



Institute of
Management Technology
Dubai



STUDENT HANDBOOK **GRADUATE**

JANUARY 2023

About IMT

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

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

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

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

Vision

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

Mission

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

Strategic Goals and Objectives

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

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

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

Goal-2: Create a 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 five years.

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

Goal-4: Foster partnerships with industry and government bodies for experiential learning

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

Obj 4b: To engage with the industry for collaborative projects and strengthen the 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 a partnership with institutions of repute.

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

Obj 6a: To support high-quality applied research in corporate and social sectors

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

Program Information

S.No	Program	Date of initial Accreditation	Type of Accreditation
1.	Master of Business Administration	22.02.2006	Full CAA Accredited
2.	Executive Masters of Business Administration (InActive)	01.09.2012	Full CAA Accredited

Academic Calendar

Academic Calendar - MBA 2022 batch: 2022-2023

	Date	Event
Fall - 2022	6-Oct-22	Commencement of Term I
	8-Oct-22	Prophet Muhammad's Birthday - Holiday
	1-Dec-22	Commemoration Day - Holiday
	02 - 03 Dec 22	UAE National Day - Holiday
	5-Jan-23	Term I Ends
Fall Break	19-Dec-22	Fall Break Begins
	29-Dec-22	Fall Break Ends

	Date	Event
Spring -2023	12-Jan-23	Commencement of Term II
	TBD	Vaudeville 2023
	20-Apr-23	Term II ends
	21 Apr - 23 Apr 2023	EID - Holidays*
	27-Apr-23	Commencement of Term III
	29 June - 30 June 2023	EID - Holidays*
	27-Apr-23	Commencement of Dissertation
Spring Break	9-Jul-23	Term III ends
	27-Mar-23	Spring Break Begins
	6-Apr-23	Spring Break Ends

Summer -2023	Date	Event
	13-Jul-23	Commencement of Term IV
	24-Sep-23	Submission of Dissertation
	01-Oct-23	Term IV ends

PUBLIC HOLIDAYS: Students will be required to make-up for classes missed during public holidays
Term breaks and national day holidays are subject to confirmation from Ministry of Education - Higher Education Affairs
* 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.

*Subject to approval

National Holidays for the Year 2022-23

- Gregorian New Year: 1 January
- Eid Al Fitr: From 29 Ramadan to 3 Shawwal* (4 days)
- Arafah day and Eid Al Adha (Feast of Sacrifice): From 9 to 12 Dhu al Hijjah* (4 days)
- Hijri New Year (Islamic New Year): 1 Muharram - 30 July in 2022 and 19th July 2023
- Prophet Mohammed's birthday: 8th October in 2022 and 27th September 2023
- Commemoration Day: 1 December (previously known as Martyr's Day and was observed on 30 November)
- National Day: 2 and 3 December (2 days).

**Note: Islamic holidays are determined according to moon sighting.*

Source: Public holidays - The Official Portal of the UAE Government

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A. Students Rights and Responsibilities

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

I. Student's Rights

a. General

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

b. Departmental Services

Registration and Program Office Department

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

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

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

d. Accounts and Finance Department

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

II. Student's Responsibilities

The responsibilities of the students are to:

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

B. Student Council

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

Students Council members are:

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

I. Role of Student Council

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

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

II. Student Council Formation

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

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

III. Code of Conduct for election of the Student Council

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

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

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

IV. Duties of President of Student Council

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

V. Duties of Vice President of Student Council

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

VI. Duties of Student Representative

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

C. Student Clubs

I. Student Clubs

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

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

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

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

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

Rules of Establishing a Club

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

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

II. Rules for Club Officers and Members

For Club membership, the following rule applies:

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

Responsibilities of Student Clubs

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

III. Financial Control

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

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

D. Library and Library Resources

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

Learning Resources - Its collection includes:

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

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

Opening Hours

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

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

I. Procedures

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

a. Issue

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

b. Reservation

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

c. Return

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

d. Renewal

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

e. Overdue Charges

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

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

f. LRC Charge Schedule

The LC prepares LRC charge schedule which includes-

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

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

g. Lost / Damaged Resources

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

h. Issue Limit and Duration

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

II. Collection Development Policy

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

- Physical quality
 - Various formats.
- **Methods for Building Resources**
 - Receiving suggestions from faculty members, scholars, and students
 - Publisher's catalogues
 - Books reviews and announcements
 - New addition list from selected business school, in the country and abroad
 - Books received from vendors on an approval basis
 - Book exhibitions.
 - **Duplication of Books:** We base decisions to procure a duplicate copy of books and other readings on the following criteria:
 - Resource usage as indicated by the library automation system or through the observation of the staff members
 - Curriculum related as suggested by faculty
 - Demand by the users.
 - **Recreational Readings**

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

III. Alumni Services at IMTD Library

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

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

Borrowing Facility:

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

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

The Librarian has the right to cancel the Library membership of any alumnus if found violating the rules and regulations of LRC.

IV. Copy Right Policy

a. Definitions and Terminology Used

- **Copyright**

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

- **Intellectual Property**

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

- **Royalty**

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

b. Resource covered under Copyright

- Books
- Articles from Journals (Printed or Online)
- Case Studies

- Chapter/s from book/s
- Databases
- Software.

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

1. No part of these publications (Articles, cases, books) may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission. Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher.
2. The transfer will ensure the widest possible dissemination of information. The Journal and the individual contributions contained in it are protected by the copyright of the publisher. Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all other photocopying, including multiple or systematic copying, copying for general distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery. Special rates are available for educational institutions that wish to make photocopies for non-profit educational classroom use.
3. For all copyright clearance, the IMTD approached the publishers directly and not the authors. In most of the cases, the publishers hold the copyrights.
4. Publishers grant authorization for individuals to photocopy copyright material for private research use. This authorization does not extend any other kind of copying, by any means, in any form, and for any purpose other than private research use. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.

Harvard Cases

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

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

Teaching Notes/Instructor’s manual /Text Books

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

Publishers such as Harvard Business School Publishing, European Case Clearing House, etc. hold the

copyrights for all the publications published by them directly and also by other leading publications such as MIT, INSEAD, etc.

V. Fair Use Policy

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

1. Books: A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution we need to take the permission from the publisher.
2. Software: Points to be taken care of:
 - Circulation of archival copy
 - “Networking” software without license or permission
 - Loading a single copy of a software program onto several computers for simultaneous use
 - Making copies of copyrighted software for student use.
 - Perpetual license vs. annual license.
3. Databases & E-journals: Agreement should be made with various publishers of Databases and E-journals for multi-user IMT-Dubai wide unlimited access.

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

Books

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

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

Audio Visual Materials

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

Software

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

Databases

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

CD-ROM

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

Internet

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

E. Students Services and Facilities

I. Learning Support Centers

IMT has the following learning support systems (LMS):

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

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

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

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

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

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

BigBlueButton Conferencing facility: A video explaining the features of BigBlueButton is as follows
BigBlueButton overview for viewers (students):- <https://youtu.be/uYYnryIM0Uw>

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

https://www.ouriginal.com/wp-content/uploads/2021/02/Canvas-Student-Guide_EN-1.pdf

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

http://library.imtdubai.ac.ae/website_DataBase.asp

II. Counselling Services

IMTD provides personal counseling to its students. Any student who has the need for counseling should contact the OSS to make an appointment. Counsellors provide consultation to students who are experiencing stress due to academic, career or personal problems. Counsellors may also be involved in consultation with Faculty & Staff.

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

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

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

III. Career Advising / Student placement Services

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

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

IV. Recreational Facilities

IMTD provides students with following recreational facilities:

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

V. Prayer Rooms

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

VI. Residential Facilities

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

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

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

Each Residence Hall has the following amenities:

a) At each floor level

- Bathrooms and sanitary
- Pantry rooms.

b) Pantry rooms are equipped with the following:

- Microwave oven
- Refrigerator.

c) Laundry room

- Residents have access to a laundry room with washing machines and dryers and ironing facilities.

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

VII. Dining Services

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

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

VIII. Health Services

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

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

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

IX. Transportation

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

X. Orientation

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

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

XI. Other Essential services

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

F. Use of Institutional Facilities and Electronic Resources

General Guidelines for proper use of Institutions Facilities

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

IMTD provides following facilities to students:

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

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

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

Use of IT facilities

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

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

Computing and Network Resources Use Policy

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

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

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

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

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

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

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

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

Student-Owned Laptop

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

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

Recommended Computer Specifications for Students

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

Recommended Specifications

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

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

Minimum Specifications

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

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

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

Systems Monitoring

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

Privacy

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

Disciplinary Actions

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

Email Services

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

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

Internet Services

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

Student Housing / Access to the Internet

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

G. Guidelines for Student Run Media

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

Student run media should adhere to following guidelines:

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

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

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

H. Code of Conduct

I. Student Conduct Code

- Students shall conduct themselves at all time in a manner appropriate with the realization that they are representatives of IMTD.
- They shall be sensitive to the culture and religious norms of the UAE and not engage in any behavior that would be deemed disrespectful.
- Students shall not engage in any activity that is considered illegal or irresponsible by the rules and laws on the UAE. Any violation of UAE laws shall result in immediate dismissal.
- Students will display ethics of honesty and integrity at all times.
- Student shall not engage in corruption and bribery, directly or indirectly (refer to Annexure-2 for detailed guidelines).
- Student shall abide by institution policy regarding Diversity, Equity and Inclusiveness (refer to Section 10 I of the PPM for detailed guidelines).
- Students shall refrain from participation in any activity which are considered as promoting extremism ideologies and radicalization.
- Students shall refrain from participation in any activity which fall under the definition of terrorism in accordance with the Federal Law (7) of 2014 on Combatting Terrorism Offences. Under this law terrorism is defined as- *“Every criminal action or inaction criminalised under the present Law and every action or inaction constituting a felony or misdemeanor referred to in any other law, if committed for terrorist purpose”*.
Refer to Annexure-2 for Safeguarding Policy on Preventing Extremism, Radicalization and Terrorism in the campus for detailed guidelines.

II. Student Behavior

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

III. Standards of Personal Conduct

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

1. Observe the regulations of IMTD and directives of the faculty and staff.
2. Conduct themselves in a courteous and considerate manner in their dealings with faculty, staff, visitors and other students.
3. Maintain a dress code which is in line with the cultural requirements of UAE.
4. Use the Institute's property / facilities with due care and avoid causing harm to it.
5. Refrain from disruptive behavior, such as talking during speeches or classes; arriving late for or leaving early from classes; receiving or initiating telephone calls on mobile phones during classes; and making negative or rude comments during class about other students, faculty members, or

the opinions of other students.

6. Refrain from borrowing or taking someone else's property without having permission from the owner. Taking or borrowing without permission is considered stealing.
7. Refrain from inviting external speakers or issuing public releases without prior permission from the Office of Student Service.
8. Refrain from organizing or engaging in activities such as rallies or demonstrations inside IMTD without prior permission from the appropriate authority.
9. Refrain from using the facilities of the institute for other than official purposes, unless previously authorized.
10. Refrain from distributing leaflets or journals, posting notices, or collecting signatures on the premises of IMTD without prior permission from the Office of Student Service.
11. Refrain from falsifying documents or using falsified documents for any purpose connected with IMTD.
12. Provide security guards with personal identification and appropriate documentation when requested.
13. Refrain from using another person's name and/or ID number for any reason. Impersonation is a serious offence and it will be dealt as per the UAE law.
14. Refrain from organizing off-campus events without prior permission from the Office of Student Service.
15. Students should also refrain from engaging in improper conduct, which can damage the reputation of IMTD. For example, students should not:
 - Access inappropriate sites on the Internet.
 - Use inappropriate chat lines/rooms.
 - Misuse the electronic communication (e mail) facility.
 - Use or sell illegal substances and/or materials.
 - Exchange any gifts of significant monetary value with members of the faculty or staff.

IV. Dress Code

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

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

For Male Students

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

For Females Students

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

V. Smoking

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

VI. DIAC Code of Conduct

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

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

I. Academic Integrity

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

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

Adhere to the published test or examination rules and regulations.

The following are types of academic misconduct:

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

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- The following are types of academic misconduct:
 - Cheating / using unfair means in examinations
 - Significant paraphrasing in student's written academic work
 - Switching off camera during remote examination
 - Disobeying instructions of invigilators during examinations
 - Unacknowledged use of information, ideas unless such ideas are commonplace
 - Citing sources which student had not read or referred to
 - Breaching the word limit of assignments and mentioning wrong word count.
- Plagiarism is another type of academic misconduct for which students needs to be aware of what constitutes plagiarism and its consequences. Students are briefed about the IMTD's plagiarism policies during the orientation program conducted at the beginning of each program. Faculty members also discuss plagiarism policy at the introductory session of each course. The plagiarism policy is also included in each course outline.

I. Plagiarism Definition

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

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

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

II. Plagiarism Check Process at IMTD

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

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

The steps followed in plagiarism checking are listed below:

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

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

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

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

Turnitin 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 Turnitin's analysis if any plagiarism has indeed occurred.

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

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

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

III. Levels of Plagiarism and Penalties

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool Turnitin is excluded from any penalty provided this does not relate to any substantial section of the answer/ project report/ case analysis/ assignment, etc. which demands students' originality. Also, 15% similarity exemption applies to narratives about the company, views expressed by others, a common phrase or series of words used in context to the topic, bibliography, formula or derivation of formula, problem solution with same set of data that may have similar outcomes, etc. Faculty members/ Examiners shall assess all such exemptions applying the principle that similarities do not compromise to originality of the students' contribution. In case of any similarity even within 15% level that comprises the substantial section of the answer/ project report/ case analysis/

assignment, etc. should be awarded penalty at par with cases of Level I similarity.” Similarities above 15 percent are classified in to two levels- Level 1 and Level 2 as shown below. The level wise penalties are as follows:

Level	Similarity Percentage	Penalty
I	16 - 25%	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in that assessment shall be deducted.
II	Above 25%	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

Faculty submits plagiarism incident report covering both Level-I and Level-II cases with all the details to the Program Chair. Program Chair keeps a record of all such incidents of plagiarism during the semester. Program Chair shall report the cases of level-II to the Disciplinary Committee. The Disciplinary Committee evaluates the cases of level-II and may come up with following penalties:

- Award zero marks for the component of assessment.
- Award grade XF (fail due to academic integrity violations) in the course. The student has to repeat the courses once again.
- In case of repeat violations, the student may be dismissed from the program.

J. Students Disciplinary Policies, Grievance and Appeals

I. Policy Regarding Non Academic Misconduct

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

II. Policy Regarding Academic Misconduct

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

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

III. Student Grievances

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

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

IV. Academic Standing Appeals

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

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

V. Grade Appeals

It is assumed that IMTD policy of grading ensures that the Faculty grades the student fairly and objectively. However, a dissatisfied student is allowed to challenge grade awarded in a subject which is limited to review of the marks awarded in the final examination as other internal components are already shared and discussed with the students. The following procedure must be followed for grade appeal:

- 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 stating the reason thereof. The student can submit grade appeal for the following three reasons:
 - totaling mistake;
 - unmarked answer(s)
 - under-marking answers as per the rubrics.

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

K. Student Safety

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

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

a) Physical Safety

i. Fire Safety Plan

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

ii. Fire Suppression Equipment

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

iii. First aid

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

b) Emotional Safety

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

L. Students Records

I. Students Records

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

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

II. Information Release

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

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

M. Academic Policies

I. Admission Requirement

a. Satisfactory Academic Standing

Applicants to the graduate programs must have an undergraduate degree (Bachelor's degree) from an accredited university recognized by the Ministry of Education, UAE with a CGPA of 3.0 and above on a 4.0 scale or its equivalent score.

The applicants may be conditionally admitted to the graduate program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Such a student must take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program or be subject to dismissal.

Those applicants with a minimum cumulative grade point average (CGPA) of 2.0 to 2.49 on a 4.0 scale or its established equivalent will be required to successfully complete remedial courses as a foundation program. While these remedial courses are not for credit within the degree program a student has to score a CGPA of 3.0 on a scale of 4.0.

For applicants who graduated in percentage system from Indian Universities, following CGPA Conversion will be considered:

Scale	Equivalent GPA	U.S. Grade Equiv.
60-100	4	A
55-59	3.5	B+
50-54	3	B
43-49	2.5	C+
35-42	2	C
0-34	0	F

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:

Sl.No.	English Language Test	ENTRY SCORE
1	IELTS (Academic)	6.0
2	Paper-based TOEFL	550
3	Internet-based TOEFL	79
4	Computer-based TOEFL	213
5	EmSAT	1400

Students who completed schooling (K-12) and a Bachelor's degree in English speaking countries (e.g. UK, USA, Australia, New Zealand) may apply for English proficiency requirement waiver. Such applications are considered on a case to case basis with the approval of the MOE.

c. Work Experience

Students applying for Executive MBA Program must possess a minimum of three years of work experience. Students applying for MBA Program must possess a minimum of two years of work experience.

d. Foundation Leading to Masters

Foundation program is endorsed by the CAA. The program is designed specifically for those students who require additional support to acquire knowledge and skills essential for the Master's level programs i.e., Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) program. The foundation program will be offered on-campus and enables students to bridge the knowledge gap between their undergraduate studies and master level program at IMTD. This foundation program is beneficial for those applicants who have obtained cumulative grade point average (CGPA) between 2.0 and 2.49 on a 4.0 scale or its established equivalent for admission as per the CAA Standards 2019. After the successful completion of the foundation program, the candidate has to fulfill the English Language Proficiency requirement for confirming admission in the Master's program. A candidate can appear for the program for a maximum of two attempts

The courses offered in the foundation program are bachelors level courses and linked to business and society. All the courses are non-credit courses and the candidate has to complete the foundation program with CGPA of 3.0 on a scale of 4.0. The selection of courses for foundation program is based on the credentials submitted during admission.

Objectives of Foundation for Master’s Level Program are:

1. To enable students to bridge the knowledge gap between their undergraduate studies and Master’s Level Program.
2. To help students to obtain necessary skills that are essential to enroll into the Master’s Level Program.
3. To prepare students to grasp basic business concepts and principles required to pursue Master’s Level Program.

Courses Offered:

Following courses are offered for foundation program.

Sl.no.	Course Name	Contact Hours	Credits
1	Principles of Management (FP-01)	30	2
2	Mathematics (FP-02)	30	2
3	Critical Writing (FP-03)	30	2
4	Introduction to Sociology (FP-04)	30	2
5	Innovation and Entrepreneurship (FP-05)	30	2

Conditions applicable for Foundation Program:

Following conditions will be applicable for the students opting for foundation program:

- Students are required to complete three courses from the above list as per the recommendations of the admission panel before enrolling for the Master’s Level Program.
- Students must earn a CGPA of 3.0 on a 4.0 scale in the foundation program in order to enroll for the Master’s Level Program.
- All the courses offered in foundation program are non-credit courses and do not count for CGPA calculation of Master’s Level Program.

Some of these courses are offered at undergraduate level and applicants are encouraged to register for these courses along with undergraduate students.

Fee structure: The students who are required to complete the foundation program must pay the applicable tuition fees for foundation courses at the time of admission.

II. Admission Process and Required Documents

a. Documents Submission

All applicants must submit the following documents for admission to the master degree program.

- Resume reflecting educational and professional experience – whenever there is a doubt the student would have to provide a company letter supporting the resume provided.
- Copies of all academic transcripts and certificates (High School and Bachelor Degree). In case the bachelor degree is not yet issued by the University, then a provisional degree completion certificate/course completion letter from the University/College must be submitted.
- Proof of English language proficiency (IELTS / TOEFL / EmSAT)
- Passport size pictures (4)
- Passport copy with resident visa
- Emirates ID (if available).

Additionally, if a student is seeking advance standing in a chosen program, they must submit the following document:

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

b. Application Screening

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

c. Personal Interview

Eligible candidates must clear the Personal/Web-based/Telephonic interview arranged by the Office of Admissions.

d. Issuance of Offer Letters

Applicants, who have met all the admissions requirements and successfully completed the interview, will be issued a conditional acceptance letter for joining the master degree program.

III. Attestation of Documents

All applicants for admission are required to obtain equivalency certificate of their Bachelor's degree from the UAE Ministry of Education located in Dubai, UAE. The equivalency process is dependent upon whether the student has completed his/her degree within the UAE or outside the UAE. The onus of getting their Bachelors' Degree equivalency rests with the concerned student. IMT is not liable if a student is not able to receive his/her equivalency certificate.

Applicants who completed Bachelor degree outside the UAE

They are provisionally admitted to the University and permitted to commence the first term of study. However, they must have their Bachelor degree and transcripts/mark sheets certified by:

1. The issuing University and/or recognized authority for tertiary education in the host country in which they completed their education;
2. The Ministry of Foreign Affairs in the host country;
3. The UAE Embassy in that host country;
4. The Embassy of the host country in UAE must attest the authenticity of the documents and attestations.

Additionally, the UAE Ministry of Education must issue an Equivalency Certificate.

In special cases, if allowed by the authorities, the certificates may be verified against originals by Embassies in the UAE and UAE Ministry of Foreign Affairs.

An applicant who is unable to secure the Equivalency Certificate as outlined above at the time of admission will be asked to sign a "Consent to Provide Documents" form agreeing to secure the equivalency by three months. The applicant will be permitted to commence his/her studies at IMTD.

For more details, please visit the following link.

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

IV. Transfer Admissions

a. International Exchange

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

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

b. Transfer Admission from Other Universities.

The conditions for transfer admission are as follows:

- The university from where the student is transferring must be recognized by the Ministry of Education, UAE or Ministry of Education of their respective country.
- The program must be at the same level and it should not be very different.
- The student shall submit the official transcripts of all post-secondary work attempted at all institutions attended.
- Credits completed in other universities must be mapped with IMTD courses for the award of credits exemption.
- Same course taken in two different institutions shall not be granted credits twice.
- For the undergraduate level program, grade C (minimum 2 on a 4 scale) and above are eligible to be transferred. The credit transfer shall not be more than 50 % of the total credits in the Undergraduate level.
- For the Graduate level program, Grade B (minimum 3 on a 4 scale) above is required to be transferred. The credit transfer shall not be more than 25% of the total credits in the Graduate level.
- No credit transfer is allowed for graduation projects/ thesis completed in other universities.
- Other eligibility requirements including English Proficiency and Arabic language requirement are to be fulfilled.
- The Registrar shall issue timely notification to the student, prior to admission, of the transferability of credit, how much credit is granted, and how the accepted credit will be applied to the degree program of the receiving institution.

V. Advanced Standing

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

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

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

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

VI. Academic Standing and Completion Requirement

a. MBA Program

The Graduation Completion Requirements Policy for MBA is as follows:

1. The required courses for MBA program are spread across four Terms. Total credits completed in four Terms are equal to **37 credits**. Term-wise distribution of credits is mentioned in program structure.
2. The sequence of the courses is as per the program structure. Pre-requisite courses must be completed before taking any course. The details of pre-requisites of courses is mentioned in the program structure.
3. In order to complete the program, students must complete the following:
 - a. Core courses : 19 credits
 - b. Electives : 12 credits
 - c. Dissertation : 6 credits
 - d. Industry Readiness Program (IRP-7 courses) : 0 credits
4. The students have to complete required credits of the program with overall cumulative grade point average of 3.0 on a scale of 4.0.
5. They should complete at least 75%, of the required credits, in residency.
6. A dissertation of 6 credits (Subject to approval from MoE).
7. The maximum period of enrollment is three years. Any further extension may require the approval from the Dean-Academics.
8. They must also clear all financial dues, submit all the required documents and should have no disciplinary actions pending against them.

b. EMBA Program

The Graduation Completion Requirements Policy for EMBA is as follows:

1. Executive MBA program (EMBA) is offered on module system. The required courses for EMBA program are spread across five modules. Students are required to complete 38 credits for this program in five modules. Module-wise distribution of credits is mentioned in program structure.
2. The sequence of the courses is as per the program structure.
3. In order to complete the program, students must complete the following:
 - a. Foundations of Business : 9 credits
 - b. Core courses : 21 credits
 - c. Elective courses : 8 credits.
4. For EMBA program students must complete 8 credits of concentration courses in chosen area. EMBA doesn't provide double major degree.
5. To be eligible to receive EMBA degree, graduating students must get a minimum CGPA of 3.0 on a 4.0 scale.
6. The maximum period of enrollment is three years. Any further extension may require the approval from the Dean-Academics.
7. They must also clear all financial dues, submit all the required documents and should have no disciplinary actions pending against them.
8. Good Academic Standing graduate
 - a. Students are considered to have a good academic standing when they have minimum CGPA of **3.00** on a scale of 4.00 at the end of each semester / term/module for the Master level program.
 - b. Students whose CGPA is below **3.00** are placed on academic probation in the following two semesters/module/term of the respective program.
 - c. Students must revert to good academic standing i.e., CGPA **3.00** or more by the end of the probation period.
 - d. Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions lead to the dismissal from the Program:
 - Number of "F" grades is more than two.
 - CGPA is below **3.00 in Graduate program** at the end of the probation period or at the end of the program.
 - The student may appeal to the Academic Committee seeking continuation showing reason.

- e. The students in graduate program have the option to repeat a maximum of four courses during their entire program period for the purpose of improvement of CGPA. Only the courses with a grade of B- or less grades are allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat exam shall be retained as final.

VII. Registration for the Semester/ Module/Term

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

VIII. Credit Hours

Course credit hours are assigned to different courses as described in the Program Structure. One credit hour is equal to fifteen (15) hours of classroom contact time. In order to complete the MBA program, total requirement is 37 credits. In order to complete the EMBA program, total requirement is 38 credits.

IX. Course Prerequisites

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

X. Repetition of Course

- All failed courses have to be repeated compulsorily and a passing grade obtained in order to revert to Satisfactory Academic performance.
- A course can be repeated only once. If a student repeats the course and is not able to clear it in the second attempt too, then he/she is dismissed from the Program.
- If the course is repeated then R grade will be mentioned on the transcript, along with the grade which the student gets after repeating the course, to show that the course has been

repeated. However, the new grade obtained after repeating the course will be considered for the purpose of calculation of CGPA.

- Students on Probation and/or students who have to retake a course due to poor academic standing will bear corresponding additional tuition fees and if applicable the residency charges for the period required to complete the course.
- Student has to fill up the “Repeat Course Form” and submit it to Program Chairperson for approval. Once approved, the form has to be forwarded to the Office of Registrar and Finance Department.
- Students can retake a course only at the next available opportunity after getting required approval.
- The students in graduate program who would like to improve their CGPA, can repeat a maximum of two courses during their entire program period. Only the courses with a grade of ‘B-’ or less grades will be allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat exam will be retained as final.

XI. Withdrawal Policy

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

a. Withdrawal before the commencement of the Program

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

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

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

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

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

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

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

After the completion of first Semester/Term/Module any fee refund request shall not be considered.

XII. Deferment Option

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

XIII. Dismissal from the Program

Following conditions will normally lead to the dismissal from the Program after the recommendation of the academic committee.

- Student receives a maximum of two “F” grades.
- Student fails to score a CGPA of **3.00** at the end of his/her probation period or at the end of the program.

XIV. Course Substitution

IMTD does not encourage course substitution within a program except for the elective courses. However, for a transfer student, course mapping committee of IMT maps the courses completed from the university from where the particular student is planning to transfer with IMT courses to decide a credit waiver. For graduate level program, a maximum of 25 percent of the courses can be transferred.

XV. Attendance and Class Participation

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

IMTD encourages students to attend all classes. Attendance is regularly monitored by the Program Office and updated regularly. The students are required to maintain a minimum attendance of 75% in each course.

Exceptions are granted on medical grounds/unavoidable official duty (valid documents required) by the Program Chair. The maximum limit of such exception is 25% of the total classes in a course. The

students shall ensure their presence during case study/project presentations/ group activities or any other internal assessments.

XVI. Course Assessment and Grading System

a. Course Assessment

- i. All students are assessed in every course they take and comprehensively at the end of the program. The type of the assessments is based on the learning outcomes and objectives of the course. Assessments are clearly defined in the course outline provided at the starting of the course which is approved by CAA. 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.
 - Student presentations, in case of internship, company project & Course on Independent Study, will be a component of the evaluation. Please refer to Internship Manual.
 - The outcome of the assessment will be shared with the students for their future improvement.
- ii. Faculty members should follow the course outlines approved by the CAA and ensure the learning outcomes are achieved during the course delivery. The assessments must be in line with the learning outcomes of the course. The outcomes of the assessments must be shared with the students for their future improvement.
- iii. **Full time Equivalent (FTE) Faculty: Student Ratio**
The Full time equivalent (FTE) Faculty: Student Ratio for AY 2020-2021(Spring 2021) semester is 24.17.

b. Grading System

The Institute policy is based on the credit hour system. One credit is equal to fifteen hours of classroom teaching and other activities.

MBA/EMBA Grading Scheme:

To be eligible to receive a master's degree, a student must obtain a minimum CGPA of 3.00 on a scale of 4.00.

Grades	Points	Description
A+	4.00	Outstanding
A	3.75	Excellent
A-	3.50	
B+	3.25	Good
B	3.00	
B-	2.75	Below Expectation
C+	2.50	
C	2.25	
F	0	Fail
I		Incomplete
S/ US		Satisfactory/ Unsatisfactory Performance in zero credit course
FA		Fail due to attendance
XF		Fail due to academic integrity violations
W		Withdrawal from course

Course Grade Definitions

The explanation to letter grades is mentioned below:

Outstanding	Outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.
Excellent	Excellent academic performance and the demonstration of significant mastery of the subject matter of the course with only minor errors.
Good	Sound academic achievement with a few errors.

Satisfactory	Fair academic performance but with significant shortcomings
Below Expectation	The performance in the course is below the acceptable level and needs improvements
Fail (F)	<p>This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points.</p> <p>The failed course must be repeated and passed before credit is granted. A course can be repeated only once and repeated failure in the course will result in dismissal from the program. A maximum of two F grades is allowed during the program duration. Any student with more than two F grades will be dismissed from the program.</p>
Incomplete (I)	<p>This grade is issued in cases for extenuating non-academic circumstances that prevent the student from completing all course components on time.</p> <p>The incomplete course work must be completed within two weeks after declaring the grades, by satisfying the requirements of the concerned course. The final decision on an incomplete grade is up to the instructor.</p> <p>In case of failure to meet the course requirements, the grade I will be changed automatically to grade F. The student will be asked to repeat the course in the next offering by paying the repeat course fee and filling in the repeat course form.</p>
Repeat (R)	“R” is assigned to a course repeated by the student. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA. In the courses that are repeated, an R will be mentioned on the transcript along with the new grade obtained to indicate that the course has been repeated.
S / US	Satisfactory / Unsatisfactory Performance in a zero-credit course. As per the grading scheme, if a student scores ‘Fail’, unsatisfactory (US) is awarded in the course, else it is ‘Satisfactory’.
FA	Fail due to attendance. Applicable if attendance falls below 50% and there are no extenuating circumstances
XF	Fail due to academic integrity violations as per plagiarism policy or other academic misconduct and integrity issues
W	Withdrawal from course.

Grade Descriptors

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

Grade	Written Examinations	Report/ Essays/ Case Analysis	Presentations	Research/ Internship based work
A	<p>Able to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers are insightful and show complete grip of facts, knowledge, and skills. Methods are correct.</p> <p>Clear and well derived arguments. Approach is original devoid of any plagiarism</p>	<p>Systematic and accurate account of the assignment; Exceptionally well organized</p> <p>Comments are critical and comparative</p> <p>Data collection, methods and analysis are thorough and exceptional</p> <p>Shows the grasp of topic beyond taught materials, and does extensive research on the topic</p>	<p>Very well prepared, systematic approach with a clear understanding of the material and methods.</p> <p>Excellent presentation skills, answers are thoughtful and accurate.</p> <p>Able to work independently or in a group.</p>	<p>Exhibits thorough understanding and application of scientific process of enquiry.</p> <p>Presents high quality assimilation of academic literature & industry/ company issues. Applies management theories to develop arguments</p> <p>Provide insightful commentary with substantiation of arguments</p>
B	<p>Shows ability to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers accurately, demonstrating a good knowledge of the topic. Methods are correct.</p> <p>Original work with clear and well derived arguments</p>	<p>Largely systematic and accurate account of the assignment; well organized.</p> <p>Data collection, methods and analysis applied correctly</p> <p>Evidence to extended reading on the topic</p>	<p>Well prepared, systematic approach with a clear understanding of the material and methods.</p> <p>Good presentation skills, answers are correct accurate. Ideas are independent and is participating in the group</p>	<p>Systemic enquiry and application of theory</p> <p>Awareness of major literature and industry/ company issues</p> <p>Argues the facts comprehensively</p>
C	<p>Attempts to analyze critically, with sound arguments, supported by relevant facts. Methods are applied with difficulty or partially.</p>	<p>Systematic and accurate account of the assignment; reasonably organized.</p> <p>Data collection, methods and analysis</p>	<p>Adequate preparation, reasonable approach and understanding of the material and methods.</p>	<p>Enquiry process is adequate.</p> <p>Discusses the data and other evidence.</p> <p>Shows awareness of literature</p>

	Some evidence of original work	applied with few inaccuracies	Adequate presentation skills	
D	Answers are incomplete with limited knowledge of topic. Arguments are weak and shows lack of application of methods.	Incomplete approach to assignment, data analysis. Reading of concepts is weak and	Lack of preparation, unsystematic approach, Limited answers Difficulty in working alone and weak participation in groups	Work is anecdotal, descriptive. Significant deficiency in presentation of data or arguments.

c. 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

d. Incomplete Grade:

When a student has failed to complete a major component of a required course, he/she may be allotted Grade 'I' by the instructor. Students can make up for Grade 'I' by satisfying the requirements of the concerned course instructor. The final decision on an incomplete grade is up to the instructor. The incomplete course work must be completed within two weeks after declaration of the grades, otherwise, the student will be asked to repeat the course in the next offering by paying the repeat course fee and filling in the repeat course form.

XVII. Examination

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

details out schedule of component wise evaluation. Final examination schedule is announced separately. The rules of examinations are as follows:

- i. Students are required to settle all outstanding dues before appearing in the final examination.
- ii. Students should write their roll number immediately on receipt of the answer sheets, continuation sheets, question paper, case studies or any other materials provided during the examination. Non-compliance to this Rule would be considered as academic malpractice.
- iii. Any kind of conversation among students is strictly prohibited inside the Examination Hall. Also, any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Smart devices are not allowed inside the Examination Hall except with the permission of the subject faculty.
- iv. Students should not exchange their question papers or any other material during the examination. If any student is found guilty of any kind of malpractice, he/she is subjected to disqualification from the examination.
- v. Students are advised to submit answer sheets / graph papers/ any other sheets including all sheets used during the examination.
- vi. Cheating during examination is a serious offence;
 - if a student is caught cheating, then he/she is asked to leave the Examination Hall immediately. The invigilator collects all incriminating evidence and report to the Registrar.
 - Wherever, the case of cheating during examination is clearly established by the invigilator, the concerned student shall be awarded zero marks for that component.
 - If a student violates any other rules or instructions during an examination, it will be reported to the Registrar who shall in turn report to the disciplinary committee.
 - Impersonation is a serious offence and it will be dealt as per the UAE law.
- vii. During the period of examination, a student is not allowed to go out of the Examination Hall. In case of emergency, permission needs to be taken from the invigilators.
- viii. It is students' responsibility to take care of his/her belongings during examination. The institution is no way responsible if it is found that any item of student's belonging is missing, during/after the examination.
- ix. If a student could not attempt the examination due to unavoidable circumstances, then he/she can appear for a reexamination only after he/she provides relevant proof and gets a written approval from the Instructor and Program Chairperson.

XVIII. Course Feedback

This survey is administered to the students at the end of each Module/term before the commencement of each Module/term final exams. This survey assesses three aspects of the course delivery – Methods of Course Delivery, Adequacy of Material used for Course Delivery and the Skills of each Instructor. This evaluation serves the purpose of assessing both the course and the learning

process. IMT-Dubai asks students to participate in the course evaluation so that the Institute is aware of students' perceptions and make improvements accordingly.

a. Student ID

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

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

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

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

b. Student Email ID

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

XIX. Tuition Fees and Payment Schedules

MBA program fee payment Plan – Tuition Fees & Charges

Sl. No.	Description	Term				Total fees
		1	2	3	4	In AED
All amount in AED						
1	Tuition fees	18,700	18,700	18,700	18,700	74,800
2	Administration Fees	2,550	2,550	2,550	2,550	10,200
3	Medical Insurance	2,038				2,038
4	Visa charges	3,150				3,150
5	Alumni Membership Fee				370	370
6	Hostel Deposit (refundable)	3,700				3,700
7	Library Deposit (refundable)	1,110				1,110
	Total amount:	31,248	21,250	21,250	21,620	95,368
	Fee Payment month (approx.)	September	Dec	March	June	
Note: VAT @ 5% will be charged extra on Sl. no. 1, 2, 3, 4 & 5.						

**Above fee includes double sharing accommodation for students outside UAE.
For single accommodation, extra fee of AED 7,000 is applicable.**

Notes:

1. To be eligible for approved discount, student should submit a valid and original discount card at the time of fee payment to register for new semester/term. If the discount card is not valid or expired then discount will not be granted.
2. The eligible discount cannot be changed in between the ongoing semester/term.
3. Visa charges are for one year. In case visa is required to be renewed, applicable charges will be borne by the student.
4. Medical insurance and visa charges are applicable only if a student opts for.

Fee structure and payment schedule are also included in the offer letter.

Bank Details

Account Name	Institute of Management Technology FZ LLC
Bank Name	Emirates NBD 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

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

Notes

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

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

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

Semester and the students have to vacate their rooms four days after the end of each Semester.

Late Fee Policy

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

Details for Late Fee Charges									
PARTICULARS	Late Fee for delay of every 15 days*								
	Amount in AED								
Late Fee - Outstanding Fees AED 501 – 10000	100								
Late Fee - Outstanding Fees AED 10001 – 20000	200								
Late Fee - Outstanding Fees AED 20001 – 30000	300								
Late Fee - Outstanding Fees AED 30001 – 40000	400								
Late Fee - Outstanding Fees AED 40001 – 50000	500								
Late Fee - Outstanding Fees AED 50000 Onwards	750								
<p>* For example, the outstanding fee of a student is AED 9900 which falls under the slab AED 501- 10000. Late fee under the slab is calculated as below:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Period of Delay</th> <th style="text-align: left;">Late Fee</th> </tr> </thead> <tbody> <tr> <td>1 to 15 days</td> <td>AED 100</td> </tr> <tr> <td>16 to 30 days</td> <td>AED 200</td> </tr> <tr> <td>31 to 45 days</td> <td>AED 300 and so on.</td> </tr> </tbody> </table>		Period of Delay	Late Fee	1 to 15 days	AED 100	16 to 30 days	AED 200	31 to 45 days	AED 300 and so on.
Period of Delay	Late Fee								
1 to 15 days	AED 100								
16 to 30 days	AED 200								
31 to 45 days	AED 300 and so on.								

Maximum Annual limit for any fee increase

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

XX. Scholarships

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

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

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

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

XXI. Disputes and Arbitration

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

XXII. Miscellaneous and Late Fees charges

Details for Miscellaneous Fees/Charges:

PARTICULARS	AMOUNT	VAT - 5%	NET TOTAL	AMOUNT	VAT - 5%	NET TOTAL
	<i>All amount in AED</i>			<i>All amount in USD</i>		
Genuineness Certification	50.00	2.50	52.50	14.00	0.70	14.70
Letters li Letterhead (Five Working Days)	100.00	5.00	105.00	28.00	1.40	29.40
Duplicate Examination Hall Ticket	50.00	2.50	52.50	14.00	0.70	14.70
Letters in Letterhead (Two Working Days)	150.00	7.50	157.50	42.00	2.10	44.10
Grade Appeal/ Academic Committee	200.00	10.00	210.00	55.00	2.75	57.75
Interim Transcript	250.00	12.50	262.50	69.00	3.45	72.45
Official Course Outlines Details	400.00	20.00	420.00	110.00	5.50	115.50
Toc Application Fees (Course Mapping Fees)	300.00	15.00	315.00	83.00	4.15	87.15
Official Course Outlines Details (Urgent)	500.00	25.00	525.00	137.00	6.85	143.85
Duplicate Degree Certificate	500.00	25.00	525.00	137.00	6.85	143.85
Cheque Return Charges	500.00	25.00	525.00	137.00	6.85	143.85
Provisional Certificate	300.00	15.00	315.00	83.00	4.15	87.15
Duplicate Degree Certificate (Urgent)	800.00	40.00	840.00	220.00	11.00	231.00
Re-Examination Fees	500.00	25.00	525.00	137.00	6.85	143.85
Emirates ID Reissuance	800.00	40.00	840.00	220.00	11.00	231.00
IELTS Book	900.00	45.00	945.00	247.00	12.35	259.35
IELTS Exam	1,050.00	52.50	1,102.50	288.00	14.40	302.40
Deferral Fees	2,000.00	100.00	2,100.00	548.00	27.40	575.40
Re-Joining Fees for Withdrawn/Unannounced Discontinued Students	3,000.00	150.00	3,150.00	822.00	41.10	863.10
Repeat Course Fees	BASED ON THE CREDIT FOR THE COURSE					

Drop Course Fees	500.00	25.00	525.00	137.00	6.85	143.85
Transport - Per Semester						
Dubai	2,000.00	100.00	2,100.00	548.00	27.40	575.40
Sharjah	2,500.00	125.00	2,625.00	685.00	34.25	719.25
Ajman	2,750.00	137.50	2,887.50	753.00	37.65	790.65
Jebel Ali /Discovery Gardens	2,500.00	125.00	2,625.00	685.00	34.25	719.25
English Foundation Course (Four Weeks)	3,000.00	150.00	3,150.00	822.00	41.10	863.10

Note: The fees are subject to change annually

N. Contact information of Student Services

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

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

Appendices

Appendix-1: Safeguarding Policy on Preventing Extremism, Radicalization and Terrorism

IMTD is committed to safeguard the wellbeing of its students and employees and other stakeholders who use its premises and services from the risk of being drawn into radicalization, terrorism, or extremism. In particular, young people can be drawn to extremism by being exposed to people, messages or literature that espouse radical behavior. Institution may be the target of hybrid threats through a mix of physical attacks, cyberattacks and disinformation campaigns attempting to radicalise the political narrative.

Physical and digital infrastructure that are widely used in daily life (e.g. energy, transport, healthcare, residential hostel, class rooms etc.). It must be protected and made resilient against both physical and cyber-attacks. In order to safeguard and prevent radicalization among young students, following approach comprising of detection, awareness and control to ensure a safe environment for students and all stake holders.

Detection – Early detection of radicalization is very important for its control and minimize the associated risks. All employees and students of IMTD are frequently made aware of early signs of radicalization among the youth. Employees and students are advised to report any behaviour change among their close contacts that include the following:

- General changes patterns of behaviour or daily routine
- Becoming overly secretive;
- Changes in type of dress;
- Use of inappropriate language;
- Possession of extremist literature;
- The expression of extremist views;
- Advocating violent actions;
- Association with known radicals.

Awareness - All students are informed about the policy and on radicalization and its consequence on their and others' wellbeing. The awareness is built through sessions during orientation at the time of enrollment as well as periodic workshop by professionals.

Control-Any person detecting or suspecting radicalization in any form is required to report the matter to Director/ Dean/Program Chair/Student Service Executive/Head Administration/Student Counsellor immediately. In absence of the Director, the matter must be reported to Dean and the Head of Administration. The competent authority such as Student Counsellor/ Third party expert on the matter shall be consulted for investigation internally. The institution reserves the right to take necessary disciplinary actions against those student/employees presenting safeguarding concerns.

Such cases may be reported to local authorities, if deemed, for necessary action and the institution reserve the right to share the information relating to the students/employees with the investigating agencies.

The institution shall comply with any governmental requirements issued on safeguarding students/ employees and other stakeholders from all forms of abuse.

Appendix-2: Anti-Corruption and Bribery

IMTD follows a zero-tolerance policy in regards to corruption and bribery in all its operations. IMTD mandates that all its employees shall stay away from corruption and bribery in any form. All members of the BoG and the Advisory Board, employees and students shall conduct all activities honestly, fairly and professionally.

Articles 234-239 of the UAE Federal Law 3/1987 (popularly known as the UAE Federal Penal code) provide legal framework to deal with the cases of corruption and bribery. An act of bribery is committed if an individual accepts or promises a gift/benefit/ other grant, whether directly or indirectly, in exchange for committing or neglecting an act in violation of his/her duties either for his own benefit or for the benefit of any other person, entity or establishment.

IMTD mandates that all employees and other relevant stakeholders of the institution shall not directly or indirectly be involved in any of the following activities in exchange of any gift/benefits/ grants either in cash/kind.

- i. Sharing assignments under evaluation process;
- ii. Leaking examination/ assignment papers before the scheduled date of assessment/ examination;
- iii. Offering/promising/awarding undeserved grades;
- iv. Offering/promising admission to any undeserving candidate;
- v. Offering/promising/awarding contracts to undeserving vendors;
- vi. Offering/promising/awarding appointments to undeserving candidates;
- vii. Offering/promising remission of disciplinary action;
- viii. Any other related issues that breaches the policies of the institution regarding integrity, ethics (Section D of Faculty Manual and Appendix H of Staff Manual), nepotism-employment of relatives (Section 5J) and guidelines regarding conflict of interest (Section-10 A).

Dealing with Government Departments/ Entities

IMTD mandates that only authorized employees shall deal with Government departments/ entities on its behalf. While dealing with Government departments/ entities the concerned employee shall comply with the requirements of Articles 234-239 of the UAE Federal Law 3/1987 and all other applicable UAE Laws and Regulations. In case of any confusion regarding any applicable laws and regulations, the concern employee should contact the Director for necessary clarifications. It is to emphasize that offering gift/benefit/other grant, whether directly or indirectly, to a public servant is a punishable offence under the UAE Federal Law 3/1987 which may lead to imprisonment.

Whistleblowing

IMTD supports all employees, students, vendors and other stakeholders to act as a whistleblower in case they suspect any instance of bribery and corruption or they are victim of bribery and corruption. They should immediately report the matter to the Director (whistle@imt.ac.ae). The Director shall not disclose the identity of any whistleblower and protect whistleblower from any vindictive action.

In the case of bribery/ corruption involving the Director, the whistleblower may inform the matter to the BoG (bog@imt.ac.ae).

Due Diligence and Action

The following procedures shall be followed for conducting due diligence and necessary action in reported cases of corruption and bribery involving students, employees and third-party vendors:

- i. Cases of reported corruption/ bribery indulged by any student shall be referred to Student Grievance Committee (Section 1C.15). The committee shall carry out due diligence and submits its finding to the Director.
- ii. Cases of reported corruption/ bribery indulged by any employee or any third-party vendor shall be referred to Employee Grievance Committee (Section 1C.18). The committee shall carry out due diligence and submits its finding to the Director.
- iii. Cases of reported corruption/ bribery indulged by the Director/ any member of Advisory board/ any member of the BoG shall be referred to the BoG. The BoG shall carry out due diligence.

In case any member of the Student Grievance Committee/ Employee Grievance Committee is involved in the reported corruption/bribery case, he/she shall not be part of the committee till the matter is disposed of.

In consonance of the zero-tolerance policy towards corruption and bribery, the following actions shall be taken in the proven cases of corruption and bribery:

- i. Wherein a student is found to be guilty, he/she shall be suspended from the program and the matter shall be reported to the legal authorities;
- ii. Wherein an employee/Director is found to be guilty, he/she shall be terminated from the employment and the matter shall be reported to the legal authorities;
- iii. Wherein a third-party vendor is found to be guilty, all contracts with such vendor shall be cancelled and the matter shall be reported to the legal authorities;
- iv. Wherein a member of the Advisory Board/ BoG is found to be guilty, he/she shall be removed from the board and the matter shall be reported to the legal authorities.

Appendix-3: Dissertation

Conducting a research project under the guidance of a faculty member is a unique opportunity for students to not only hone their critical analysis and writing skill but also engage in deep exploration of real life problems. With this in mind, an applied research dissertation has been added as a compulsory component of the MBA program at IMT. This opportunity helps the students to familiarize themselves with industry best practices in the region, apply cutting edge theory to newer situations and deepen their knowledge in a chosen domain. Depending on the scope of the identified problem of research, the chosen topic for the dissertation can also be interdisciplinary in nature.

I. Objectives of Dissertation

The objective of dissertation is to:

1. Develop research and analysis capabilities to solve real business issues.
2. Learn to work independently in a given situation.
3. Learn to communicate effectively especially through academic writing.

II. Learning Outcomes

After completion of this dissertation, students will be able to:

1. Exhibit business management related knowledge to identify issues for conducting research. **(Knowledge)**
2. Apply theories, concepts and research tools to real life business issues. **(Skill)**
3. Apply critical analysis to a situation and develop alternative arguments and solutions for evaluation **(Self Development & Role in Context)**
4. Work independently by applying own mind to complex and intractable business problems. **(Autonomy & Responsibility)**
5. Persuasively communicate the findings of the analysis in the form written report and presentation **(Skill)**

III. Time Schedule, Procedure and Credits

1. The Dissertation commences in the 3rd term and submission is in the 4th term of the program.
2. The Dissertation is equivalent to 6 credit hours.
3. The Dissertation has to be conducted by students individually.
4. Each student will be attached to one IMT faculty (maximum up to two faculty). Student can approach faculty directly or through program office to seek their guidance to work on a topic of research.
5. Students may also take the help of the office of career services to connect with Industry for the purpose finalizing the dissertation topic.
6. Students must submit a dissertation proposal in the form of topic definition and justification of the dissertation through CANVAS LMS.

7. The dissertation proposals will be evaluated by the Chairperson for Internships & Projects. They may seek help from faculty members from other fields to evaluate the proposals when needed. Students whose proposals are rejected may be asked to find new projects or recommended to expand the scope of the project and submit the same for approval.
8. After the appraisal of proposals, the faculty supervisor for the Dissertation will be assigned by the Chairperson for Internships & Projects.
9. The assigned faculty member will discuss with the concerned students the topic, scope, methodology and objectives of the Dissertation proposal.
10. The proposal will then be registered by the MBA program office.
11. Chairperson for Internships & Projects will liaise between the students and faculty members and will also monitor the timely progress and submission of the Dissertation.
12. At the mid of 4th term, students are required to submit an interim report reflecting the progress of their dissertation to their respective faculty supervisor.

IV. Dissertation Proposal

The Dissertation proposals shall include the following:

- Information about the company if the project is proposed in collaboration with a company
- Summary in paragraph format of the topic of research highlighting the main research questions.
- Motivation or the statement of the reasons to study this topic.
- Statement of specific goal(s) and objectives of the proposed topic.
- Identification of any secondary information/literature/research that may be helpful/relevant to the topic.

V. Evaluation & Grading

After completion of the Dissertation work as per the timeline communicated by the program office. Each student will submit a soft copy (MS Word) as per the report writing guidelines on CANVAS LMS (<https://imtdubai.instructure.com/login/canvas>). Subsequently, the student is required to defend his/her research in front of a panel of faculty experts including the faculty supervisor. The faculty supervisor will independently evaluate the report and assign a grade for 70% of the dissertation component and the panel will assess the presentation that will carry 30% weightage. The following is to be used as a guideline for assessing the dissertation report and presentation.

Sl.no	Content	Marks
1	Topic definition, Objectives and Scope	10
2	Literature Review	10
3	Choice of Research Methodology	10
4	Data Collection and Analysis	15

5	Recommendations and Conclusion	15
6	Report Writing Quality	10
7	Presentation	30
Total		100

VI. *Suggested Reading List*

- John Beech, *Doing Your Business Research Project*, Sage Publications, Illustrated Edition (17 November 2014)
- Jigme Keizer, Piet Kempen, *Business Research Projects*, Butterworth Heinemann, Elsevier. (2006)
- Jonathan Wilson, *Essentials of Business Research: A Guide to Doing Your Research Project*, Sage Publications. 2nd Edition (October 23, 2020)
- A.D, Jankowicz, *Business Research Projects*, Cengage Learning EMEA; 4th edition (9 December 2004)
- William G. Zikmund, Barry J. Babin, Jon C. Carr, and Mitch Griffin, *Business Research Methods*, 9th Edition, Cengage Learning, 2013.
- Bryman and Bell, *Business Research Methods*, 4th Edition, Oxford University Press, 2015
- Joe F. Hair Jr., Mary Celsi, Arthur Money, Phillip Samouel, Michael Page, *Essentials of Business Research Methods*, 3rd Edition, Taylor & Francis, 2016.
- Saunders, Philip Lewis, Adrian Thornhill, *Research Methods for Business Students*, Pearson Education, 2009.

VII. *Plagiarism*

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

Level	Similarity Percentage	Penalty
I	16 - 25%	This level is considered a moderately high level of similarity. For this violation, 25% of the awarded score in that assessment shall be deducted.
II	Above 25%	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

Faculty submits plagiarism incident reports covering both Level-I and Level-II cases with all the details to the Program Chair. The program Chair keeps a record of all such incidents of plagiarism during the semester. The Program Chair shall report the cases of level II to the Disciplinary Committee. The Disciplinary Committee evaluates the cases of level-II and may come up with the following penalties:

- Award zero marks for the component of assessment.
- Award grade XF (fail due to academic integrity violations) in the course. The student has to repeat the courses once again.
- In case of repeat violations, the student may be dismissed from the program.

For details on Plagiarism Policy refer to Section W. Student Academic Integrity of the PPM August 2022, Page 172.

Tips for students

To avoid similarities, students should not copy sentences / paragraphs from someone else's work. To quote someone's statement, provide the statement within quotation marks and refer it with author name and page number of the original text where the statement is present. In case of presenting someone else's ideas, students are required to present the idea(s) in their own language with proper citations to the author/sources.

VIII. Report Writing Guidelines

- The Dissertation report should not exceed 30-40 pages.
- The word count limit is 12000 words
- The contents should be typed in Times New Roman font 12, justified, 1 ½ line space, 1-inch margin on all sides.
- All pages, tables, figures, charts and annexures should be numbered properly, and should be included in the table of contents.
- Executive summary should be maximum of 1 page.
- Heading font: 12, Times New Roman, bold, title case. e.g. **Heading Font**
- Subheading Font: 12, Times New Roman, underline, title case. e.g. Subheading Font
- The sequence of content is:
 - Cover Page (As per the attached format)
 - Table of Contents
 - Acknowledgement
 - Dissertation Completion Certificate signed by Faculty Supervisor
 - Executive Summary (Maximum one page)
 - Chapter 1 - Introduction
 - Chapter 2 - Literature Review
 - Chapter 3 - Methodology
 - Chapter 4 - Analysis and Results
 - Chapter 5 - Discussions and Recommendation
 - Chapter 6 - Conclusion
 - References/Bibliography: Please acknowledge the use of materials from different sources in the preparation of your dissertation and provide a citation including: author's name, title of book, year published, publisher's name, city, ISBN number, page number. Bibliographic entries are listed alphabetically by the name of the author or by the first major work of the title.

For example: Vetterli, C. "Technical Report Guidelines", Internship Journal, Vol. 1 No. 1, August 1992, pp.51-53.

- Appendix: Appendices can contain program listings, drawings, extra figures, technical specifications, or other detailed explanations of some aspects of your Report. These are not relevant enough to include in the main report but supplement the reader's understanding of the subject matter.

IX. *For a Sample Cover page refer to page-7, For Completion certificate refer to page-8, Dissertation evaluation form for faculty and panel members are presented in page-10 and 11 respectively.*

X. An expert led session on academic writing, referencing and plagiarism will be conducted for all students before the commencement of the dissertation.

(Cover Page Sample)



Title of Report

Submitted by
Student Name
Student ID

Under the Supervision of
...Prof.....XYZ...

Year
Term



Institute of Management Technology, Dubai

Completion Certificate (Sample format)

This is to certify that (Student Name) with Roll No..... of the MBA Program has successfully completed the Dissertation titled under my supervision as partial requirement to complete the program.

Faculty Supervisor

Name:

Signature:

Date:

Dissertation Report Evaluation by Faculty Supervisor

Name of the Student:	Roll No
Organization Name:	
Title of Dissertation:	

Components	Maximum Marks	Marks Awarded
Topic definition, Objectives and Scope	10	
Literature Review	10	
Choice of Research Methodology	10	
Data Collection and Analysis	15	
Recommendations and Conclusion	15	
Writing Quality	10	
Total	70	

In what areas does the student need to improve?	
Name of Faculty:	
Date:	Signature

Dissertation Presentation Evaluation by Faculty Panel

Name of the Student:	Roll No
Date of Presentation:	
Title of Dissertation:	

Component	Maximum marks	Marks Awarded by Faculty Supervisor	Marks Awarded by Faculty Examiner
Scope and Objective of work	5		
Methodology for the study	10		
Analysis & Conclusions	5		
Pacing and clarity of presentation	5		
Response to questions by the panel	5		
Total	30		

Faculty Supervisor: _____

Faculty Examiner: _____

Signature: _____

Signature: _____

Document Change Record

Version: **January 2023**

Date of Approval of the BoG: 25th January 2023

Sl.no	Change summary	Section	Page no. of previous version-December 2022	Page no. of current version-January 2023
1	Clarified situation when 15% exemption to similarity assessment will not apply Also replaced the word " Ouriginal" by "Turnitin"	I	39-42	39-42

Version: **December 2022**

Date of Approval of the BoG: 27th December 2022

Sl.no	Change summary	Section	Page no. of previous version-October2022	Page no. of current version-December2022
1	A brief statement of the institution's history		3	3
2	Strategic goals and objectives are updated		4	4
3	Updated attendance policy is included	XV	60	60
4	Updated Plagiarism policy is included	I	43	43,44
5	Tuition fees and Payment schedules are incorporated	XIX	NA	67-68

Version: **October 2022**

Date of Approval of the BoG: 26th September 2022

Sl.no	Change summary	Section	Page no. of previous version-August 2022	Page no. of current version-October 2022
1	All references to Associate Dean is replaced by Dean Academics			Entire Graduate Handbook

Sl.no	Change summary	Section	Page no. of previous version- May 2022	Page no. of current version- Aug 2022
1	<p>Penalty Mechanism for Plagiarism cases is strengthened to discourage students from submitting plagiarized work.</p> <p>Subsection III Levels of Plagiarism and Penalties: This has been revised by reducing the levels into two. The level-II cases of plagiarism are now reported to Disciplinary Committee by the Program Chair. The Disciplinary Committee's penalties are also mentioned to provide a guideline to the committee.</p>	Section I: Student Academic Integrity	41-44	41-44
2	<p>Student Attendance norm is strengthened from a minimum of 50% to 75% to improve academic quality through class participation.</p> <p>The students are required to maintain a minimum attendance of 75% in each course. This has been added in Section M.XV. Grade reduction has been removed due to attendance shortages.</p>	Section M.XV: Attendance and Class Participation	60-61	60-61

Sl.No	Change Summary	Section	Page no. of previous version- October 2021	Page no. of current version- May 2022
1	Holiday Calendar Inserted			7
2	H. Code of Conduct	I. Student Conduct Code is revised by including Preventing Extremism,	37	38

		Radicalization and Terrorism		
3	J. Students Disciplinary Policies, Grievance and Appeals	The reasons for Grade Appeals included	44-45	46-47
4	M. Academic Policies	Full time Equivalent (FTE) Faculty: Student Ratio inserted in XVI: Course Assessment	N/A	61
5	Appendix-1: Safeguarding Policy on Preventing Extremism, Radicalization and Terrorism		N/A	73
6	Appendix-2: Anti-Corruption and Bribery		N/A	75