

Final Transcript and Degree Clearance Form

I _____ registration # _____ of _____ program, have completed all degree requirements. Please issue cheque in favor* of _____

**Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.*

Contact No: _____ Email ID: _____

- **Final Transcript and Degree processing fee 315/- (Including 5% VAT)**
- **5% VAT applicable as per U.A.E Federal Tax Authority regulations**
- **List of required documents and Instructions for students on Page 2.**

Student (Sign & Date)

For Office Use Only (Do not write below this line)

Admission

Eligibility criteria fulfilled ☐

Remarks: _____

Manager Admissions (Sign & Date)

PRO

Remarks: _____

PRO (Sign & Date)

Library

Remarks: _____

Librarian (Sign & Date)

Computer Lab

Remarks: _____

Lab Administrator (Sign & Date)

Media Cage & Studio

(Only for Media Science Students)

Remarks: _____

Program Manager (Sign & Date)

Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
Total Payables			Total Receivables		

Payable AED _____ paid vide cheque number _____ dated _____

Remarks: _____

Finance Officer (Sign & Date)

Note: Validity of clearances date is ONE month. Records Office will not accept this form, if the clearances are more than a month old at the date of submission.

Records Office

Records file of the student has been closed ☐

Remarks: _____

Records Controller (Sign & Date)

STUDENT RECEIVING (After Collection of Transcript)

All information reported on Final Transcript and Pass Certificate is checked and does not require any corrections.

Received by: _____ Sign & Date: _____

Emirates ID # / Student Reg. # (in case of authority letter): _____

INSTRUCTIONS:

- Extra course (s) if taken (elective/bi-major) _____
- Final Transcript & Pass Certificate will only be issued after all requirements for the degree are completed including the submission of all the educational documents.
- No changes will be made in Degree, Final Transcript & Pass Certificate once issued.
- Only those candidates who become eligible to receive the Final Transcript & Pass Certificate will be eligible to receive the Degree at the next convocation.
- In case of nominating someone else to collect the Degree, Final Transcript & Pass Certificate, the student should email authority letter to the Records Department; the nominee in order to collect documents will have to submit a copy of the Emirates ID.
- **Final Transcript and Degree Form must be submitted at the Records Department.**
- Transcript & Pass Certificate will be issued after approximately 3 months of official closing of semester.
- Degree will be issued after the convocation.

Full Name:	_____		
Registration No.:	_____ Program / Faculty: _____		
Year of Admission:	_____	Date of Completion:	_____
CGPA Obtained:	_____	Cr. Hrs. Completed:	_____
No. of Compulsory Courses	_____	No. of Elective Courses:	_____
No. of Extra Courses:	_____		
Email Address:	_____	Cell No.	_____

I hereby certify that I have completed all the required core and elective courses, and as well as the credit hours, for the program of study in which I was admitted.

I undertake that all the above information is accurate. I am aware that in case of any incorrect information, University may take any action against me.

Date: _____ Student Signature: _____

Note: You must fill-in the Degree Claim Form as soon as you complete your degree requirement and get it signed by your relevant Program Manager, thereafter submit it to the Records Office.

In order to get your degree in Convocation; you must submit the Clearance Form as well to the Records Dept. before the deadline as announced by the Record Dept. If you fail to submit your Clearance Form by the deadline; then your degree will be conferred in Absentia. Please note that Transcript, Pass Certificate and Degree will be issued upon submission of your Clearance Form.

INSTRUCTIONS FOR STUDENTS ON PAGE 2**For Office Use Only – (To be filled by the Relevant Program Manager)**

▪ Specialization (for MS/CS Batch 2014 and onwards): _____

▪ The student has completed the following:

	YES	NO
▪ Compulsory Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Elective Courses	<input type="checkbox"/>	<input type="checkbox"/>
▪ Required # of Credits	<input type="checkbox"/>	<input type="checkbox"/>

▪ Course Replacement given for the following courses:

Compulsory Courses	Replacement Courses
1.	
2.	
3.	
4.	

Date: _____

Program Manager's Signature: _____

Annexure 51:
Final Degree Request Form

FINAL DEGREE REQUEST FORM

Name _____ Reg. No. _____

Program _____

Signature

Date

For office use only (do not write below this line)

Degree No. _____ of _____ issued on _____

Administrative Officer

Received By: Name: _____

Signature: _____

Date: _____

Revised October 16, 2008

SZABIST

ALUMNI DATABASE FORM

Name: _____

Registration No.: _____ Passing year: _____

Degree Completed: _____ Major: _____

Organization of Employment: _____

Designation: _____

Office Address: _____

Office Phone: _____ Office Fax: _____

Office Email: _____

Residence Phone No: _____ Mobile: _____

Personal Email: _____

Signature

Date

Instructions: The candidate must fill and submit this form with the final transcript request from.



SZABIST GRADUATE SURVEY

Computing & Engineering Sciences

This survey is designed to gain a better understanding of the graduate student experience at Computing department, SZABIST, Dubai. Please note, this is an anonymous survey; there are no identifiers in this questionnaire that can disclose your identity. Thank you for taking the time to complete this important survey. Your time and efforts are greatly appreciated!

A. General Information

Name		Year of Graduation	
Registration No.		Program	<input type="radio"/> BSCS <input type="radio"/> MSCS
E Mail		Contact No	

1. What was the **most** important reason for your enrollment at SZABIST, Dubai? **(Please select one answer)**

- ☐ Reputation and prestige of the University
- ☐ Cost of Tuition Fee
- ☐ Location
- ☐ Diversity of Program Offerings
- ☐ Recommendation by Friends
- ☐ Recommendation by Family
- ☐ Others, please specify: -----

2. Do you have any job offer?

- ☐ YES, please specify: -----
- ☐ NO

3. Do you have plans to pursue Graduate studies in the near future?

- ☐ YES, please specify program you intend to pursue -----
- ☐ NO



SZABIST GRADUATE SURVEY

Computing & Engineering Sciences

B. On your experience at Computing Department, specifically to what extent your education has contributed to the achievement of the intended student outcomes. Please help us improve our services by putting a check mark (✓) on the box which corresponds to your answer.

S#	Statement	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Overall, I am satisfied with the program.					
2.	I am satisfied with quality of instruction in the program.					
3.	The sequencing of courses within the program is well-balanced.					
4.	The scheduling of courses is appropriate and reasonable.					
5.	The elective courses offered are practical and adequate.					
6.	Your education exhibits application of knowledge of science, computing and mathematics appropriate to the discipline.					
7.	Your education promotes the ability to analyze problems and identify and define the computing requirements appropriate to their solution.					
8.	Your education develops the ability to design, implement, and evaluate computer-based systems and processes to meet desired needs of varying complexities.					
9.	Your education develops the ability to function and work effectively in teams					
10.	Your education promotes the understanding of professional, ethical and social issues and responsibilities.					
11.	Your education teaches the ability to communicate effectively with a wide range of audience.					
12.	Your education paves the way to recognize the need for and the ability to engage in lifelong learning.					
13.	Use of current techniques, skills, and tools necessary for mechatronics engineering practice.					
14.	The quality of education prepares students well for their career plans					



SZABIST GRADUATE SURVEY

Computing & Engineering Sciences

C. On Advising Services, Curriculum and Instruction

S#	Statement	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	The level of academic advising support is adequate.					
2.	Program Manager is available and helpful to students.					
3.	Faculty members are readily available for assistance on course related requirements.					
4.	The program core courses are well taught.					
5.	Courses by visiting faculty are well taught.					
6.	The final year project experience prepares students well for professional world.					
7.	The degree of academic challenge is excellent.					

D. Facilities and Academic Infrastructure

S#	Statement	Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Teaching facilities are adequate to support the program.					
2.	The departmental laboratories are satisfactory and meet intended purpose.					
3.	Software applications available are up-to-date, licensed and appropriate.					
4.	The library facilities (computers, online journals, study desks, etc.) are suitable and sufficient.					
5.	There is adequate career advising available from Student Placement Cell (SPC).					
6.	Course Registration process					
7.	Fee Submission Process					
8.	Examination services					
9.	Student Advisor					
10.	Zabdesk user-friendly interface					
11.	Safety and security at campus					
12.	Cleanliness at campus					
13.	Cafeteria/canteen hygiene					
14.	Labs, Wi-Fi and Printing facilities					
15.	Photocopying facilities					
16.	Recreation room					
17.	Availability of drinking water					
18.	Washrooms facilities					



SZABIST GRADUATE SURVEY
Computing & Engineering Sciences

E. In your opinion, what are the strongest points of the Department?

F. In your opinion, are there any resources or services that you would like to see offered to graduates?
