

MANCHESTER
1824

The University of Manchester

The University of Manchester – Dubai

UNIVERSITY OF MANCHESTER

Student Handbook – Local Addendum

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Student Handbook – Local Addendum

Table of Contents

About The University of Manchester	1
Global Excellence, Regional Impact	1
The University of Manchester	2
Mission	2
Vision	2
Core Values	2
The University of Manchester – Dubai	3
Mission Statement	4
Academic Definitions	4
Accreditation	4
Commission for Academic Accreditation (CAA)	4
The Knowledge and Human Development Authority (KHDA)	4
Association of MBA (AMBA)	4
European Quality Improvement System (EQUIS)	5
Association to Advance Collegiate Schools of Business (AACSB)	5
Students Rights and Responsibilities	6
Students Rights	6
Students Responsibilities	6
Expectations and Responsibilities of Staff	7
Student Representation and Feedback	8
UoM – Dubai Student Council	9
Tasks of the Student Council	10
Membership	10
Eligibility	11
Election	11
Guidelines for Developing Students and Alumni Clubs	11
Introduction	11
Club Organisation, Development and Conduct	11
Organisation and Approval	11
Club Membership and Activities Promotion	12
Approval and Launch	12
Development and Feedback	12
Conduct and Communication	12

City Based Groups in the UAE and Wider Region	13
Responsibilities of Alumni Leading the City-Based Groups.....	14
Support for Alumni Leading the Groups	14
Interest-Based Groups in the UAE and Wider Region	14
Entrepreneurship Club	14
Sports Club	14
Social Responsibility Club	15
Alumni Ambassadors	16
Introduction	16
Role	16
Identifying Alumni Ambassadors and Eligibility Criteria	17
Selection and Appointment of Alumni Ambassadors	17
Appointment of an Alumni Ambassador	18
Responsibilities of an Alumni Ambassador	18
Terms of Service	19
Assessment, Promotion and Rewards	20
Conduct and Code of Ethics	20
Process Amendments	20
Learning Resources	20
UoM – Dubai Facilities	21
Library	21
The Hive.....	21
Studio 108	21
Dubai Knowledge Park (DKP) Shared Facilities	22
Conference Halls	22
Auditorium	22
Prayer Rooms	22
Food Court	22
Medical Clinic	22
Pharmacy	22
Transportations & Parking	22
Security and Safety	22
Student Support Services	23
New Students Welcome Event	23
New Students Team Building Event.....	23
Managing Your Studies Series.....	23
Alumni Buddy Programme	23
Student Support Clinics / One-to-One Support Sessions with Advisors (Local & Regional)	24
Wellbeing at The University of Manchester	24
Disability Advisory and Support Services (DASS)	24
The Use of Artificial Intelligence (AI)	24

Data Protection, Student Records, and Disclosure of Personal Information	25
Personal Data and Special Category Data	25
Disclosure to Regulatory Authorities and Third Parties	25
Student Record Management and Regulatory Access	26
International Transfer of Data.....	26
Privacy Notices	26
Consent and Acknowledgement	26
Conduct and Discipline of Students	27
Our Expectations of You Under This Policy	27
Your Expectations of Us Under This Policy	27
Local Representation	27
Importance of Compliance with UAE Norms and Culture	27
Dress Code.....	28
Guidance to Students on Plagiarism and Other Forms of Academic Malpractice	28
Academic Appeals Procedure	28
Student Complaints	29
Admission Policies	29
Admission Requirements: Global MBA, Finance Accelerated	29
Entry Requirements	29
Required Documents	30
Admission Requirements: Global Executive MBA	30
Entry Requirements	30
Required Documents	30
Admission Requirements: MSc Financial Management	31
Entry Requirements	31
Required Documents	31
Admission Requirements: MA Educational Leadership in Practice	31
Entry Requirements	31
Required Documents	32
Tuition Fees	32
Discount Policy	33
Global MBA	33
GMBA Bursary Categories	34
GEMBA Bursary Categories	34
MSc Financial Management	35
MA Educational Leadership in Practice	35
UoM – Dubai: Contact Information and Location	36
General Contact and Address.....	36

About The University of Manchester

Global Excellence, Regional Impact

The University of Manchester is a centre of teaching excellence, world-class research, outstanding student experience, and deep-rooted social responsibility. As a proud member of the prestigious Russell Group, we understand that institutions like ours carry the greatest responsibility to lead as the world faces complex and urgent challenges. Founded in 1824 for the advancement of education, our university has been home to 26 Nobel Prize winners and continues to drive transformative discoveries across disciplinary and geographic boundaries.

We are inspired by and connected with the city of Manchester – the birthplace of the Industrial Revolution, home to a thriving arts, music and cultural scene, and the driving force behind the Northern Powerhouse. From creating the world's first nuclear reaction to building the modern computer, isolating graphene, and revolutionising cancer diagnosis and treatment – our legacy of innovation continues to shape the future. Our commitment to life-changing student experiences and exceptional graduate outcomes helps develop global citizens ready to lead.

As we enter our third century, we are resolute in tackling the world's biggest challenges. Ranked the 7th best university in the UK and 40th globally as per the QS World University Rankings (2027), our university is a true powerhouse of research and discovery. We were ranked 5th in the UK for research power in the Research Excellence Framework (REF) 2021. Our global community includes over 44,000 students, 12,000 staff, and 550,000 alumni from 190 countries.

Our commitment to the United Nations Sustainable Development Goals (SDGs) is unmatched, ranking in the global top 10 for social and environmental impact in every year of the Times Higher Education Impact Rankings. We are also the most popular UK university for undergraduate applications (UCAS 2023) and the second most targeted by leading UK employers (The Graduate Market, 2024).



The University of Manchester

► Mission

The University of Manchester's mission, guided by its strategy From Manchester for the World (to 2035), is focused on learning and discovery for a new world, producing graduates who help change the world for the better.

► Vision

The University of Manchester will be recognised globally for the excellence of our people, research, learning, and innovation and for the benefits we bring to society and the environment.

► Core Values

- Knowledge - Fostering innovation and challenging perspectives.
- Wisdom - Applying knowledge to improve society.
- Humanity - Cultivating a supportive and ethical environment.
- Academic Freedom - We support with enthusiasm and vigour the principles of freedom of thought and speech.
- Courage - We think and speak freely, and act boldly to challenge assumptions and shape our future for the greater good.
- Pioneering Spirit - In the radical Manchester spirit, and inspired by our people, history and scale, we create the exceptional.





The University of Manchester – Dubai

Established in 2006 in Dubai Knowledge Park, The University of Manchester – Dubai is the largest and fastest-growing hub in the University's international network of five global centres/branches — located in Manchester, Dubai, Shanghai, Hong Kong, and Singapore. The Branch supports the University's mission to provide world-class education and lifelong learning opportunities to working professionals across the region.

Offering a dynamic portfolio of blended learning, part-time master's programmes, the Branch delivers globally recognised degrees, including the University's top-ranked MBA, MSc Financial Management, and MA Educational Leadership in Practice. These programmes are specifically designed to support career advancement while accommodating the busy schedules of working professionals.

To date, The University of Manchester – Dubai has supported more than 3,700 part-time MBA and specialist Master's students and graduated over 2,600 alumni. It is also a hub of engagement and innovation, actively collaborating with regional industry groups, professional bodies, and companies. UoM – Dubai supports a thriving regional alumni network of over 5,500 members, spanning countries across the Middle East and beyond. [Discover all our rankings.](#)

Mission Statement

The University of Manchester's mission statement is, "The Creation of excellent learning and research environments for The University of Manchester through the delivery of effective and responsive building design and management of the project process."

Within the region, our mission is, to be acknowledged as a promising provider of transnational education, closely aligned with The University of Manchester on a global level while also being a dedicated advocate for social responsibility within our local and regional contexts.

Academic Definitions

To support clarity and ensure consistency in the use of academic terminology, prospective and current students are directed to the University's official Glossary of Terms, which provides authoritative definitions of commonly used terms such as credits, modules, course units, exit award, intended learning outcomes, mitigating circumstances, and compensation. This resource can be accessed via the following link: [University of Manchester Taught Degree Regulations Glossary of Terms](#)

Accreditation

Commission for Academic Accreditation (CAA)

The University of Manchester – Dubai is officially licensed, and its programmes are accredited by the Commission for Academic Accreditation (CAA) to award degrees and qualifications in higher education.

The Knowledge and Human Development Authority (KHDA)

The University of Manchester – Dubai is accredited by the Knowledge and Human Development Authority (KHDA), the education regulator of the Government of Dubai. The University has also been awarded a 5-star rating by KHDA, reflecting excellence across key performance areas. KHDA provides local oversight and quality assurance, ensuring that all programmes delivered in Dubai meet the Emirate's rigorous academic standards.

Association of MBA (AMBA)

The University of Manchester's AMBA accreditation statement highlights its commitment to maintaining high standards in business education. AMBA accreditation is awarded to programmes that demonstrate excellence in teaching, curriculum, and overall student experience. This recognition ensures that students receive a rigorous and globally recognised education, preparing them for leadership roles in the business world.

European Quality Improvement System (EQUIS)

The University of Manchester's EQUIS accreditation statement emphasises its dedication to delivering high-quality business education and research. EQUIS accreditation is granted by the European Foundation for Management Development (EFMD) and signifies that the university meets rigorous international standards in areas such as academic quality, faculty qualifications, and student support.

This accreditation underscores the university's commitment to continuous improvement, innovation in teaching, and a strong connection with the business community, ultimately enhancing the value of its programmes for students and employers alike.

Association to Advance Collegiate Schools of Business (AACSB)

The University of Manchester's AACSB accreditation statement reflects its commitment to excellence in business education and research. AACSB accreditation is a prestigious recognition awarded to business schools that meet high standards of quality and continuous improvement in areas such as teaching, curriculum, and student outcomes.

This accreditation signifies that the university provides a rigorous academic environment that fosters innovative teaching and learning, preparing students for successful careers in a dynamic global marketplace. It also highlights the university's commitment to engagement with the business community and its focus on ethical leadership and social responsibility.



Students Rights and Responsibilities

At The University of Manchester, we are dedicated to nurturing a safe and supportive learning environment where students can pursue academic, personal, and professional development. Central to these rights is the commitment to equal opportunity for all, irrespective of age, gender, nationality, race, religion, or physical ability.

Students Rights

1. The right to fair and equal treatment from all members of the university community.
2. The right to be treated with respect, dignity, and confidentiality of information, as outlined in university policies.
3. The right to fair due process in accordance with university policies and procedures.
4. The right to report any perceived violations of university policies via appropriate channels.
5. The right to a safe and supportive learning environment with adequate resources.
6. The right to receive complete and accurate information about university policies, procedures, and other relevant information through official communication channels such as email, the website, announcements, and social media.
7. The right to express views and provide feedback on university operations, faculty members, and courses through appropriate channels outlined in university policies.
8. The right to participate in institutional decision-making through appropriate channels outlined in university policies.
9. The right to receive complete and accurate information regarding coursework, including a comprehensive course outline, grading criteria, grade scale, and clear descriptions of coursework requirements.

Students Responsibilities

1. Adhere to Regulation XVII (Conduct & Discipline of Students) and comply with all University policies and procedures.
2. Uphold University values and treat all members of the University community – academics, staff, and peers with dignity and respect, in accordance with UAE culture and values.
3. Seek complete and accurate information regarding university policies and procedures in a timely manner and seek assistance from relevant departments when necessary.
4. Meet the standards of good academic practice by submitting work which is your own and which fully acknowledges the ideas and contributions of others through careful referencing.
5. Ensure that you understand what is meant by 'academic malpractice' and to seek advice if you are in any doubt.
6. Provide accurate and complete information to the University to facilitate timely communication, including activating and regularly using your university email and

providing a valid phone number.

7. Give your opinion on how well staff have succeeded in meeting their responsibilities listed below.
8. Pursue your academic work with a positive commitment.
9. Take full advantage of resources and facilities offered by the academic environment, including contact with staff and other students.
10. Take the initiative in raising problems or difficulties (academic or personal) with an appropriate member of staff, however elementary or trivial these problems may seem; prompt discussion and resolution of problems can prevent difficulties at a later stage.
11. Submit work when required to do so; meet deadlines; and endeavour to take an active, not passive, role in seminar discussions.
12. Attend as required by your School and report promptly to tutors, your lecturers, or other appropriate members of staff, and provide explanations for any interruptions in attendance on their course (e.g. for medical or personal reasons). Must inform staff of any prolonged absence.

Expectations and Responsibilities of Staff

The University of Manchester believes that education must be a partnership between the learner and the teacher, conducted within a context that provides properly for pastoral and tutorial needs. As a student at The University of Manchester you can expect to receive an education of high quality with high standards of teaching, resources and support services. To achieve this, Staff are expected to provide:

- A good education which entails high standards of teaching and supervision, resources and support services.
- Educational facilities that support your learning development, such as library and computer facilities and study skills programmes.

Student Representation and Feedback

All students have the opportunity to contribute to and develop their experience whilst studying at The University of Manchester, and the purpose of representation is to help the University find out what students think so that the student experience can be improved.

Student Representatives (sometimes called academic representatives) play a vital part in the university campus operations. They provide a “voice for students”, which does not only mean talking on behalf of their class; it is about bringing issues to light, supporting fellow students and identifying and solving problems. Student Representatives (reps) are actively involved in:

- Gathering feedback from fellow students.
- Attending a variety of meetings, drop-in sessions and forums.
- Communicating the student voice to university staff.
- Communicating with fellow students to help improve the student experience.
- Promoting active student involvement in programme development.

Being a Student Representative gives students the opportunity to develop their communication skills, ability to listen, and practice the art of diplomacy and assertiveness. The role brings networking opportunities too.

All programmes have at least one representative. They are chosen by their peers to act as the representative for their particular programme for the academic programme period.





UoM – Dubai Student Council

The establishment of the Council, along with its objectives, terms of reference, membership structure, subcommittees, and meeting schedule, has been set out in accordance with the provisions of Ministerial Decree No. (334) of 2011.

The student council consists of (8) members. One third of its members are elected by students while two thirds are appointed to ensure that all programmes are represented in the Council, provided that the number of Council representatives from each programme does not exceed (2).

The membership of the student Council is subject to the following:

- To be an active student.
- To be recognized by the university and their peers for their support and commitment.
- The student's record must lack any disciplinary warnings.



Tasks of the Student Council

- Developing, reviewing and amending the bylaws of the Council in coordination with the University Administration represented by the Student Support team.
- Monitor the work of the Council and their compliance with the terms and conditions of the Council, as well as gain approvals and necessary permits.
- Propose the annual budget of the Council and its committees.
- Submit periodic reports on the work of the Council to the university administration represented by the Student Support team.

Membership

The Council members will consist of the four (4) members of (president, vice-president, treasurer, and secretary) and four (4) other elected and appointed members.

Each member of the Council shall be elected for one academic year based on good academic performance and leadership skills and based on the majority of votes.

Two (2) members will be student representatives from different programmes.

Eligibility

All representatives of the council must have completed at least one semester. It is highly recommended that candidates for president be prior members of the council. The members of the board shall be elected, and voting shall be conducted by students.

Election

The University shall conduct the general election of the President, Vice – President, Treasurer, Secretary and the programmes Representatives by the beginning of March of each Academic Year.

Guidelines for Developing Students and Alumni Clubs

Introduction

In our efforts to build a vibrant and inclusive community, we have established guidelines to assist in the formation of student and Alumni clubs. The guidelines outline essential steps to ensure that all clubs operate effectively, promote diversity, and align with the University's values. Active participation in these clubs enriches students and Alumni experiences and fosters a strong sense of belonging among all members.

Club Organisation, Development and Conduct

Each club will follow its own objectives and plan, offering guidance and meaningful networking opportunities.

Organisation and Approval

1. Define Club Objectives and Purpose
2. Establish the club's objectives and core goals to guide its activities.
3. Outline the primary purpose and target audience of the club to ensure alignment with students' and Alumni interests and university values.
4. Submit for Approval
5. Prepare a comprehensive proposal outlining the club's objectives, goals, and structure.
6. Submit this proposal to the designated university team, academic advisors, or relevant department for review and approval.
7. Development of Club Guidelines
8. Create a guideline document that defines the club's structure, including:

- a. Membership requirements and qualifications.
 - b. Roles and responsibilities of club officers (e.g., President, Event Coordinator).
 - c. Decision-making procedures, including voting processes and meeting protocols.
 - d. Ensure that these guidelines are clear, inclusive, and provide a framework for smooth operation.
9. Recruit Club Coordinators.
 10. Announce an open call for students and Alumni volunteers interested in these roles.
 11. Select coordinators based on their experience, interest, and commitment to lead and manage the club effectively.

Club Membership and Activities Promotion

1. Use various University's communication channels, events, and networking activities to raise awareness about the club and its purpose.
2. Actively encourage students and Alumni to join by highlighting the benefits of membership and opportunities for involvement.

Approval and Launch

1. After receiving final approval for the club, its objectives, structure, and planned activities proceed with the club's official launch.
2. Communicate the club's establishment to the university community and start planning initial events and activities.

Development and Feedback

1. Plan activities and develop a calendar of events and activities that align with the club's objective and encourage member engagement.
2. Foster partnerships and build relationships with other students and alumni, university departments, and external organisations for event collaborations.
3. Gather feedback from members to assess the effectiveness of activities and make improvements as needed.

Conduct and Communication

1. Adhere to guidelines and follow University policies on club conduct and event management.
2. Promote inclusivity and ensure all activities are inclusive, respecting diverse backgrounds and perspectives.
3. Maintain communication using newsletters, meetings, and social media, etc in coordination with the branch, to keep members informed and promote their events.

4. Continuously evaluate events through conducting post-event evaluations to identify successes and areas for improvement.
5. Recognize contributions and acknowledge the efforts of members and officers through awards, recognition events, or social media to encourage continued participation and in coordination with UoM – Dubai Students and Alumni Roles.
6. Students and Alumni will be assigned to lead clubs, organise and facilitate engagement activities.
7. Students and Alumni to advise and lead clubs, help organising networking events, promote masterclasses, and participate in conferences on behalf of the university.
8. Students and Alumni will facilitate the introduction to corporates and industry partnerships.
9. Students and Alumni connect with prospective students through the coordination of UoM – Dubai Admission and Support team to facilitate conversions.
10. Students and Alumni will advise and lead the social responsibility club and identify new social responsibility causes.



City Based Groups in the UAE and Wider Region

The University of Manchester – Dubai is creating various groups to leverage the wealth of knowledge and experiences within its student and alumni community. Alumni have great roles and will act as key advisers, offering guidance to both students and fellow alumni. Their experiences and success stories will inspire and provide valuable support to students and alumni.

We have established regional groups in 11 key cities across the Middle East, namely: Riyadh, Jeddah, Al Khobar, Kuwait, Qatar, Dubai, Abu Dhabi, Egypt, Oman, Bahrain, and Jordan. These groups are led by alumni ambassadors, who strengthen connections between the alumni community, students, the University, and their wider network.

Each city will have an alumni ambassador who leads the local group and ensures active engagement. Ambassadors work with UoM – Dubai to plan and execute activities.

Responsibilities of Alumni Leading the City-Based Groups

Alumni ambassadors will serve as local leaders, representing the University and fostering engagement with fellow alumni through events, mentorship, and community outreach. Their responsibilities include:

1. Organise and lead alumni events.
2. Serve as a liaison between alumni and the University.
3. Mentor current and prospective students.
4. Promote the University's values, programmes, and initiatives.

Support for Alumni Leading the Groups

The University of Manchester – Dubai works closely with the alumni leading the clubs and provides ongoing support through:

1. **Training and Guidance:** Ongoing guidance will be provided to ensure alumni understand their roles and responsibilities.
2. **Recognition:** Alumni will be acknowledged through exclusive invitations to senior events and recognition during key University functions.
3. **Ongoing Evaluation:** The University will provide ongoing support and feedback to ensure sustained engagement and leadership development.

Interest-Based Groups in the UAE and Wider Region

The interest-based groups are centred around members' specific interests, fostering a sense of community and shared passion. The University will establish clubs in entrepreneurship, sports, and social responsibility, each offering unique opportunities for personal and professional development. While all clubs adhere to a consistent structure for organisation, development, and operations, they differ in name and focus based on their area of interest.

Entrepreneurship Club

This club caters to individuals passionate about business and innovation, offering workshops, networking events, and mentorship opportunities to support aspiring entrepreneurs in developing their ideas and business ventures.

Sports Club

Designed for sports enthusiasts, this club organises a variety of physical activities, sports competitions, and wellness programmes, encouraging members to stay active, build teamwork, and foster a sense of community through fitness.



Social Responsibility Club

For those committed to making a positive impact, this club focuses on initiatives around sustainability, charity, and community service. Members can engage in volunteer projects, fundraisers, and awareness campaigns, contributing to meaningful social change.

Clubs consist of students and alumni volunteers who take on key roles and responsibilities. Students will collaborate with alumni, industry professionals, and external organisations to enhance learning and expand their networks. Members will have opportunities to lead or participate in initiatives that align with their interests, fostering leadership, collaboration, and skill development.

This guideline ensures a standardized and inclusive selection process, promoting strong leadership within the region's students and alumni network. By appointing dedicated students and alumni volunteers, the University enhances its global reach and fosters community engagement.

Alumni Ambassadors

Introduction

The Alumni Ambassador's Programme is an institutional initiative designed to engage distinguished graduates of The University of Manchester as volunteer representatives in the region. The programme provides a structured framework through which selected alumni support the University's outreach, student engagement, and community initiatives. Alumni Ambassadors act as University Alumni representatives, participating in events, mentoring students, contributing to social responsibility activities, and strengthening connections within the alumni network. Through formal appointment and recognition, the programme fosters long-term engagement, reinforces institutional reputation, and sustains meaningful relationships between the University and its graduate community.

Role

The role of Alumni Ambassadors reflects the University's commitment to measurable graduate impact, stakeholder engagement, and continuous institutional enhancement. As graduates who voluntarily represent the University, Alumni Ambassadors act as structured external stakeholders who strengthen links between the institution, industry, and the wider community. Through mentoring current students, contributing to academic and professional events, supporting employability initiatives, and participating in social responsibility activities, they provide tangible evidence of graduate success and societal contribution. Their engagement enhances feedback mechanisms, supports industry-informed improvement, and reinforces the University's reputation and accountability. This role demonstrates sustained graduate outcomes, community connectivity, and long-term institutional impact beyond completion of study.



The process of identifying and selecting alumni ambassadors to represent the university across the Middle East region involves several steps as outlined below:

Identifying Alumni Ambassadors and Eligibility Criteria

The first step of the alumni ambassadorship programme is to define the qualities and attributes desired in an ambassador, such as communication & interpersonal skills, leadership abilities, cultural awareness, support, affinity, trust, and passion for the university.

The process of identifying alumni ambassadors commences early on, as students enrol in their study programmes and exhibit the attributes that make them suitable for ambassador roles upon graduation. Typically, student advisors and university staff can nominate potential candidates through their interactions with students throughout their academic journey.



Selection and Appointment of Alumni Ambassadors

The selection and appointment criteria for alumni ambassadors include the below factors that help ensure effective representation of the university's values and interests while engaging with stakeholders across the region.

Selection Criteria: The university forms a committee comprising of Director, student advisers and department leaders, to nominate and review graduates' nominations and select candidates. Ensure diversity and representation across different regions and countries. Nominated candidates should meet the below requirements:

1. **Academic Standing:** Ambassadors should maintain a good academic standing to reflect positively on the university.
2. **Active Involvement:** Alumni who have remained engaged with the university through activities such as volunteering, attending events, speaking on panels, and maintaining positive relations among peers and staff and alumni community.

3. **Communication Skills:** Ability to effectively communicate the mission, values, and initiatives of the university to fellow alumni and external stakeholders.
4. **Leadership Qualities:** Ambassadors should demonstrate leadership potential and the ability to take initiative in organising events and engaging with stakeholders.
5. **Cultural Awareness and Sensitivity:** Given the international nature of the role, ambassadors should exhibit cultural awareness, sensitivity, and respect for diverse perspectives.
6. **Interpersonal Skills:** Ambassadors should be approachable, friendly, and able to build positive relationships with prospective students, alumni, and other stakeholders.
- **Networking Abilities:** Strong interpersonal skills and a willingness to connect with and support other alumni in their personal and professional endeavours.
7. **Commitment to the Role:** Willingness to dedicate time and effort to fulfilling the responsibilities of being an alumni ambassador, which may include attending meetings, organising events, promoting initiatives, and engaging with stakeholders on a regular basis.
8. **Diversity and Inclusion:** The selection process should prioritize diversity and inclusion, ensuring representation from diverse backgrounds, cultures, and academic disciplines.

Alumni who meet these requirements are nominated to the role of alumni ambassadors. The next steps include willingness of nominated candidates to take on this role, and the below steps are followed:

1. **Shortlisting:** candidates who get shortlisted are then submitted to the committee for approval.
2. **Interviews:** Members of the university committee conduct interviews with shortlisted candidates to assess their suitability for the role. This could be done in person or virtually, depending on the region and country of residence.
3. **Appointment:** Notify successful candidates and formally appoint them as ambassadors. This is done via email communication and announced during the yearly graduation event.
4. **Guidance:** Provide guidance to selected ambassadors on the role on university policies and activities, and ambassador responsibilities.
5. **Ongoing Support:** Offer ongoing support and mentorship to ambassadors throughout their tenure. Regularly evaluate their performance and gather feedback to improve the programme.
6. **Recognition:** Recognize the contributions of ambassadors through extending exclusive invitations to attend senior events, and participation in the growth of alumni community. This helps motivate them and reinforces their commitment to representing the university effectively.

Appointment of an Alumni Ambassador

Responsibilities of an Alumni Ambassador

1. **First Point of Contact:** As an alumni ambassador for the group or area, they are the first point of contact for local alumni, University staff, visiting academics and current students wishing to find out more about working in any special interest area.
2. **Represent the University:** Serve as a positive and enthusiastic representative of the university to prospective students, current students, alumni, and other stakeholders.
3. **Engagement Activities:** Organise and participate in engagement activities such as lead and advise students and alumni clubs, facilitate networking events, participate in conferences on behalf of the university, introduce to their corporates, connect with prospective students and alumni, and lead on social responsibility initiatives.
4. **Outreach:** Contribute to prospective student engagement activities by sharing personal academic and professional experiences, responding to enquiries, and offering insight into the University's learning environment and graduate outcomes.
5. **Industry Partnerships:** Facilitate introductions to influential industry leaders in their sector, creating opportunities for collaboration and strategic partnerships.
6. **Mentorship:** Offer mentorship and support to current students, particularly those pursuing similar career paths.
7. **Networking:** Build and maintain relationships with alumni, faculty, staff, and other stakeholders to enhance the university's network and promote collaboration opportunities.
8. **Feedback and Advocacy:** Gather feedback from stakeholders and provide insights to university administrators to help improve programmes, services, and the overall student experience.
9. **Promotion of Alumni Benefits:** Inform alumni about the benefits and resources available to them through the university's alumni network, such as career services, events, and networking opportunities.
10. **Brand Ambassador:** Act as a brand ambassador for the university, adhering to its values, policies, and standards of conduct in all interactions and communications.
11. **Continued Learning:** Stay informed about updates, developments, and achievements within the university community to effectively communicate and advocate on its behalf.
12. **Adherence to Policies:** Follow all policies and guidelines set forth by the university, particularly regarding confidentiality, data protection, and ethical conduct.

Terms of Service

1. Alumni Ambassadors are expected to participate in a minimum of **five University-related events** or initiatives (e.g., guest lectures, mentorship, social responsibility projects) annually.
2. Alumni Ambassadors would maintain **regular communication** with the University's Alumni Relations team to stay informed and updated on events and opportunities.
3. Alumni Ambassadors will provide feedback about their experience and areas for programme improvement.

Assessment, Promotion and Rewards

1. **Bi-annual Review:** Each Alumni Ambassador's contributions and level of engagement will be reviewed at the end of their second year of service, to determine eligibility for promotion to Senior Alumni. The review will focus on:
 2. The number and quality of events or initiatives participated in.
 3. Feedback from the alumni community, University staff, and students.
 4. Level of engagement with Students and Alumni
5. Alumni Ambassadors who meet the engagement criteria and demonstrate a positive impact on the alumni community will be eligible for promotion to Senior Alumni and/or reward for their valuable contribution.

Conduct and Code of Ethics

1. Alumni Ambassadors are expected to uphold the University's values, demonstrating professionalism, inclusivity, and integrity in all engagements.
2. Any breaches of conduct may result in immediate termination of the Ambassador's role Promotion and Engagement.
3. The programme will be promoted to current students through information sessions, orientation events, and social media features showcasing success stories of Alumni Ambassadors.
4. Formal appointments of new Ambassadors, along with the recognition of continuing Ambassadors and promotions to Senior Ambassador roles, will take place annually, fostering visibility, recognition, and inspiration among graduates.

Process Amendments

This process may be reviewed and updated periodically to align with the University's goals and alumni relations strategy.

Learning Resources

The University provides a range of learning resources to support your studies, including access to online library resources, online databases, research journals, and various academic support services. These resources are designed to enhance your learning experience and help you succeed in your programme. For comprehensive information on available learning resources, please refer to your Programme Handbook, which provides detailed guidance on how to access and make the most of these tools throughout your studies.

- [Global MBA programme handbook](#)
- [MSc Financial Management programme handbook](#)
- [MA Educational Leadership in Practice programme handbook](#)

UoM – Dubai Facilities

Library

UoM – Dubai provides a library with a programme related selection of academic resources. The library also offers quiet study area and computer access for research, assignments and group work.



The Hive

A modern, adaptable space for learning, meetings, and performances. Theatre seating up to 80, cabaret up to 60, with full catering, a premium sound system, a large touchscreen, and Polycom for hybrid video conferencing. Ideal for trainings, seminars, conferences, workshops, and community events.



Studio 108

Buzz Hive at Studio 108 is a dedicated creative and collaborative media space, designed to amplify student, alumni, partners, staff voice, ideas, and community engagement. Serving as the home of The Buzz Hive podcast, the studio provides a professional yet welcoming environment where students, alumni, and faculty can come together to share insights, experiences, and thought leadership.

Equipped with modern audio-visual technology and designed for both production and conversation, Studio 108 supports a range of activities—from podcast recordings and interviews to content creation and informal discussions. More than just a studio, The Buzz Hive represents a platform for storytelling, knowledge exchange, and connection, reflecting the University's commitment to fostering innovation, creativity, and meaningful dialogue within its diverse community.



Dubai Knowledge Park (DKP) Shared Facilities

Located within DKP, UoM – Dubai benefits from shared facilities including classrooms, networking spaces, common study areas, and collaborative workspaces that foster a vibrant academic environment.

Conference Halls

UoM – Dubai has access to conference halls that accommodate face-to-face workshops, various events, masterclasses and seminars providing ample space for academic and professional activities.

Auditorium

The auditorium hosts larger events, such as inductions & welcome events, orientation, and graduation celebration, with audio-visual technology and comfortable seating for all attendees.

Prayer Rooms

Dedicated prayer rooms are available on campus, providing a quiet, respectful space for daily prayers and religious practices for all community members.

Food Court

The food court offers a variety of dining options, catering to diverse tastes and dietary preferences, making it convenient for students, Academics, and staff to dine on campus.

Medical Clinic

The medical clinic which is located in walking distance from UoM – Dubai, provides comprehensive health services, first aid, and medical consultations.

Pharmacy

Conveniently located in walking distance from UoM – Dubai, the pharmacy supplies essential medications, health products, and provides pharmaceutical guidance to support health needs.

Transportations & Parking

UoM – Dubai offers parking facilities and easy access to public transportation options, ensuring easy access for students, academics, and visitors traveling to and from campus.

Security and Safety

Campus security ensures a safe and secure environment, with round-the-clock surveillance, emergency response systems, and regular safety checks.

Student Support Services

New Students Welcome Event

A welcoming and informative event for incoming students, designed to familiarise them with the programme, university guidelines, and academic expectations. This gathering offers essential information to help students transition smoothly and fosters a sense of belonging within the academic community, laying the foundation for a supportive student experience.



New Students Team Building Event

An interactive and engaging icebreaker activity aimed at fostering strong connections among new students. This event encourages teamwork and collaboration, helping students build relationships with their peers in a fun, dynamic setting. It also introduces valuable skills like effective communication, setting the stage for a connected and collaborative cohort.

Managing Your Studies Series

A comprehensive support series that provides students with essential study skills, time management strategies, and access to academic resources. Through these sessions, students can learn how to organise their workload, prioritise tasks, and utilise university resources, empowering them to approach their studies with confidence and maximise their learning experience.

Alumni Buddy Programme

A guidance initiative where Alumni are paired with new students to offer guidance and share their insights from personal experience. Alumni buddies provide essential orientation support, including tips on preparing for assessments, navigating university life, and sharing best practices for academic success. This programme fosters a network of support, helping new students adjust

to academic life with confidence.

Student Support Clinics / One-to-One Support Sessions with Advisors (Local & Regional)

Dedicated sessions where students can receive personalised support and guidance from local advisors, addressing challenges and concerns, and offering resources to enhance their overall well-being.

Wellbeing at The University of Manchester

The University of Manchester centrally offers a comprehensive range of resources for student mental health and well-being. "Taking Care of Your Wellbeing" page includes self-care tools, such as the "Six Ways to Wellbeing," self-help booklets, and access to workshops. Support is provided through school staff, counselling services, and 24/7 helplines. Students can connect via email, arrange appointments, or use live chat for assistance.

For more details, visit the [wellbeing page](#).

Disability Advisory and Support Services (DASS)

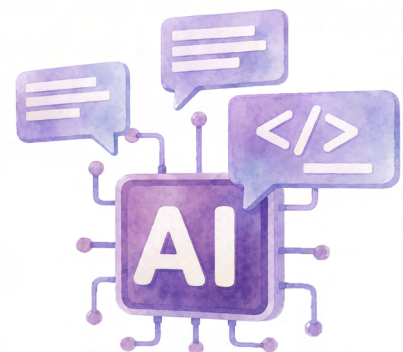
The [Disability Advisory and Support](#) Service offers confidential advice and support to students with additional support needs arising from a disability, medical condition or specific learning difficulty. Email: dass@manchester.ac.uk

The Use of Artificial Intelligence (AI)

AI tools have the potential to enhance learning and can support inclusivity and accessibility when used appropriately. It is important that you understand the potential risks and benefits of these tools if you plan to use them during your studies. You may use AI tools like any other resource to help you generate ideas, key themes, and plan your assessment, and you may also cite, or quote content generated by AI systems. However, passing off work generated by AI as your own is plagiarism, and will be treated as seriously as plagiarism of another person. Some Course Units or assignments may vary this position. In these cases, you will be given detailed instructions on what is and isn't allowed and may be asked to sign a code of conduct. If you are unclear about what is permissible, contact the course unit lead.

For more detail on the University's position on the use of AI in teaching and learning, see [Artificial Intelligence \(AI\) Teaching Guidance](#). For advice on how to acknowledge and cite content generated by AI, please refer to this [link](#) and the Student Programmes Handbook.

- [Global MBA programme handbook](#)
- [MSc Financial Management programme handbook](#)
- [MA Educational Leadership in Practice programme handbook](#)



Data Protection, Student Records, and Disclosure of Personal Information

By submitting an application to, accepting an offer from, and/or registering as a student at The University of Manchester – Dubai (UoM – Dubai), you acknowledge and consent to the collection, use, processing, storage, and disclosure of your personal data for academic, administrative, regulatory, and legal purposes.

The University maintains complete, accurate, and up-to-date student records in line with the requirements of the Ministry of Higher Education and Scientific Research (MoHESR) and the Knowledge and Human Development Authority (KHDA). These records are used to support admissions, enrolment, delivery of programmes, assessment, progression, awards, quality assurance, and regulatory reporting.

Personal Data and Special Category Data

Personal data processed by the University may include, where relevant and necessary, special category data, such as information relating to health and wellbeing, disability or accessibility needs, nationality, identity documentation, and other data required to meet academic, safeguarding, or regulatory obligations. All personal data is processed in accordance with:

- UAE Federal Decree-Law No. 45 of 2021 on the Protection of Personal Data (PDPL) and its implementing regulations.
- Applicable MoHESR and KHDA policies, standards, and reporting requirements.
- Relevant UK legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, where applicable, reflecting the University's status as a UK higher-education institution.



Disclosure to Regulatory Authorities and Third Parties

The University may disclose student data, where required and lawful, to relevant authorities and third parties, including but not limited to:

- MoHESR and KHDA, for the purposes of licensing, accreditation, compliance monitoring, inspections, audits, surveys, and statistical reporting;
- The University of Manchester (UK) for academic governance, quality assurance, assessment, progression, awards, and institutional reporting;
- External examiners, professional bodies,



and accreditation agencies;

- Government authorities or law-enforcement agencies where disclosure is required by law.

Such disclosure will be limited to what is necessary and will take place only where:

- There is a regulatory or statutory obligation;
- The disclosure is required for academic administration, quality assurance, or student-record verification; or
- The disclosure is otherwise permitted under applicable data-protection legislation.



Student Record Management and Regulatory Access

Student records are securely maintained and made available, upon request, to authorised representatives of MoHESR, KHDA, or other competent authorities for inspection, verification, and compliance purposes, in accordance with UAE regulatory requirements.

International Transfer of Data

As UoM – Dubai operates as an overseas branch of a UK higher-education institution, student data may be transferred outside the UAE, including to the United Kingdom, for academic delivery, assessment, quality assurance, record-keeping, and regulatory reporting. Appropriate safeguards are applied to ensure compliance with applicable data-protection laws.



Privacy Notices

Further details on how personal data is collected, processed, retained, and protected are set out in the University's published Privacy Notices, which also explain students' rights in relation to their personal data.

Consent and Acknowledgement

By applying to, enrolling at, or continuing registration with UoM – Dubai, students formally acknowledge and consent to:

- The maintenance of their student records by the University;
- The use of their data for academic, administrative, quality assurance, and regulatory purposes; and
- The lawful disclosure of their data to MoHESR, KHDA, and other authorised bodies as required.



Conduct and Discipline of Students

[Conduct and Discipline of Students](#)

Regulation XVII (17) is the University's overarching behaviour policy. It sets out the key principles around student discipline, such as the University's remit, what it identifies as misconduct and the processes that take place in the University, such as looking into behavioural concerns, how disciplinary panels are arranged and the ability to take precautionary action.

Our Expectations of You Under This Policy

It is expected that every student shall maintain at all times, and in all places, an acceptable standard of behaviour and shall comply with the University's policies and procedures. The settings include in-person, in halls, in lectures, in the community and online. The range of behavioural concerns is very broad but includes things like, not committing academic malpractice (such as plagiarism), being respectful to other individuals and not causing them harm, using University resources and property appropriately, ensuring you act as a good ambassador for the University and adhering to health and safety rules. In essence, you should treat other people and the University in the way you would expect to be treated.

Your Expectations of Us Under This Policy

The University will take appropriate action where misconduct is alleged, whether this is to consider a matter further, such as through an investigation or for a case to be referred to more formal stages of discipline, like a panel. The University will make sure cases are considered fairly and without bias, are evidenced based, outcomes are proportionate, and that students are given clear information and signposting to support.

Local Representation

While disciplinary hearings are conducted centrally, appropriate representation from The University of Manchester – Dubai will be included to support fairness & contextual understanding.

Importance of Compliance with UAE Norms and Culture

For students based at The University of Manchester – Dubai or those visiting Dubai for course workshops or any other events, it is essential to observe the cultural norms, laws, and general rules of the UAE. Respecting the UAE's customs and adhering to local regulations is not only legally required but also integral to maintaining the University's strong reputation as a good ambassador within the region. The University expects students to be mindful of these expectations and to represent themselves and the institution positively.

For more details on Conduct and Discipline of students, please refer to the Student Programmes Handbook and Student Handbook – Local Addendum.

- [Global MBA programme handbook](#)

- [MSc Financial Management programme handbook](#)
- [MA Educational Leadership in Practice programme handbook](#)

Dress Code

At all times, students are required to adhere to the UAE laws and uphold respect for its cultural values. This includes compliance with the following dress code guidelines both on campus and during official University events to honour the customs and traditions of the UAE.

Attire should be neat, modest, and culturally appropriate. Students are expected to maintain a respectful appearance reflecting the values of the United Arab Emirates and the Emirate of Dubai.

Guidance to Students on Plagiarism and Other Forms of Academic Malpractice

[Guidance to students on plagiarism and other forms of academic malpractice](#)

This guidance explains what the University understands by the term 'academic malpractice', i.e. the types of actions by students that are likely to compromise their teaching and learning experience and that may lead to them, intentionally or otherwise, getting unearned or underserved credit. The guidance makes it clear that any academic malpractice will be treated very seriously by the University and gives information on how to avoid it. Use this guidance to understand what academic malpractice is and to make sure that you can prove that all your work is genuinely your own. Refer to this document if you have any concerns about issues such as plagiarism, collusion or falsification of results, or contract cheating (engaging a third party to complete an assignment on your behalf). [Guidance to students on plagiarism](#)

Academic Appeals Procedure

[Academic Appeals Procedures](#)

The policy provides information about the process for students who want to appeal against a final decision made by an Examination Board (or equivalent body) which affects their academic progress in the University.

The detailed procedures are outlined in student Programmes Handbooks along with relevant forms and documentations for the process.

In cases of appeals regarding an exit notice, students must promptly inform UoM – Dubai Student Support Team who will provide guidance and support.

Where appeal and review hearings occur, the University will ensure the involvement of a member of UoM – Dubai Student Support Team.

Student Complaints

The University defines a complaint as ‘an expression of dissatisfaction which merits a response.’ Most complaints can be resolved informally, and where practicable, a complaint should be dealt with as close as possible to the point at which it arises. The complaint should therefore be made initially to the appropriate member of staff who seems best placed to deal with the matter.

Where applicable, a local representative will be part of the investigation panel to provide contextual understanding and references when needed.

Students who are considering to formally complain, are advised to read the [Regulation XVIII: Student Complaints Procedure](#).

The detailed procedures, along with the necessary forms, documentation, and available support are comprehensively outlined in the Student Programme Handbooks to guide students through each step of the process.

- [Global MBA programme handbook](#)
- [MSc FM programme handbook](#)
- [MA ELiP programme handbook](#)

Admission Policies

Admission Requirements: Global MBA, Finance Accelerated

[Admission Requirements Global MBA](#)

Entry Requirements

- A strong undergraduate degree result (UK bachelor’s degree or international equivalent as recognised by [UK NARIC](#)) from a recognised university, or a higher-level degree (a first-class or upper second-class honours result in the UK system).
- Postgraduate, specialisation and professional qualifications can strengthen an application and compensate for a weaker performance in the bachelor’s degree.
- A professional accountancy qualification is required to be considered for the **Global Finance Accelerated MBA** route. Examples include:
 - ACA, FCA or CA (Chartered Accountant),
 - ACCA or FCCA (Chartered Certified Accountant),
 - ACMA or FCMA (Chartered Management Accountant),
 - CPFA (Chartered Public Finance Accountant),
 - AAIA or FAIA (International Accountant),
 - AFA or FFA (Incorporated Financial Accountant),

- AICPA or FCPA (Certified Public Accountant),
- CPA (Certified Public Accountant).
- **Professional Experience:** minimum of three years post-graduate work experience with strong consistent career progression.
- **Admission Test:** successfully completing the Manchester Admissions Test (MAT), GMAT® or GRE®.

Required Documents

- Two work-related references
- A strong CV/resume showing; a good level of responsibility, consistent and ideally fast-track career progression, strong achievements for the length of the career to date demonstrating impact in organisations and higher than average performance in the industry sector or function compared to peers.
- Academic credentials
- **Application essays:** Essay 1 - Professional Experience and Achievements (approx. 500 words) and Essay 2 - Your aspirations (300 words)

Admission Requirements: Global Executive MBA

[Admission Requirements Global Executive MBA](#)

Entry Requirements

- A strong undergraduate degree result (UK bachelor's degree or international equivalent as recognised by [UK NARIC](#)) from a recognised university, or a higher-level degree (a first-class or upper second-class honours result in the UK system).
- Postgraduate, specialisation and professional qualifications can strengthen an application and compensate for a weaker performance in the bachelor's degree.
- Substantial and significant professional experience in management roles, applicants should currently be in a senior leadership position influencing the company's strategy, decisions and goals and have significant international exposure.
- **Interview:** The MBA Admission Committee will review complete applications and successful candidates in the initial review will be invited to present to an interview panel.
- One professional reference
- **Admission Test:** successfully completing the Manchester Admissions Test (MAT), GMAT® or GRE®.

Required Documents

- Two work-related references
- A strong CV/resume showing; a good level of responsibility, consistent and ideally fast-track career progression, strong achievements for the length of the career to date

demonstrating impact in organisations and higher than average performance in the industry sector or function compared to peers.

- Academic credentials
- **Application essays:** Essay 1 - Professional Experience and Achievements (approx. 500 words) and Essay 2 - Your aspirations (300 words)

Admission Requirements: MSc Financial Management

[Admission Requirements MSc FM](#)

Entry Requirements

- 1st or 2:1 UK Bachelor's honours degree or international equivalent or a master's degree or international equivalent from an institution.
- In the case of non-native speakers of English: **One of the below valid English Language Proficiency tests:**
 - Valid IELTS of 6.5 overall with 6.0 in listening, writing, reading and speaking.
 - Valid TOEFL internet-based score of 90 overall with 20 in listening, writing, reading, and speaking.
 - Cambridge Certificate of Advanced English (CAE) or Certificate of Proficiency in English (CPE) overall score of 176 or above, with 176 in writing and no sub-section below 169. Grade C if taken before January 2015 (the Cambridge First Certificate in English is not acceptable).
 - Pearson test of English score of 59 or more overall, with a minimum writing score of 59 and no other subsection below 51.

Required Documents

- Statement of Purpose (essay)
- Academic qualifications
- CV/Resume
- One reference (academic reference or professional reference)
- Evidence of English language proficiency (if applicable)

Admission Requirements: MA Educational Leadership in Practice

[Admission Requirements MA ELiP](#)

Entry Requirements

- A good honours degree (minimum 2:1) or the overseas equivalent.
- Applicants with a 2:2 will be considered if they have at least three years teaching experience.

- An initial qualification in teaching, or at least one year's professional experience in a public or private educational organisation, are desirable but not essential requirements.
- Two satisfactory professional or academic references
- CV detailing full work experience.
- A personal statement (approx. 500 words) detailing the reasons you're interested in studying on the course.
- In the case of non-native speakers of English: **One of the below valid English Language Proficiency tests:**
 - A valid IELTS of overall score of 6.5 with no less than 6.5 in the writing component.
 - Valid TOEFL internet-based score of 90 or more overall, with a minimum writing score of 22 and no other section below 20.
 - Cambridge Certificate of Advanced English (CAE) or Certificate of Proficiency in English (CPE) overall score of 176 or above, with 176 in writing and no sub-section below 169 (Grade C if taken before January 2015 (the Cambridge First Certificate in English is not acceptable).
 - Pearson test of English score of 59 or more overall, with a minimum writing score of 59 and no other subsection below 51.

Required Documents

- Academic credentials
- Official transcript(s)/certificate(s). If the original document is not in English, please provide a translation from a certified translator.
- Curriculum Vitae (CV)
- Reference (one required)

Tuition Fees

Outlined below are the total tuition fees for each programme offered at The University of Manchester – Dubai for the Academic Year 2026 – 2027. The fees stated are inclusive of 5% UAE VAT.

Programme	Total Tuition Fees
Global Master of Business Administration	GBP 42,064.05
Global Master of Business Administration – Finance Accelerated	GBP 39,487.35
Global Executive Master of Business Administration	GBP 44,250.00
Master of Science in Financial Management	GBP 23,730.00
Master of Arts Educational Leadership in Practice	GBP 18,690.00

The University of Manchester – Dubai (UoM – Dubai) confirms that tuition fees are reviewed and adjusted on an annual basis. This process ensures the continued delivery of a high-quality educational experience in line with academic standards and operational requirements. For specific details regarding future fee adjustments, please refer to the University's [website](#).

Further details on the financial regulations governing tuition fees, payment methods and deadlines, penalties for late payment, tuition fee revisions, and refund policies applicable to students enrolled at The University of Manchester – Dubai can be found in the official Programme Handbooks and the [University's Student Terms and Conditions](#). Applicants and students are strongly advised to consult these documents for the most up-to-date and comprehensive information.

Discount Policy

Global MBA

Early Bird Discount 1	15%
Early Bird Discount 2	12.5%

Strategic Talent Partnership Discount

STP Discount	15%
ESAAD STP Discount (UAE Residents Only)	20%

Corporate Discounts

Corporate Discount (2 - 4 Confirmed Students)	10%
Corporate Discount (5 - 9 Confirmed Students)	12.50%
Corporate Discount (10+ Confirmed Students)	15%
Alumni Discount	20%
Discretionary Discount	10-15%
Bursary	10%
Family Loyalty Discount	15%
Student Referral Discount	10%

GMBA Bursary Categories

Women in Business	Exceptional female candidates with excellent academic and personal achievements.
Emirati Nationals	Exceptional UAE national candidates with great career progression.
Diversity	Exceptional candidates from a multitude of different cultural and professional backgrounds.
Achievement	Exceptional candidates with a proven outstanding track record of academic achievements.
Young potential leaders	Exceptional young talent who can rise to meet the future challenges of the global business environment and leadership.
Entrepreneurship	Exceptional candidates with an entrepreneurial flair applied to creating and running a successful start-up or a growing business venture.
Industry Sector	Exceptional candidates who have made significant contributions in any of the below sectors: • Professional Services • Energy • Engineering & Construction • Banking & Finance • Public Sector

GEMBA Bursary Categories

Award for Significant Industry Contributions	Exceptional candidates who have made significant contributions in: • Professional Services • Energy • Engineering & Construction • Banking & Finance • Public Sector
Award for Social Responsibility	This will be awarded to candidates who are accountable for fulfilling their civic duty. Candidates who behave and conduct business ethically and with sensitivity towards social, cultural, economic, and environmental issues.
Award for Academic Achievement	Exceptional candidates with a proven outstanding track record of academic achievements.
Award for Leaders from Non-Profit Organisations	This will be awarded to candidates who have a strong background and interest in NPO work. The candidates will be required to remain within the non-profit charitable sector for an agreed period of time after graduation.
Award for Entrepreneurs	This will be awarded to candidates who show an entrepreneurial spirit and have been involved in setting up his or her own business.
Award for Women in Business	For female candidates who can demonstrate leadership potential and who has an excellent track record in increasing gender and viewpoint diversity.
Award for Sustainability	This will be awarded to candidates who have a strong interest in promoting sustainability in the industry and the community. Preference will be given to candidates who hold positions to advance sustainability or demonstrate his or her significant contribution towards sustainability and conservation.

MSc Financial Management

Early Bird Discount	15%
Strategic Talent Partnership Discount	15%
ESAAD STP Discount (UAE Residents only)	15%
Alumni Discount	15%
Discretionary Discount	10 - 15%
Bursary	10%
Family Loyalty Discount	15%
Student Referral Discount	10%

MA Educational Leadership in Practice

Early Bird Discount	20%
Strategic Talent Partnership Discount	15%
ESAAD STP Discount (UAE Residents only)	15%
Alumni Discount	15%
Discretionary Discount	10 - 15%
Bursary	10%
Family Loyalty Discount	15%
Student Referral Discount	10%

UoM – Dubai: Contact Information and Location

General Contact and Address

The University of Manchester – Dubai

[Block 2B, First Floor, Office 116](#)
[Dubai Knowledge Park](#)
[PO Box 502907, Dubai, UAE](#)

Phone: +971 (0)4 446 8664

Fax: +971 (0)4 446 8665

Email: info.me@manchester.ac.uk

For programme inquiries:

Global MBA: mba.me@manchester.ac.uk

MSc FM: fm.me@manchester.ac.uk

MA ELIP: elip.me@manchester.ac.uk

For Admissions:

Email: admissions.me@manchester.ac.uk

For Student Support:

Email: support.me@manchester.ac.uk

For Finance:

Email: accounts.me@manchester.ac.uk

For Career and Alumni:

Email: alumni.me@manchester.ac.uk

For Marketing:

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