



BBA Program Catalog

***Academic Year
2020-21***

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MESSAGE FROM THE DEAN

Welcome to IMT Dubai.

Institute of Management Technology, Dubai 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 IMT Dubai 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 IMT Dubai, 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. This program catalog and student handbook are important document for you to have 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.

1. ABOUT IMT DUBAI

The Institute of Management Technology (IMT) Dubai was founded in 2006, and within a short span of time has emerged as a leading business school in the region offering high quality business programs.

The institute is accredited by the Ministry of Education-Higher Education Affairs, UAE and is licensed by the KHDA, Dubai Government. With a high quality curriculum, outstanding faculty, world class infrastructure and facilities, students at IMT Dubai develop with a unique and challenging educational experience.

IMT Dubai offers undergraduate and postgraduate programs in business, including:

- Bachelor of Business Administration (BBA);
- Master of Business Administration (MBA);
- Executive Master of Business Administration (EMBA);

IMT Dubai programs have an international curriculum and are focused on providing students with critical thinking and life-long learning skills. Internships and company projects are part of the programs and gives students an opportunity of interacting with the corporate world. IMT Dubai faculty are leaders in their fields with the right blend of academic and industry experience. We provide students an international experience opportunity by participating in exchange programs across Europe and the United States. Articulation agreements are in place with some of the most prominent universities for student exchange and double degree programs.

The purpose built state of the art campus is located in Dubai International Academic City and provides on campus hostel facilities in order to enable you to have a full university experience. IMT Dubai offers an experience that helps students build and enhance their career by providing them the discipline related knowledge, innovative management and leadership skills. The institute is accredited by the Ministry of Higher Education, UAE and is licensed by the KHDA, Dubai Government. With a high quality curriculum, outstanding faculty, world class infrastructure and facilities, students at IMT Dubai develop with a unique and challenging educational experience.

1.1 IMT Dubai Vision

IMT Dubai aspires to become a leading university for nurturing high quality professionals.

1.2 IMT Dubai 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”.

1.3 Strategic Goals and Objectives

Based on the above Vision and Mission statement, IMT Dubai has developed 6 strategic goals and associated objectives. These goals and objectives are as follows:

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.

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 business and allied areas.

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

1.4 Government Regulations

IMT recognizes that it is bound by the applicable laws and regulations of the UAE and ensures compliance with the same. The institute also gives due respect to cultural, historical, architectural, and ethical contexts of the United Arab Emirates.

1.5 IMT Dubai Licensure and Accreditation Information

The Institute and all the programs are licensed and accredited by the Ministry of Education, U.A.E. All the programs offered are also accredited by The International Accreditation Council for Business Education (IACBE).

1.6 Non Discrimination Statement

IMT does not discriminate against individuals on the basis of race, religion, age, national origin, gender, and sexual orientation, physical or mental disability. The Institute is committed to accommodating, as far as possible, the needs of physically and mentally challenged, including providing appropriate aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the service offered by the Institute.

2. FACILITIES AND SERVICES

Dubai has a vibrant and modern environment with a blend of cultural variety. IMT Dubai is located at Dubai International Academic City (DIAC) and caters to fulfill the needs of students for a high-quality, International education. It has a modern campus equipped with world class amenities.

2.1 Library: Learning Resource Centre

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 IMT Dubai 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

While emphasizing more on electronic resources so as to facilitate their access, the library also has an impressive collection of printed media. Important e-resources includes Lexis Nexis, Thomson Reuters, Emerald, EBSCO (Business Source Premier) and much more, which are the world's largest full text corporate and business databases which provides full text articles, Company financials, Industry research reports, Country Reports, Economic forecast reports etc. Coverage includes virtually all subject areas related to business.

The library is fully automated with books having bar-codes; computers for Online Public Access Computers (OPAC) and access to electronic documents, the Library's back-end operations, and circulation; Computer lab, Printers and Barcode scanners. All the machines are connected to the state-of-the-art wireless LAN.

2.2 IT Center

IMT Dubai has a state of the art central IT facility which serves the IMT 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.

2.3 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. IMT campus has 5 Residence Halls with separate male and female wings.

IMT has clear guidelines for what constitutes inappropriate behavior in student housing. There are a number of important rules and regulations that govern student housing. These guidelines can be found in the “**Residence Living**” manual. It is the responsibility of students to abide by these rules at all times.

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.

Dining Services

The IMT Dubai Cafeteria provides Breakfast, Lunch, Tea & Dinner and the charges are included in the hospitality fees.

Residence Halls

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.
- d) Fitness Center

2.4 Recreational Facilities

A mini football playing field, volleyball court, gymnasium and indoor games facilities are available on campus.

2.5 Spiritual Facilities

There is a designated room on the campus for prayers and spiritual needs.

2.6 Transportation Facility

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.

2.7 IMT Alumni Association

IMT believes in the strength of alumni network and values their contribution towards institution building. The Alumni Association with the technical assistance of IMT looks after the activities of IMT Graduates.

2.8 Student ID Cards

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.

2.9 Students 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 boxes. Email communication by IMT, including communications in regards to Academic issues is considered as official communication and contractually bounding on the students. IMT 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.

2.10 Canvas LMS

IMT Dubai has introduced a new CANVAS Learning Management System (LMS) this year (2020) which is widely utilized by many universities across the globe. This LMS is flexible and adaptive for e-learning mode of delivery as it has integrated Video Conferencing tool such as BigBlueButton and URKUND for plagiarism detection. The faculty members at IMT Dubai are well trained to use CANVAS LMS and trained current students to adapt this LMS. This LMS is successfully implemented for delivering the courses for all the programs during Spring-2020 and Summer-2020 Terms. This LMS was effectively used for remote learning during Covid-19 pandemic. All the students will be trained for using this as LMS for all the programs offered in the campus.

2.11 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 IMT, 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.

2.12 Cafeteria & Restaurants

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.

2.13 Personal Counselling

IMT arranges personal counseling to its students. Any student who has the need for counseling should contact the Office of Student Services 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 Office of Students Services 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.

2.14 Academic Advising

The regular advising process starts once the students register for the first semester at IMT. A Faculty member is designated as the advisor and during subsequent semesters students receive advising and guidance from their advisors.

Students are encouraged to maintain close contact with their advisor during their program duration at IMT. Advisors provide them with information and guidance related to academic policies, internship, project and specific course-related problems. Students have also the possibility to call on their Academic Advisors for guidance and methodological support related to their Internship Assignment and Company Project Work.

The main purpose of the Institute's academic advising program is to help the students identify and achieve their academic goals and to become self-directed learners and decision makers. However, the responsibility for fulfilling degree requirements rests with the students and therefore they are expected to assume responsibility for program planning and course selection. It is strongly suggested that all students familiarize themselves with program requirements, necessary requisite coursework, as well as the sequencing of courses.

The advisor's role is to:

- Guide the student and help him / her become familiar with the academic and administrative policies and programs of the Institute.
- Aid the student in understanding standards and requirements of different courses.

- Provide a perspective on the likelihood of success in different areas of study.
- Discuss with the student his / her educational and career objectives and how they relate to current / expected courses of study.
- Guide and provide necessary methodological support and supervision to students during the Internship Assignment and the Company Project Work.

A student's role is to:

- Learn about the policies, procedures, and rules of IMT.
- Be proactive and search out information needed for course scheduling, program planning, and successful completion of all graduation requirements.
- Gather required academic and career related information.
- Be aware of and monitor his / her academic progress.
- Initiate contact with their advisory as needed particularly during the Internship and Company Project periods.
- Be well prepared with questions and relevant material, while attending advising sessions.
- Be attentive and follow advisor's guidelines.
- Keep the advisor posted with their progress.

Academic advising is available to all students during the Faculty Office Hours. For details about the office hours, students can check with the Program Assistant or check online respective Faculty Office hours and contact details.

2.15 Career Counselling

The aim of the Office of Career Services is to provide a platform for fresh graduates to confidently step into the corporate world. To guide these students into the corporate world, IMT Dubai 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.

2.16 Career Placement Services

The Office of Career Services (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 IMT Dubai campus to hold pre-placement talks during the early months of each year.

3. PROGRAM OVERVIEW

The BBA (Bachelor of Business Administration) program is developed to impart *quality education to prepare the next generation of ethical business professionals. Through this program IMT aims at achieving Goals and Strategic Objectives set by the institution.*

3.1 BBA PROGRAM MISSION

The mission of the Bachelor of Business Administration program is to transform students into socially and economically responsible global business citizens.

3.2 BBA PROGRAM OBJECTIVES

The program objectives of BBA program are to ensure that the students:

- Are provided with comprehensive knowledge base in business management and broad general education **(Knowledge)**
- Develop interpersonal and general business skills to fulfill responsibility as a business leader and entrepreneur **(Skill)**
- Become Independent thinkers, self-starters and conscious of their responsibility towards different stakeholders **(Autonomy & Responsibility)**
- Attain team management, entrepreneurial and leadership skills for the success of the organizations **(Role in Context)**
- Develop necessary traits to maintain their own and organization's performances. **(Self-Development)**

3.3 BBA PROGRAM LEARNING OUTCOMES

Upon successful completion of the BBA program, students will be able to:

1. Apply business and management principles and concepts in business and general decision making. **(Knowledge)**
2. Use interpersonal and general business skills to solve complex and multidimensional business issues. **(Skill)**
3. Solve business and other issues independently by analyzing available alternatives and by creating solutions unknown. **(Autonomy & Responsibility)**
4. Initiate and lead change for the performance of the organizations. **(Role in Context)**
5. Identify the ways to sustain and improve self and organizational performance. **(Self-Development)**

3.4 BBA PROGRAM STRUCTURE

This program requires students to complete 120 credits to graduate in eight semesters. These credits are distributed as follows:

Sl.no	Area	Details	Credits
1	General Education	6 Courses	12
2	Core Courses	18 Courses	36
3	Concentrations	Accounting and Finance	20
		Contemporary Marketing	
		Digital Business	
		Entrepreneurship	
	Logistics and Supply Chain Management		
4	Free Electives	4 Courses	8
5	Corporate Engagement	Internship-I (6 weeks after the year 2)	4
		Internship-II (15 weeks duration in year 4)	13
6	Industry Readiness Program	6 Workshops	12
7	Global Immersion Program	One Semester Abroad	15
		Total	120

3.5 BBA Program Structure:

Semester-Wise Program Structure for BBA program:

Semester 1				Semester 2			
Course Code	Courses/Workshops	Cred its	Remarks	Course Code	Courses/Workshops	Cred its	Remarks
BBA211	Introduction to Arabic Language	2		BBA221	UAE Society and Islamic Civilization	2	
BBA212	Business Mathematics	2		BBA222	Principles of Marketing	2	
BBA213	Theory and practice of Management	2		BBA223	Statistics for Business Decisions	2	
BBA214	Introductory Economics	2		BBA224	Introduction to Management Information Systems	2	
BBA215	Financial Accounting I	2		BBA225	Creativity and Innovation	2	
BBA216	Entrepreneurship	2		BBA226	Macroeconomics	2	
BBA217	Human Resources Management	2		BBA227	Teamwork and Collaboration	2	IRP 2
BBA218	Professional Communication	2	IRP 1				
	Total	16			Total	14	

Semester 3				Semester 4			
Course Code	Courses/Workshops	Cred its	Remarks	Course Code	Courses/Workshops	Cred its	Remarks
BBA331	Introduction to Ecology	2		BBA341	Introduction to Psychology	2	
BBA332	Corporate Finance I	2		BBA342	Operations Management	2	
BBA333	Legal Environment of Business	2		BBA343	Corporate Governance and Business Ethics	2	
BBA334	Business Research Methodology	2		BBA344	English Essay Writing	2	
BBA335	Managerial Accounting	2		BBA345	Interview Skills	2	IRP 4
BBA336	Organizational Behavior	2		BBA346	Summer Internship-I	4	
BBA337	Negotiation Skills	2	IRP 3				
	Total	14			Total	14	

Semester 5				Semester 6			
Course Code	Courses/Workshops	Cred its	Remarks	Course Code	Courses/Workshops	Cred its	Remarks
	Global Immersion Program/Project (BBA404)	15		BBA401	Design Thinking	2	IRP 5
					Concentration 1	2	

				Concentration 2	2	
				Concentration 3	2	
				Concentration 4	2	
				Concentration 5	2	
				Free Elective 1	2	
				Free Elective 2	2	
				Total	16	

Semester 7				Semester 8			
Course Code	Courses/Workshops	Credits	Remarks	Course Code	Courses/Workshops	Credits	Remarks
BBA402	Strategic Management	2		BBA403	Decision Making Skills	2	IRP 6
	Concentration 6	2		BBA451	Internship II	13	
	Concentration 7	2					
	Concentration 8	2					
	Concentration 9	2					
	Concentration 10	2					
	Free Elective 3	2					
	Free Elective 4	2					
	Total	16			Total	15	

The Area Wise Courses and workshops are as follows:

I. List of General Education Courses

S.No	Code	Courses	Credits
1	BBA211	Introduction to Arabic Language	2
2	BBA212	Business Mathematics	2
3	BBA221	UAE Society and Islamic Civilization	2
4	BBA331	Introduction to Ecology	2
5	BBA341	Introduction to Psychology	2
6	BBA344	English Essay Writing	2
		Total Credits	12

II. List of Core Courses

S.No	Code	Core Courses	Credits	Prerequisites
1	BBA213	Theory and practice of Management	2	
2	BBA214	Introductory Economics	2	
3	BBA215	Financial Accounting	2	
4	BBA216	Entrepreneurship	2	
5	BBA217	Human Resources Management	2	
6	BBA222	Principles of Marketing	2	
7	BBA223	Statistics for Business Decisions	2	Business Mathematics(BBA212)
8	BBA224	Introduction to Management Information Systems	2	
9	BBA225	Creativity and Innovation	2	
10	BBA226	Macroeconomics	2	Introductory Economics (BBA214)
11	BBA332	Corporate Finance	2	Financial Accounting(BBA215)
12	BBA333	Legal Environment of Business	2	Theory and practices of Management(BBA213)
13	BBA334	Business Research Methodology	2	Statistics for Business Decisions(BBA223)
14	BBA335	Managerial Accounting	2	Financial Accounting(BBA215)
15	BBA336	Organizational Behavior	2	
16	BBA342	Operations Management	2	
17	BBA343	Corporate Governance and Business Ethics	2	
18	BBA402	Strategic Management	2	
		TOTAL CREDITS	36	

III. Accounting and Finance Concentration

S.No	Code	Courses	Credits	Prerequisites
1	BBA404	Corporate Financial Reporting	2	Financial Accounting(BBA215)
2	BBA405	Financial Statement Analysis	2	Financial Accounting(BBA215)
3	BBA406	Audit & Assurance	2	Financial Accounting(BBA215)
4	BBA407	International Taxation	2	Financial Accounting(BBA215)
5	BBA408	Financial Markets & Institutions	2	Corporate Finance (BBA332); Corporate Financial reporting
6	BBA409	Bond & Equity Valuation	2	Corporate Finance (BBA332);
7	BBA410	Investment Analysis & Portfolio Management	2	Corporate Finance (BBA332);

8	BBA411	Derivative Securities	2	Corporate Finance (BBA332); Corporate Financial reporting(BBA404)
9	BBA412	Islamic Finance	2	Corporate Finance (BBA332);
10	BBA413	Performance Management	2	Managerial Accounting (BBA335)
		TOTAL CREDITS	20	

IV. Contemporary Marketing Concentration

S.No	Code	Courses	Credits	Prerequisites
1	BBA414	Digital Marketing	2	Principles of Marketing (BBA222), Introduction to Management Information Systems(BBA224)
2	BBA415	Consumer Behavior	2	Principles of Marketing (BBA222)
3	BBA416	Integrated Marketing Communications	2	Principles of Marketing (BBA222)
4	BBA417	Marketing of Services	2	Principles of Marketing (BBA222)
5	BBA418	Retail Management	2	Principles of Marketing (BBA222)
6	BBA419	Business to Business Marketing	2	Principles of Marketing (BBA222)
7	BBA420	Customer Relationship Management	2	Principles of Marketing (BBA222)
8	BBA421	International Marketing	2	Principles of Marketing (BBA222)
9	BBA422	Brand Management	2	Principles of Marketing (BBA222)
10	BBA423	Sales Force Management	2	Principles of Marketing (BBA222)
		TOTAL CREDITS	20	

V. Entrepreneurship Concentration

S.No	Code	Courses	Credits	Prerequisites
1	BBA424	Motivations for Entrepreneurship	2	Entrepreneurship (BBA216)
2	BBA425	Digital Start-Ups	2	Entrepreneurship (BBA216)
3	BBA426	Business Model Canvas	2	Entrepreneurship (BBA216)
4	BBA427	Marketing & Sales for Start-Ups	2	Entrepreneurship (BBA216), Principles of Marketing (BBA222)
5	BBA428	Entrepreneurial Finance	2	Corporate Finance (BBA332), Entrepreneurship (BBA216)
6	BBA429	Social Entrepreneurship	2	Entrepreneurship (BBA216)
7	BBA430	Entrepreneurship Simulation	2	Entrepreneurship (BBA216)
8	BBA431	Design Thinking for Innovation	2	Entrepreneurship (BBA216), Creativity and Innovation (BBA225)

	Free Electives	4	
	TOTAL CREDITS	20	

VI. Digital Business Concentration

S.No	Code	Courses	Credits	Prerequisites
1	BBA432	Digital Startups	2	Entrepreneurship (BBA216)
2	BBA433	Developing Digital Business	2	Principles of Marketing (BBA222)
3	BBA434	Social Media Management	2	
4	BBA435	Big Data For Decision Making	2	Statistics for Business Decisions(BBA223);Introduction to Management Information Systems(BBA224)
5	BBA436	Cyber Security	2	Introduction to Management Information Systems(BBA224)
6	BBA437	Growth Strategy for the Digital World	2	
7	BBA438	Digital Innovations	2	Creativity and Innovation (BBA225)
8	BBA439	Web and Digital Analytics	2	Business Research Methodology (BBA334)
9	BBA440	Valuation of Digital business	2	Financial Accounting (BBA215), Corporate Finance (BBA332);
10	BBA441	Digital Accounting	2	Financial Accounting (BBA215)
		TOTAL CREDITS	20	

Logistics & Supply Chain Management Concentration

S.No	Code	Courses	Credits	Prerequisites
1	BBA442	Supply Chain Management	2	Operations Management(BBA342)
2	BBA443	Global Logistics Management	2	Operations Management(BBA342)
3	BBA444	Decision Tools for Logistics	2	Operations Management(BBA342), Statistics for Business Decisions (BBA223)
4	BBA445	Procurement and Sourcing	2	Operations Management(BBA342)
5	BBA446	Inventory Management, Material Handling and Warehousing	2	Operations Management(BBA342)
6	BBA447	Transportation & Port Management	2	Operations Management(BBA342)
7	BBA448	Quality Management	2	Operations Management(BBA342)
8	BBA449	Free Electives	6	
		TOTAL CREDITS	20	

VII. Industry Readiness Program (IRP)

	Code	Workshops	Credits
1	BBA218	Professional Communication	2
2	BBA227	Teamwork and Collaboration	2
3	BBA337	Negotiation Skills	2
4	BBA345	Interview Skills	2
5	BBA401	Design Thinking	2
6	BBA403	Decision Making	2
		TOTAL CREDITS	12

4. BBA – COURSE DESCRIPTIONS

4.1 General Education

BBA211Introduction to Arabic Language

The course introduces the students to the Arabic Language and covers words, grammar and sentences. The students will be familiarized with the basic vocabulary, grammar and conversation for daily communication and will develop basic skills to read and write in Arabic.

BBA212Business Mathematics

The course focuses on basic concepts of mathematics and usage of basic business math, consumer math, and practical applied math. Proper understanding of this course will help the students in other accounting and business related courses. This course familiarizes the students with different analytical tools used in business such as equations, functions, matrix, calculus, linear programming etc. It also sharpens the analytical capability of the students in decision making.

BBA221UAE Society and Islamic Civilization

The course constitutes an introduction to the cultural and social specificities of the UAE. It provides a broad understanding of the cultural, social and political trends in the UAE society through class room lectures, readings and class discussions. The course also focuses on the economy, environment, quality of life, cultural beliefs and social context of the UAE and the impact of growth and development on the cultural and social landscape.

BBA331Introduction to Ecology

Principles of Ecology is an introductory, comprehensive, (Natural Science) course about interactions between organisms and their environments. The course introduces basic ecological principles and will describe ecological applications in the face of global changes. An overarching goal of the course is to convey the interconnectedness among various levels of ecological organizations. It does so by introducing general features of the dynamics of ecological systems at population and community levels.

BBA341Introduction to Psychology

This course introduces students to the art and science of Psychology. Psychology is a field of study that encompasses human and animal behavior, brain mechanisms, and mental processes. The course will provide a basic introduction to all of the many facets of the science of psychology. The primary purpose of this course is to provide an overview of the theoretical approaches and empirical studies that have contributed to the current state of knowledge about the nature and causes of psychology.

BBA344English Essay Writing

This course aims to develop an awareness of the rigors and potential pleasures entailed in reading, discussing, and crafting written essays. It focuses on processes and methods of the art of writing essays, and hones skills of writing imaginative and informative essays.

The aim of the course is to enable students to produce cohesive, well organized and coherent essays on varied topics, as they prepare to write on both academic and non-academic subjects. Students would also learn to summarize writings and respond to other authors' writings. The course is divided into two modules with the first module focusing on the fundamental aspect of writing essays, and the second one on writing more specialized compositions, including comparison, contrast, opinions, argumentation, and cause and effect.

4.2 Core Courses

BBA213 Theory and Practice of Management

This course introduces students to contemporary theories and practices of management. The management functions and activities of planning, organizing, decision making, leading and controlling are examined in context of current organizational examples and case studies. Students will view organizations from a manager's perspective. They will examine various pressures faced by managers – competitors, clients, leaders and colleagues, the organizational demands and personal demands, and shall attempt to seek a balance in these. Themes of ethics, diversity, globalization and information technology will run through the entire course as part of all discussions to ensure that students are able to understand classical theories in current context.

BBA214 Introductory Economics

Economics is a subject that studies the choices that individuals, business, governments and entire societies make as they deal with scarcity, and incentives that influence those choices. The subject has two broad parts i.e. Microeconomics and Macroeconomics. This course focuses on Microeconomics which studies the choices that individuals and businesses make and the way these choices interact and are influenced by governments. This course would help the students to gain theoretical as well as practical understanding of the application of the principles and techniques to real-world problems. Specific topics to be covered include applications of supply and demand, market structure, pricing with market power, decision-making under uncertainty, the economics of information and efficiency and market failure. Students taking this course are expected to have some exposure to basic mathematics especially algebra. Some knowledge of calculus would also be helpful although not necessary.

BBA215 Financial Accounting I

This is the first financial accounting course in the Bachelor of Business Administration, covering the following:

the concepts and principles of financial accounting,

conceptual understanding of the financial accounting system including developing students' ability to identify asset, liability, equity, income and/or expense out of transaction and events, and... ultimately developing students' ability and knowledge to prepare financial statements with adjustments, all of which provide information to various users like investors, lenders, and other external organizations in evaluating the operations of a business entity.

BBA216 Entrepreneurship

Entrepreneurship is the creation of a new business, as part of a new firm or from within an existing organization. This course will focus on the creation of a new firm. The aim of the course is to introduce the main concepts related to entrepreneurship to undergraduate students, and to immerse them into the early stages of the entrepreneurship process.

BBA217 Human Resource Management

Human Resource Management is a specialized function within the field of Management. It is the management activity undertaken by private, public and not for profit organizations to attract, motivate and retain a productive workforce. HRM is the bundle of policies, programmes and plans related to functions such as recruitment, selection, training, performance appraisal, compensation and separation. The effective performance of these functions requires knowledge of employment law, planning, job analysis and labor relations.

BBA222 Principles of Marketing

This course offers a broad introduction to the field and practice of marketing. Initially, it examines the nature and scope of marketing concepts used in business. It further includes theories and principles in consumer and business buying behavior that provides the base for a better understanding of the concepts such as segmentation, targeting and positioning. Later, the course looks at the process of developing the four elements of the marketing mix, (product, promotion, price, and placement) and how marketing managers use these elements to gain competitive advantage in a global economy. The course is designed to be a foundation for concentrating in marketing later.

BBA223 Statistics for Business Decisions

This course introduces basic concepts in Statistics for business decision making. This course familiarizes the students with different analytical tools used in business. Topics such exploring and summarizing data, statistical probability models, correlation, regression, test of significance etc. are covered

BBA224 Introduction to Management Information Systems

This course provides an introduction to information needs and information systems in business. It will explore how integrated information systems support organizational functions, and how they assist managers in making operational, tactical and strategic decisions. Students will learn the importance of

identifying and critically analyzing an organization's information needs, and then designing and implementing information systems that support those needs.

BBA226 Macroeconomics

Macroeconomics is a branch of economics that deals with the performance, structure, and behavior of a national or regional economy as a whole. It looks at the economy as a whole by focusing on aggregate phenomena. The study of aggregate includes growth in total output of the economy, living standard, business cycle, inflation, unemployment, productivity, balance of payments, etc. The course will explore and analyze economic data through a variety of learning activities. This course helps the student learn how macroeconomic analysis differs from microeconomics. The student will gain an understanding of how national economic events and policies impact everybody in the society by affecting income, consumption, investment, exports and imports etc. This course will help the students analyze the state of the economy in order to make more informed decisions about their future.

BBA332 Corporate Finance

This course is an introductory course in financial management. All of the important and basic areas of financial management are covered in this course. The course is designed as a first step into corporate finance for both finance and non-finance majors. It stresses the modern fundamentals of corporate financial decision making with special reference to investment and financing decisions. The course introduces the basics of valuation. Specific topics include time value of money, discounted cash flow valuation, stock and bond valuation, the risk return relationship, estimation of cost of capital, working capital and dividend decisions.

BBA333 Legal Environment of Business

It is essential for future business leaders and entrepreneurs to have an understanding of the law and legal risk in framing business decisions and achieving competitive advantage. The Course 'Legal Environment of Business' seeks to increase understanding of the legal issues affecting business, i.e. the legal environment in which a business entity operates. Specific emphasis will be given to the business laws of the UAE and other GCC countries. This course provides an introduction to pertinent economic, commercial and employment laws that affect business activities with a thrust to develop legal reasoning of the students.

BBA334 Business Research Methodology

The course enables the students to identify and apply appropriate research methodology in order to plan, conduct, and evaluate basic research in real life. It focuses on basic concepts of research methodology that are normally used in business and economics. Proper understanding of this course will help the students in analytically examining issues relating to business. This course familiarizes the students with the difference between scientific methods and common sense knowledge along with setting platform for research at higher levels.

BBA335 Managerial Accounting

This course offers an introduction to the fundamentals of cost accounting. It emphasizes the importance of cost accounting in measuring business performance and quantifying it by showing marginal profit, cost behaviour and allocations, and different types of costs. The course emphasizes both the production and the use of relevant information for managerial decision-making purposes in different types of organizations operating in traditional and contemporary settings.

BBA336 Organizational Behaviour

Dealing with people is an important aspect of organizational life. Ability to understand, explain, and predict human behavior within organizations is a rare and valuable skill for employees, managers and top level executives. Organizational behavior course is an introduction to the basic concepts and theories in understanding people behavior at workplace. This course examines effectiveness of individual, group, and collective behavior at work.

BBA343 Corporate Governance and Business Ethics

This course offers a foundation in ethical thoughts and varied perspectives on ethical dilemmas. Using ethics to analyze business decisions is similar to checking legal compliance. This course offers an introduction into the concept of values, morality and cultural beliefs, and upbringing of ethical perspective in all areas of business, from labor, product safety, consumer rights to corporate social responsibility. In particular, it critically examines the issues of ethics in workplace, ethical approach to marketing and advertising, accounting ethics and code of conduct.

This course also provides a foundation to the business students about the principles of corporate governance and explains how the governance issues are linked to listing agreement.

BBA344 English Essay Writing

This course broadly aims to develop an awareness of the rigors and potential pleasures entailed in reading, discussing, and crafting written essays. It focuses on the processes and methods of the art of writing essays and hones skills of imaginative, informative essays in ways that students can apply in multiple forms of writing.

The aim of the course is to enable students to produce cohesive, well organized and coherent essays on a number of topics while preparing for writing essays on academic as well as nonacademic topics as well as summarize and respond to other authors' writing. The course is divided into two modules with the first module focusing on the fundamental aspect of writing essays, while the second module will concentrate on writing more specialized kinds of compositions, including comparison, contrast, opinions, argumentative and cause and effect.

BBA400 Global Immersion Program

Studying in another country is an exciting, enriching and rewarding experience. It sensitizes, enhances and changes the perspective of participants. They acquire new skills and become culturally more sensitive

when they interact with fellow students in different settings. With this spirit in mind, IMT Dubai organizes its international exchange programs.

IMT has signed agreements with leading accredited universities across the globe for student exchanges. International office at Dubai campus is single point contact to facilitate exchange of international students. International office is assisted by program office and student services.

BBA402 Strategic Management

Strategy is a fundamental aspect of management yet few people are able to think strategically. The course focuses acquiring strategic thinking skills and learning the process of strategy making in the organizations. Strategy making includes developing an understanding of the strategic position of organizations, strategic choices for the future and how one can best translate strategies into action. Topics are covered from a general management perspective and include setting corporate goals and objectives, analyzing external competitive environments, understanding business models, identifying strategy options, and designing appropriate organization systems and structure for implementation of plans. International and e-business issues are integrated throughout.

Course will also reflect on the strategic purpose of organizations, and their role towards shareholders, stakeholders and society in general. The intention is to provide students with strategy insights, with particular reference to global firms; reflect on strategic dilemmas; and practice strategy tools to enable students to become confident and creative strategic thinkers. The study of strategic management is intended to provide you with the foundations of successful general management. It requires integrating the business knowledge you have been learning in other courses such as finance, accounting, marketing, and organization behavior as well your general education courses.

4.3 Concentration Courses – Accounting and Finance

BBA404 Corporate Financial Reporting

This course focuses on IFRS-based financial reporting. The purpose of this course is to introduce an international perspective to financial disclosure and to frame the substantial and formal changes in financial accounting reporting with the introduction of the international accounting standards. A few specific advanced topics addressed by some of the standards and consolidated financial reporting are also covered in this course.

BBA405 Financial Statement Analysis

Financial Statement Analysis is essential for all individuals working in the business world. Understanding financial accounting information is critical for a wide range of business decision making. This course is designed to prepare students to analyze, interpret, and evaluate companies based on financial statements. This course inter alia covers financial ratios, trend analysis, and composite scores to evaluate a company from the perspective of the shareholders and other stakeholders.

BBA407 International Taxation

This course covers issues of international taxation and double taxation avoidance treaties designed for facilitating international business and employment. This includes analysis of the basis of international taxation, application and interpretation of tax treaties, and challenges of taxation of e-commerce transactions. Although UAE does not levy personal and corporate tax except oil sector, there are incidences of custom duty and value added tax (VAT). In GCC, there is formation of custom Union and mechanism of unified custom tariff that facilitates trade and services within GCC.

Globalization impacted the geographical spread of trading goods and services and mobility of employment. Overseas business no longer remains at the domain of large business enterprises. More and more SMEs are getting engaged in internal business and earning profit overseas. Also employment income of non-residents and repatriation of such income to the country of origin has become a common phenomenon. In this context, importance of learning international tax issues is part and parcel of formulating international business strategies. At the individual level impact of taxation in the host country and country of origin becomes a major decision making factor. This course intends to highlight these important issues and provide insight to business and employment decision making.

BBA408 Financial Markets and Institutions

Course emphasizes the role of financial instruments, financial markets and financial institutions. Special focus is on structure and evolution of the banking industry, depository institutions, and regulation of financial intermediaries within the context of the global financial system and international monetary system. The course broadly introduces risk in financial institutions. The course covers different financial markets. The course also focuses on commercial banks, investment banks, insurance companies, mutual funds and private equity. The mainstream markets to be evaluated include the equity, money, bond, futures, options and exchange rate market.

BBA409 Bond and Equity Valuation

Valuation is an integral part of the field of finance. It has relevance in portfolio management, mergers and acquisitions, corporate finance, legal and tax purposes. This course provides both a sound theoretical framework for corporate valuation and a thorough discussion of how valuations are actually done in the real world. The course also focuses on bond valuation. The course is designed to prepare students to analyze, interpret, and evaluate companies' performance based on financial statements using the advanced tools and techniques. The course focuses on different approaches of valuation. Equity analysis is an important task for research analysts, investment bankers, corporate finance specialists, mergers and acquisitions analysts, venture capitalists, and individual investors. Credit analysis is an important task for holders of debt.

BBA410 Investment Analysis and Portfolio Management

This is an introductory course in investments. It provides a comprehensive coverage of basic concepts, theories, applications and decision-making rules in financial investments. In particular, the course will focus on the analysis of stocks, bonds, options and other derivative securities. Additionally, the course will examine the role and performance of portfolio managers, mutual funds and other investment companies.

BBA411 Derivatives

The global derivatives market is one of the most fast-growing markets, with over \$600 trillion notional value in total.

The course provides an understanding of the main derivative financial instruments: futures, swaps and options. It explains the trading mechanisms used on derivative markets, the fundamental principles underlying the pricing of derivative instruments and their use in portfolio management. The course covers the theoretical foundations of derivative securities like financial forwards, futures, options and swaps.

BBA412 Islamic Finance

Islamic finance is one of the fastest growing and most innovative financial disciplines in the international financial market. It will help participants to fully understand the fundamental principles underlying modern Islamic finance, as well as modern practices prevailing in this industry.

BBA413 Performance Management

Performance Management is concerned with providing information to managers-that is, people inside an organization who direct, manage performance and control its operation. The objective of this course is to prepare the students for managerial decision making.

4.4 Concentration Courses – Digital Business

BBA425 Digital Start-Ups

Digital start-ups are the most popular new ventures. The development of high-speed internet all over the world has made it possible for any digital venture to address customers from all countries.

The aim of the course is to explain students what are the specificities of these companies, and how they can develop one.

BBA433 Developing Digital Business

Managing any business can be challenging these days especially with the increasing impact of factors such as technology, social media and globalization. This course explores what a digital business is and how it is managed.

Digital Business is an interdisciplinary topic encompassing both business and technology. Basic business aspects and applications throughout the business world include commercial business, government, education, and health services. The major characteristics, opportunities, and limitations of this form of business are explored. Students study various issues and risks that exist in the rapidly changing world of digitally run business. This course helps students understand how to capitalize on the strengths, navigate the challenges, and guard against the weaknesses of e business.

BBA434 Social Media Management

Social media has disrupted communication channels and created challenges for marketing in the digital age. The change of control of the brand has shifted from the company to the consumer. Brands have become perplexed by this new phenomenon requiring a new found dynamic to their approach. The course integrates the management of the brand on social media and reinforces the creation of the social media strategy. The understanding of various theoretical frameworks towards an optimal social media strategy in a specific industry are emphasized. The use of social media applications such as Word-press, Pinterest, Twitter, YouTube and Google+ are essential ingredients to understand the importance of managing the business in the online world.

BBA435 Big Data for Decision-Making

This course introduces basic technology (algorithms, architectures, systems) for big data. The course will start by introducing Big data models, databases and query languages, and cover modern distributed database systems and algorithms and Big data systems adopted in industry and science applications. This course is a dissemination of data warehousing methods, data mining, business intelligence (BI), Business analytics and big data.

BBA437 Growth Strategy for The Digital World

This course helps students understand how to capitalize on the strengths, navigate the challenges, and guard against the weaknesses of these companies. What approach is sufficient to sustain the growth and health of your business and demark you from competition in the longer term? Using a wide range of tools and frameworks, this course examines the strategies that owners or leaders can use to grow a business. The managerial, strategic, financial and behavioral complexities in the growing firms will also be analyzed.

BBA438 Digital Innovation

Innovation has always been central in corporate world. Digital innovation has gained an even higher status, implying increased threats and opportunities for all businesses, whatever their industry. The aim of the course is to help students understand what is specific to digital innovation, and how they can use these characteristics in a relevant manner in their future professional life.

BBA440 Valuation of Digital Business

The Valuation of digital business course explores both the theoretical basis and practical applications of major elements of all major valuation methods: - discounted cash flow valuation, relative valuation and asset based valuation. The course focuses on how to evaluate companies in different industry sectors with special emphasis on digital businesses. This course provides both a sound theoretical framework for corporate valuation and a thorough discussion of how valuations are actually done for digital businesses.

BBA441 Digital Accounting

The purpose of the course is to enable the students to have a strong conceptual knowledge of Digital Accounting. This course and examines how information technology affects the nature of business in

general and accounting in particular. Digital Accounting aims to provide students with hands-on usage of accounting information systems (AIS) and tools relevant to the area.

BBA473 Web and Digital Analytics

This course exposes learners to the analytic methods that can be used to convert social media data to business insights. Web and digital Analytics is the science of analysis that focuses on Internet data. It involves the collection, analysis, and data-informed decisions leading to the optimization of an organization's digital ecosystem and supporting business processes. Data from websites, mobile applications, social media, Internet of Things, or third party sources are commonly combined with Sales systems to inform business decisions. This course covers fundamental concepts of analytics and deep dives into web, social, content and mobile analytics common scenarios and covers the popular web analytics tools used by marketers across the major industry domains

4.5 Concentration Courses – CONTEMPORARY MARKETING

BBA415 Consumer Behaviour

Consumer behaviour investigates the manner in which consumers interact with products and their Retail/Marketing environment. This can include the purchase of products, consumption of services, or disposal of goods. Understanding consumer behaviour is the most visible indication that a retailer is working for customers. It helps retailers figure out what customers may want from them, respond to those needs, wants and desires through an appropriate market research and offerings and thus, persuade them to buy their goods and services such that will ensure delight to the buyers and profit to the retailers at the same time. The course will emphasize on learning concepts and skills related to needs and attitudes of buyers.

BBA416 Integrated Marketing Communication

This course provides the students with a comprehensive view of communication management with skills to apply the same in a practical managerial environment. It explains the concept of promotion for organizations and brands, how they are created and managed, and how they add value to consumers and to the marketing firm. The aim of integrated marketing communication is to stimulate understanding and insights into the various decisions and principles that managers have to consider when developing an overall communications and promotions strategy for their firm.

BBA417 Marketing of Services

The services industry has been one of the major driving forces for Dubai's growth over a period of time. It has been contributing around 74% of GDP of Dubai and 70% of jobs are created in the services industry. This trend similar to other developed countries in the world. Approximately 80% of USA's GDP is contributed by services industry and 80% of jobs are supplied by services industry. This course is designed for those students who may be interested in working in service industries and will address the distinct needs and problems of service organizations in the area of marketing.

The main purpose of the course is to highlight that service organizations (e.g., banks, educational institutions, hospitals, hotels, professional services, transportation companies) need to implement specific marketing strategies to suit the characteristics of services. Further the course will also emphasize how manufacturing organizations can also formulate services strategy for competitive advantage.

BBA418 Retail Management

Retailing is changing every day. Successful business will need to constantly know how to identify, adapt and plan with the changes and integrate their core competencies. Towards the goal, this course provides the students with a more comprehensive view of retailing concepts in a practical retail managerial environment. This will help them analyze current multi-channel retail strategies among bricks-and-mortar and web-based firms. At the same time, key operational issues such as the analysis of a target market, demographic analysis related to site selection, retail personnel issues, and category management. Buying, financial analysis, and pricing will also be discussed.

BBA419 Business to Business Marketing

Business to Business refers to marketing activities that are directed toward organizations as opposed to consumers. This course enables the students to understand specific issues and problems firms faced by having organizations as customers. The course provides students insight into the unique features of understanding, creating and delivering value in business-to-business markets. This course is designed for students seeking a marketing career in organizations that market products and services to other organizations. The course emphasizes the tactical aspects of business marketing as well as the conceptual and strategic elements. The course begins by explaining the complex nature of organizational buying behavior and then shows students how to plan and design the marketing program for business markets and manage buyer-seller relationships.

BBA420 Customer Relationship Management

With the advancement of competition, information technology and changing customer preferences customer relationship management (CRM) offers significant opportunities for organizations to better understand and serve their customers and to personalize experiences according to their needs. It is necessary for organizations to invest in customers who are the long term assets of any organization in order to increase their revenues and profitability. The businesses have realized the importance of retaining customers in today's competitive world. To be successful in the new millennium, organizations have to practice long term relationships with all their customers. This course focuses on the application of CRM as a tool, strategy and philosophy along with its application in marketing, sales, service and information technology. Theories on relational marketing, analytical CRM, operative CRM and collaborative CRM will be discussed along with Conceptual background of relationship marketing and CRM theories.

BBA421 International Marketing

This course provides an overview of fundamentals and current issues of international marketing following a practical approach that includes critical examination of the impact of political, economic, legal, technological and cultural environment and resulting marketing opportunities. The course also focuses on development and implementation of international marketing strategies and programs.

BBA423 Sales Force Management

This course provides students with a comprehensive view of the basic functions of sales force management in retail sector. It is concerned with how to manage retail sales force; how to maximize its efficiency and effectiveness. Further, it covers the key areas such as salesperson effectiveness, deployment, motivation, organizational design, compensation, and performance appraisal.

4.6 Concentration Courses – ENTREPRENEURSHIP

BBA424 Motivations for Entrepreneurship

There are a lot of valid reasons to become an entrepreneur. Some of the most famous entrepreneurs did not even consider becoming a. What pushes people to become entrepreneurs can seem very mysterious. But there are some commonalities behind all entrepreneurs. This course explores these commonalities to motivate the students to explore the world of entrepreneurs.

BBA425 Digital Start-Ups

Digital start-ups are the most popular new ventures. The development of high-speed internet all over the world has made it possible for any digital venture to address customers from all countries.

The aim of the course is to explain students what are the specificities of these companies, and how they can develop one.

BBA426 Business Model Canvas

The Business Model Canvas is a tool developed in 2010. It offers a step-by-step approach to the creation of a new business. This course will explain what these steps are, and how to apply them to any business idea in order to reach a viable business proposition.

BBA428 Entrepreneurial Finance

The course is aimed at undergraduate students who may be involved in an entrepreneurial venture or a startup. The course examines the elements of entrepreneurial finance including the focus on technology based startup ventures. The course addresses key questions like sources and amount of financing; reasonable valuation of the company etc. The course provides a thorough understanding on financial decision making for small and medium companies from their start up until the exit. The course will provide students with the understanding of various aspects and processes in financial planning and financial management of new ventures or young companies as well as investment analyses and financing techniques.

BBA429 Social Entrepreneurship

Social Entrepreneurship is an emerging field that examines the practice of identifying, starting and growing successful mission driven for profit and non-profit ventures. Social Entrepreneurship focusses on creating and leading organizations that advance a social mission using the structures and market place of business. The course is designed to provide a socially relevant academic experience for students to gain in depth insights into economic and social value creation across a number of sectors /areas including poverty alleviation, energy, health and sustainability. The course offers a practical introduction to social entrepreneurship and involves entrepreneurship, innovation, society and corporate social responsibility issues. Using the social enterprise concept, it is now increasingly possible for major companies to move social responsibility from a cost center to profit center.

BBA430 Entrepreneurship Simulation

The simulation game, New Venture Strategy simulation, is a business entrepreneurship game that is suitable for Entrepreneurship Simulation course. Here the entrepreneurial mindset is evaluated considering the complex international corporate environment that most businesses now operate within. The team (consisting of 3-4 players) will take business decisions across different functions including product development, human resource management, manufacturing, quality management, marketing (both physical stores and web), accounting, financial, and so on, to earn very high profits. All this is done each quarter (round) under the changing natural environment of business, such as economic, political, and so on, that tests the entrepreneurial reaction of the students. Even changes of the market, such as changes in regional demand, exchange rate and tariff changes, and so on are considered. The entrepreneurial tactics followed by each team (business) are expected to be linked with their overall strategy, which cascades from the overall objective of the firm. This course will employ the New Venture Strategy simulation as a learning environment to realize the entrepreneurial orientation of the student. The exercise is expected to be a transformational experience for most. The student will learn what it's like to compete in the fast-paced, competitive market where customers are demanding and the competition is working hard to take away your business.

In the simulation game, the students will start-up and run their own company, struggling with business fundamentals and the interplay between marketing, human resources, operations, finance, and accounting. The team is given control of a simulated business and must manage its operations through several decision cycles. Repeatedly, the student must analyze the situation, plan a business strategy to improve it and then execute that strategy out into the future. The team faces great uncertainty from the outside environment and from the reaction of their own decisions. Incrementally, the student learns to skillfully adjust their entrepreneurial strategy as they discover the nature of real-life decisions, including the available options, linkages to other parts of the business, conflicts, tradeoffs and potential outcomes. To add to the challenge, the students are confronted to an international market in constant flux. Market potential will rise and fall on local and worldwide economic and political conditions and your venture will be challenged by fluctuating exchange rates and tariffs between regions.

The game has two distinct parts: (i) when the student team starts their business and (ii) when they seek external funds (venture capital) to expand and grow. During the game, not only the

student team will run their business efficiently, you will also be presenting their business plan and profitability to the venture capitalist for funds. The course invites real venture capital fund managers to look at the team's business performance, strategy etc. and invest (virtual money, naturally) in your business. This game is competitive and emulates the real business world to a large extent.

BBA431 Design Thinking for Innovation

This course introduces students to the basics of Design Thinking and the role it plays in innovation. There is great and continuing need for professionals at all levels to possess and employ the skills and dispositions to tackle complex problems and develop novel and sustainable solutions. And, despite the practically infinite power of the human intellect, creative problem-solvers and strategic thinkers are in short supply. To make matters worse, some with obvious individual capabilities (or potential) find it difficult to work with and through others. Contemporary organizational and global challenges make imperative that we identify, understand, and counter the impediments to problem-solving and solutions that ensure a brighter future.

Many of today's problems and issues exist because traditionally and historically we have taken short-cuts to solving problems, seeking immediate, temporary ("quick-fix") solutions with little thought to long-term implications. There are many reasons for such behaviour as well, both conscious and unwitting, but the consequences are the same: doing irreparable damage to society or the planet, creating other problems in pursuit of solving one, or having to repeatedly throw resources at solving the same problem as we have not actually gotten to its roots (core causes). Few problems are as simple as we like to think.

This course exposes students to counterproductive habits, ways of thinking, and common hindrances arising when we attempt to solve problems, and helps learners develop effective strategies to overcome such tendencies. Students will learn how to transcend the limits of their own thinking and how to harness the power of the collective mind and spirit. Students will learn that they can—and should—improve their creativity and inventiveness.

This may involve seeing things they never before saw or seeing them in new and different ways. It may also lead to them seeing themselves, their roles, and their capabilities differently, as well as providing insights into and strategies for getting the most out of groups. It will probably require the learning of new skills and tools, and may require learners to discard or "unlearn" ways of approaching problems and decisions that undermine creativity and effectiveness.

Important skills and methods students will learn more about through the course include:

- The importance of future and sustainable thinking, and how to improve the nature of solutions.
- That everyone can become more creative and innovative, and the importance of doing so.

- That individual brilliance and drive may be insufficient to solving problems and getting things done; and, in fact, may be counterproductive in the long run.
- How to identify and overcome the limits of one’s thinking and behaviour patterns.
- How to generate greater number and creativity of ideas and options.
- That ideas as well as strategies (approaches) can be (and sometimes need to be) novel.
- How to move from ideas to actions.
- How to identify and overcome impediments to effective problem solving and decision-making.

4.7 Concentration Courses – LOGISTICS AND SUPPLY CHAIN MANAGEMENT

BBA442 Supply Chain Management

This course provides an overview of supply chain management (SCM), allowing for business competitiveness. SMC involves the design of supply chain networks. Supply chains involve coordination of different partners mainly suppliers, manufacturers, distributors, and retailers, hence allowing the timely and cost-effective provision of products and services to consumers. The course further provides a discussion and overview of the concepts and decision processes in effectively managing the flow of goods, services, and information in a global environment. Managers in such an environment require new strategies and thinking skills to develop a decision framework that facilitate the optimal design of a well-integrated supply chain system, and the effective use of an enterprise’s resources. The course involves operations and execution of company policies and programs

BBA443 Global Logistics Management

This course discusses logistics as a critical factor in today’s global business environment, in which it is considered a key factor for the customers of various multi-national enterprises. This course focuses on the movement of goods and services among firms in multiple countries. The students will be exposed to different international logistics issues. They will be familiarized with the role of logistics and global strategy development. The students will be familiar with the logistics of the different flows through different transportation systems and regulations (e.g. law, duties, and international agreements) with emphasis on GCC countries in general and UAE in particular. They will learn current ideas and technologies in the field e.g. transportation, security, packaging, warehousing, inventory, and reverse logistics, and look at global and management issues.

BBA444 Decision Tools for Logistics

This course provides knowledge and hands-on experience of quantitative problem solving in logistics and supply chain management. Certain problems are redressed, including facility design

and planning, routing, transportation, and inventory decision-making. Students will learn several tools commonly used in the fields, including linear/nonlinear programming and simulations. The course laboratory work is based on spreadsheet computer programs and some online simulators. Students will learn the use of different quantitative tools relevant to logistics and supply chain management.

BBA445 Procurement and Sourcing

Managers with good procurement skills can ensure efficient acquisition of right material or services, with the right quantity and quality, at the right time, at competitive price. Good purchasing avoids operational problems and ensures smooth running of operations of an organization and enhances productivity. The course studies procurement and sourcing processes including planning, scheduling and contractual issues. Topics covered include procurement policies, strategic alliances, make or buy decisions, selection of suppliers, use of principles and practices of quality management in ensuring quality supplies. It also emphasizes on financial, legal and regulatory aspects in procurement and sourcing.

BBA446 Inventory Management, Material Handling and Warehousing

Inventory decisions are high risk and high impact from the perspective of logistics operations and must be integrated to meet organization objectives. Material handling permeates logistics from raw material to finished product. Warehouses play a crucial role in the success of logistics and supply chain by providing timely delivery of material to customers and users.

The course focuses on designing optimum inventory management, material handling and warehousing policies. It exposes students to fixing stock levels, analyzing inventory costs. It includes demonstrating and simulating inventory, material handling and warehousing policies and carrying out sensitivity analysis. It exposes students to principles, systems and equipment for efficient material handling so as to reduce cost and time, increase safety and productivity. It present strategies for acquiring and developing warehouse space. It also covers characteristics, material flow, safety and security issues related to warehouse functions and successful operations of logistics processes and supply chain.

BBA447 Course Title: Transportation and Port Management

Due to globalization, companies are operating across national boundaries together with many local partners. As a result, logistical issues are becoming more complex due to diverse nature of industry sectors and demand efficient management. This course provides knowledge and understanding of transportation and port management and addresses their issues and problems faced. It covers different transportation modes in logistical system and transport infrastructure and provide approaches for arriving at cost effective transport solutions. It acquits participants with transport regulations, safety aspects and transportation documentation. It explains international logistic systems, customer clearance, insurance, payment of terms and packaging of goods aspects in international shipments and other related challenges in international ocean transportation, international air transportation and port management. It covers concepts and understanding of distribution structures, functions and its management.

BBA448 Quality Management

Quality is a strategic issue for any organization. Logistics must aim at providing high quality services at low cost and meeting delivery schedules in order to remain competitive in a global environment. For this we need to continuously improve our systems and processes associated with logistics and supply chain. This course offers insight into concepts, quality principles, quality management systems, tools and different approaches for meeting and exceeding customer needs and expectations. It also covers application of quantitative methods and human resources to improve all business processes and systems.

BBA449 Business Process Management

This course teaches the student the key concepts, terms, methodologies, techniques, and technologies in Business Process Management (BPM) and Enterprise Resource Planning (ERP). It provides practical access to industry-standards tools and technologies, namely Microsoft Dynamics NAV and iGrafx, allowing students to experience how enterprise systems function and is used for logistics and supply chain systems. Practical case studies are included throughout redressing implementation issues.

4.8 IRP Courses

BBA 218 Professional Communication

Professional Communication forms the basis of professional conduct. Working executives are expected to know and demonstrate this conduct in all their interactions. Students in the bachelor's program will be introduced to the corporate expectations of etiquette, decorum and conduct. This is to ensure that they know, understand and adopt this conduct so as to easily fit in the corporate world and effectively demonstrate efficient, effective, respectful and collaborative work behavior.

Be it conduct with seniors, peers or juniors or be it interaction with internal or external associates, executives are expected to conduct themselves in ways that respect time and boundaries of others. These boundaries, and behaviour thereof, are not necessarily documented but are certainly expected in all professional organizations.

This course is designed to acquaint students with expected conduct during meetings and interviews. Students will get an opportunity to develop their listening, speaking and dialoguing abilities. A major part of business communication is over emails and this course introduces students to basic email etiquette expected of them for professional conduct.

A very practical hands-on approach will be adopted. Students will participate in role plays, do practice sessions, read essential articles on best practices in professional communication and interaction, and internalize the behavior expected of them as professionals.

BBA 227 Team Work and Collaboration

This course introduces students to key concepts, theories, and principles of teamwork and collaboration. While the course concentrates on teams and teamwork, the knowledge, skills, and dispositions developed in the course apply to many groups. For example, the course explores group dynamics and how people behave and interact in groups; how they influence and are influenced by others; communication patterns; the roles people play; how they organise themselves. This is relevant to all kinds of social groupings, including those found in communities and organisations. The course is relevant to most forms of purposeful groups and committees, as well as teams—where people pull together to get things done. It provides a framework for analysing how work is accomplished in groups and teams, that is, collaboratively, revealing why things don't happen as expected or desired, for example, and what to do about it.

The courses touches on many aspects germane to the effective functioning of groups and teams, with main objectives being to help learners become more effective in working with others, and to help groups and teams perform at a higher and more-satisfying level. Important areas students will learn more about through the course include:

- Team Performance Management, especially goal-setting, planning, and allocating work.
- Chartering Teams—how to give teams and groups a head start.
- The Nature of Collaboration, what it actually consists of and requires; communicating and coordinating.
- Getting the Most of Teams—reducing waste, redundancy, and unnecessary conflict; capitalizing on opportunities for leverage and synergy.
- Ways to assess team and group performance, morale, and effectiveness.
- Team-building and interventions to improve team functioning.
- Team Leadership—what it is and how it works; why it succeeds and so often fails.

Participants will also learn more about their team skills and orientations, and improve their teamwork and collaboration competence; that is, become better at working with others.

BBA 337 Negotiations Skills

If there is one skill in which every business leader must excel, it is the skill of negotiating. The more skilled a leader is in negotiating, the more value he/she is able to generate for all stakeholders. This value is created in environments that foster gainful relationships. The results of well-negotiated deals fuel more deals and more results and the cycle continues.

While not everyone has a natural knack for negotiating, the good news is that it is a skill that can be developed. Research shows that people with average negotiating skills can hugely increase their results by understanding how skilled negotiators perceive, analyze, interpret and respond to offers. What skilled negotiators seemingly make concessions, they ultimately make bigger gains. How these negotiators pull

off a deal while making the other party contented and wanting to do more business with them is fascinating and is a skill that can be developed. This learning can make an average negotiator more precisely estimate the need, the desire and the agreeableness of the other party, and thereby make more reasoned and winning offers.

This course is designed to help students enhance their sphere of influence, and get a close glimpse into how people negotiate differently. What is it that makes one successful and another not so? Are there behaviours that decide the outcomes? The course helps students get an appreciation of their personal negotiation style, and their communication competence, a comparison on where they are compared to the rest. They learn about negotiation tactics that people employ and how to deal with such tactics. They learn to deal with the more powerful other and also the less powerful other.

The course is packed with action. Role plays, simulations, video guided sessions, films and case analysis make the learning dynamic and interesting.

BBA 345 Interview Skills

Entry into professional employment is a rigorous process wherein companies scout, screen, select and recruit candidates that best fit the organizational culture and requirements. They need to make this estimation through a short process of screening and selection. While the companies take responsibility of selecting the best fit, the candidates also have a responsibility of presenting their capabilities and true potential to recruiters in a true, clear and efficient manner.

This course is run as a series of workshops. It is designed to help students prepare for this process of screening and selection. The workshop modules provide students a glimpse into the corporate world and its expectations from job candidates. It guides them to explore their own strengths and weaknesses, and build their own story. Students also get a chance to learn from experiences of other candidates so as to avoid unnecessary pitfalls in their path to success. They get to learn preparation strategies, appearing for the interview and the post interview management process.

Lectures, presentations, discussions, instruments of self-discovery, videos and mock interviews are used to prepare students for job interviews that they are likely to appear for, sooner or later.

BBA 401 Design Thinking

There is great and continuing need for professionals at all levels to possess and employ the skills and dispositions to tackle complex problems and develop novel and sustainable solutions. And, despite the practically infinite power of the human intellect, creative problem-solvers and strategic thinkers are in short supply. To make matters worse, some with obvious individual capabilities (or potential) find it difficult to work with and through others. Contemporary organisational and global challenges make

imperative that we identify, understand, and counter the impediments to problem-solving and solutions that ensure a brighter future.

Many of today's problems and issues exist because traditionally and historically we have taken short-cuts to solving problems, seeking immediate, temporary ("quick-fix") solutions with little thought to long-term implications. There are many reasons for such behaviour as well, both conscious and unwitting, but the consequences are the same: doing irreparable damage to society or the planet, creating other problems in pursuit of solving one, or having to repeatedly throw resources at solving the same problem as we have not actually gotten to its roots (core causes). Few problems are as simple as we like to think.

This course exposes students to counterproductive habits, ways of thinking, and common hindrances arising when we attempt to solve problems, and helps learners develop effective strategies to overcome such tendencies. Students will learn how to transcend the limits of their own thinking and how to harness the power of the collective mind and spirit. Students will learn that they can—and should—improve their creativity and inventiveness.

This may involve seeing things they never before saw or seeing them in new and different ways. It may also lead to them seeing themselves, their roles, and their capabilities differently, as well as providing insights into and strategies for getting the most out of groups. It will probably require the learning of new skills and tools, and may require learners to discard or "unlearn" ways of approaching problems and decisions that undermine creativity and effectiveness.

BBA 403 Decision Making

Decision making is an integral part of our daily lives. We may not think too much about decisions we make or the decision-making process until we are forced to make a difficult decision. Decisions may be difficult for a variety of reasons, including the pressure we feel to make the right decision. To make matters worse, what makes a decision "right" may have many aspects, themselves difficult to ascertain or weigh, and, in fact, "right" may be a matter of perspective. What is seemingly right, necessary, or obvious in one person's view may be entirely different for another person. You might appreciate what this means when there are multiple parties (stakeholders) interested in the outcome of a decision, each with a different view of what is best.

A decision may be difficult for at least two reasons. The first is the number and kind of details, particulars, and factors to take into consideration, including implications, consequences, and risks of a given decision or chosen course of action, both quantifiable and qualifiable, concrete or intangible. This is largely a matter of complexity. Then, somewhat separate, there are the moral, ethical dimensions of the decision—what seems to be best all things considered. The more debatable, contestable, provocative, or far-reaching, the greater the difficulty the decision-maker faces.

For people who see primarily two sides—black and white, right and wrong; it either is or it isn't—decisions are simple. But for many decisions to be made, there is often a great deal of grey. There will be grey areas whenever there are competing or conflicting interests and multiple stakeholders.

Grey exists where and when there is uncertainty, unpredictability, ambiguity. The level of need for clarity and definition (or, alternatively, with the level of comfort with ambiguity) may impact the approach individuals take to making decisions and thus the decisions they make. This course examines some of the ways people make decisions and considers merits of one approach over another in a particular situation (decision context). It seeks to provide students with the skills, tools, and discipline for a reasoned and deliberate approach to decision making.

Grey areas arise when we have no precedent or rule book to follow, when we encounter a challenge we have not seen before or when known solutions do not work. Dilemmas present grey areas, as well—when a choice is forced between courses of action where none is ideal. Whether or not and how we deal with difficult decisions says a lot about us as individuals. Do we short-cut them and seek simple solutions? Over-analyse and overcomplicate? Leave them to someone else or to popular opinion? One of the purposes of this course is to identify and critique our decision styles, and learn alternative strategies for decision making.

Thus, this course explores and compares various decision-making styles, processes, and techniques. For example, one approach might be more logical and rational, while another is more intuitive or creative. Both can be valuable, with either being more useful in a particular situation than the other. Still, both might need to be brought to bear on a given problem. Students will have a chance to experiment with a variety of techniques in this course.

Through dialogue and case examples, students will also consider pressures and constraints in decision-making, amongst them the pervasive belief that leaders must be decisive and the implications of such drivers. We will also consider the typical biases and other problems in decision making that undermine the efficacy of decisions, and entertain some of the strategies for overcoming or contending with such tendencies. Work that students did in the Design Thinking course, such as Critical Thinking, will have prepared them for this.

Bottom line is that everybody makes—and must make—decisions all the time. Many decisions lack conscious thought, insight, and foresight, and, thus, fail or make matters worse. This is bad enough at the individual level, but is unacceptable and downright dangerous in the complex, global world in which today's leaders operate. Thus, this course is designed to instill habits of effective decision making and to make the decision process more conscious and open to critique and improvement. While individuals will

learn processes that make them personally and professionally more effective, they may benefit even more learning about and through shared decision making and the collaborative process.

Important knowledge students will acquire and skills and methods they will learn more about through the course include:

- Typical (and one's own) decision-making styles, and the relative advantages and downsides of particular styles.
- Steps in the decision-making process and how to optimize them.
- Differences between individual and group decision-making processes and outcomes.
- Processes and criteria for evaluating the decision-making process and resultant decisions.
- Basic impediments to effective decision making, including but not limited to bias and subjectivity.
- Differences and relationship between problem solving and decision making.
- Basic action planning, and essential relationships amongst decision making, action planning, and implementation.
- Improving decision making: learning from and through the decision making process
- Factors in decision success, including viability and buy-in.
- Sustainability in decision making.

5. ADMISSION POLICY

5.1 Under-Graduate Admissions Policy

IMT-Dubai typically seeks the following in successful applicants:

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.

• Minimum Requirements

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

- * American High School Diploma: Overall average of Grade “C” (2.0/4.0)
- * For students of British curriculum (GCE/GCSE/IGCSE): 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.
- * CBSE Indian Examination Board: 50% overall in grade 12
- * International Baccalaureate Diploma: (26 Points)
- * Shahadat Al-Thanawiya Al-Amma (Secondary School Leaving Certificate): 60% overall in Grade 12
- * WAECO/NECO Senior School Certificate Examination: Minimum 3 “B” and 4 “C”
- * Pakistan (Intermediate Certificate or Higher Secondary School Certificate) : 50% overall in grade 12
- * Philippines (High School Diploma Grade 12 Academic track): 75% overall in grade 12

b) 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

Conditional Admission

As an institutional policy, applicants who are yet to appear for English proficiency test are conditionally admitted into the program subject to the condition that they complete the English proficiency requirement at the end of the first semester to advance into full academic program.

Students admitted on academic probation must achieve an overall CGPA of 2.00 on a 4.0 scale or its established equivalent in the first semester.

The Academic Board* will look into provisionally admitted cases and recommend to the Dean / Program Chairperson, the maximum course load for the students. Based on the recommendations, the Dean / Program Chairperson will then decide on the course load of the students.

*The Academic Board consists of Senior Faculty Members from all Areas serves as the Academic Standing Committee.

5.2 Admissions Process

a) Admissions Deadlines

Admission deadlines have been set as 2 weeks before classes start for International students and one week before classes start for Domestic Students.

b) Admissions Procedures

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

- Original or certified copy of the secondary school records.
- A Statement or Certificate of Completion of secondary school.
- Original TOEFL, IELTS, or EmSAT score card
- 2 passport-sized photographs.
- Copy of the passport (and Residence Visa, if resident in the UAE).
- Certified copy of official academic transcript showing all courses studied and grades obtained, syllabus details (including information on course content) of the courses successfully completed and an explanation of the grading system (applicable only for students seeking advanced standing).

5.3 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 attestation process is dependent upon whether the student has completed his/her secondary schooling within the UAE or outside the UAE.

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.
- These students are provisionally admitted to the University 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 and Youth in Dubai, must attest all secondary school certificates and transcripts issued outside the UAE.

In special cases where complying with conditions (b) and (c) are not feasible, the certificates may be verified against originals by Embassies of the host country in the UAE followed by the 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 at the earliest. The applicant will be permitted to commence his/her studies at IMT DUBAI.

5.4 Admissions Committee

- a) The entry requirements to the Institute are determined by the Board of Directors. However, Office of Admissions is responsible for applying these requirements and for the implementation of this policy. Application forms and all supplementary information will be available with the Office of Admissions.
- b) All applications will be reviewed and evaluated on an individual basis. All documents received by IMT Dubai in connection with the applications for admissions will become the property of the Institute. Original documents will be cited by the Registrar and attested copies will be kept as records in student files.
- c) The Admissions Committee will ensure that the admissions at the Institute are according to ministry standards. They will review admission policies and assess the annual admissions activities.

5.5 Students admitted on probation

- Students on academic probation will not be allowed to take the full course load.
- An Academic Standing Committee will look into academic probation cases and recommend to the Dean / Program Head the maximum course load for the students.
- Based on the recommendations, the Dean / Program Head will then decide on the course load of the students.

6. ACADEMIC POLICIES

The BBA Program consists of 120 credits to be completed normally within 8 Semesters. For successfully graduating the program, students must complete and pass 120 credit hours.

6.1 Course Load

Students with good academic standing will be allowed to register for full credits as per the program structure every semester. Any student having a good CGPA and willing to take additional course load has to get approval from the Dean-Undergraduate Programs for the same.

Students on Academic Probation are not be allowed to take full course load. An Academic Standing Committee will look into Academic Probation cases and recommend to the Dean-Undergraduate Programs, maximum course load for the students. The Dean will then, based on the recommendations, decide on the course loads of these students.

6.2 Overload Policy

An overload occurs when a student registers for more than 16 credit hours in a Semester. To register for an overload, students should have a good academic standing. They can apply for this after consultation with their academic advisor and approval by Dean (Undergraduate Programs). Such students need to fill up an “add/drop course” form and submit it to the Program Office.

6.3 Credit Hours

Course credit hours are assigned to different courses as described in the Program Structure. Each course carries up to 3 credit hours. One credit hour is equal to approximately three hours of classroom contact time per week over a period of a semester (15 weeks).

6.4 Course Prerequisites

- Students are expected to meet prerequisites as listed in the course description of each course in which they register.
- Grades of F, U, or ‘I’ in prerequisite courses do not fulfill the requirements.
- Exceptions to the above must be authorized by Dean (Undergraduate Programs).

6.5 Repetition of course

- All Failed courses have to be repeated compulsorily and a passing grade obtained in order to revert to Satisfactory Academic performance.
- Courses may also be repeated in order to earn a better grade.
- In both the cases, grade 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.
- 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.
- Students are required to pay tuition charges (and/or any other incurred charges because of the delay introduced due to the repeat) for all repeated course work

6.6 Substituting Courses

- In extremely rare circumstances, students may be allowed to substitute a repeat course for another, as long as both the courses are similar in their academic offering.
- For substituting the course, student has to seek approval from his/her academic advisor and Dean (Undergraduate Programs). The grade obtained in the new course will be used for the calculation of CGPA. However, the new course will be labeled “Substitute” on the transcript.

6.7 Transfer Credits

- Requests for the transfer of credits completed at other accredited institutions towards completion of the Bachelor Programs at IMT is permitted subject to review of the program attended to by the student for transfer as well as his/her academic record. The maximum transfer of credits permitted is 50% of the program. All transfer courses must have a minimum grade of C or its equivalent.
- Transfer students must complete at least 4 semesters at IMT to be eligible for graduation.
- The student should submit a certified transcript issued by the accredited university enclosing the prospectus / course outline of the course they are seeking advance standing for. The Dean will evaluate the transfer credit request based on the extent of the course covered with that of an IMT Dubai course.

6.8 Academic Residency

- To obtain the BBA degree, students must complete satisfactorily all credits required towards the fulfillment of the BBA degree in residence at IMT except the transfer credit.

6.9 Withdrawal Policy

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

Withdrawal before the commencement of the Program:

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

Withdrawal within 1st Week/Session of the commencement of the Program:

1. 50% of the 1st Semester/Module Tuition fee and Residence fee (if applicable) will not be refunded.
1. Visa and Health Insurance charges will not be refunded.
2. The student will be liable to pay any additional cost incurred by the Institute.
3. Please note that the above Fee Refund policy is applicable irrespective of whether the student attended the classes or not after the commencement of the Program.

Withdrawal after 1st Week/Session of the commencement of the Program:

1. No refund of Total fees of 1st Semester/Module (Tuition fee & Administrative fee) and Residence fee (if applicable) after commencement of the program.
2. Visa and Health Insurance charges will not be refunded.
3. The student will be liable to pay any additional cost incurred by the Institute.
4. To formally withdraw from the program, the student must pay all the due payments to IMT.
5. Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.

Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or did not after the commencement of the Program.

6.10 Course Evaluations

At the end of each semester, students are asked to fill up an evaluation form of all the classes they have taken. This evaluation serves the purpose of assessing both the course and the learning process. IMT asks students to participate in the course evaluation so that the Institute is aware of students' perceptions and make improvements accordingly.

7. 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.

The Institute strongly advises the students to regularly attend the classes as it has a clear bearing on their learning outcomes and course grades. To track the progress of students, attendance will be taken at the start of each BBA class session and absence warnings will be issued to concerned students at appropriate intervals by the concerned faculty. This will be done as there is a class participation component in each course and students are to be aware if they are doing poorly because of lack of attendance. Students should be aware that attendance and class participation contribute to their final grade.

IMT stipulates that attendance is mandatory in all programs. Attendance is regularly monitored and students are accordingly advised. The students are required to maintain a minimum attendance of 70% in each course to continue. Exceptions may be granted on medical grounds/unavoidable official duty (valid documents required) at the discretion of the faculty/program chairperson.

8. COURSE ASSESSMENT AND GRADING SYSTEM

8.1 Course Assessment

All students will be assessed in every course they take. The type of the assessment is up to the individual instructor and will be clearly defined in the course outline provided at the starting of the course. The following are examples of the types of assessment a student can be expected to have:

- Assessment will be comprised of Final Examination and various other components such as (but not limited to) Projects, Assignments, Written reports, Quizzes, Classroom participation etc. At the beginning of each course, students will be formally informed of the assessment methods to be used for their evaluation and the relative weight of each method in their overall grade.

- Examination shall be conducted to evaluate the analytical ability of the students rather than only testing their memory.
- The outcome of the assessments will be shared with the students for their future improvement.

8.2 Grading System

The following Grade system is used for all the programs in the Institute.

Letter Grade	Quality Points	Description
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Very Good
B	3.00	Good
B-	2.67	Good
C+	2.33	Satisfactory
C	2.00	Average
C-	1.67	Below Average
D+	1.33	Poor
D	1.00	Poor
D-	0.67	Poor
F	0.00	Fail
I		Incomplete
S		Satisfactory performance in pass/fail course
U		Unsatisfactory performance in pass/fail course

8.3 Course Grade Definitions

Outstanding	This grade is awarded for outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.
Excellent	This grade is awarded for excellent academic performance and the demonstration of significant mastery of the subject matter of the course with only minor errors.

Very Good	This grade is awarded for substantial academic performance and the demonstration of mastery of the subject matter of the course with few notable errors.
Good	This grade signifies sound academic achievement with a number of notable errors.
Average	Performance meets the criteria to pass the course.
Below Average	Below average performance with significant improvement needed in the course.
Poor	Poor performance in the course.
Very Poor	Very poor performance in the course.
Fail	<p>This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points. 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.</p> <p>A maximum of two F grades are allowed during the program duration. Any student with more than two F grades will be dismissed from the program.</p>
Incomplete	This grade is issued in rare cases for extenuating non-academic circumstances that prevent the student from completing all course requirements on time. A grade of 'I' requires the approval of the Dean, Academic Program. The incomplete course work must be completed within the next semester, otherwise, the grade I will be changed automatically to grade F.
Repeat	<p>R is assigned to a course repeated by the student due to an F Grade. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA.</p> <p>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.</p>

Pass / Fail Courses:

- * Any student not on academic probation may register for one pass/fail course per semester, with the permission of Dean (Undergraduate Programs), if the course is being offered.
- * Pass/fail courses are normally restricted to electives outside the major field.

- * Grades obtained in the pass/fail courses are not considered for the calculation of CGPA. In case of such courses, Student's transcript will reflect satisfactory performance by "S" and unsatisfactory performance by "U"
- * *In case of non-credit course, transcript will reflect satisfactory performance by "Pass" and unsatisfactory performance by "Fail".*

8.4 Cumulative Grade Point Average

This indicates the students' average performance over all terms up to the current or final term. The calculation is done by taking the grade point total for all the courses taken till date multiplied by their respective credit hours and the result 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

In order to complete the graduate degree requirements, a student must achieve a minimum CGPA of 2.00 on a scale of 4.00.

8.5 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 the next Semester/module, otherwise, the grade 'I' will be changed automatically to grade F.

To clear Grade 'I', the student must fill the "Incomplete Course Form" on which the exact requirements for clearing the incomplete grade are specified. This form should be signed by the student, course instructor and Dean / Program Chairperson. Both the student and the instructor

will retain a copy of this form. The final approved form is sent to the Office of Registrar. After fulfilling the coursework requirements, the results are sent to the Office of the Registrar.

8.6 Dismissal from the Program

Following conditions will normally lead to the dismissal from the Program:

- Number of “F” grades is more than two.
- CGPA is below **2.00** following at the end of the probation period.

9. EXAMINATION POLICY

IMT believes in continuous evaluation and allows its faculty members to design and assess the students as per the learning outcomes intended to achieve. Final examination is mandatory for every course, weight assigned for final examination is generally 30-40% of the total. The dates of final examination is as per the academic calendar of the program. Final examination questions are prepared by the faculty member and submitted to the program office in advance for administration. External invigilators are used for invigilating the examination to maintain strict administration of the examination. After the examination the invigilators, submit the answer paper to the program office. The faculty members evaluate and submit the final results to the registrar office for publication of the results as per the dates mentioned on the academic calendar. Following rules and regulations are applicable for the students during examination.

Examination Rules and Regulations

- If a student could not attempt the examination due to extenuating circumstances, then he/she can sit for a reexamination only after he provides relevant proof and gets a written approval from the Dean / Program Chairperson.
- A student will not be allowed to appear in the examination if he/she has any outstanding financial obligations to IMT Dubai.
- The students should write their roll number immediately on receipt of the answer sheets, continuation sheet, question paper, case studies or any other material received by them during the examination, noncompliance to the rule would be considered grounds for academic malpractice.
- All kinds of conversation among students is strictly prohibited inside the exam hall. Also any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Under no circumstances mobile phones will be allowed inside the examination hall.
- Students are advised to ensure that the invigilating authority signs on all the answer sheets / graph papers/ any other sheets used during the examination including the sheet used for rough work (which has to be attached to the answer sheet and submitted). The number of continuation sheets used by the student should be clearly indicated on the front page of the main answer sheet. If any unsigned/wrongly signed sheet is found later, the examination will be cancelled at the responsibility of the student.
- The students are not allowed to write anything (except their roll numbers) on the question paper or case study. They should also not exchange the question paper. If any student is found guilty of any kind of malpractice, he will attract the action as per institution rules.

- All kinds of books or support material (handouts) etc. (excepting in Open Book Exam) should be handed over to the invigilator before the start of examination. Any material found outside the classroom will be taken as a serious offence and the guilty will be punished.
- Students are responsible for the safekeeping of their belongings and if any item belonging to a student is found missing, during/after the examination, institute will not be held responsible for the same.
- During the period of examination, a student will not be allowed to go out. In case of emergency, permission needs to be taken from the faculty in charge of invigilation.
- Cheating during examination is a serious offence; if a student is caught cheating, then the student will be asked to leave the examination room immediately and all incriminating evidence will be retained by the invigilator. If a student violates any of the other rules or instructions (except cheating) during an examination, it will be so noted by the invigilator and reported to the Dean / Program Chairperson who will take appropriate measures as mentioned under the policy and procedure for Academic Misconduct.

10. ACADEMIC STANDING AND COMPLETION REQUIREMENTS

10.1 Academic Standing

Academic degree requirements to be qualified for **BBA**:

- Satisfactorily completing a minimum of 120 credit hours
- A minimum CGPA of 2.00 on a 4.00 scale
- A minimum of 4 semesters in residence

To be eligible to receive degrees, graduating students must meet all academic and residency requirements. They should complete at least 50%, of the required credits hours in residency. They must also clear all financial dues and should have no disciplinary actions pending against them.

- Students are considered to have a good academic standing when they have minimum CGPA of **2.00** on a 4.00 scale at the end of each semester.
- Students whose CGPA has fallen below **2.00** are placed on academic probation in the following semester and they are required to take a lesser credit load in that semester.
- They must revert to good academic standing (i.e. CGPA **2.00** or more) by the end of the following semester.
- Students who do not revert to good academic standing within two semesters are dismissed from the program.

Following conditions will normally lead to the dismissal from the Program:

- Number of “F” grades is more than two.
- CGPA is below **2.00** following at the end of the probation period.

Academic progress of the students is reviewed by their academic advisors at the end of each semester and they are advised in the following area:

1. Overall GPA
2. Credits successfully completed
3. Failed courses that need to be repeated
4. Courses with Unsatisfactory performance

10.2 Graduation Completion Requirements

The minimum duration of enrollment for the completion of an undergraduate program is 4 years. The maximum period of enrollment is 6 years. Any further extension may require an approval from the Academic Dean of the Program or Director.

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.

The Graduation Completion Requirements Policy is as follows:

1. The required courses for BBA program are spread across eight semesters.
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 program, students must complete the following
 - 3.1. Foundation (core and general education): 48 Credits
 - 3.2. Concentration Courses: 28 Credits
 - 3.3. Corporate engagement: 17 Credits
 - 3.4. Industry Readiness Program: 12 Credits
 - 3.5. Global Immersion: 15 Credits
4. The students must complete at least 50%, of the required credits, in residency. 50% of the credits can be transferred from similar accredited institutions in UAE and Abroad.
5. To be eligible to receive BBA degree, graduating students must get a minimum CGPA of 2.0 on a 4.0 scale.
6. 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 of the program.
7. The required minimum cumulative grade point average to maintain good academic standing is 2.0 on a 4.0 scale.

11. STUDENTS APPEALS POLICY AND PROCEDURES

a) Academic Standing Appeals

Students may appeal to the Academic Standing 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.

b) Grade Appeals

It is assumed that IMT-Dubai 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 student is 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.
- All Grade Appeals must be submitted in writing to the Registrar on the official Grade Appeal Form (downloadable from Blackboard). Reason(s) for Grade Appeal must be substantiated clearly on the form.
- 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 can be made to the Dean who will form an Academic Committee, to look into the case.
- The Academic Committee after reviewing the student's final examination paper will recommend the final grade to the Dean, who will take a decision and intimate the same to the student.
- The decision of the Academic Dean will be held as final and no further appeals can be lodged.

12. STUDENTS GRIEVANCE POLICY AND PROCEDURES

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 Office of Student Services who will try to solve it by arranging a negotiation between the parties concerned.
- If the student is not satisfied with the result, he / she can submit his grievance in writing to the Office of Student Services within two weeks from the occurrence of the incident.
- The latter in consultation with the Director may convene a Committee of Faculty for academic issues or a committee of Faculty and administrative personnel for non-academic issues, which will arrange a meeting to hear both parties, and eventual witnesses.
- The committee will then deliberate upon their findings and make recommendations to the Director, who will take the final decision, to be communicated to both the parties.

The Director shall be the final authority for the revision of decision or any modification therein.

13. STUDENT'S RIGHTS AND RESPONSIBILITIES

All students enrolled in the degree programs at IMT enjoy the following rights:

13.1 Student's Rights

- a) Right to obtain quality education.
- b) 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
- c) Right 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.
- d) Right to know: program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs.
- e) Right to know the penalties for cheating and plagiarism and their consequences.
- f) Right to know the attendance policy and the consequences of noncompliance.
- g) Right to be informed by the instructor of any changes of any rules pertaining to classroom procedures.
- h) Right to review their grades with the instructor

13.2 Student's Responsibilities

- a) To follow the IMT Dubai procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook.
- b) To arrive in class on time and to remain for the duration scheduled for classes and activities.
- c) To appreciate the instructor's right to formulate and enforce attendance policy.
- d) To observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines.
- e) To submit their own work.
- f) To write tests and exams at the times scheduled by the instructors.
- g) To assume responsibility for classes missed.
- h) To follow and implement the regulations and policies of the institution.

13.3 Institute's Responsibilities towards Students

Students at IMT can expect to be treated with reason and respect. All members of the faculty and staff of IMT will act responsibly toward students and respect them at all times.

Faculty will at all time:

- a) Promote scholarly values in students, including honesty, the free pursuit of learning and the exercise of academic freedom.
- b) Act professionally in the classroom and in other academic relationships with students.
- c) Evaluate students on the merit of their academic performance.
- d) Provide consultation on course work
- e) Faculty will acknowledge academic and scholarly contributions of students.
- f) Not engage in any exploitation, harassment, or prohibited discriminatory treatment of students.

13.4 Student Conduct Code

- i. Students will conduct themselves at all time in a manner appropriate with the realization that they are representatives of IMT.
- 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 UAE laws will result in immediate dismissal.
- iv. Students will display ethics of honesty and integrity at all times.

13.5 Student Behavior

IMT 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.

13.6 Standards of Personal Conduct

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

1. Observe the regulations of IMT 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 Student Affairs Office.
 8. Refrain from organizing or engaging in activities such as rallies or demonstrations inside IMT 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 IMT without prior permission from the Student Affairs office.
 11. Refrain from falsifying documents or using falsified documents for any purpose connected with IMT.
 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.
 14. Refrain from organizing off-campus events without prior permission from the Student Affairs office.
 15. Students should also refrain from engaging in improper conduct, which can damage the reputation of IMT. 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.

13.7 Code of Conduct for Residential Students

Residential students staying in the hostels provided by the Institute, please refer to the Residence Living Manual for the rules and regulations.

Any legal implications of the student's behavior are their own and the institute does not take any responsibility for the same. Further violation of the prescribed code of conduct is a valid ground for disciplinary action against the student and may even lead to expulsion from the Institute.

14. STUDENT ACADEMIC INTEGRITY POLICY

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

1. 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.
2. Adhere to the published test or examination rules and regulations.

The following are some of the examples of academic misconduct:

1. Cheating / using unfair means in examinations
2. Significant paraphrasing in student's written academic work
3. Unacknowledged use of information, ideas unless such ideas are commonplace
4. Citing sources which student had not read or referred to
5. Breaching the word limit of assignments and mentioning wrong word count.

14.1 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.
- Wrong attribution is more technical but the acknowledgement is not from the original work but from another secondary research source.

14.2 Plagiarism Check Process at IMT

All work submitted by students is accepted on the understanding that it is their own. Plagiarism is considered as a serious academic offense at IMT-Dubai. All IMT-Dubai 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.

The plagiarism check process can be listed as:

- ❑ The student is responsible for submitting a proper referenced assessment.
- ❑ The IMT-Dubai faculty member is 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 IMT Dubai is integrated with URKUND anti-plagiarism software (www.orkund.com). The course faculty asks the students where appropriate to submit such assessment for 'plagiarism check' as soft versions (in Word, PDF, or PPT formats) on the CANVAS LMS portal. The course instructor shall create an Assignment on CANVAS LMS portal (imtdubai.instructure.com/login/canvas) for online submission and file-uploads, with Plagiarism Review enabled using URKUND. The students can view this link for the submission of assessments on CANVAS LMS, and submit/upload their submissions.
- ❑ URKUND's ant-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 these language indiscriminately (<https://www.orkund.com/the-orkund-system/>):
 - o Internet - The Internet contains billions of pages with various content; everything from material published by universities and colleges to government agency material, press articles, books, reference works and much more. There are also specific cheat sites online with ready-produced material.
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. URKUND manages to find sources in all parts mentioned above.
 - o Published material: 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.

URKUND has formed strategic partnerships with a number of leading information providers.

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

- ② URKUND 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 URKUND's analysis if any plagiarism has indeed occurred. URKUND 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.
- ② If an assignment is submitted by the student through e-mail to the instructor, the instructor shall login to URKUND portal directly, upload the student submissions and can check the plagiarism using upload documents option.

14.3 Categories of Plagiarism

IMT views all cases of plagiarism as academic misconduct and dishonesty. However, for the purpose of academic discipline and penalization, three categories (Level I, Level II, and Level III) of plagiarism are defined on the basis of similarity index (percent of similarity).

Level I (25%-50%)

Level I of plagiarism occurs when a student indulges in unauthorized referencing, copying from other author's work in a smaller way. The small infringement can be a case of cosmetic paraphrasing, incorrect referencing or inadvertent copying from another fellow classmate, or copying from the internet directly.

Level II (51%-75%)

Level II of plagiarism is when a student is irresponsible in submitting his course work and has a higher level of negligence and academic dishonesty. The submitted plagiarized content occurs when a student is late in collecting the required references and did not put enough time to paraphrase or reference materials. Such cases might also include quoting from previously submitted own work in the same course or other courses.

Level III (76%-100%)

Level III of plagiarism is seen when a student copies the whole from one article or multiple articles. This extreme case of overall similarity is unacceptable. Such academic misconduct is unacceptable and is treated as a serious offense. The high source similarity shows that the whole article was copied without proper referencing or paraphrasing. This high level of dishonesty is a clear indication that the student has not done the assessment component diligently. Level III is a serious academic misconduct that requires attention of the IMT Misconduct committee.

14.4 Penalties for Plagiarism

In order to deal with different levels of plagiarism, following penalties and procedures will be followed.

Level I Plagiarism

All cases of Level I Plagiarism are handled by IMT course instructor. The instructor may choose to give another chance for submission or deduct marks based on assessment guidelines followed uniformly for all students in the course.

Level II Plagiarism

All cases of Level II Plagiarism, found by the IMT instructor during the course assessment submission, are escalated to the IMT Program Chair / Academic Dean. The Program Chair / Academic Dean issues an Academic Warning to the student mentioning the nature of plagiarism, supported by URKUND originality report along with suggestions for improving the assessment submission.

Level III Plagiarism

Cases of Level III Plagiarism are treated as serious offenses and exhibit highest level of dishonesty by the IMT student. All these cases must be reported to Academic Misconduct Committee. The committee will undertake investigational review of course assessment reports, URKUND similarity reports and the course assessment guidelines. The Academic Misconduct Committee, then, shall decide the penalty that may range from awarding zero marks for the particular assessment component to expulsion from IMT program based on the severity of the occurrence. For taking the final decision, Academic Misconduct Committee shall consider circumstances of academic dishonesty by the student including the seniority of student, nature and severity of past occurrences of plagiarism against the concerned student.

15. GENERAL POLICIES OF IMT DUBAI

15.1 Student Records Access and Release

A student's education records are defined as files, materials, or documents including those in electronic format that contain information directly related to the student and are maintained by the institution.

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 will be made in order to check the efficacy of the system. There will be no disclosure of student records to any third party unless a student gives permission in writing. The only exception to this is to official accreditation bodies conducting a review.

Students may request at any time to see the contents of his / her education records, including grades, records of attendance and other relevant information. This request must be made in writing and submitted to the Director.

The students may suggest and discuss reviews of their records. If a student wishes to discuss a matter about their grades, a request can be made to the Academic Dean. If any change is to be effected on account of errors, a request for a review may be made to the Academic Dean. A formal review will be done by the Academic Dean and the student will be given opportunity for proper hearing and present evidences. The decision will then be communicated to the student and recorded with all the proceeding papers intact.

Student records will be kept on file for a period of five years from the date of their enrollment, with the official transcript on file for the lifetime of the student. Student records, with the exception of official transcripts, will be disposed of by shredding all relevant materials.

Official Transcripts and Degree Certificates will be issued to the students by the Office of Registrar. In case a student loses / wants a duplicate copy of the original transcript/certificate or any other document, he/she can request for the duplicate copy with the pre-payment of AED 262.5/- for transcript and AED 525/- for degree certificate. The following documents must be submitted for the issuance of duplicate certificate: Application form, Proof of identity and Proof of police complaint, with copy of transcripts and degree certificate. For interim transcript, payment of AED262.5/- is applicable.

The Registrar has the authority to access the student records. The Registrar will have the right to manage and update student records on receiving the final authorization by the Academic Dean. Periodically, the Registrar in consultation with the Dean will review the retention and disposal of

records.

The Confidentiality of the students' information will be maintained and periodic reviews will be made in order to check the efficacy of the system

15.2 Computing and Network Resources Use Policy

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

Use of computing and network resources is limited to the IMT community including the students, faculty, staff members and the institute expects its users to act with responsibility while using these resources.

The policy expects its users to be responsible for bringing into the knowledge of its authorities about any activity which may be in violation of a responsible conduct. The institute will not tolerate any activities such as producing, viewing, storing, replicating, or transmitting harassing, 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.

15.3 Individual Responsibilities

- i. Computing resources are intended for the pursuit of academic objectives only. No usage for commercial purpose is allowed.
- ii. Users have been given a unique User account and they will be responsible for its proper use. The account holder himself/herself will be responsible for any misuse of computing services from their own account.
- iii. The users must protect their pass words and should not leave their account accessible to others in any circumstances. Similarly, the users must not attempt at accessing others' accounts.
- iv. Users must respect the copyright status of the institute's software. All the software in the institute premises is copyrighted.

- v. The IT security policy of the institute is very strict. The policy advises the IT users not to attempt to circumvent or subvert any system security measures in any way to infiltrate the system, or use IMT 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 will be seen as a serious violation of the policy and necessary action will be taken as deemed fit.
- vi. Users must not attempt to modify system facilities, interfere with other users or system operations or circumvent the limits and permissions associated with their accounts.
- vii. Users must be preventive of interfering with other users' work or data.
- viii. Additional software from outside sources should not be either put on the computer or server without permission.
- ix. Users must not access, copy, or remove programs or data that do not belong to them without explicit permission from the owner. Lack of file protection does not give the right to do these things.
- x. Users are strictly prohibited from sending obscene, vulgar or unacceptable E mails or by other forms of e communication.

15.4 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.

15.5 Systems Monitoring

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

15.6 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.

15.7 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.

15.8 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 IMT, Dubai.

15.9 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.

15.10 Student Housing/Access to the Internet

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

16. STUDENT DISCIPLINARY POLICY

16.1 Policy and Procedure regarding Student Conduct

- a. IMT expects its students to employ reason, show respect to others, and take responsibility for their action. With regard to their personal behavior and attitude towards others in the society, students are expected to respect the religious beliefs, values and heritage, law and order, property and rights of others. By their own initiative, students are encouraged to display a sense of personal honor and integrity, and to conduct themselves in a manner becoming an IMT student.
- b. Any student who violates the above mentioned standards of academic and / or personal conduct exposes himself/herself to disciplinary measures under IMT rules.

16.2 Policy Regarding Non Academic Misconduct

- a. The Office of Student Services is responsible for student discipline pertaining to non-academic conduct.
- b. When a student engages in conduct that is inappropriate as per the *Code of Conduct / Residence living manual*; Office of Student Services will nominate a Disciplinary Committee. The committee will be comprised of three persons. They will look into the matter and hear the concerned parties. They will then make a recommendation to the Director who will then impose appropriate sanctions based on the recommendations.

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.
- c. If the concerned student is not satisfied with the decision, he/she can lodge an appeal with the director.
 - d. The decision of the Director is final and no further appeals can be made.

16.3 Policy Regarding Academic Misconduct

- a. All cases of Academic misconduct will be reported immediately to the Academic Dean.
- b. The Academic Dean will constitute an Academic Standing Committee who will hear the student during the day after which the incident occurred.
- c. The committee shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his arguments. During the presentation of argument by the student/s and the concerned faculty member who has charged the student/s with the academic misconduct, only the presentation party and members of committee shall be present. Based upon the circumstantial evidence, arguments of faculty and students and discretion of the committee, they will recommend a level of punishment to the Academic Dean.
- d. Any violation of the Institute's academic rules, regulations and / or directives may result in following disciplinary measures.
 - Verbal or written warning
 - Repeating the Semester or the course
 - Suspension for a period of time
 - Dismissal from the Institute

If the student does not agree with the Academic 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.

17. FEE POLICY

17.1 Tuition Fees for BBA

Fee Structure for BBA

The tuition fee and payment plan is as follows:

- The Total fees has two components – Tuition fees and Administrative fees.
 - Total fees is AED 145,000 payable in eight (8) installments
 - Total Administrative fees are AED 16,300 payable in eight (8) installments.
- Registration fee of AED 7,000 (adjustable against Total fees) is to be paid to confirm the seat.
- A refundable library deposit of AED1,110 to be paid as part of confirmation of the seat.
- Any additional charges will be added to the respective installments (Refer to Miscellaneous fees)

Other fees (as applicable):-

- Residence fees per semester AED13,500 for double occupancy and AED17,250 for single occupancy.
- Refundable Security deposit for hostel AED 3700
- Refundable Security deposit for visa AED 2000
- Medical insurance AED 2038 per year
- New Visa charges AED 3150 for a year and visa renewal charge AED 2400 for a year.
- Alumni member fees AED 370

Notes

- Scholarships, if any, will only be applied on Tuition fees only.
- Administrative fees include student administration services only and this fee is nonrefundable.
- In the case of Repeat/improvement course, the students will be charged based on the credit for the course

* *Tuition fees includes study material, student services and library fees. Scholarships will only be applied towards tuition fees and will not be deducted from student services, library fees or study material which must be paid in full.*

- * *In the case of Repeat / Improvement courses, the students will be charged a fee based on the credit for the course.*

Proposed Promotional Initiatives due to COVID-19 Pandemic

IMT Dubai has taken the initiative in terms of reducing the fees and offering special discounts due to COVID-19 pandemic situation. These discounts are offered for weekday program only. For details Please consult the Accounts Department or the program office.

17.2 Payment Schedule

The fees from the students normally will be charged in installments as indicated in the table below.

	Domestic Students	International Students
BBA	Confirmation fees + 6 instalments per year	Confirmation fees + 3 instalments per year

The bank details are as follows:

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

Important Notes

1. Student's name should be clearly mentioned in wire transfer.
2. The payment may be done either by cash or 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. IMT Dubai reserves the right to change its fees and will notify all students of changes, if any. The above Fees structure is applicable for the Academic Year 2014-2015.

ADDITIONAL INFORMATION

1. 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.
2. For any repeated course, additional payment of AED 2000 per course will be charged.
3. In case of repeat of semester, full Tuition & other associated costs (residence, visa, health insurance etc.) will be applicable.
4. 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.
5. Students enrolled in Summer Courses will be charged additional Residence fees on a pro rata basis and any other associated costs (if incurred).
6. 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.

17.3 Late Fee Policy

1. Late fee will be applicable as per IMT Policy
2. It is the responsibility of students to pay all fees on time. Students must plan their finances well in advance so that they have sufficient funds to pay their fees before the relevant deadlines.
3. Students will not be allowed to register any subsequent semester/module/term until all outstanding fees (including any relevant penalty charges) are paid in full. All scholarships/discounts offered to these students will be revoked and will not be applicable in future.
4. No student with outstanding fees will be allowed to appear for the Final Exam.

Late Fee Charges

Details for Late Fines :

PARTICULARS	Late Fine Every 15 days*
	Amount in AED
FINE - OUTSTANDING FEES AED 501 to AED 10000	100.00
FINE - OUTSTANDING FEES AED 10001 TO AED 20000	200.00
FINE - OUTSTANDING FEES AED 20001 TO AED 30000	300.00
FINE - OUTSTANDING FEES AED 30001 TO AED 40000	400.00
FINE - OUTSTANDING FEES AED 40001 TO AED 50000	500.00
FINE - OUTSTANDING FEES AED 50000 ONWARDS	750.00

* For example, if the outstanding fee of a student is AED. 9,900, as this amount falls under the slab between AED 501 to 10000, for the delay from 1 to 15 days the fine would be AED. 100, for the delay from 16 to 30 days, the fine would be AED. 200, for the delay from 31 to 45 days, the fine would be AED. 300 and likewise, the fine would be calculated on the basis every further 15 days' delay.

17.4 Fee Refund Policy

- Withdrawal before the commencement of the Program:
 1. A fee of AED 4000 will be deducted from the Confirmation Fee.
 2. Any costs incurred for Visa / books which has been paid by the student will not be refunded.
- Withdrawal within 1st Week/ session of the commencement of the Program:
 1. 30% of the 1st Semester/ module of Tuition and Residence Fee (if applicable) will be forfeited.
 2. Visa charges will be forfeited
 3. Study Material Charges will be forfeited
 4. Health Insurance Charges will be forfeited
 5. Any additional cost incurred by the Institute will be charged

- Withdrawal within 2nd Week/ Session of the commencement of the Program:
 1. 50% of the 1st Semester/ Module Tuition and Residence Fee (if applicable) will be forfeited
 2. Visa charges will be forfeited
 3. Study Material Charges will be forfeited
 4. Health Insurance Charges will be forfeited
 5. Any additional cost incurred by the Institute will be charged
- Withdrawal after 2nd Week/Session of the commencement of the Program: There will be no refund of 1st Semester/ Module fee paid. Any semester/module fee dues must be cleared by the student in order to obtain the “No Dues Clearance”.

Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.

17.5 Scholarships and Tuition Reductions

IMT Dubai provides scholarships after the 1st semester and subsequent semesters to students who score GPA of 3.7 or above in a semester. Eligible candidates get 25% waiver of tuition in the next semester.

17.6 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 U.A.E. jurisdiction.

18. ACADEMIC CALENDER (2020-21)

Academic Calendar - BBA, BSBA : 2020-2021		
Semester	Start Date	End Date
Fall	30-Aug-20	17-Dec-20
Fall Break	20-Dec-20	7-Jan-21
Spring	10-Jan-21	6-May-21
Spring Break	28-Mar-21	8-Apr-21
Summer	30-May-21	8-Jul-21
Summer Break	11-Jul-21	26-Aug-21
Fall - 2020	Date	Event
	30-Aug-20	Class Begins (BBA 2019, BSBA 2018 Batch)
	18 Oct - 22 Oct 2020	Mid Semester Exam week
	29-Oct-20	Prophet Muhammad's Birthday -Holiday
	1st Dec 2020	Commemoration Day - Holiday
	2nd - 3rd Dec 2020	UAE National Day - Holiday
	10-Dec-20	Class Ends
	13 Dec 2020 - 17 Dec 2020	Final Exam Week
	31-Dec-20	Grade Submission
	6-Jan-20	Grade Moderations and Release
Fall Break	20-Dec-20	Fall Break Begins
	7-Jan-21	Fall Break Ends
Spring -2021	Date	Event
	10-Jan-21	Orientation for Incoming Exchange students Class Begins
	28 Feb - 04 March 2021	Mid Semester Exam week
	TBD	Vaudeville 2021
	6-May-21	Classes Ends
	11 May - 15 May 2021	EID - Holidays*
	16 May 2021 - 20 May 2021	Final Exam Week (Tentative)
	3-Jun-21	Grade Submission
	9-Jun-21	Grade Moderations and Release

Spring Break	28-Mar-21	Spring Break Begins
	8-Apr-21	Spring Break Ends
Summer -2021	Date	Event
	30 May - 08 July 2021	BBA 2019 Summer Internship I (06 Weeks)
	18-Jul-21	Grade Submission
	21-Jul-21	Grade Moderations and Release
Summer Break	11-Jul-21	Summer Break Begins
	26-Aug-21	Summer Break Ends
PUBLIC HOLIDAYS: Students will be required to make-up for classes missed during public holidays		
Semester breaks and national day holidays are subject to confirmation from Ministry of Higher Education and Scientific Research		
* Islamic holidays can only be confirmed once official Government announcements are made.		
The dates mentioned in the calendar are tentative and subject to change due to unforeseen circumstances.		

19. LIST OF FACULTY AT IMT DUBAI

IMT Full Time Faculty 2020-2021					
No.	Title	Name	Designation	PhD Degree	Institution
1	Dr.	Waheed Kareem Abdul	Dean	Marketing	IIT Mumbai
2	Dr.	Ahmad Said Al-Shuaibi	Assistant Professor	HRM & Organizational Behavior	Universiti Utara Malaysia
3	Dr.	Ajay K Singal	Associate Professor	Management	IIM Lucknow
4	Dr.	Bidisha Banerjee	Lecturer	HRM & Organizational Behavior	Santiago de Compostela University
5	Dr.	Deepesh Kumar	Assistant Professor	Information System	IIM, Shillong
6	Dr.	Dogan Aydin Serel	Associate Professor	Management	Purdue University
7	Dr.	Gita Bajaj	Professor	HR and Business Communication	Aligarh Muslim University
8	Dr.	Mansour Allan	Assistant Professor	Humanities	Yarmouk University
9	Dr.	Mohammed Anam Akthar	Lecturer	Finance & Accounting	NIT Allahabad
10	Dr.	Rajesh Kumar	Professor	Management	IIT Kharagpur
11	Dr.	Ravindra Saxena	Professor	Marketing	Kanpur University
12	Dr.	Ravi Chatterjee	Lecturer	Marketing	Barkatullah University
13	Dr.	Samer Saade	Associate Professor	Accounting	American University in Beirut
14	Dr.	Shahina Javad	Assistant Professor	Human Resource Management	XLRI Jamshedpur
15	Dr.	Shawn Mathew	Assistant Professor	Marketing	IIM, Ahmedabad
16	Dr.	Sorokhaibam Khaba	Lecturer	Operations Management	IIT Dhanbad
17	Dr.	Sujit Sukumaran	Associate Professor	Economics	Hyderabad University
18	Dr.	Tarapada Ghosh	Professor	Finance	University of Burdwan
19	Dr.	Ulas Ozen	Associate Professor	Operations Management	Eindhoven University of Technology
20	Dr.	Vijetha Koppa	Assistant Professor	Economics	Texas A&M University
21	Dr.	Vimi Jham	Associate Professor	Marketing	Aligarh Muslim University

20. LIST OF STAFF AT IMT DUBAI

The list of Important offices and staff members are as follows:

No.	Title	Name	Designation	Email
1	Mr.	Elangovan	Librarian	library@imt.ac.ae
2	Dr.	Liju John	QAIE Officer	qaie@imt.ac.ae / lijuthomas@imt.ac.ae
3	Ms	Juveriya Khan	QAIE Officer	qaie@imt.ac.ae
4	Mr.	Bala Murugan Navanathan	Maintenance Supervisor	maintenance@imt.ac.ae
5	Mr.	Dushyant Kumar Singh	IT Assistant	dushyant@imt.ac.ae
6	Mr.	Gyan Ranjan Mohapatra	Accountant	accounts@imt.ac.ae; gyan@imt.ac.ae
7	Mr.	Jagan Chandrasekharan Nair	Hostel Warden - Male Hostel	Warden@imt.ac.ae
8	Mr.	Madhab Kandel	Receptionist	reception@imt.ac.ae
9	Ms.	Maria Rowena	Administrative Assistant	maria@imt.ac.ae
10	Mr.	Mashook T K	Public Relations Officer (PRO)	mashook@imt.ac.ae
11	Mr.	Nirmish Parmar	Student Services Executive	studentservices@imt.ac.ae
12	Mr.	Ranjith Puthan Veedu	IT System Administrator	ranjith@imt.ac.ae
13	Ms.	Rasha Ouda Mohamed Mohamed	Assistant Program Manager	rasha@imt.ac.ae
14	Ms.	Ridhima Dhupar	Program Coordinator	ridhima@imt.ac.ae
15	Mr.	Alan H Samuel	Software Analyst/Social Media Executive	alan@imt.ac.ae
16	Ms.	Samira Fernandes	Registrar Office	registrar@imt.ac.ae/samira@imt.ac.ae
17	Mr.	Khaled Omar Ali Al Radwan	Admissions Officer	khaled@imt.ac.ae
18	Ms.	Tharabai Jagan	Hostel Warden - Female Hostel	Warden@imt.ac.ae
19	Mr.	Vivek Anand	CAO	vivek@imt.ac.ae
20	Ms	Seema Mitra	Manager Internship and Placement	seema@imt.ac.ae
21	Ms.	Malak Karanouh	Admission Counselor	malak@imt.ac.ae
22	Mr.	Obin Joseph	Asst. Marketing Manager – Admission	obin@imt.ac.ae