

Students Guide



Firm Steps Towards a Brighter Future





University of Garden City

is here to help you every step of the way, from exploring your study options, personalizing pathway advice, providing support throughout your studies and offering unique opportunities to assist you in becoming career-ready

The UGC Experience

Every day at University of Garden City there's room for ideas to grow. Our underlying ethos is a student-centered experience. Plugged into industry trends, professional placements and practical experiences, our teaching is designed to take you from learning to earning.



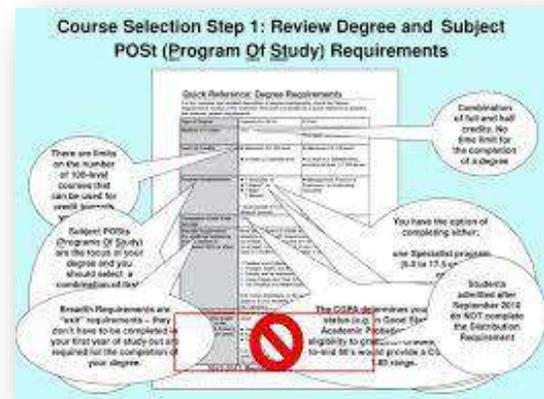


Innovative Degrees

Our wide range of unique degrees enable you to access highly sought after study areas, as well as the flexibility to put your own personal twist into your study plan. There's no limit to what you can achieve with a UGC degree. Our internationally recognized teachers, state-of-the-art facilities and above world standard research capabilities will inspire you to be the best you can be.

Choosing Your Degree

Whether you're set on studying a particular degree or you're still considering your options, planning your future at UGC is an exciting experience. It's never too early to start thinking about university and your study options. Here are some tips to help you choose what's right for you. University applications are due around assessment time, so it's worthwhile making a gradual and informed decision throughout the year. Attend Open Days and meet current students to start exploring your future study areas. Schedule an appointment with a Prospective Student Advisor in the holidays and request a personalized tour of the campus with a current student. Phone or email us to book. Friends and family are welcome to come along with you.



Study Areas

Engineering:

Our Engineering degrees are offered in close collaboration with industry, giving you specialist knowledge and an integrated 'toolkit' of skills that will enable you to meet the requirements of industry as it continues to change. You'll take part in a nationally recognized industry placement program and network with teachers, mentors and businesses who will prepare you for the workplace. Our graduates leave with professional accreditation and all

Architecture, Planning and Urban Design:

As part of the endeavor of the university of Garden City for promoting its status, the program of this faculty is meant to include three electives all within the realm of the architectural profession; Architectural Design, Planning and Urban Design. The current course running is the first elective but the latter two elective will be offered when the situation allows for the students who complete successfully six semesters of courses covering the basic knowledge common to all three options. Currently, there is supporting argument for introducing such specialist courses as positive additions to the current architectural courses in the country. The design of our courses is approached with the conviction that the architecture of the nation is the most concrete index of its social circumstances and cultural maturity. The nation's architecture is depicted by the single and basic dwelling needed at the level of subsistence and extends to include more complex edifices such as schools, hospitals, factories sport arenas etc.

Multimedia:

engineering degrees can be combined with design, technology or innovation topics to give you the skills for an ever-changing world. You'll be able to choose to focus your studies in a specialization from a range of areas including Biomedical, Civil, Electronics, and Computer Networks. We also offer a Flexible Entry degree if you are unsure of where to start, where you can try a topic from the different specializations before making up your mind.

The Faculty of Multimedia and Creative technology aims to equip the students with the knowledge and skills in multimedia design and development Multimedia provides the students with the fundamental skills to be employed with the Graphic Arts, Audio Technology, Animation, Video, and printing and publishing industries. It introduces students to a wide range of professional multimedia development packages. As the need of creative multimedia professionals in increasing every year, this programme provides the base of developing the necessary skills to cater the needs in multimedia industries. In education, multimedia is used to produce computer-based training courses (popularly called CBTs) and reference books like encyclopedia and almanacs. A CBT lets the user go through a series of presentations, text about a particular topic, and associated illustrations in various information formats. Edutainment is the combination of education with entertainment, especially multimedia entertainment. Learning theory in the past decade has expanded dramatically because of the introduction of multimedia. Several lines of research have evolved, e.g. cognitive load and multimedia learning.

Mass Communication:

UGC's Faculty of Mass Communication emphasizes creativity and professional excellence in all fields within the media industry. We provide a pioneering program that transcends local language and culture to promote pluralism and diversity. Our academic curriculum and practical instruction is comprehensive and rigorous. By the time students graduate, they are fully trained and ready to work as skilled media professionals. Coupled with a firm foundation in the mass communication field, students are provided with a solid background in ethical, legal, philosophical, political, social and historical principles that enable them to interpret human affairs and communicate intelligently and effectively. The Program offers a wide range of courses that provide the students with theoretical knowledge and practical skills that are critical in the workplace. In addition, the Mass Communication Program involves an internship which helps the students apply their knowledge to the real world and gain experience.

The Department has state-of-the-art facilities including digital studios, Internet and multimedia labs and photography labs. The students also enjoy full-service library facilities including access to many electronic resources and databases. Graduates of the Department have a wide range of employment and career opportunities available to them, including publishing, broadcasting, TV and radio production, public relations, marketing, and digital technologies.

Economics and Management:

The department of business administration at university of garden city offers a program of study leading to the bachelor of science (honors) degree in business administration, with options for further specialized study in one of three other applied fields. The specialized options presently available are: (1) marketing management, (2) management information systems, (3)

finance management and accounting, and (4) business administration. The curriculum of the degree is designed so as to equip the students with full knowledge and understanding of business management at the general level as well as at the four specialized levels, to fully grasp the concepts and technical terms employed in the field of business management, and to acquire the variety of skills and technologies currently applied in business decision making and in the analysis of business environment (economic, social and legal). As such, the ultimate mission of the B.Sc. (honors) program at department of management sciences, is to put its students in the right track to a successful career in business management and avail them full opportunity to become competent professionals as well as accomplished leaders in business management. The program also endeavors to prepare high performing students for successful performance in higher education in their respective fields of specialization.

Computer Studies and Information Technology:

Computing studies is a collective name given to a number of different, but related disciplines all centering on digital computations and their influence upon man. A common misconception about computing studies is that it is a purely applied field and that it is a service-oriented field, one that aims to serve other disciplines. In fact, computing studies covers both deep and theoretical fundamental knowledge, and technology-oriented and applied knowledge. It thus covers a continuum from purely theoretical and fundamental studies of natural phenomena related to computation to the use of computer technology to solve practical problems of applied nature.

The faculty of Computer studies & Information Technology at UGC offers a balanced programme in computing that covers both the theoretical aspects and its

applied side. Because of its balanced coverage, the degree offered bears the title: Bachelor of Science (honors) in Computer Studies and Information Technology. It aims at graduating students who have the necessary practical skills that allow them to apply the latest technologies to develop practical applications and the requisite foundations and theoretical background of computer science that allows them to have a clear understanding of the field. Such understanding will help them in extending their practical skills on solid grounds.

Medicine:

Medical science as an academic discipline is ultimately concerned with using scientific research methods to treat illnesses contracted by, and contribute to the overall health of, human beings. In order to fulfill these objectives, areas addressed in medical science range from those on molecular and cellular levels to internal organ and individual person levels, all the way to topics that involve society or the world as a whole. A large portion of studies in the Faculty of Medicine is concerned with clinical medicine. The majority of students in this Faculty, in fact, aim to become clinical doctors. The ultimate subject of all studies in clinical medicine comes down to one human being: the patient. Of course, clinical doctors must possess knowledge of the human body on a molecular level as well as an advanced understanding of organs. Just as important, however, is being constantly aware of the fact that the subject of one's studies or treatments is a human being with a personality and is therefore not all that different from you.

A clinical doctor's responsibility is to take a patient, who is a human being just like herself or himself and help them to recover from whatever illness or disease that is affecting them. Advancements in the field of medical science are continuously being made, and the high level of knowledge and latest techniques gained from these advancements contribute greatly to helping

patients recover from illnesses. Utilizing these new techniques and expert knowledge for the sake of helping patients is what brings clinical doctors the most joy. Nevertheless, illnesses, as explained later, at times become so overbearing that they control our fates, leaving medical science powerless to do anything to treat or prevent them. In such cases, we identify the mechanisms of these illnesses and develop new methods of treatment for them. By doing so, we can be prepared to fight against these illnesses when they appear again in future patients. However, this process is by no means successful every time. As fellow human beings who share the same eventual fate of death, it must be said that one of a clinical doctor's duties is to protect the dignity of their patients.

Medical Laboratories:

University of Garden City was established 2003 as a university college, then upgraded to a university in 2015. The university offered B.Sc. (Honors) in different field, including Architecture, Electronics and Computer, Information Technology, Economics and Communications. The Medical Laboratory Science (MLS) (Honors) Program at Garden City University (GCU) is designed to prepare cadre for direct employment in a medical laboratory field. The program is structured primarily as on-site requirements to offer students flexibility to earn their B.Sc. Degree on a full-time basis. The courses of the program were designated to provide student with the latest aspects of laboratory medicine. This program is consisting of eight (8) semesters (Four years). The first six (6) semesters are general for all students. The last two (2) semesters are designed for specialization. Successful fulfillment of the program leads to the award of B.Sc. (Honors) MLS in one of the five disciplines (Histopathology and Cytology, Clinical Chemistry, Parasitology & Medical Entomology, Microbiology, Hematology & Immunohematology). The

total number of credit hours for completion of the MLS program is 174.

Nursing Sciences:

The mission of the Faculty of Nursing is to advance nursing knowledge and develop dynamic nurse leaders who improve the health of all people, emphasizing the underserved, rural, and diverse populations. UGC's nursing curriculum prepares professional nurses by providing a sound educational base for practice, graduate study, professional development, and professional and civic responsibility. Our task is to maintain academic learning, develop nursing science research and promote the implementation of research-based nursing care. The nursing program serves as a resource for society through consultation, collaboration, advocacy and scholarship. Rapid changes in health care and technology require the nursing profession to continually expand its role. Employment forecasts predict an increasing demand for professional nurses.

Dentistry:

The University of Garden City was established 2003 as a university college, then upgraded to a university in 2015. The university offered B.Sc (Honors) in different field, including Architecture, Electronics and Computer, Information Technology, Economics and Communications. The BDS curriculum in UGC is hybrid implement integrated disciplines modules and Problem-Based Learning. Our students are expected to excel in our curriculum and graduate successfully to become outstanding clinicians, leaders, educators and researchers seeking long life learning.

This programme consists of ten semesters (Five years) successful fulfillment of the programme leads to the award of BDS (Bachelor of Dental Surgery) The total number of credit ours for completion of the BDS Program is 198 hours.

Law:

The high quality of education backed by this role has led the Faculty to train many

outstanding students and researchers, both from Sudan and overseas. Graduates of the Faculty have gone into a broad range of fields, including justice, public administration, politics, economics, journalism and academics. At the Faculty of Law, students study the administrative, legislative and judicial branches of the government from a wide range of angles. These concepts are huge, complex and important phenomena that have a direct influence on people's existence, lives and well-being. Students are expected to acquire fundamental legal thinking skills and basic political insight. For some people, the term "Faculty of Law" may conjure up images of a school that trains students to be lawyers. The Faculty of Law's graduates, however, go into diverse career paths. Even for students who aspire to be lawyers, it is the Faculty's policy to provide education that does not focus strictly on a narrow definition of "law."

Post Graduate Studies (MBA):

Earning a post graduate degree is an intensive educational experience. The primary goal of the Graduate Programmes at University of Garden City (UGC) is to prepare students to become socially responsible managers and leaders from an ethical, values-based perspective. Some of our Post Graduate courses are practice-based and we acknowledge the experience that each of our students brings to academic experience. Many, perhaps, most of our students are completing their qualifications part-time and we are mindful of the particular challenges associated with this type of studying and the need to provide for these through flexible delivery options, including online materials. Though UGC is a relatively young institution, many of our faculty possesses a wealth of varied and long experience in academia. Our faculty as well as staff is committed to place students first. However, in the long run, our success will be measured by the achievements of our students, and the level of leadership they

assume in their respective organizations and institutions and in the nation as a whole. For the time being we have four approved programmes at the Masters level and only

one of them, the MBA, is running. In the future we hope to have more programmes and up to the doctorate level.

Student Conduct and Accountability Regulations

1. The name of the list and the commencement of its implementation: -

This bylaw is called (Student Conduct and Accountability Regulations) for the year 2003 AD, the amendment of 2010, and it shall come into force on the date of its signature.

2. interpretations

Unless the context requires another meaning, the following words and phrases in this list mean what is indicated in front of each of them:

- College: means the Garden City University.
- President: means the college president.
- Dean: means the dean of the college.
- Secretary of Academic Affairs: means the person appointed by the dean to supervise all academic activities in the college.
- Council: refers to the scientific council of the college.
- Department Heads Council: It means the council formed according to the rules and regulations in force in the college and is headed by the dean and the membership of department heads. It is permissible to add two experts and specialists from among the faculty members and the registrar will be the reporter of the council.
- Registrar: means the student registrar in the college.
- Academic degree: refers to the general bachelor's degree and honor.
- Student: means the person registered in the college with the intention of obtaining an academic degree awarded by the council.
- Students: they mean the students of the Garden City College of Science and Technology.
- Student supervisor: D refers to the person responsible for managing students 'affairs.
- Association: means the College Student Association.
- Student Activity: It refers to all student activities organized by the Association and its affiliated societies.
- Commitment: It means the commitment of every student at Garden City College to the provisions of these bylaws and the other college's rules and regulations.
- Commitment to the laws of the country: - It means full compliance with the laws and traditions backing in the country.
- Behavior: means disciplined behavior in all places and times.

3. Behavior: -

3.1 The student must behave in a disciplined manner at all times and in all places and when practicing various activities and with all faculty staff.

3.2 The student must respect all religions and beliefs while refraining from uttering anything that might offend them.

3.3 The student should behave respectfully towards his teachers and college staff, and that his relationship with fellow students is based on tolerance and mutual respect.

3.4 The student must not behave in a manner that would threaten his safety, health, or safety, or the security, health or safety of others.

3.5 The student must pay attention to his appearance and adhere to modest dress when practicing any academic, cultural, sports, or social activity, and the person responsible for that activity has to determine whether the dress is modest and appropriate and his decision in that is final and the student complies with this decision. 6-3 The student must not preserve, manufacture, or use any kind of alcoholic drink or any intoxicating or narcotic substance.

4. Academic discipline

4.1 The student must attend regularly to lectures, seminars, tests, exams and all forms of teaching in accordance with the regulations determined by the college authorities.

4.2 The student should behave in a disciplined manner in the lecture halls, laboratories and study places.

4.3 The student must not cause inconvenience in places of study and achievement.

4.4 The student must implement the directives issued to him by the course professor regarding the course whenever he sees that in the interest of the student.

5. student activity

5.1 It is permitted to practice all kinds of student activity in the role of associations and societies or any other places determined by the college administration, taking into account the traditions of the college and respecting freedom of thought and democracy of expression.

5.2 It is not permitted to hold any student activity, including exhibitions, seminars, and lectures organized by the Association or Associations, on the campus of the faculty without written permission from the student supervisor and the dean.

5.3 It is strictly forbidden to use loudspeakers for any purpose on the campus of the college except in halls or important events after the approval of the student supervisor and the dean.

5.4 Student wall papers may be issued according to the following conditions: -

- That the issuance takes place in the Union House (if any) or the role of the associations or their branches or any place certified by the dean
- That the newspaper and the persons responsible for it be registered with the student supervisor
- That the newspaper adheres to the morals, social traditions and good journalistic norms.
- Any activity for students should not conflict with religious beliefs.

5-5 The student has to take full care of the college property and make sure to follow all regulations and instructions issued regarding its use and maintenance. It is also prohibited to use or exploit it for any illegal purpose.

5.6 The student is prohibited from bringing, possessing, displaying, making, or carrying:

- Any type of weapon.
- Any other material that he fears for his safety or the safety of others.
- Any other materials that are feared for the safety of the college property and furniture.

6. Violations and penalties

6.1 A student who violates the provisions of this bylaw or other basic college rules or bylaws exposes himself to inflicting one or more of the penalties stipulated in this article according to the type and severity of the violation.

6.2 Violations are divided into two parts:

6.2.1 small irregularities

These violations are considered by the responsible persons (or their representatives), so that the violation occurred in their places of competence and their responsibilities.

- Dean.
- Secretary of Scientific Affairs.
- Student supervisor.
- Librarian.
- Supervisor of the academic, sports, cultural or social facilitator.
- The registrar.

6.2.2 Major Violations: - Major violations are those that the Dean believes are not within his authority and include: -

- Forgery, manipulation, or misuse of college records, including official papers and academic certificates.
- Disturbing the public order and everything that leads to sabotage or poses a danger to lives or property in the college or its buildings, or affects discipline or

- the progress of study and work in the college, such as sit-ins or occupation, and so on.
- Using loudspeakers or any other means that affect achievement in lecture and reading halls, laboratories and libraries without permission.
 - Offending or insulting others.
 - Violations of the country's laws.

6.3 Penalties:

6.3.1 The penalties for minor violations include one or more of the following:

- Reprimand and attention
- Personal warning
- Deprivation of various activities for a period not exceeding six weeks
- Suspension of studies for a period not exceeding one semester
- Payment of compensation for any damage resulting from the violation, whether in books, furniture, buildings, or other college property or private property.

6.3.2 Penalties for major violations include:

- Public warning
- Payment of compensation in the event of damaging college property
- Temporary or permanent deprivation from participating in academic, sports, cultural or social activities
- Temporary or permanent deprivation from studying at the college.

6.4 Accounting Board: -

The decision to form the Accounting Board is issued by the Dean after notifying the student supervisor of a complaint related to the violation. The Accounting Board consists of: -

- Secretary of Scientific Affairs as Chairman.
- Student Affairs Supervisor.
- One of the faculty members in the college appointed by the dean.
- College registrar as a rapporteur.

6-5 The student concerned shall be notified in writing through the student's supervisor of the violations directed against him and of appearing before the Accounting Board at least seventy-two hours before the date of the Council's meeting ... and the Council may proceed and take its decisions in the absence of the student in the event that the Council is convinced of the student's refusal to attend.

6-6 The Accounting Board is convened at the invitation of its chairman, and its meeting becomes valid in the presence of the chairman and two members.

6.7 It is permissible for the student to seek assistance in his defense before the Accounting Board with the advice and assistance of the academic supervisor, the supervising professor, one of the faculty members, or one of his fellow students.

6-8 The decisions of the Court of Accounts are final after the approval of the Dean.

6-9 The student has the right to appeal against the decisions of the Accounting Council to the Chairman of the Board of Trustees within a period not exceeding one week from the date they are approved by the Dean.

6.10 If the applicant's violation of these regulations constitutes a violation of the laws prevailing in the country, the competent authorities shall be notified of this, and it is not permissible to start the accountability procedures before those competent authorities consider the matter.

6-11 The Dean has the right to temporarily suspend or continue studying for any student pending a decision by the Accounting Board in a violation related to that student if it is felt that his presence in the college harms the integrity of the investigation or leads to complications affecting the interest of the college.

6-12 The dean may order any student to leave the college temporarily whenever he is convinced that the presence of that student in the college poses a danger to the health and safety of him or the health and safety of others.

7. General provisions

7-1 It is prohibited to sit-in on the college campus or any fields belonging to the college for any reason whatsoever.

7-2 The college does not bear any responsibility for any damage caused to the student during the study in the college except to the extent that makes the college responsible in accordance with the provisions of the country's law.

7-3 No student may address the college administration without referring to the student supervisor.

7-4 Students must raise their private or non-academic general problems in writing to the student supervisor who solves them or submits them to the concerned authorities for a decision.

7-5 It is not permissible for any applicant to interfere in any work from the competence of other workers, professors, or management, and he is not entitled to demand the completion of any work except through the usual official channels.

Student Experience

At University of Garden City, we are committed to the success of our students. Our graduates are highly sought after by graduate employers and our work integrated learning programs combine academic and career-related activities designed to enhance learning. UGC students are able to make industry connections and enhance their skills and experience through workplace.

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