



جامعة دبي الطبية
DUBAI MEDICAL UNIVERSITY



DMU STUDENT HANDBOOK

2025/2026

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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 and staff members.



Late Haj Saeed Bin Ahmed Al Lootah
The Founder

Message from Vice Chancellor – Academic Affairs

Dear Students of DMU,

It is genuinely a profound honor to write to you as the First Vice Chancellor – Academic Affairs. 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 contemporary science; and your determination to improve 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 the 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):

(قُلْ هَلْ يَسْتَوِي الَّذِينَ يَعْلَمُونَ وَالَّذِينَ لَا يَعْلَمُونَ^٩)

(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 educating and nurture the next generation of competent health care professionals through excellent learning environment, research, innovation, leadership for the next generation, as well as impactful partnerships with quality outputs.

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.
5. To promote awareness and understanding of sustainability and the United Nations (UN) Sustainable Development Goals (SDGs) across all academic programs and institutional initiatives.

DMU Strategic Goals

DMU's strategic goals serve as a roadmap for the institution's future endeavors and reinforce their commitment to preparing the next generation of healthcare leaders.

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 follow UAE goals and standards.

Strategic Goal 4 (Authentic Leadership):

To foster strategic partnerships and community engagement.

Strategic Goal 5 (Quality Clinical Practice):

To enhance human capital to develop professional knowledge and skills.

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): The progress students make in their academic skills, knowledge, and abilities over a period of time as 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.

INSTITUTE LICENSURE

Dubai Medical University, a private higher education institution in Dubai - UAE, is licensed by the Commission for Academic Accreditation (CAA) from 02, January 2025, to 02, January 2029. The University offers bachelor's degrees in the colleges of medicine, pharmacy and nursing, and offers master's degrees in the colleges of medicine and pharmacy. The University is licensed, and all its programs are accredited by the CAA – Ministry of Education – Higher Education Affairs, Abu Dhabi, UAE.

Link:- [DMU Accreditation Letter](#)

UG PROGRAM ACCREDITATION, RECOGNITION AND LICENSURE

National Accreditation:

College of Medicine		
	Doctor of Medicine (MD)	Bachelor in Biomedical Sciences (BBMS)
Initial Accreditation Date	May 01, 1996	March 11, 2025
Latest Reaccreditation Date	April 25, 2025	NA
Latest CAA Letter Link	MD Re Accreditation Letter.pdf	BBMS Provisional Accreditation Letter.pdf
CAA Website Link	https://caa.ae/Pages/Programs/Details.aspx?GUID=7749	https://caa.ae/Pages/Programs/Details.aspx?GUID=8780

College of Pharmacy		
	Bachelor of Pharmacy (BPharm)	Doctor of Pharmacy (Pharm D)
Initial Accreditation Date	Dec 22, 1998	March 11, 2025
Latest Reaccreditation Date	Jan 03, 2024	NA
Latest CAA Letter Link	BPharm Re Accreditation Letter.pdf	PharmD Provisional Accreditation Letter.pdf
CAA Website Link	https://caa.ae/Pages/Programs/Details.aspx?GUID=7750	https://caa.ae/Pages/Programs/Details.aspx?GUID=8781

College of Nursing	
	Bachelor of Science in Nursing (BSN)
Initial Accreditation Date	Jan 02, 2025
Latest Reaccreditation Date	NA
Latest CAA Letter Link	 BSN Provisional Accreditation Letter.pdf
CAA Website Link	https://caa.ae/Pages/Programs/Details.aspx?GUID=6686

International Accreditation:

College of Pharmacy	
Bachelor of Pharmacy (BPharm)	
Accredited by the Accreditation Council for Pharmacy Education (ACPE). Accreditation is valid until 31st January 2028.	
ACPE Certificate Link	ACPE Certificate
ACPE Website Link	https://www.acpe-accredit.org/faq-item/Dubai-Medical-University-College-of-Pharmacy---Bachelor-of-Pharmacy-BPharm---International---International-Accreditation/

POST GRADUATE PROGRAMS AND ACCREDITATION

National Accreditation:

Dubai Medical University is fully licensed, and all its programs are accredited by the Commission for Academic Accreditation (CAA) under the Ministry of Higher Education and Scientific Research in the United Arab Emirates.

College of Medicine		
	Master of Science in Health Professions Education (MHPE)	Postgraduate Diploma in Health Professions Education
Initial Accreditation Date	11-Mar-25	11-Mar-25
Latest Reaccreditation Date	NA	NA
Latest CAA Letter Link	 MHPE Provisional Accreditation Letter.pdf	 PG Diploma in HPE Provisional Accreditation Letter.pdf
CAA Website Link	https://caa.ae/Pages/Programs/Details.aspx?GUID=8784	https://caa.ae/Pages/Programs/Details.aspx?GUID=8785

College of Pharmacy				
	Doctor of Pharmacy (Post-Bachelor)	Master of Pharmacy - Clinical Pharmacy (MPharm)	Master of Science in Drug Discovery and Development (MDD)	Post Graduate Diploma in Drug Discovery and Development (MDD)
Initial Accreditation Date	18-Mar-25	01-Oct-13	11-Mar-25	11-Mar-25
Latest Reaccreditation Date	NA	31-Jan-24	NA	NA
Latest CAA Letter Link	 PharmD (Post-Bachelor) Provisional Accreditation Letter.pdf	 MPharm-CP Re Accreditation Letter.pdf	 MDD- Provisional Accreditation Letter.pdf	 PGD in MDD Provisional Accreditation Letter.pdf
CAA Website Link	https://caa.ae/Pages/Programs/Details.aspx?GUID=8807	https://caa.ae/Pages/Programs/Details.aspx?GUID=7751	https://caa.ae/Pages/Programs/Details.aspx?GUID=8782	https://caa.ae/Pages/Programs/Details.aspx?GUID=8783



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 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:

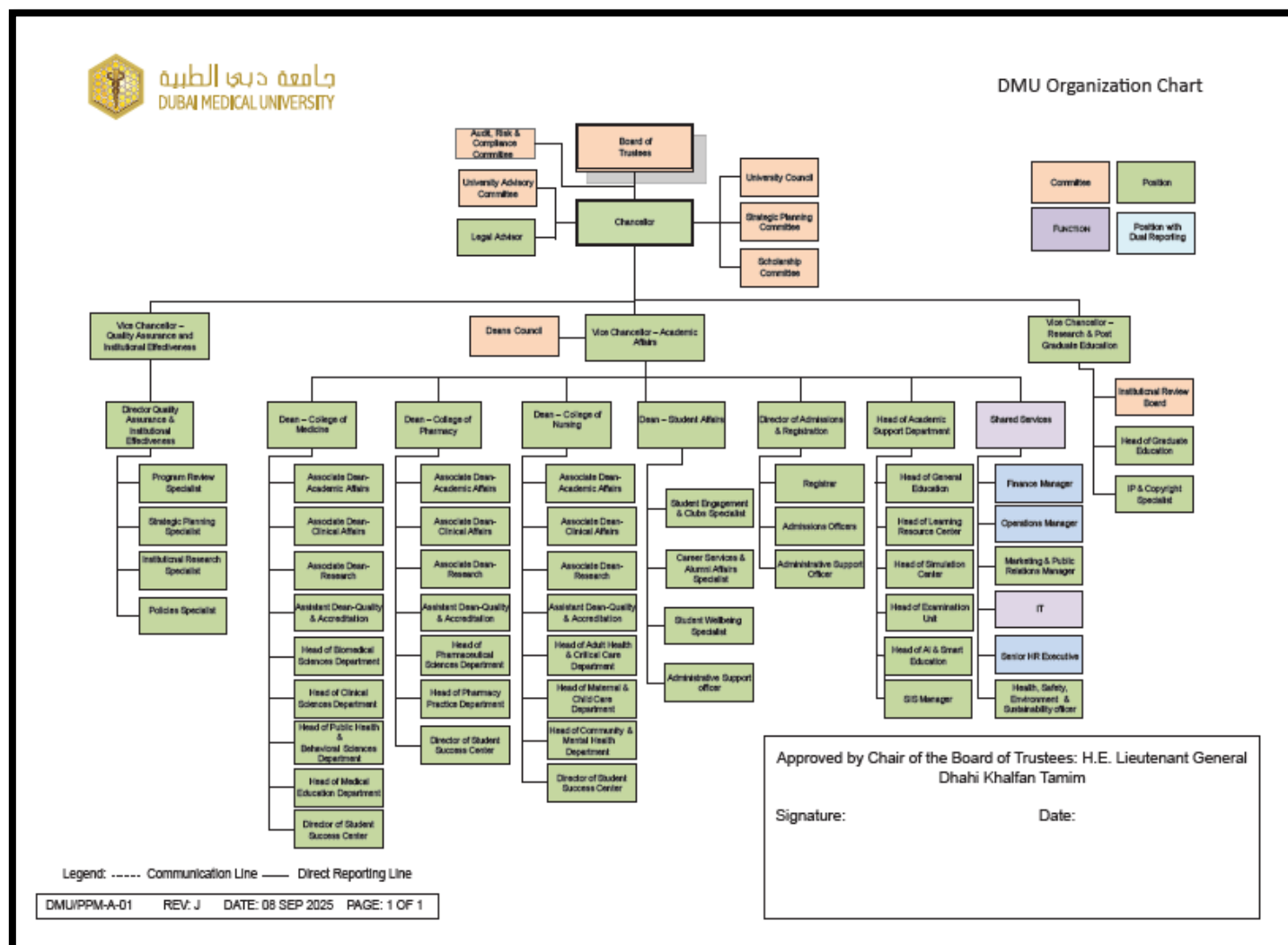
- أن أراقب الله في سري وعلايتي في دراستي ومهنتي.
- أن أثابر في طلب العلم بما ينفع الإنسانية دون انتظار المقابل.
- أن أوقر من يعلمني، وأعلم من يصغرني.
- أن أكون متواضعة، صبورة، صادقة في كل أموري العلمية والعملية.
- أن أحترم الوقت والانتظام في المواعيد والحضور.
- أن أحاسب نفسي دائماً فأطور الإيجابيات وأتجنب 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





DMU Academic Calendar

Academic Calendar-2025-2026		
Fall Semester		
Event	Day	Dates
Faculty and Staff report to work	Monday	18-Aug-2025
- New Students' Orientation - Registration for new and continuing students	Tuesday To Friday	19-Aug-2025 to 22-Aug-2025
Commencement of classes	Monday	25-Aug-2025
Late Registration	Monday To Friday	25 Aug 2025 to 05 Sept.2025
White Coat Ceremony	To be determined	
Prophet's Birthday*	Thursday	04-Sept-2025
Last day to withdraw from courses	Monday	06-Oct-2025
Midterm Exams**	Monday To Friday	13-Oct-2025 to 31-Oct 2025
Commemoration Day	Sunday	30-Nov-2025
UAE National Day	Tuesday & Wednesday	02-Dec-2025 and 03-Dec-2025
Last Day of Classes	Friday	28-Nov-2025
Final Exams	Friday to Sunday	28-Nov-2025 to 14-Dec-2025
Announcement of results	Tuesday	16-Dec-2025
New Year	Thursday	01-Jan 2026
Winter Break for the students (4 weeks according to MOE)	Monday to Sunday	15-Dec-2025 to 11-Jan2026
Winter Break for the Faculty	Monday to Sunday	22-Dec-2025 to 04-Jan 2026
Re sit Exams	Thursday to Sunday	18 December to 21 December
Registration for Spring Students and Continuing students	Monday to Friday	15-Dec-2025 to 19-Dec-2025
Spring Semester		
Event	Day	Dates



Commencement of classes	Monday	12-Jan-2026
Late Registration	Monday To Friday	12-Jan-2026 To 23-Jan-2026
Last day to withdraw from courses	Monday	16-Feb-2026
Midterm Exams**	Monday To Friday	23-Feb-2026 to 13-Mar-2026
'Eid al -Fitr*	Friday To Sunday	20-Mar-2026 to 22-Mar-2026
Spring Break for students (2 weeks according to MOE)	Monday to Sunday	16-Mar-2026 To 29-Mar-2026
Spring Break for faculty (1 week)	Monday to Sunday	16-Mar-2026 To 22-Mar-2026
Last day of classes	Friday	01- May-2026
Final Exams	Monday To Friday	04-May-2026 to 15-May-2026
Announcement of Results	Sunday	17- May-2026
Re-sit Exams	Monday To Wednesday	18-May-2026 to 20-May-2026
Eid al-Adha*	Tuesday To Saturday	26-May-2026 to 30-May-2026
Summer Semester (1) ***		
Event	Day	Dates
Commencement of classes	Thursday	21-May-2026
Registration	Thursday To Saturday	21-May-2026 to 23-May-2026
Last day to withdraw from courses	Monday	01-Jun-2026
Hijri New Year*	Wednesday	17-Jun-2026
Last Day of Classes	Wednesday	1-July-2026
Final Exams	Friday to Monday	3-July-2026 to 6-July-2026



Announcement of results	Monday	6-July-2026
Re-sit Exams	Wednesday To Friday	8-July-2026 to 10-July-2026
Summer Semester (2)****		
Event	Day	Dates
Commencement of classes	Monday	06-July-2026
Registration	Monday To Wednesday	06-July-2026 to 8 July-2026
Last day to withdraw from courses	Friday	17-July-2026
Last Day of Classes	Friday	14-Aug-2026
Final Exams	Monday to Wednesday	17-Aug-2026 to 19 Aug 2026
Announcement of results	Thursday	20 -Aug-2026
Summer Vacation Begins for both faculty and students	Monday	06-July-2026
*Religious holidays are subject to confirmation		
** The midterm exams will be held during class time		
*** Summer Semester (1) – for transfer students, students retaking courses, or those enrolled in clinical training.		
****Summer Semester (2) for clinical training for those retaking courses during the summer semester (1)		
End of Summer Holiday for Faculty Members: Sunday, 16 August, 2026		
Beginning of Academic Year 2026-2027 for the students: Monday, 24 August, 2026		

Students' Rights and Responsibilities

All students enrolled at DMU have the right to student centered education, research, and services in an environment free from threat, harassment, and discrimination. They are responsible for ensuring that the institutional culture and their individual behavior reflect the college values and regulations. Students are expected to positively contribute to the institution by maintaining high standards of integrity and academic honesty.

Your rights as a student

All students enrolled at DMU have the following rights:

1. To obtain health professional 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 Council.
 - To benefit from facilities offered by the college such as library, hostel, transportation, and others.
 - To get the University ID card 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 if applicable.
2. To get the necessary health care in case of emergency and first aid. DMU will provide transportation to and from the nearest Hospital emergency room within emirate of Dubai. The university will not be responsible for the expenses of treatment.
 3. Student social emotional support is provided in the form of mental health counseling.
 4. Academic advising and mentorship services are provided by the university.
 5. DMU is an inclusive community committed to providing students of Determination (SOD) with their educational needs on campus. SOD must submit an official medical report of their diagnosis to the student counsellor. Appropriate accommodation is provided on campus depending on the students' educational needs to support them in achieving their goals.
 6. 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 may cause harm to others. Collaboration with external authorities takes place when needed.
 7. They are entitled to clean, safe, and adequate facilities.
 8. UAE residence visa if required on the sponsorship of the university, as per the UAE rules, provided that the visa fees shall be paid by the student.
 9. Students have the right to get the following letters / certificates from the University
 - Enrollment Letter.
 - Official Transcript.
 - Tuition fee letter
 - 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

All the above-mentioned letters / certificates shall be issued in accordance with approved templates and policies of DMU.



Your responsibilities as a student

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.
- To familiarize yourself with your program requirements and seek advice when needed.
- 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.
- Representing 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.



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.
- 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 Success Center in case they will be late or unable to attend.



- Refrain from any action that can cause disruption during academic scheduled sessions. This includes side talk, talking out of turn, disrespectful behavior, eating and drinking, late entry or early exit from the hall and use of mobile phones.
- Smoking / use of vape 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 accommodation for health-related concerns.

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 cultural norms and UAE Islamic values.

- 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, display obscene or offensive pictures and slogans.
- The attire shall be clean, ironed and shall have proper fit and length.
- Students are expected to maintain a high level of personal hygiene. Refrain from showing Tattoo on neck/arms/hand

The following apparel is considered inappropriate:

- Torn, ripped or ragged clothing.
- Hoodies, training suits and track pants
- Jeans
- Midriff or off-the-shoulder blouses, sweaters, or dresses.
- Tight, sheer, or revealing clothes.
- T-shirts (tight)
- Shorts and cropped pants
- Eyebrow, mouth and tongue piercing
- Flashy coloured clothes
- Excessive designed long nails.
- 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
- Excessively luxurious attire including clothing, bags and shoes

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. This includes body odour, hair and oral 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 and suspension.

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.

Specific Guidelines during Examinations

Student Conduct during Examinations:

- Each student must be prepared to produce, upon the request of the invigilator or examiner, her ID card for identification.
- Students are not permitted to ask content-related questions of the examiners or invigilators, but they may report plausible errors or ambiguities in examination questions, illegible or missing material, or the like.
- No student shall be permitted to enter the examination room after the expiration of exam half time after the scheduled starting time, or to leave during the first half of the examination.



- Students must not destroy or damage any examination material and must not take any examination material from the examination room without the permission of the examination team or invigilator.
- Notwithstanding the above, for any mode of examination that does not fall into the computer-based method, students shall adhere to any special rules for conduct as established and articulated by the examination team.
- Students must follow any additional examination rules or directions communicated by the examination team or invigilator(s).

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.

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.

Behavioural misconduct (non-academic) are the misbehaviours that cause harm and negatively impact others and DMU campus environment that include but are not limited to (threatening, 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 environment and reputation of DMU. Academic misconduct refers to practices that violate the standards of academic integrity.

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 ranging from one week to one academic year.
- Dismissal from the University.

Penalties for Academic Misconduct may result in the following:

- Failing grades, written warnings, and required remedial guidance in a specific course. It may also lead to failing grades for all courses, suspension, dismissal, or revocation of credentials for severe or repeated 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.

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.

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 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 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 determining the penalty 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 taskforce considers the evidence and the student's response to determine whether the student committed an academic offence. Any such findings 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.
- The disciplinary taskforce refers to the Associate Dean of Academic Affairs. Two people must be present in the meeting with the students 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.



- 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.

Determining the Penalty:

- A. If it is determined that the student did not commit an academic offense, the instructor notifies the student by writing by email to Student Success Center 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 Success will notify the students 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 with a copy to Student Success Director, Associate Dean of Academic Affairs and Dean of Student Affairs after the report from disciplinary taskforce is final. Email should include:

- Student's name
- Students' 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 two working days to the Dean.

Student Grievances, Appeals and Suggestions (Student Voice)

Student Voice at DMU aims to provide a supportive environment for students and to be responsive to their concerns and suggestions when they are raised. The University has processes and guidelines for students who believe that they have been treated inequitably or aim to share their suggestions to enhance student experience. Students can submit their grievances, appeals and suggestions through the Student Voice portal.



Important definitions:

Grievance: An official statement of a complaint over something believed to be wrong or unfair.

Appeals: An application to the University management / college / departments / committees for a decision to be reviewed or reversed.

Suggestions: A recommendation to enhance the college physical/educational facilities and services.

Academic grievances /appeals are dealt with by the Student Success Center from each college, while non-academic grievances/appeals and suggestions are managed through the Dean of Student Affairs and the Student Counsellor

Grievance Procedure:

- To initiate the formal grievance procedure, the student must submit in writing, online using the student voice form attaching related evidence.
- The written request should include:
 1. A statement that the student wishes a review of the situation.
 2. The identification of the person or group at whom the request is directed.
 3. The specifics of the perceived inequitable treatment.
 4. Evidence is in support of the student's belief that she has been treated inequitably.
 5. A request must be initiated no later than five 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.

Non-Academic Grievances and Appeals

Students are encouraged to resolve challenges informally by talking with the person or group at whom the grievance is directed at resolving the issue. 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 Student Voice portal. The Deanship of Student Affairs channelizes students' grievances and suggestions through the relevant departments and responds to students within five working days through the Student Voice portal.

Academic Grievances:

The academic grievances are forwarded to the Student Success Centre Director in corresponding college, who collaborates with the Associate Dean Academic Affairs and College Dean to



investigate within five working days then communicates the resolution to the student via email through the Student Voice portal.

Appeals

Students have the right to request a review of the decisions by requesting an appeal within five working days of the occurrence of an incident or decision. However, academic appeals should be submitted within 48 hours of the announcement of grades or occurrence of incident.

The following should be included in the students' appeal request including the precise grounds on which the appeal is based, such as:

- 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.

Academic Appeals:

Students must submit appeals via the Student Voice Portal within **48 working hours** of the incident, decision, or grade announcement. Student Success Centre Director in corresponding college receives the appeal, coordinates with the Associate Dean Academic, College Dean, and QAIE to investigate **within 5 working days**. Student Success Centre Director communicates the resolution to the student via email.

Grade Appeals:

Students have the right to appeal the in course or final grade of any course. The appeal committee will review the following:

- Correction has been made according to the prescribed rules of DMU.
- All the questions have been correctly checked and duly compiled.
- If a mistake is identified in checking or compiling of the score of the student, the result is then modified accordingly with due approvals as per Assessment and Grading policy.
- In no case is the assessment shown to the student or guardian.

Grade grievances / appeals are final and not open for further review.

Appropriate Use of Information Technology, Resources and Systems



Computer and IT facilities are vital components of the academic environment. Each student using university computers or IPADs must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and illegal.

The U.A.E has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the college may impose administrative penalties and sanctions against those found to have violated the law.

University policies regarding the use/misuse of computers are explicit and any violation of these policies, including hate mail, is totally unacceptable and will be dealt with accordingly.

- Students should refrain from using university licensed software for any personal purposes.
- Students are responsible for reading and responding to their university emails as this is the official means of communication.
- Usernames and passwords should be kept confidential, and any suspected breach should be immediately reported to Deanship of Student Affairs.
- Passwords should be at least 10 characters which consist of a mix of upper- and lower-case letters, numbers and special characters.
- Passwords should be reset every month
- Student account details are unique, and a student shall be held accountable for all actions performed with their assigned credentials.
- DMU- Logon ID are the property of the university and may be revoked at any time.
- Once approved for access to institutional resources, students are to adhere to all information security policies when using their personal or university devices.
- Students shall be provided with access only to the services that they have been specifically authorized to use.
- Personal devices should not be left unattended.
- Students must observe copyrights and intellectual property rights, including software licensing. The transfer of electronic data files in violation of copyrights or intellectual property rights is prohibited.



- DMU - licensed software may be installed on personal devices only if the license permits such installation.
- Students should refrain from sending inappropriate communication using their university emails or any other information technology resources. This includes any defamatory, harassing, obscene, threatening, fearful or interrupting to other users of DMU IT resources.
- It is not allowed to broadcast or send out excessive emails that are unmeaningful or contain spam messages.

The university reserves the right to access DMU information technology resources, computers, networking systems, information, and data at any time if valid legal requirements necessitate this.

Deanship of Student Affairs

The Deanship of Student Affairs Department (DSAD) provides student-centered services that support wellbeing, career development, alumni engagement, non-academic appeals and grievances, and a wide range of extracurricular activities. The Student Affairs Council, made up of the Dean of Student Affairs and three Student Success Directors, works closely to ensure consistent support and success of students. Collaboration with Community Engagement Heads from all three colleges ensures consistent opportunities for student involvement in community initiatives and volunteering. The voice of students will be heard and acted upon through the student elected Student Council, the nominated Student representatives in governance and elected Cohort representatives. DMU is keen on providing students with a positive environment to enrich their student life and engagement experience. With timely support and service, we hope to enhance the relationship and increase satisfaction with all stakeholders.

The DSAD reports to the Vice Chancellor of Academic Affairs. Deanship of Student Affairs includes the following units:

- Student Wellbeing
- Career Guidance
- Student Engagement & Clubs
- Alumni Engagement

By fostering a positive and inclusive environment, DSAD aims to enhance the overall student experience and strengthen connections within the DMU community.

Student Counselling Services



Student counselling aims to support DMU students with psychological support throughout their study period, it aims to provide a safe climate of empathy, understanding, and unconditional acceptance. Counselling provides all students with an opportunity to share their thoughts and feelings in an accepting, non-judgmental environment throughout their personal journey of self-awareness and self-acceptance. The aim is to help all students improve their wellbeing, become more resilient and to cope with life's challenges effectively. All counselling-related information about students is kept strictly confidential and is not to be disclosed without the prior consent and approval of the student. Only in cases of harm to oneself or others or if required by court order, information will be shared, and the student will be informed before any disclosure. Students are required to book an appointment with the counsellor as per their availability and schedule.

The Counsellor will assist with the following:

- Raising mental health awareness between DMU community members including warning signs for mental health challenges displayed by students and clarifying appropriate related communication channels for reporting/referrals and for getting support on campus.
- Providing students with individual counselling services, group counselling, and group guidance/workshops in topics that foster students' wellbeing and academic engagement.
- Referral of severe cases to psychiatry services off campus. In campus support continues for existing students.

Services include:

- Mental Health Workshops: Covering mental health topics / skills (e.g.: mindfulness, guided imagery, conflict resolution, resilience...etc.)
- Individual Counseling: One-to-one counselling sessions tailored to the unique needs of the student.
- Group Counseling: For small groups of students facing similar challenges.
- Referrals: Faculty, staff, or advisors may refer students showing signs of academic or behavioral challenges for counseling services.
- Coordination of Accommodations: For students of determination (including physical disabilities, learning difficulties, mental health conditions like ADHD /anxiety).

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: Conflict resolution and mediation services available upon request to resolve disputes among students or staff/faculty, documented and escalated if necessary.
- Student of Determination (SOD) Accommodations: Students who fall under categories of SOD are eligible for accommodations (academic / non-academic) upon providing medical documentation. The counselor coordinates necessary support services. Appropriate accommodation is provided on campus depending on the students' educational needs to support them in achieving their goals. Students of determination accommodations are reviewed/ updated every semester.

Procedures for mental health related emergencies on campus:

- Anyone can report a mental health related emergency on campus, through directly calling the university counsellor's number and providing information about the incident.
- The counselor directly connects with the student at the fastest available method (e.g.: face to face).
- The counsellor provides adequate crises intervention services until the student is stabilized and ready to continue with her day as normal.
- The counsellor assesses the risk level of the student and determines if the student needs to be referred to the nearest emergency department or should internal services be sufficient.
- The counsellor completes an incident report of the emergency incident.
- The counsellor refers to the student for external psychological/ psychiatric interventions if further interventions are needed.

Procedures for requesting mediation/ conflict resolution:

- Anyone can request mediation/ conflict resolution services among a group of students including faculty / staff / who find it needed at any point in time
- Faculty / staff / students contact the counselling unit via email requesting the service
- The counsellor communicates with related members in the university to resolve the dispute upon agreement of all parties
- The counsellor documents the incident
- If the dispute isn't resolved, it's referred to the disciplinary committee for further investigation and intervention



Students of Determination

At Dubai Medical University (DMU), we are committed to creating an inclusive and empowering learning environment for all students, including Students of Determination. Our goal is to ensure that every student has equitable access to education, facilities, and opportunities, allowing them to achieve academic and personal success without barriers.

Accessible Facilities

DMU's campus is designed to provide full accessibility and comfort for Students of Determination.

Mobility & Accessibility:

- Step-free access to all buildings, ramps, and elevators.
- Designated accessible parking spaces close to entrances.
- Tactile paths, clear signage, and visual contrast for ease of navigation.
- Accessible restrooms and prayer facilities across campus.
- Reserved parking spaces close to main entrances for ease of access
- Wheelchairs provided upon request.
- Ramps are available across campus for smooth wheelchair and mobility access.
- Elevators are available in all buildings.
- The university assists in arranging necessary classroom modifications to ensure accessibility if required.

Learning Spaces:

- Lecture halls are equipped with assistive audio systems.
- Adjustable desks and accessible laboratory benches.
- Quiet study areas for students needing reduced sensory stimulation.
- Computer stations are equipped with accessibility software such as screen readers and magnifiers.

Health and Wellbeing:

- On-campus health clinic with accessible consultation room.

Student Support Services

Academic Support:



- Counseling, advising, and mentorship, are explicitly provided by the university and specifically include services for Students of Determination (SOD)
- Counseling services support students facing a wide range of challenges, including emotional, social challenges and academic concerns
- “Increase Font Size” option available in all online learning resources and exams.

Health & Psychological Support:

- Counselling and mental health services in a confidential setting through our dedicated Counselor.
- Referrals for psychological therapy when needed.

Administrative Assistance:

- Priority in class registration, housing, and campus transportation.

Schemes and Initiatives:

- Paid Transport support for daily commutes to and from the university.
- Reasonable adjustments are provided for exam schedules, assignment deadlines, and other academic requirements.
- Training for faculty and staff to ensure sensitivity and awareness of students’ diverse needs.

Accommodation

Accessible Rooms Include:

- Step-free access and widened doorways.
- Roll-in bathrooms with safety bars.
- Adjustable furniture and lower countertops.
- Visual and vibrating fire alarms for hearing-impaired students.
- Students with dietary restrictions have access to suitable meal options at the cafeteria.

Additional Residence Services:

- 24-hour support and emergency assistance.
- Accessible shuttle services between accommodation and campus.



Application & Documentation:

Students seeking support or accommodations should contact the Counselor Office. Required documentation may include medical, psychological, or educational assessments describing the nature of the condition and the type of support needed.

All personal information is treated with strict confidentiality and shared only with staff directly involved in providing accommodation.

Student Career Guidance and Alumni Engagement

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 health professions 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.

Services Offered:

- Career advising sessions to help students set personal and professional goals.
- Guidance on internship and residency requirements and application processes.
- Assistance with preparing documents for postgraduate training and employment
- Information on local, regional, and international specialization opportunities.
- Advising on licensing and equivalency procedures in the UAE and abroad.
- Preparatory sessions for international licensing exams (e.g. USMLE, PLAB, AMC, MCCQE).
- Sharing clinical elective and observership opportunities with application guidance.
- Workshops and forums on diverse healthcare career pathways.
- Support in CV writing and job search strategies.
- Participation in external career conferences and networking events.
- Organization of career fairs and on-campus recruitment events.
- Communication of job opportunities and employer connections for graduates.
- Alumni-led sessions such as "Meet the Expert" and "Success Story" talks.

Student Participation in DMU Governance

Student Governance is an arrangement through which students participate in the governance of the university as per the guidelines. Students who are appointed to be representatives will be



informed of the duration of their post and their responsibilities by an email from Student Voice, Deanship of Student Affairs. Students' names and responsibilities will be announced through formal DMU communication channels. Any student can bring any academic or non-academic issues affecting the student experience to the attention of the appointed student representatives in governance.

This practice is aimed at systematically including students' participation in the governance of the university e.g., students' membership and student council representation on appropriate committees in the university/colleges such as:

University-level Councils/Committees:

1. University Council
2. Deans' Council
3. Learning Resource Committee
4. Media Committee
5. Sustainability Committee
6. Quality Assurance & Institutional Effectiveness (QAIE) Committee

College-level Councils/Committees:

1. Medicine College Council
2. Pharmacy College Council
3. Nursing College Council
4. Quality Assurance & Program Evaluation (QAPE) Committee
5. Curriculum Review Committee

The responsibilities of student representatives in governance 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.

Cohort Representatives

Students of every cohort in all DMU programs have a channel to discuss their feedback through a chosen cohort representative. The student-chosen cohort 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 cohort to nominate themselves, an online MS form is later shared with the cohort to choose their representative, and the name of the student is announced formally at DMU official channels.

Cohort Representatives roles and expectations:

- Align with the University's values, act in accordance with Dubai Medical University's vision and mission and adhere to its policies and regulations.
- Be in good academic standing, have no disciplinary record on file, and adhere to the University's Student Code of Conduct.
- Attend orientations and training organized and coordinated by the Deanship of Student Affairs to ensure preparedness for their roles.
- Be a Wellbeing Ambassador, report to the university mental health counsellor incidents that cause harm or have a negative impact on the university community (e.g.: Bullying, discrimination).
- Avoid any behaviors that could compromise their professionalism or the institution's reputation.
- Be a good representative and a role model of the represented cohort.
- Communicate effectively and respectfully with cohort members and actively listen to their concerns.
- Be present and available to understand cohort concerns.
- Effectively communicate with student and academic affairs, share cohort requests, concerns, or suggestions.
- Conduct online polls among the cohort when required
- Share University and college announcements with students.
- Ensure the inclusiveness of all cohort members in the decision-making process by utilizing effective communication skills.
- Effectively communicate input with student representatives in governance and student council roles.

Student Council

The Dean of Student Affairs, in coordination with Student Engagement and Clubs Specialist and Faculty Club Coordinators, assists and guides in matters pertaining to Student Council that are consistent with the mission and vision of the University.

The Student Council is a student-run group that dedicates its time and resources to giving the whole student community fairness, opportunities, and a voice. The students are elected through a free and secret vote by the students. The Treasurer is an additional post that is recommended by the Dean of Student Affairs and approved by Vice Chancellor for Academic Affairs.



Student Council Members:

- Student Council President: UAE National
- Student Council Vice President
- Student Council General Secretary
- Student Council Assistant General Secretary
- Student Council Events Coordinator
- Sports Initiatives Coordinator
- Sustainability Initiatives Coordinator
- Emirati Representative - College of Medicine
- Emirati Representative - College of Pharmacy
- Emirati Representative - College of Nursing
- Volunteering Initiatives Coordinator - College of Medicine
- Volunteering Initiatives Coordinator - College of Pharmacy
- Volunteering Initiatives Coordinator - College of Nursing
- Student Council Treasurer (recommended by the Dean of Student Affairs, and approved by Vice Chancellor for Academic Affairs)

Responsibilities of Student Council Members:

- **President:** Chairs meetings, prepares agendas, allocates duties, executes decisions, and co-manages funds with the Treasurer.
- **Vice President:** Assists the President and substitutes in their absence.
- **General Secretary:** Coordinates initiatives and clubs, manages records, and implements Council decisions.
- **Assistant General Secretary:** Supports the General Secretary and assists in student feedback collection.
- **Events Coordinator:** Organizes extracurricular activities, semester trips, and prepares the Events Calendar.
- **Treasurer:** Manages finances, budget proposals, and expenditure documentation.
- **Emirati Representatives:** Promote Emirati culture, heritage, and act as liaisons for Emirati students.
- **Sports Initiatives Coordinator:** Organizes and promotes sports activities.
- **Sustainability Initiatives Coordinator:** Promotes and implements environmental campaigns.
- **Volunteering Coordinators (Medicine, Pharmacy, Nursing):** Organize and oversee community outreach and healthcare-related volunteering opportunities.

Coordination Of Student Activities

The Student Council is responsible for:

- Organizing and arranging national and international events.
- Proposing functions and special occasions and activities for students.
- Assisting in official DMU events such as the New, DMU Iftar, and DMU Global Day.
- Organizing educational and recreational trips at least once per semester.



Conduction Of Student Activities

- Organizing educational, scientific, cultural, sports, and sustainability events, initiatives and competitions.
- Hosting talks on health-related topics.
- Announcing activities and highlights through official DMU platforms (Instagram and Website) only after approval from the Dean of Student Affairs.
- Promote diversity, inclusion, and student engagement in all events.

Student Council Elections Procedure

- Elections are held at the beginning of the second semester each academic year.
- The Student Engagement and Clubs Specialist and Faculty Club Coordinators oversee the election process, announcements, and candidate registration.
- Students may run for one position only; Year 1 students are encouraged to run for Vice President or Assistant General Secretary.
- Campaigns are supervised and approved by the Elections Organizing Team (EOT), under the supervision of the Student Engagement and Clubs Specialist and Faculty Club Coordinators.
- Voting is conducted through Microsoft Forms during the Elections Ceremony, following candidate speeches.
- Results are announced through official DMU email and Internal Memo recommended by the Dean of Student Affairs, and approved by Vice Chancellor for Academic Affairs
- Each Student Council term is one academic year, January to January.

Student Clubs and Hives

DMU Student Clubs provide a platform for students to explore interests, develop skills, and engage with the university community. They are supervised by the Student Council, the Student Engagement and Clubs Specialist, and Faculty Club Coordinators. Hives are subgroups within clubs that allow students to focus on specific interests.

General DMU Clubs which are open to students from all programs:

- Women's Health and Empowerment Club
- Take Care Club
- Scientific Research Club
- The Voices and Verses Circle Club: Book Hive, Debate Hive, Poetry Hive, Language Hive.
- The Joy and Creativity Hub: Happiness Hive, Social media Hive, Art Hive, Photography Hive.

College of Medicine Specific Clubs which are offered only for medical students.

The Clinical Alliance Club:



- Surgical Hive
- Orthopedics and Trauma Hive
- Emergency Medicine Hive
- Pediatrics Hive
- Internal Medicine Hive
- Obstetrics and Gynecology Hive
- Anesthesia Hive
- Dermatology Hive
- The Hope Lab Hive
- Clinical Skills and Simulation Hive

College of Pharmacy Specific Clubs which are offered only for pharmacy students.

- IPSE: International Pharmaceutical Students' Federation
- IVPN: Intravenous Parenteral Nutrition

Student Clubs and Hives Leadership Appointments:

- Clubs and Hives are led by two Co-Chairpersons; they are elected by the club\hive members annually based on contribution and activity in the club\hive.
- Clubs and Hives Co-Chairpersons term is one academic year, January to January.
- Leadership posts in clubs or Hives cannot be held simultaneously with Student Council leadership roles.
- New clubs may be established through collaboration between the Student Engagement and Clubs Specialist and Faculty Club Coordinators, under the supervision of Dean of Student Affairs.

REGULATIONS RELATED TO STUDENT PUBLICATIONS

Student Publications and Media.

A. General Purposes, Mission Policies

The purpose of student-led publications and media at DMU is to inform, engage, and inspire the university community, including students, faculty, staff, and alumni, while reflecting the mission and values of DMU. All student publications and media initiatives are considered part of the activities of the Student Council, in collaboration with Social Media Hive, and are supervised by the Student Engagement and Clubs Specialist and the Deanship of Student Affairs. Publications must remain professional, academically relevant, and supportive of DMU's reputation. Content that involves politics, terrorism, anti-UAE messaging, anti-University slogans, or any material that may harm the image of DMU or individuals/entities is strictly prohibited.

B. Publishing



Any student or group wishing to publish material or initiate a media activity must first obtain explicit approval from the Deanship of Student Affairs to ensure that all materials align with DMU's academic environment, cultural values, and professional standards.

C. News

Official DMU news and announcements are communicated through DMU's official website (www.dmu.ae) and official social media channels

Student Success Centre

The Student Success Centre (SSC) at DMU is designed to support students in their academic journey and personal growth. It brings together different roles and services from across the colleges to make sure students receive the guidance, assistance, and encouragement they need to succeed. The SSC is a central place where students can find help with tutoring, advice, attendance matters, grievances, and mentoring.

Peer Tutoring

The SSC organizes peer tutoring programs where senior or high-achieving students support their colleagues in understanding difficult subjects. This helps students strengthen their knowledge, improve study habits, and build confidence in their learning.

Grievances and Appeals

Students may sometimes face issues related to their academic or university experience. The SSC provides a clear process to submit grievances or appeals in a safe and fair environment. This ensures that student concerns are heard and addressed according to DMU policies.

Attendance Recording and Excuses

The SSC manages attendance records and reviews student excuses for absences. By keeping accurate records, the Centre helps students stay on track with their studies and ensures transparency in attendance monitoring.

Advisory and Mentoring

Advisors and mentors at the SSC provide personalized guidance to students. They can help with academic planning, adjusting to university life, and find solutions to challenges. Mentoring also gives students the opportunity to connect with experienced staff or faculty who can guide them toward long-term success.

Through these roles, the Student Success Centre becomes an important partner in each student's academic and personal development, helping them make the most of their time at DMU.



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 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.

Faculty Advisor Roles and Responsibility

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.

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:

- Present
- Absent
- Late: each late entry will deduct 25% attendance for a session. Four lates will be one absence
- Official Absence: when attending a university required event
- Accepted Absence: when submitted documentation for absence is approved.

Percentage of "Present" will only reflect actual attended sessions. "Accepted Absence" and "Official Absence" percentage will not be added to the "Present" percentage.

- **Disciplinary Action:** If a student exceeds 20% or more absence in teaching session per course they will be referred to a committee, which may require the student to withdraw from the course.

Procedures for Absence

1. **Absence Notification:**



- Students must complete an online **Absence Form** or **Missed Assessment Form** with the reason for their absence and documentation.
 - If the absence is due to personal reasons that the student wishes to keep confidential, they should inform the Student Success Director of the relevant College or The University Counsellor directly, who will decide if the absence is excused.
2. **Documentation:**
- Students should upload attested documentation within **three working days of absence**.
3. **Record-Keeping:**
- Attendance records, reasons for absence, and related documentation are maintained by the Student Success Center of each college. SSC 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

Community Engagement

Dubai Medical University (DMU) assumes full responsibility towards the local community as well as the UAE community at large. To that end, among the strategies followed by the University in this regard is forming Community Engagement cluster groups, special interest groups which include representatives such as Student Affairs, faculty / and student body. This diversity comes to achieve the Unit's goals and outcomes of actively interacting and contributing to the community in various fields and at all levels. The DMU's Community Engagement policy branches into three overlapping directions: Institutional Engagement, Employer Engagement and Community Relations.

Student Admission & Registration



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 credit 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 Conditional Offers, Waitlists, Regret or Screen Out.
- Notifying results, managing 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 (BBMS, 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
BBMS	Elite/Advanced/ATHS	Minimum overall average 70%
BPharm & PharmD	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/
	Graduate Entry	Bachelor in Biomedical /Health /Life Sciences,



MD (4-Year)		GPA 3.0 or its equivalent English Proficiency Requirement: TOEFL iBT with minimum score 91 Academic IELTS with Band 6.5
BBMS	British Curriculum	Minimum grade of C/4 in five O level subject including Mathematics, English, Biology and Chemistry and Minimum grade of D/3 in two AS-Level subjects Biology and Chemistry OR Minimum D/3 in one A-Level subject Biology or Chemistry
	American Curriculum	Minimum average of 70% overall or CGPA of 2.5 on a scale of 4 or equivalent SAT to be completed in school for obtaining Equivalency from MOE
	IB Curriculum	21 points, 3 points in two science subjects
	Indian Curriculum	Minimum average of 60%
	Pakistani Federal Board	Minimum average of 60%
	Other Curriculums	According to WES: https://www.wes.org/
MHPE		A recognized bachelor degree or equivalent in a health profession related field (eg. Medicine, Dentistry, Nursing, Pharmacy, Allied Health Sciences). CGPA of 3 on a scale of 4.0, or its equivalent GPA $\geq$ 2.50 - conditional admission.
BPharm / PharmD	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 / PG PharmD / MDD	- MPharm and PG PharmD: admission is open for Pharmacy Graduates (BPharm – PharmD) - MDD admission is open for Pharmacy graduates and other related disciplines	- CGPA of 3 on a scale of 4.0, or its equivalent. - GPA ≥ 2.50 - conditional admission is allowed take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program to progress to second semester or be subject to dismissal. - GPA ≥ 2.00 - Bridge / remedial courses: is required to successfully complete a maximum of nine graduate-level credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program. They must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of remedial courses in order to be admitted to the graduate program or be subject to dismissal.
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 / Bachelor's degree.
- Grade 10 and 11 certificates
- Transcripts for Postgraduate applicants
- Equivalency Certificate / Certificate of Recognition
- Passport size photograph
- 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 UAE
<https://www.moe.gov.ae/en/eservices/servicecard/pages/certequivalent-out.aspx>

Transfer Admission Policy

The following are the necessary stipulations for transfer to 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 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.

WITHDRAWAL POLICY

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

Withdrawal during the first year of university:

- A.** If withdrawal is required by a student, a request for withdrawal is made and approved by the Director of Student Success, Associate Dean of Academic Affairs and the Dean of the college.
- B.** A student who withdraws in the first year of the University for other than health reasons and wishes to return, must reapply through the regular first year admissions process as if she were a new applicant and admission is not guaranteed.
- C.** If the student withdraws because of illness during the first year, she will be allowed to apply for Re-enrollment through a valid medical certificate. Permission to reapply does not guarantee Re-enrollment.

Withdrawal after completion of the first year of the University:

- A.** If withdrawal is required by a student, a request for withdrawal is made and approved by the Director of Student Success, Associate Dean of Academic Affairs and the Dean of the college.
- B.** If such a student wants reenrollment, an application for reenrollment is made in writing to the Student Admission and Registration Office. This application must be accompanied by the relevant supporting documents, such as letters from the applicant's physician(s), employer(s), etc.
- C.** Re-enrollment may be offered to a student in good standing who has completed one or more years of study. Good standing designates any student not subject to probation or disqualification. Permission to reapply does not guarantee reenrollment. Each re-enrollment will be considered on a case-by-case basis.
- D.** The student will be informed in writing by the university at the time of the withdrawal whether she will be permitted to re-enroll and under what circumstances.

Withdrawal from Graduate programs:

The policy deals with students who leave through the processes of withdrawal, leave of absence, dismissal, or discontinuation of the graduate programs.

- A.** If withdrawal is required by a student, a written request for withdrawal is made and approved by the Director of Student Success, Associate Dean of Academic Affairs and the Dean of the college.
- B.** Any absence of more than one year will be considered as permanent withdrawal from the program and University.

Leave of Absence from the University

- A.** Students may seek a leave of absence for a particular purpose, for a defined period



of time and with the intention of returning to the University. Returning from such an approved leave of absence requires a re-enrollment request.

B. The Dean of the College may grant a student up to a one-year leave of absence for personal, professional or medical reasons. This leave of absence may be renewed for up to one year at the discretion of the Dean in consultation with the University / College Council.

C. Students may be deferred for a period of one semester to one academic year if the University is not offering the courses required to progress. Deferred students have the right to request re-enrollment at the end of the deferral period. A deferred student who doesn't contact the university to seek re-enrolment after the deferral period is automatically withdrawn from the University.

D. A student who requires longer leave than two years, or who is denied an extension of her leave of absence, must request a withdrawal, and is advised to consult with her advisor. If the student fails to request a withdrawal, the student will be discontinued.

Review of applications for reenrollment:

A. A student who has withdrawn / deferred (but subsequently wishes to return to university) must apply for Re-enrollment in writing and submit the required information, as stipulated by the University at the time of withdrawal, to the Student Admission and Registration Office.

B. The office consulting with Associate Dean of Academic Affairs / admission taskforce will review each student's written application for Re-enrollment considering the entire record and including any required supporting documents. The college may recommend:

- Re-enrollment without conditions.
- Re-enrollment with conditions.
- Denial of Re-enrollment until further proof of readiness to return can be demonstrated; or
- Denial of Re-enrollment.

Recommendations of ADAA / Admission taskforce are advisory to the University Council. The decision of the University Council is final, and no appeals are allowed.

Add/Drop/Withdrawal from Courses

During Drop and Add period, students may adjust their enrollment in courses by consulting their academic advisors and as per requirements of study plan

Maternity Leave Policy

- **Maternity Leave of Absence:**

The student is encouraged to apply for leave of absence for the semester / rotation in which the baby is expected to be born. This maternity leave of absence for a semester / rotation to deliver a baby will not count as one leave of absence 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.

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., three 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 Committee decision is confirmed to ban the student from final exam

Confidentiality of Student Records

This policy applies to students presently enrolled at DMU, former students, alumni and applicants seeking admission to the institution. This policy is designed to protect the privacy of parents and students with regards to access of records. Student records are defined as documents which contain information directly related to students. All student records are kept confidential. Student Affairs are the custodians of all student and graduate records. Students are responsible for immediately informing Admission and Registration department of any biodata changes or inaccuracies. Student Records may be reviewed or accessed only by the student, the parent / guardian and by faculty and staff of DMU as per administrative role.

- DMU may disclose routine information without prior written consent from the student. Such information includes only the following items: student's name, degree received, Cohort / Batch number, year of study, awards received and participation in officially recognized activities and sports.
- The Dean has authority to release contact details (e.g., telephone number, email ID) for the purpose of communication of announcements or distribution of publications in the good interest of the University and the student. For this process the requester is required to provide in writing the purpose of why this information is required.
- A student has the right to request change or update her personal data. The same will be updated by Admission and Registration personnel.
- DMU may release information other than the routine ones upon written consent from the student. This consent must specify the information that is to be disclosed and



provide the names and email addresses of the individuals or institutions to which disclosure is to be made.

- DMU reserves the right to disclose student's records to the student's immediate family and to the private or public authority sponsoring the student.
- For purposes of protection, the original students' records are maintained in fire-resistant cabinets.

Tuition Fees, Refund, Scholarship, and Discount Policy

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

- Students are notified annually by Finance Department in coordination with Admission & Registration Department about the tuition fee to be paid for the academic year. Notification is done through the student University email address.
- Student tuition fees remain the same as per the joining Academic Year.
- The annual tuition covers all educational expenses and library services. It does not cover other miscellaneous fees such as textbooks, hostel fees, or transportation fees. Students requiring these should pay the amounts published for the academic year.
- Students are responsible for ensuring payment of fees as per dates published in the email notification.
- A student on external scholarship is required to provide written confirmation from provider. If for any reason the sponsor refuses to make the payment the student and her parents or guardian are responsible for making the payment as per the admission consent form terms of reference.
- Students who don't complete payment before or within 15 working days of the beginning of the new academic subject to suspension of educational services.
- Student clearance from the university departments / college is required to receive Degree certificate and Official transcript. Degrees will be processed but no official documents or certificate will be given to the student until financial clearance is received by Admission & Registration Department.
- Continuing, students must clear all their outstanding balance before being allowed to enroll in the next academic year. This includes, Tuition fee, Hostel, Transportation, Visa, medical insurance or any other applicable fee.
- Finance departments are custodians of student financial status and are required to coordinate with Student success Center and Admission & Registration Department to follow up by email / phone calls if required for late payments.

Payment of tuition fee can be processed through the means below:

Tuition Fee Installments



- All tuition fees payments shall be paid in full amount or in a maximum of four installments per semester 15 working days prior to commencement of the semester.
- For installments, post-dated Cheques are required to be submitted to Finance department.
- For students who are requesting an easy payment plan, finance manager provides an agreement to be approved by the College Dean
- In exceptional cases the number of installments may be increased, but the payments need to be finalized before the start of the following academic year. Installment plans are approved by the Finance manager and College Dean.

Methods of Payment:

- Cash
- Bank Cards
- Cheques
- Online payment links can also be provided
- Bank Transfer:

BANK ACCOUNT INFORMATION	
BRANCH	DUBAI MAIN BRANCH
ACCOUNT NO	001520436533001
CURRENCY	AED
ACCOUNT NAME	DUBAI MEDICAL UNIVERSITY
IBAN NO	AE450240001520436533001
COUNTRY	UNITED ARAB EMIRATES

Once the bank transfer has been completed, a copy of the receipt with the student ID, name, program, year & semester of study to be sent / emailed to the finance department

- Cash / Cheques
This can be done at Finance Department in DMU from Monday to Friday 7.30 am to 3 pm

Refund Policy of Tuition Fees:

Refund applies as follows:

- A 5% deduction is applicable on the full tuition fees if the candidate applies for withdrawal before the beginning of the academic year.
- A 25% deduction is applicable on the full tuition fees if the candidate applies for withdrawal during the first 5 working days of the academic year.
- A 50% deduction is applicable on the full tuition fees if the candidate applies for withdrawal during 10 working days of the academic year.
- If a student withdraws after the above-mentioned days, no refund is granted at all.
- Hostel and Transportation fees are refunded based on pro rata on a full monthly basis, not per



day. (Month fraction is considered as a full month).

- Refund requests for the above valid reasons should be made through the Finance Department through a written request along with the original fee receipt. Refunds will be made after clearance of dues, if any. Refunds will be credited by bank transfer or Cheque to the same payer (student's parent / guardian / sponsor) bank account and not given in cash.

The following are non-refundable:

- a. Visa fee
- b. Application fee
- c. Transport fee
- d. Seat Reservation fee.
- e. Full tuition fee in case of dismissal / suspension for disciplinary reasons

Scholarship and Discounts

DMU is keen to attract talented students and support their educational journey, as such we will offer Merit Scholarship to students as per criteria published.

- **Merit Scholarship based on academic performance for DMU Programs**

For the MD program:

- For new students, the top five ranked students applying (based on Multiple Mini Interview score) will be chosen to get 20% merit scholarship on their annual fees, and if one student declines the offer the next student on the ranked list gets the merit scholarship.
- For continuing students, the top Five students as per end of academic year transcript percentage / GPA are given the Merit Scholarship. For students in clinical years/clerkship training, the ranking will be based on end of rotation.
 - BPharm / PharmD Programs
- For new students, the details of the merit discount are published on DMU website annually.
- For continuing students, the top Five students are given the Merit Scholarship of 20% discount on the semester fees as per end of semester transcript GPA.

External Scholarships

Students can also be enrolled at DMU and receive external scholarships, and this cannot be combined with any DMU internal scholarship or discounts. Sponsoring entities would pay the students fees and other expenses as per their agreement with the student. Students or sponsors are required to provide Admission & registration Department and Finance department with written confirmation of the sponsorship or scholarship letter or agreement with the student. DMU Admission & Registration Department is required to provide the sponsor with student transcripts, attendance records and invoices directly without prior notice to the student. If a student loses a scholarship, they are required to pay all pending fees to DMU.

Discounts:

- **Siblings Discount**



Siblings enrolled at DMU are eligible for a **10%** discount on tuition fee only and are eligible for the second student that joins the program / university and **15%** for the third, etc. Once the first student graduates the discount ceases and the student pays the whole tuition fee. This is not applicable for transportation or hostel fees.

- **Employee's discount:** Children of DMU faculty, staff and adjunct faculty are eligible for a **15%** discount on Tuition annual fees.

Teaching Facilities in the University Campus

Lecture Halls

All lecture halls are duly equipped with state-of-the-art audio-visual aids and wireless network access.

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.



Multipurpose 2 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.
Multipurpose 1 Laboratory	This facility is equipped with power lab and PCCAL companion software. The lab is also equipped with an electrical pressure calibrator, a dbf 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	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	This lab provides students with facilities to:



Laboratory	• 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	This 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 functions, 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.
Nursing Skills and Simulation Laboratories	Nursing Skills and Simulation Laboratories The Nursing Skills and Simulation Laboratories at Dubai Medical University's College of Nursing, located in the DMU main building, ground floor, opposite to the students' lounge, provide a comprehensive, state-of-the-art learning



	environment where students can safely practice and refine their clinical skills. The facilities include the Basic Skills Lab, Physical Health Assessment Lab, Fundamentals Lab, Adult Health Lab, Geriatric Lab, Immersive Lab, Debriefing Room, Medication Room, and Virtual Reality Lab. Together, these specialized labs offer hands-on practice, advanced simulation experiences, and opportunities for reflection and feedback, ensuring students are well prepared for real-world clinical settings. For more information, visit the College of Nursing Skills and Simulation Labs below.
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College of Nursing – Skills and Simulation Laboratories

The Skills and Simulation Laboratories at Dubai Medical University's College of Nursing, located in the DMU main building, ground floor, opposite the students' lounge, are state-of-the-art learning spaces designed to bridge classroom knowledge with hands-on clinical skills. Labs are equipped with iSimulate patient monitoring systems, which enable the transformation of low-fidelity manikins and task trainers into higher-fidelity scenarios, allowing for a more dynamic and realistic learning experience across all skill levels.

These labs integrate high-, medium-, and low-fidelity simulators, task trainers, immersive technology, and authentic medical equipment to support students in developing safe, competent, and evidence-based nursing care. All practical and simulation-based learning is designed to enhance clinical judgment, teamwork, communication, and critical thinking in a controlled, supportive environment.

DESCRIPTIONS OF INDIVIDUAL NURSING LABS

Basic Skills Lab

This lab provides students with essential hands-on training in foundational nursing procedures such as hygiene care, vital signs, mobility assistance, injections, and infection control. Multiple task trainers are available for focused skills practice, and faculty guide students through step-by-step demonstrations before clinical placement.

Physical Health Assessment Lab

Equipped with ALEX Pro (AI-enabled communication simulator) and Physico assessment manikins, this lab focuses on comprehensive health assessment techniques. Students practice head-to-toe examinations, health histories, and clinical judgment in identifying normal versus abnormal findings using realistic scenarios and standardized patient simulations.

Fundamentals Lab



In this lab, students build the foundation for safe nursing care by practicing a wide range of core clinical procedures in a simulated hospital environment. These include personal hygiene, feeding techniques, bed making, mobility assistance, wound care, and medication administration, all delivered with a focus on safety and patient-centered care.

Adult Health Lab

This advanced lab is equipped with Apollo high-fidelity simulators (2 units) and Juno medium-fidelity manikins (4 units). It simulates acute and chronic care settings, allowing students to respond to complex adult patient scenarios involving surgery, trauma, cardiovascular, respiratory, and gastrointestinal care. The lab supports clinical decision-making and critical thinking under realistic conditions.

Geriatric lab

Designed to prepare students for caring for older adults, this lab features two geriatric full-body manikins that simulate age-related physiological changes. Students learn to manage polypharmacy, perform mobility assessments, conduct elder abuse screenings, assist with ADLs, and practice communication strategies appropriate for aging populations.

Immersive Lab

The Immersive Interactive Lab uses cutting-edge projection technology to create 360-degree virtual environments replicating real healthcare settings such as hospital rooms, emergency departments, homes, and disaster scenes. Students can engage in multi-disciplinary simulations that foster collaboration, decision-making, and critical thinking across specialties including medicine, pharmacy, and allied health.

Debriefing Room

This space is used for post-practical and simulation reflection, where students watch recorded sessions, receive structured feedback, and discuss their performance with faculty. Debriefing helps students evaluate their clinical reasoning, teamwork, communication, and emotional responses in a safe and constructive environment.

Virtual Reality Lab

The VR Lab uses head-mounted displays and virtual clinical environments to allow students to practice assessments, interventions, and decision-making. This technology is particularly valuable for simulating rare, high-risk, or complex scenarios and supports self-directed learning and immersive engagement.

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.

Simulation Director: The director 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 the Simulation Center:

- **Physical Location:** 2nd Floor Block C, Dubai Medical University Campus, Muhaisnah 1, Dubai, United, Arab Emirates.
- **Hours of Operation:** DMU Sim Center normally operates from 7:30 AM to 4:00 PM, Monday through Thursday, and 7:30 AM to 12:00 noon on Fridays. After-hours and weekend activities require preapproval by the DMU Simulation Center Director.

The Simulation Center is in Hall 203. 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 a 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 communication skills in this area.
- **Debriefing Room:** At 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.

Dubai Medical University – Educational Facilities		
BLOCK A	BLOCK B	BLOCK C
Ground Floor	Ground Floor	Ground Floor
Microbiology Laboratory	Chinese Herbal Medicine Lecture Room	DMU Library
Anatomy Laboratory	Ayurveda Lecture Room	Nursing Simulation Lab
Biochemistry Laboratory	Plant Research Laboratory	MedEd AI Research Lab
Pathology Laboratory	Alternative Medicine Library	
Multipurpose Lab 1		
Histology Laboratory		
Multipurpose Lab 2		
Students' Study Area		
First Floor	First Floor	First Floor
Lecture room A-101	Pharmaceutics Lab	Pharmaceutical Chemistry Laboratory
Lecture room A-102	Drug Discovery Research Lab	Pharmacology Laboratory
Lecture room A-103	Drug Delivery Research Lab	Pharmacy Skills Laboratory



Lecture room B-101	Sterile Compound Lab	Biostatistics Laboratory
Lecture room C-101		Central Research Laboratory
Lecture room C-102		Examination Hall 1 & 2
Human Anatomy Museum		Lecture Hall A
		Lecture Hall B
		Lecture Hall C
		Lecture Hall D
		Second Floor
		Simulation Center 203
		Lecture Room 204A
		Lecture Room 204B
		Lecture Room 204C
		Lecture Room 205
		Lecture Room 207
		Lecture Room 208
		Lecture Room 209
		Clinical Skill Room 210

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, 19 computers, Wi-Fi, adequate ventilation and lighting, 5 single study rooms, and 2 group study rooms.

Collection

- Number of book titles: 4172
- Total number of books (including multiple copies): 6007
- Number of databases: 10
- Number of e-journals: 3200+

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 allow 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	19
Single study rooms	5
Group study rooms	2



Facility	Quantity
Book titles	4172
Total books	6007
Databases	10
E-Journals	3200+

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

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

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, pharmaceuticals, 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 UAE's Health, Safety and Environmental laws and regulations.
- 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.
- Implement measures to prevent chemical contamination.
- Provide and inform about the use of first aid kits.
- Promote safety and security on university premises.
- Organize safety and security orientation and training for employees and students.
- Regularly monitor fire safety systems.

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 and serviced regularly to ensure good air quality.
- Pathogenic microorganism experiments are conducted cautiously in a preparation room using laminar flow.
- Personnel must wear relevant Personal Protective Equipment (PPE) when working in the lab.
- Disinfect washbasins after every practical, using two alternative disinfectants at least thrice a week.
- Run the emergency shower at least once a week to ensure flow of clean water.
- 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.
- Fire safety equipment, including fire blankets and fire extinguishers, are installed and regularly maintained in accessible locations.
- Eyewash and safety shower stations are installed in appropriate laboratory areas and are regularly inspected for functionality.

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.
- **Chemical Burn:** Flush the affected area with cool running water. Read MSDS, for any specific solution mentioned in the safety data sheet as first aid treatment. Seek Medical Attention immediately.

Eye Accidents:

- Always read the first aid treatment sections of MSDS of chemicals before use. The MSDS (Material Safety Data Sheets) usually contain specific treatment in case of an accident.
- Wash your eyes with the eye wash continuously until UAE Ambulance Services or emergency services arrive.
- Seek medical attention, even if there are no symptoms.

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. **Seek medical attention immediately.**

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.

Student Support Facilities

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

- **First Aid Services:** Dubai Medical University and Dubai Specialized Medical Centre have a health agreement that offers students access to first aid healthcare services. However, for severe or critical situations, students will be referred to the nearest hospital by UAE ambulance service.
- The Deanship of Student Affairs and the Health and Safety Manager can assist students with emergency health-related issues. During admission, every student must submit a Medical Fitness Certificate as part of the registration process, and it is also mandatory for all students to have valid health insurance (either personal or offered by university). Students starting clinical training are required to complete the medical tests requested by the training site provider.
- **Transportation:** Daily transportation facilities are available for several destinations. Hostel transportation, 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 2025 - 2026 ranges from 3000 to 5000 AED according to destination.

- **Student Lounge:** Two comfortable resting areas located in the College of Medicine and Dubai Medical University building that allow students to rest, relax and enjoy some indoor games during their break. Student Lounge hours are as follows:
 - Monday - Thursday 7:30 am - 4:00 pm.
 - Friday 7:30am - 12:30 pm
 - Saturday & Sunday: closed

The student lounge will be provided with smart TVs and recreational games

- **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 furnished for students to use.

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 table. Additionally, students can utilize the Islamic School Basketball court for athletic training.

- The timing of the gymnasium for the students who are not residing in hostel is as follows:
06.00 am to 09.00 am and 03.00 pm to 06.00 pm daily
- **Cafeteria and vending machine:** DMU offers a cafeteria and a café that provide healthy and varied food in two different areas. Vending machines are installed at various places around the campus.
- **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 COM Building for use by students for individual and group work.
Timings for Student Study Room in DMU are as follows:
 - Monday - Thursday 7:30 am – 4:00 pm.
 - Friday 7:30am - 12:30 pm
 - Saturday & Sunday (closed)
- **Printers** will be provided all over the campus 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 2025 - 2026 is as follows:**

Room Type	The main hostel building	The new hostel building
Single Room	15,000 AED	Single room: 23,000 AED
Double Room	12,000 AED	Double room: 14,000 AED
Deluxe Single Room	18,000 AED	

- **Visa services and Health Insurance**

DMU students who require a student visa or DMU medical insurance may apply through Student Affairs. Details of required documents and expenses are below. Student medical insurance coverage and related terms may vary each year and are subject to change as per the insurance provider. Insurance details are provided upon request to students who request them.

Visa & Insurance

Required documents and expenses for Student Visa – Inside Country

Passport
Passport cover page – open book scan
Photo HD Resolution
Visit Visa/Residence Cancellation Copy
Attested Educational Certificate (From UAE embassy of certificate issuance country and MOFA, UAE)
Study Letter (to be provided by college)
NOC from father/husband for mentioned nationalities (Syria, Yemen, Palestine, etc.)

Required documents and expenses for Student Visa – outside Country

Address Outside UAE (HOME)	
Mobile Number Outside UAE	
Present Address in UAE	
Mobile Number in UAE	



Student Visa Expenses	
New Visa	
Inside Country	
No of Years	Amount
1 Year	AED 1948
2 Years	AED 2048
Medical	
For all years	320
Emirates ID	
1 Year	AED 280
2 Years	AED 380
Insurance	
1 Year	AED 900 (1 year) As per pro rata starting from the date of policy

Programs and Degrees Offered at DMU

College of Medicine

Institution:	College of Medicine, Dubai Medical University
Degree:	Bachelor of Medicine and Bachelor of Surgery (MBBCh)
Length & Mode:	5 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	6 years
Maximum Registration Period:	9 years
Associate Dean of Academic Affairs:	Prof. Salah Eldin Kassab

Institution:	College of Medicine, Dubai Medical University
Degree:	Bachelor of Biomedical Science (BBMS)
Length & Mode:	4 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	4 years
Maximum Registration Period:	6 years
Associate Dean of Academic Affairs:	Prof. Salah Eldin Kassab



Institution:	College of Medicine, Dubai Medical University
Degree:	Doctor of Medicine
Length & Mode:	6 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	6 years
Maximum Registration Period:	9 years
Associate Dean of Academic Affairs:	Prof. Salah Eldin Kassab

Institution:	College of Medicine, Dubai Medical University
Degree:	Master of Science in Health Professions Education (MHPE)
Length & Mode:	2 Academic Years, Blended Learning
Academic Period:	Late August to Early July
Minimum Registration Period:	2 Years
Maximum Registration Period:	4 Years
Associate Dean of Academic Affairs:	Prof. Salah Eldin Kassab

COLLEGE OF PHARMACY:

Institution:	College of Pharmacy, Dubai Medical University
Degree:	Bachelor of Pharmacy (BPharm)
Length & Mode:	Four and half academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	4.5 years
Maximum Registration Period:	7.5 years
Associate Dean-Academic Affairs	Prof. Naglaa Gamil Shehab



Institution:	College of Pharmacy, Dubai Medical University
Degree:	Doctor of Pharmacy (PharmD)
Length & Mode:	Six academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	6 years
Maximum Registration Period:	9 years
Associate Dean-Academic Affairs	Prof. Naglaa Gamil Shehab

Institution:	College of Pharmacy, Dubai Medical University
Degree:	Postgraduate PharmD (PG PharmD)
Length & Mode:	2 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	2 years
Maximum Registration Period:	4 years
Program Director	Dr. Bassam Atallah

Institution:	College of Pharmacy, Dubai Medical University
Degree:	Master of Pharmacy (Clinical Pharmacy)
Length & Mode:	2 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	2 years
Maximum Registration Period:	4 years
Program Director	Prof. Mirza Baig



Institution:	College of Pharmacy, Dubai Medical University
Degree:	MSc in Drug Discovery and Development
Length & Mode:	2 academic years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	2 years
Maximum Registration Period:	4 years
Program Director	Prof. Ashraf Khalil

COLLEGE OF NURSING:

Institution:	College of Nursing
Degree:	Bachelor of Science in Nursing (BSN)
Length & Mode:	4 Academic Years, Full time
Academic Period:	Late August to Early July
Minimum Registration Period:	4 years
Maximum Registration Period:	6 years
Chief Academic Officer:	Prof. Basil Amarneh

DMU Study Plans

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

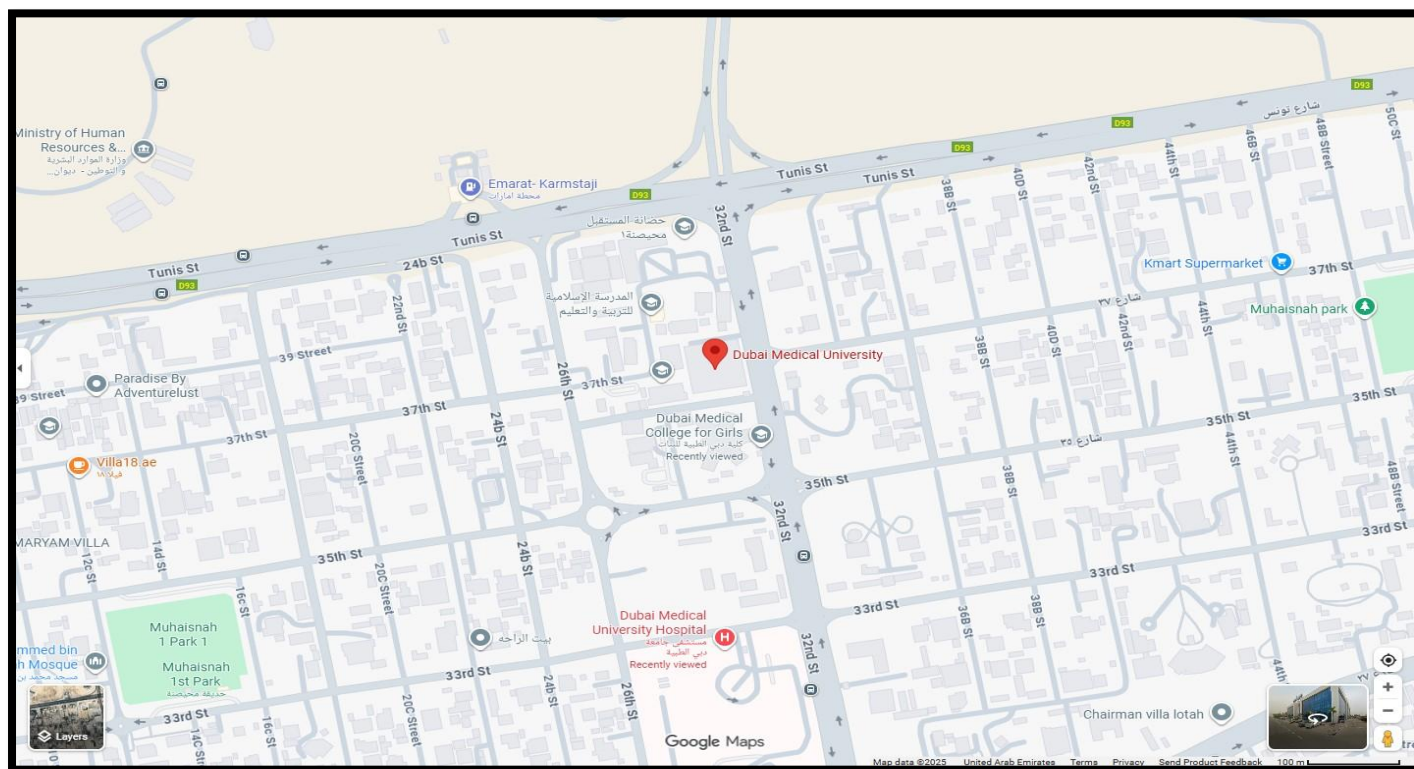


Contact Information and Location Map

Our Office Location: Dubai Medical University P.O.BOX: 20170, Al Muhaisanah 1, Al Mizhar, Dubai - United Arab Emirates	DMU Timings 7.30 AM to 3:30 PM (Mon - Thu) 7.30 AM to 12.00 Noon (Fri) Weekly off (Sat and Sun)
Contact Number 800DMU1 (8003681)	Email Address info@dmu.ae

Location map:

<https://maps.app.goo.gl/LEV2YJyQUR1rcK1z5>





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.	QAIE
V1.2	Jan 2025	Review and Update by Student Affairs	Student Affairs
V1.3	21 Sept 2025	Review and Update by Deanship of Student Affairs	Dean Student Affairs and DMU personnel as per section
V1.4	30 Sept 2025	Review and Update by Deanship of Student Affairs	Dean Student Affairs and DMU personnel as per section
V1.5	Nov 2025	Review and Update by Deanship of Student Affairs	Dean Student Affairs and DMU personnel as per section
V1.6	Dec 2025	Review and Update by Deanship of Student Affairs	Dean Student Affairs and DMU personnel as per section