
Policy: **Undergraduate Completion Requirements**

Code: **03EP03**

Reviewed/ Revised: **15/07/2022**

Policy Owner: **Dean**

Target audience: **Faculty and Undergraduate Students**

PURPOSE:

This policy should be read in conjunction with the current Catalogue and provides a clear statement of the requirements to obtaining the Undergraduate awards of BBA in International Hospitality Management.

SCOPE:

This policy is relevant to all undergraduate students and provides guidelines for use by the faculty when attending the Examination Board for the consideration of graduating students.

DEFINITIONS:

Graduation is an annual event, normally held in October or November, when those students who are eligible for an award officially have that award conferred upon them.

POLICY STATEMENT:

No student may graduate from EAHM unless they have met the requirements as set out in the Catalogue, which is the official document stating the academic rules and regulations.

RESPONSIBILITY:

The Dean, Programme Managers and Registrar are responsible for the implementation of this policy, and the Dean will up-date the policy as needed. These authorities are responsible to the Governing Body and accountable to The Ministry of Education.

IMPLEMENTATION OF THE POLICY:

The performance of graduating students will be discussed at the Examination Board.

All members of faculty who teach on EAHM Undergraduate degree programmes are expected to attend the Examinations Board Meeting. Exceptionally, if a faculty member cannot attend the meeting, they are required to submit a report on the grades they have awarded to students and to be available for telephone calls at this time.

Prior to the meeting, both the Registrar and Program Manager review the transcripts and academic performances and bring their findings to the meeting. At the Examination Board Meeting, candidates for graduation are discussed when going through the student's individual grades. An Undergraduate student will be conferred with their degree when the following conditions are fulfilled:

1. Completed the required credits: one hundred twenty-six (126) credits including Consultancy (CONS401) and Dissertation (DISS490).
2. Successfully passed all the required core, general studies and elective courses included in the curriculum of the programme of study.
3. They have achieved at least a Grade of C on the Dissertation.
4. Achieved a cumulative grade point average of no less than two (2.00)
5. Not exceeded the maximum period of enrolment.

6. If the student has transferred from another tertiary institution, they must have successfully completed no less than fifty percent (50%) of the total number of credit hours required for graduation at EAHM and have their previous university approved by the Ministry of Education in the UAE.
7. The student must be in good financial standing with EAHM.
8. The student must have obtained the "Certificate of Equivalency – CoE" from the Ministry of Education for their bachelor's degree, unless graduates from a CAA accredited institution in the UAE.

Credit System Conversion

1 US Credit represents 45 hours of learning at EAHM which is equivalent to 1.67 ECTS. So, a 3 US Credit course represents 135 hours of learning and 5 ECTS. A BBA student will complete 210 ECTS.

The following are guidelines for the examination boards reference in determining the award classification for students who have completed the requirements for the BBA in International Hospitality Management.

Honours Degree	Cumulative GPA	Guidelines
1st	3.67 to 4.00	The student's attainment and performance has been outstanding and identifies the student as exceptionally able in the field covered by the programme in question.
2:1	3.00 to 3.66	The student has reached a standard of performance and attainment that is more than satisfactory but less than excellent.
2:2	2.67 to 2.99	The student has reached a standard of attainment and performance that is judged to be satisfactory and that is clearly higher than the 'essential minimum' that is required for graduation.
3rd	2.00 to 2.66	The student has obtained the 'essential minimum' required for graduation at a standard that lies between just adequate to just satisfactory.

In considering the degree classification, members of the examination board will be made aware of any mitigating or exceptional circumstances (such as family member bereavement, illness etc) that may have impacted upon the students' performance.

ASSOCIATED DOCUMENTS:

- Transcript of Records
- Student File
- Catalogue

MENTIONS:

- Catalogue
- Student Handbook
- Faculty Handbook

DATE OF NEXT REVIEW:

This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Undergraduate Completion Requirements	
Policy Code:	03EP03	Formerly: EA/ACA/015
Date of first approval:	09/2013	

Reviewed/ Updated	Details of Amendment
31/07/2015	
15/09/2016	
20/01/2019	
24/02/2020	
15/02/2022	
15/07/2022	<ul style="list-style-type: none"> - Added the Programme Managers as responsible person for the implementation of this policy - Added a clause regarding confirmation of previous university of students with transfer credit application - Added minimum Dissertation grade of C as a condition to graduate from the programme.