جامعة دبي الطبية
DUBAI MEDICAL UNIVERSITY

DMU STUDENT HANDBOOK

2024-2025

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FOUNDER'S MESSAGE

We have the privilege of being the pioneer in medical education in the UAE with the establishment of Dubai Medical College in 1986 & Dubai Pharmacy College in 1992, and as much as we believe it is a privilege, we realize the great responsibility that comes with it.

My happiness at our success in educating girls to become professional health practitioners to serve UAE community is beyond measure. It is my belief that achieving Dubai Medical University vision of providing health education excellency and to advance health and well-being of the community can only be fulfilled effectively if the direction and mission described in these pages have a noticeable impact on our choices and actions every single day.

It is essential that our deeds match our Islamic values, aspirations, and the expectations of our community. We are judged by how we act, the sum of these judgments is our reputation, upholding our reputation of integrity, and respect for Islamic values can be maintained only by commitment to Dubai Medical University values from all our students, faculty members & faculty members.

Late Haj Saeed Bin Ahmed Al Lootah
The Founder

MESSAGE FROM Vice Chancellor – Academic Affairs & Support Services

Dear Students of DMU,

It is genuinely a profound honour to write to you as the First Vice Chancellor – Academic Affairs & Support Services. I have already met some of you at the Colleges as well as in the hospital settings. I am exceptionally impressed by you all, especially your dedication to the rich ethical principles and cultural heritage; your drive to study the contemporary science; and your determination to improve the health in the wider communities for the future. In this regard you have perfectly adhered to the late H.E. Saeed Bin Ahmed Al Lootah's motto; ***'Learn so that you may work and work so that you may learn'***.

My values like those of the University are to work in a collegiate, compassionate and creative way for benefit of your community. In this regard, I have been tasked to help lead the Institution into new heights of excellence in educational quality, research and innovation as well as creating a holistic environment for you all to grow to your fullest potential in a global setting. However, you all, as the student cadre, are at the heart of everything we do, you are after all the future we must cherish.

As mentioned in the Holy Quran, (Chapter 39:9):

(قُلۡ هَلۡ يَسۡتَوِي ٱلَّذِينَ يَعۡلَمُونَ وَٱلَّذِينَ لَا يَعۡلَمُونَۗ)

(Say: Are those equal, those who know and those who do not know?)

UNIVERSITY OVERVIEW

Dubai Medical University (DMU) embodies the visionary legacy of the late H.E. Saeed Ahmed Lootah, a trailblazer in UAE education. The inception of Dubai Medical College for Girls in 1986 and Dubai Pharmacy College in 1992 attests to his commitment. Recognizing the importance of interdisciplinary collaboration and a holistic approach to healthcare education, the transformative merger of these established institutions, along with the recent addition of the College of Nursing in 2023, marks a significant milestone—the birth of Dubai Medical University.

This evolution aims to establish a comprehensive healthcare education institution offering a diverse range of programs, from undergraduate to postgraduate degrees, across various healthcare fields. The establishment of DMU not only elevates educational standards but also provides students with a more inclusive and well-rounded learning experience, impacting the healthcare industry in Dubai and the UAE positively.

This preface introduces the exciting journey of quality enhancement undertaken by Dubai Medical University—a journey that reshapes medical, pharmaceutical, and nursing education, envisioning a future where healthcare professionals collaborate seamlessly across disciplines to enhance patient care.

DMU VISION, MISSION, GOALS AND VALUES

DMU Vision

DMU will be known as a university with transformational impact and will be one of the top world Research intensive Universities in Medicine and Health Sciences. To do this we will empower the next generation of health care leaders with all the skills needed in education, research/innovation, clinical practice, and leadership/management. Our students, staff and faculty will thus form wider impactful partnerships with quality outputs, for the patients, community, peers and the international medical society.

DMU Mission

DMU is committed to educate and nurture the next generation of competent health care professionals through excellent learning environment, research, innovation, compassionate and competent patient care, leadership for the next generation, as well as impactful partnerships with quality outputs. To do this we will drive quality culture and structure, reputational Enhancement and opportunities that ensure diversity, equality & inclusion.

DMU mandate:

1. To educate and develop highly skilled and compassionate health care professionals who are prepared to meet the needs of patients and the community.

2. To conduct research and innovation that advances the knowledge and practice of medicine.

3. To develop leaders in healthcare

4. To form impactful partnerships with quality outputs.

DMU Strategic Goals

Strategic Goal 1 (Values Driven):

To enhance student values and inspire compassion, ethical culture and success.

Strategic Goal 2 (Lifelong Education):

To promote academic excellence through innovative learning environment and the pursuit of lifelong learning and the iteratively developing needs of society.

Strategic Goal 3 (Research and Innovation):

To be a leading center of excellence in medical research and innovation by exploiting creativity in all we do following UAE goals and standards.

Strategic Goal 4 (Authentic Leadership):

To engage strategic partnerships and community outreach with informal and formal leadership and self-leadership programs.

Strategic Goal 5 (Quality Clinical Practice):

To enhance development of the clinical skills by optimising the professional knowledge and capabilities.

Strategic Goal 6 (Growth):

To expand health education programs.

DMU VALUES

Compassion (aka Values driven): Teach students to demonstrate empathy, sensitivity, and kindness in academic programs while engaging with patients and their families, peers, and the wider society.

Growth (aka Continuous Learning): Improvement students make in their academic skills, knowledge, and abilities over a period of time reflected in their academic performance.

Holistic (aka Quality): Teach students to apply an inclusive and comprehensive approach to quality practice that embraces the interconnectedness of various aspects of patients' life such as their personality, mental health, intellectual, emotional, physical, social, and spiritual well-being.

Innovation (aka Creativity): Embracing new medical developments and healthcare technologies, methodologies, and approaches to enrich and advance healthcare progress and delivery.

Wellness (aka Authenticity): The holistic promotion of physical, mental, and emotional well-being among faculty, staff, students, and community.

PROFESSIONAL PLEDGE

The professional pledge is a reaffirmation of the values to be followed throughout student and professional life.

I pledge to Allah and myself, to honor and uphold the values of DMU:

- I will perform all duties under the conviction that Allah is overseeing all our actions.
- I will work hard for the pursuit of knowledge without expecting worldly gains.
- I will respect those who teach me and in turn pass my knowledge on to my juniors.
- I will maintain modesty, humility, patience, sincerity, and integrity in all my actions.
- I will respect the value of time and maintain punctuality.
- I will continuously seek to improve myself spiritually and professionally.
- I will execute all actions for the well-being of my patients, regardless of their religion, position, or association.
- I will always respect all patients' privacy.
- I will behave as a sister to all my colleagues.
- I will continuously seek to become all that Allah wants me to be.

I now turn my calling, promising to preserve its finest traditions, with the reward of a long experience in the joy of healing.

I make this vow freely and in my honor.

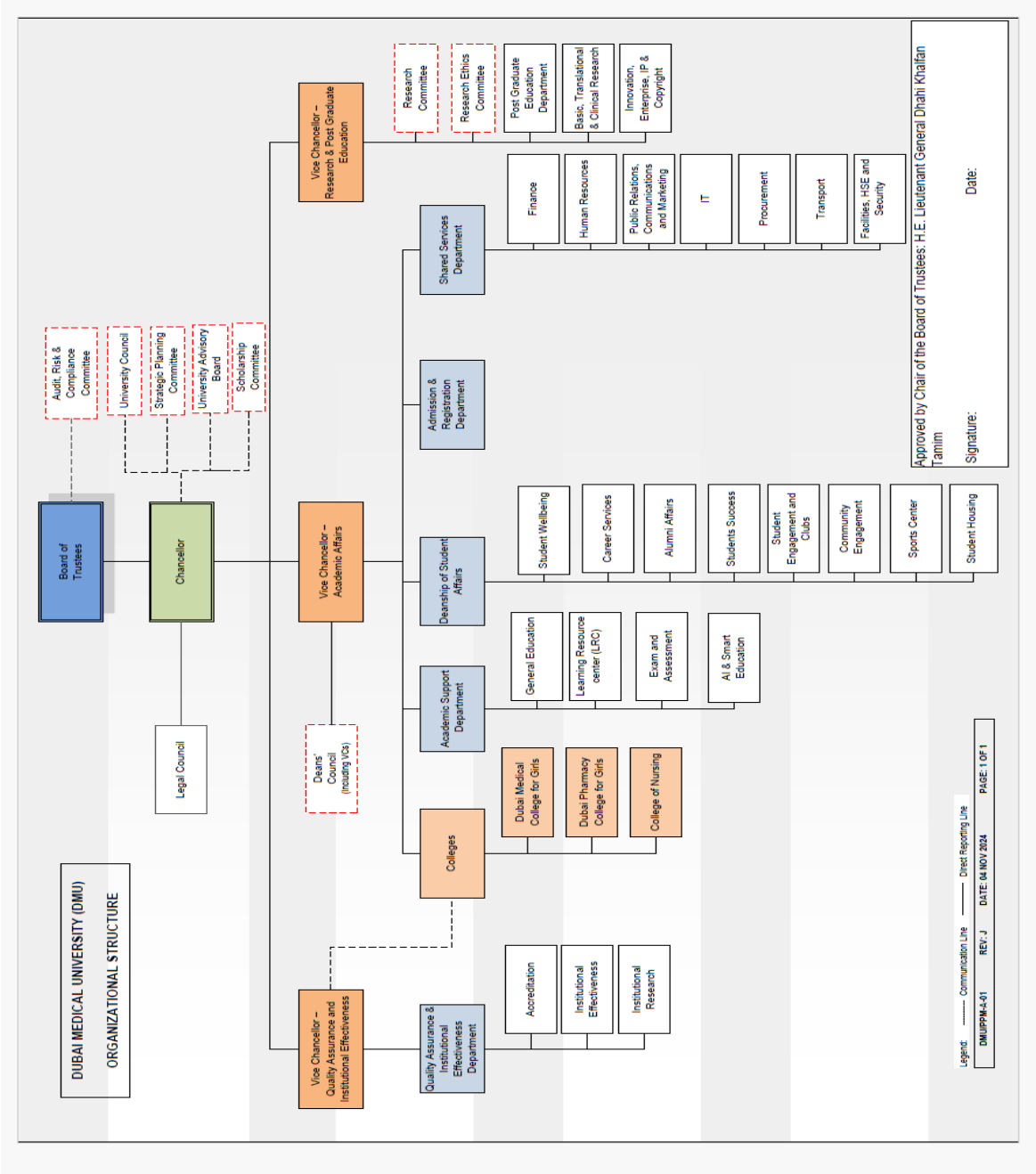
أعاهد الله ونفسي:

- *أن أراقب الله في سري وعلانيتي في دراستي ومهنتي.*
- *أن أثابر في طلب العلم بما ينفع الإنسانية دون انتظار المقابل.*
- *أن أوقر من يعلمني، وأعلم من يصغرني.*
- *أن أكون متواضعة، صبورة، صادقة في كل أموري العلمية والعملية.*
- *أن أحترم الوقت والانتظام في المواعيد والحضور.*
- *أن أحاسب نفسي دائماً فأطور الايجابيات وأتجنب السلبيات.*
- *أن أعمل دائماً بإخلاص لخدمة المرضى بغض النظر عن الديانة أو الصداقة.*
- *أن أحترم المرضى، وأكتم سرهم، وأستر عورتهم.*
- *أن أكون أختاً لكل زميلة ومتعاونة على البر والتقوى.*
- *أن تكون حياتي مصداق إيماني، كما يرضى الله ورسوله.*

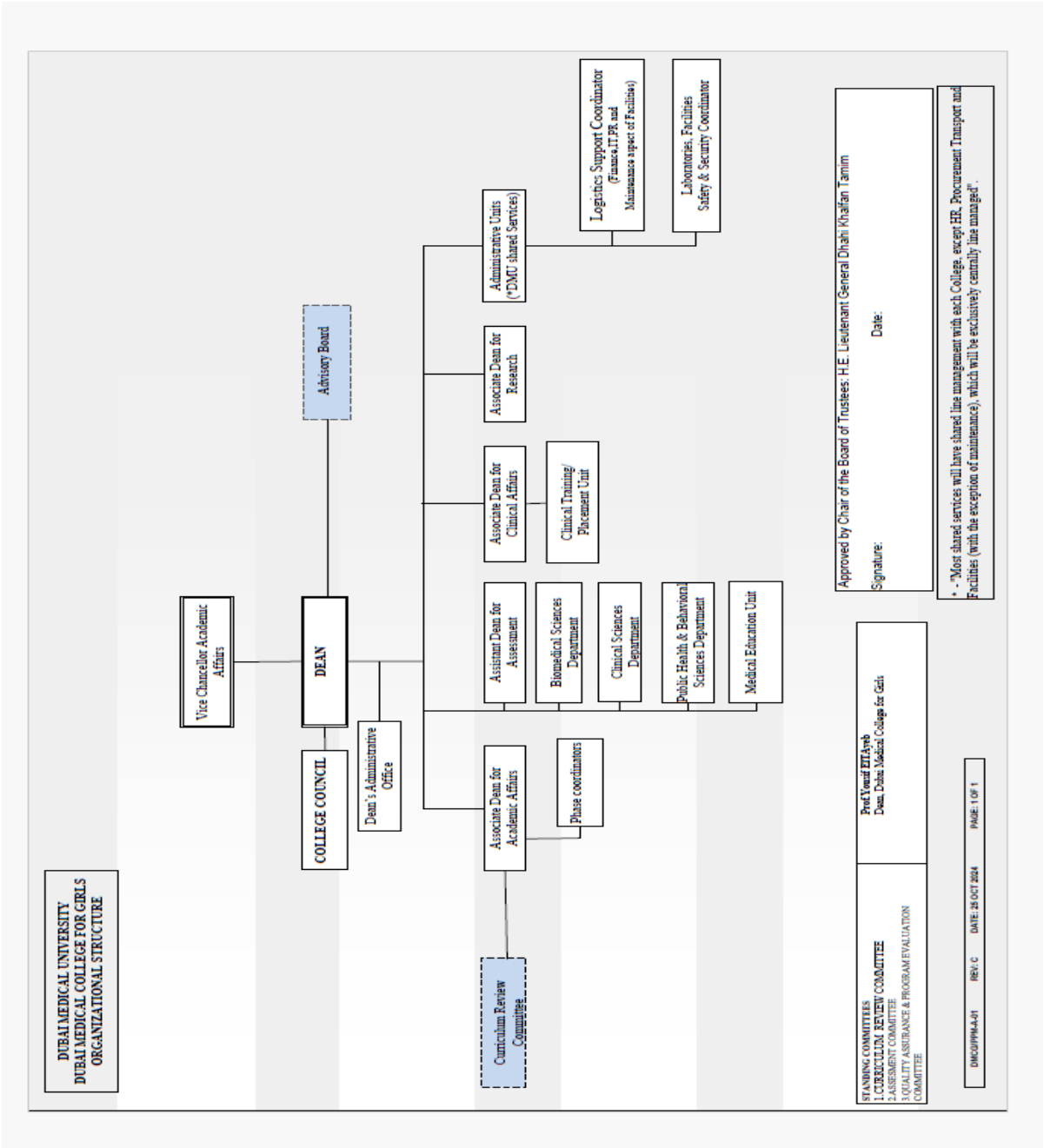
والله على ما نقول شهيد

DUBAI MEDICAL UNIVERSITY (DMU)-ORGANIZATION STRUCTURE

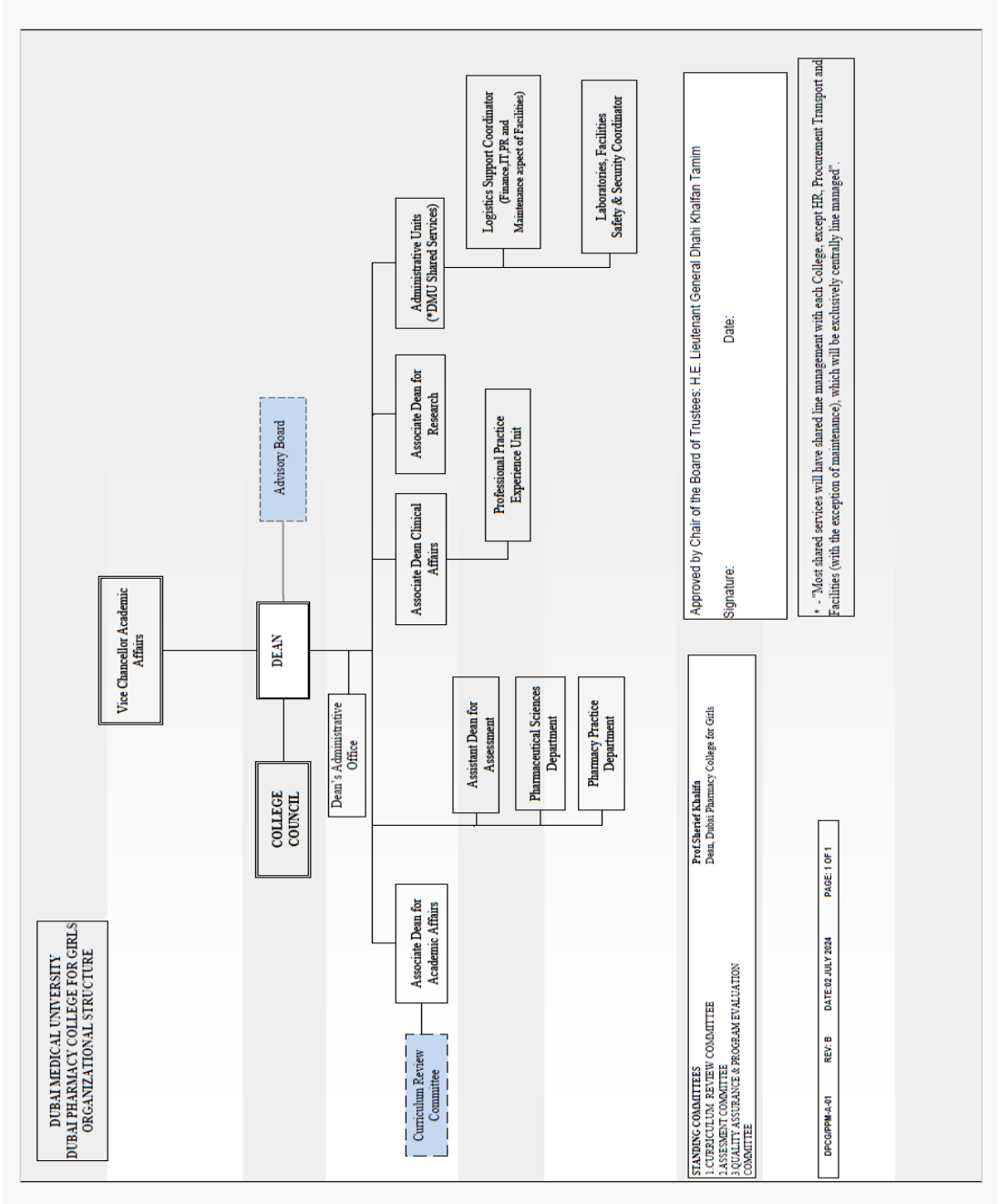
Dubai Medical University - Organizational Structure



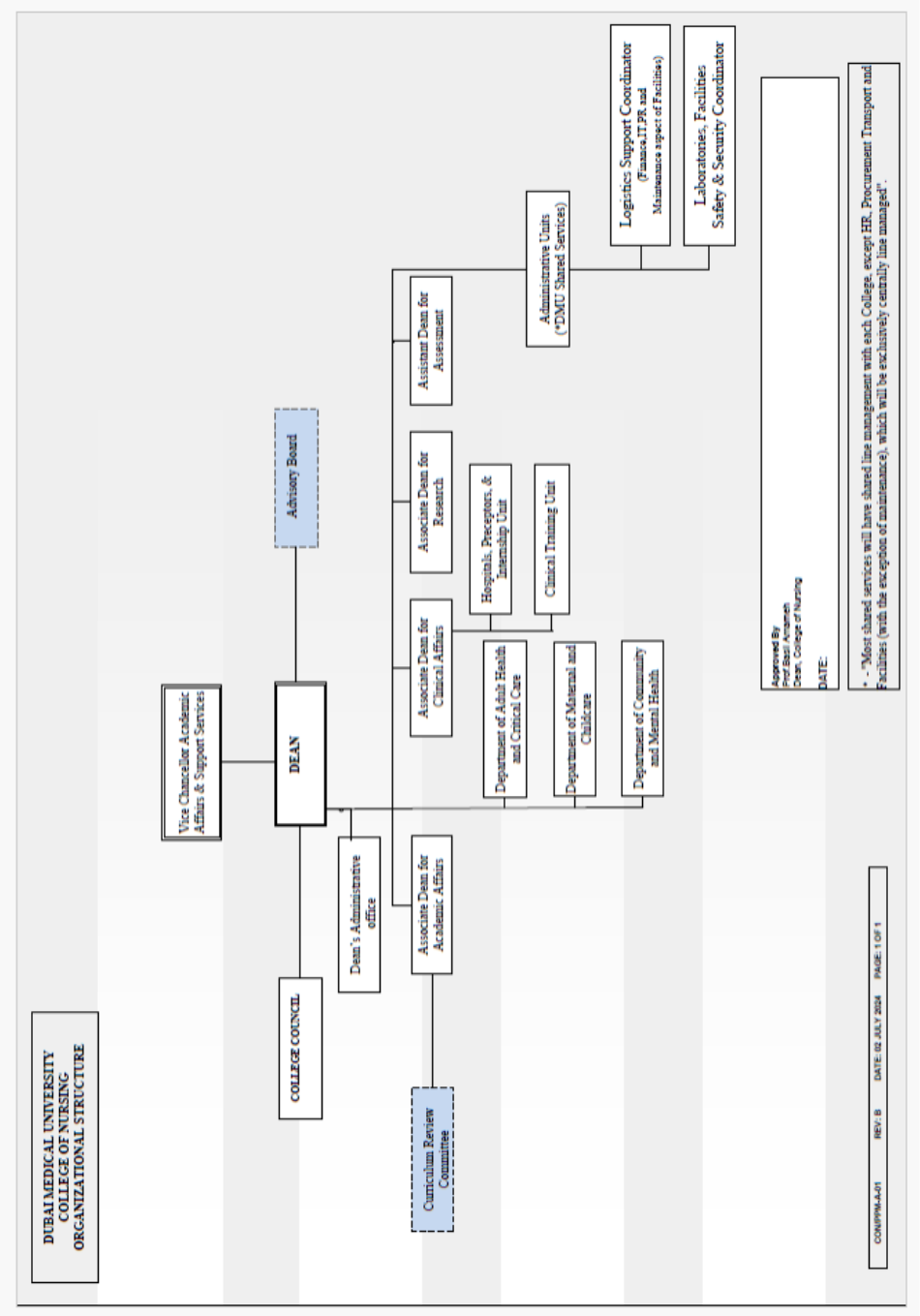
Dubai Medical College for Girls - Organization Structure



Dubai Pharmacy College for Girls - Organization Structure



College of Nursing (CON) -Organization Structure



DMU ACADEMIC CALENDAR

DMU Academic Calendar- Academic Year 2024-2025

Fall Semester

Event	Day	Dates
Faculty and Admin orientation	Monday	19/08/2024
DMU General Orientation and College Orientation	Thursday & Friday	22-Aug-2024 and 23-Aug-2024
Commencement of classes	Monday	26/08/2024
Add /Drop	Monday	26-Aug-2024 to 09-Sept-2024
White coat ceremony	Monday	09-Sept-2024
Prophet's Birthday*	Sunday	15-Sept-2024
Last day to withdraw from courses	Monday	07-Oct-2024
Midterm Exams**	Monday	*14-Oct-2024 to 04-Nov-2024*
Commemoration Day	Saturday	*30-Nov-2024*
UAE National Day	Monday & Tuesday	*02-Dec-2024 and 03-Dec-2024*
Final Exams	Monday to Friday	*09-Dec-2024 to 20-Dec-2024*
Winter Break	Monday to Sunday	23/12/2024 to 05/01/2025
Announcement of Final Exam result	Wednesday	*25-Dec-2024*
Beginning of Re-sit Exams	Monday To Tuesday	06/01/2025 To 14/01/2025

Spring Semester

Event	Day	Dates
Commencement of classes	Monday	06/01/2025
Add/Drop	Monday To Monday	*06-Jan-2025 to 20-Jan-2025*
Last day to withdraw from courses	Monday	*17-Feb-2025*
Midterm Exams**	Monday To Friday	*24-Feb-2025 to 14-Mar-2025*
The holy month of Ramadan begins*	Friday	*28-Feb-2025*
Spring Break	Monday to Sunday	24/03/2025 to 30/03/2025
Eid Al Fitr*	Saturday To Tuesday	*29-Mar-2025 to 01-Apr-2025*
Final Exams	Monday To Friday	*28-Apr-2025 to 09-May-2025*
Announcement of Final Exams result	Saturday	*10-May-2025*
Beginning of Re-sit Exams	Monday To Sunday	12/05/2025 To 18/05/2025
Summer Semester		
Event	**Day**	**Dates**
Commencement of classes	Monday	19-May-2025
Add/Drop	Monday To	*19-May-2025 to 26-May-2025*

	Monday	
Last day to withdraw from courses	Monday	*02-Jun-2025*
Eid al Adha holiday*	Thursday To Sunday	*05-Jun-2025 to 08-Jun-2025*
Hijri New Year*	Friday	*27-Jun-2025*
Final Exams	Monday To Friday	*30-Jun-2025 to 04-July-2025*
Announcement of Final exam result	Saturday	*05-July-2025*
Summer Vacation Begins for both faculty and students	**Monday**	**07/07/2025**
*: Islamic holidays are determined after sighting of the moon. Thus, actual dates may not coincide with the dates in the calendar		
**: The midterm exams will be held during class time		
End of Summer Holiday for Faculty Members: Sunday, 17August, 2025		
Beginning of Academic Year 2025-2026 for the students: Monday, 25 August, 2025		

STUDENTS RIGHTS AND RESPONSIBILITIES

All students enrolled at DMU shall have the following rights:

1. To obtain health profession education according to a well-established educational program and in a suitable educational environment.

- To attend theory and practical classes regularly and to participate in scientific discussions held in the class as directed by the faculty.
- To participate in all student activities run by the Student Union.
- To benefit from facilities offered by the university such as library, hostel, transportation, and others.
- To get the University ID card issued annually from the university in order to prove that she is a student of DMU.
- To appear in all examinations and evaluations conducted according to the regulations of DMU.
- Attending an orientation upon joining DMU and upon starting your clinical teaching.

2. To get the necessary health care in case of emergency and first aid. DMU will provide transportation to and from a nearest Hospital emergency room. The university will not be responsible for the expenses of treatment.

3. Student Support in the form of student counseling, advising and mentorship is provided by the University including services for students of students of determination (SOD). DMU is an inclusive community committed to providing SOD with their educational needs on campus. SOD must submit an official medical report of their diagnosis. The student consent is taken prior to sharing this information with their assigned academic advisor and the student counsellor to provide ongoing support and follow up throughout the students' years of study. Appropriate accommodation is provided on campus depending on the students' educational needs to support them in achieving their goals.

4. Students are entitled to respect in an educational environment which is free from threat, harassment, abuse or discrimination. DMU is committed to safeguarding the wellbeing of its students and employees and other stakeholders who use its premises and services from the risk of being drawn into radicalization, terrorism, or extremism. In particular, young people can be drawn to extremism by being exposed to people, messages or literature that expose radical behavior. Institutions may be the target of hybrid threats through a mix of physical attacks, cyberattacks and disinformation campaigns attempting to radicalize the political narrative. DMU emphasizes and promotes UAE values of tolerance and acceptance on campus through awareness campaigns. Students are encouraged to report cases of extremism, radicalism, or terrorism. The policies concerning students' code of conduct is applied when the institution values are not practiced and harm to others is made. Collaboration with external authorities takes place when needed.

5. They are entitled to clean, safe, and adequate facilities.

6. Procuring residence visa necessary for non-nationals on the sponsorship of the University, as per the UAE rules, provided that the visa fees shall be paid by the student.

7. Obtaining the following certificates/ testimonials:

- Enrollment Letter.
- Transcript.
- Certificate of the tuition fees payable by student.
- Certificate of good conduct. This shall only be given to students who have not been penalized for acts violating integrity and honor.

- Graduation certificate (degree) on completion of all the requirements of graduation and according to the rules and regulations in force.
- Clearance letter

8. Healthcare is provided in case of emergency, first aid and infection control. The university shall, however, not bear the expenses of all the treatment, except for transport from and to the place of treatment inside the city of Dubai.
9. Social care in the form of student counselling, advising and mentorship is provided by the university.

All the above-mentioned certificates shall be issued in accordance with templates and rules and regulations in vogue in the university and based on real facts about the student.

For more detailed information, refer to DMU/PPM Chapter E- E.8. STUDENT RIGHTS AND RESPONSIBILITIES

RESPONSIBILITIES AS STUDENTS

Students are required to abide by the following:

- To work for the accomplishment of the objectives, policies, and procedures of the University.
- To ensure that her behavior reflects the University values.
- To strive for achieving the highest level of academic and professional knowledge, skills, and attitudes.
- To abide by the rules and regulations of the University.
- To make a positive contribution to improving the performance of the University and its development by offering written suggestions and opinions to the University.
- Provide updated biodata (mobile number and personal email) to Deanship of Student Affairs and colored scanned copies of passports, emirates ID and residency as applicable.
- Check and respond to university emails daily and consider it as the official means of communication with the University.
- Represent DMU in a professional manner on social media platforms. DMU will not be held responsible for any social media post on student personal social media account.
- To utilize the University's facilities and handle the properties like instruments, equipment etc., with utmost care and safety. In case of misuse, theft, or willful damage to the University's property, the student shall be called for disciplinary measures.
- To uphold the reputation of the University and always maintain the highest level of respect and integrity.
- To ensure that their actions are in accordance with general, Islamic, and academic honesty guidelines.
- To pay the fees regularly as required by DMU.

For more detailed information, refer to DMU/PPM Chapter E- E.8. STUDENT RIGHTS AND RESPONSIBILITIES

CODE OF CONDUCT

General Guidelines

As part of their ethical identity the students are expected to adhere to and demonstrate the following behaviors in alignment with DMU values:

- Adhering to modest and conservative dress code
- Pursuit of knowledge and fruitful work, without waiting for thanks from others, under the firm belief that Allah alone grants, gives reckons and rewards.
- Keenness to perform acts of worship at proper intervals.
- Doing one's duty under the conviction that Allah is overseeing all our actions.
- Realizing the value of time and observing punctuality in attending classes, laboratories, and clinical rotations.
- Exercising extreme devotion and patience in studies.
- Being honest to oneself as well as to others.
- Making positive contributions to academic discussions and extending cooperation to colleagues in all situations and circumstances.
- Maintaining tidiness of place and encouraging others to practice it.
- Demonstrate high standards of professional and social behavior whilst respecting the dignity of others.
- Observing humility and avoiding false pride.
- Respectful and appropriate use of campus facilities, buildings, resources, and services - including the cafeteria, library, and any other gathering space on campus. Protecting the campus environment via the appropriate disposal of litter, using energy responsibly and always following health and safety guidelines.
- Respectful interactions with faculty, staff, and students—Resolving conflict includes dialogue, understanding and patience. Students who are unsure of the appropriate steps to take in order to resolve an issue are encouraged to consult a DMU Advisor.
- DMU students are expected to act in alignment with the values of the institution by being positive and active members of their community through providing support to those in need, being collaborative, compassionate, inclusive and considerate to others, showing respect to all members of DMU community including students and staff members and to have a positive role in maintaining DMU as a safe and a welcoming environment to everyone.
- Being a responsible student - Showing up to class on time, being prepared, completing assignments, communicating with the instructor/professor, and taking part appropriately in class are all essential to being a responsible student on a university campus. Students must make every effort to be on time and to communicate with Student Affairs when they will be late or unable to attend.

- Smoking is prohibited on campus.

Specific Guidelines for Clinical Settings:

- Demonstrating integrity, professionalism, and respect for patient rights.
- Adhering to dress code, hygiene standards, and patient interaction protocols.
- Understanding and respecting gender-specific considerations in medical practice.
- Seeking necessary accommodations for health-related concerns.

For more detailed information, refer to DMU/PPM Chapter E - E.14. STUDENT CODE OF CONDUCT.

DRESS CODE AND PERSONAL HYGIENE

DMU students, at all levels of education and training, are expected to maintain a proper professional image in their behaviour and personal appearance, adhering to standards of dress code, personal appearance, and hygiene in accordance with professional norms and UAE Islamic values.

General Code:

DMU students, at all levels of education and training, are expected to always maintain a proper professional image in their behavior and personal appearance.

- All students should adhere and respect UAE modest dress code rules
- All students should abide by the established dress code when in university, or at the professional practice experience sites and ensure that the photo ID badge is always displayed for security reasons. White lab coats shall be worn by all students during practical laboratory classes and clinical sessions.
- Clothing shall not indecently expose parts of the body, be transparent, or display obscene or offensive pictures and slogans.
- The attire shall be clean and shall have proper fit and length.
- Students are expected to maintain a high level of personal hygiene.

The following apparel is considered inappropriate:

- Torn, ripped or frayed clothing.
- Midriff or off-the-shoulder blouses, sweaters, or dresses.
- Tight, sheer, or revealing clothes.
- T-shirts (tight)
- Shorts and cropped pants
- Excessive tattooing on neck/arms/hands
- Flashy coloured clothes
- Long nails are not allowed.
- Sandals, open toed, and high heel shoes are not permitted.

- Excessive jewellery, perfumes and make-up should be avoided.
- Long skirts should not be flowing and should not trail.

Lab and Hospital Guidelines:

- White coats with ID badges are required in labs and hospitals.
- Hair coverings must be securely fastened to prevent contamination during lab procedures.
- Sandals, open-toed, and high heel shoes are not permitted.
- Jewellery must not compromise patient or staff safety.
- Nails must be clean, short, and free of polish or artificial enhancements.

Hygiene Standards:

- Students are expected to maintain a high level of personal hygiene.

Procedure for Policy Enforcement:

- Violations reported to Deanship of Student Affairs.
- The first offense receives a verbal warning.
- Repeated violations result in a written warning, with parental notification and counselling.
- Continued violations lead to referral to the student disciplinary committee.

The DMU Dress Code Policy aims to uphold professional standards and respect for UAE values, ensuring a conducive learning and working environments for all students. For more information, please refer to E.12. STUDENT DRESS CODE.

SPECIFIC GUIDELINES DURING EXAMINATIONS

Student Conduct during Examinations:

- Each examination candidate must be prepared to produce, upon the request of the invigilator or examiner, her card for identification.
- Examination candidates are not permitted to ask questions of the examiners or invigilators, except in cases of errors or ambiguities in examination questions, illegible or missing material, or the like.
- No examination candidate shall be permitted to enter the examination room after the expiration of half an hour from the scheduled starting time, or to leave during the first half hour of the examination.
- Examination candidates must not destroy or damage any examination material, must hand in all examination papers, and must not take any examination material from the examination room without the permission of the examiner or invigilator.

- Notwithstanding the above, for any mode of examination that does not fall into the traditional, paper-based method, examination candidates shall adhere to any special rules for conduct as established and articulated by the examiner.
- Examination candidates must follow any additional examination rules or directions communicated by the examiner(s) or invigilator(s).

For more information, please refer to DMU/PPM Chapter E - E.4. STUDENT MISCONDUCT AND ACADEMIC INTEGRITY.

SPECIFIC GUIDELINES FOR CLINICAL SETTINGS

The students of DMU are expected to adapt their practices in accordance with the demands of healthcare, prioritizing patient welfare. They should uphold integrity, honesty, and dedication to their profession at all times.

- Students must maintain a formal and professional appearance and conduct interactions with patients to earn respect from patients and society.
- While students are encouraged to adhere to the Islamic professional dress code, face coverings are not permitted in hospital premises, including wards and operating theatres, where students and doctors interact with patients. Patients have the right to identify the doctor or medical student communicating with them. The use of facial expressions such as compassion, care, and confidence is crucial for building patient trust, integral to effective non-verbal communication in gathering information and providing advice.
- Students must recognize that the patient is central to the healthcare profession and must always respect patient rights. Permission must be obtained from patients before any student-patient encounter, following a specific protocol. The student should introduce themselves, state their position, and explain the purpose of the interaction or examination. They must wait for permission before proceeding. If a patient declines for any reason, the student must respect their decision.
- All students are required to learn about the diagnosis and management of both male and female patients during their education and clinical training. Medical care should not be limited to female patients, and students may need to examine male patients as part of their clinical practice.
- Students may occasionally need to expose their hands or forearms for procedures requiring sterile precautions.
- Students must maintain strict confidentiality regarding all information obtained during professional interactions with patients.
- Students are expected to comply with hospital regulations and collaborate with faculty and staff to uphold the institution's reputation.

- Students are encouraged to disclose any physical, mental health issues, or learning difficulties to the student counsellor for appropriate support services. All health-related information is kept confidential.

For more information, please refer to DMU/PPM Chapter E - E.14. STUDENT CODE OF CONDUCT.

STUDENT MISCONDUCT AND ACADEMIC INTEGRITY

DMU strives to resolve allegations of misconduct (non-academic or academic) in a manner that aligns with its core values of fairness, honesty and academic integrity.

Behavioral misconduct (non-academic) are the misbehaviours that cause harm and negatively impact others and DMU campus environment that include but are not limited to (threating, violence, bullying, cyber bullying, damage of property, discrimination, fraud, dishonesty, verbal abuse, extremism, non-tolerance, hate speech, physical aggression, terrorism, weapons in campus, causing mental distress, hacking), spreading rumours or any other act that can harm the reputation of DMU. Academic misconduct refers to practices that violate the standards of academic integrity.

Dubai Medical University (DMU) upholds high standards of behaviour and academic conduct for all students. This policy ensures fairness, consistency, and integrity in addressing allegations of misconduct, both academic and non-academic.

Definitions:

- **Misconduct:** Any violation by students, encompassing both academic and non-academic breaches.
- **Behavioural Misconduct (Non-Academic):** Includes actions such as violence, bullying, fraud, and behaviour detrimental to DMU's environment or reputation.
- **Disruption of Academic Process (Non-Academic):** Actions disrupting the course proceedings.
- **Academic Dishonesty:** Encompasses plagiarism, intellectual property violations, research breaches, collusion, falsification, deceit, cheating, and impersonation.
- **Academic Concern:** Issues compromising academic integrity without reflecting a student's true performance.
- **Academic Offences:** Deliberate attempts to unfairly advance academically.

Student Conduct Expectations:

- Respectful behaviour towards peers and faculty.
- Responsible use of campus facilities.
- Punctuality, preparedness, and active participation in classes.

Examination Conduct:

- Students must present their ID, avoid unauthorized communication or materials, and follow examination rules.

Computer Use:

- Unauthorized use of computing facilities is prohibited and may result in severe penalties.

Student Discipline Process

- Students may be referred to the student disciplinary taskforce for a number of reasons, including continued disruptive behaviour, profanity, or other academic and non-academic violations that impede the teaching and learning process in the classroom or on campus and that negatively impact the community in any possible way.
- Students will be notified of the referral and will be invited to meet with the disciplinary taskforce for further investigation. Students are entitled to due process, including a hearing and an appeal procedure. Students who have questions regarding the discipline process and regulations may contact student affairs and during the investigation, the student has the right to request for the student counsellor's presence for moral support.
- Violation of the examination rules attempts of misleading conduct, disturbing behaviour or disruption of the examination will be reported to the Assessment Committee.

Disciplinary Decisions

Any of the following disciplinary measures shall be imposed on the student if they violate the rules and regulations of DMU: (The decision will be made as per the related taskforces depending on students' misconduct type and thorough investigations)

- Verbal warning and parent / guardian are notified
- Written Warning
- Ultimatum (final warning).
- Debarring from the exam
- Suspension of enrollment for one academic year.
- Dismissal from the University.

DMU applies all disciplinary measures in response to misconduct hand in hand with corrective measures that aim to develop the character of students and foster their personal and professional development throughout their years of study ensuring they graduate and leave the University as responsible members of the community.

Penalties for Misconduct:

- **Category 1 Offenses:** May result in failing grades, written warnings, and required remedial guidance.

- **Category 2 Offenses:** May lead to failing grades for all courses, suspension, dismissal, or revocation of credentials for severe or repeated offenses.
- **Category 3 Offenses:** Fabrication of admission credentials may result in the requirement for the student to withdraw from DMU, based on confirmation of the Disciplinary Committee's recommendation.

For more information, please refer to DMU/PPM – Chapter E - E.4. STUDENT MISCONDUCT AND ACADEMIC INTEGRITY.]

ACADEMIC INTEGRITY GUIDELINES

- Students attending DMU are awarded academic degrees in recognition of successful completion of course work in the study of medicine. Students are expected to earn their degree based on personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes unacceptable deceit and dishonesty. Disruption of the classroom or teaching environment is also unacceptable. This cannot be tolerated in the university community and will be punishable, according to the seriousness of the offense, in conformity with established rules and procedures.
- **Plagiarism** - Plagiarism is defined as "literary theft" and consists of the unattributed quotation of the exact words of a published text, or the unattributed borrowing of original ideas by paraphrase from a published text. Plagiarism also consists of passing off as one's own segments or the total of another person's work.
- **Cheating** - Cheating is defined as the unauthorized granting or receiving of aid during the prescribed period of a graded exercise. The following are examples of what may be considered as cheating:
  - ❖ Copying other students work on an assignment or assessment.
  - ❖ Using unauthorized materials (paper chit) in an exam or collaborating on work to be turned in for credit where the instructor disallows such collaboration.
  - ❖ Information written on body.
  - ❖ Taking an exam for another student, purposely allowing another student to copy during a test, or providing coursework for another student to turn in as his or her own effort.
  - ❖ Fabricating, falsifying or misrepresenting data or results from experiments, interviews, or surveys.
  - ❖ Submitting the same work in more than one class for credit without permission from the instructor.
  - ❖ Knowingly furnishing false information to the university.
  - ❖ Using of electronic devices or any material to access information during an exam or using external electronic or third-party application to interfere in the examination

If any student has been found cheating or if the examination invigilator suspects a student of cheating, the invigilator will collect all evidence of the incident and report it to the Chair of Assessment Committee in the College / University immediately. Examination candidates suspected of any of the following, or any other similar

practices, may be immediately dismissed from the examination by the invigilator, and may be subject to disciplinary action.

Disruption of Academic Process - Disruption of the academic process is defined as the act or words of a student or students in a classroom or teaching environment, which in the reasonable estimation of a faculty member, disturbs the smooth proceedings of the course. This also applies to online lectures.

ACADEMIC INTEGRITY (PLAGIARISM)

Dubai Medical University (DMU) is committed to maintaining the highest standards of academic integrity. Our anti-plagiarism policy emphasizes the importance of originality in all academic work. Both students and faculty are expected to uphold this principle, and any form of plagiarism will be strictly addressed. The policy includes educational initiatives, proper citation guidelines, and consequences for violations, fostering a culture of honesty and intellectual rigor.

DMU Plagiarism Policy outlines the standards and regulations to quantify and prevent plagiarism, ensuring the authenticity of student and faculty work. It applies to all DMU programs and written materials produced by faculty and students, including assignments, reflective essays, and research papers.

Key Definitions:

- Turnitin: Software used to detect, quantify, and report unauthorized material from other sources.

Procedure:

- All academic work submitted by students must be their own original work, based on their own reasoning, analysis, interpretation, and judgment.
- DMU supports students in maintaining academic honesty and reserves the right to use Turnitin software to ensure original work.

Acceptance Percentage:

- Undergraduate students: Maximum 20% similarity in an assignment.
- Graduate students: Maximum 15% similarity in a document.
- MSc Thesis – Less than 15 %
- Abstract and Results sections of the manuscript must be less than 5% (Faculty and instructors are requested to exclude references altogether in the software preferences for these sections.)

Exclusions from Similarity Check:

- Quotes
- Bibliography
- Phrases

- Small matches up to 8 words
- Small similarity less than 1%
- Mathematical formulas
- Names of institutions, departments, etc.
- References

Reporting and Handling Plagiarism:

- Instructors report plagiarism cases, which are then investigated by a disciplinary committee.
- Minor cases may be handled by the instructor, while more severe cases are referred to the ADAA and the disciplinary committee.

Initiating an Academic Offence:

- Reporting plagiarism cases is done by instructors. The investigation of the cases and recommending penalties should be facilitated by a disciplinary taskforce to be set up by the Associate Dean of Academic Affairs (ADAA) to guarantee fairness and transparency. The instructor and the head of department review the evidence and decide if the evidence may warrant an allegation. If minor, which is clearly described in the penalty policy below as A and B, it can be handled by the instructor. If the case warrants as a major allegation, it is reported to the Associate Dean of Academic Affairs who assigns the case to the disciplinary taskforce, to investigate and recommend penalties.
- Within ten working days after the evidence is received the instructor invites the student to discuss the evidence with the instructor and the disciplinary taskforce and sets a deadline of no less than seven working days for the student's response to the invitation. Effort must be made to schedule the meeting as soon as possible. Meetings can be held via MS Teams or in person. After the meeting is held, the instructor considers the evidence and the student's response to determine whether the student committed an academic offense. Any such finding shall be made within seven working days after the meeting with the student unless the student consents in writing to an extension of this time.
- If the student fails to respond to the meeting request, the instructor may determine whether the student committed an academic offense and, in consultation with the disciplinary taskforce, the penalty that should be imposed.
- The disciplinary taskforce refers to the Associate Dean of Academic Affairs. Two people must be present in the meeting with the student to discuss the allegations. A student has the right to request the presence of the student counsellor with her during the meetings for moral support. The student will be required to respond to attend the Disciplinary Taskforce meeting and if they do not attend without a valid reason, it will be considered that they agree to committing the offence.

Determining the Penalty:

A. If it is determined that the student did not commit an academic offense, the instructor notifies the student in writing by email with a copy to Student Affairs and Assistant Dean of Academic Affairs.
B. If it is determined that the student's action can be construed as an academic offense but is so slight or inconsequential that it does not warrant the minimum penalty of zero on the

assignment, the instructor should not treat the action as an academic offense, but as an ordinary error that may earn the student a lower grade on the assignment. The instructor shall notify the student of such a decision.

c. If it is determined that the student committed an academic offense, the Associate Dean of Academic Affairs asks the Disciplinary Taskforce to investigate. Student affairs will notify the student with the outcome of the investigation.

Notice of Penalty:

- If the penalty to be imposed is a zero on the assignment in the course, the instructor/disciplinary taskforce must notify the student of the finding of an offense and the penalty as soon as possible after it has been determined. Notice must be given in writing by email to the student after the report from disciplinary taskforce is final.

Email shall include:

- Student's name
- Student's ID
- Course and section number in which the offense occurred.
- Date and nature of offense
- Circumstances surrounding the offense.
- Penalty that is being imposed or recommended.
- Subsequent penalty should the student commit another academic offense.
- Student's right to appeal the finding or penalty within five working days to the Dean.

For more information, please refer to DMU/PPM Chapter C - C.5. DMU PLAGIARISM POLICY.

STUDENT GRIEVANCES, APPEALS AND SUGGESTIONS

Grievance Policy

Grievance policy at DMU refers to providing a supportive environment for students and to be responsive to their concerns when they are raised. The University has processes and guidelines for students who believe that they have been treated inequitably. Students are encouraged to resolve the matter informally by talking with the person or group at whom the grievance is directed to resolve the issue. Students can utilize the “Informal resolve of grievance request” online form and it will be managed through the university counsellor and DSA. Additionally, students who observe that the student body could benefit from internal communication about a particular topic or concern by submitting the “Let’s talk- Discussion Groups Request Form” . For students conflict related grievances, the university counsellor implements conflict resolution and mediation processes before a formal step is taken. If no consensus is agreed upon then the student should file a formal grievance through the online Student Voice Form.

Deanship of Student Affairs is the primary custodian of the Grievance process and facilitates all grievance requests. They channel academic and non-academic grievances to a taskforce for investigation and recommendation within seven working days from date of receiving the request. These recommendations are shared with the college council for final review and decision within three working days. Student affairs will notify the student by email of the final decision. If the student is not in agreement with the action taken, then the student can appeal to the Vice Chancellor of DMU within five working days.

The grievance procedure is described below:

1) To initiate the formal grievance procedure, the student must submit the grievance, in writing, online using the student voice form (link available on DMU Website). They should attach any evidence using the same form.

2) The written grievance shall include:

- a statement that the student wishes a review of the situation by a Grievance taskforce.
- The identification of the person or group at whom the grievance is directed.
- The specifics of the perceived inequitable treatment.
- Evidence in support of the student's belief that she has been treated inequitably.

3) A grievance must be initiated no later than 10 working days from the time the student knew or could reasonably have been expected to have known of the circumstances, giving rise to the grievance.

Appeals Policy

Appeals policy at the DMU fosters to implement a system for students to request a review of the decisions taken that concern students. To comply with the highest standards, students are encouraged to raise issues of dissatisfaction at an early stage, so that they can be dealt with effectively. Every student has a right to request an appeal within five working days of the occurrence of an incident, decision, or announcement of grades.

Any appeal should be addressed to the Vice Chancellor of DMU through the online Student voice form. DSA will review the appeal and refer it with all previous documentation to the Vice Chancellor. The ADAA of the college will review academic appeals and the DSA reviews non-academic appeals providing necessary documentations.

The following should be included in the student's appeal request:

Precise grounds on which the appeal is based, for example, can include but not limited to:

- The DMU's policies were incorrectly applied.
- Proper grievance procedures were not followed; or
- Unfounded, arbitrary, or irrelevant assumptions of facts regarding the student's performance were made by the Grievance Taskforce
- Circumstances associated with the need to appeal.
- Arguments supporting the appeal.
- Description of proposed remedial actions to be taken by the student

The Vice Chancelor will review all provided documentation and will forward his recommendation to the Dean's Council for a final decision within three working days. Student affairs will notify the student by email of the final decision which is not open for another appeal.

APPROPRIATE USE OF INFORMATION TECHNOLOGY, RESOURCES, AND SYSTEMS

Policies and Guidelines

1. **Physical Security Guidelines for Mobile Devices**:
    - Mobile devices should not be left unattended and must be locked wherever possible.

- Laptops left in vehicles should be locked in the vehicle boot or under the seats.
- In hotel rooms, laptops should be kept in a safe or locked cupboard.
- Ownership and asset details must be updated in the Asset Register when a laptop is transferred to a different user.

2. **Protection of Data on Mobile Devices**:
   - Mobile devices connecting to the institute network must support cryptographic controls for communication and data storage.
   - Laptops containing critical data should be backed up regularly through university backup solutions.
   - Users are responsible for backing up their personal handheld devices.
3. **Policy for Remote Access**:
   - Remote access to the university network must be approved by the relevant Head of the Business Unit and Information Security and IT departments.
   - Remote access is limited to authorized users, such as employees, contractors, and vendors, with VPN access granted for specific periods.
   - Authorized users must ensure they are not connected to other networks when accessing the university network remotely and must prevent unauthorized access.
   - Remote access connections must include a "session time out" mechanism and use at least two-factor authentication.
4. **IT Asset Usage**:
   - IT assets should be used only for business-related activities.
   - Security incidents and equipment failures must be reported promptly to the Service Desk.
   - Users must safeguard IT assets and report any loss, unauthorized disclosure, or tampering of university information.
   - Business-related information should be stored on the University OneDrive or department-specific storage repositories.
   - Users must not disable or stop anti-malware software or other monitoring software on university IT assets.
   - Repair and maintenance of IT assets are restricted to authorized technicians or contractors.
5. **Student Misconduct and Academic Integrity**:
   - Cheating includes obtaining help in a manner not permitted, using unauthorized materials, and impersonation.
   - Plagiarism involves copying work from any source without authorization and presenting it as one's own.
   - Self-plagiarism is not generally considered an offense unless explicitly denied in the assignment brief.

- Students must respect campus facilities, resources, and the environment, and act responsibly in their interactions and conduct (DMU/PPM Chapter E - E.4- Student Misconduct…).

6. **Academic Integrity Offense Procedure**:
   - Faculty members are responsible for detecting academic offenses and reporting them to the Chair of the assessment committee or the Associate Dean of Academic Affairs.
   - The Disciplinary Committee investigates and determines if an academic or non-academic offense has been committed and decides on appropriate penalties.
   - The committee for academic misconduct includes the Associate Dean of Academic Affairs, a member from the Assessment Unit, a faculty member, a student counselor, and others as required.
   - The committee for non-academic misconduct is chaired by the Dean of Student Affairs and includes similar members (DMU/PPM Chapter E - E.4- Student Misconduct…).

These policies aim to ensure the proper use and security of university resources, uphold academic integrity, and maintain a respectful and responsible campus environment.

For more information, please refer to DMU/PPM Chapter G - G.2. POLICY FOR USER ON APPROPRIATE USE OF INFORMATION, TECHNOLOGY, RESOURCES AND SYSTEMS

DEANSHIP of STUDENT AFFAIRS

Mission: The Deanship of Student Affairs Department (DSAD) provides comprehensive support services focused on student well-being, happiness, and success. This includes career guidance, personal counseling, and alumni engagement. The voice of students will be heard and acted upon through the student elected Student Union and the nominated Student representatives in governance and elected Batch representatives. DMU is keen on providing students with a positive environment to enrich their student life experience. With timely support and service, we hope to enhance the relationship and increase satisfaction with all stakeholders.

Reporting Structure: The DSAD reports to the Vice Chancellor of Academic Affairs & Support Services. Deanship of Student Affairs includes the following Units:

- Student Wellbeing
- Career Services
- Community Engagement
- Student Engagement & Clubs
- Alumni Affairs
- Student Housing
- Student Success

- Sports

For more information, please refer to the DMU/PPM Chapter A - A.2. GOVERNANCE, DUBAI MEDICAL UNIVERSITY

STUDENT ADMISSION

DMU aims to attract high-potential national and expatriate students, striving for academic excellence.

Key Definitions

- Admission Taskforce: Chaired by the Head of Admission and Registration Unit, oversees student enrollment.
- Selection Taskforce: Conducts interviews (MMI or personal) for each program.
- Recognition of Prior Learning (RPL): Assesses skills and knowledge for academic credit.
- Credit Transfer: Allows unit transfer within DMU or from external institutions.

Overview

- Advertise admissions, establish timelines, and screen applications.
- Conduct MMI/personal interviews, evaluate based on criteria.
- Rank applicants for Offers, Waitlists, or Screen Out.
- Notifying results, manage acceptance and enrollment processes.

Admission Requirements

- Specific academic and interview criteria apply, compliant with Ministry of Higher Education and Scientific Research.

Undergraduate Programs

A. Key details:

1. General Admission Requirements:

- High school certificate/ Bachelor degree certificate.
- Equivalency certificates for non-UAE High school systems.
- Islamic and Arabic studies result for non-UAE High school systems (if applicable).
- Passing College Set interview/Multiple Mini Interviews (MMI) is required.
- Submission of required documentation (section D), including attested certificates.

2. Language and Other Requirements:

- High School English 80% or its equivalent.
- In curriculums where English is the medium of study, students are exempted from providing English proficiency scores.
- Passing placement test for students not meeting required grades.

- Remedial courses for students not meeting required grades (BSN and BPharm).

B. Admission Criteria by Program for the MOE Curriculum

Program	Stream	Grade Requirements
MD (6-Year)	Elite/Advanced/ATHS	90% in Math & 90% in two of the following subjects: Biology/Chemistry/Physics
BPharm	Elite/Advanced/ATHS	80% in Math & 80% in two of the following subjects: Biology/Chemistry/Physics
BSN	Elite/Advanced/General/ ATHS	Elite: 60%; Advanced: 65%; ATHS: 65%; General: 70% (with at least two sciences subjects)

C. Admission Criteria by Program for all other Curriculums

Program	Stream	Grade Requirements
MD (6-Year)	British Curriculum	A/7 in five O-Level subjects including Biology, Chemistry, Mathematics and English and B/5 in two AS-Level subjects Biology and Chemistry OR B/5 in one A-Level subject Biology or Chemistry
	American Curriculum	90% or CGPA 3.5 in Math & in two of the following subjects: Biology/Chemistry/Physics If an applicant has not taken Math/Biology/Chemistry/Physics; alternative science subjects will be considered SAT to be completed in school for obtaining Equivalency from MOE
	IB Curriculum	28 points, 5 points in any two science subjects in High or Standard level
	Indian Curriculum	85% in Math & in two of the following subjects: Biology / Chemistry / Physics If an applicant has not taken Math in grade 12; alternative subjects will be considered

	Pakistani Federal Board	85% in Math & in two of the following subjects: Biology / Chemistry / Physics
	Other Curriculums	According to WES – course by course: **https://www.wes.org/**
MD (4-Year)	Graduate Entry	Bachelor in Biomedical /Health /Life Sciences, GPA 3.0 or its equivalent
BPharm	British Curriculum	Minimum grade of C/5 in Mathematics and two science subjects – five O-Level subjects. including English D in two AS-Level subjects Biology and Chemistry OR D in one A-Level subject Biology or Chemistry
	American Curriculum	80% or CGPA 3 in Math & in two of the following subjects: Biology/Chemistry/Physics. If an applicant has not taken Math/Biology/Chemistry/Physics; alternative science subjects will be considered SAT to be completed in school for obtaining Equivalency from MOE
	IB Curriculum	24 points, 4 points in two science subjects
	Indian Curriculum	60% in Math & in two of the following subjects: Biology / Chemistry / Physics If an applicant has not taken Math in grade 12; alternative subjects will be considered
	Pakistani Federal Board	60% in Math & two science subjects
	Other Curriculums	According to WES: **https://www.wes.org/**
MPharm	BPharm	CGPA of 3 on a scale of 4.0, or its equivalent GPA ≥ 2.50 - conditional admission. GPA ≥ 2.00 - Bridge courses.
BSN	British Curriculum	D/4 in five O-Levels (two science subjects) and two AS-Level, or one A-Level
	American Curriculum	Minimum average of 60% or CGPA 2.0

	IB Curriculum	IB Diploma IB Subject Certificate 21 points in 6 subjects (min grade 3 each)
	Indian Curriculum	Minimum average of 55% in grade 12
	Pakistani Federal Board	Minimum average of 55% in grade 12
	Other Curriculums	According to WES: **https://www.wes.org/**

D. Required Documents

Applicants must complete the online application form before submitting the following documents. The original certificates must be brought in person by the applicant at the time of the interview:

- Attested High School / BPharm degree.
- Grade 10 and 11 certificates
- Transcripts for Postgraduate applicants
- Passport size photographs
- Birth certificate
- Copy of the passport and resident visa (for expatriate students only)
- Medical certificate
- Required result of TOEFL/IELTS/English Score as prescribed by the MoHESR
- Copy of UAE National ID
- Ethbara and Family Book (for UAE Nationals)

Additional Notes:

- **Equivalency Certificates:** Required for all non-UAE high school systems.
- **Conditional Admission:** Granted to students with pending equivalency certificates.

- **Remedial Courses:** Available for students who do not meet minimum requirements in English,Math, or Science**Additional Information for Other Curriculums and High School Qualifications Obtained Outside UAE:**

Applicants from other curriculums in the UAE and with high school certificates obtained outside the UAE; are required to submit an Educational Credential Evaluators (ECE) or World Education Services (WES) course-by-course evaluation when applying to evaluate the transcripts and have a standard GPA – this can be obtained from: http://www.ece.org or https://www.wes.org/

- The applicant should be a graduate from a school recognized by the official education authority in the country of study.
- Must meet the requirements for admission into university in the country of origin.
- Certificates submitted need to be attested from:
- Education Authority (Home Country)

- Ministry of Foreign Affairs (Home Country).
- Embassy of the United Arab Emirates or the Embassy of the Country in the UAE
- Ministry of Foreign Affairs of the United Arab Emirates
- Applicants must submit Equivalency Certificate from Ministry of Education in UAEhttps://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalent-out.aspx

Withdrawal Policy

The policy deals with DMU students who leave through the processes of withdrawal, leave, dismissal, or discontinuation and who may subsequently seek reenrollment to the University.

- **Withdrawal during First Year**:
  - Requires approval from Dean of Student Affairs, Associate Dean of Academic Affairs, and Dean of the college.
  - Re-enrollment requires a new application, with no guaranteed admission unless withdrawal was for health reasons with a valid medical certificate.
- **Withdrawal after the First Year**:
  - Approval process as above.
  - Re-enrollment application needs supporting documents.
  - Consideration case-by-case for students in good standing
- **Withdrawal from Graduate Programs**

a. Withdrawal approved by Dean of Student Affairs, Vice Chancellor Research & Post Graduate Education, and Dean of the college.
b. Absence exceeding one-year results in permanent withdrawal.

Add/Drop/Withdrawal from Courses

The credit transfer system is not applicable for regular students as DPCG strictly adheres to the time-table schedule, the students cannot add or drop any regular courses allotted for each semester.

Leave of Absence

- Granted by Dean of the College for personal, professional, or medical reasons, renewable annually.
- Students deferred due to course unavailability may seek re-enrollment when the course is offered.
- Absence longer than two years requires formal withdrawal.

Policy for Gap year

Students may seek a leave of absence for a particular purpose, for a defined period of time and with the intention of returning to medical school. Returning from such an approved leave of absence requires a re-enrolment request.

Maternity Leave Policy

- **Maternity Attendance Suspension:**
  The student is encouraged to suspend her enrollment for the semester / rotation in which the baby is expected to be born. This maternity suspension for a semester / rotation to deliver a baby will not count as one attendance suspension which is allowed only once for each student during her time at the University.
- **Student Chooses Not to Utilize Maternity Attendance Suspension:** If the student chooses not to utilize a semester/rotation maternity attendance suspension but she chooses to deliver her baby and return to complete the semester/rotation, she must fulfill the attendance requirements of the college. She will have to meet the minimum requirement for attendance, which is 80 % of rotation / semester.

Re-enrollment Process

- Written application to Admission and Registration
- Reviewed by Admission Taskforce, final decision by College Council.

Dismissal from University

A student shall be dismissed from DMU in the following cases:

- If she is proved guilty of a major violation of the prevailing rules and regulations of the University provided that the offence is documentarily proved after giving her the right of defense.
- If she repeatedly fails, i.e., two times, in the same subject.
- If the charge of cheating in any exam is proved against her.

Readmission of Dismissed Students

Readmission shall not be granted to a student expelled under the provisions given above.

Debarring Students from Final Exams:

A student shall be debarred from the final exams in the following situations:

- If the charge of cheating or attempted cheating in the exam is proved against her
- If the attendance percentage is not met and the Disciplinary Committee decision is confirmed to ban the student from final exam

Transfer Admission Policy

The following are the necessary stipulations for transfer to the DMU from other universities:

DMU accepts transfer of students from accredited University / universities with a comparable curriculum to that offered at the respective program. Applicants applying for transfer to DMU must complete 50% of the total number of teaching hours or courses required to complete a degree for undergraduate programs and 25% of the total number of teaching hours or courses required to complete a degree for graduate programs.

Applicant must be in good academic standing at his/her home institution, must hold a CGPA equal to or greater than 2.0 on a scale of 4.0 (overall C Grade or equivalent) for undergraduate applicant and 3.0 on a scale of 4.0 (overall B Grade or equivalent) for Graduate level course in the last completed year. No applicant who has been dismissed from any medical University will be eligible for transfer to DMU.

For detailed information, refer to DMU Catalog and DMU/PPM Chapter E - E.1. ADMISSION AND REGISTRATION (temporarily link to www.dpc.edu and www.dmcg.edu). Annually Admission criteria and deadlines are reviewed and updated on DMU Website.

TUITION FEES, REFUND, SCHOLARSHIP, AND DISCOUNT POLICY

Tuition Fees for DMU programs are published annually in the catalog and on the website.

- DMU Student Financial Transactions are managed by DMU Support Services Department (Finance Unit) in collaboration with Admission and registration.
- Changes to tuition fees require approval from the Board of Trustees and Ministry of Education.
- Application fees are non-refundable.
- Seat reservation fees are deducted from tuition upon enrollment
- Various miscellaneous fees apply for services like visa, transportation, and residential accommodation.

Refund Policy

- Refunds are subject to deductions based on timing of withdrawal.
- Non-refundable fees include application fee, seat reservation, visa, transport, and full tuition in case of dismissal.

Scholarship and Discounts

- Merit scholarships are awarded based on academic performance.
- External scholarships must be confirmed in writing; cannot be combined with DMU internal scholarships.
- Discounts available for siblings and children of DMU faculty/staff on tuition fees.

For details about tuition fees, refunds, and scholarships and other DMU student financial transactions please refer to Program Catalog or refer to the Policy:

DMU/PPM Chapter E - E.16. DMU Student Tuition Fee, Refund, & Scholarship.

Late Fees Collection: DMU ensures timely collection of fees from students with outstanding balances.

Procedure for Policy

- Section 1: Assessment and categorization of students based on financial capability.
- Section 2: Suspension of services for non-payment.
- Section 3: Specific guidelines for transport and hostel fee management.
- Section 4: Procedures for hostel fee collection and management.

For detailed information, refer to DMU/PPM Chapter H - H.3. Late Fees Collection.

STUDENT ADVISING AND MENTORING SERVICES

Advisor and Mentor support at DMU is available to students across the years. During the orientation session at the beginning of each academic year, students are informed of the resources and availability of the support services at the university. Students are allotted per faculty member for academic advising and mentorship services. The faculty member serves to establish good rapport with the assigned student(s). Advisors and mentors are required to meet with their advisees / mentees at least three times per semester, extra sessions can be arranged if required. Advising notes are maintained for future reference. DMU is committed to providing robust academic advising, and mentoring services to foster student academic success.

- Academic Advising / Mentoring Services: Facilitates academic guidance, monitors progress, and supports career advancement, with mandatory advisor-student meetings and mentoring sessions.
- Advisee Role and Responsibilities: Students are expected to attend sessions, engage proactively, and utilize campus resources effectively.
- Evaluation of Effectiveness: Annual surveys gather student feedback to enhance service quality.

Topics of discussion could include the following:

- Academics
- Attendance - absences and excuses
- Performance in exams and class assessments
- Program requirements
- University policies and procedures
- Further medical education

Advisee Role and Responsibilities

- Students are active responsible participants that contribute to the success of the advising process. Accordingly, to ensure an effective advising relationship, students are expected to:
- Attend advising sessions. Advising sessions may be conducted via telephone, face to face, and online depending on the availability of faculty advisor / mentor and student. It's the student's responsibility to attend the advising meetings as booked on their schedule.
- Connect with their advisor for individual meetings/ concerns as required.
- Clarify personal values, abilities, interests, and goals.
- Become familiar with all course and graduation requirements and adhere to institutional policies, procedures, and deadlines.
- Prepare for each advising session and follow through on actions identified during each advising session.

- Become familiar with and successfully utilize campus resources.

For more detailed information, refer to DMU/PPM Chapter E- E.9. STUDENT WELLBEING

FACUTLY ADVISOR ROLES AND RESPONSIBILITIES

The responsibilities of the Academic Advisor / Mentor include the following:

- Help students define and develop realistic educational goals.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor and evaluate students' educational progress.
- Interpret and provide rationale for instructional policies, procedures, and requirements.
- Designate and post hours are available for individual advisory.
- Advisor guides students on study skills, time management skills, and exam policies.
- Advisor identifies students at risk of unsatisfactory academic performance.
- Identify students who are facing mental health challenges and refer them to the Student Counsellor.

STUDENT COUNSELLING SERVICES

DMU prioritizes students' mental health and well-being alongside their academic success, offering diverse counseling services through trained full-time counselors.

Services include:

- Mental Health Workshops: Covering mindfulness, guided imagery, conflict resolution, and resilience.
- Individual Counseling: Tailored to unique student needs.
- Group Counseling: For students facing similar challenges.
- Consultations and Referrals to external services.
- Coordination of Accommodations: For students with diagnosed mental health conditions like ADHD and anxiety.

Confidentiality: Counselors adhere to professional ethics, maintaining strict confidentiality unless student consent or safety concerns require disclosure, disclosure occurs with the knowledge of the student.

Referrals: Faculty, staff, or advisors may refer students showing signs of academic or behavioral challenges for counseling services.

Procedures:

- Requesting Sessions: Students schedule appointments via university counseling email or walk-ins based on counselor availability.
- Session Details: Each session can last up to one hour, with frequency tailored to student needs.
- Follow-Up: Counselors monitor student progress, attendance, and academic performance through various means, ensuring ongoing support and intervention.
- Emergency Procedures: Immediate response to mental health emergencies on campus, including crisis intervention and referrals as needed.
- Conflict Resolution: Mediation services available upon request to resolve disputes among students or staff, documented and escalated if necessary.
- Reporting Concerns: Anyone can report students of concern via the DMU Student Counseling Referral Form, initiating counselor intervention as required.
- Accommodations: Students requesting mental health accommodation provide medical documentation, with counselors coordinating necessary support confidentially.

DMU Students can access the university counselling services to be supported in a wide range of faced emotional/ social challenges that include depression, anxiety, low motivation, anger management, self-awareness, assertive communication skills, emotional intelligence skills.

For more detailed information, refer to DMU/PPM Chapter E - E.9. STUDENT WELLBEING

STUDENT CAREER GUIDANCE

The Career Guidance Officer at DMU equips students with information and resources to support their career development plans during their studies and post-graduation. The goal is to enhance their professional outlook, guide them through meaningful career decisions, and strengthen the competitiveness of DMU graduates in the healthcare job market.

Through networking events and sharing of alumni's experience, students will be able to assess the future practice of medicine and develop the skills required for their success.

DMU aims to improve the quality of its' graduates and foster alumni involvement in shaping the university's future direction.

Procedures:

1. **Career Guidance Process:** Includes needs analysis, planning, preparation, implementation, and closing of career guidance sessions, provide support for internship and residency awareness and preparation, Share opportunities for electives, selectives, observerships, and licensing exam preparation sessions. Encourages participation in conferences, symposiums, and health sector networking events, both physical and online.

2. **Alumni Engagement Process:** Involves updating alumni information, contacting them through various channels, providing updates, and offering services like CV building and job search strategies.
3. **Alumni Mentorship Process:** Involves recruiting interested alumni, conducting training sessions, matching mentors with mentees, and evaluating the program's effectiveness regularly.

For more details, refer to DMU/PPM Chapter E - E.15. Career Guidance & Alumni Engagement and Mentorship.

STUDENT UNION

The Deanship of Student Affairs, in coordination with the Student Union Supervisors, assists and guides in matters pertaining to the Student Union that are consistent with the mission and vision of the University. It is a student-run group that dedicates its time and resources to giving the whole student community of the University fairness, opportunities, and a voice.

The student elections are conducted annually through a free and confidential voting process among the student body. Additionally, the Deanship of Student Affairs and the Vice Chancellor – Academic Affairs & Support Services nominate two additional positions: Treasurer and Member. These two posts must be representable to all the students at DMU.

In DMU there are eleven Clubs that are managed in coordination with the Student Union. In general, some clubs are open to all students, while some clubs are college specific.

The following positions refer to each one of the students that has been elected for the position by the students:

- Student Union President
- Student Union Vice President
- Student Union General Secretary
- Student Union Assistant General Secretary
- Student Union Events Coordinator
- Secretary of the Islamic Committee
- Secretary of the Arts and Media Committee
- Secretary of the Scientific Committee
- Secretary of the Sports Committee
- Secretary of the Volunteering Committee
- Secretary of the Sustainability Committee
- Secretary of the Innovation Committee

The following positions are appointed by the Deanship of Student Affairs and the Vice Chancellor – Academic Affairs & Support Services upon recommendation from the Student Union Supervisor:

- Student Union Treasurer
- Student Union Appointed Member

The allocation of seats on the Student Union is based on the percentage of students in each college when compared to the total student population.

For more details, refer to DMU/PPM Chapter E - E.6. DMU STUDENT UNION

STUDENT CLUBS

Student clubs are student-led groups that run in coordination with the Student Union. The following are the current active Student Clubs:

- Book Club.
- Debate Club.
- Happiness Club.
- Language Club.
- Take Care Club: An initiative between DMU students and the PRERANA Organization.
- IPSF Club (The International Pharmaceutical Students' Federation) - Applicable only for DPCG
- Pediatrics Club
- Scientific Research Club
- Surgical Club
- Orthopedics and Trauma Club
- Emergency Medicine Club

All student activities listed on the Student Union Calendar are planned per semester. The calendar of events must be approved by the Student Union Supervisor and the Deanship of Student Affairs. The conduction of the activities is supervised by the Student Union Supervisor. Faculty and staff are encouraged to participate in and support all Student Union and Club events. They can be approached by Student Union members to provide guidance, review presentations or chaperone students on internal or external events. The rest of the students are encouraged to take part and be members of the different Student Union Committees and Student Clubs.

Functions of the Student Union are to:

- Provide University management with input.
- Provide input for review of the strategic plan of the University.
- Provide feedback regarding review of the mission and vision of the University.
- Provide feedback from students regarding areas of improvement.

- Promote Diversity and Inclusion by fostering an environment that provides equal opportunities for all students.

Coordination of student activities:

- To organize and arrange National and International events.
- To propose functions and special occasions that the students want to hold.
- To assist in the planning of the White Coat Ceremony and the Orientation for the new students in the University, including Open days, Entrance exams, and MMI (Multiple Mini Interviews)
- To organize educational and recreational trips on an average of at least one in each term outside the Emirate of Dubai or inside Dubai.
- To arrange for year three students' farewell dinner and the end-of-the year ceremony.

Conduction of Student Activities:

- To propose and hold Islamic, educational, scientific, cultural, sports and sustainability contests.
- E-newsletter once every semester in an academic year
- Talks on Health-related topics agreed by the Student Union
- Organizing competitions that support students' educational and artistic interests.
- To announce important highlights about the activities running in the University through various means of social media, primarily on the DMU Instagram account and the DMU Website.

For more details, refer to DMU/PPM Chapter E - E.6. DMU STUDENT UNION

POLICIES GOVERNING STUDENT UNION AND CLUBS

The student union consists of members from the student community elected from all the student body. The Elections are held regularly at the beginning of the second semester each year. The Student Union serves as the principal student programming organization at DMU. It is responsible for providing a balanced program of social, Islamic, recreational, scientific, artistic, and cultural activities aiming to enrich the University experience of the students. The students are encouraged to participate and interact in activities with the aim of relieving study-related stress. The student union also helps to maintain close links between the University administration, staff, and the students, links which are essential for the efficient functioning of the University.

The Student Union policy at DMU outlines the structure, roles, and responsibilities of the Student Union and Student Clubs within the university. Here are the key points:

1. **Purpose:** The Student Union exists to provide students with opportunities for social, cultural, and academic engagement, aiming to enrich their university experience while promoting fairness and student voice.
2. **Structure**: The Student Union includes elected positions such as President, Vice President, General Secretary, Assistant General Secretary, Events Coordinator, and Secretaries of various committees (Scientific, Islamic, Arts & Media, Volunteering, Sports, Sustainability). Additionally, two positions (Treasurer and Appointed Member) are appointed by the Dean of Student Affairs.
3. **Responsibilities**: The Student Union is responsible for organizing a balanced program of activities including social, Islamic, recreational, scientific, artistic, and cultural events. It aims to foster interaction among the student body and maintain communication between students and the university administration.
4. **Elections and Appointments**: Elections for Student Union positions are held annually at the beginning of the academic year. The process includes nomination, campaigning, and voting. Appointed positions are selected based on recommendations and approvals from university authorities.
5. **Student Clubs**: Various student-led clubs operate under the supervision of the Student Union, promoting activities ranging from reading (Book Club) to debates (Debate Club), happiness (Happiness Club), and cultural exchanges (Language Club).
6. **Procedure and Governance**: The policy details procedures for organizing events, managing budgets, handling election processes, and maintaining records. It emphasizes collaboration with university departments, adherence to university rules, and the promotion of student welfare.
7. **Publication and Communication**: All activities organized by the Student Union require approval before circulation on official university platforms (e.g., DMU Instagram, DMU Website) and students' calendar. Communications and announcements are managed under the guidance of the Student Union Supervisor and Dean of Student Affairs.
8. **Records and Compliance**: All operational and financial records are maintained in designated drives and departments, ensuring accountability and compliance with university policies.

This policy ensures that the Student Union plays a vital role in enhancing student life and engagement at DMU through structured governance, diverse activities, and effective communication channels.

The Student Union policy at DMU outlines the structure, roles, and responsibilities of the Student Union and Student Clubs within the university. For more information and details, refer to DMU/PPM Chapter E- E.6. DMU STUDENT UNION.

REGULATIONS RELATED TO STUDENT PUBLICATIONS

All publications from the students are expected to be part of the activities of the Student Union. Any student who wants to publish or initiate a media activity has to get explicit permission from the Deanship of Student Affairs. All students who run media should refrain from using politics related material, material related to terrorism or anti UAE or anti University slogans or any other material that

may cause harm to the reputation of DMU, or any person or entity. Under the scope of this regulation is the student led e-newsletters, and other external and internal media communications.

Student Publications and Media.

a. General Purposes, Mission Policies

The purpose of the DMU Student led e-newsletter is to inform and entertain our audience, which includes the student body, faculty, and alumni about DMU events and activities. The newsletter also aims to be a forum for the voices of the students to be heard. It is a student-led initiative under the Student Union Magazine Club with the supervision of the Student Happiness & Support Services, Counselor and Career Guidance Officer. They form the Editorial Board of the newsletter of the University student population. Although students are open to talking with the Editorial board about story ideas, the final consent of the decision-making process lies with the duly appointed Editor-in-Chief and the appointed Editorial Board. The content should be professional and related to the academic environment.

The Editor in Chief (Student Happiness & Support Services) in consultation with the Dean of Student Affairs department is the decision-making final authority in forming the Editorial Board which includes section editors consisting of at least one scientific expert, one language expert, and student representatives. Anything that may cause substantial disruption to the UAE rules and regulations, and the University values will not be published.

b. Publishing

The DMU student led E-Newsletter is published by Dubai Medical University at least once per academic year. The Editorial board is responsible for providing original content. Final version of the newsletter must be approved by the Editor in chief (Students Happiness & Support Services) in consultation with the Dean of Student Affairs department before being published. The use of the University Logo requires approval from the Student Affairs Office.

c. Advertising

No ads will be printed that promote products or services.

d. News

DMU is committed to balanced and impartial news coverage. Content writers attempt to represent all sides of issues, even if they are controversial, in a fair, honest manner, avoiding exploitation and exaggeration. Emphasis is on issues related to the University and local issues, but national and international topics may be covered, only if there are student participants.

e. Social media led by Students:

The Student Union Arts and Media Committee have access for posting stories on the DMU approved and allocated social media accounts. Under the supervision of the Student Union Supervisor, and in consultation with the Dean of Student Affairs, the following guidelines are required:

- All stories need to be approved by the Dean of Student Affairs or a representative nominated by the Student Affairs Department.
- All stories should respect all individual's privacy. Consent of the content owners should be granted before posting pictures or information and credit should be given for any shared content.
- Any violation may result in disciplinary action.

For more details, refer to DMU/PPM Chapter E - E.8. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT PARTICIPATION IN DMU GOVERNANCE

The Student Union and the graduate and undergraduate class representatives are the primary means for student voice. Any student can bring any academic or non-academic issues affecting the student experience to the attention of the nominated student representatives. The students who are appointed to be representatives will be informed of the duration of their post and their responsibilities by an email from Student Affairs.

The responsibilities of student representatives include:

- Attending meetings as per calendar invites.
- Introducing themselves and their roles to the student body.
- Collecting feedback and suggestions from all students.
- Conducting discussions with other students on points to be raised.
- Summarizing feedback and preparing a prioritized list.
- Presenting the prioritized list to the Deanship of Student Affairs, Student Counsellor, or relevant committee.
- Attending relevant meetings of the different governance committees. They will have voting rights on agenda sections designated for student participation, except in University/Deans/College Council meetings.
- Working with the Deanship of Student Affairs, Alumni, and Student Counsellor to create initiatives and proposals benefiting both the student body and the DMU community.

Procedure:

- Student representatives participate in committees addressing academic policies, student services, and other areas, providing input and advocating for student interests.
- Meeting Invitations:
    - Students will be invited by email at least 5 working days before meetings.

Student Membership in Governance:

- University Council
- College Council
- Dean's Council

- Quality Assurance & Program Evaluation Committee
- Learning Resource Committee
- Media Committee
- Sustainability Committee
- Strategic Committee
- Curriculum Review Committee
- Accreditation Committee

For more details, refer to DMU/PPM Chapter A.2.3 Terms od Reference , Dubai Medical University

Batch REPRESENTATIVES

Students of every batch in all DMU programs have a channel to discuss their feedback through a chosen batch representative. The batch representative role is valid for one academic year and is updated annually through new students' choices to allow all students with equal opportunities for self-nominations. The Deanship of Student Affairs requests students from every batch to nominate themselves, an online MS form is later shared with the batch to choose their representative and the name of the student is announced formally at DMU official channels.

Batch Representatives roles and responsibilities:

- Be a good representative and a role model of the represented batch
- Communicates effectively and respectfully with batch members and actively listens to their concerns
- Be present and available to understand batch concerns
- Effectively communicate with student and academic affairs and share batch requests, concerns, or suggestions
- Conduct online polls, shares University and college announcements with students
- Ensure the inclusiveness of all batch members in the decision-making process by utilizing effective communication skills
- Be a wellbeing ambassador, report incidents that possess harm or cause a negative impact on the student community and University environment
- Effectively communicates input with student representatives in governance

ATTENDANCE POLICY

Students are required to attend all physical and online scheduled sessions punctually according to the academic timetable. Attendance is taken within the first five minutes of each session. Absences are categorized and managed as follows:

- **First Warning:** Issued after 5% of teaching hours are missed. The student must meet with their advisor.
- **Second Warning:** Issued after 10% of teaching hours are missed. The student must meet with their advisor and a student counselor.
- **Third Warning:** Issued after 15% of teaching hours are missed. Parents or guardians will be notified.

- **Disciplinary Action:** Taken if 20% or more teaching sessions are missed. The student will be referred to the Student Disciplinary Committee, which may ban them from taking the final exam, resulting in a grade of 'Fail'. The student will need to retake the course.

Procedures for Absence

1. **Absence Notification:**
    - Students must visit the university website to complete an online absence form with the reason for their absence on the Absence Form
    - If the absence is due to personal reasons that the student wishes to keep confidential, they should inform the Counselor directly, who will decide if the absence is excused.
2. **Documentation:**
    - Students should upload attested documentation within five working days of the absence.
3. **Record-Keeping:**

    - Attendance records, reasons for absence, and related documentation are maintained by the Admissions and Registration Department. The Department reviews the submitted documentation and decides on the acceptance of the reason for absence.

    - It is the responsibility of the student to submit the required documentation and if no documentation is provided, the absence will be recorded as unexcused.

Excused Absences

Valid reasons for excused absences, which must be supported by appropriate documentation, include:

- Hospitalization or serious illness (attested medical report required)
- Death of an immediate family member (death certificate required)
- Accidents (accident report required)
- Legal or administrative proceedings requiring the student's presence
- Pre-approved university-related extracurricular activities
- Medical education exams or interviews
- Visa interviews
- Maternity leave

For more details, refer to DMU/PPM Chapter E- E.5. STUDENT ATTENDANCE

TEACHING FACILITIES IN UNIVERSITY CAMPUS

Lecture Halls

Ther are 15 lecture halls, all of which are duly equipped with state-of-the-art audio-visual aids and wireless network access. Six lecture halls in DMCG building, four in DPCG building and five in LTC including the lecture rooms inside Clinical Skill Lab 210, Simulation Center 202 and Exam Hall 208.

Laboratories

The following laboratories are available in DMU.

Biochemistry Laboratory:	This facilitates training in laboratory diagnostics such as balances, centrifuge machines, ovens, water baths, a pH meter, a thermal cycler, an electrophoresis, a UV camera, spectrophotometers and so forth. Reagents, chemicals, glassware, and pipettes are necessary for biochemical and molecular tests and experiments.
Histopathology Laboratory:	This facility is equipped with Camera connected to microscope and screen for teaching, par-focal, illuminated, binocular microscopes for each student, binocular teaching microscopes and explanatory slides on various body systems for the study of diseases. Microtome has also been made available for the preparation of slides.
College Pathology Museum:	This facility is equipped with gross specimens of different organs.
Anatomy Laboratory	This facility is equipped with cadavers preserved in formalin in addition to plastinated organs, plastinated sections, plastic models, human bones, skeletons, X-rays, CT scans & MRIs and interactive audiovisual aids.
Histology and Parasitology Laboratory	This is another laboratory which is equipped with screen connected to microscope for teaching, par-focal, illuminated, binocular microscopes for each student, accompanied by explanatory slide packages.
Physiology Laboratory	This facility is equipped with state-of-the-art teaching facilities like Power Lab software, a Bio Pack System, ECG apparatus, Stethoscopes, Hemocytometer, Respirometer, Sphygmomanometer, Oscillograph, Wester green tubes, Korr system, cardiac monitor, Life form with a speaker, Coagulometer, Snellen chart, Ishihara chart, and Kymographs, sports lab.
Pharmacology Laboratory	This facility is equipped with power lab and PCCAL companion software. The lab is also equipped with an electrical pressure calibrator, a dbl tissue bath set, a mammalian heart perfusion isolator, and hot plates.
Microbiology Laboratory	This facility is equipped with sterilization devices, incubators, ovens, centrifuges, microbe culturing plates, culturing media, light microscopes, explanatory slides, and videos for practical sessions.
Research Laboratory	This laboratory is well equipped to conduct tests like PCR, ELISA, and Western Blot.
Pharmaceutics Laboratory -1, 2 and 3	This lab provides students with facilities to: • Analyze and integrate information in pharmaceutics and pharmaceutical technology for developing all conventional drug delivery systems. • Apply compounding, calculation, numerical, and labeling skills relevant to pharmaceutics courses. • Evaluate and interpret pharmaceutical information and data to develop stable, safe & effective drug delivery systems to give the desired outcomes. • Introduce the students to fundamental concepts and techniques involved in the pharmaceutical industry.

Instrumental Analysis Laboratory:	This lab provides students with facilities to: • Develop skills in the safe handling and operating of instruments. • Prepare sample/standard solutions required to analyze pharmaceutical raw materials and products using different types of instruments. • Perform quality control analysis of pharmaceutical products.
Bioactive Natural Products Laboratory:	This lab provides students and faculty members with facilities to: • Carry out different standardization and analysis of natural and synthetic drugs
Pharmaceutical Chemistry Laboratory:	This lab provides students with facilities to: • Safely handle laboratory chemicals and equipment and use efficient laboratory techniques for organic and medicinal chemistry practical sessions. • Prepare, standardize, and store analytical solutions. • Analyze qualitatively and quantitatively the organic compounds, raw materials, and pharmaceutical products. • Synthesize medicinal agents and characterize the resultant products. • Analyze the active constituents quantitatively.
Pharmacology Laboratory	This lab provides students with facilities to: • Perform and/or simulate experiments on the pharmacological actions of drugs. • Correlate the didactic teachings with practical applications. • Extrapolate the experimental data on drugs to their clinical application in the pharmacy and hospital.
Pharmacy Practice Laboratory	This lab provides students with facilities to: • Correlate the didactic teachings with practical applications. • Integrate the teaching of basic pharmacology into clinical cases. • Provide incentive students for self-development of the knowledge on the therapeutic status of the drugs. • Develop the professional skills needed in pharmacy practice. • Give hands-on experience to work in community pharmacy. • Be trained in outpatients and bedside counseling. • Be trained to handle various devices like nebulizers, blood sugar tests, MID, and others.
Biostatistics Laboratory	This lab provides students with facilities to: Perform data analysis techniques specific to biological or health-related datasets. This includes descriptive statistics, inferential statistics, and advanced statistical methods. Conduct literature search and develop a scientific research proposal or conduct hypothesis tests to evaluate research questions in biology, medicine, or public health. Design experiments or observational studies in a way that minimizes bias and maximizes the chances of detecting meaningful effects. Familiarize students or researchers with statistical software packages commonly used in biostatistics, such as EXCEL analytical techniques and SPSS techniques. Train students to complete the Capstone project data analysis and data interpretation.
Central Research Laboratory	**T**his lab has three divisions: • Instrumental Analysis • Microbiology

	• Blood analysis This lab provides students with facilities to: Develop skills in the safe handling and operating of instruments. Prepare sample/standard solutions required to analyze pharmaceutical raw materials and products using different types of instruments. Perform quality control analysis of pharmaceutical products. Demonstrate safe practices in a microbiology laboratory. Transfer living microbes using aseptic technique. Demonstrate proficiency and use of the following in the laboratory: streak plate isolation technique; bacterial staining techniques; wet mounts; and proper culture handling. Visually recognize and explain the macroscopic and microscopic characteristics of fungi, protozoa, and bacteria. Identify, explain function, and use common culture media properly. Identify unknown bacteria using biochemical and immunologic testing. Evaluate the Antimicrobial Activities of Natural products and medicinal agents in UAE. Develop research skills for the analysis of blood and urine samples and toxicological research.
Fundamentals Nursing Lab	All Nursing Labs provide a safe training environment for all nursing students in practical courses. The aim of these labs is to prepare nursing students to acquire nursing skills and master the skills needed to provide high-quality, safe nursing care and develop their self-confidence before moving to real clinical settings. The lab is located on (The Second Floor Simulation Room 202). Some procedures and skills include Demonstration of monitoring vital signs, hand washing, donning of PPE, and care of oral cavity.
Comprehensive Health Assessment Lab	The lab is located on (Simulation Centre Room 204).). Some procedures and skills include Performing a physical examination of the Skin, Hair, and Nail, the Head and Neck, Respiratory system, and Cardiovascular and Peripheral Vascular System.
Adult Health Nursing I&II Lab	The lab is located on (The Second Floor Room 210). Some procedures and skills include Monitoring vital signs, Chest physiotherapy, Medical and surgical Asepsis, isolation precaution, and Extraction of Blood Samples.
OSCE	OSCE is used as a method for assessing knowledge and skills in performing clinical skills required for nursing practice. It is performed in a safe environment where certain skills can be applied to multi-functional manikins or other students through simulation or role playing. As previously stated, OSCE stands for: Objectivity - educators use a predefined checklist for the evaluation of students. The checklist is written in a standardized way. It should be valid, i.e. measure the knowledge of the student. Measurement should be objective (not dependent on the examiner), reliable (that is, more measurements result in the same or similar data), and sensitive (allows for differentiation in the results of the variables to be measured).

	Structured - all students have the same tasks that must be solved in the same time frame. Clinical - tasks that are put before students are identical to actual clinical situations. Examination - assessment of skills using a formal test of knowledge or skills.
Nursing Simulation Lab	It provides students with the opportunity to tackle real-life skills and health-related scenarios in a safe and supported environment prior to applying these skills in the clinical setting. The simulation space consists of 9 rooms with specific purposes including for example: • Medium-fidelity critical-care simulation room equipped with ARES (CAE) human patient simulator and equipment that students usually face in critical care settings (e.g., cardiac monitor, mechanical ventilator, hemodynamic monitoring, IV infusion pump, O2 therapy, suction machine, etc.). Students are provided with opportunities to experience several acute/critical care conditions to gain needed practice, build personal confidence and a culture of teamwork, expand critical thinking, and make necessary decisions about interventions in critical but non-threatening settings. • Medication administration simulation room equipped with mid-fidelity mannequin produced by ARES (CAE)®. Students can gain sufficient hands-on training required to provide safe medication administration.

SIMULATION CENTER

The Simulation Center is currently a functional unit under the Academic Affairs Department, and an active learning resource of Dubai Medical University. The Center officially opened its doors in November 2022. Since then, the Center has offered a wide variety of simulation activities both internally and with external business partners. This state-of-the-art center is keen on training healthcare professionals in a simulated environment with a focus on enhancing patients' safety and quality of care.

Currently, the simulation center has acquired 4 high-fidelity simulators and 17 task trainers. This inventory covers more than 10 specialties with a large range of basic/advanced clinical skills.

The DMU simulation center has the following members with different roles and responsibilities to ensure effective and efficient operation.

Deanship**:** The Deanship is responsible for the overall management and operation of the simulation center. He oversees the daily operations of the center, manages budgets, and ensures that the center meets the needs of its stakeholders. He also provides leadership to the staff, sets goals and objectives, and develops policies and procedures.

Simulation Educator: The Simulation Educator is responsible for developing and delivering simulation-based educational programs for healthcare professionals. She/he designs and develops scenarios that

simulate real-life healthcare situations and provides training to healthcare providers using simulators and other equipment.

Simulation Technologist: The Simulation Technologist is responsible for maintaining and operating simulation equipment and technology. He ensures that the equipment is in good working condition, troubleshoots any issues that arise, and assists with setting up simulations.

The Facilities at Simulation Center:

- **Physical Location**: 2nd Floor Lootah Technical Center, Muhaisnah 1, Dubai, United, Arab Emirates.
- **Hours of Operation**: DMU Sim Center normally operates from 7:30 AM to 3:00 PM, Monday through Friday. After-hours and weekend activities require preapproval by the DMU Simulation Center Director.
- The Simulation Center is covering halls 202, 204 and 206 (OSCE Center). This stage of our Simulation Center consists of several clinical environments:
- **Reception Area:** This area serves as an entrance for the students to register their attendance and receive the task that they're appointed to perform. Plus, it serves as hospital admission area to simulate patient registration, check-in, and waiting rooms in a clinical setting in a medical simulation scenario.
- **Task Training Room:** Students use this space to enhance their psychomotor skills. This Lab combines theory with practice, allowing them to experience self-learning and helping them to improve their readiness for an actual clinical environment.
- **OB/GYN Room: Equipped** with a high-fidelity birthing manikin and high-fidelity infant manikin; students are practicing different scenarios of OB/GYN and Neonatology care scenarios in this room.
- **ICU/Emergency Room: This** room comprises both adult and pediatric multipurpose high-fidelity manikins. Students train and enhance their skills for ICU practice and emergency response.
- **Outpatient Room:** Students receive Standardized Patients, as in a real clinic using this room. They learn the process of examining, assessing, and treating a patient. Students practice history taking, decision making and practice communication skills in this area.
- **Debriefing Room:** The end of each simulation session, the instructors invite the students to reflect on their actions, decisions, and overall performance during the simulation. Participants receive feedback on their strategies, communication, problem-solving and other skills relevant to the simulation utilizing this room.
- **Control Room:** A major component of any simulation center - this space provides the ability to monitor, record, and remotely control the simulation scenario, where facilitators and simulation technicians monitor and run each scenario.
- **OSCE Center & Surgical Simulation Training (Program Expansion):** Objective Structured Clinical

Exams (OSCEs) provide a reliable and standardized method for assessing resident performance through direct observation which can focus on specific areas or skills. The main objective of an OSCE is to assess and evaluate the skills of medical students in applying evidence and appropriate treatment options in critical situations with a standardized patient.

- The OSCE Lab will be equipped with hybrid and wearable simulators to accommodate standardized patients for various medical cases. This Lab will be fully monitored with the Audio-Visual system that was already installed in phase one; the only thing required is processing with AV system expansion. Moreover, phase 2 will also include the addition of AI-Based Medical education tools integrating Virtual patient simulator, Virtual Reality (VR) and Mixed Reality solutions which will open several research opportunities.
- Post-graduate students will be offered the opportunity to practice their psychomotor skills and understand the concept of surgical procedures from the basics to the most complicated cases. In addition to that, laparoscopic procedures will play an important role at this level; students will practice on highly sophisticated virtual laparoscopic simulators with highly haptic feedback and increasing levels of difficulty. The laparoscopic practice will cover general laparoscopy, gynecology, arthroscopy, urology etc.

Dubai Medical University – Physical Resources per Building		
DPCG Building	**DMCG Building**	**LTC Building**
Ground Floor	**Ground Floor**	**First Floor**
Student Union Meeting Room	Microbiology Laboratory	Pharmaceutical Chemistry Laboratory
	Anatomy Laboratory	Pharmacology Laboratory
	Biochemistry Laboratory	Pharmacy Practice Laboratory
	Pathology Laboratory	LMS Laboratory
	Physiology Laboratory	Biostatistics Laboratory
	Histology Laboratory	Central Research Laboratory
	Pharmacology Laboratory	**Second Floor**
		Clinical Skill Lab
		OSCE Center
		Simulation Center 1
		Simulation Center 2
		Ground Floor
		DMU Library
DMU Lecture Halls		
First Floor - DPCG	**First Floor - DMCG**	**Second Floor - LTC**
Pharmaceutics Labs	Lecture room A-101	Lecture room 209
Drug Discovery Research	Lecture room A-102	Lecture Room 205
Drug Delivery	Lecture room A-103	Lecture Room Clinical Skill Lab
Sterile Compound Lab	Lecture room B-101	Lecture Room - Exam Hall 208
	Lecture room C-101	Lecture Room – Simulation Center 1 -202
	Lecture room C-102	

For more information, please refer to:

- DMU/PPU Chapter F - F.5.6. SIMULATION GRIEVANCE POLICY
- DMU/PPM Chapter F -F.5.3. SIMULATED PATIENT POLICY
- DMU/PPM Chapter F F.5.5. SIMULATION RESOURCE PRIORITIZATION POLICY
- DMU/PPM Chapter F F.5.1. SCHEDULING POLICY FOR SIMULATION CENTER
- DMU/PPM Chapter F F.5. SIMULATION CENTER CODE OF CONDUCT

DMU LIBRARY

The Dubai Medical University Library supports students, staff, faculty members, and other stakeholders by providing access to high-quality and authoritative information resources. It aims to meet the learning needs of DMU students.

The library is committed to providing access to knowledge, supporting research, and promoting lifelong learning within DMU and the community.

Library Functions

- Develop a comprehensive collection of current medical and health sciences literature.
- Provide information in various formats to support DMU programs.
- Actively support research.
- Offer training and information literacy sessions.
- Create a conducive environment for study and research.

Library Timings

- **Monday - Thursday**: 7:30 am – 8:00 pm
- **Friday**: 7:30 am - 12:00 pm
- **Saturday - Sunday**: 9:00 am – 2:30 pm
- Closed on public holidays.
- Shelving time: 7:30 - 7:45 am (No issuance and receipt of books during this time).
- Open during lunch and prayer breaks.

Library Location and Facilities

- Located on the ground floor of the LTC building.
- Facilities include 51 seats, 12 computers, Wi-Fi, adequate ventilation and lighting, 5 single study rooms, and 2 group study rooms.

Collection

- Number of book titles: 4019
- Total number of books (including multiple copies): 5647
- Number of databases: 8
- Number of e-journals: 2300+

Library Usage

- Open to all students, staff, and faculty members.
- Use may be denied for failure to return materials, pay penalties, destruction of property, or disruptive conduct.

Code of Conduct

- Respect the needs of fellow students.
- No eating or drinking (except spill-resistant containers in designated areas).
- Leave the study space clean and orderly.

Collection Development and Management

- Acquiring, maintaining, and weeding materials to align with the university's mission.
- Developed in collaboration with DMU colleges and library committee.
- Includes e-resources, print resources, electronic reference works, and special collections.

Interlibrary Loan

- Used to obtain materials beyond DMU's collection.
- DMU Library agrees to lend materials to other libraries and may charge for costs incurred.

Circulation Policy

- Students are registered with the library upon receipt of their student ID cards, which serve as library cards.
- Borrowing privileges vary by user category:
    - Students: 3 items for 7 days
    - Staff: 3 items for 10 days
    - Teachers: 5 items for 30 days
    - Deans: 10 items for 90 days

e-Resources Access

- Onsite and remote access for students and faculty/staff.
- Onsite access for visitors; remote access restricted.

Borrowing Process

- Students must present their ID cards to borrow materials.
- Renewals allowed for books up to two consecutive times unless reserved by another user.
- No fines for overdue materials, but replacement costs and service charges apply for lost or damaged items.

Gifts and Donations

- Accepted with the understanding that they will be added to the collection if appropriate and needed.

Weeding

- Systematic removal of materials to ensure the collection remains relevant, up-to-date, and of high quality.

Library Facilities

Facility	Quantity
Number of seats	51
Number of computers	12
Single study rooms	5
Group study rooms	2
Book titles	4019
Total books	5647
Databases	8
E-Journals	2300+

Borrowing Privileges

Category	No of items	Loan Period (days)
Students	3	7
Staff	3	10
Teachers	5	30
Deans	10	90

DMU e-Resources Access

Category	Onsite	Remote
Students	Allowed	Allowed
Faculty/Staff	Allowed	Allowed
Visitors	Allowed	Restricted

For more information refer DMU/PPM Chapter F -F.1. LIBRARY

DIGITAL/VIRTUAL INSTRUCTIONAL TECHNOLOGY

DMU is committed to providing accessible, and secure SMART education, and e-learning experiences that contribute to the University mission. DMU shall provide training for faculty, staff, and students involved with e-learning programs and courses in the operation of the e-learning platform. This is the responsibility of the e-learning unit and the IT department of the University. Students are provided with a session on the use of LMS before classes begin.

University Responsibilities:

- Establish and support a DL committee.
- Maintain secure and reliable infrastructure, including LMS (Moodle), online interfaces, and digital libraries.
- Provide faculty development and technical support.
- Assign faculty to the DL committee to aid in course design and implementation.
- Ensure faculty and student access to necessary resources and support services.

DL Committee Responsibilities:

- Supervise DL activities and advise on appropriate technologies.
- Ensure course preparation aligns with educational principles.
- Evaluate the impact of DL on students and faculty.

College Responsibilities:

- Ensure online courses meet CAA standards.
- Provide clear schedules and online student orientation.
- Review and incorporate faculty needs for professional development.
- Assess academic advising effectiveness in DL.

Faculty Responsibilities:

- Select appropriate educational methods and resources.
- Ensure course materials comply with copyright laws.

- Maintain academic standards in course preparation and delivery.
- Monitor student attendance and provide feedback.
- Conduct assessments and submit course files timely.

Student Responsibilities:

- Ensure reliable internet access.
- Participate actively in DL activities.
- Regularly check official communication channels.
- Contribute to the development and evaluation of DL activities.

Effectiveness of Digital Learning:
The e-learning unit head and ADAA will undertake the evaluation of digital learning / e-learning effectiveness. DMU will ensure that all approved learning outcomes are covered for each course and program.

Promoting Collaborative e-Learning Environment:
The e-learning unit will promote an e-learning environment that enables collaborative interaction among its users.

Students' Entitlement to e-Learning Support and Academic Advising

- **Learning Support and Academic Advising:**
  DMU shall assure e-learning students of their entitlement to learning support, academic advising, and tutors.
- **Remedial IT Skills Booster Course:**
  DMU shall develop and maintain remedial IT skills booster course files to develop and extend the IT skills students need for their e-learning qualification, through additional courses in informatics.
- **Up-to-Date Policies and Procedures:**
  DMU shall maintain up-to-date and approved policies and procedures governing students' entitlement to e-learning academic learning support and academic advising.
- **e-Learning Course Information Sheet:**
  The ADAA shall maintain an e-learning course information sheet that covers the following requirements using a template uploaded on the LMS:
    - Advantages and challenges to student success using e-learning.
    - Minimum hardware, software, and internet access speed requirements.
    - Expected contributions to online collaborative communities, including discussion threads, sharing papers, articles, and communication with faculty.
    - Operational procedures and training materials for accessing library and learning resources.

- Procedures for accessing support services, including tutors, academic advising, and financial aid.
- Details of any onsite face-to-face attendance requirements, such as tutorials, field trips, or examinations.
- Orientation to the LMS platform during the first year.
- LMS guidance posted on the LMS portal: D2L Friend for Student.
- Compulsory courses in general education requirements (computer applications & information literacy) during the first year.
- For MD program students, completion of Technology in Health, E-health, and 21st Century Skills.
- Policies applicable to face-to-face learning also apply to distance learning. Student Affairs will facilitate online academic advising and counselling.

Student Attendance for Distance Learning in Emergencies

- **Attendance Guidelines:**
  The guidelines for student attendance specified for face-to-face learning are applicable to distance learning. All students are expected to attend all scheduled classes.
- **Weekly Timetable:**
  The weekly timetable posted on the LMS will show the date, time, location, and topics covered by F2F and online teaching modalities, including examination details.
- **Clinical Phase:**
  For students in the clinical phase, only lectures will be virtual. Clinical bedside learning and simulation learning will be F2F. 80% overall attendance is required to appear for the examination.
- **Valid Excuses:**
  For valid excuses, students should contact the Deanship of Student Affairs for official permission. Decisions will be made on a case-by-case basis after consultation and approval by the Associate Dean of Academic Affairs.

Regulation of Student Behavior

- **Behavior Management:**
  The guidelines and procedures for student roles and responsibilities applicable to face-to-face learning also apply to distance learning. DMU will follow the Student Behavior Management e-Learning 2020 guidelines provided by the Ministry of Education, UAE, and communicate them to students, faculty, and staff.

Access to Learning Materials

- **Learning Resources:**
    - LMS Courses
    - Narrated PowerPoints
    - Textbooks list
    - Amboss
    - UpToDate Database
    - Aquifer

For more information refer to DMU/PPM Chapter G - G.1. E-LEARNING POLICY

LABORATORY SAFETY MEASURES

Laboratories at Dubai Medical University (DMU) are utilized for practical sessions in various courses. Given the potential dangers posed by hazardous chemicals and pathogenic microorganisms in subjects like chemistry, pharmacology, microbiology, pharmaceutics, and toxicology, strict safety measures are essential to ensure a safe environment during and after practical sessions. Special precautions are also necessary for waste disposal, particularly for bacterial cultures and hazardous chemicals. The university administration has established rules to safeguard personnel (staff and students) working in these laboratories.

DMU is committed to the safety and security of its community by applying the highest standards of scientific integrity and safety quality measurements.

Objectives of Laboratory Safety and Security:

- To provide a safe and healthy working environment on university premises.
- To comply with U.A.E. laws concerning health and safety.
- To evaluate and validate methods ensuring a healthy and safe environment.

Responsibilities of the Head of Laboratories Unit & OHSE Unit:

- Prevent bacterial contamination on university premises.
- Monitor for microbial contamination.
- Ensure proper exhaust facilities for chemical vapors.
- Monitor chemical contamination.
- Provide and inform about the use of first aid kits.
- Guarantee safety and security on university premises.
- Arrange safety and security lectures for staff and students.
- Regularly monitor fire extinguishers and fire safety alarms.

Laboratory Safety:

Measures for Health and Safety in the Microbiology Laboratory:

- All waste materials are treated and disposed of in collaboration with a Third-Party Service Provider.
- The lab's exhaust system is maintained in good condition.
- Pathogenic microorganism experiments are conducted cautiously in a preparation room using laminar flow.
- Personnel must wear gloves, lab coats, and masks.
- Disinfect washbasins after every practical, using two alternative disinfectants at least thrice a week.
- Disinfectant bottles are always available in the lab.
- Monthly monitoring for contaminants ensures the absence of bacterial contamination.
- Complete disinfections occur after every semester.
- Glassware and equipment are disinfected after each practical.
- A trained lab attendant is responsible for cleaning.
- Disposable Petri dishes are used and discarded with precaution.

Measures for Health and Safety in Other Laboratories:

- The exhaust system is well maintained.
- Toxic fume-releasing experiments are conducted in a Fuming Chamber.
- Personnel wear lab coats.
- First Aid kits are available for burns or accidents.
- Air monitoring for organic pollutants and hazardous gases is conducted regularly.

Provision of First Aid Boxes:

Each laboratory has a first aid box containing:

1. Optrex
2. Savoy Burn Spray
3. Savoy First Aid Spray
4. Silvadiazin Ointment
5. Jelonet
6. Opsite Spray
7. Baneocin Powder
8. Dettol
9. Deep Heat Spray
10. Gauze Pads
11. Cotton Bandage
12. Plaster Roll

13. Cotton
14. Resusci Face Shield
15. First Aid Scissors

Cooperation with Dubai Specialized Medical Center and Medical Research Labs:

In case of lab accidents, assistance is available from the nearby Dubai Specialized Medical Center and Medical Research Lab, which provides doctors and nurses during university hours.

Treatment Guidelines:

Burns:

- **Dry Heat (e.g., flames, hot metal):** For small burns, use cold saturated sodium bicarbonate solution, zinc oxide ointment, or Vaseline. For large burns, apply an acriflavine emulsion and cover with cotton wool soaked in the emulsion.
- **Scalds (boiling water):** Apply Flamazine.
- **Acid Burns:** Wash with cold water, then with sodium bicarbonate solution. Severe burns require washing and application of Flamazine.
- **Caustic Alkali Burns:** Like acid burns but washed with dilute acetic acid solution.
- **Bromine Burns:** Wash with petrol (if available) or water and sodium bicarbonate solution.

Eye Accidents:

- **Acid in Eye:** Wash with 1% sodium bicarbonate solution.
- **Caustic Alkali in Eye:** Wash with 1% boric acid solution.
- **Bromine in Eye:** Wash with water, then sodium bicarbonate solution.
- **Glass in Eye:** Remove loose glass with forceps or water. If penetrated, seek medical attention.

Cuts:

- **Minor Cuts:** Wash with Chloramines-T or iodine solution, apply sterilized dressing. For serious cuts, seek medical attention and attempt to check bleeding.

Poisons:

- **Solids and Liquids:**
    - **In the mouth (not swallowed):** Spit out and wash repeatedly with water.
    - **If swallowed:** Drink water to dilute, followed by lime water for acids. For salts of heavy metals, give milk or egg whites. For arsenic or mercury compounds, give an emetic.

Gas Poisoning:

- Move the patient to fresh air, loosen clothing, and if necessary, perform artificial respiration. Inhale ammonia vapor or gargle with sodium bicarbonate solution for minor chlorine or bromine inhalation.

Electrical Shock:

- Switch off the source and treat for burns and shock.

Treatment of Fires:

- **Clothes:** Use fireproof blankets to extinguish fires on clothing.
- **Bench Fires:** Use sand buckets to smother fires on the bench. Turn off the heat source and cover with a duster to extinguish it.

Induction to Lab Safety:

- All students must attend safety induction/orientation at the beginning of the academic year. Lab-in charge/technician explains and monitors chemical usage. Pre-inspection checklists are completed before lab activities.

Demonstrations on Lab Safety Measures:

- **Purpose:** To educate students on safety measures.
- **Process:** A schedule approved by the Dean is prepared, and lab-in charge demonstrates safety measures at the beginning of each semester.

Lab inspections are conducted at the beginning of each semester.

For more information, please refer DMU/PPM Chapter F - F.2. LABORATORIES: RULES FOR SAFETY AND SECURITY

STUDENT SUPPORT FACILITIES

DMU provides a diverse range of services aimed at supporting the student's learning experience. These support services include:

- **Health Care services:** Dubai Medical University and Dubai Specialized Medical Centre have a health agreement that offers students access to health services. The Deanship of Student Affairs can assist students with any health-related issues. During admission, every student must submit a Medical Fitness Certificate as part of the registration process. Students starting clinical training

are required to complete the medical tests requested by the DHA or any other health authority provider.

- **Transportation:** Daily transportation facilities are available for several destinations. Each weekend buses take students staying at the hostel back to their homes in other Emirates and bring them back to the University on the next working day. Cost of Transport for academic year 2024 - 2025 ranges from 3000 to 5000 AED according to destination.

- **Student Lounge and Student Union Office:** Three comfortable resting areas located in DMCG, DPCG and DMU buildings that allow students to rest, relax and enjoy some indoor games during their break. A room is also assigned as a Student Union office. Student Lounge hours are as follows:
    - Monday - Thursday 7:30 am - 4:30 pm.
    - Friday 7:30am - 12:30 pm
    - Saturday & Sunday: closed

The student lounge will be provided with smart TVs and recreational games to help our students stay mentally and physically fit. Academic achievement depends heavily on mental health; DMU does not only focus on the educational aspect, but also on the recreational aspect. During the day, the student lounge offers a variety of recreational activities that encourage participation among students and support social relations.

- **Recreational Facilities:** It is our desire to help students develop self-confidence and maintain a healthy lifestyle. Students can use the gymnasium in the hostel. It is equipped with various exercise machines and a table-tennis. Additionally students can utilize the Islamic School Basket Ball court for athletic training.

- **Cafeteria and vending machine**: DMU offers a cafeteria that provides healthy and varied food Vending machines are installed at various places around the campus.

- **Gardens and Walkway:** The campus is surrounded by gardens that offer a calming and refreshing environment for students to enjoy during break times. Additionally an indoor comfortable and joyful seating area has been furbished for students to use.

- **Mosque:** DMU has a mosque and several dedicated prayer areas around campus

- **Study Room:** Other than the dedicated study rooms in the library, DMU provides a study room in the DMCG Building for use by students for individual and group work.
  Timings for Student Study Room in DMU are as follow:
    - Monday - Thursday 7:30 am – 4:30 pm.
    - Friday 7:30am - 12:30 pm
    - Saturday & Sunday (closed)

- **Printers** will be provided in the student lounges, Library, study room as well as the hostel to serve the students' needs. Students can purchase printing balance from Finance.

- **Hostel Services:** Hostel facilities are available to students whose families live outside of Dubai. The facility includes single and double occupancy rooms, a study room, a student lounge, a gymnasium, cooking facility with dining area, paid laundry area, and a mosque. Rooms are furnished with all basic amenities. The hostel facility is open for rent to all students and Interns. Cost of rooms for academic year 2024 - 2025 is as follows:
    - Single Room: 15,000 AED
    - Double Room: 12,000 AED
    - Deluxe Single Room: 18,000 AED

PROGRAMS AND DEGREES OFFERED AT DMU

DMCG:

Institution:	Dubai Medical College for Girls, Dubai, UAE
Degree:	Doctor of Medicine (MD)
Length & Mode:	6 academic years, Full time
Academic Period:	Late August to Mid-July
Minimum Registration Period:	6 years
Maximum Registration Period:	9 years
Student: Faculty ratio	1:7.3
Acting Associate Dean of Academ Affairs:	Prof. Abdelmoniem Al Mardi

Institution:	Dubai Medical College for Girls, Dubai, UAE
Degree:	Bachelor of Medicine and Bachelor of Surgery (MBBCh)
Length & Mode:	5 academic years + 1 year internship, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	5 years
Maximum Registration Period:	9 years
Student: Faculty ratio	1:7.3
Acting ssociate Dean of Academic Affairs:	Prof. Abdelmoniem Al Mardi

DPCG:

Institution:	Dubai Pharmacy College for Girls, Dubai, UAE
Degree:	Bachelor of Pharmacy
Length & Mode:	Four and half academic years, Full time
Academic Period:	last week of August to second week of July
Minimum Registration Period:	4.5 years
Maximum Registration Period:	7.5 years
Student: Faculty ratio	1:11.2

Chief Academic Officer:	Prof. Naglaa Gamil Shehab

CON:

Institution:	College of Nursing
Degree:	Bachelor of Science in Nursing (BSN)
Length & Mode:	4 Academic Years, Full time
Academic Period:	First of September to Mid-July
Minimum Registration Period:	4 years
Maximum Registration Period:	6 years
Student: Faculty ratio	1:10
Chief Academic Officer:	Prof. Basil Amarneh

DMU STUDY PLANS

All program related information is available in detail in the DMU catalog.

CONTACT INFORMATION AND LOCATION MAP

Our Office Location:
Dubai Medical University
P.O.BOX: 20170,
Al Muhaisanah 1, Al Mizhar,
Dubai – United Arab Emirates
Contact Number
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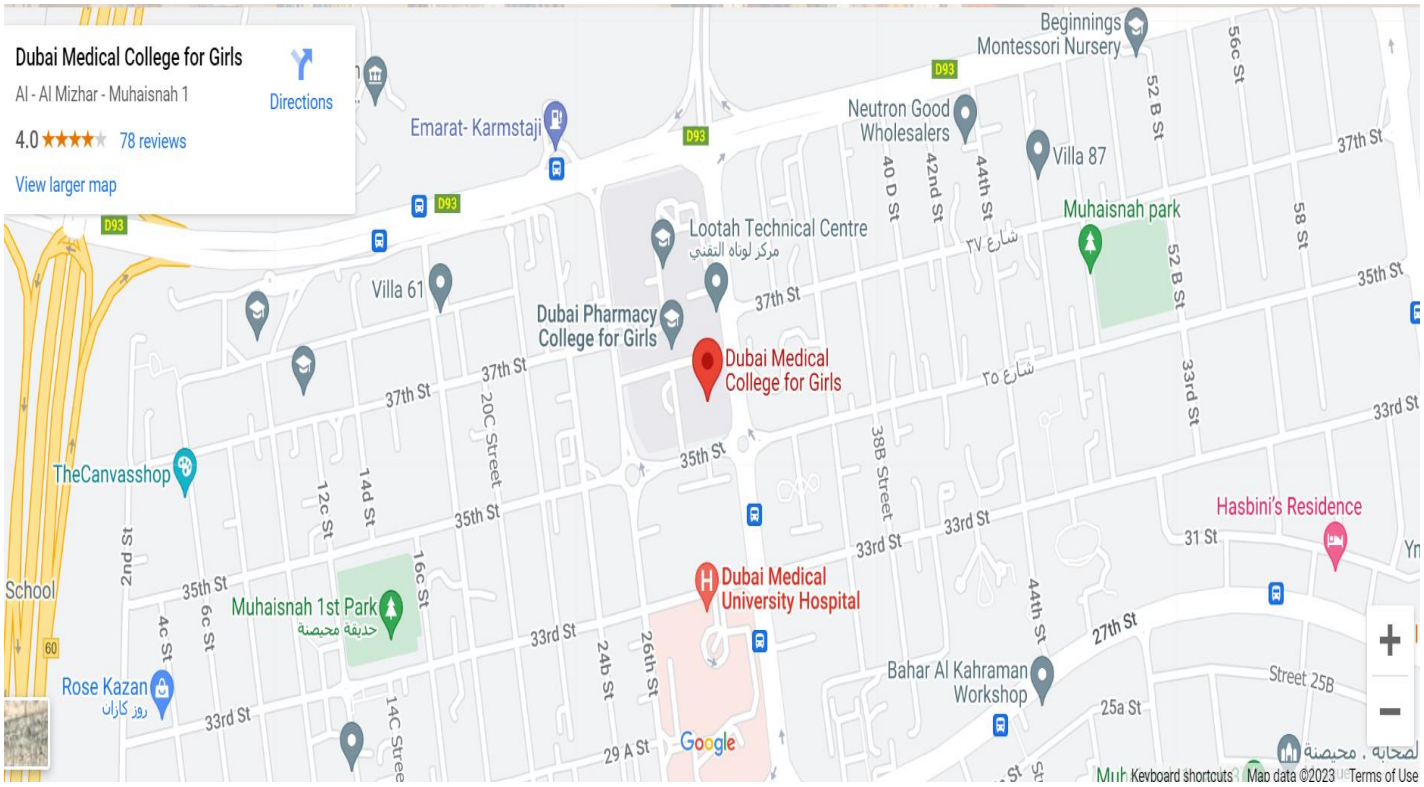
+971 4 2120 333

DMU Timings
7.30 AM to 4.00 PM (Mon – Thu)
7.30 AM to 12.00 Noon (Fri)
Weekly off (Sat and Sun)

Email Address
dmcg@dmcg.edu *(temporary email)*
dpc@dpc.edu

Location map:
https://goo.gl/maps/un81ZaKhppVZPkWC6



Document Revision History

Version	Date	Updated Information	Author/ Reviewer
V 1.0	Nov 2023	New Handbook	Student Affairs
V 1.1	June 2024	• Included revised DMU's Vision, Mission, Mandates, values and Goals. • Updated revised organization structures.	
V1.2	Jan 2025	Review and Update as per the revised organization charts and updated policies	Student Affairs