



IMT  
Business School  
Dubai



**STUDENT HANDBOOK**

# **UNDER GRADUATE**


**OCTOBER 2021**



BOOK  
HAWK

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## **ABOUT IMT**

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition of all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a world class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with terminal degrees. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and Government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

## Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management

## Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies & undertake applied research by engaging in real issues of the corporate and social sector.

## Strategic Goals & Objectives

### **Goal-1: Offer high quality programs relevant to business and Industry in the region.**

**Obj 1a:** To design and deliver portfolio of programs and courses in the areas of business, management and allied fields.

**Obj 1b:** To sensitize students to sustainability, environmental and ethical issues related to business and society.

### **Goal-2: Create conducive and productive environment for student learning and professional development.**

**Obj 2a:** To adopt innovative pedagogical methods that will enrich student learning and experience.

**Obj 2b:** To actively pursue student and faculty mobility with international partner universities.

**Obj 2c:** To develop high quality teaching materials, text books, cases and reference books to augment teaching and learning experience.

**Obj 2d:** To provide IT enabled processes for teaching, learning and related activities.

### **Goal-3: Attain National, Regional and International Recognition for High Quality Academic Programs.**

**Obj 3a:** To benchmark and improve curriculum and academic processes every three years.

**Obj 3b:** To strive and achieve international accreditations for the programs.

### **Goal-4: Foster partnership with industry and government bodies for experiential learning**

**Obj 4a:** To offer executive education programs for professionals and executives.

**Obj 4b:** To engage with industry for collaborative projects and strengthen industry-academia interface.

### **Goal-5: Promote international outreach with recognized universities and institutions.**

**Obj 5a:** To have a diversified mix of students and faculty from different geographical regions.

**Obj 5b:** To create and develop partnership with institutions of repute.

### **Goal-6: Focus on applied business research relevant to industry, business and society.**

**Obj 6a:** To support high quality applied research in corporate and social sector

**Obj 6b:** To encourage faculty and students research publications in conferences and journals.

## Program Information and Academic Calendar

S.No	Program	Specialization	Date of initial Accreditation	Type of Accreditation
1.	Bachelor of Science in Business Administration (BSBA)	<ul style="list-style-type: none"> <li>• Retail Management</li> <li>• Logistics and supply chain Management</li> <li>• Accounting</li> </ul>	01.01.2010	Full CAA Accredited
2.	Bachelor of Business Administration (BBA)	<ul style="list-style-type: none"> <li>• Accounting &amp; Finance</li> <li>• Marketing</li> <li>• Digital Business</li> <li>• Entrepreneurship</li> <li>• Logistics &amp; Supply Chain Management</li> </ul>	01.04.2019 (BSBA program reaccredited with a nomenclature change to BBA Program)	Full CAA Accredited

## Academic Calendar 2021-2022

Undergraduate programs (for continuing batches)		
Fall - 2021	<b>Date</b>	<b>Event</b>
	29-Aug-21	Class Begins (BBA 2020, BBA 2019, BSBA 2018 batch) Orientation for Incoming Exchange students
	17 Oct - 21 Oct 2021	Mid Semester Exam week
	21-Oct-21	Prophet Muhammad's Birthday –Holiday
	1-Dec-21	Commemoration Day - Holiday
	02 - 03 Dec 21	UAE National Day – Holiday
	9-Dec-21	Classes End
	12 Dec - 16 Dec 2021	Final Exam Week
	30-Dec-21	Grade Submission
	6-Jan-22	Grade Moderations and Release
	Fall Break	19-Dec-21
6-Jan-22		Fall Break Ends
Spring -2022	<b>Date</b>	<b>Event</b>
	9-Jan-22	Orientation for Incoming Exchange students Class Begins (BBA 2020, BBA 2019, BSBA 2018 batch)
	28 Feb - 04 March 2021	Mid Semester Exam week
	TBD	Vaudeville 2022
	5-May-22	Classes End
	02 May - 05 May 2022	EID Holidays*
	08 May - 12 May 2022	Final Exam Week
	26-May-22	Grade Submission
	2-Jun-22	Grade Moderations and Release
Spring Break	27-Mar-22	Spring Break Begins
	7-Apr-22	Spring Break Ends
<b>PUBLIC HOLIDAYS:</b> Students are required to make-up for classes missed during public holidays		
Semester breaks and national day holidays are subject to confirmation from Ministry of Education		
* EID holidays are confirmed as announced by the Government.		
The dates mentioned in the calendar are tentative and subject to change due to unforeseen circumstances.		

### Academic Calendar - BBA 2021 Batch : 2021-2022

	Date	Event
<b>Fall - 2021</b>	3-Oct-21	Classes begins (BBA 2021 batch)
	21 Nov - 25 Nov 2021	Mid Semester Exam week
	21-Oct-21	Prophet Muhammad's Birthday -Holiday
	1-Dec-21	Commemoration Day - Holiday
	02 - 03 Dec 21	UAE National Day - Holiday
	13-Jan-22	Classes End
	16 Jan - 20 Jan 2022	Final Exam Week
	3-Feb-22	Grade Submission
	10-Feb-22	Grade Moderations and Release
<b>Fall Break</b>	23-Jan-22	Fall Break Begins
	27-Jan-22	Fall Break Ends

	Date	Event
<b>Spring -2022</b>	30-Jan-22	Class Begins (BBA 21 batch)
	20 March - 24 March 2022	Mid Semester Exam week
	<b>TBD</b>	Vaudeville 2022
	26-May-22	Classes End
	02 May - 05 May 2022	EID - Holidays*
	29 May - 02 June 2022	Final Exam Week (Tentative)
	16-Jun-22	Grade Submission
	23-Jun-22	Grade Moderations and Release
<b>Spring Break</b>	27-Mar-22	Spring Break Begins
	7-Apr-22	Spring Break Ends

**PUBLIC HOLIDAYS:** Students are required to make-up for classes missed during public holidays

Semester breaks and national day holidays are subject to confirmation from Ministry of Education

\* EID holidays are based on Government announcements.

The dates mentioned in the calendar are tentative and subject to change due to unforeseen circumstances.

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## **MESSAGE FROM THE DEAN**

Welcome to IMT Dubai.

Institute of Management Technology, Dubai (IMTD) has very well qualified and experienced faculty members, modern class rooms and residential infrastructure, library and computing facilities. On behalf of the faculty community, I advise you all to take advantage of such an ecosystem to learn and develop yourself. We have a student centered approach and are here to ensure you have a successful academic year.

The Programs at IMTD offers you a unique learning experience. Our Programs will not only assist you in gaining a solid education in management, but you will gain the opportunity and possibility to strengthen your analytical skills, develop a practical approach, gain knowledge and expertise in the local business arena. Moreover, you will have the opportunity to build upon your own personal skills.

At IMTD, it is our intent to help you become more effective business leaders who are familiar with challenges and opportunities that face corporations operating in and from this part of the world.

It is important to make yourself aware of the policies and procedures of the institute for smooth functioning. The Student Handbook is a comprehensive guide to the policies, procedures, rules and regulation. Advice you to read it carefully as it will answer many of your queries.

If there are any questions or concerns you may have, please do not hesitate to contact the Office of Students Services, or contact IMT Dubai at [info@imt.ac.ae](mailto:info@imt.ac.ae).

**Dean**

**IMT Dubai**

## **A. Students Rights and Responsibilities**

All students in the degree programs at IMTD enjoy the following rights:

### **I. Student's Rights**

#### **a. General**

- Right to obtain quality education;
- Freedom of expression - to discuss and express all opinions publicly on the condition that the expression of freedom does not disrupt the normal operations of the Institute and nor does it harm other members of the Institute;
- Be respectfully and fairly treated;
- Safety and Wellbeing;
- Right to express grievance without prejudice.

#### **b. Departmental Services**

##### **Registration and Program Office Department**

- to know program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs;
- to be given the course outline at the beginning of each semester, indicating the number of credits, description of the course, objectives, learning outcomes, assessment and references that could be used as supplementary material;
- receive assistance and academic advising;
- obtain an Identity Card;
- acquire official e-mail and password;
- to know and apply for various scholarships;
- submit official documents only to the admission or registration officers;
- to review their grades.
- to be informed about any changes of any rules pertaining to classroom procedures;
- to be informed about the penalties for cheating and plagiarism and their consequences;
- to be informed about the attendance policy and the consequences of noncompliance;

#### **c. Office of the Student Services (OSS) and Office of Career Service (OCS)**

- receive Career Advising and personal counselling;
- internship opportunities through the career services office;
- participate in clubs and other activities;
- elect or serve as member of the Student Council;
- acquire an alumni status after graduation.

#### **d. Accounts and Finance Department**

- To know about semester fee details
- To know about late fee and other charges
- To know about payment schedules and modes.

#### **II. Student's Responsibilities**

The responsibilities of the students are to:

- follow the IMTD procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook;
- arrive in class on time and to remain for the duration scheduled for classes and activities;
- appreciate the instructor's right to formulate and enforce attendance policy;
- observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines;
- submit their own work;
- write tests and exams at the times scheduled by the instructors;
- assume responsibility for classes missed;
- follow and implement the regulations and policies of the institution;
- clear dues and fees on time;
- abide by the instructions given by invigilators during the examination.

## **B. Student Council**

The Student Council (SC) serves as a platform to represent student community of IMTD. The SC represents student body in various forums to ensure that students voices are heard and they participate actively in decision making. The members of SC are elected/ selected annually by the students' body. The SC operates within the laws of the United Arab Emirates. The SC organizes and coordinates student related events and programs.

Students Council members are

1. President of Student Council
2. Vice president of Student Council
3. Student representative from each program.

### **I. Role of Student Council**

The main role of the SC is to represent student body in various forums. Other responsibilities of the SC include:

- To ensure their rights and responsibilities are protected;
- To organize and coordinate student related events and programs.

### **II. Student Council Formation**

The following processes are followed for the formation of the SC:

- Office of student Services organizes elections through portal/online forms;
- Elections are conducted within a month of the start of fall semester;
- Interested students must fill in application through online form. Online form would include ID/roll number, statement of purpose, plans for student life events, etc.;
- Office of Student Services receives and validates all applications;
- Depending on nomination responses from students, campaign in form of competition may be organized by OSS;
- Minimum one or maximum two students are elected as Student Council member from each program;
- The tenure of the SC is one full academic year;
- The SC members elect/select President and Vice President from among its members;
- The OSS makes formal announcement of the formation of the SC and its members along with their contact details.

### **III. Code of Conduct for election of the Student Council**

- Students should not use class timings or interrupt classes or teaching in any way for election activity;

- Campaign posters are allowed only on Digital notice boards, email, and IMTD social media pages only;
- As part of campaign open forum may be organized where candidate would need to propose their plan for student life events to whole batch and address queries raised by students;
- DIAC code of conduct must be strictly followed;
- Student may not bully, threaten, use of offensive remarks or comments or interfere with any other student or candidate's right to campaign or vote freely;
- Students must maintain decorum.

Any violations of the Code of Conduct shall be reported to Student Disciplinary Committee (SDC) [refer to **Section 1C.5** of the Policies and procedure manual for composition and terms of reference of the SDC].

#### **IV. Duties of President of Student Council**

- The President acts as the representative and spokesperson of the student body;
- The President shall uphold the interest of the students;
- The President serves as the primary contact between the student body and OSS;
- The President will represent the student body on issues regarding all college academic and non-academic programs and events;
- The President will plan the activities in coordination with the SC members and propose event related budget and logistics requirements to Student Services Executive;
- The President will monitor resources and ensure careful usage of resources to strengthen the spirit of partnership and teamwork between students, administration, faculty and staff members of the institution.

#### **V. Duties of Vice President of Student Council:**

- The Vice-President shall assist the President in carrying out his/her tasks;
- He/she will also assume the role of the President, in absence of the President;
- The Vice-President must attend most of the non-council meetings with the President;
- He/she will be representing the SC on on-campus committees in the absence of the President or when required. In addition, he/she will be in direct contact with students to solve their non-academic problems and raise them with the proper authorities;
- He/she should monitor the progress and completion of SC projects and guarantee that all tasks are done in an efficient, transparent, and timely manner;
- He/she will be responsible for informing the President on the progress of events and initiatives. All SC members report back to the Vice President, or the President, if necessary;
- He/she shall maintain the minutes of the meeting and other documents.

**VI. Duties of Student representative**

- the student representatives shall communicate, volunteer, organize, ensure participation for all the events organized by the institution;
- attend all student's council meetings;
- give inputs and updates to President and Vice-President of SC;
- Support coordination among the SC members.

## **C. Student Clubs**

### **I. Student Clubs**

IMTD aims to reach out to all students and encourage them to interact and participate in campus activities. Activities / programs will be designed to enhance the students' overall educational experience through involvement in social, cultural, intellectual, and recreational activities.

The Institute encourages students to participate in various sports like badminton, tennis, volleyball, swimming pool that provides students with the opportunity to engage in extracurricular activities. Students are encouraged to engage themselves in other cultural activities like organizing festivals, seminars, exhibitions etc. The OSS executive coordinates all activities with the support from students, Student Council and faculty mentors.

The following student clubs are formed to promote student activities at IMTD:

- Cultural Club
- Sports & Wellness Club
- Toastmasters & Orators Club
- Media and PR Club

All the clubs at IMTD are supervised by an OSS executive and mentored by a faculty member.

#### **Rules of Establishing a Club**

To be a recognized club in the College, a student/ student group shall submit a proposal that includes purpose, mission and goals of the club and its annual plan of events and activities. The applicant must provide minimum 25 interested students signed up to contribute, participate actively for organizing club events and activities. The OSS evaluates the proposal and submit to the Director for approval.

On approval, the Club is officially recognized and shall coordinate actively with SC, faculty mentor and OSS executive. All club events and activities shall be directly related to the mission and goals of the club.

### **II. Rules for Club Officers and Members**

**For Club membership, the following rule applies:**

- Club members must be current student of IMTD;
- Club will be active for one academic year;
- Students with disciplinary actions against them cannot be club members;
- Ensure events and its activities does not conflict with lecture timings as well as other events happening at IMTD;
- Recognized clubs are allowed to establish its own rules ensuring it does not conflict any code of conduct, objectives and goals of IMTD as well as the UAE laws.



### Responsibilities of Student Clubs

- Attend meetings convened by the OSS.
- Maintain minutes of meetings for the Club.
- Organize club events and its activities in accordance with the club's purpose, applicable institute's policies and procedures, and the UAE laws.
- The Club is solely responsible for the conduct of invited guests or visitors attending events, programs, or activities sponsored by the organization.
- Ensure that club members seek and follow guidelines from Faculty mentor and OSS executive.
- Update the club information as and when needed by OSS.
- Although club shall be active for one academic year, to ensure its continuity club members orient, encourage and inspire new batch students.
- All students, whether as individuals or as a group, must abide by the responsibilities and provisions defined in the Code of Conduct [refer to **Section H**] and disciplinary procedures [refer to **Section F**].
- If the OSS finds any Club is functioning in an inappropriate manner, the Club or its members are in violation of institute's policies and procedures, then the OSS has the right to place the club on probation or to withdraw the recognition of the club after taking permission from the Director.

### III. Financial Control

The Club follows the policies and procedures set by the institution and financial control of the Club is with the members of the Club. SC shall source the funds through:

- Student Council fee;
- Contribution by Members of Club;
- Sponsorships from different external sources.

## D. Library and Library Resources

The library is a main hub for learning. It provides services and facilities to meet the requirements of the institute's teaching, research and consultancy programs. The mission of the Learning Resource Centre of IMTD is to make available knowledge resources and to provide a conducive environment for the generation of new knowledge and its applications.

Learning Resources - Its collection includes:

- Books and E-books
- Reference sources
- Periodicals & E-journals
- Audio Visual Materials
- Corporate Reports
- Complimentary Reports
- Databases

The library is located on the Ground Floor of the Main administrative block.

### Opening Hours

Day	Time
Sunday	09:00 AM to 01:00 AM
Monday	09:00 AM to 01:00 AM
Tuesday	09:00 AM to 01:00 AM
Wednesday	09:00 AM to 01:00 AM
Thursday	11:00 AM to 07:30 PM
Friday	2:30 PM to 11:00 PM
Saturday	04:30 AM to 01:00 AM

*Note: Any change in the timing of library is notified to all the stakeholders in advance*

## I. Procedures

Procedures for using LRC resources by registered students are as below.

### a. Issue

- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the Circulation Counter.
- The documents should be collected in person.
- The latest issues of the journals will not be issued.

**b. Reservation**

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through electronic communication.
- The reserved resource should be collected from Library within forty-eight hours of intimation otherwise the reservation stands cancelled.

**c. Return**

- Books should be returned on or before the due date mentioned in the Due Date Slip.
- Reminders would be sent to the User accordingly.

**d. Renewal**

- Books can be renewed once for fifteen days if there is no reservation against the particular item.
- Journals and Audio Visual (AV) Resources will not be renewed after the due date.

**e. Overdue Charges**

Overdue charge is decided by the Library Committee (LC) [refer to **Section 1.C.4** for composition and terms of reference of the LC.] and reviewed annually. All overdue charge schedule is approved by the Director.

The detail charges are placed in the notice board of the Library.

**f. LRC Charge Schedule**

The LC prepares LRC charge schedule which includes-

- Overdue charge of LRC resources payable by Students and Alumni.
- Photocopying charge
- Any other charges for using LRC facilities.

The LC reviews the charge schedule annually. The LRC charge schedule is approved by the Director.

**g. Lost / Damaged Resources**

- The users should replace the resource at his/her own cost within 30 days.
- If the user fails to replace the book within the stipulated time, the Library would initiate the purchase and the user would be charged the actual cost of the resource plus 20% the additional charge depending on the type of the resources.

#### *h. Issue Limit and Duration*

Resource for Student	Quantity	Duration
Books	3	15 days
Journals (back issues)	2	3 days
Book Companions– CDs	2	2 Days

## II. Collection Development Policy

- **Resources:** The Library holds a hybrid collection of printed as well electronic resources which include books, journals, databases, audio-visuals, CDs/DVDs, e-books, e-journals, reports, conference proceedings, training manuals, etc. We play more emphasis on online resources in order to keep the academicians abreast of the information using the latest cutting edge technology. The Library's resources support the teaching and research activities of the IMTD. The collection is primarily focused on the curriculum offered by the Institute.
- **Acquisition Process:** The Library gives priority to purchasing resources, which meets the curricular needs of the students, faculty, and researchers, including modules papers, collateral reading, and class assignments. We pay special attention to new programs in order to maintain and make available the required basic resources at the outset. IMT-Dubai procures three to five copies of all the essential and recommended reading lists, out of which one is kept for reference and the rest are made available for open access. If the purchase is outside of normal orders and a conflict arises, the Librarian will confer with the Dean and Faculty as to which items take precedence for the Program.
- **Acquisition Criteria:** All acquisitions are based on the following:
  - Importance/relevance to the curriculum
  - Contribution to depth or breadth of collection
  - Faculty recommendation
  - Demand by user
  - Adequacy of scope
  - Physical quality
  - Various formats
- **Methods for Building Resources**
  - Receiving suggestions from faculty members, scholars, and students
  - Publisher's catalogues
  - Books reviews and announcements

- New addition list from selected business school, in the country and abroad
- Books received from vendors on an approval basis
- Book exhibitions
  
- **Duplication of Books:** We base decisions to procure a duplicate copy of books and other readings on the following criteria:
  - Resource usage as indicated by the library automation system or through the observation of the staff members
  - Curriculum related as suggested by faculty
  - Demand by the users
  
- **Recreational Readings**

The Library acquires materials of general interest such as popular fiction, novels, biographies and light reading titles, and such materials will constitute 3 to 5 per cent of the total collection.

### III. Alumni Services at IMTD Library

Alumni are free to use LRC resources by providing a valid Identity card. An alumnus shall register for LRC membership by depositing AED 1000 (refundable) that enables him/her to access all LRC resources and avail of all services provided the LRC. Following are the guidelines for using LRC resources and services:

- a. The use of LRC services must be purely for academic and personal use only;
- b. LRC services under no circumstances would be used for commercial purpose;
- c. Access to online resources are provided within the IMTD campus;
- d. Use of LRC facilities are subject to applicable charge.

#### **Borrowing Facility:**

Alumni members are allowed to user borrowing facility as per the following terms and conditions:

- Alumni would be allowed to borrow up to two books at a time.
- The books have to be returned within three weeks from the date that they were borrowed.
- If an alumnus fails to return any book within three weeks, an overdue charge is levied.
- If the outstanding overdue amount is AED 500 or more, the LRC will temporarily suspend the alumni's right to avail of the LRC facilities. The alumni can continue using the facilities after returning the books and paying the overdue amount.
- Textbooks/Reference Books /Journals that are in high demand will not be permitted to be taken out of the Library.

The Librarian has the right to cancel the Library membership of any alumnus if found violating the

rules and regulations of LRC.

#### **IV. Copy Right Policy**

##### **a. Definitions and Terminology Used**

- **Copyright**

The exclusive legal right, given to the originator or their assignee for a fixed number of years to print, publish, perform film, or record literary, artistic or musical material, and to authorize others to do the same.

- **Intellectual Property**

Intangible property that is the result of creativity, such as patents, copyrights.

- **Royalty**

A sum paid to the patentee for the use of patent or to an author or composer for each copy of the book sold or for each public performance of work.

##### **b. Resource covered under Copyright**

- Books
- Articles from Journals (Printed or Online)
- Case Studies
- Chapter/s from book/s
- Databases
- Software

Copyright issues are not to be taken for granted as violating copyright issues may lead to legal disputes between publishers and IMTD. The following copyright rules are followed:

1. No part of these publications (Articles, cases, books) may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission. Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher.
2. The transfer will ensure the widest possible dissemination of information. The Journal and the individual contributions contained in it are protected by the copyright of the publisher. Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all other photocopying, including multiple or systematic copying, copying for general

distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery. Special rates are available for educational institutions that wish to make photocopies for non-profit educational classroom use.

3. For all copyright clearance, the IMTD approached the publishers directly and not the authors. In most of the cases, the publishers hold the copyrights.
4. Publishers grant authorization for individuals to photocopy copyright material for private research use. This authorization does not extend any other kind of copying, by any means, in any form, and for any purpose other than private research use. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.

### **Harvard Cases**

If one is using Harvard Cases, the following statement must appear on the title/first page of the material you are reproducing:

“One-time permission to reproduce granted by Harvard Business School Publishing.”

### **Teaching Notes/Instructor’s manual /Text Books**

All the prescribed text books published by various publishers will be accompanied with instructions/solutions manual to be used by the Faculty. Photocopying or Use of these instructor’s manuals by students during the term is strictly prohibited.

Publishers such as Harvard Business School Publishing, European Case Clearing House, etc. hold the copyrights for all the publications published by them directly and also by other leading publications such as MIT, INSEAD, etc.

## **V. Fair Use Policy**

Following guidelines would be of help in setting policy standards to be followed in terms of having a fair use of all the materials at IMT-Dubai.

- I. Books: A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution we need to take the permission from the publisher.
- II. Software: Points to be taken care of:
  - Circulation of archival copy
  - “Networking” software without license or permission
  - Loading a single copy of a software program onto several computers for simultaneous use

- Making copies of copyrighted software for student use.
- Perpetual license vs. annual license.

III. Databases & E-journals: Agreement should be made with various publishers of Databases and E-journals for multi-user IMT-Dubai wide unlimited access.

As a policy, IMT-Dubai shouldn't disclose the user ID and password to the outsiders. Students, of IMT-Dubai should not entertain downloading, forwarding any content to an outsider who is not an authorized user. Following table will be an easy tool to understand what is "Permitted" and what is "Not Permitted" and abide by the rules of copyright protection.

### Books

PERMITTED	NOT PERMITTED
<b>Teachers</b>	
- Single Copy: chapter of a book	- Copying several chapters of per book.
- Single Copy: article from magazine or newspaper	- Copying several articles per magazine.
- Single Copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon,	- Photocopying worn ditto masters etc.
- Single Copy: short story, short essay, short poem	- Copying Consumables: workbooks, copyrighted exercise sheets, tests.

Multiple copies for classroom / instructional purposes	
- Complete poem less than 250 words (not more than 2 pages)	- Using/making multiple copies of same material semester after semester
- Excerpt from long poem not to exceed 250 words	- Creating "anthologies"
- Article, story, or essay less than 2,500 words	- Copying workbooks and other works meant to be used once by one student



### Audio Visual Materials

PERMITTED	NOT PERMITTED
- Creating slide sets from books, magazines, etc., as long as only one per source used.	- Copying audio tapes or video tapes for archival or backup purposes
- Enlarging a map with an overhead projector for tracing but not duplicating color scheme, symbols, etc.	- Converting from one medium format to another

### Software

PERMITTED	NOT PERMITTED
- Copying into RAM if copying is necessary to run the program.	- Circulation of archival copy.
- One copy for archival purposes.	- “Networking” software without license or Permission
- Library lending of public domain software	

### Databases

PERMITTED	NOT PERMITTED
- May download searches	- Downloaded searches shouldn’t be retained
	- Downloaded material may not be used to create a derivative work.

### CD-ROM

PERMITTED	NOT PERMITTED
- May print out pages of reference or other works for study or teaching.	- Printing out large section of work

### Internet

PERMITTED	NOT PERMITTED
- Downloading public domain software	- Collecting materials off the Internet and compiling into a new work.

## E. Students Services and Facilities

### I. Learning Support Centers

IMT has the following learning support systems (LMS):

**CANVAS LMS:** This LMS has the facility of discussion boards, file sharing, video conferencing through BigBlueButton and MS Teams and other relevant facilities. The overview for Canvas for students can be seen from the link below.

<https://community.canvaslms.com/t5/Video-Guide/Canvas-Overview-Students/ta-p/383771>

How do I use Conferences in a course as a student?

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-Conferences-in-a-course-as-a-student/ta-p/470>

The video conference can be recorded as well so that the students can refer the lecture later. The link below shows how conferencing works in Canvas LMS

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-use-Conferences-in-a-course-as-a-student/ta-p/470>

**BigBlueButton Conferencing facility:** A video explaining the features of BigBlueButton is as follows

**BigBlueButton overview for viewers (students):-** <https://youtu.be/uYYnryIMOUw>

**OURIGIAL (URKUND) Anti-plagiarism software:** This software is used for checking plagiarism in students' work. The detail can be checked using the following video link.

[https://www.ouriginal.com/wp-content/uploads/2021/02/Canvas-Student-Guide\\_EN-1.pdf](https://www.ouriginal.com/wp-content/uploads/2021/02/Canvas-Student-Guide_EN-1.pdf)

**Library resources:** Library can be accessed by username and password and it has an extensive coverage of resources such as databases, online books, newspapers, research articles, journals etc. Library can be accessed online using the following link.

[http://library.imtdubai.ac.ae/website\\_DataBase.asp](http://library.imtdubai.ac.ae/website_DataBase.asp)

### II. Counselling Services

IMTD provides personal counseling to its students. Any student who has the need for counseling should contact the OSS to make an appointment.

Counsellors provide consultation to students who are experiencing stress due to academic, career or personal problems. Counsellors may also be involved in consultation with Faculty & Staff.

The OSS executive maintains a file on each special needs student. This Information is communicated to the instructors of special needs students at the start of each term of enrollment.

To obtain any special facility or accommodation for a disability, a current medical certificate from a recognized medical practitioner needs to be submitted. The certification must not be older than one year from the date on which it is being submitted to the institute.

For academic counselling the student may approach the faculty member during their office hours or by appointment.

### **III. Career Advising / Student placement Services**

The OCS at IMT aims to provide a platform for undergraduates to confidently step into the corporate world. To guide these students into the corporate world, IMTD offers professional advice and career counseling by qualified experts, who lead our students from the point of deciding which career path to choose to develop their credentials using Curriculum Vitae Workshops, team building exercises and mock interview sessions. These do not just enhance the student's development process but also imbibe in them the confidence required to tackle real world situations.

The OCS provides counseling, guidance and coaching, organizing interviews and helping students for internships, part-time work and full-time work placements. Companies are invited to the IMTD campus to hold pre-placement talks during the early months of each year.

### **IV. Recreational Facilities**

IMTD provides students with following recreational facilities:

- Music Room
- Lounge with indoor games facilities such as Carom, Pool table, Chess, Table Tennis, Fosse Ball
- Gymnasium
- Multipurpose sports court (Basket Ball, Volley Ball, Five a side football court, Badminton)
- Amphitheatre Field.

### **VI. Prayer Rooms**

There is a designated room on the campus separately for male and female students for prayers and spiritual needs.

### **VII. Residential Facilities**

The Institute provides students with a safe and well-maintained living / learning environment that supports individual progress. We offer our students quality services and residential life in a caring and responsible manner. IMTD campus has five Residence Halls with separate male and female wings.

All students residing in the campus are required to follow guidelines as mentioned in the “**Residence Living Manual**”.

The Institute oversees security, receives and arranges for maintenance and repairs, provides housekeeping facilities, handles roommate conflicts and general complaints, enforces housing rules and regulations, and offers emotional support to students to ensure a safe, comfortable, and peaceful living and learning environment.

Each Residence Hall has the following amenities:

- a) At each floor level
  - Bathrooms and sanitary
  - Pantry rooms
- b) Pantry rooms are equipped with the following:
  - Microwave oven
  - Refrigerator
- c) Laundry room
  - Residents have access to a laundry room with washing machines and dryers and ironing facilities.

Refer to “**Residence Living Manual**” for details of residential facilities.

### **VIII. Dining Services**

The Institute provides breakfast, lunch and dinner to its students at the in-house restaurant facility. For further details, refer to “**Residence Living Manual**”.

The Institute has also snack and soft drink vending machines installed at various convenient spots within the campus. A cafeteria / catering service for the students is provided by the institution. Additionally, a convenient store and two restaurants are also located in Academic City.

### **IX. Health Services**

All Students must be covered by health insurance. A nurse is available on campus for basic medical treatment and minor emergencies. In addition, the students must provide, at the time of joining, a proof of having cleared all vaccination requirements. The OSS facilitates the provision of Health Insurance and Health Services to the students.

Dubai International Academic City has an ambulance on the premises on a 24-hour basis for any medical emergencies.

For emergency after office hour students must contact the security office at the Residences.

**X. Transportation**

Transportation facility is provided for students from Ajman, Sharjah and Dubai depending on the number of students requiring the service. Transportation is also provided to students for weekly visits to the city, study tours, etc.

**XI. Orientation**

The Orientation program is a necessary component of any successful academic program. Its aim is to familiarize the students with the Program and the new environment. At IMTD, the focus of the Orientation program is not to overload the students with voluminous information; rather it is geared towards providing them with valuable practical inputs.

Our orientation program is optimally synchronized with needs of new entrants and its main aim is to make the students aware of the campus requirements and equip them with the day to day needed information. All new students are required to participate in the orientation activities.

**XII. Other Essential services**

Services	Phone Number
Police	999
Ambulance	998
Fire Department	997
IMT Dubai website	<a href="http://www.imt.ac.ae">www.imt.ac.ae</a>
IMT Dubai number	+971 4 4227244
Hostel Warden - Male	Ext. 146
Hostel Warden - Female	Ext. 149
IT Department	Ext. 108
Accounts Department	Ext. 105, 106
Program Office	Ext. 142, 144, 145
Student Services	Ext. 119
Admissions Department	Ext. 110, 134, 135, 138

## **F. Use of Institutional Facilities and Electronic Resources**

### **General Guidelines for proper use of Institutions Facilities**

IMTD has designed its facilities for nurturing emotional, physical wellbeing of students and overall healthy environment. IMTD recreational facilities encourage students to live healthy and safe lifestyle. At IMTD students can enjoy both indoor and outdoor sports and organize events.

IMTD provides following facilities to students:

- Gymnasium.
- Music room.
- Lounge equipped with indoor games.
- Multipurpose sports court where volleyball, basketball and badminton can be played.
- Beautiful oval shaped amphitheater ground.
- Canteen, which serves three delicious healthy meals.

OSS frequently creates awareness on safe and careful usage of its facilities. Students are encouraged to use all the facilities with more responsibility. We have usage guideline circular posted at gym entrance and awareness poster in canteen premises to keep it hygiene as well as reduce food wastage. IMTD also encourages students to organize awareness campaign such as clean-up campaign, Conservation of electricity and water.

IMTD takes strict measure if any violation of code of conduct as well as vandalism occurs at IMTD. Such cases are reported to and dealt by disciplinary committee.

### **Use of IT facilities**

IMTD has a state of the art central IT facility which serves the IMTD community i.e. all students, faculty members, and staff round the clock. It includes high-tech computers, printers and sophisticated computing tools.

The wireless LAN campus has been meticulously designed to conform to world class standards. It provides students wireless accessibility at any place within the campus.

### **Computing and Network Resources Use Policy**

IMTD has established facilities for IT resources in order to facilitate all its academic and administrative needs. The objective is to support students to attain their academic goals of learning and research.

Users are prohibited from using IMTD IT facilities for activities such as producing, viewing, storing, replicating, or transmitting any obscene, or offensive materials. This includes, but is not limited to,

material from the Internet, screen savers, etc. In addition, printed copies of such material including those from magazines are not permitted to be distributed.

All the users have the responsibility to use computing and network resources in an ethical and legal manner.

Computing resources are intended for the pursuit of academic objectives only. No usage for commercial purpose is allowed.

1. Users are given a unique User account and they will be responsible for its proper use.
2. The account holder shall be responsible for any misuse of computing services from their own account.
3. The users shall protect their password and should not leave their account accessible to others in any circumstances. Similarly, the users must not attempt at accessing others' accounts.
4. Users shall abide by copyright requirements of all software of the institute. All software used by the institute are copyrighted.
5. The IT users shall not attempt to circumvent or subvert any system security measures in any way to infiltrate the system, or use Institute's information technology resources to attempt to infiltrate other systems. Any attempt towards intercepting or decoding passwords or similar access of controlled information in any manner is considered as a serious violation subject to disciplinary action.
6. Users shall not attempt to modify system facilities, interfere with other users or system operations or circumvent the limits and permissions associated with their accounts
7. Users shall be preventive of interfering with other users' work or data.
8. Additional software from outside sources should not be either put on the computer or server without permission.
9. Users shall not access, copy, or remove programs or data that do not belong to them without explicit permission. Lack of file protection does not give the right to do these things.
10. Users are strictly prohibited from sending obscene, vulgar or unacceptable E mails or by other forms of e communication.

Any violation of the afore-said policies shall attract disciplinary action.

The institute may revoke access to its computing and telecom equipment and facilities for violating the security system, modifying or exposing private information such as file or mail contents of other users without their consent, modifying or destroying Institute data, or using the networks in a manner contrary to the UAE guidelines.

## Student-Owned Laptop

Students are permitted to use personal notebook computers on campus and in the residences for their academic requirements. However, the following conditions apply:

- i. Notebook computers shall be used in a responsible manner and since the campus is wi-fi connected, the situation shouldn't arise where the existing setup in the Lab or the library is disturbed in any manner.
- ii. Any computer using the university must be installed with:
  - a. Licensed virus protection software, including an active update subscription and automated updates.
  - b. All OS vendor recommended critical updates. This is especially important for computers installed with the Microsoft Windows operating system. It is the student's responsibility to purchase, install and maintain all software necessary to meet these requirements.
- iii. Use of sharing software commonly used in the illegal distribution of copyrighted materials is prohibited.
- iv. Any costs incurred in meeting the above conditions are the sole responsibility of the student.
- v. Students are responsible for protecting their own computer resources.

## Recommended Computer Specifications for Students

IMT Dubai recommendation for minimum system requirements is based on general guidelines on which computer configurations work best in IMTD computing environment. The majority of computing resources and backend systems at IMTD are built on the Windows platform. IT support is available for Apple's OS X operating system, but currently IMTD do not provide support for the Windows operating system on an Apple computer. Since the choice between an Apple and a Windows system is usually a personal preference, IMTD recommends students to choose whichever operating system they are most comfortable with. The minimum system required specifications include:

### Recommended Specifications:

- Processor - dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM - 8 GB
- Hard Drive - 256 GB or larger solid state / hard drive
- Graphics Card - any with DisplayPort/HDMI or DVI support - desktop only
- Wireless (for laptops) - 802.11ac (WPA2 support required)
- Monitor - 23" widescreen LCD with DisplayPort/HDMI or DVI support - desktop only



- Operating System - Windows 10 or 7 with Service Pack 1, Home or Professional editions, or Apple OS X 10.11.5.

#### Minimum Specifications:

- The current minimum computer specifications to ensure the ability to run the basic software most end users operate is:
- Processor - dual core @ 2.4 GHz (i5 or i7 Intel processor or equivalent AMD)
- RAM - 4 GB
- Hard Drive - 320 GB 5400 RPM hard drive
- Wireless (for laptops) - 802.11g/n (WPA2 support required)
- Operating System - Windows 7 with Service Pack 1 or Apple OS X 10.9
- Backup Device - External hard drive, USB Flash Drive, and/or DVD+/-RW drive

The policy for maintenance and support of student-owned computers is as follows:

1. Students with their own computer must maintain their computers against viruses, hackers, malicious software, and any other threats by installing antivirus software provided by IT department.
2. Students must use the licensed version of the software provided by IMT Dubai.
3. In case of any difficulty in installation and other related issues students can approach the IT department for help.
4. Students must backup their data in cloud or IMT server to prevent data loss.
5. IT department can be approached for any Hardware diagnostic services where hardware failure is indicated.
6. Students can seek IT departments help in Network connectivity testing on the IMT Network (wired or wireless).
7. For any complaints in software and hardware related issues they can approach IT department.

### **Systems Monitoring**

The Institute reserves the right to monitor computer and network system activities and the designated staff can do this at any hour.

### **Privacy**

All individuals are required to respect the privacy of other authorized users, including security of files, confidentiality of data, and the ownership of their own work. Close monitoring of the systems by the designated staff is permissible and the users are advised to cooperate.

## **Disciplinary Actions**

Any violation of Institute's computer usage policies will be examined and if any substantive violations are found disciplinary action in any form such as termination of access, disciplinary review, and expulsion may be taken.

## **Email Services**

The institute's e-mail services should be used properly and responsibly so that it respects the use of others and also doesn't harm in any manner the existing system at the Institute's premises.

Students are not allowed to use the Institute's email address / services for communication with outside parties as well as for group communication for any purposes not related to their student status at IMTD.

## **Internet Services**

Students may access the Internet through the facilities created in the campus and the residence. However, their access practices must conform to the laws of the United Arab Emirates, including the monitoring and filtering of Internet content. Any attempt to circumvent or disable Internet access controls set by the institute or the government of the UAE is a violation of the IT policy and will attract disciplinary action.

## **Student Housing / Access to the Internet**

The residences are equipped with the Wi-Fi facilities for Internet access. IMTD reserves the right to monitor or physically inspect all computers. Students are advised to be responsible for protecting their own computer resources.

## G. Guidelines for Student Run Media

Student council is responsible for all the student related publication and media through various student clubs. All communications to IMTD students such as Preparing e-newsletter and confirming circulation among students, Inviting, editing, and submitting articles for publications, and taking care of copyright issues. All communication is strictly in confidence with OSS executive.

Student run media should adhere to following guidelines:

- Students must avoid personal attacks and bullying.
- Defame the institution and country
- Respect the local laws, regulations and cultural values.
- Not to use Logos and trademarks without proper approval.
- Content must be carefully reviewed and approved by the Faculty mentor /Authorized staff before posting publicly.
- Posts about issues that are of a sensitive nature, such as those which are political or religious in nature, or which can hurt a specific ethnic group, should be avoided.
- Posts which may be considered false, threatening or abusive should be avoided.
- If the administrator intends to publish a student photo through social media channels, then a signed consent form is needed.

**Media/PR Committee** - The Media Committee will be responsible for planning, organizing, coordinating and executing activities in the following areas, but not limited to:

- All communications to IMT Dubai students.
- Preparing e-newsletter and confirming circulation among students.
- Inviting, editing, and submitting articles for publications.
- Taking care of copyright issues.

## **H. Code of Conduct**

### **I. Student Conduct Code**

- i. Students will conduct themselves at all time in a manner appropriate with the realization that they are representatives of IMTD.
- ii. They will be sensitive to the culture and religious norms of the UAE and not engage in any behavior that would be deemed disrespectful.
- iii. Students will not engage in any activity that is considered illegal or irresponsible by the rules and laws on the UAE. Any violation of the UAE laws will result in immediate dismissal.
- iv. Students will display ethics of honesty and integrity at all times.

### **II. Student Behavior**

IMTD takes a very serious view of misbehavior and has a clearly mentioned policy on what constitutes unacceptable behavioral practices. Guidelines have been provided to the students about the same. Please refer to Standards of Personal Conduct which will be put in a form of a declaration separately duly signed by the students at the time of registering into the Program.

### **III. Standards of Personal Conduct**

Students are expected to meet the highest standards in their personal conduct. In particular, students are required to:

1. Observe the regulations of IMTD and directives of the faculty and staff.
2. Conduct themselves in a courteous and considerate manner in their dealings with faculty, staff, visitors and other students.
3. Maintain a dress code which is in line with the cultural requirements of UAE.
4. Use the Institute's property / facilities with due care and avoid causing harm to it.
5. Refrain from disruptive behavior, such as talking during speeches or classes; arriving late for or leaving early from classes; receiving or initiating telephone calls on mobile phones during classes; and making negative or rude comments during class about other students, faculty members, or the opinions of other students.
6. Refrain from borrowing or taking someone else's property without having permission from the owner. Taking or borrowing without permission is considered stealing.
7. Refrain from inviting external speakers or issuing public releases without prior permission from the Office of Student Service.
8. Refrain from organizing or engaging in activities such as rallies or demonstrations inside IMTD without prior permission from the appropriate authority.
9. Refrain from using the facilities of the institute for other than official purposes, unless previously authorized.
10. Refrain from distributing leaflets or journals, posting notices, or collecting signatures on the premises of IMTD without prior permission from the Office of Student Service.

11. Refrain from falsifying documents or using falsified documents for any purpose connected with IMTD.
12. Provide security guards with personal identification and appropriate documentation when requested.
13. Refrain from using another person's name and/or ID number for any reason. Impersonation is a serious offence and it will be dealt as per the UAE law.
14. Refrain from organizing off-campus events without prior permission from the Office of Student Service.
15. Students should also refrain from engaging in improper conduct, which can damage the reputation of IMTD. For example, students should not:
  - Access inappropriate sites on the Internet.
  - Use inappropriate chat lines/rooms.
  - Misuse the electronic communication (e mail) facility.
  - Use or sell illegal substances and/or materials.
  - Exchange any gifts of significant monetary value with members of the faculty or staff.

#### **IV. Dress Code**

Students at IMTD are required to dress appropriately and respect the cultural and religious principles of the United Arab Emirates. This means dressing in a professional, respectful, and modest way. Inappropriate dress for males and females is completely unsuitable and prohibited at the College. Additionally, obscene, lewd, or offensive words or pictures must never be displayed on articles of clothing.

Report faculty or staff dress code violations to the Department Chair. Similarly, report student dress code violations to the Office of Student Service. Anyone who violates the IMTD dress code is subject to disciplinary action.

##### **For Male Students**

- Wearing shorts above the knee is not allowed.
- Wearing slippers with pants or jeans is not allowed.
- Wearing sleeveless clothes is not allowed.

##### **For Females Students**

- Wearing short clothes above the knee is not allowed.
- Wearing sleeveless clothes is not allowed.
- Wearing clothes that reveal different parts of the body is not allowed.
- Wearing torn trousers that reveal different parts of the body is not allowed.

## **V. Smoking**

To protect and promote the health, safety, and welfare of its employees, students, and the public, IMTD will provide an environment free from exposure to tobacco smoke. Smoking or the use of tobacco products is not permitted inside the College facilities. The College ensures No Smoking signs are appropriately placed and visible throughout the College. There are two designated smoking areas for students.

## **VI. DIAC Code of Conduct**

DIAC code of conduct is communicated to all IMTD students and placed at different locations inside the campus. DIAC event related regulations are being followed at IMTD.

- No inappropriate physical contact between males and females.
- Inappropriate dress for males and females is prohibited.
- No fighting, assault or any act of violence.
- No harassing, threatening, bullying, intimidating others.
- No possessing, using or distributing illegal substances.
- No smoking in undesignated areas.
- No possessing of firearms, explosives or weapons.
- No gambling.
- No raising false alarms.
- No setting fires.

## I. Academic Integrity

IMTD expects its students to uphold high standards of academic integrity and conduct. In particular, students are required to:

Abide by high standards of academic integrity, ethics and honesty. Refrain from cheating on homework and examinations, plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.

Adhere to the published test or examination rules and regulations.

The following are types of academic misconduct:

- Cheating / using unfair means in examinations
- Significant paraphrasing in student's written academic work
- Switching off camera during remote examination
- Disobeying instructions of invigilators during examinations
- Unacknowledged use of information, ideas unless such ideas are common place
- Citing sources which student had not read or referred to
- Breaching the word limit of assignments and mentioning wrong word count.

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- Abide by high standards of academic integrity, ethics and honesty. Refrain from cheating on homework and examinations, plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.
- Adhere to the published test or examination rules and regulations.
- The following are types of academic misconduct:
  - Cheating / using unfair means in examinations
  - Significant paraphrasing in student's written academic work
  - Switching off camera during remote examination
  - Disobeying instructions of invigilators during examinations
  - Unacknowledged use of information, ideas unless such ideas are commonplace
  - Citing sources which student had not read or referred to
  - Breaching the word limit of assignments and mentioning wrong word count.
- Plagiarism is another type of academic misconduct for which students needs to be aware of what constitutes plagiarism and its consequences. Students are briefed about the IMTD's plagiarism policies during the orientation program conducted at the beginning of each program. Faculty members also discuss plagiarism policy at the introductory session of each course. The plagiarism policy is also included in each course outline.

## I. Plagiarism Definition

Plagiarism is the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly acknowledging the ownership (source) of the property (item). Plagiarism is considered as academic misconduct. Students should understand what the plagiarism is and take well informed steps to avoid it.

Plagiarism can take various forms. The main categories of use of unreferenced work that could be construed as an act of plagiarism can be summarized as:

- Using someone else's quoted words without putting these words in quotation marks.
- Unauthorized borrowing of another person's idea, research work or theories.
- Failure to reference the other author's written words, quotes or definitions.
- Use of descriptions or quotations of another author without acknowledgement.
- Cosmetic paraphrasing occurs when the acknowledgement is made. The paraphrased quote is very similar to the original work.
- 'Cut and paste work' from electronic sources without explicit mentioning of complete URL. The inclusion of large amounts of pasted material, even if acknowledged, raise doubts about authenticity of student's work.

## II. Plagiarism Check Process at IMTD

All work submitted by students is accepted on the understanding that it is their own. IMTD views plagiarism as academic misconduct and dishonesty. Students should adhere to high standards of academic integrity that includes referencing and acknowledging other's work, good literature review procedures while submitting assignments, projects or case studies.

For the purpose of academic discipline and penalization, three categories of plagiarism are defined on the basis of similarity index (percent of similarity). However, given the limitations of a software, evaluation shall be supervised by the concerned course faculty.

The steps followed in plagiarism checking are listed below:

- The student is responsible for submitting a proper referenced assessment.
- Faculty members are responsible for implementing the acceptable academic code of conduct through proper student orientation, citing examples of assignments, projects and thesis work that have followed proper acknowledgement and referencing standards.
- Every faculty member provides and implements strict academic code of conduct guidelines at the beginning of course.
- The CANVAS LMS portal at IMTD is integrated with OURIGINAL [previously known as OURIGINAL anti-plagiarism software (<https://www.ouriginal.com/>)]. All students' works are submitted through the LMS which has in-built plagiarism check software. Assessment submission links are available to the students through the LMS.
- OURIGINAL's anti-plagiarism system works with an ever expanding number of documents and sources classified into sources found on the Internet, articles published in academic



journals and previously submitted documents. This includes everything from Wikipedia to national repositories of theses language indiscriminately (<https://www.ouriginal.com/our-products/>)

A big part of the material available on the Internet is only accessible through password-protected systems; hence, it cannot be located with the aid of an ordinary search engine. There is also a plethora of search engines, each with its own coverage. On top of this, there is a huge amount of material on the Internet that cannot be found though using regular search engines. OURIGINAL manages to find sources in all parts mentioned above.

Published material consists of hundreds of millions of books, journals, reference works, scientific articles, and so forth. Some material is accessible electronically via specific databases, whilst other material can only be found in the printed format. OURIGINAL has formed strategic partnerships with a number of leading information providers.

OURIGINAL always checks all assignments against previously submitted material. Consequently, students cannot steal another student's work nor plagiarize through means of too close collaboration.

OURIGINAL generates an analysis overview and is delivered to the course Instructor, either via CANVAS LMS or by email. The results are presented in a comprehensible, interactive analysis report so that the instructor can make the final judgement based on OURIGINAL's analysis if any plagiarism has indeed occurred.

OURIGINAL anti-plagiarism system generates originality report with percentage of similarity and the citations from where plagiarism might have occurred. The instructor uses the originality report to determine the similarity that is acceptable. The student will also be able to see the originality report. The instructor can provide the option to the students to revise the assessment upon comparing with originality report and resubmit the assessment.

If an assignment is submitted by the student through e-mail to the instructor, the instructor may login to OURIGINAL portal directly, upload the student submissions and can check the plagiarism using upload documents option.

Faculty must review the plagiarism report on case-to-case basis and decide on the final penalty to be awarded to the student.

### III. Levels of Plagiarism and Penalties

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool Ouriginal is excluded from any penalty. Similarities above 15 percent are classified in to three levels- Level 1, Level 2, and Level 3 as shown below. The level wise mark reduction are as follows:

Level	Similarity Percentage	Penalty
I	16 - 25%	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in the written component will be deducted
II	Above 25%	This level means substantial similarity. Based on faculty's assessment about the nature of plagiarism, the faculty can award up to zero marks in the assessment
III	51% and Above	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

Faculty submits plagiarism incident report with student details as part of course portfolio. In extreme cases of academic dishonesty (including cheating, external collaboration, impersonation, Level-III plagiarism), grade XF (fail due to academic integrity violations) shall be awarded in the course.

## J. Students Disciplinary Policies, Grievance and Appeals

### I. Policy Regarding Non Academic Misconduct

- The OSS is responsible for student discipline pertaining to non-academic conduct
- When a student engages in conduct that is inappropriate as per the *Code of Conduct / Residence Living Manual*; OSS refer the matter to the Student Disciplinary Committee (SDC) [refer to **Section 1C** composition and for terms of reference]. The Committee will look into the matter, hear the concerned parties and make recommendation(s) to the Director/Dean-Academics for appropriate sanctions.
- Any non-academic violation may have the following disciplinary consequences:
  - Warning: verbal or written warning to the concerned student
  - Suspension: for a period of time
  - Dismissal: from the Institute
  - Payment of Damage: Fines and other penalties may be imposed in case a student commits breach of Institute rules resulting in any loss / damage to Institute property; misuses Library / computing / communications facilities.
  - If the concerned student is not satisfied with the decision, he/she can lodge an appeal with the Director.
  - The decision of the Director is final and no further appeals can be made.

### II. Policy Regarding Academic Misconduct

- All cases of Academic misconduct will be reported immediately to the respective Program Chair.
- The Program Chair will refer the case to the SDC, if necessary.
- The SDC shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his/her arguments. Based upon the circumstantial evidence and arguments of faculty and students, the SDC will take the decision and send the recommendations to Dean-Academics.
- Any violation of the Institute's academic rules, regulations and / or directives may result in following disciplinary measures.
  - Verbal or written warning
  - Awarding zero marks in relevant component of assessment
  - Repeating the Semester or the course
  - Suspension for a period of time
  - Dismissal from the Institute

If the student does not agree with the Dean's decision, an appeal may be made for review to the Director. The Director is the final authority for the revision of decision or any modification therein.

### **III. Student Grievances**

The purpose of the student grievance procedure is to resolve grievances, other than grade complaints, that are introduced by students. If a student has a complaint or grievance about any aspect of Institute life:

- He / she should raise the matter at the earliest opportunity to the Student Services officer/ program coordinator who will try to solve it at their level.
- If the student is still not satisfied with the result, he / she can submit his grievance in writing to the Program Chair within two weeks from the occurrence of the incident.
- Program chair will try to resolve the issue at his/her level.
- If the student is still not satisfied, then the matter goes to Student grievance committee.
- The committee will then deliberate upon their findings and make recommendations to the Director/Dean-Academics, who will take the final decision, to be communicated to the affected parties.
- The Director shall be the final authority for the revision of decision or any modification therein.

### **IV. Academic Standing Appeals**

Students may appeal to the Academic Committee regarding their academic standing status and request a review of probation / dismissal decision.

If the student on probation can provide evidence supporting the appeal, he/she may be granted one additional semester to revert to Good Academic Standing.

### **V. Grade Appeals**

It is assumed that IMTD policy of grading ensures that the Faculty grades the student fairly and objectively. However, in the event of a student challenging a particular grade, the following procedure must be followed:

- Students should first consult with the concerned Faculty and discuss their concerns. Most of the cases are expected to be sorted out by review of Final Exam and discussion between the student and the Faculty member.
- If the students are not satisfied, then they may put in a formal Grade appeal with the Office of the Registrar. The grade appeal must be submitted within a period of one week following the notification of grade to the student by the Registrar. Grade Appeal fee of AED210/- is applicable for Grade Appeal request.
- All Grade Appeals must be submitted in writing to the Registrar on the official Grade Appeal Form (available in Annexure). Reason(s) for Grade Appeal must be substantiated clearly on the form, with payment receipt of AED210/- per course.

- Office of Registrar will forward the Grade Appeals to the concerned Faculty Member(s).
- Concerned Faculty Member(s) will have one week to review the final examination component and respond in writing to the Registrar about the final outcome, who will then intimate the same to the concerned student(s).
- If the student is still not satisfied, an appeal for grade review can be made to the Registrar. Registrar shall report the case to Program Chair who in turn will place in the Academic Committee. An ad-hoc Faculty Grade Review Committee will be formed to look into such cases. A fee of AED210/- is applicable for Academic Committee Review. The appeal for grade review must be submitted within one week following the notification of the outcome of grade appeal to the student by the Registrar.
- The Faculty Grade Review Committee after reviewing the case, recommend the final grade to the Dean-Academics, who will take a decision and the decision will be intimated to the student by the Registrar.
- The decision of the Dean-Academics will be held as final and no further appeals can be lodged.

## **K. Student Safety**

IMTD's safety program is extended to cover students as much as possible. Work areas occupied by students comply with applicable Academic City and the UAE regulations. All department heads are responsible for assuring that adequate safety equipment and personal protective equipment is designated and available for use in these areas. Faculty members are responsible for the safety of their students while in class.

Every year, IMTD organizes Training for Fire and safety, First-Aid, Mock Drill and other relevant training for ensuring student safety at IMTD.

### **a) Physical Safety**

#### **i. Fire Safety Plan**

The Fire Safety Plan provides instructions for identifying, monitoring and addressing fire safety issues at IMTD and is in accordance with the policies and procedures of Academic City.

#### **ii. Fire Suppression Equipment**

IMTD maintains various fire suppression systems to include: fire extinguishers, standpipes and fire hose reel water pumps strategically placed throughout IMTD. The Academic City and the Facilities Manager maintain an inventory of all fire extinguishers on IMT-Dubai.

#### **iii. First aid**

IMTD maintains First Aid Boxes installed at prominent locations such as Reception, Facilities Office, Maintenance office, Warden's office, Students Academic block.

### **b) Emotional Safety**

At IMTD, we are committed to supporting the emotional health and wellbeing of our students. A full time student psychological counselor is available to address any emotional safety needs of students. Counselor details are available at OSS.

## **L. Students Records**

### **I. Students Records**

The registrar office maintains the students record. Refer to Section 6F of Policies and procedure manual for the detail contents of the student files.

Official Transcripts, Degree Certificates and miscellaneous letters are issued to the students by the Office of Registrar on payment of the prescribed fees as mentioned in the admission letter (miscellaneous fee and charges are also displayed in the notice board of the accounts and finance department).

### **II. Information Release**

Access to a student's education records is available to authorized officials of the institute for purposes of recording grades, attendance advising, academic progress review etc. The confidentiality of student information is maintained and periodic reviews are conducted in order to check the efficacy of the system. Students' records are not disclosed to any third party without written consent of the concerned student(s) except when the information is requested by accrediting agencies.

All requests from students to check the contents of his / her education records, including grades and other relevant information or discrepancies shall be made in writing and submitted to the Registrar for necessary action.

## M. Academic Policies

### Admission Policy

#### I. Admission Requirement

##### a. Satisfactory Academic Standing

Applicants to the Undergraduate programs must be holding a recognized and official secondary school certificate. Applicants are expected to have a CGPA of at least 2.0 on a 4.0 scale.

##### b. Minimum Requirements

Below are the minimum requirements from some global curricula (if yours is not listed, please contact our admissions office):

Qualification	Minimum Requirement
Shahadat Al-Thawasiya Al-Amma (UAE Secondary School Certificate Grade 12)	Advanced or Elite Track:70%
	General Track: 75%
American High School Diploma	Overall average of Grade “C” (2.0/4.0)
Ordinary (O) Levels, AS Levels or A Levels	Must complete a minimum of 12 years of schooling with at least 5 subjects in Ordinary (O)Levels/ GCE/GCSE/IGCSE plus 2 subjects at AS/A Levels, with a minimum grade of C or higher in all 7 subjects.
Indian Board (CBSE, ICSE, State Boards)	60% overall in grade 12
International Baccalaureate Diploma	26 Points
WAECO/NECO Senior School Certificate Examination	Minimum 3 “B” and 4 “C”
Pakistan (Intermediate Certificate or Higher Secondary School Certificate)	60% overall in grade 12
Philippines (High School Diploma Grade 12 Academic track)	75% overall in grade 12



**c. Proficiency in English**

Applicants whose native tongue is not English are required to take any one of the English Proficiency Test and obtain a minimum score as follows:

	English Language Test	ENTRY SCORE
1	IELTS (Academic)	5.0
2	Paper-based TOEFL	500
3	Internet-based TOEFL	61
4	Computer-based TOEFL	173
5	EmSAT	1100-1225

**d. Mathematics Requirement:** EmSAT score of 600 in Mathematics or SAT score of 450 in Mathematics.

**e. Arabic Language Requirement:** EmSAT score of 600 for Arabic Language. International students will have to pass a non-credited Basic Arabic Language course at IMTD for full admission.

**II. Admission Process****a. Document Submissions**

To apply, candidates who fulfill the eligibility conditions should complete the Application form along with the following documents:

- Attested copies of Grade 10<sup>th</sup> & 12<sup>th</sup> mark sheets
- A Statement or Certificate of Completion of secondary school.
- Original TOEFL, IELTS, or EmSAT (refer to 2.1 c)
- 4 passport-sized photographs.
- Copy of the passport (and Residence Visa, if resident in the UAE).
- Copy of Emirates ID.

Additionally, a student seeking advance standing in a program is required to submit the following documents:

- Certified copies of official academic transcripts showing all courses studied and grades obtained
- Syllabus details (including information on course content) of the courses successfully completed.

**b. Application Screening**

The Office of Admissions shall review the applications within three days from the date of receipt and shall notify the students about the status of admission.

### **c. Personal Interview**

All applicants are required to pass the personal interview set by the institution.

### **d. Issuance of Offer Letters**

Applicants who have met all the admissions requirements will be issued a conditional acceptance letter for joining the bachelor's program.

## **III. Attestation of Documents**

All applicants for admission are required to obtain equivalency of their Secondary School leaving qualifications from the UAE Ministry of Education located in Dubai, UAE. The equivalency process is dependent upon whether the student has completed his/her Secondary Schooling within the UAE or outside the UAE. The onus of getting their Secondary School equivalency rests with the concerned student. IMTD is not liable if a student is not able to receive his/her equivalency certificate.

### ***Applicants who complete Secondary Schooling within the UAE***

- Applicants must obtain an Equivalency Certificate issued by the Ministry of Education for secondary schooling studies undertaken in the UAE.
- Students who are unable to obtain their Equivalency Certificate will be provisionally admitted to IMTD and are permitted to commence the first semester of study, subject to the student obtaining an Equivalency Certificate.

### ***Applicants who complete Secondary Schooling outside the UAE***

- These applicants are provisionally admitted to the University and are permitted to commence the first semester of study. However, they must have their Secondary School Records and Certificates of Completion certified by:
  - a. the issuing Board of Secondary Education or a recognized authority for secondary education in the host country in which the applicant completed their education;
  - b. the Ministry of Foreign Affairs in that host country;
  - c. the UAE Embassy in that host country.
- Additionally, the UAE Ministry of Education, must issue an Equivalency Certificate.
- In special cases (if advised by the authority), the certificates may be verified against originals by Embassies in the UAE and UAE Ministry of Foreign Affairs.
- An applicant who is unable to secure the Equivalency Certificate as outlined above at the time of admission will be asked to sign a "Consent to Provide Documents" form agreeing to secure the equivalency within three months of the commencement of the program. The applicant will be permitted to commence his/her studies at IMTD.

For more details, please visit the following link.

<https://www.moe.gov.ae/En/EServices/ServiceCard/Pages/UniversiyCertificateEquilization.aspx>

#### **IV. Admission Deadlines**

IMTD announces the deadline for admission on the website and other printed materials for easy access to all the concerned stakeholders.

#### **V. Transfer Admission**

##### **a. International Exchange**

Students can opt for International Exchange from 3rd Semester /Term/Module onwards. Student can earn up to 50% of Undergraduate program at a partner institution having specific agreement to that effect with IMTD. Offering of International exchange option is at the discretion of the Institute. The process for international exchange are as below:

- To be considered for an International Exchange, a student must have a satisfactory academic record with a minimum CGPA of 3.0 at the end of 2nd semesters/2<sup>nd</sup> term/ 2<sup>nd</sup> module. Students on academic probation in first and/or second term are not eligible for international exchange.
- Interested students can submit a written request to the Chair-International Relations substantiating the reasons for applying for the Exchange Program. After the review, Chair-International Relations nominate the student and inform the respective program chairs.
- The credits earned in exchange program will be transferred as per IMTD transfer admission policy.

##### **b. Transfer Admission from Other Universities.**

The conditions for transfer admission are as follows:

- The university from where the student is transferring must be recognized by the Ministry of Education, UAE or Ministry of Education of their respective country.
- The program must be at the same level and it should not be very different.
- The student shall submit the official transcripts of all post-secondary work attempted at all institutions attended.
- Credits completed in other universities must be mapped with IMTD courses for the award of credits exemption.
- Same course taken in two different institutions shall not be granted credits twice.
- For the undergraduate level program, grade C (minimum 2 on a 4 scale) and above are eligible to be transferred. The credit transfer shall not be more than 50 % of the total credits in the Undergraduate level.

- For the Graduate level program, Grade B (minimum 3 on a 4 scale) above is required to be transferred. The credit transfer shall not be more than 25% of the total credits in the Graduate level.
- No credit transfer is allowed for graduation projects/ thesis completed in other universities.
- Other eligibility requirements including English Proficiency and Arabic language requirement are to be fulfilled.
- The Registrar shall issue timely notification to the student, prior to admission, of the transferability of credit, how much credit is granted, and how the accepted credit will be applied to the degree program of the receiving institution.

## **VI. Advanced Standing**

IMTD allows advanced standing based on recognition of prior learning (RPL) leading to credit waiver. Any candidate applying for RPL must submit academic transcripts and relevant curriculum / course outline of the courses based on which he/she is asking for credit waiver. The decision of the credit waiver is taken by an ad hoc committee comprising of the Dean, Program Chair, relevant Faculty member and the Registrar. The committee may recommend exemption of a maximum of 25% of the courses in any program.

Advanced standing with credits are granted to students who have undergone UAE Recognized Professional Qualifications and Internationally Recognized certifications.

The criteria to grant an advanced standing with credits are as follows:

- Course requirements
- Course content
- Learning outcomes
- Assessment methods
- Contact hours
- Grades achieved.

## **VII. Academic Standing and Completion Requirement**

The Graduation Completion Requirements Policy for BSBA/BBA are as follows:

1. The required courses for BSBA program are spread across eight semesters. In each semester there are 15 credits courses. Students are required to complete 120 credits in 8 semesters. Semester-wise distribution of credits is mentioned in program structure.
2. The sequence of the courses is as per the program structure. Pre-requisite courses must be completed before taking any course. The details of pre-requisites of courses is mentioned in the program structure.
3. In order to complete the BSBA program, students must complete the following

- 3.1. Foundation including general education : 60 credits
- 3.2. Core courses : 30 credits
- 3.3. Elective Courses : 24 credits
- 3.4. Internship : 6 credits

4. In order to complete the BBA program, students must complete the following

- 4.1. General education : 12 credits
- 4.2. Core courses : 36 credits
- 4.3. Concentrations : 20 credits
- 4.4. Free Electives : 8 credits
- 4.5. Internship 1 & 2 : 17 credits
- 4.6. Industry Readiness Program : 12 credits
- 4.7. Global Immersion Program : 15 credits

- 5. The students have to complete required credits of the program with overall cumulative grade point average of 2.0 on a scale of 4.0.
- 6. All the required core and general education courses must be completed.
- 7. They should complete at least 50%, of the required credits, in residency.
- 8. To be eligible for Concentration in Undergraduate program students must complete at least 15 credits of courses in chosen area of specialization.
- 9. The minimum duration of enrollment for the completion of an undergraduate program in four years. The maximum period of enrollment is six years. Any further extension may require the approval from the Dean-Academics.
- 10. Student must also clear all financial dues, submit all the required documents and should have no disciplinary actions pending against them.
- 11. Good Academic Standing Undergraduate
  - Students are considered to have a good academic standing when they have minimum CGPA of **2.00 on a Scale of 4.00** at the end of each semester.
  - Students whose CGPA has fallen below **2.00** are placed on academic probation in the following two semesters of the respective program.
  - Students must revert to good academic standing i.e., CGPA **2.00** or more by the end of the probation period.
  - Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions will normally lead to the dismissal from the Program after the recommendation of the Academic Committee:
    - Number of “F” grades is more than two.
    - CGPA is below **2.00** at the end of the probation period or at the end of the program.

The students in undergraduate program who would like to improve their CGPA, can repeat a maximum of four courses during their entire program period. Only the courses with a grade of ‘C-’

or less grades shall be allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat examination shall be retained as final.

### **VIII. Registration for the Semester/ Module/ Term**

- The students are required to register themselves for upcoming semester by paying semester fees. The registration starts 10 days before the starting date of the semester and registration closes on the first day of the start of the semester.
- Students can drop a course only during the drop course period. The course drop period is until the end of first two weeks of the semester.
- Elective courses can be switched until the end of first two weeks of the semester.
- For the weekend programs, course switching is allowed until the end of first two sessions.
- Course(s) can be dropped only with the permission of the Program Chairperson.
- In case of weekend program, a course can be dropped until the end of first two sessions.
- Students will be required to register and successfully pass the dropped course(s) at the next available opportunity.
- Students who drop courses might not be able to complete their program in the specified duration.
- Drop Course Fees of AED525/- is applicable to drop a course.

### **IX. Credit Hours**

Course credit hours are assigned to different courses as described in the Program Structure. One credit hour is equal to fifteen (15) hours of classroom contact time. In order to complete the undergraduate program, total requirement is 120 credits.

### **X. Course Prerequisites**

Course prerequisites must be completed before registering the course as mentioned in the program structure.

### **XI. Repetition of Course**

- All failed courses have to be repeated compulsorily and a passing grade obtained in order to revert to Satisfactory Academic performance.
- A course can be repeated only once. If a student repeats the course and is not able to clear it in the second attempt too, then he/she is dismissed from the Program.
- If the course is repeated then R grade will be mentioned on the transcript, along with the grade which the student gets after repeating the course, to show that the course has been repeated. However, the new grade obtained after repeating the course will be considered for the purpose of calculation of CGPA.
- Students on Probation and/or students who have to retake a course due to poor academic standing will bear corresponding additional tuition fees and if applicable the residency charges for the period required to complete the course.

- Student has to fill up the “Repeat Course Form” and submit it to Program Chairperson for approval. Once approved, the form has to be forwarded to the Office of Registrar and Finance Department.
- Students can retake a course only at the next available opportunity after getting required approval.
- The students in undergraduate program who would like to improve their CGPA, can repeat a maximum of four courses during their entire program period. Only the courses with a grade of ‘C-’ or less grades shall be allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat shall be retained as final.

## **XII. Withdrawal Policy**

Any student can withdraw from the program by filling up the “Withdrawal Form” at any point of time. The Program Chairperson may counsel the student and discuss the reasons for withdrawal. The withdrawal form with Program Chairperson’s recommendation will be forwarded to the Dean for final approval. Once approved, the following fee refund policy shall be applicable:

### Withdrawal before the commencement of the Program:

#### **a. Withdrawal before the commencement of the Program**

- A fee of AED 4,000 will be deducted from the Registration/confirmation fees against administrative services.
- The student will be liable to pay any additional cost incurred by the Institute.

#### **b. Withdrawal within 1st Week of the commencement of the Program**

- 50% of the 1<sup>st</sup> Semester/Module/Term Tuition fee and Residence fee (if applicable) shall not be refunded.
- Visa and Health Insurance charges will not be refunded.
- The student will be liable to pay any additional cost incurred by the Institute.

This Refund policy is applicable irrespective of whether the student attended the classes or not after the commencement of the Program.

#### **c. Withdrawal after 1st Week of the commencement of the Program**

- No refund of total fees of 1<sup>st</sup> Semester/Module/Term (Tuition fee & Administrative fee) and Residence fee (if applicable) after commencement of the program.
- Visa and Health Insurance charges will not be refunded.
- The student will be liable to pay any additional cost incurred by the Institute.
- To formally withdraw from the program, the student must pay all the due payments to IMTD.

This Refund policy stated in (b) and (c) above is applicable whether the students attended classes or not after the commencement of the Program.

After the completion of first semester/term/Module any fee refund request shall not considered.

### **XIII. Deferral and Re-Admission Policy**

If a student requests for a deferral of his/her admission, then she/he shall have to pay additional charges. The deferment request is subject to approval of the Dean- Academics. In the case of deferral any utilized fee will be held as non-refundable credits in the student account for a period of one year after which the unutilized fee shall be retained by the institution.

### **XIV. Dismissal from the Program**

Following conditions will normally lead to the dismissal from the Program after the recommendation of the academic Committee:

- Student receives a maximum of two “F” grades.
- CGPA is below **2.00** following at the end of the probation period (for **Undergraduate** programs.)

### **XV. Course Substitution**

IMTD does not encourage course substitution within a program except for the elective courses. However, for a transfer student, course mapping committee of IMTD maps the courses completed from the university from where the particular student is planning to transfer with IMTD courses to decide a credit waiver. For undergraduate level program, a maximum of 50 percent of the courses can be transferred.

### **XVI. Attendance and Class Participation**

Classroom interaction and active participation in all course related activities is a key contributor to the learning process. Therefore, students are not only expected to attend all classes regularly but are also strongly encouraged to actively participate in case discussions, presentations, and all other classroom activities.

IMTD stipulates that attendance is mandatory in all programs. Attendance is regularly monitored by the Program Office and students are accordingly advised. The students are required to maintain a minimum attendance of 70% in each course. Exceptions may be granted on medical grounds/unavoidable official duty (valid documents required) at the discretion of the faculty/ Program Chairperson. If a student fails to maintain a minimum required attendance, the following grade reductions are imposed:



Sl.no	Attendance %	Grade Reduction
1	70% and More	No grade reduction
2	60 % to below 70%	One grade point reduction in the final grade of the course
3	50% to below 60%	Two grade points reduction in the final grade of the course
4	Below 50%	Not be allowed to appear for the final exam and will have to repeat the course

## **XVII. Course Assessment and Grading System**

### **1. Continuous Assessment**

IMTD follows continuous evaluation system. Evaluations typically comprise of several components e.g. Assignment, Quiz, Case Study, Project, Midterm and Final examination. Faculty members design and assess students as per the stated learning outcomes. Final examination is mandatory for every course and shall have the weight assigned between 20% and 40% of the total. The course syllabus details out schedule of component wise evaluation. Final examination schedule is announced separately. Examination rules are as follows:

- i. Students are required to settle all outstanding dues before appearing in the final examination.
- ii. Students should write their roll number immediately on receipt of the answer sheets, continuation sheets, question paper, case studies or any other materials provided during the examination. Non-compliance to this Rule would be considered as academic malpractice.
- iii. Any kind of conversation among students is strictly prohibited inside the Examination Hall. Also, any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Smart devices are not allowed inside the Examination Hall except with the permission of the subject faculty.
- iv. Students should not exchange their question papers or any other material during the examination. If any student is found guilty of any kind of malpractice, he/she is subjected to disqualification from the examination.
- v. Students are advised to submit answer sheets / graph papers/ any other sheets including all sheets used during the examination.
- vi. Cheating during examination is a serious offence;
  - if a student is caught cheating, then he/she is asked to leave the Examination Hall immediately. The invigilator collects all incriminating evidence and report to the Registrar.
  - Wherever, the case of cheating during examination is clearly established by the invigilator, the concerned student shall be awarded zero marks for that component.
  - If a student violates any other rules or instructions during an examination, it will be reported to the Registrar who shall in turn report to the disciplinary committee.
  - Impersonation is a serious offence and it will be dealt as per the UAE law.

- vii. During the period of examination, a student is not allowed to go out of the Examination Hall. In case of emergency, permission needs to be taken from the invigilators.
- viii. It is students' responsibility to take care of his/her belongings during examination. The institution is no way responsible if it is found that any item of student's belonging is missing, during/after the examination.
- ix. If a student could not attempt the examination due to unavoidable circumstances, then he/she can appear for a reexamination only after he/she provides relevant proof and gets a written approval from the Instructor and Program Chairperson.

## 2. Grading System

IMTD follows absolute grading system where in letter grades are awarded by converting marks grades.

### Undergraduate (BBA/BSBA) Grading Scheme

To be eligible to receive a bachelor's degree, a student shall obtain a minimum CGPA of 2.00 on a scale of 4.00.

Letter Grade	Points	Description
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	Below Expectation
D+	1.33	
D	1.00	
D-	0.67	
F	0	Fail
I		Incomplete
S / US		Satisfactory / Unsatisfactory Performance in zero credit course
FA		Fail due to attendance
XF		Fail due to academic integrity violations
W		Withdrawal from course

### 3. Course Grade Definitions

The explanation to letter grades are mentioned below.

<b>Outstanding</b>	Outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.
<b>Excellent</b>	Excellent academic performance and the demonstration of significant mastery of the subject matter of the course with only minor errors.
<b>Good</b>	Sound academic achievement with a few errors.
<b>Satisfactory</b>	Fair academic performance but with significant shortcomings
<b>Below Expectation</b>	The performance in the course is below the acceptable level and needs improvements
<b>Fail (F)</b>	<p>This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points.</p> <p>The failed course must be repeated and passed before credit is granted. A course can be repeated only once and repeated failure in the course will result in dismissal from the program. A maximum of two F grades is allowed during the program duration. Any student with more than two F grades will be dismissed from the program.</p>
<b>Incomplete (I)</b>	<p>This grade is issued in cases for extenuating non-academic circumstances that prevent the student from completing all course components on time.</p> <p>The incomplete course work must be completed within two weeks after declaring the grades, by satisfying the requirements of the concerned course. The final decision on an incomplete grade is up to the instructor.</p> <p>In case of failure to meet the course requirements, the grade I will be changed automatically to grade F. The student will be asked to repeat the course in the next offering by paying the repeat course fee and filling in the repeat course form.</p>
<b>Repeat (R)</b>	“R” is assigned to a course repeated by the student. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA. In the courses that are repeated, an R will be mentioned on the transcript along with the new grade obtained to indicate that the course has been repeated.
<b>S / US</b>	Satisfactory / Unsatisfactory Performance in a zero-credit course. As per the grading scheme, if a student scores ‘Fail’, unsatisfactory (US) is awarded in the course, else it is ‘Satisfactory’.

<b>FA</b>	Fail due to attendance. Applicable if attendance falls below 50% and there are no extenuating circumstances
<b>XF</b>	Fail due to academic integrity violations as per plagiarism policy or other academic misconduct and integrity issues
<b>W</b>	Withdrawal from course

#### 4. Grade Descriptors

Broad guidelines for awarding letter grades for undergraduate and graduate programs are as follows:

##### Undergraduate Programs

Grade	Subject related knowledge	Application ability & analysis	Ability to communicate & present	Research based work	Ability to collaborate & work independently
A	<p>Able to express substantial subjective knowledge in classroom discussion &amp; the answers given during the session clearly depict the command on the subject &amp; topic.</p> <p>Substantiates subjective knowledge to real world situations and elaborate on the basis of own examples chosen.</p>	<p>The application of topic extended beyond the classroom discussion &amp; clear ability to research on the area is displayed.</p> <p>Comments are critical and comparative</p> <p>Data collection, methods and analysis are thorough and exceptional</p>	<p>A very clearly developed content with an excellent presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>Extensive conduct of the research with application of proper research methods &amp; tools with very clear findings &amp; suggestions.</p>	<p>Is able to create a sense of ownership amongst all the team members and takes the leadership role easily.</p> <p>Excellent ability to adapt to individual &amp; group roles.</p>
B	<p>Extensive &amp; accurate knowledge of the subject and context.</p> <p>Shows ability to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers accurately, demonstrating a good knowledge of the topic. Methods are correct.</p>	<p>The application of topic as discussed in the classroom</p> <p>Comments are comparative</p> <p>Data collection, methods and analysis are thorough</p>	<p>A well-developed content with a good presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>A well designed conduct of the research with application of appropriate research methods &amp; tools with clear findings &amp; suggestions.</p>	<p>Is able to create a sense of ownership amongst most of the team members and takes the leadership role easily.</p> <p>Sufficient ability to adapt to individual &amp; group roles.</p>
C	<p>Accurate knowledge of the subject and context.</p> <p>Shows ability to analyze critically, with sound arguments mostly supported by relevant facts.</p> <p>Answers accurately, demonstrating a fair knowledge of the topic.</p>	<p>The application of most part of topic as discussed in the classroom</p> <p>Comments are ok</p> <p>Data collection, methods and analysis are appropriate</p>	<p>A fairly-developed content with an acceptable presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>A satisfactorily designed conduct of the research with application of mostly appropriate research methods &amp; tools with most relevant findings &amp; suggestions.</p>	<p>Is able to create a sense of ownership amongst some of the team members and takes the leadership role with few challenges.</p> <p>Satisfactory ability to adapt to individual &amp; group roles.</p>

	Methods chosen are mostly correct.				
D	There is some evidence of understanding of the subject & context.  Shows some ability to analyze, with little arguments and some factual support. Answers with limited knowledge of the topic. Methods chosen are partially correct.	Partial application of topic as discussed in the classroom  Comments lack any significant analysis or finding  Data collection, methods and analysis are partially ok	Partial content with an average presentation style.	An insufficiently designed conduct of the research with application of partially appropriate research methods & tools with few relevant findings & suggestions only.	Is able to create a sense of ownership among the few team members and finds adapting to the leadership role extremely challenging. Partially able to adapt to individual and group needs.

### 5. Cumulative Grade Point Average (CGPA)

CGPA indicates students' average performance over all semester/terms/modules up to the current or final term. The calculation is carried out by taking the grade point total for all the courses taken till date multiplied by their respective credit hours, which is divided by total number of credit hours registered till date. Since courses carry different weights (credit hours), CGPA is computed by taking the weighted average of the course grades. For example, if a student receives grade B in a course carrying 3 credit hours and grade A+ in a course carrying 1 credit hour the GPA will be calculated as follows:

Grade	Grade Points	Credit Hours	Weight
B	3.00	3	9
A+	4.00	1	4
TOTAL:		4	13
GPA			=13/4 = 3.25

### 6. Incomplete Grade:

When a student has failed to complete a major component of a required course, he/she may be allotted Grade 'I' by the instructor. Students can make up for Grade 'I' by satisfying the requirements of the concerned course instructor. The final decision on an incomplete grade is up to the instructor.

The incomplete course work must be completed within two weeks after declaration of the grades, otherwise, the student will be asked to repeat the course in the next offering by paying the repeat course fee and filling in the repeat course form.

### XVIII. Course Feedback

A Course Feedback survey is administered to the students at the end of each semester before the commencement of each semester's final exams. This survey assesses three aspects of the course delivery – Methods of Course Delivery, Adequacy of Material used for Course Delivery and the Skills

of each Instructor. This evaluation serves the purpose of assessing both the course and the learning process. IMTD asks students to participate in the course evaluation so that the Institute is aware of students' perceptions and make improvements accordingly.

## **XIX. Student ID Card and Email ID**

### **a. Student ID**

All students enrolled in the program are issued a student identification card with a photograph. The student ID card is issued for the period of enrollment. The number appearing on the ID card is the student identification number. It is used in the Institute's records and should be quoted in all correspondence with the institute. The ID card must be carried every day to the Institute and shown on request. It gives access to all facilities at the Institute such as library, reading room, IT Center etc. and must be presented at the examination sessions.

The Institute has a Code for Identification of students, e.g. BBA2001XXX. The Code is defined as:

BBA: Program Code; 20: Year of program commencement; 01/02/03/04/05:  
Fall/Winter/Spring/Summer(April)/Summer(June) Intake & XXX: 3-digit serial number.

The students are also given a Hall ticket for their Final exams. The students are required to carry the Hall ticket as well as the ID card to their Final exams.

### **b. Student Email ID**

All students enrolled in the program are allocated an email ID. Most routine communication with the student community will be conducted through emails and the students have the responsibility to regularly check their emails box. Email communication by IMTD, including communication in regards to academic issues is considered as official communication and contractually bounding on the students. IMTD will not be held responsible if official communication fails to reach students who have not maintained or checked on a timely manner their email box.

## **XX. Tuition Fees and Payment Schedules**

For fee structure, please refer your offer letter.

### **1. Bank Details**

Account Name	Institute of Management Technology FZ LLC
Bank Name	Emirates NBD Bank PJSC, Mankhool Branch, Dubai, UAE
AED Account No	1011409872502, <b>(IBAN-AE70 0260 0010 1140 9872 502)</b>
USD Account No	1021409872501, <b>(IBAN-AE35 0260 0010 2140 9872 501)</b>
SWIFT Code	EBILAEAD

Payment gateway URL: <https://www.imt.ac.ae/payment-portal/>.

### **Important Notes**

1. Student's Roll no. & name should be clearly mentioned in wire transfer.
2. The payment may be done either by Payment gateway, cash, credit/debit card or through a Local cheque payable to "Institute of Management Technology FZ LLC" or through Wire Transfer to the above mentioned Bank Account.
3. Bank charges are to be borne by the remitter.
4. The exchange rate for conversion of USD to AED is taken as 1 USD = 3.65 AED
5. IMTD reserves the right to change its fees and will notify all students of changes, if any.

### **2. ADDITIONAL INFORMATION**

The above Tuition and other fees are applicable to students completing the Program within the normal duration. Should the course of studies be extended, the student will be liable to pay for all additional Tuition and other fees including Residence.

- For any repeated course, additional payment of per credit will be charged.
- In case of repeat of semester, full Tuition & other associated costs (residence, visa, health insurance etc.) will be applicable.
- In case of suspension, the student will not be eligible for refund on any payment made for that semester irrespective of the balance semester duration (if any). The amount paid will be considered forfeited and will not be adjusted against any additional period.
- Students enrolled in Summer Courses will be charged additional Residence fees (if applicable) on a pro rata basis and any other associated costs (if incurred).
- Students will avail the Residence Hall facilities only for the duration of the Semester. Residence Halls will open for the students two days prior to the commencement of each Semester and the students have to vacate their rooms four days after the end of each Semester.

### 3. Late Fee Policy

It is the responsibility of students to pay all fees on time or else late fee charge as mentioned below shall be applicable.

<b>Details for Late Fee Charges</b>									
<b>PARTICULARS</b>	<b>Late Fee for delay of every 15 days*</b>								
	<b>Amount in AED</b>								
Late Fee - Outstanding Fees AED 501 – 10000	100								
Late Fee - Outstanding Fees AED 10001 – 20000	200								
Late Fee - Outstanding Fees AED 20001 – 30000	300								
Late Fee - Outstanding Fees AED 30001 – 40000	400								
Late Fee - Outstanding Fees AED 40001 – 50000	500								
Late Fee - Outstanding Fees AED 50000 Onwards	750								
* For example, the outstanding fee of a student is AED 9900 which falls under the slab AED 501- 10000. Late fee under the slab is calculated as below: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><b>Period of Delay</b></th> <th style="text-align: left;"><b>Late Fee</b></th> </tr> </thead> <tbody> <tr> <td>1 to 15 days</td> <td>AED 100</td> </tr> <tr> <td>16 to 30 days</td> <td>AED 200</td> </tr> <tr> <td>31 to 45 days</td> <td>AED 300 and so on.</td> </tr> </tbody> </table>		<b>Period of Delay</b>	<b>Late Fee</b>	1 to 15 days	AED 100	16 to 30 days	AED 200	31 to 45 days	AED 300 and so on.
<b>Period of Delay</b>	<b>Late Fee</b>								
1 to 15 days	AED 100								
16 to 30 days	AED 200								
31 to 45 days	AED 300 and so on.								

### 4. Maximum Annual limit for any fee increase

Fee communicated to the students at the time of admission is normally not increased during the regular study period. In case of an increase, the maximum annual limit for any increase is capped at 15%. In case of re-admitted students, fee structure of that time is applicable.

## XXI. Scholarships

The primary objective of scholarships at IMTD is to promote recruitment and retention of high academic achievers. IMTD provides following scholarships based on merit and achievements of the students:

- a. Academic excellence scholarships
- b. Merit Scholarships.

Specific details of various other scholarships are announced at the beginning of the academic year. Additionally, IMTD honors various discounts for the students holding FAZAA, ESAAD, ALSAADA etc. cards.

This information is widely disseminated on websites, admission brochures and marketing collaterals



**XXII. Disputes and Arbitration**

The Institute’s decision on any and every subject will be final and binding and disputes of any nature will be dealt with under the UAE jurisdiction.

**XXIII. Miscellaneous and Late Fees charges**

**Details for Miscellaneous Fees/Charges:**

<b>SUBJECT TO CHANGE ANNUALLY</b>						
<b>PARTICULARS</b>	<b>AMOUNT</b>	<b>VAT - 5%</b>	<b>NET TOTAL</b>	<b>AMOUNT</b>	<b>VAT - 5%</b>	<b>NET TOTAL</b>
	<i>All amount in AED</i>			<i>All amount in USD</i>		
GENUINENESS CERTIFICATION	50.00	2.50	<b>52.50</b>	14.00	0.70	<b>14.70</b>
LETTERS IN LETTERHEAD (FIVE WORKING DAYS)	100.00	5.00	<b>105.00</b>	28.00	1.40	<b>29.40</b>
DUPLICATE EXAMINATION HALL TICKET	50.00	2.50	<b>52.50</b>	14.00	0.70	<b>14.70</b>
LETTERS IN LETTERHEAD (TWO WORKING DAYS)	150.00	7.50	<b>157.50</b>	42.00	2.10	<b>44.10</b>
GRADE APPEAL/ ACADEMIC Committee	200.00	10.00	<b>210.00</b>	55.00	2.75	<b>57.75</b>
INTERIM TRANSCRIPT	250.00	12.50	<b>262.50</b>	69.00	3.45	<b>72.45</b>
OFFICIAL COURSE OUTLINES DETAILS	400.00	20.00	<b>420.00</b>	110.00	5.50	<b>115.50</b>
TOC APPLICATION FEES (COURSE MAPPING FEES)	300.00	15.00	<b>315.00</b>	83.00	4.15	<b>87.15</b>
OFFICIAL COURSE OUTLINES DETAILS (URGENT)	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
DUPLICATE DEGREE CERTIFICATE	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
CHEQUE RETURN CHARGES	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
PROVISIONAL CERTIFICATE	300.00	15.00	<b>315.00</b>	83.00	4.15	<b>87.15</b>
DUPLICATE DEGREE CERTIFICATE (URGENT)	800.00	40.00	<b>840.00</b>	220.00	11.00	<b>231.00</b>
RE-EXAMINATION FEES	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
EMIRATES ID REISSUANCE	800.00	40.00	<b>840.00</b>	220.00	11.00	<b>231.00</b>

IELTS BOOK	900.00	45.00	<b>945.00</b>	247.00	12.35	<b>259.35</b>
IELTS EXAM	1,050.00	52.50	<b>1,102.50</b>	288.00	14.40	<b>302.40</b>
DEFERRAL FEES	2,000.00	100.00	<b>2,100.00</b>	548.00	27.40	<b>575.40</b>
RE-JOINING FEES FOR WITHDRAWN/UNANNOUNCED DISCONTINUED STUDENTS	3,000.00	150.00	<b>3,150.00</b>	822.00	41.10	<b>863.10</b>
REPEAT COURSE FEES	BASED ON THE CREDIT FOR THE COURSE					
DROP COURSE FEES	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
TRANSPORT - PER SEMESTER						
DUBAI	2,000.00	100.00	<b>2,100.00</b>	548.00	27.40	<b>575.40</b>
SHARJAH	2,500.00	125.00	<b>2,625.00</b>	685.00	34.25	<b>719.25</b>
AJMAN	2,750.00	137.50	<b>2,887.50</b>	753.00	37.65	<b>790.65</b>
JEBEL ALI /DISCOVERY GARDENS	2,500.00	125.00	<b>2,625.00</b>	685.00	34.25	<b>719.25</b>
ENGLISH FOUNDATION COURSE (FOUR WEEKS)	3,000.00	150.00	<b>3,150.00</b>	822.00	41.10	<b>863.10</b>

## **N. Contact information of Student Services**

The students can contact the Office of Students Services in the below details

Name of the students service officer	Nirmish Parmar
Location	Ground Floor-E block
Telephone	+971 526442523
Email Id	studentservices@imt.ac.ae