts
Attire	<ul style="list-style-type: none"> • Formal, clean and well pressed. • Collared shirt, fully buttoned preferably with a tie on and shirt tucked in. • Long trousers • ID tag to be worn at all times. 	<ul style="list-style-type: none"> • Stretch/athletic pants and faded and torn/patched jeans • T-shirts. • Ripped, torn or excessively loose attire. • Dress with text/offensive language/ graphic art work other than manufacturers' logo.
Footwear	<ul style="list-style-type: none"> • Well-kept formal leather shoes and socks. 	<ul style="list-style-type: none"> • Sports shoes, running shoes, sandals, flip-flops, crocs and sneakers.
Hair	<ul style="list-style-type: none"> • Short hair length and above top collar line. • Well-combed hair. 	<ul style="list-style-type: none"> • Long hair and pony tails, spikey hair styles. • Dyeing of hair in unnatural color. • Use of wet gels.
Accessories	<ul style="list-style-type: none"> • Clean and short fingernails. 	<ul style="list-style-type: none"> • Earrings or other visible piercings. • Other similar adornment/hats/caps.

5.3 Laboratory Coats

All the students of RAK Medical and Health Sciences University are recommended that clean lab coats be worn during practicals and clinics. Full-length and wraparound gowns are the most suitable. Students may wish to purchase a vinyl-coated or rubberized cloth apron for added protection of their clothing. Lab coat should be worn only in teaching environment including hospitals and laboratories. It must not be worn out of RAK-MHSU and in eating places.

5.4 University policy on research

The University recognizes that scholarly achievements from its faculty and students form an extremely important element in the University's academic reputation and hence its ability to attract and retain the best faculty and students. The following guidelines have been adopted to help or promote faculty/student research while ensuring that the University's own integrity is preserved.

- The University encourages both sponsored and non-sponsored research. The involvement of faculty and undergraduate students in research is strongly encouraged and recommended.
- The University does not support research that involves the destruction of human life or the impairment of human capacities, and abides by government regulations concerning the protection of human subjects in all research, both sponsored and non-sponsored, whether conducted primarily by faculty or by students.
- The academic research program of any student working towards any degree may not be classified or restricted from access by other members of the academic community.
- The development and execution of a sponsored project, once approved by the sponsoring agency, is the responsibility of the principal investigator. It is understood that this may also involve the University in contractual obligations with the sponsoring agency. University policy does not allow the faculty/students to pursue research projects that restrict the freedom of the investigator to reveal the purpose, scope or findings of the research. The University does not engage in classified research.
- The outcome/findings of any research carried out at RAKMHSU, either by the faculty or by the student, shall remain with the university.

Guidelines for students' research:

1. Students embarking on research must have faculty guide(s).
2. Studies involving the hospital data must have one of the adjunct clinical faculty as a guide.
3. Students are advised to discuss the research topic with the faculty guide(s) and develop a research proposal, which is relevant and feasible.
4. The faculty would help the students to develop a research protocol and guide them throughout the study.
5. The faculty would ensure the scientific validity, relevance, feasibility and the ethical issues, before finalizing the research protocol.
6. All research proposals must be submitted to the DEAN of respective colleges through the Chairperson of the department. The Dean would forward the research proposal to the Research and Ethics Sub - Committee of RAKMHSU, of respective college.
7. The Research and Ethics Sub-committee will examine the scientific validity, merits, relevance, feasibility, and ethical issues.
8. As far as possible the students are advised to carry out research within the jurisdiction of RAKMHSU.
9. If the proposal is outside the jurisdiction of RAKMHSU, necessary approval from appropriate administrative authority must be obtained before commencement of research study.
10. The Research & Ethics Committee of RAKMHSU would communicate its decision to the students through their faculty guide, with a copy marked to the Dean and the Chairperson.
11. Presentation at conferences:

Students are advised to consult faculty guides and submit the abstract/ full paper/ or poster through the DEAN to the Research and Ethics Sub- committee of RAKMHSU of respective college for approval.

The Research & Ethics Committee of RAKMHSU would communicate its decision to the students through their faculty guide, with a copy marked to the Dean and the Chairperson.

After obtaining approval from REC of RAKMHSU the students could send the abstract/full paper/poster to the conference organizers

12. Publications in Scientific Journals:

Students are advised to consult faculty guides before the article is being submitted to the Research & Ethics Committee of RAKMHSU for approval. The research paper needs to be submitted to the REC for approval, through the faculty guide and the DEAN. The Research & Ethics Committee of RAKMHSU would communicate its decision to the students through their faculty guide, with a copy marked to the Dean and the Chairperson.

5.5 Policy on Students' participation in conferences

As a part of the University mission, RAK MHSU has been continuously encouraging students to develop and share their knowledge, ideas and experience through active participation in professional meetings, workshops, seminars and conferences within UAE and abroad.

In order to encourage conference participation by students at national and international levels, RAKMHSU will extend suitable financial support to students as per the following policy:

A. Participation in University activities :

- All students are urged to attend and participate in the professional development activities, including CME programs and Career development activities organized by the University.
- Active attendance in these activities and programs will be considered as a main criterion for selecting students for participation in National and international conferences.
- In the event, the University is organizing any of the CME professional development programs, in association with an external agencies, and any registration amount is required to be paid for participation, the university will bear the expenditure on behalf of the students selected for participation. However, the number of such sponsored students for each program will be decided by the Dean concerned for every such program.
- In the event, the University holds a conference along with an external agency outside the University premises, transportation will be provided for these University sponsored students.

B. Participation by students in Conferences Workshops Seminars within UAE as delegates

University will sponsor students to attend professional development activities including seminars/conferences/workshops (Duration: not exceeding 2 days) as delegates only based on the following criteria:

- Each student will be eligible to participate as a delegate in maximum 2 Conferences per year within the UAE (Maximum duration of 3 days).
- Transportation to the venue will be arranged for the students by the University.
- The University will meet the registration expenses to a maximum extent of Dhs. 150 per student per conference. If the registration fee is higher, students will have to bear the balance amount.
- Students will bear the cost of food and any other expenditure associated with the participation in the conference.
- The Dean concerned will decide upon number of students to be sponsored for a Conference/Workshop/ Seminar depending upon the merits of each such activity.
- The number of students being sponsored by the University for any Conference/Workshop/Seminar will be depending upon the availability of the funds for students' activities for that particular academic year.
- Based on the Dean's recommendations, Student Affairs department will coordinate the students' participation in conferences at national level.

C. Participation by the students in Conferences Workshops Seminars within UAE as presenters of Paper Poster presentation

During the course of study of a program in the University, a student is eligible to participate in Conferences/Workshops/Seminars and present papers/Posters subject to the following conditions:

- Each student will be eligible to participate and present paper / poster in a conference/Workshop/seminar within the UAE twice in an academic year.
- The scientific content of the paper/poster shall be pre approved by the university and Research and Ethical Committee clearance must be obtained before sending the paper/poster to the conference organizers.
- The student shall produce specific evidence of the paper/poster presentation being accepted by the organizers along with an invitation to present the paper/poster at a specific date.
- If a team of students worked together in preparation of a Paper/Poster, only the first author / presenter will be sponsored by the university.
- The university will provide financial support to a maximum extent of DHS 200 per student in addition to the registration fee of DHS 150 for each student sponsored by the university to cover the cost of preparing a paper/poster and any other expenses related to the conference. The sponsored students shall submit all the receipts for the payments made for the conference.
- The university will provide transportation for the sponsored students
- The number of students being sponsored by the university or presentation of paper/poster within the UAE depending upon the availability of funds for students' activities for that particular academic year.
- Based on the Dean's recommendations, Student Affairs department will coordinate the student's participation for presenting papers/posters in Conferences/Workshops/Seminars.

D. Participation by students in International Conferences Workshops Seminars

University will sponsor students selected for presentation of paper/poster in International Conferences/Seminars/Workshops based on the following conditions:

- During the course of study of a program in the University, a student is eligible to participate in international conferences / Workshops / Seminars to present papers/Posters for a maximum of 2 times and not more than once in one year.
- The scientific content of the paper/poster shall be pre approved by the university and Research and Ethical Committee clearance must be obtained one month before the last date defined for sending poster/ paper.
- The student shall produce specific evidence of the paper/poster presentation being accepted by the organizers along with an invitation to present the paper/poster at a specific date.
- If a team of students worked together in preparation of a Paper/Poster, only the first author/ presenter will be sponsored by the University
- The university will provide funds for Conferences / Workshops / Seminars subject to a maximum extent of DHS 2500 for within the Asia & Africa region and DHS 10,000 for other regions in the world for the sponsored student which includes Air Ticket, Accommodation, registration fee etc. The students will have to bear any additional expenditure associated with the participation in the conference.
- The number of students being sponsored by the University for any International Conferences/Workshops/Seminars will be depending upon the availability of funds for students' activities for that particular academic year and this can't be claimed as a right.

- The university will not sponsor students for participating as delegates at International level conferences. It will sponsor students only for the presentation of the paper/poster.
- In case of a student whose paper/poster is accepted for a conference after registration and for some reasons if the visa is rejected, the University will reimburse the registration and poster fees.
- Conference participants supported by RAKMHSU should actively promote RAKMHSU by distributing and displaying brochures and other material at the conference.

General Conditions:

University will sponsor candidates for participating in Conferences / Workshops / Seminars at National and International level subject to the following conditions:

1. The students have to maintain consistent CGPA of 3.0 and above and maintain a good track record of excellent conduct and behavior.
2. Any student who has faced disciplinary action will not be sponsored
3. They have to maintain at least 75% of attendance in professional development and career development programs conducted by the University. Students with less than 75% attendance in the above activities will not be considered for sponsorship by the university.
4. Students will be given attendance for the days they are permitted to attend the conferences / seminars / workshops by the Dean concerned. Any examination missed during the period of the conferences/seminars/workshops will not be repeated or compensated except under regulations that apply to all other students.
5. Students who are keen to attend conferences/workshops/seminars at national and international level, but are not sponsored by the university as per this policy will be eligible for attendance provided that their participation is approved by the Dean in advance and upon submission of certificate of attendance by the organizers. However, such students will not be eligible for any financial support.
6. Upon returning from the Conferences/Seminars/Workshops, the sponsored students must submit a detailed report on highlights of the conferences/Seminars/Workshops within 2 weeks to the respective Dean and the Student Affairs department.

5.6 Students' participation in University activities

- 11 Students of RAKMHSU are encouraged to participate in various developmental activities. Students will be nominated for various committees such as Library Committee, Academic Advising Committee, IT Services Committee, Grievance Redressal Committee, Sports and Cultural Activities Committee, etc.



Student Counseling, Career Services & Academic Advising

6.1 Counseling Services

College life offers students tremendous opportunities for personal intellectual growth. To assist the students in taking advantage of the opportunities, the University provides counseling services which help the students to develop effective tools to be used in overcoming obstacles to academic progress, to examine personal and intellectual strengths and weaknesses, and to learn skills which promote personal and intellectual development.

The Counseling Center's psychological services are designed to provide accessible individual counseling and referral services which enable the students to function effectively at RAK-MHSU.

The Counseling Centre offers:

- Group counseling opportunities that enable students to learn about themselves as individuals interacting with others.
- Personal development workshops that assist students to learn about themselves and to develop skills which will enhance academic and professional success.
- Consultation services to the students in providing psychological support when needed.

6.1.1 Individual and Group Counseling

Individual and Group Counseling allow students to address issues such as educational and academic goals, academic adjustments, family and relationship concerns, traumatic experiences, managing feelings, substance abuse, and sexual identity issues. These services are confidential.

6.1.2 Personality Development Workshop

Personality development workshops provide students with opportunities to develop personal management skills to enable them to succeed academically as well as personally. Programs include topics such as managing procrastination, performance anxiety, stress management, communication skills, assertiveness, anger management and building healthy relationships.

6.1.3 Crisis Intervention Assistance

The counseling center provides crisis intervention assistance to the students who are experiencing crises which affect their ability to function in the community

6.2 Career Planning

RAK-MHSU provides career services to undergraduates and contributes towards making RAKMHSU graduates develop clarity of purpose and appropriate decision-making abilities, so that students will be confident, selective and competitive in managing their careers and further academic pursuits. The University assists undergraduates to develop educational and career goals, and provide opportunities for job search and sharing strategies needed to manage their professional and academic pursuits.

The following services will be available for students:

- Career counselors to discuss career interests and concerns.
- Links to assessment tools as a guide for career interests.
- Guides and pointers for creating resumes.
- Information about creating cover letters.
- Resources on the web designed to give the insider's scoop on various colleges/ hospitals/industry and general job search information.
- Guides to interviews.
- Links with the main educational institutions / industries in the country.
- Organize career oriented workshops.
- Work with the student on one-to-one basis.
- Host on-campus job fairs.
- Promote on-campus interviews; and
- Provide a job posting facility.

6.2.1 Working with Employers, the University will

- Invite relevant employers to post their job listings for possible access to students.
- Invite reputed educational institutions/companies and organizations to participate in the job fairs organized by the Center.
- Open the door for information sessions given by employers to RAKMHSU students.
- Schedule on-campus interviews for educational institutions / hospitals / companies to interview RAK-MHSU students; and
- Encourage employers to post their openings of full-time positions.

6.3 Academic Advising

6.3.1 Mission

Advising is one of many aspects of student learning and helps to inform student decision-making throughout his/her college career. The mission of RAKMHSU academic advising is to provide comprehensive and professional advising to all students with attention to the range of student needs that can be addressed by mentoring students in their academic careers and to the goals of higher education.

Goals:

The aim of University's advising program is to establish an academic advising system designed to meet the goals of:

- Helping advisees identify and achieve their academic goals;
- Promoting intellectual innovation
- Encouraging students to take advantage of both in- and out-of-class educational opportunities
- To become self-directed learners and decision-makers.

6.3.2 Structure and nature of the University's Advising

The responsibility of implementing the University's academic advising program rests with the University Academic Advising Committee.

The Academic Advising Committee consists of Deans of the Colleges chaired by the Vice Chancellor. The Committee meets monthly and reports to the Chair.

The responsibilities of the Committee include making recommendations that assure an effective system for training faculty to serve as advisors and generally improving the quality of advisement at RAK Medical and Health Sciences University. The Committee assures a flow of information among faculty, students, and administration, and support faculty about RAK Medical and Health Sciences University requirements and academic advisement. Academic Advising at RAKMHSU is designed to:

- Address the range of student needs (e.g., course selection, career advising, personal enrichment).
- Provide the necessary tools to encourage self-reliance.
- Inform students of available resources on and off-campus.
- Communicate student needs to the campus community.
- Participate in assessment of student learning and achievements and evaluation of student progress toward established goals.
- Support university standards of competent advising.
- Support Students' development of decision-making skills.
- Reinforce student direction.

The primary purpose of academic advising is to provide effective guidance so that students can maximize the educational opportunities available at RAKMHSU and make critical decisions regarding education, career, and life goals.

Advising process

Successful academic advising depends on the ability of the advisor and advisee to recognize the nature of the academic advising process and together be responsible in the advising process. Advisors are the interpreters who help students navigate through their University journey. As such, advising can be viewed as a way to connect students to the campus and help them feel that someone, who is their well-wisher is looking out for them as an educator, teacher, exemplar and a critic.

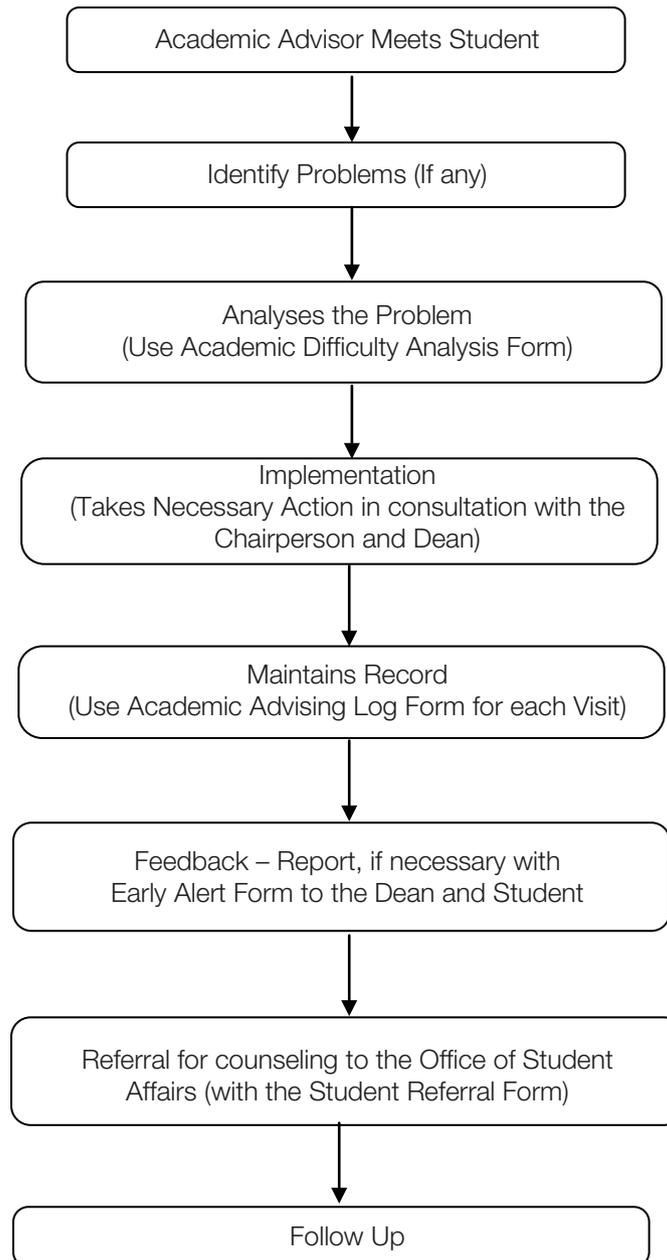
A. Responsibilities of Advisors

- Help student define and develop realistic goals.
- Identify special needs.
- Match student to available resources.
- Assist student with planning a program consistent with abilities and interests.
- Monitor progress toward educational and career goals by reviewing academic transcripts/program planning sheets.
- Discuss linkage between academic preparation and "world of work."

B. Responsibilities of the Advisees

- Clarify personal values and goals. Reflect on why you wish to take particular classes and what you hope to accomplish with your RAKMHSU education.
- Be knowledgeable about RAKMHSU policies, procedures, and requirements. Become familiar with the catalog and read course descriptions prior to your advisor appointments.
- Accept responsibility for decisions.
- Come to advising appointments prepared and on-time.

RAK Medical & Health Sciences University Academic Advising Flow Chart



Student Support Services

7.1 Learning Skills and Tutorial Programs

This service is designed to help students adjust to the demands of university-level work. Such programs help students develop and improve their reading, writing, listening, note-taking and problem-solving abilities. The Office of Student Affairs organizes workshops on personality management, time management, test-taking, vocabulary development and stress management. Tutorials can be arranged within the academic timetable for individual students by contacting their academic advisor directly.

7.2 Food Services

The cafeteria is located at the students' center to provide hygienic and cost effective meals and refreshments to the students throughout the weekdays. Regular surveys and checkups are conducted to improve the service quality according to the views collected from the students. Some vending machines are also provided within the University premises. Vending machines containing snacks and beverages are also located in students' lounge.

7.3 Hostel Facilities

Government of Ras Al Khaimah has built state-of-the-art Student Residence facility in American University of Ras Al Khaimah (AURAK) Campus, for the benefit of students pursuing higher education in various institutions located in Ras Al Khaimah including RAKMHSU.



7.4 Student Center

RAKMHSU provides the students with state-of-the-art Student Center. The center includes Table Tennis Hall; and well equipped gymnasium halls. These facilities have been made available separately for male and female students. Moreover the university provided students with an activity center, which accommodates some activity-based clubs, e.g. Painting, Music, Photography, Toastmaster, Movies, Chess, and Literary works. More clubs for more activities are planned for the future.

A new, spacious (2520 SFT) Students' Lounge was inaugurated on 26th March 2011 to serve as a common room, where students can meet and spend their leisure time. It can also be utilized as an exhibition area for students' posters, activities and talents. Students can also use this Lounge for their celebrations and social gatherings.



7.5 Social and Cultural Activities

The Office of the Student Affairs organizes implements and supervises all social, cultural and entertainment programs relating to the students. Its main objective is to help the students to develop their interests and abilities, and to practice their hobbies through a variety of programs and activities. The University places great emphasis on extracurricular activities



The Office of the Student Affairs, seeks to help students to develop their abilities and make good use of their leisure time. The University also encourages students to meet each other in a friendly atmosphere of the university surroundings. The Student Council aims to unite students and have them participate in accomplishing a set of academic objectives that enrich student life. These aims will be achieved through organized lectures, celebration of national events, and intramural sports activities. Students are encouraged to contact the Office of the Student Affairs, for participation in any of the social or cultural activities.





7.6 Spiritual Facilities

The University offers separate prayer rooms for men and women.

7.7 Library

The Library is located in the main building of the University. The Library has books and journals related to medical, dental, pharmacy, nursing and general education programs, apart from books of general interest.

The Library plays a proactive role to ensure that information resources are updated and the needs of the students are met. It utilizes information technology extensively to ensure resources are accessible at all times.

The Library has a hybrid collection of printed as well as electronic resources which include books, online journals, databases, audio-visuals, CDs/DVDs, e-books, and e-journals. For more details refer to the Catalog.

Rules for the Users:

- Silence must be observed at all times inside the Library.
- Bags and personal things must be placed on the shelves outside the Library.
- To borrow any library resources, students should provide their University Identity card.
- Eating/Drinking in the library is prohibited.
- The computers may be used only by a single user at a time.

7.8 Information Technology

The Information Technology Department is a key support center with its main focus on providing an optimal technology infrastructure oriented towards addressing the IT related needs for the administration of the University also supporting and enabling academic activities. The IT Department explores new solutions to address the technology-aided teaching and learning needs of University.

IT Department provides following IT resources and supports:

- It is responsible for providing multimedia solutions and technical support to the classrooms in order to offer new teaching methodology and improve the academic use of technology.
- Corporate email ID, accessible from anywhere.



- Fully WI-FI and LAN based network campus.
- Dedicated Internet center in the library.
- RAKMHSU knowledge base Intranet portal to download lecturers and knowledge-base articles from anywhere.
- Dedicated computer lab with internet connectivity.
- Video conference facility for scientific and academic purposes

7.9 University Website

RAKMHSU website (www.rakmhsu.com) is developed by latest technology. It provides latest news, events, newsletter, forms, brochure and other information. It provides detailed information about the University and its constituent colleges. There is a provision for online applications form for admission.

RAKMHSU has developed a dedicated premiere mobile website (www.rakmhsu.mobi), where this technology caters the requirements to access university website from any smart phone device and supports most of the languages.

7.10 Copy Center

The copying facility is located in the Library. It serves faculty, staff and students by providing a variety of quality and cost effective document reproduction services on payment basis.

Printing and photocopying charges:

- Printing and photocopying on an A4 page costs 25 fils and A3 page costs 50 fils.
- Cost will be charged from Student's Multi Purpose ID Card. This card can be recharged through University's Account Office with minimum amount of **AED 20/-**

7.11 Lost and Found

The Office of the Students Affairs facilitates identification and the return of items lost/found within the University. Proper proof of identity and acknowledgment of receipt are needed for the returned property.

7.12 Parking and Transportation

The University provides free car parking slots to the students subject to availability. Students should register his/her vehicle at Office of the Student Affairs. Valid parking sticker will be issued for registered vehicles.

RAKMHSU provides transportation in air-conditioned shuttle buses to all students from different locations subject to adequate numbers. These locations include Dubai, Sharjah, and Ajman. For detailed information on transportation, students are advised to contact the Office of the Student Affairs.

7.13 Banking Services

Ras Al Khaimah has following banks within 2 - 3 kilometers from the University.

RAS AL KHAIMAH – BANKS				
S.No	Bank	PO. Box	Phone	FAX
1	National Bank of Ras Al Khaimah (Nakheel)	5300	2281127	2272787
2	National Bank of Ras Al Khaimah (RAK)	164	2333744	2333932
3	National Bank of Ras Al Khaimah (Shaam)	6868	2668333	2667335
4	Commercial Bank International	793	2227555	2227444
5	National Bank of Abu Dhabi (Nakheel)	5744	2281753	2281305
6	National Bank of Abu Dhabi (RAK)	350	2333633	2330950
7	Arab Bank (PLC)	4972	2282432	2282337
8	HSBC Middle East Bank	9	2333544	2330200
9	Banque Du Caire (SAE)		2333544	2334202
10	Middle East Bank	5198	2221366	2222467
11	Bank of Baroda	5294	2229293	2229155
12	Banque Ubanese Pourle Commerce (France)	771	2333822	2335067
13	Mashreq Bank (RAK)	700	2361644	2363620
14	Mashreq Bank (Nakheel)	5279	2361695	2281880
15	Union National Bank (RAK)		2337346	2337386
16	Union National Bank (Oman Street)		2286600	2286500
17	Abu Dhabi Commercial Bank	1633	2332200	2332020
18	Dubai Islamic Bank	1522	2284888	2284788
19	HSBC Middle East Finance Co	1828	2333957	2353121
20	Osool Finance Co (RAK)		2351855	2352150
21	Emirates Bank (Al Muntasir)	12132	2272800	2273395

7.14 Security

The University provides on campus security, regulates the campus traffic and parking system, and is authorized to enforce all related security regulations. It provides 24 hour vigilance on the campus.

7.15 Student Health Services

Students are eligible for health services through the health insurance scheme in designated hospitals and clinics. For any health related services, students are encouraged to contact the Office of the Student Affairs. The students can have access to the list of designated hospitals and clinics from the Office of the Students Affairs. As a part of the registration procedure during admission, every student must enroll for health Insurance if they are not covered by any other insurance as required by the university.

7.16 Pharmacy

Ras Al Khaimah has many pharmacy outlets which offer a full range of medication for health insurance holders.

Student Council

The Student Council is a representative body for the undergraduate students of the university. Thus graduate students are not eligible to hold any posts in the Council or to vote at Council elections. However, graduate students may participate in any activity organized by the Student Council.

The rules and regulations that govern RAKMHSU Student Council have been modified and revised in accordance to the Ministerial Decree No (334) concerning the Bylaws of Higher Education Student Councils.

8.1 Student Council

Students Council is formed at the beginning of every academic year. It promotes the common interests of students and operates in a manner consistent with the University's mission and code of conduct. One faculty member is nominated by the Vice Chancellor to act as an Advisor to the Student Council.

Student Council shall consist of fifteen members drawn from RAKMHSU students through election of one third of members by students and appointment of two thirds by a committee constituted by the Vice Chancellor or his representative, subject to the fact that all colleges of RAKMHSU shall be represented in the council. The representatives from each college in the council should be at least three members. At least two Student Council members shall be women members.

8.2 Term of Office

- The term of office of members shall be one year, commencing from the starting date of the academic year, and ending on 31 October of the subsequent year.
- If the post of any member falls vacant in the middle of a term, either due to resignation or due to any other reason, another suitable student may be nominated to complete the term of office.
- The council shall hold open conventions for all students at the end of the term of the office to announce its works and achievements within the year.

8.3 Functions & Objectives

- The Student Council shall represent the student body for all requests brought by students to the College /University. .
- The Student Council shall ensure the speedy acclimatization of new students to RAK-MHSU by promoting healthy friendship.
- The Student Council shall encourage student participation in the extracurricular activities of the University.

- The Student Council shall represent University students in the students' gathering of other educational institutions in the country.
- The Student Council shall develop national awareness among students and reinforce the spirit of belonging to homeland and bearing responsibility.
- The Student Council shall develop awareness of ethical values.
- The Student Council shall raise the standard of intellectual, social, artistic and sport life in the institution.
- The Student Council shall detect talents, abilities and skills of students, enhance them, and develop the spirit of innovation among the students.

The Council shall be competent of:

1. Setup of the internal regulations of the Council, revise and amend the same in coordination with the University administration.
2. Approval of work programs of different council committees and follow up execution thereof.
3. Coordinating work between the council committees in the University or with other educational institutions councils.
4. Coordinating work with internal institutions of the country if required.
5. Approval of the final accounts of the council.
6. Setup of the annual budget of the council, committees thereof and their distribution of financial credits to committees.
7. Controlling the work of council committees and their compliance with general and special conditions and provisions of the council and obtaining required approvals and licenses.
8. Submission of regular reports concerning work of committees to the administration of University for perusal and receiving instructions.

8.4 Eligibility Criteria for Election Nomination to the Council:

- o Above 75% attendance in the class for the previous academic year.
- o Should not have failed in any course in the past academic year.
- o No disciplinary action should have been taken against the candidate in the past two academic years.
- o President ,Vice President and General secretary candidates must possess a minimum GPA of 3.0
- o President & Vice President should be UAE Nationals only.
- o Candidates for all other posts must possess a minimum GPA of 2.5
- o The application form should be obtained from the Office of Student Affairs, completed ,signed and returned before the last date

8.5 Other rules and guidelines.

- RAKMHSU shall have only one student council, where study conditions require, another student council may be established after obtaining the approval of the Minister of Higher Education & scientific Research
- Freshmen will **not be eligible** for the posts of President, Vice President and General Secretary
- Only senior students of all colleges, who are UAE nationals, are **eligible** for the post of **President** of the student council.
- Only those students who have previously served on the student council **for a full term** are eligible for the post of **General Secretary**.
- The college representatives will be elected only by the students of the particular college.

- Any one student can serve **only two times** in any post in the council. A student shall serve as a president only once.
- In case any candidate is standing for a second term, an assessment of his/her performance will be done by the Office of Student Affairs and only then the candidate will be allowed to stand for elections.
- The final list of the suitable candidates will be announced after the screening procedures.
- If there is only one nomination for any post, nominations for that post will be reopened for one week. If there are still no more nominations then that student will be considered as elected unopposed

8.6 Meetings and Business

- 8.6.1. The student council shall elect, in its first meeting and with the absolute majority of its members, president of the council and his/her vice president among UAE national members.
- 8.6.2. The session of president and vice president election shall be presided by the oldest member in the council.
- 8.6.3. The vice president shall replace the president during his/her absence. The president of the student council shall represent the council before the University.
- 8.6.4. The attendance of the majority of members is required for the meeting to be legally held, and shall meet at least once monthly upon convocation from the Vice Chancellor.
- 8.6.5. Recommendation & decisions of the council shall be given by the majority of the attending members. In case of a tie, the side for which president votes shall prevail.
- 8.6.6. Recommendations of the council shall be valid only after being approved by the University; the council may not hold any conferences, symposiums, meeting, events or the like without obtaining the approval of the University.
- 8.6.7. The student council shall establish subsidiary committees to carry out duties assigned to them by the council including, but not limited to, sports committee – culture committee, public relations and information committee – social activity and trips committee – scientific and technological activity committee – fresher representative – colleges' representatives.
- 8.6.8. The subsidiary committee shall consist of a president and vice president elected by the council from the council members and four non member students selected by the University administration upon nomination by the student council.
- 8.6.9. The President shall call for the regular meetings of the Student Council at least once a month.
- 8.6.10. The proceedings of the Student Council shall be recorded and maintained by the Secretary.
- 8.6.11. Faculty advisors will attend the Student Council meeting, but shall not have voting powers.
- 8.6.12. The Council may authorize the President to invite other students as special invitees to attend specific meetings of the Student Council that pertain to activities such as orientation, sports, cultural programs, competitions and magazine publication. Such invitees shall not have voting power in the Student Council.

8.7 Finance

- The faculty advisor, the President and treasurer shall be the signatories of the account. The signatures of either President/Treasurer along with the faculty advisor will be mandatory for any payment from this account.
- The Student Council may raise funds; accept donations and gifts from individuals, institutions or local or foreign association upon permission of the University.
- All funds raised by the Student Council shall be deposited in the Accounts Department and receipts/payments shall be made through Accounts Department.
- The Treasurer shall maintain a written statement of accounts on behalf of the Student Council and regularly present such a statement to the Council. Any fund received shall be acknowledged with a receipt. Any payment is to be made only against a valid bill.
- Any funds left over in the account at the end of the term of the current Student Council shall be handed over to the next Student Council.
- A faculty might be deputed to audit the statement of accounts, at least twice during the term of office of the Student Council.

8.8. Counting of votes

During the counting only three students from the previous council who did not stand for the current election will be allowed in the counting chamber as student observers.

8.9. Amendments

The functioning of the student council will be governed mainly by the rules of the Ministerial Decree No (334) concerning the Bylaws of higher Education Student Councils, which has mostly been incorporated into these regulations. However, any amendment to the bylaws shall coincide with the mentioned Bylaws, and shall be reviewed by the Faculty Advisor and must have a final approval from the Office of the Student Affairs.

University Guide to Student Behavior

9.1 Introduction

RAKMHSU stands for the human dignity and worth of every person and believes therefore, in values that foster the human respect needed for people to live, work, study and recreate together as a community.

These values require that everyone at the University make an effort towards building a community that will be known for love of truth, active care and concern for the common good and selfless sacrifice towards others.

Good order is a sign that a community is working to achieve the goals it has set for itself. When order is absent or disrupted, not only are individuals harmed, but the community suffers too. To achieve these goals, RAKMHSU has a code of conduct which promotes the well being of individuals and groups who make up the community. This is to facilitate fostering community in two ways. These are:

- First, it encourages a sense of the common good among members of the community by setting standards of behavior that appropriately reflect the character and purpose of RAKMHSU.
- Second, it establishes a system to be used when someone compromises those standards in any way that undermines the common good.

Rules and regulations provide the basis for a reasonably ordered life. The mere observance of rules, however, without the cooperation and personal appropriation of the values they protect, falls short of what RAKMHSU hopes for everyone who is part of the community.

Honesty, integrity, responsibility, and respect for persons and property, especially property belonging to the University, characterize members of the RAK-MHSU community. Acting against these values diminishes the understanding of community. Such action, because of the injury it does to the community, shall be taken seriously and handled fairly yet firmly.

9.2 Student Academic & Professional Integrity

RAKMHSU is an academic community devoted to the pursuit of knowledge. Academic integrity is fundamental to this endeavor.

All members of the RAKMHSU community share the responsibility for maintaining the academic standards and reputation of the University. As a member of the University community, academic honesty is a condition for continued membership which prohibits lying, cheating, fabricating, vandalism or stealing.

All members of the University community have a responsibility to ensure that they themselves, and others, are familiar with generally accepted standards and requirements of academic integrity.

The following guidelines outline the University guide to student behavior.

- No student of the University community shall be deprived of academic freedom, personal rights and liberties without due and fair processes of the applicable University regulation.
- No disciplinary sanctions may be imposed upon any student without following fair and due process.
- Each student has a duty to understand the rules and regulations set forth by the University. Ignorance of a rule or regulation shall not be an acceptable defense.
- Students shall maintain a record of good conduct and behavior at all times.
- Students shall respect all religions and beliefs and refrain from acting in any manner offensive to the religious and cultural sentiments of others.
- Students shall treat the faculty and staff of the University with due respect and maintain cordial and friendly relations with their colleagues and expect the same from others.
- Student Identity Cards (IDs) issued by the University will be worn at all times and must be clearly visible.
- Students shall regularly attend lectures, tutorials, clinics, examinations and all forms of academic activities in accordance with the University regulations.
- Students shall not be allowed to enter the class after the commencement of the class.
- Students shall maintain good conduct inside lecture halls, library, labs, hospitals, activity rooms, common areas and other places.
- Students shall be properly dressed during any academic, cultural, social or sport activities. Indecent or revealing clothes should not be worn.
- Students must not smoke anywhere in the University premises including labs, library, hospitals, and hostels or in the RAK-MHSU buses.
- Students must not possess, make or consume alcohol or any prohibited drugs/substances, fire arms or any other harmful tools.
- Students should not use any audio and communication devices including radios, CD players and mobile phones in the classrooms.
- Consumption of food items including chewing gums in the classrooms/clinics/ labs/library is not allowed.
- Sexually intimate behavior, sexual harassment, insulting or suggestive remarks are prohibited on the campus premises and inside the buses.
- Littering on the premises of the University, including classrooms and washrooms is prohibited.
- Students shall refrain from doing anything that may be harmful to their/others' safety, health or security. Fire extinguishers, hoses etc. should not be touched unreasonably. Bursting of crackers is not allowed at any time.
- Students shall not misuse the computer/internet facilities in the university premises including hostels. They should not use web-based technologies including blogging to spread adverse information about the university, its faculty, staff and other students, which may bring down the reputation of the university.
- While constructive dialogue between students and faculty is integral to the educative process, a student shall not argue unnecessarily with the faculty or use any profanity.
- Ragging is strictly prohibited anywhere in the campus, library, buses and elsewhere.
- Abuse of any equipment of the University including computers is strictly prohibited. This includes obtaining/or disseminating materials infringing copyrights such as software, pornography materials and accessing other prohibited sites.

- Student shall follow the rules/regulations of the federal hospitals they are visiting for training, in line with the policies and procedures of that of the organization.
- Students doing research shall follow the policies regarding ethical considerations in research involving human subjects.

9.3 Academic Honesty

The policy for academic honesty is outlined below:

- All academic work and materials submitted for assessment must be the work of the student.
- Cheating is not only limited to copying from the work of others and providing unauthorized assistance, but also include the use of devices or other surreptitious means for the purpose of obtaining falsely-derived passing scores on examinations.
- Students are prohibited from submitting any material prepared by or purchased from another person or company.
- All students are expected to take the process of education seriously and act responsibly. Students who violate University examination rules are subject to disciplinary action.
- If a student is found to be cheating, the following penalties apply:
 - The students will fail the course in which they were found to be cheating.
 - A disciplinary warning will be added to their file.
 - Subsequent episodes of cheating or academic dishonesty will result in dismissal from the University.
- **Plagiarism**
Using or/and copying others' materials including thoughts, ideas, language, or expressions, in any format e.g. information, pictures, or charts, without the appropriate acknowledgement and citations is strictly prohibited, and it will be considered as an academic dishonesty.

9.4 Student Disciplinary Policies and Procedures

The student disciplinary policies and procedures emphasize the University's obligation to promote personal freedom, maturity, and responsibility of students. RAK-MHSU has a special set of interests and purposes essential to its effective functioning.

These include:

- The opportunity for students to attain their educational objectives;
- The creation and maintenance of an intellectual and educational atmosphere throughout the University; and
- The protection of health, safety, welfare, and property of all members of the University, and the property of the University itself.

The student disciplinary policies and procedures set forth those acts which constitute unacceptable conduct for students of the University. All alleged violations of the student disciplinary policies and procedures may result in referral to the Disciplinary Committee constituted by the Vice Chancellor as and when the need arises.

The University reserves the rights, to review any action taken by civil authorities regarding students. It also has the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with the University's exercise of its educational objectives or responsibilities to its members.

A student admitted to RAK-MHSU accepts the responsibility to conform to all University rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, reprimand, disciplinary probation, suspension or expulsion, refer 9.4.7 in this book.

9.4.1 Disciplinary Code

The following acts are defined by the University to be unacceptable.

9.4.2 Violation of Academic Integrity

Any violation of the academic honesty code mentioned above in section 9.3 is usually reported to the Disciplinary Committee which has the authority to investigate, analyze, decide and finally impose the proper penalty.

9.4.3 Offences are categorized as, severe, moderate and mild and can result in disciplinary action including warning, reprimand, suspension and dismissal.

The Disciplinary action will be recorded on the student's file, and the student might be deprived from being sponsored by the University for any academic/scientific/cultural activities; or nominating/standing for Student Council. In any event of dispute or conflict, the decision of the University is final.

Severe Offences : Immediate suspension pending inquiry will be issued. The final disciplinary action will be decided by the Inquiry/ Disciplinary Committee set by the University. The severe offences include:

- a) **Mental or bodily harm:**
 - Intentionally inflicting mental or bodily harm upon any person;
 - Taking any action for the purpose of inflicting mental or bodily harm upon any person;
 - Taking any reckless, but not accidental action from which mental or bodily harm could result to any person; and
 - Any act which demeans, degrades, or disgraces any person.
- b) **Discrimination:** Intentional discrimination against a person on the basis of race, color, religion, nationality, sex, age and disability.
- c) **Sexual Harassment:** including unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature;
- d) **Use of alcoholic beverages:** Possession, distribution, or consumption of alcoholic beverages on the University premises, university buses and in hostels.
- e) **Possession of controlled substances:** Possession or distribution of any type of drugs, except personal drugs prescribed by a physician, on the University premises, buses and hostels.
- f) **Theft:** Theft or attempted theft, of property or services, depends upon the type of theft from any person or any business in the campus, hostel or in the university buses.
- g) **Possession of dangerous weapons:** Unauthorized possession of firearms, weapons, dangerous chemicals, illegal knives, or any dangerous device at the University premises, in hostels or in the university buses.

Moderate Offences : a memo will be issued to the student first asking for explanation. If unsatisfactory, an enquiry will be conducted. If proved to be guilty by the committee, the student will be suspended for 3 -7 working days along with a fine wherever applicable

- h) **Disruption Obstruction:**
 - Obstructing or interfering with University functions or any University activity.
 - Disturbing the peace and good order of the University by, among other things, fighting, quarrelling, disruptive behavior or excessive loud noise.
- i) **Destruction of property:** Intentionally or recklessly damaging, destroying, defacing, or tampering with University property or the property of any person or business in the campus. Decision on this regard depends on the extent of damage.
- j) **Misbehavior & misconduct:** insulting and/or misbehaving with any of the University Faculty, staff, and fellow colleagues.
- k) **Possession of stolen property:** Possessing property known to the possessor to be stolen and that may be identified as property of the University or any other person or business.
- l) **Forcible entry or trespass:** Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry to or use of University premises.
- m) **Unauthorized use of property or service:** Unauthorized use of property or services or unauthorized possession of University property or the property of any other person or business and bringing unauthorized persons to the university campus for using the facilities without appropriate permission.
- n) **Misuse of IT and web technologies:** Misuse of computer, IT and internet facilities of the university and usage of web based technologies including blogging and spreading adverse information about the university, its faculty, staff and students, which may harm the reputation of the university.
- o) **Misuse of media:** Misuse of press or electronic media to spread adverse and false information regarding the university, its faculty, staff and students.
- p) **Misuse of photography:** Taking photographs of cadavars, human subjects, specimens and mannequins without permission from appropriate authorities and recording/ videographing lectures, seminars, etc. without permission and publishing them in social media.
- q) **Failure to appear:** Failing to appear at the request of any hearing authorities or failure to schedule an appearance with a hearing authority as directed by University police or any other University official.
- r) **Aiding and Abetting:** Assisting, hiring, or encouraging another person to engage in violation of the established policies and procedures.

Mild Offences: After counseling the student a verbal warning will be given for the first time. Repeated or aggravated violations will result in issuing a warning notice and getting an apology letter. If the violation is repeated further, a disciplinary action will be taken as per the University guidelines. The mild offences include the following:
- s) **Violation of the dress Code.**
- t) **Smoking:** Smoking anywhere in the University premises including labs, library, hospitals, and hostels or in the RAKMHSU buses.
- u) **University ID:** Failing to wear and show the University Identity Cards (IDs) whenever it is requested.

- v) Using any audio and communication devices in the classrooms.
- w) Consumption of food items (including chewing gums) in the classrooms clinics labs and library.
- x) **Unauthorized use of university keys:** Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other University property.
- y) **False report of emergency:** Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- z) **Misuse of safety equipment:** Unauthorized use or alteration of fire-fighting equipment, safety devices, or other emergency equipment.

9.4.4 Disciplinary Action Initiated

Any person may bring charges under the established University policies and procedures, and that person will be required to supply verifiable information pertinent to the case.

9.4.5 Notification and Procedural Interview

A procedural interview will be scheduled by the Office of the Student Affairs, or any disciplinary committee constituted by the Dean, within three days after the respondent is notified in writing of an alleged violation of the policy.

- Failure to appear at the procedural interview shall constitute a separate violation of this code and may result in further disciplinary action.
- Within five days of the procedural interview, the student is required to appear before the Disciplinary Committee. The Office of the Student Affairs or the Chairperson of the Disciplinary Committee shall notify the student of the time, date, and place of that appearance.
- The student's academic advisor shall attend the meeting in an advisory capacity and address the Committee only upon permission from the Chair.

9.4.6 Disciplinary Committee

The Disciplinary Committee is formed by the Vice-Chancellor at the beginning of each academic year. It consists of four faculty members, one from each college, Deputy Dean, Student Affairs, in addition to the Dean, of the respective college, who chairs the Committee.

The Committee convenes as required, when a case is referred to it. The Committee Chairperson notifies the student in question to attend a hearing session and after reviewing the case and hearing the student in question, the Committee, forwards its recommendations to the Vice-Chancellor for his approval.

9.4.7. Sanctions

Factors to be taken into consideration when issuing sanctions include, but are not limited to:

- The respondent's motivation for displaying the behavior;
- The respondent's disciplinary history; and
- The extent to which the behavior jeopardizes the safety and security of RAK-MHSU community, and, the likelihood of the behavior occurring again.

One or more of the following sanctions may be imposed:

- Verbal reprimand which is used to advise/counsel a student about his/her behavior; for the first mild offense.
- Reprimand which is an official written notification to the student that his/her behavior has been unacceptable. This will be issued for major/repeated violations of the University's code of conduct and will be maintained in the student's record for monitoring future behavior. A copy of the reprimand will be dispatched to the guardian.
- Suspension, which prohibits the student from attending the University and from being present without permission on University premises for the duration of the sanction, which shall not exceed a period of more than one semester following its effective date;
- Other sanctions may include, but are not limited to:
 - Restrictions from participating in sports;
 - Restitution;
 - Monetary fines , and
 - Expulsion/dismissal, which prohibits the student from ever attending the University and from being present without permission on University premises. Expulsion will be noted on the student's permanent record.

9.4.8 Appeals

- Respondents may appeal the decision of the Disciplinary Committee. The appeal should be made within five working days of the Committee's decision to the Vice Chancellor.
- The Vice Chancellor reviews the case and informs the student of his/her decision.

9.5 Student Grievance Policy

RAKMHSU seeks to create and maintain a healthy and enjoyable study environment, and one that will enhance personal development.

In instances where grievances occur, it is the aim of the University to resolve them amicably and promptly, in a manner that is both fair and equitable to all concerned.

Complaints or appeals by students to the Office of the Student Affairs, shall be made responsibly

9.5.1 Student Grievances Procedure

To maintain a grievance, the complaining party must allege that he or she has suffered a substantial injury resulting from violation of rights or privileges concerning academic freedom, research or other activities, arising from:

- Acts of discrimination prohibited by the University;
- Failure to comply with rules, regulations, and procedures established by the University;
- Arbitrary and capricious actions on behalf of the University; and
- Retaliation for exercise of protected rights.

9.5.2 Procedures for implementation of grievance redressal

9.5.2.1 Informal Resolution

Before instituting a formal grievance, the aggrieved party shall make all reasonable efforts to achieve a resolution of the situation through informal consultation with the appropriate faculty advisor/mentor and administrative officers.

9.5.2.2 Preliminary Proceedings

If informal consultation fails to resolve the matter, or if the aggrieved student concludes that such consultation is not feasible or would be futile, the aggrieved student shall refer the dispute to the Grievance Redressal Committee, by means of a letter addressed to the Chair on behalf of the University. The letter shall identify the general nature and circumstances of the grievance.

9.5.2.3 The Student Grievance Redressal Committee

The Grievance Redressal Committee consists of three faculty members with full-time teaching appointments who are nominated by the Vice Chancellor based on the recommendations from the respective Deans. In addition, one student representative (President or any office bearer of the Student Council) will also be included.

The Chairperson, who is appointed by the Vice Chancellor will convene the Committee upon receipt of a request of an appeal against disciplinary action from a student, and will forward its recommendation to the Dean.

A student may appeal against the Grievance Redressal Committee's decision to the Vice-Chancellor whose decision is final.

9.5.2.4 Formal Proceedings

Commencement of Proceedings:

- The aggrieved party may commence formal proceedings by means of a grievance sent to the Chairperson of the Grievance Redressal Committee with a copy to the Dean, Registration on behalf of the University.
- The grievance shall identify the aggrieved party as the "Grievant" and shall name the University as the "Respondent."
- Within five working days of receipt of the grievance, the Chairperson shall reply in writing, sending copies of the reply to the Dean, Registration and the Grievant. The reply shall set forth with particularity the position of the University with respect to each allegation of the grievance.
- If majority members of the Grievance Redressal Committee, after an opportunity for argument by the parties, agrees that for any of the reasons set out in this section a hearing is not warranted, the grievance shall be dismissed, in whole or in part, and the matters dismissed shall be deemed closed.
- On the determination that a hearing is warranted, the Chairperson shall establish a schedule for the hearing. Grievances shall be heard and decided with reasonable dispatch, and ordinarily shall be completed within five working days after the determination that a hearing is warranted. However, due consideration shall be given to the University's normal academic calendar.
- A grievance procedure is not a formal judicial proceeding. Its purpose is to provide a fair evaluation of an allegation that a right or privilege has been violated. In order to achieve that end, the Grievance Redressal Committee shall have authority to call any material witness who is a member of the University faculty, administration, or staff and any other student who is willing to testify; to question parties and witnesses; to exclude matters it deems irrelevant; to place reasonable limits on arguments, the presentation of evidence, and the questioning of witnesses by the parties.

- The University will make a reasonable effort to facilitate the appearance of all faculty, administration, staff and students reasonably called to testify.
- The procedure at the hearings shall be informal but shall comply with the requirements of fairness to the parties.
- A party shall be entitled to inspect and copy, in advance of the hearing, all relevant documents in the control of the other party and not privileged, and may offer such documents or excerpts there from in evidence.
- The parties shall be entitled to present opening and closing statements.
- If necessary, a tape recording of the hearing shall be made and one copy shall be kept on file by the University.
- At the conclusion of the presentation of evidence and argument from both sides, the Committee shall convene a closed session to deliberate and reach a decision.
- In rendering its decision, the Grievance Redressal Committee shall determine whether the Grievant has established by clear and convincing evidence that he or she has suffered a substantial injury.
- The Grievance Redressal Committee shall render its findings and recommendations in a written opinion that shall state the number of members subscribing to the opinion, and shall include dissenting opinions, if any. This opinion shall be submitted to the Chair of the Grievance Redressal Committee, and copies shall be transmitted to the parties and to the Dean of the College.

9.5.2.5 Final Disposition

The Grievance Redressal Committee shall discuss its findings with the Vice Chancellor and the final decision shall be implemented by the University upon discussion with the Vice Chancellor.

9.5.2.6 Dismissal of a student for adequate cause

Apart from Academic Dismissal, which is explained in detail in the Catalog, the student may be dismissed from the university on his/her misconduct either with his/her fellow students/staff, or on any other ground which the university deems necessary. A formal proceeding shall be initiated before such dismissal.

9.5.2.7 Commencement of Proceedings

- Proceedings to dismiss a student for adequate cause may be commenced by a complaint, addressed to the Chairperson of the Grievance Redressal Committee. During the proceeding the student shall be suspended from attending the classes, library or any other academic activity. A copy of the complaint shall be delivered in hand to the student concerned, sends a copy through email and/or shall also be sent by courier to the student's residence.

Within five working days of the receipt of the complaint, the student concerned shall reply in writing, sending copies of the reply to the Chairperson of the Grievance Redressal Committee and to the Dean of the College. The reply shall set forth with particularity the responding student's position with respect to each allegation of the complaint.

- Upon receipt of the complaint, the Grievance Redressal Committee shall deliberate the issue and take a final decision in consultation with the Vice Chancellor.

9.5.5. Policy on Sexual Harassment

RAKMHSU reaffirms its commitment to maintaining a positive climate for study and work, where individuals are judged solely by relevant factors, such as ability and performance and are free to pursue their academic and work activities in an atmosphere free from coercion and abuse.

Sexual harassment of students by faculty or administrators or of employees by those in a position to affect their employment conditions or by other employees in the work unit is inimical to such an atmosphere and will not be tolerated. Sexual harassment is defined as:

- Unwelcome sexual advances;
- Requests for sexual favors;
- Verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made explicitly or implicitly a term or condition of academic advancement or employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for decisions relating to the academic advancement or employment of the individual;
 - Such conduct has the purpose or effect of substantially interfering with an individual's academic work performance or limiting participation in University programs; or
 - The intent or effect of such conduct is to create an abusive, hostile, or offensive academic or work environment.

Violation of this policy may lead to disciplinary action such as suspension or termination.

Any complaint regarding sexual harassment shall be addressed to the Office of the Student Affairs and the same procedure which is adopted for other complaints shall be followed.

9.5.6. General Welfare

Where grievances concern matters of administration, financial matters, or services available to students, students should initiate a discussion with the appropriate member(s) of staff. Discussion will be within the context of the rules and regulations as set out in this Student Handbook and other publications. The following procedure will then be followed:

- Grievance proceedings shall be commenced by way of the student presenting the grievance orally to the relevant authority who shall act on the grievance accordingly.
- If the oral response does not satisfy the student, s/he shall submit a written grievance to the Office of the Student Affairs. The Office will set up a meeting between the relevant parties.
- If the matter remains unresolved, then a written grievance with all supporting documentation shall be submitted to the Vice Chancellor, who will convene a meeting between all the parties involved where arguments and/or witnesses in support of the grievance shall be presented. A final administrative decision shall then be made and communicated to all parties involved.
- The student is advised to consult his/her Academic Advisor during this procedure.

Financial Information

The Board of Trustees of the University fixes the fee and reserves the right to amend or add to the regulations concerning fees and the method of their payment, and to make such changes applicable to present, as well as to future students. The following schedule gives the fee structure for various programs at RAKMHSU:

10.1 Tuition and other Fees

i) Payments to be made at the time of application admission :

a) Application Fee	AED	250/-
b) Admission Fee (including Registration Fee)	AED	2,000/-
c) Late Registration Fee	AED	500/-
d) Lab and Library Fee (Non-refundable)	AED	1,000/-
e) Transfer Application Fee	AED	500/-
f) Alumni Association life member fees (one time)	AED	100/-

ii) Tuition Fees (payable semester wise) :

a) Bachelor of Medicine and Bachelor of Surgery	AED	40,000/- per semester
b) Bachelor of Dental Surgery	AED	32,500/- per semester
c) Bachelor of Pharmacy	AED	14,000/- per semester ¹
d) Bachelor of Science in Nursing	AED	10,000/- per semester ²
e) RN - BSN Bridge Program	AED	8,750/- per semester ³
f) M.S. in Nursing	AED	20,000/- per semester ⁴
g) M.S. in Pharmacy	AED	20,000/- per semester ⁴

¹ - Discounted fee, actual fee per semester is AED 18,750/-

² - Discounted fee, actual fee per semester is AED 20,000/-

³ - Discounted fee, actual fee per semester is AED 17,500/-

⁴ - Discounted fee, actual fee per semester is AED 30,000/-

iii) Examination Fee (per course, per appearance)	AED	200/-
iv) Re-evaluation Fee (per course, per appearance)	AED	100/-

iv) Other Fees :

a) Health Insurance Fee (For Non-Emirati & for those not having health insurance coverage)	AED 1,800/- (per annum)*
<i>* Subject to increase as and when the concerned agency revise their charges upwards</i>	
b) Uniform fee for BSN Program (once in two years)	AED 800/-
c) Uniform fee for RN-BSN Bridge Program	AED 200/-
d) Readmission Fee	AED 500/-
e) Examination Paper Review Fee (per course)	AED 100/-
f) Replacement of Identity Card/Health Insurance Card	AED 100/-
g) Issue of Duplicate Hall Ticket	AED 50/-
h) Additional Transcript Copy	AED 25/-
i) Certificate "To Whom It May Concern"	AED 25/-
j) Certificate of Status Fee	AED 25/-
k) Student Nurses Forum (SNF)	AED 50/-
l) Graduation Fee	AED 500/-
m) Cheque returned charges	AED 200/- (for each instance)

Library

a) Library Book Fine	AED 1/- per day
b) Library Text Book Fine	AED 2/- per day
c) Library Recalled Items	AED 2/- per day

u) Hostel Fees :

Students of RAKMHSU are provided hostel facilities in the new Student Residence Facility the Government of Ras Al Khaimah has built in the American University of Ras Al Khaimah (AURAK) Campus. Hostel fees are not under the purview of RAKMHSU. The current fee structure is available from the Admissions Office or Student Affairs Unit at RAKMHSU.

vi) Visa Fee

a) Visa fee for foreign students (including EIDA card) (Renewal charges applicable at the time of renewal)	AED 2,000 (per annum) *
b) In country and local amendment fee (if applicable)	AED 750/- *
c) Visa Cancellation Fee (at the time of cancellation)	AED 200/- *

** Subject to increase as and when the government department revised their charges upwards*

vii) Transportation Fee (Per Semester for Day Scholars)

From Dubai, Sharjah, Ajman	AED 5,000/-
From Umm al Quwain	AED 4,500/-

Transportation from Fujairah and RAK will be provided subject to adequate demand.

10.1.1 Tuition Fees for Readmitted and Transferred Students

Readmitted or students transferred from another institution who are not required to take all courses of the semester they are readmitted or transferred to shall only pay fees on a pro rata basis according to the total number of credits in the courses they are required to take in that semester. For all the following semesters, full semester fees will be levied.

Any student enrolled in a program in RAKMHSU who transfers to another program with higher tuition fees will be considered to have entered the program with the higher fees from Semester I of that program. Accordingly any such student will pay the balance of the higher fee calculated from the first semester. There will, however, be no refund of fees when a student transfers from a program with higher tuition fees to one with lower fees.

10.1.2 Schedule of Payments

On admission to the University all one time payments and all fees for the first semester shall be paid. The payment of tuition and other semester fees for subsequent semesters shall be made before the commencement of the semester, as per the time schedule announced by the University from time to time. Students cannot register for a semester if the fee is not paid.

10.1.3 Concession in Tuition Fee

A) For programs with comprehensive examinations at the end of each semester:

Students who have obtained an aggregate of 95% marks and above at the qualifying examination for admission to university and fulfill the eligibility criteria for admission will be eligible for a **15%** concession in the first semester tuition fee at the time of admission. This concession is limited to first semester only. Subsequently, a student who secures a Semester Grade Point Average of **3.8** or above on a 4.0 scale in a semester, will be entitled for a **15%** concession in the tuition fee for the following semester.

B) For programs with comprehensive examinations at the end of the academic year

Students who have obtained an aggregate of 95% marks and above at the qualifying examination for admission to university and fulfill the eligibility criteria for admission will be eligible for a **15%** concession in the first year tuition fee. This concession is limited to first year only. Subsequently, a student who secures an Annual Grade Point Average of **3.8** or above on a 4.0 scale in a year, will be entitled for a **15%** concession in the tuition fee for the following year.

10.1.4 Penalty for Late Payment of Tuition Fee

A student, who fails to complete registration for a semester, including the payment of all financial obligations to the University, on or before the due date announced by the University, will be denied privileges of the University. However, the student may register within a week of the due date after full payment of all the financial obligations to the University and a late fee of AED.500/-.

The students should also notify any such delay to the Dean of the respective College immediately.

10.1.5 Refund Policy

Requests for refund should be made at the office of Registration by submitting a written request enclosing ID card and original fee receipt. Refund will be made only after clearance of dues, if any, to the University. The refund policy applies to all semesters. On approval of the refund claim, the amount shall be refunded as mentioned below.

10.1.5 Refund Policy

Requests for refund should be made at the office of Registration by submitting a written request enclosing ID card and original fee receipt. Refund will be made only after clearance of dues, if any, to the University. The refund policy applies to all semesters. On approval of the refund claim, the amount shall be refunded as mentioned below.

Refund of Tuition Fee

Refund Request Time	Amount Eligible for Refund
Any time after admission, until 15th July 2014	Full refund of tuition fee for the semester
After 15th July until 31st July 2014	75 % of the tuition fee for the semester
1st August 2014 until 30th August 2014	50% of the tuition fee for the semester
On or after 1st September 2014	No Refund

Refund of Transport Fee

Students who decide not to avail of the bus facility within two weeks from the date of commencement of classes will be refunded 50 % of the transport fee. Beyond two weeks, the fee paid is non-refundable.

All other fees paid are non-refundable.

10.2 Bank Loan Assistance

On request by the student, the University will issue a bonafide certificate along with the statement of annual expenditure for the program to enable students to obtain the maximum educational loan from the banks.

The student is ultimately responsible for resolving all issues involving loan delinquencies, defaults, and/or any other circumstances that would result in the student being ineligible to borrow through any loan program.

10.3 Health Insurance

Health insurance coverage is essential for all students studying in RAKMHSU and the insurance fee is collected along with the tuition fee, on or before the scheduled date for the fee payment. Students who have their own medical insurance arrangements shall submit a copy of the valid health insurance card, to the University for our records.

Contact Information

The following are the local contact numbers (within the campus) for various RAKMHSU Offices.

S.No.	University Offices	Ext.
1	Vice Chancellor	101
2	Office of the Vice Chancellor	102
Finance & Administration		
3	Senior Manager, Finance & Administration	137
4	Senior Manager, Facilities & Construction	143
5	Manager (F&A)-In-Charge	136
6	Senior Executive, Admin. (visa/immigration)	139
7	Cashier	134
Examinations		
8	Dean, Examinations	123
9	Senior Manager, Examinations	107
Institutional Research		
10	Dean, Institutional Effectiveness	110
11	Deputy Dean, Institutional Research	111
CEDAR		
12	Dr. Kannan Murugesan	103
Student Affairs*		
13	Deputy Dean, Student Affairs	141
14	Assistant Dean, Student Affairs	150
	For full information of the members of the office please see page (48).	
Admissions		
15	Senior Manager - Admissions	112
16	Senior Executive- Admissions	114
17	Senior Executive - Marketing	113
18	Admission Assistant	116
19	Senior Assistant - Admissions	115

RAK College of Medical Sciences		
20	Dean	103
21	Secretary to Dean	104
22	Associate Dean	250
23	Chairperson, Anatomy	253
24	Chairperson, Physiology	249
25	Chairperson, Biochemistry	239
26	Chairperson, Pathology	254
27	Chairperson, Microbiology	250
28	Chairperson, Pharmacology	255
29	Chairperson, Community Medicine	110
RAK College of Dental Sciences		
30	Dean	07-2222593, 07-2269373
31	Secretary to Dean	07-2222593, 07-2269373
32	Chairperson-Oral Biology	07-2222593, 07-2269373
33	General Manager	07-2222593, 07-2269373
34	Manager, Marketing & Administration	07-2222593, 07-2269373
35	Asst Manager, Admission	07-2222593, 07-2269373
RAK College of Pharmacy		
36	Dean	119
37	Secretary to Dean	120
38	Associate Dean	263
39	Chairperson, Pharmaceutical Chemistry	123
40	Chairperson, Pharmaceutics	265
41	Chairperson, Pharmacy Practice	263
RAK College of Nursing		
42	Dean	121
43	Secretary to Dean	122
General Education		
44	Coordinator	252
45	English Language Centre	125
Others		
46	Deputy Chief Librarian	322
47	Executives – IT Department	224 / 129
48	Reception and Enquiry	100
49	Fax	07-2269997

Note: The contact directory will be updated from time to time.

Office of Student Affairs (2014 -2015)



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Associate Professor, RAKCOMS
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Students Activities..



Students Activities...





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جامعة رأس الخيمة للطب والعلوم الصحية

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تليفون: +٩٧١ ٧ ٢٢٦٩٠٠٠، فاكس: +٩٧١ ٧ ٢٢٦٩٩٩٧

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