

## **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		
<b>Total Payables</b>			<b>Total Receivables</b>		

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): \_\_\_\_\_

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## 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**

### **Executive MBA (EMBA)**

<b>Name</b>		<b>Year of Graduation</b>	
<b>Registration No.</b>		<b>Program</b>	
<b>E Mail</b>		<b>Contact No</b>	

A. Completing the required EMBA courses enhanced my ability to/ exposure of:		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Improved my problem solving skills					
2.	Understand dynamics of business and environment its operating in					
3.	Handle issues with help of structured research methods and techniques					
4.	Role of Innovation in business and work environment					
5.	Understand the strategic perspective of businesses planning/decision making and role of manager					
6.	Understand the business and economic issues and use wide body of knowledge acquired at EMBA to suggest viable solutions					
7.	Prepare and present research based business reports in diverse academic and business forums					
8.	Participate in business decision making using a multidisciplinary approach					
9.	Exhibit improved leadership skills with understanding of leadership styles required in different situations					
10.	Exhibit improved verbal and written communication skills from managerial perspective					

B. Completing the required EMBA courses enhanced my understanding of		Strongly Agree	Agree	Uncertain	Disagree	Strongly Disagree
1.	Project Ethics					
2.	Social Responsibility					
3.	Environmental Sustainability					
4.	Gender equality					
5.	Globalization					

C. Please rate your satisfaction with faculty on their		Very Satisfied	Satisfied	Uncertain	Dissatisfied	Very Dissatisfied
1.	Availability to students					
2.	Class Management					



## **SZABIST GRADUATE SURVEY**

### **Executive MBA (EMBA)**

<b>D. Please rate your satisfaction with Program Manager on</b>		<b>Very Satisfied</b>	<b>Satisfied</b>	<b>Uncertain</b>	<b>Dissatisfied</b>	<b>Very Dissatisfied</b>
1.	Availability to students					
2.	Guidance/Helpfulness					

<b>E. Please evaluate services at SZABIST</b>		<b>Excellent</b>	<b>Very Good</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
1.	Library facilities and environment					
2.	Course Registration process					
3.	Fee Submission Process					
4.	Examination services					
5.	Student Advisor					
6.	Zabdesk user-friendly interface					
7.	Safety and security at campus					
8.	Cleanliness at campus					
9.	Labs, Wi-Fi and Printing facilities					
10.	Photocopying facilities					
11.	Recreation Room					
12.	Availability of drinking water					
13.	Washrooms facilities					

<b>F. After your degree at SZABIST, how is your level of preparation for:</b>		<b>Excellent</b>	<b>Very Good</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
1.	An advance degree					
2.	Current or future job					
3.	Everyday life					
4.	Contributing to society					
5.	Life-long learning					

#### **G. Purpose of enrolling in EMBA Program:**

My EMBA Degree will help me in: **(Please select one answer)**

- a. Getting promoted in my current job.
- b. Finding a new job
- c. Starting my business or improving my current business.
- d. Nothing related to my job or business
- e. Other (please describe)

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