



Student Representative Council 2007 - 2008

Minutes of the “Meeting with Chair, College of Undergraduate Studies”

Date: 22nd November 2007

Time: 10:09am - 11:25am

Venue: Office of Chair, College of Undergraduate Studies

Members present for the meeting

- Samarth - President
- Rohini - Vice President
- Lyth - Communications officer
- Tyson - Secretary
- Sonia - General member
- Dr Lejla Vrazalic - Chair, College of Undergraduate Studies (CUS)

Agenda

1. Orientation of New Lecturers
2. Enrolment
3. Summer Semester
4. Academic Advisors
5. Scholarships
6. Timetable outside Computer Labs
7. Software Licenses in Computer Labs
8. Challenge Exams
9. PELT
10. PELT hour / No class hour
11. Attendance Policy

1. Orientation of New Lecturers

- All new lecturers attend an orientation before the beginning of the semester and go through annual workshops on teaching methods at UOWD. Any specific issues regarding a particular subject can be taken up with the College of Undergraduate Studies

2. Enrolment

- The timetables and subject availability is constrained by the hours available to slot classes, work timings of lecturer and growing number of enrolments. Moreover, there is a growing tendency for students to enrol into marketing subjects.
- Recruitment of more teaching staff members will be done if classes are too big. Class sizes will be planned according to the suggested subject planner to the students. It is advised to stick to the subject planner and consult an academic advisor.
- Manual enrolment process will be improved from next semester.
- Waivers will be based on the academic performance of the student and will not be generally encouraged. Issues related to waivers would be dealt on a case by case basis
- Students will be informed by SMS about the date for enrolment in subjects for a new semester and about final exam time tables.
- Students must keep their contact details up to date for announcements
- The SOLS login and password should also be kept up to date

3. Summer Semester

- The duration of the summer semester will last for 8 weeks (1st June - 31st July, 2008) and will have increased class timings.
- Students will have a choice of some 200 and 300 subjects as well and can enrol for three or more subjects, subject to timetable clashes.
- Time table will be out in January 2008 - Refer 5 minutes newsletter by CUS.

4. Academic Advisors

- Academic advisors liaise regularly with Registrar's Department and CUS and are updated with latest policies and information
- Students must provide their academic background at UOWD before getting advice from the advisors.
- More advisors will be available from next semester and the timetable for the advisors is put up on notice boards around campus.

5. Scholarships

- Scholarship Policy is available online under the MyUOWD Forms section.
- These will be handed out to scholarship students on receiving scholarship letter every semester.

- Scholarship for the continuing students will be taken up with the Executives and Scholarship Committee.

6. Timetable outside Computer Labs

- Since many students have to leave the lab in between their work due to classes in computer labs in block 5, a time table of the classes in that particular lab will be posted outside the lab.

7. Software Licenses in Computer Labs

- Only some labs have certain softwares which are essential for subject requirement. The SRC requested that the software licenses be dispersed in different labs and in the library.

8. Challenge Exams

- The SRC requested that challenge exams be offered to students for more of zero and 100 level subjects to students with prior knowledge of subject. However, this cannot be done as the Ministry of Higher Education in the U.A.E. does not permit it. 204 credit points are required at the minimum to graduate

9. PELT

- It was proposed that PELT services be made more relevant to certain students in need to these services in order to be more effective and efficient


10. PELT hour / No class hour

- There are three free hours in a week
 - Tuesday 4:30 - 5:30
 - Wednesday 1:30 - 3: 30
- More hours are not possible currently due to constraints in the timetables

11. Attendance Policy

- Attendance policy is compulsory for zero and 100 level subjects only. It attendance policy does not apply to 200 and 300 level subjects and there is no proposal to do so in the near future.

Sora Tacio
Student Services Coordinator



Tyson Peter Fernandes
Secretary