



Institute of  
Management Technology

Dubai



# UNDERGRADUATE PROGRAM CATALOG

ACADEMIC YEAR  
**2022-2023**

DECEMBER 2022

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### a. Academic Calendar

Academic Calendar - AY 22-23 for BBA existing batch			
Semester	Start Date	End Date	No. of weeks
Fall	Monday, August 29, 2022	Friday, December 16, 2022	15 weeks
Fall Break	Monday, December 19, 2022	Sunday, January 1, 2023	2 weeks
Spring	Monday, January 2, 2023	Friday, May 5, 2023	18 weeks
Spring Break	Monday, March 27, 2023	Friday, April 7, 2023	2 weeks
Summer	Monday, June 5, 2023	Friday, August 11, 2023	10 weeks

	Date	Event
Fall - 2022	Monday, August 29, 2022	Beginning of Fall 2022 semester
	Saturday, October 8, 2022	Prophet Muhammad's Birthday - Holiday
	Thursday, December 1, 2022	Commemoration Day - Holiday
	Friday, December 2, 2022	UAE National Day - Holiday
	Saturday, December 3, 2022	UAE National Day - Holiday
	Friday, December 9, 2022	End of classes for Fall 2022 semester
	Monday, December 12, 2022	Beginning of Final Exams - Fall 22 Semester
Fall Break	Friday, December 16, 2022	End of Final Exams - Fall 22 Semester
	Monday, December 19, 2022	Fall Break Begins
	Sunday, January 1, 2023	Fall Break Ends

	Date	Event
Spring -2023	Monday, January 2, 2023	Beginning of Spring 23 Semester
	TBD	Vaudeville 2023
	Friday, April 21, 2023	Eid al-Fitr holidays begins
	Sunday, April 23, 2023	Eid al-Fitr holidays End
	Friday, April 28, 2023	End of classes for Spring 2023 semester
	Monday, May 1, 2023	Beginning of Final Exams - Spring 23 Semester
	Friday, May 5, 2023	End of Final Exams - Spring 23 Semester
Spring Break	Monday, March 27, 2023	Spring Break Begins
	Friday, April 7, 2023	Spring Break Ends

Summer - 2023	Date	Event
	Monday, June 5, 2023	Beginning of Summer 23 semester
	Wednesday, June 28, 2023	Arafat day
	Thursday, June 29, 2023	Eid al-Adha holidays begins
	Saturday, July 1, 2023	Eid al-Adha holidays ends
	Wednesday, July 19, 2023	Islamic New Year - Holiday
	Friday, August 11, 2023	End of Summer 23 semester

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

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

\* Islamic holidays can only be confirmed once official Government announcements are made.

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

### Academic Calendar - AY 22-23 for BBA new batch

Semester	Start Date	End Date	No. of weeks
Fall	Friday, September 23, 2022	Sunday, January 15, 2023	15 weeks
Fall Break	Monday, December 26, 2022	Sunday, January 1, 2023	1 week
Spring	Friday, January 20, 2023	Friday, May 19, 2023	18 weeks
Spring Break	Monday, March 27, 2023	Friday, April 7, 2023	2 weeks
Summer	Monday, June 5, 2023	Friday, August 11, 2023	10 weeks

Fall - 2022	Date	Event
	Friday, September 23, 2022	Beginning of Fall 2022 semester
	Saturday, October 8, 2022	Prophet Muhammad's Birthday -Holiday
	Thursday, December 1, 2022	Commemoration Day - Holiday
	Friday, December 2, 2022	UAE National Day - Holiday
	Saturday, December 3, 2022	UAE National Day - Holiday
	Sunday, January 15, 2023	End of classes for Fall 2022 semester
	Monday, January 16, 2023	Beginning of Final Exams - Fall 22 Semester
Fall Break	Friday, January 20, 2023	End of Final Exams - Fall 22 Semester
	Monday, December 26, 2022	Fall Break Begins
	Sunday, January 1, 2023	Fall Break Ends

	Date	Event
Spring -2023	Friday, January 20, 2023	Beginning of Spring 23 Semester
	TBD	Vaudeville 2023
	Friday, April 21, 2023	Eid al-Fitr holidays begins
	Sunday, April 23, 2023	Eid al-Fitr holidays End
	Friday, May 19, 2023	End of classes for Spring 2023 semester
	Monday, May 22, 2023	Beginning of Final Exams - Spring 23 Semester
	Friday, May 26, 2023	End of Final Exams - Spring 23 Semester
Spring Break	Monday, March 27, 2023	Spring Break Begins
	Friday, April 7, 2023	Spring Break Ends

	Date	Event
Summer - 2023	Monday, June 5, 2023	Beginning of Summer 23 semester
	Wednesday, June 28, 2023	Arafat day
	Thursday, June 29, 2023	Eid al-Adha holidays begins
	Saturday, July 1, 2023	Eid al-Adha holidays ends
	Wednesday, July 19, 2023	Islamic New Year - Holiday
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**PUBLIC HOLIDAYS:** Students will be required to make-up for classes missed during public holidays

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\* 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.

**b. A brief statement of the institution's history**

IMT Dubai was established in 2006 as a private (FZ-LLC), self-funded, standalone business school in the UAE. All the program offered by IMT Dubai are accredited by the Ministry of Education-Higher Education Affairs, UAE and, as such, IMT Dubai has the authority to award degrees for all approved programs. IMT Dubai is also licensed by the Knowledge and Human Development Authority (KHDA) of the Dubai Government. Currently, these are the two highest accreditations/licenses that an academic institution in Dubai can attain.

The Institute offers undergraduate and postgraduate programs to an international audience. All the programs are delivered in English language.

IMT-Dubai is located at Dubai International Academic City, a special purpose zone that hosts universities and other learning institutions. In the five buildings, spread over almost 250,000 square feet, IMT-Dubai offers superior academic, entertainment and residential facilities. Student housing is located within the campus, and is near to Dubai's main attractions.

## Statements of Vision, Mission and Institutional goals

The Vision and Mission of IMT is as follows:

### 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 & Objectives of the institute

### 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.

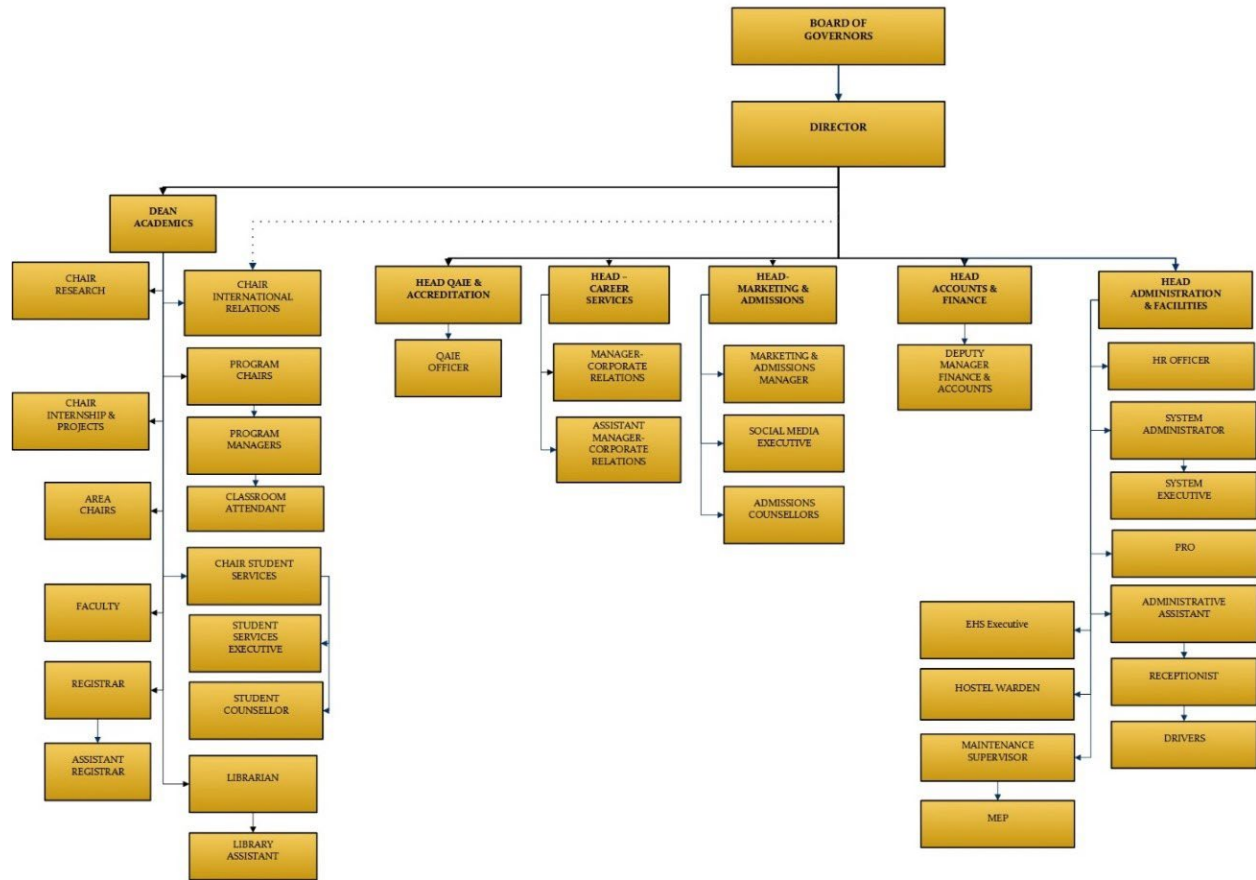
**Statement about Licensure**

Institute of Management Technology-Dubai, located in the Emirate of Dubai, is officially Licensed from 22-February-2006 to 20-September-2022 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.

**International accreditations held by programs**

All the programs offered at the institute are accredited by The International Accreditation Council for Business Education (IACBE). This accreditation is valid till 31<sup>st</sup> December 2026. The institute has initiated the process for AACSB accreditation and is a member. The initial Self-Evaluation Report (iSER) by the institute is accepted by AACCB in the year 2020, and the institute is expected to submit progress report in September 2021.

## c. Organization Chart of the institute



**d. Resources and Physical settings**

**Location**

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

**Building**

The state of the art campus spread over approximately 5 acres of plot and hosts world-class teaching and learning halls, a library and other curricular and extra-curricular infrastructure. On-campus hostel facilities also ensure a full university experience for students. Institute physical resource consists of a plot area of **226,587** sq. ft. in 8 buildings: five buildings are for students’ residence, two for lecture halls and a main building for faculty & staff offices and library.

The infrastructure at the IMT campus includes

<ul style="list-style-type: none"> <li>• Classrooms – 18 Nos</li> <li>• Study Rooms- 6 Nos.</li> <li>• Library – 1 (120 Seats)</li> <li>• Faculty Cabin - 23 Nos.</li> <li>• Big Cabin for HOD/Staff - 11 Nos.</li> <li>• Conference Room - 2 Nos.</li> <li>• Prayer Room (Male) - 1 Nos.</li> <li>• Prayer Room (Female) - 1 Nos.</li> </ul>	<ul style="list-style-type: none"> <li>• Student accommodation with 594 beds</li> <li>• Canteen with dining halls – 1</li> <li>• Coffee shop -1</li> <li>• Parking slots – 200 Nos</li> </ul>
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Institute currently has 18 lecture halls, 6 tutorials/study rooms, an auditorium & a library. Additional educational support spaces include the fitness center, music rooms, student lounge / recreation hall, table tennis & other indoor recreational facilities.

There is separate accommodation for male and female students in the campus.

**Classrooms and Capacities**

Floor	Classroom No.	Capacity
Ground	Room 1	36
Ground	Room 2	36
Ground	Room 3	52
Ground	Room 4	52
Ground	Room 5	52
Ground	Room 6	36

Ground	Room 7	36
First	Room 8	40
First	Room 9	40
First	Room 10	54
First	Room 11	54
First	Room 12	54
First	Room 13	36
First	Room 14	36
First	Room 15	30
First	Room 16	30
First	Room 17	30
First	Room 18	30

**Campus accessibility and parking**

IMTD campus is located within DIAC campus on the main road with road access and parking access for 220 vehicles. The student parking is available both inside and outside the premises that are clearly marked.

**e. Corporate Relationships with other Educational, Cultural or Community organizations.**

**Educational Partners**

IMT also has an extensive collaboration with International B-Schools across the world. The institute philosophy is to extend collaborations with Universities and Business Schools with high quality standing so as to create maximum value for exchange students. Following is the list of our international Academic partners for the 2021 academic year.

#	Partner Names	Country
1	Nova School of Business & Economics	Portugal
2	IÉSEG School of Management	France
3	NEOMA Business School	France
4	Toulouse Business School	France
5	Rennes School of Business	France
6	Institut Mines-Télécom Business School	France
7	EM Normandie	France
8	Burgundy School of Business	France
9	ISCTE Instituto Unversitario De Lisboa	Portugal
10	Arizona State University	USA
11	International School of Management	Germany
12	PSB Paris School of Business	France
13	ESCA Ecole De Management	Morocco
14	COPPEAD Graduate School of Business	Brazil
15	ICHEC Brussels Management School	Belgium
16	Institut Superieur De Gestion	France
17	Fachhochschule KufsteinTirol Univ. of Applied Sciences	Austria
18	Nottingham Trent University	UK
19	Chung-Ang University	S. Korea
20	National Tsing Hua University	Taiwan
21	BINUS University	Indonesia
22	ALBA Graduate Business School	Greece
23	Universiti Tenga Nasional	Malaysia
24	Universita Degli Studi Di Messina	Italy

25	ICD International Business School	France
26	INSEEC Business School	France
27	Universidad de Monterrey	Mexico
28	Universitas Indonesia	Indonesia
29	em-lyon Business School	France

### Other Corporate Relationships/Partners

PRIME-an initiate of the United Nations Global Compact
WE SUPPORT - UN Global Compact
Dubai International Academic City – Student-Hub
FINCASA Capital
IBM

### MoU/Agreement with Other University Libraries in the UAE.

One of the main objectives of our IMT Dubai library is to develop cooperative arrangements with other libraries with the goals of maximizing resource sharing and providing a level of consistency in programs and services. Currently IMT has cooperative (MoU) agreement between American University in the Emirates (AUE) which is located in Block 6 & 7 Dubai Academic City, for resource sharing and library co-operation.

### i. Programs and degrees offered

List of Undergraduate and Graduate programs

Program	MOE-CAA Accreditation Expiry date	Medium of Instruction
Bachelor of Business Administration	4 April 2024	English
Master of Business Administration	4 April 2024	English
Executive Master of Business Administration	30 September 2022	English

## j. Admission requirements and procedures

### Admission requirements

Applicants are required to contact the admission office in person/website/email/telephone. There is no application fee for applying for BBA program at the institute.

#### I Satisfactory Academic Standing

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

#### II Minimum Requirements

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

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

**III Proficiency in English**

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

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

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

**V Personal Interview:** All applicants are required to pass the personal interview set by the institution.

**VI Conditional Admission**

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



### Admission Deadlines

INTAKES			
Fall 2022			
S. No.	Program	Start Date	Admission Deadline
1	BBA (Weekday)	26 <sup>th</sup> Sep 2022	26 <sup>th</sup> Sep 2022
2	BBA (Weekend)	23 <sup>rd</sup> Sep 2022	23 <sup>rd</sup> Sep 2022
Spring 2023			
S. No.	Program	Start Date	Admission Deadline
1	BBA(Weekend)	27 <sup>th</sup> Jan 2023	27 <sup>th</sup> Jan 2023
Summer 2023			
1	BBA(Weekend)	16 <sup>th</sup> -30 <sup>th</sup> June 2023(Tentative)	16 <sup>th</sup> -30 <sup>th</sup> June 2023(Tentative)

### Admission Process and Required documents

#### a) Document Submissions

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

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

Additionally, if you are seeking advance standing in your chosen program, you must submit the following:

- 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) Issuance of Offer Letters**

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

**Attestation of Documents**

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

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

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

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

- These applicants are provisionally admitted to the University and are permitted to commence the first semester of study. However, they must have their Secondary School Records and Certificates of Completion certified by:
  - a. The issuing Board of Secondary Education or a recognized authority for secondary education in the host country in which the applicant completed their education
  - b. The Ministry of Foreign Affairs in that host country
  - c. The UAE Embassy in that host country

- Additionally, the UAE Ministry of Education, must issue an Equivalency Certificate. Applicants must have a valid UAE residency visa when applying for an Equivalency Certificate.
- In special cases where complying with the above mentioned conditions are not feasible, 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 at the earliest. The applicant will be permitted to commence his/her studies at IMT DUBAI.

For more details, please visit the following link.

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

### **Office of Admissions**

- a) The entry requirements to the Institute are as per the standards of Ministry of Education. Office of Admissions is responsible for applying these requirements and for the implementation of admission policy. Application forms and all supplementary information is available with the Office of Admissions.
- b) All applications are reviewed and evaluated on an individual basis. All documents received by IMT Dubai in connection with the applications for admissions become the property of the Institute. Original documents will be cited by the Admission Office/Registrar and attested copies will be kept as records in student files.
- c) Admission committee reviews admission policies and assess the annual admissions activities every academic year and recommend appropriate decisions.

### **Recognition of Prior Learning**

IMT-Dubai 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 will be taken by the committee for advanced standing that is composed of the Dean, Program Chair, relevant Faculty member and the Registrar.

Based on the committee recommendation a maximum of 25% of the courses in any program can be exempted.

## Types of Advanced Standing

- **Advanced Standing with Credits**

Advanced standing with credits are granted to students who have undergone UAE Recognized Professional Qualifications, Study Abroad Programs, Internships, and Internationally Recognized Training Programs.

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

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

**A maximum of 25% of credits hours can be waived under this policy.**

- **Advanced Standing without Credits**

Advanced standing without credits are granted to students on the basis of their work or life experiences.

The criteria to grant an advanced standing without credits are as follows:

- Professional portfolio
- Work experience certificates
- Completed projects
- National/international recognitions

Should the Institute grant an advanced standing without credit points, a maximum of one elective course of three credits can be waived off.

## Transfer Admissions

### I. International Exchange

Students can opt for International Exchange from 3rd Semester onwards. Student can earn up to 50% of credits of Undergraduate program at a partner institution having specific agreement to that effect with IMT Dubai.

- Offering of International exchange option is at the discretion of the Institute.
- Available Exchange opportunities will be announced at the time of admission.

- 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. Students on academic probation in first and/or second semester 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 IMT transfer admission policy.

## II. Transfer Admission from other universities.

The condition for transfer admission is 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.
- Students transferring from other institutions into undergraduate program requires good academic standing (a minimum CGPA of 2.0 on a 4.0 scale, or equivalent), based on the teaching, learning and assessment system employed in the organization at which they initially enrolled, demonstrated by certified transcripts or other evidence.
- Credits completed in other universities must be mapped with IMT courses for the award of credits exemption.
- For the undergraduate level, grade C and above are eligible to be transferred.
- The credit transfer shall not be more than 50 % of the total credits in the under Graduate level.

## Remedial and Joint Degree Programs

The institute does not offer any remedial or joint degree programs

## k. Policies regarding registration, withdrawal and re-admission, probation and dismissal

### *Registration for the semester*

- The students are required to register themselves for upcoming semester by paying semester fees. The registration starts 10 days before the starting date of the semester registration closes on the first day of the start of the semester.
- Students can drop a course only during the drop course period. The course drop period is until the end of first two weeks of the semester.
- Elective courses can be switched until the end of first two weeks of the semester. 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.

### **Withdrawal and readmission**

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

- Withdrawal before the commencement of the Program**
  - A 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.
- Withdrawal within 1st Week of the commencement of the Program**
  - 50% of the 1<sup>st</sup> Semester/Module Tuition fee and Residence fee (if applicable) will 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.
  - Please note that the above Fee Refund policy is applicable irrespective of whether the student attended the classes or not after the commencement of the Program.

- c) **Withdrawal after 1st Week of the commencement of the Program:**
- No refund of Total fees of 1<sup>st</sup> Semester/Module (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 IMT.
  - Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.
- d) **Deferral Option:**
- If a student requests for a deferral of his/her admission, then she/he will have to pay additional charges (please refer Miscellaneous fees).
  - The deferral request is subject to approval from IMT Management.
  - Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.

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

Students who fail to register for a particular semester/module/term are required to apply for deferral by paying the deferral fee before the start of the semester/module/term. Otherwise, these students will be considered as 'Discontinued' from the program and if they would like to rejoin the program, they have to apply for rejoining by paying the applicable rejoining fee. These students can rejoin only at the beginning of the semester/module/term.

Normally re-admission is not encouraged. A student who has withdrawn or discontinued from the program can rejoin the program after paying the rejoining fee, after getting approval from the program chairperson. Application form for this purpose is included in the Annexure. New fee structure will be applicable at the time of rejoining.

Due to some exigencies if the student is unable to continue with the program, he/she may apply to the Program Chairperson for deferral. Deferral from the program is approved by the Program Chairperson for a maximum period of one year. Deferral fees will be applicable at that time of deferral, and new fee structure will be applicable at the time of rejoining.

### **Academic Standing, probation and dismissal**

- Students are considered to have a good academic standing when they have minimum CGPA of **2.00 on a Scale of 4.00** at the end of each semester.

- Students whose CGPA has fallen below **2.00** are placed on academic probation in the following two semesters/module/term of the respective program.
- Students must revert to good academic standing i.e., CGPA **2.00** or more by the end of the probation period.
- Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions will normally lead to the dismissal from the Program after the recommendation of the academic committee:
  - Number of “F” grades is more than two.
  - CGPA is below **2.00** at the end of the probation period or at the end of the program.

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



I. Financial policies including all cost (tuition fees, and other program cost), schedule of payments, policies and procedures for refunding of the fees, charges for students who withdraw, policies regarding changes to tuition and other fees, description of financial aid opportunities and policies, scholarships, and other financial aids available.

**Tuition Fees and other program cost**

BBA Weekday: Payment Plan – Tuition Fees & Charges

S.no.	Description	Year 1		Year 2		Year 3		Year 4		Total Fees
		SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI	SEM-VII	SEM-VIII	AED
1	Tuition Fee	15,625	15,625	15,625	15,625	15,625	15,625	15,625	15,625	125,000
2	Administration Fees	2,038	2,038	2,038	2,038	2,038	2,038	2,038	2,038	16,300
3	Alumni Membership Fee								370	370
4	Library Deposit (refundable)	1,110								1,110
	<b>Total</b>	<b>18,773</b>	<b>17,663</b>	<b>17,663</b>	<b>17,663</b>	<b>17,663</b>	<b>17,663</b>	<b>17,663</b>	<b>18,033</b>	<b>142,780</b>
<b>Additional charges (optional)</b>										
5	Medical Insurance	2,038		2,038		2,038		2,038		
6	Visa Charges	3,150		2,400		2,400		2,400		
7	Hostel (Double)	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	
7	Hostel (Single)	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	
8	Hostel Deposit (Refundable)	3,700								
<b>Note: VAT @ 5% will be charged extra on Sl. nos. 1, 2, 3, 5 &amp; 6.</b>										

**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.

### BBA Weekend: Payment Plan – Tuition Fees & Charges

S.no.	Description	Year 1		Year 2		Year 3		Year 4		Total Fees
		SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI	SEM-VII	SEM-VIII	AED
1	Tuition Fee	18,125	18,125	18,125	18,125	18,125	18,125	18,125	18,125	145,000
2	Administration Fees	2,038	2,038	2,038	2,038	2,038	2,038	2,038	2,038	16,300
3	Alumni Membership Fee								370	370
4	Library Deposit (refundable)	1,110								1,110
	<b>Total</b>	<b>21,273</b>	<b>20,163</b>	<b>20,163</b>	<b>20,163</b>	<b>20,163</b>	<b>20,163</b>	<b>20,163</b>	<b>20,533</b>	<b>162,780</b>
<b>Additional charges (optional)</b>										
5	Medical Insurance	2,038		2,038		2,038		2,038		
6	Visa Charges	3,150		2,400		2,400		2,400		
7.a	Hostel (Double)	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	
7.b	Hostel (Single)	17,250	17,250	17,250	17,250	17,250	17,250	17,250	17,250	
8	Hostel Deposit (Refundable)	3,700								

*Note: VAT @ 5% will be charged extra on Sl. nos. 1, 2, 3, 5 & 6.*

### Payment Schedule

Semester Fees for the BBA program can be paid in two installments; one installment to be paid before the start of the semester and second installment to be paid two months after the semester start date.

The first installment is to be paid TEN days before the semester start date. Otherwise the student will not be registered for that semester.

### Scholarships and Tuition Fee Reductions

IMT Dubai provides scholarships based on merit and achievements. IMT announces the available scholarships schemes and criteria in the beginning of the academic year. The following are general guidelines for scholarship at IMT Dubai.

- Academic Excellence Scholarships offered at the time of admission are on first semester tuition fees only.

- Merit based scholarship is offered on subsequent semester tuition fee if students achieve the required CGPA in the earlier semester. This criterion is announced in the beginning of academic year.
- Other than scholarships, IMT honors government sponsored discounts cards such as Fazza and Essad.
- Students who have availed any type of discount are not eligible for availing scholarship.
- Only one scholarship category can be awarded per student.

For detailed fee structure, please refer your offer letter.

### I. Bank Details

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

### Important Notes

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

### II. ADDITIONAL INFORMATION

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

- For any repeated course, additional payment of per credit will be charged.
- In case of repeat of semester, full Tuition & other associated costs (residence, visa, health insurance etc.) will be applicable.
- In case of suspension, the student will not be eligible for refund on any payment made for that semester irrespective of the balance Semester duration (if any). The amount

paid will be considered forfeited and will not be adjusted against any additional period.

- Students enrolled in Summer Courses will be charged additional Residence fees 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.

### **III. Late Fee Policy**

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

Please refer to Miscellaneous and Late Fees structure for details.

### **IV. Fee Refund Policy**

#### **e) 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.

#### **f) Withdrawal within 1st Week of the commencement of the Program**

- 50% of the 1<sup>st</sup> Semester/Module Tuition fee and Residence fee (if applicable) will 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.
- Please note that the above Fee Refund policy is applicable irrespective of whether the student attended the classes or not after the commencement of the Program.

**g) Withdrawal after 1st Week of the commencement of the Program:**

- No refund of Total fees of 1<sup>st</sup> Semester/Module (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 IMT.
- Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.

**h) Deferment Option:**

- If a student requests for a deferral of his/her admission, then she/he will have to pay additional charges (please refer Miscellaneous fees).
- The deferment request is subject to approval from IMT Management.
- Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or not after the commencement of the Program.

**i) Scholarships and Tuition Fee Reductions**

IMT Dubai provides scholarships based on merit and achievements.

- Scholarships are on first semester tuition fees only.
- Only one scholarship category can be awarded per student.
- For BBA Full time program, there will be continuing merit based scholarship offered of 20% if students achieve more than 3.75 CGPA per semester. This is applicable to only tuition fee.
- Students who have availed any type of discount are not eligible for continuing merit based scholarship.

**V. Disputes and Arbitration**

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

### VI. Miscellaneous and Late Fees charges

Details for Miscellaneous Fees/Charges :						
SUBJECT TO CHANGE ANNUALLY						
PARTICULARS	AMOUNT	VAT - 5%	NET TOTAL	AMOUNT	VAT - 5%	NET TOTAL
	All amount in AED			All amount in USD		
GENUINENESS CERTIFICATION	50.00	2.50	<b>52.50</b>	14.00	0.70	<b>14.70</b>
LETTERS IN LETTERHEAD(FIVE WORKING DAYS)	100.00	5.00	<b>105.00</b>	28.00	1.40	<b>29.40</b>
DUPLICATE EXAMINATION HALL TICKET	50.00	2.50	<b>52.50</b>	14.00	0.70	<b>14.70</b>
LETTERS IN LETTERHEAD(TWO WORKING DAYS)	150.00	7.50	<b>157.50</b>	42.00	2.10	<b>44.10</b>
GRADE APPEAL/ ACADEMIC Committee	200.00	10.00	<b>210.00</b>	55.00	2.75	<b>57.75</b>
INTERIM TRANSCRIPT	250.00	12.50	<b>262.50</b>	69.00	3.45	<b>72.45</b>
OFFICIAL COURSE OUTLINES DETAILS	400.00	20.00	<b>420.00</b>	110.00	5.50	<b>115.50</b>
TOC APPLICATION FEES (COURSE MAPPING FEES)	300.00	15.00	<b>315.00</b>	83.00	4.15	<b>87.15</b>
OFFICIAL COURSE OUTLINES DETAILS (URGENT)	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
DUPLICATE DEGREE CERTIFICATE	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
CHEQUE RETURN CHARGES	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
PROVISIONAL CERTIFICATE	300.00	15.00	<b>315.00</b>	83.00	4.15	<b>87.15</b>
DUPLICATE DEGREE CERTIFICATE (URGENT)	800.00	40.00	<b>840.00</b>	220.00	11.00	<b>231.00</b>
RE-EXAMINATION FEES	500.00	25.00	<b>525.00</b>	137.00	6.85	<b>143.85</b>
EMIRATES ID REISSUANCE	800.00	40.00	<b>840.00</b>	220.00	11.00	<b>231.00</b>
IELTS BOOK	900.00	45.00	<b>945.00</b>	247.00	12.35	<b>259.35</b>
IELTS EXAM	1,050.00	52.50	<b>1,102.50</b>	288.00	14.40	<b>302.40</b>

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

### VII. Late Fee Charges

#### Details for Late Fines :

PARTICULARS	Late Fine Every 15 days*
	Amount in AED
FINE - OUTSTANDING FEES AED 501 to AED 10000	100
FINE - OUTSTANDING FEES AED 10001 TO AED 20000	200
FINE - OUTSTANDING FEES AED 20001 TO AED 30000	300
FINE - OUTSTANDING FEES AED 30001 TO AED 40000	400
FINE - OUTSTANDING FEES AED 40001 TO AED 50000	500
FINE - OUTSTANDING FEES AED 50000 ONWARDS	750
<p>* For example, if the outstanding fee of a student is AED. 9,900, as this amount falls under the slab between AED 501 to 10000, for the delay from 1 to 15 days the fine would be AED. 100, for the delay from 16 to 30 days, the fine would be AED. 200, for the delay from 31 to 45 days, the fine would be AED. 300 and likewise, the fine would be calculated on the basis every further 15 days' delay.</p>	

**m. 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.

**n. Student services office**

The major services provide by the Student Service Office include:

- Managing student residences
- Application and liaison for Student Visa and Medical insurance for the students.
- Facilitate extra-curricular activities including sports, cultural and recreational activities
- Organizing student transportation
- Provide counseling to students through a professional and qualified counselor

Please refer to the Student Handbook for more details of student service.

**o. student rights and responsibility (Code of Conduct)**

**Student Rights**

All the students enrolled for programs at IMT enjoy the following rights:

- a) Right to obtain quality education.
- b) Freedom of expression - to discuss and express all opinions publicly on the condition that the expression of freedom does not disrupt the normal operations of the Institute and nor does it harm other members of the Institute
- c) Right to be given the course outline at the beginning of each semester, indicating the number of credits, description of the course, objectives, learning outcomes, assessment and references that could be used as supplementary material.
- d) Right to know: program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs.
- e) Right to know the penalties for cheating and plagiarism and their consequences.
- f) Right to know the attendance policy and the consequences of noncompliance.
- g) Right to be informed by the instructor of any changes of any rules pertaining to classroom procedures.
- h) Right to review their grades with the instructor



## Student Rights for Each Department:

### I. Registration and Program Office department:

Every student has the right to:

- Quality Education
- Safety and Wellbeing
- Be respected
- Freedom of expression
- Receive fair treatment
- Receive assistance and academic advising
- Obtain an Identity Card
- Acquire College e-mail and password
- Submit official documents only to the admission or registration officers

### II. Student Services and Career Service Department

Every student has the right to:

- Receive Career Advising and personal counselling
- Access facilities that enable a smooth academic journey
- Placement and internship opportunities through the career services office
- Participate in clubs and other activities
- Elect or run for Student Council
- Be an ambassador of IMT after graduating

### III. Finance Department:

Every student has the right to:

- Term /Module fee details
- Applicable scholarships
- Receipts for any payments made
- Receive information about their payments, outstanding, student statements, and PDC summary
- Make college payments through- Cash, Bank transfer, Credit card, and Cheques
- Pay cash or Submit Cheques only to Cashiers
- Receive dishonored Cheques details

## Student Responsibilities

- a) To follow the IMT Dubai procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook.
- b) To arrive in class on time and to remain for the duration scheduled for classes and activities.
- c) To appreciate the instructor's right to formulate and enforce attendance policy.

- d) To observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines.
- e) To submit their own work.
- f) To write tests and exams at the times scheduled by the instructors.
- g) To assume responsibility for classes missed.
- h) To follow and implement the regulations and policies of the institution.

### **Institute's Responsibilities towards Students**

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

Faculty members at IMT will at all time:

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

### **Student Code of Conduct**

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

#### **I. Student Behavior**

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

## II. Standards of Personal Conduct

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

1. Observe the regulations of IMT and directives of the faculty and staff.
2. Conduct themselves in a courteous and considerate manner in their dealings with faculty, staff, visitors and other students.
3. Maintain a dress code which is in line with the cultural requirements of UAE.
4. Use the Institute's property / facilities with due care and avoid causing harm to it.
5. Refrain from disruptive behavior, such as talking during speeches or classes; arriving late for or leaving early from classes; receiving or initiating telephone calls on mobile phones during classes; and making negative or rude comments during class about other students, faculty members, or the opinions of other students.
6. Refrain from borrowing or taking someone else's property without having permission from the owner. Taking or borrowing without permission is considered stealing.
7. Refrain from inviting external speakers or issuing public releases without prior permission from the Student Affairs Office.
8. Refrain from organizing or engaging in activities such as rallies or demonstrations inside IMT without prior permission from the appropriate authority.
9. Refrain from using the facilities of the institute for other than official purposes, unless previously authorized.
10. Refrain from distributing leaflets or journals, posting notices, or collecting signatures on the premises of IMT without prior permission from the Student Affairs office.
11. Refrain from falsifying documents or using falsified documents for any purpose connected with IMT.
12. Provide security guards with personal identification and appropriate documentation when requested.
13. Refrain from using another person's name and/or ID number for any reason. 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 Student Affairs office.
15. Students should also refrain from engaging in improper conduct, which can damage the reputation of IMT. For example, students should not:
  - Access inappropriate sites on the Internet.
  - Use inappropriate chat lines/rooms.
  - Misuse the electronic communication (e mail) facility.
  - Use or sell illegal substances and/or materials.
  - Exchange any gifts of significant monetary value with members of the faculty or staff.

### III. Code of Conduct for Residential Students

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

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

#### Dress Code

Students at IMT 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 Student Affairs Department. Anyone who violates the IMT 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.

#### Smoking

To protect and promote the health, safety, and welfare of its employees, students, and the public, IMT 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.

## DIAC code of conduct

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

- 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.

## Policy and Procedure regarding Student Conduct

IMT expects its students to employ reason, show respect to others, and take responsibility for their action. With regard to their personal behavior and attitude towards others in the society, students are expected to respect the religious beliefs, values and heritage, law and order, property and rights of others. By their own initiative, students are encouraged to display a sense of personal honor and integrity, and to conduct themselves in a manner becoming an IMT student.

Any student who violates the above-mentioned standards of academic and / or personal conduct exposes himself/herself to disciplinary measures under IMT rules.

### I. Policy Regarding Non-Academic Misconduct

- The Office of Student Services 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*; Office of Student Services will nominate a Disciplinary Committee. The committee will be comprised of three persons. They will look into the matter and hear the concerned parties. They will then make a recommendation to the Director/Dean-Academics who will then impose appropriate sanctions based on the recommendations.
- Any non-academic violation may have the following disciplinary consequences:
  - Warning: verbal or written warning to the concerned student
  - Suspension: for a period of time

- Dismissal: from the Institute
- Payment of Damage: Fines and other penalties may be imposed in case a student commits breach of Institute rules resulting in any loss / damage to Institute property; misuses Library / computing / communications facilities.
- 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 report the case to Disciplinary Committee who will hear the student.
- The Disciplinary Committee shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his/her arguments. During the presentation of argument by the student/s and the concerned faculty member who has charged the student/s with the academic misconduct, only the student(s) and members of the Disciplinary Committee shall be present. Based upon the circumstantial evidence, arguments of faculty and students and discretion of the Disciplinary Committee. The Disciplinary Committee will recommend a level of punishment to the 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.

**p. Student Grievance: appeals and complaints and process for resolving**

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.

## q. Academic Integrity, definitions of Plagiarism and other offences

IMT 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 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 as described below.

### Plagiarism Definition

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

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

- Using someone else's quoted words without putting these words in quotation marks.
- Unauthorized borrowing of another person's idea, research work or theories.
- Failure to reference the other author's written words, quotes or definitions.
- Use of descriptions or quotations of another author without acknowledgement.
- Cosmetic paraphrasing occurs when the acknowledgement is made. The paraphrased quote is very similar to the original work.
- 'Cut and paste work' from electronic sources without explicit mentioning of complete URL. The inclusion of large amounts of pasted material, even if acknowledged, raise doubts about authenticity of student's work.
- Wrong attribution is more technical but the acknowledgement is not from the original work but from another secondary research source.



## Plagiarism Check Process at IMT

All work submitted by students is accepted on the understanding that it is their own. Plagiarism is considered as a serious academic offense at IMT-Dubai. All IMT-Dubai students should adhere to high standards of academic integrity that includes referencing and acknowledging other's work, good literature review procedures while submitting assignments, projects or case studies.

The plagiarism check process can be listed as:

- The student is responsible for submitting a proper referenced assessment.
- The IMT-Dubai faculty member is responsible for implementing the acceptable academic code of conduct through proper student orientation, citing examples of assignments, projects and thesis work that have followed proper acknowledgement and referencing standards.
- Every faculty member provides and implements strict academic code of conduct guidelines at the beginning of course.
- The CANVAS LMS portal at IMT Dubai is integrated with OURIGINAL previously known as URKUND anti-plagiarism software ([www.orkund.com](http://www.orkund.com)). The course faculty asks the students where appropriate to submit such assessment for 'plagiarism check' as soft versions (in Word, PDF, or PPT formats) on the CANVAS LMS portal. The course instructor shall create an Assignment on CANVAS LMS portal ([imtdubai.instructure.com/login/canvas](http://imtdubai.instructure.com/login/canvas)) for online submission and file-uploads, with Plagiarism Review enabled using OURIGINAL. The students can view this link for the submission of assessments on CANVAS LMS, and submit/upload their submissions.
- URKUND's ant-plagiarism system works with an ever expanding number of documents and sources classified into sources found on the Internet, articles published in academic journals and previously submitted documents. This includes everything from Wikipedia to national repositories of theses language indiscriminately (<https://www.orkund.com/the-orkund-system/>)
- Internet - The Internet contains billions of pages with various content; everything from material published by universities and colleges to government agency material, press articles, books, reference works and much more. There are also specific cheat sites online with ready-produced material.
- A big part of the material available on the Internet is only accessible through password-protected systems; hence, it cannot be located with the aid of an ordinary search engine. There is also a plethora of search engines, each with its own coverage. On top of this,

there is a huge amount of material on the Internet that cannot be found though using regular search engines. OURIGINAL (URKUND) manages to find sources in all parts mentioned above.

- **Published material:** Published material consists of hundreds of millions of books, journals, reference works, scientific articles, and so forth. Some material is accessible electronically via specific databases, whilst other material can only be found in the printed format. OURIGINAL has formed strategic partnerships with a number of leading information providers.
- **Student material:** URKUND always checks all assignments against previously submitted material. Consequently, students cannot steal another student's work nor plagiarize through means of too close collaboration.
- OURIGINAL generates an analysis overview and is delivered to the course Instructor, either via CANVAS LMS or by email. The results are presented in a comprehensible, interactive analysis report so that the instructor can make the final judgement based on URKUND's analysis if any plagiarism has indeed occurred. URKUND anti-plagiarism system generates originality report with percentage of similarity and the citations from where plagiarism might have occurred. The instructor uses the originality report to determine the similarity that is acceptable. The student will also be able to see the originality report. The instructor can provide the option to the students to revise the assessment upon comparing with originality report and resubmit the assessment.
- If an assignment is submitted by the student through e-mail to the instructor, the instructor shall login to URKUND portal directly, upload the student submissions and can check the plagiarism using upload documents option.

### **Levels of Plagiarism and Penalties**

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool OURIGINAL is excluded from any penalty. Similarities above 15 percent are classified in to 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.

#### r. Credit hour

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 BBA/BSBA program, total requirement is 120 credits.

#### s. Definitions of Academic Terminology

**Core course:** Core courses are compulsory courses which the students have to complete to earn their degree certificate

**Elective courses:** Courses which are not compulsory for students. Electives may be free—selected by the student from any course offerings, or restricted—chosen from a pre-determined list of options.

**Concentration:** A concentration is a grouping of courses which represent a specialization taken within the field of study. A concentration at the graduate level requires at least 15 credits of study in the specialized field, including 6 credits of Dissertation work.

**Major:** The major is the field of study in which a student specializes. The major requires that a student complete a minimum of 30 semester credits (or equivalent) that are specified for the major and distinctive to that subject area.

As per the CAA Standard 2019, the term is not typically used in qualifications below the bachelor program and is only occasionally used in graduate programs.

A student receiving a degree with a major is issued a degree certificate that includes the name of the major; for example, Bachelor of Business Administration in Logistic and Supply Chain Management.

IMTD presently does not offer any major.

**Credit Transfer:** A system whereby successfully completed credits at the same level and field of study from a previous University approved by MOE can be transferred to IMT, after satisfying the transfer requirements.

**t. Degree and Program Completion Requirements, Curriculum, Program Learning Outcomes at the appropriate level and alignment with QF Emirates**

**Undergraduate Completion Requirements**

To be eligible to receive degrees, graduating students must meet all the following requirements:

- The students have to complete required credits of the program with overall cumulative grade point average of 2.0 on a scale of 4.0.
- All the required core and general education courses must be completed.
- They should complete at least 50%, of the required credits, in residency.
- To be eligible for Concentration in Undergraduate program students must complete at least 15 credits of courses in chosen area of specialization.
- The minimum duration of enrollment for the completion of an undergraduate program in four years. The maximum period of enrollment is six years. Any further extension may require the approval from the Dean-Academics.
- They must also clear all financial dues, submit all the required documents and should have no disciplinary actions pending against them.

**A. BBA Program**

**BBA PROGRAM OBJECTIVES**

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

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

**Mapping of BBA Program Learning outcomes at appropriate level with QF-Emirates Framework Strands**

The below listed program learning outcomes are mapped at appropriate level with QF-Emirates framework strands.

<b>QF-Emirates Level-9 Strand</b>	<b>Program Learning Outcomes</b>
Knowledge	Apply business and management principles and concepts in business and general decision making.
Skills	Use interpersonal and general business skills to solve complex and multidimensional business issues
Autonomy & Responsibility	Solve business and other issues independently by analyzing available alternatives and by creating solutions unknown.
Role In Context	Initiate and lead change for the performance of the organizations.
Self-Development	Identify the ways to sustain and improve self and organizational performance.

**B. BSBA Program**

BSBA program have the following objectives:

- Develop a broad education and knowledge in the fields of humanities, social sciences and cultural topics.
- Develop professional knowledge and skills in management discipline.
- Develop useful skills in specific areas of specializations to meet student’s professional objectives.
- Analyze and solve complex business problems using appropriate analytical tools.
- Develop effective written and verbal communication skills

**Mapping of BSBA Program Learning outcomes at appropriate level with QF-Emirates Framework Strands**

QF-Emirates Level-9 Strand	Program Learning Outcomes
Knowledge	Possess a solid and in-depth knowledge of management disciplines
Skills	Demonstrate the ability to use the tools, techniques and concepts acquired in the classroom to the workplace.
Autonomy & Responsibility	Communicate and interact with diverse and heterogeneous groups
Role In Context	Demonstrate awareness of global business and societal issues.
Self-Development	Identify changes in the business environment, take measures for professional development.

**u. Description of General education requirement: BBA Program**

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

Course description for the above courses is provided in the section (w).



v. Sequencing of courses

BBA Program Structure

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

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

Note: The details of Areas offered in BBA program are explained below.

Semester-Wise Program Structure for BBA program:

Semester-Wise program Structure for BBA program

Semester 1				Semester 2			
Course Code	Courses/Workshops	Credits	Remarks	Course Code	Courses/Workshops	Credits	Remarks
BBA211	Introduction to Arabic Language	2		BBA221	Introduction to UAE Culture	2	
BBA212	Business Mathematics	2		BBA222	Principles of Marketing	2	
BBA213	Theory and practice of Management	2		BBA223	Statistics for Business Decisions	2	
BBA214	<b>Introductory Economics</b>	2		BBA224	Introduction to Management Information Systems	2	
BBA215	Financial Accounting, I	2		BBA225	Creativity and Innovation	2	
BBA216	Entrepreneurship	2		BBA226	Macroeconomics	2	
BBA217	Human Resources Management	2		BBA227	Teamwork and Collaboration	2	IRP 2

BBA218	Professional Communication	2	IRP 1				
<b>Total</b>		<b>16</b>			<b>Total</b>	<b>14</b>	

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

Semester 5				Semester 6			
Course Code	Courses/Workshops	Credits	Remarks	Course Code	Courses/Workshops	Credits	Remarks
BBA400	Global Immersion Program/Project	15		BBA401	Design Thinking	2	IRP 5
					Elective 1	2	
					Elective 2	2	
					Elective 3	2	
					Elective 4	2	
					Elective 5	2	
					Free Elective 1	2	
					Free Elective 2	2	
<b>Total</b>		<b>15</b>		<b>Total</b>		<b>16</b>	

Semester 7				Semester 8			
Course Code	Courses/Workshops	Credits	Remarks	Course Code	Courses/Workshops	Credits	Remarks
BBA402	Strategic Management	2		BBA403	Decision Making Skills	2	IRP 6
	Elective 6	2		BBA405	Internship II	13	
	Elective 7	2					
	Elective 8	2					
	Elective 9	2					
	Elective 10	2					
	Free Elective 3	2					
	Free Elective 4	2					
	<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>	

The Area Wise Courses and workshops are as follows:

#### List of General Education Courses

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

#### List of Core Courses

S.No	Code	Core Courses	Credits	Prerequisites
1	BBA213	Theory and practice of Management	2	
2	BBA214	Introductory Economics	2	
3	BBA215	Financial Accounting I	2	
4	BBA216	Entrepreneurship	2	
5	BBA217	Human Resources Management	2	
6	BBA222	Principles of Marketing	2	
7	BBA223	Statistics for Business Decisions	2	Business Mathematics(BBA212)

8	BBA224	Introduction to Management Information Systems	2	
9	BBA225	Creativity and Innovation	2	
10	BBA226	Macroeconomics	2	Introductory Economics (BBA214)
11	BBA332	Corporate Finance	2	Financial Accounting(BBA215)
12	BBA333	Legal Environment of Business	2	Theory and practices of Management(BBA213)
13	BBA334	Business Research Methodology	2	Statistics for Business Decisions(BBA223)
14	BBA335	Managerial Accounting	2	Financial Accounting(BBA215)
15	BBA336	Organizational Behavior	2	
16	BBA342	Operations Management	2	
17	BBA343	Corporate Governance and Business Ethics	2	
18	BBA402	Strategic Management	2	
		<b>TOTAL CREDITS</b>	<b>36</b>	

### Accounting and Finance Electives

S.No	Code	Courses	Credits	Prerequisites
1	BBA404	Corporate Financial Reporting	2	Financial Accounting(BBA215)
2	BBA405	Financial Statement Analysis	2	Financial Accounting(BBA215)
3	BBA406	Audit & Assurance	2	Financial Accounting(BBA215)
4	BBA407	International Taxation	2	Financial Accounting(BBA215)
5	BBA408	Financial Markets & Institutions	2	Corporate Finance (BBA332); Corporate Financial reporting
6	BBA409	Bond & Equity Valuation	2	Corporate Finance (BBA332);
7	BBA410	Investment Analysis & Portfolio Management	2	Corporate Finance (BBA332);
8	BBA411	Derivative Securities	2	Corporate Finance (BBA332); Corporate Financial reporting(BBA404)
9	BBA412	Islamic Finance	2	Corporate Finance (BBA332);
10	BBA413	Performance Management	2	Managerial Accounting (BBA335)
		<b>TOTAL CREDITS</b>	<b>20</b>	

Marketing Electives

S.No	Code	Courses	Credits	Prerequisites
1	BBA414	Digital Marketing (BB 237)	2	Principles of Marketing (BBA222), Introduction to Management Information Systems(BBA224)
2	BBA415	Consumer Behavior	2	Principles of Marketing (BBA222)
3	BBA416	Integrated Marketing Communications	2	Principles of Marketing (BBA222)
4	BBA417	Marketing of Services	2	Principles of Marketing (BBA222)
5	BBA418	Retail Management	2	Principles of Marketing (BBA222)
6	BBA419	Business to Business Marketing	2	Principles of Marketing (BBA222)
7	BBA420	Customer Relationship Management	2	Principles of Marketing (BBA222)
8	BBA421	International Marketing	2	Principles of Marketing (BBA222)
9	BBA422	Brand Management	2	Principles of Marketing (BBA222)
10	BBA423	Sales Force Management	2	Principles of Marketing (BBA222)
		<b>TOTAL CREDITS</b>	<b>20</b>	

Entrepreneurship Electives

S.No	Code	Courses	Credits	Prerequisites
1	BBA424	Motivations for Entrepreneurship	2	Entrepreneurship (BBA216)
2	BBA425	Digital Start-Ups	2	Entrepreneurship (BBA216)
3	BBA426	Business Model Canvas	2	Entrepreneurship (BBA216)
4	BBA427	Marketing & Sales for Start-Ups	2	Entrepreneurship (BBA216), Principles of Marketing (BBA222)
5	BBA428	Entrepreneurial Finance	2	Corporate Finance (BBA332), Entrepreneurship (BBA216)
6	BBA429	Social Entrepreneurship	2	Entrepreneurship (BBA216)
7	BBA430	Entrepreneurship Simulation	2	Entrepreneurship (BBA216)
8	BBA431	Design Thinking for Innovation	2	Entrepreneurship (BBA216), Creativity and Innovation (BBA225)
		<b>Free Electives</b>	<b>4</b>	
		<b>TOTAL CREDITS</b>	<b>20</b>	

### Digital Business Electives

S.No	Code	Courses	Credits	Prerequisites
1	BBA425	Digital Start-Ups	2	Entrepreneurship (BBA216)
2	BBA433	Developing Digital Business	2	Principles of Marketing (BBA222)
3	BBA434	Social Media Management	2	
4	BBA435	Big Data For Decision Making	2	Statistics for Business Decisions(BBA223);Introduction to Management Information Systems(BBA224)
5	BBA436	Cyber Security	2	Introduction to Management Information Systems(BBA224)
6	BBA437	Growth Strategy for the Digital World	2	
7	BBA438	Digital Innovations	2	Creativity and Innovation (BBA225)
8	BBA439	Web and Digital Analytics	2	Business Research Methodology (BBA334)
9	BBA440	Valuation of Digital business	2	Financial Accounting (BBA215), Corporate Finance (BBA332);
10	BBA441	Digital Accounting	2	Financial Accounting (BBA215)
		<b>TOTAL CREDITS</b>	<b>20</b>	

### Logistics & Supply Chain Management Electives

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

VIII. Industry Readiness Program (IRP)

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

BSBA Program Structure with sequencing of courses and pre-requisites

The Bachelor of Science in Business Administration (BSBA)			
Course Code	Semester I	Credit	Prerequisites
ENGL101	English Essay Writing	3	N/A
HUMT101	Introduction to Sociology	3	N/A
HUMT102	Geography & Environment	3	N/A
MGMT101	Principles of Management	3	N/A
QUAN101	Mathematics	3	N/A
	<b>Sub-total</b>	<b>15</b>	
Semester 2			
ACCT101	Principles of Accounting	3	N/A
ECON101	Micro Economics	3	N/A
HUMT103	Introduction to Islamic Civilization	3	N/A
NATS 101	Introduction to Ecology	3	N/A
QUAN122	Business Statistics	3	QUAN101, MGMT101
	<b>Sub-total</b>	<b>15</b>	
Semester 3			
BUSI201	Business Informatics	3	N/A
ECON211	Macro Economics	3	ECON101
ENGL211	Critical Writing	3	ENGL112
HUMT211	The UAE Culture and Society	3	HUMT101
QUAN211	Quantitative Techniques	3	QUAN112
	<b>Sub-total</b>	<b>15</b>	

	<b>Semester 4</b>		
BUSI202	Business Communication	3	N/A
FINA211	Financial Management	3	ACCT101
HUMT202	Middle East History & Culture	3	N/A
HUMT203	Arabic	3	N/A
MGMT211	Research Methodology	3	QUAN211
	<b>Sub-total</b>	<b>15</b>	
	<b>Semester 5</b>		
ACCT321	Managerial Accounting	3	ACCT101
ECON321	Managerial Economics	3	ECON101
MGMT301	Organizational Behavior	3	MGMT101
MGMT312	Operations Management	3	QUAN211
MKTG301	Introduction to Marketing	3	N/A
	<b>Sub-total</b>	<b>15</b>	
	<b>Semester 6</b>		
BIE7351	Innovation & Entrepreneurship	3	N/A
ECON311	Developments in World Economy	3	ECON211
	Concentration ACC /RM / LSCM	3	
	Concentration ACC /RM / LSCM	3	
	Concentration ACC /RM / LSCM	3	
	<b>Sub-total</b>	<b>15</b>	
	<b>Semester 7</b>		
BUSI431	Business Ethics	3	ECON101
ECON411	Economies of Emerging Countries	3	ECON211
	Concentration ACC /RM / LSCM	3	
	Concentration ACC /RM / LSCM	3	
	Concentration ACC /RM / LSCM	3	
	<b>Sub-total</b>	<b>15</b>	
	<b>Semester 8</b>		
MGMT442	Strategic Management	3	MGMT101
	Concentration ACC /RM / LSCM	3	
	Concentration ACC /RM / LSCM	3	
INT401	Internship	6	
	<b>Sub-total</b>	<b>15</b>	
	<b>TOTAL CREDITS FOR THE PROGRAM</b>	<b>120</b>	



Area	Credits
Foundation Course	60
Core Courses	30
Concentration	24
Internship	6
<b>TOTAL CREDITS</b>	<b>120</b>

**Elective Courses:**

ACCOUNTING			
CODE	COURSE TITLE	PRERQUISTES	CREDITS
<b>SEMESTER 6</b>			
ACCT311	Financial Accounting	ACCT101	3
ACCT312	Corporate Accounting	FINA211	3
ACCT313	Principles of Auditing	FINA211	3
<b>SEMESTER 7</b>			
ACCT411	International Taxation	ACCT312	3
ACCT412	Financial Reporting	ACCT312	3
ACCT413	Advanced Managerial Accounting	ACCT321	3
<b>SEMESTER 8</b>			
ACCT414	Fraud Auditing & Forensic Accounting	ACCT313	3
ACCT415	Accounting Information Systems	ACCT312	3

RETAIL MANAGEMENT			
CODE	COURSE TITLE	PRERQUISTES	CREDITS
<b>SEMESTER 6</b>			
MKTG311	Retail Management	MKTG301	3
MKTG312	Consumer Behavior	MKTG301	3
MKTG313	Sales Force Management	MKTG301	3
<b>SEMESTER 7</b>			

MKTG411	Retail Promotion Management	MKTG301	3
MKTG422	Retail Technology	MKTG301	3
MKTG423	E-Commerce	MKTG301, BUSI202	3
<b>SEMESTER 8</b>			
MKTG434	Shopping Mall Management	MKTG301	3
MKTG435	International Retail Strategy	MKTG301	3

LOGISTICS & SUPPLY CHAIN MANAGEMENT			
CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>SEMESTER 6</b>			
LSCM311	Supply Chain Management	MGMT312	3
LSCM 312	Global Logistics Management	MGMT312	3
LSCM 313	Decision Tools for Logistics	MGMT312	3
<b>SEMESTER 7</b>			
LSCM 413	Business Process Management	MGMT312	3
LSCM 421	Procurement & Sourcing	LSCM311 or LSCM312	3
LSCM 422	Inventory Management, Material Handling and Warehousing	LSCM311 or LSCM312	3
<b>SEMESTER 8</b>			
LSCM 425	Quality Management	LSCM311 or LSCM312	3
LSCM 434	Transportation & Port Management	LSCM311 or LSCM312	3

## **w. COURSE DESCRIPTIONS**

### **A. BBA Course Descriptions**

#### **General Education**

#### **BBA211 Introduction to Arabic Language**

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

#### **Learning Outcomes**

- 1. Read the Arabic alphabets and words and pronounce them correctly. (Knowledge)**
- 2. Understand the meaning of words and texts (Knowledge)**
- 3. Speak simple Arabic dialogues and have conversation in Arabic. (Skill)**
- 4. Write small sentences in the Arabic language with proper grammar. (Skill)**

#### **BBA212 Business Mathematics**

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

#### **Learning outcomes**

- 1. Interpret economic issues based on mathematical results. (Knowledge)**
- 2. Solve problems of game theory, linear programming and calculus. (Skill; Autonomy & Responsibility)**
- 3. Assess basic equations and functions used in business. (Role in Context)**
- 4. Assess the issues of business and economics in scientific way using mathematics. (Self Development)**

#### **BBA221 UAE Society and Islamic Civilization**

The course constitutes an introduction to the cultural and social specificities of the UAE. It provides a broad understanding of the cultural, social and political trends in the UAE society

through class room lectures, readings and class discussions. The course also focuses on the economy, environment, quality of life, cultural beliefs and social context of the UAE and the impact of growth and development on the cultural and social landscape.

### **Learning Outcomes**

- 1. Identify the various components of Islamic civilization and UAE society. (Knowledge)**
- 2. Converse and explain the various Islamic ways of life. (Skill)**
- 3. Explain developments in Islamic society and civilization. (Knowledge)**
- 4. Identify some of the social problems in Islamic and UAE society and suggest possible solutions. (Role in Context)**

### **BBA331 Introduction to Ecology**

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

### **Learning outcomes**

- 1. Identify and distinguish various concepts underlying the organization of living organisms. (Knowledge)**
- 2. Assess the adaptations of species, population & community dynamics, energetics and nutrient flux (Knowledge)**
- 3. Appreciate the mutualism, commensalism, competition among living species in the ecosystem (Role in Context)**

### **BBA341 Introduction to Psychology**

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

### **Learning Outcomes**

- 1. Identify the steps of the scientific method and explain how this method applies to psychological research methodology and statistical analyses- KNOWLEDGE**

2. Demonstrate an understanding of the general history of the field of psychology. **KNOWLEDGE**
3. Identify the basic components and tools often studied in psychology. **SKILL**
4. Apply theoretical models of behavior and thought to real-life settings and skills – **SKILL**

#### **BBA344 English Essay Writing**

This course aims to develop an awareness of the rigors and potential pleasures entailed in reading, discussing, and crafting written essays. It focuses on processes and methods of the art of writing essays, and hones skills of writing imaginative and informative essays. The aim of the course is to enable students to produce cohesive, well-organized, and coherent essays on varied topics, as they prepare to write on both academic and non-academic subjects. Students would also learn to summarize writings and respond to other authors' writings. The course is divided into two modules with the first module focusing on the fundamental aspect of writing essays, and the second one on writing more specialized compositions, including comparison, contrast, opinions, argumentation, and cause and effect.

#### **Learning outcomes**

1. Plan and organize writing by working through the writing process (Knowledge)
2. Develop the skill to apply process approach to writing by strengthening skills at revising drafts for organization, content, and language (Skill)
3. Develop strategies used in writing coherent and unified academic essays. (Skill)
4. Compose a cause and effect essay by explaining and analyzing and providing evidence for cause and effect (Role in Context)
5. Write an argumentative essay on any contemporary topic by presenting the issue, formulating arguments to support and prove the claim at the same time identify, understand address and refute contrasting opinion. (Autonomy & Responsibility)

#### **Core Courses**

#### **BBA213 Theory and Practice of Management**

This course introduces students to contemporary theories and practices of management. The management functions and activities of planning, organizing, decision making, leading and controlling are examined in context of current organizational examples and case studies. Students will view organizations from a manager's perspective. They will examine various pressures faced by managers – competitors, clients, leaders and colleagues, the organizational demands and personal demands, and shall attempt to seek a balance in these. Themes of ethics,

diversity, globalization and information technology will run through the entire course as part of all discussions to ensure that students are able to understand classical theories in current context.

### **BBA214 Introductory Economics**

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

### **BBA215 Financial Accounting I**

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

### **BBA216 Entrepreneurship**

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

### **BBA217 Human Resource Management**

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

### **BBA222 Principles of Marketing**

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

### **BBA223 Statistics for Business Decisions**

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

### **BBA224 Introduction to Management Information Systems**

This course provides an introduction to information needs and information systems in business. It will explore how integrated information systems support organizational functions, and how they assist managers in making operational, tactical and strategic decisions. Students will learn the importance of identifying and critically analyzing an organization's information needs, and then designing and implementing information systems that support those needs.

### **BBA226 Macroeconomics**

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

### **BBA332 Corporate Finance**

This course is an introductory course in financial management. All of the important and basic areas of financial management are covered in this course. The course is designed as a first step into corporate finance for both finance and non-finance majors. It stresses the modern

fundamentals of corporate financial decision making with special reference to investment and financing decisions. The course introduces the basics of valuation. Specific topics include time value of money, discounted cash flow valuation, stock and bond valuation, the risk return relationship, estimation of cost of capital, working capital and dividend decisions.

### **BBA333 Legal Environment of Business**

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

### **BBA334 Business Research Methodology**

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

### **BBA335 Managerial Accounting**

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

### **BBA336 Organizational Behaviour**

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



### **BBA343 Corporate Governance and Business Ethics**

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

### **BBA344 English Essay Writing**

This course broadly aims to develop an awareness of the rigors and potential pleasures entailed in reading, discussing, and crafting written essays. It focuses on the processes and methods of the art of writing essays and hones skills of imaginative, informative essays in ways that students can apply in multiple forms of writing. The aim of the course is to enable students to produce cohesive, well organized and coherent essays on a number of topics while preparing for writing essays on academic as well as nonacademic topics as well as summarize and respond to other authors' writing. The course is divided into two modules with the first module focusing on the fundamental aspect of writing essays, while the second module will concentrate on writing more specialized kinds of compositions, including comparison, contrast, opinions, argumentative and cause and effect.

### **BBA400 Global Immersion Program**

Studying in another country is an exciting, enriching and rewarding experience. It sensitizes, enhances and changes the perspective of participants. They acquire new skills and become culturally more sensitive when they interact with fellow students in different settings. With this spirit in mind, IMT Dubai organizes its international exchange programs. IMT has signed agreements with leading accredited universities across the globe for student exchanges. International office at Dubai campus is single point contact to facilitate exchange of international students. International office is assisted by program office and student services.

### **BBA402 Strategic Management**

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

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

### **Elective Courses**

#### **Accounting and Finance**

##### **BBA404 Corporate Financial Reporting**

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

##### **BBA405 Financial Statement Analysis**

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

##### **BBA407 International Taxation**

This course covers issues of international taxation and double taxation avoidance treaties designed for facilitating international business and employment. This includes analysis of the basis of international taxation, application and interpretation of tax treaties, and challenges of taxation of e-commerce transactions. Although UAE does not levy personal and corporate tax except oil sector, there are incidences of custom duty and value added tax (VAT). In GCC, there is formation of custom Union and mechanism of unified custom tariff that facilitates trade and services within GCC. Globalization impacted the geographical spread of trading goods and services and mobility of employment Overseas business no longer remains at the domain of large business enterprises.

More and more SMEs are getting engaged in internal business and earning profit overseas. Also employment income of non-residents and repatriation of such income to the country of origin has become a common phenomenon. In this context, importance of learning international tax issues is part and parcel of formulating international business strategies, At the individual level impact of taxation in the host country and country of origin becomes a major decision making factor. This course intends to highlight these important issues and provide insight to business and employment decision-making.

#### **BBA408 Financial Markets and Institutions**

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

#### **BBA409 Bond and Equity Valuation**

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

#### **BBA410 Investment Analysis and Portfolio Management**

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

### **BBA411 Derivatives**

The global derivatives market is one of the most fast-growing markets, with over \$600 trillion notional value in total. The course provides an understanding of the main derivative financial instruments: futures, swaps and options. It explains the trading mechanisms used on derivative markets, the fundamental principles underlying the pricing of derivative instruments and their use in portfolio management. The course covers the theoretical foundations of derivative securities like financial forwards, futures, options and swaps.

### **BBA412 Islamic Finance**

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

### **BBA413 Performance Management**

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

### **Elective Courses – Digital Business**

#### **BBA425 Digital Start-Ups**

Digital start-ups are the most popular new ventures. The development of high-speed internet all over the world has made it possible for any digital venture to address customers from all countries. The aim of the course is to explain students what are the specificities of these companies, and how they can develop one.

#### **BBA433 Developing Digital Business**

Managing any business can be challenging these days especially with the increasing impact of factors such as technology, social media and globalization. This course explores what a digital business is and how it is managed. Digital Business is an interdisciplinary topic encompassing both business and technology. Basic business aspects and applications throughout the business world include commercial business, government, education, and health services. The major characteristics, opportunities, and limitations of this form of business are explored. Students study various issues and risks that exist in the rapidly changing world of digitally run business. This course helps students understand how to capitalize on their strengths, navigate the challenges, and guard against the weaknesses of e business.

#### **BBA434 Social Media Management**

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

#### **BBA435 Big Data for Decision-Making**

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

#### **BBA437 Growth Strategy for The Digital World**

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

#### **BBA438 Digital Innovation**

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

#### **BBA440 Valuation of Digital Business**

The Valuation of digital business course explores both the theoretical basis and practical applications of major elements of all major valuation methods: - discounted cash flow valuation, relative valuation and asset-based valuation. The course focuses on how to evaluate companies in different industry sectors with special emphasis on digital businesses. This course provides both a sound theoretical framework for corporate valuation and a thorough discussion of how valuations are actually done for digital businesses. BBA441 Digital Accounting The purpose of the

course is to enable the students to have a strong conceptual knowledge of Digital Accounting. This course and examines how information technology affects the nature of business in general and accounting in particular. Digital Accounting aims to provide students with hands-on usage of accounting information systems (AIS) and tools relevant to the area.

#### **BBA473 Web and Digital Analytics**

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

#### **Elective Courses –MARKETING**

##### **BBA415 Consumer Behaviour**

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

##### **BBA416 Integrated Marketing Communication**

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

##### **BBA417 Marketing of Services**

The services industry has been one of the major driving forces for Dubai's growth over a period of time. It has been contributing around 74% of GDP of Dubai and 70% of jobs are created in the

services industry. This trend similar to other developed countries in the world. Approximately 80% of USA's GDP is contributed by services industry and 80% of jobs are supplied by services industry. This course is designed for those students who may be interested in working in service industries and will address the distinct needs and problems of service organizations in the area of marketing. The main purpose of the course is to highlight that service organizations (e.g., banks, educational institutions, hospitals, hotels, professional services, transportation companies) need to implement specific marketing strategies to suit the characteristics of services. Further the course will also emphasize how manufacturing organizations can also formulate services strategy for competitive advantage.

### **BBA418 Retail Management**

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

### **BBA419 Business to Business Marketing**

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

### **BBA420 Customer Relationship Management**

With the advancement of competition, information technology and changing customer preferences customer relationship management (CRM) offers significant opportunities for organizations to better understand and serve their customers and to personalize experiences according to their needs. It is necessary for organizations to invest in customers who are the long-term assets of any organization in order to increase their revenues and profitability. The businesses have realized the importance of retaining customers in today's competitive world. To be successful in the new millennium, organizations have to practice long-term relationships with

all their customers. This course focuses on the application of CRM as a tool, strategy and philosophy along with its application in marketing, sales, service, and information technology. Theories on relational marketing, analytical CRM, operative CRM, and collaborative CRM will be discussed along with the Conceptual background of relationship marketing and CRM theories.

#### **BBA421 International Marketing**

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

#### **BBA423 Sales Force Management**

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

#### **Elective Courses – ENTREPRENEURSHIP**

##### **BBA424 Motivations for Entrepreneurship**

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

##### **BBA425 Digital Start-Ups**

Digital start-ups are the most popular new ventures. The development of high-speed internet all over the world has made it possible for any digital venture to address customers from all countries. The aim of the course is to explain students what are the specificities of these companies, and how they can develop one.

##### **BBA426 Business Model Canvas**

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



### **BBA428 Entrepreneurial Finance**

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

### **BBA429 Social Entrepreneurship**

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

### **BBA430 Entrepreneurship Simulation**

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

students will start-up and run their own company, struggling with business fundamentals and the interplay between marketing, human resources, operations, finance, and accounting. The team is given control of a simulated business and must manage its operations through several decision cycles. Repeatedly, the student must analyze the situation, plan a business strategy to improve it and then execute that strategy out into the future. The team faces great uncertainty from the outside environment and from the reaction of their own decisions. Incrementally, the student learns to skilfully adjust their entrepreneurial strategy as they discover the nature of real-life decisions, including the available options, linkages to other parts of the business, conflicts, trade-offs and potential outcomes. To add to the challenge, the students are confronted to an international market in constant flux. Market potential will rise and fall on local and worldwide economic and political conditions and your venture will be challenged by fluctuating exchange rates and tariffs between regions. The game has two distinct parts: (i) when the student team starts their business and (ii) when they seek external funds (venture capital) to expand and grow. During the game, not only the student team will run their business efficiently, you will also be presenting their business plan and profitability to the venture capitalist for funds. The course invites real venture capital fund managers to look at the team's business performance, strategy etc. and invest (virtual money, naturally) in your business. This game is competitive and emulates the real business world to a large extent.

#### **BBA431 Design Thinking for Innovation**

This course introduces students to the basics of Design Thinking and the role it plays in innovation. There is great and continuing need for professionals at all levels to possess and employ the skills and dispositions to tackle complex problems and develop novel and sustainable solutions. And, despite the practically infinite power of the human intellect, creative problem-solvers and strategic thinkers are in short supply. To make matters worse, some with obvious individual capabilities (or potential) find it difficult to work with and through others. Contemporary organizational and global challenges make imperative that we identify, understand, and counter the impediments to problem-solving and solutions that ensure a brighter future. Many of today's problems and issues exist because traditionally and historically we have taken short-cuts to solving problems, seeking immediate, temporary ("quick-fix") solutions with little thought to long-term implications. There are many reasons for such behaviour as well, both conscious and unwitting, but the consequences are the same: doing irreparable damage to society or the planet, creating other problems in pursuit of solving one, or having to repeatedly throw resources at solving the same problem as we have not actually gotten to its roots (core causes). Few problems are as simple as we like to think. This course exposes students to counterproductive habits, ways of thinking, and common hindrances arising when we attempt to solve problems, and helps learners develop effective strategies to overcome such tendencies. Students will learn how to transcend the limits of their own thinking and how to harness the power of the collective mind and spirit. Students will learn that they can—and

should—improve their creativity and inventiveness. This may involve seeing things they never before saw or seeing them in new and different ways. It may also lead to them seeing themselves, their roles, and their capabilities differently, as well as providing insights into and strategies for getting the most out of groups. It will probably require the learning of new skills and tools, and may require learners to discard or “unlearn” ways of approaching problems and decisions that undermine creativity and effectiveness. Important skills and methods students will learn more about through the course include: ▪ The importance of future and sustainable thinking, and how to improve the nature of solutions. ▪ That everyone can become more creative and innovative, and the importance of doing so. ▪ That individual brilliance and drive may be insufficient to solving problems and getting things done; and, in fact, may be counterproductive in the long run. ▪ How to identify and overcome the limits of one’s thinking and behaviour patterns. ▪ How to generate a greater number and creativity of ideas and options. ▪ That ideas as well as strategies (approaches) can be (and sometimes need to be) novel. ▪ How to move from ideas to actions. ▪ How to identify and overcome impediments to effective problem solving and decision-making.

### **Elective Courses – LOGISTICS AND SUPPLY CHAIN MANAGEMENT**

#### **BBA442 Supply Chain Management**

This course provides an overview of supply chain management (SCM), allowing for business competitiveness. SMC involves the design of supply chain networks. Supply chains involve the coordination of different partners mainly suppliers, manufacturers, distributors, and retailers, hence allowing the timely and cost-effective provision of products and services to consumers.

The course further provides a discussion and overview of the concepts and decision processes in effectively managing the flow of goods, services, and information in a global environment. Managers in such an environment require new strategies and thinking skills to develop a decision framework that facilitate the optimal design of a well-integrated supply chain system, and the effective use of an enterprise’s resources. The course involves operations and execution of company policies and programs

#### **BBA443 Global Logistics Management**

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

#### **BBA444 Decision Tools for Logistics**

This course provides knowledge and hands-on experience of quantitative problem solving in logistics and supply chain management. Certain problems are redressed, including facility design and planning, routing, transportation, and inventory decision-making. Students will learn several tools commonly used in the fields, including linear/nonlinear programming and simulations. The course laboratory work is based on spreadsheet computer programs and some online simulators. Students will learn the use of different quantitative tools relevant to logistics and supply chain management.

#### **BBA445 Procurement and Sourcing**

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

#### **BBA446 Inventory Management, Material Handling and Warehousing**

Inventory decisions are high risk and high impact from the perspective of logistics operations and must be integrated to meet organization objectives. Material handling permeates logistics from raw material to finished product. Warehouses play a crucial role in the success of logistics and supply chain by providing timely delivery of material to customers and users. The course focuses on designing optimum inventory management, material handling and warehousing policies. It exposes students to fixing stock levels, analyzing inventory costs. It includes demonstrating and simulating inventory, material handling and warehousing policies and carrying out sensitivity analysis. It exposes students to principles, systems and equipment for efficient material handling so as to reduce cost and time, increase safety and productivity. It present strategies for acquiring and developing warehouse space. It also covers characteristics, material flow, safety and security issues related to warehouse functions and successful operations of logistics processes and supply chain.

#### **BBA447 Transportation and Port Management**

Due to globalization, companies are operating across national boundaries together with many local partners. As a result, logistical issues are becoming more complex due to diverse nature of industry sectors and demand efficient management. This course provides knowledge and understanding of transportation and port management and addresses their issues and problems faced. It covers different transportation modes in logistical system and transport infrastructure

and provide approaches for arriving at cost effective transport solutions. It acquits participants with transport regulations, safety aspects and transportation documentation. It explains international logistic systems, customer clearance, insurance, payment of terms and packaging of goods aspects in international shipments and other related challenges in international ocean transportation, international air transportation and port management. It covers concepts and understanding of distribution structures, functions and its management.

#### **BBA448 Quality Management**

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

#### **BBA449 Business Process Management**

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

#### **IRP (Industry readiness Program)**

#### **Courses BBA 218 Professional Communication**

Professional Communication forms the basis of professional conduct. Working executives are expected to know and demonstrate this conduct in all their interactions. Students in the bachelor's program will be introduced to the corporate expectations of etiquette, decorum and conduct. This is to ensure that they know, understand and adopt this conduct so as to easily fit in the corporate world and effectively demonstrate efficient, effective, respectful and collaborative work behavior. Be it conduct with seniors, peers or juniors or be it interaction with internal or external associates, executives are expected to conduct themselves in ways that respect time and boundaries of others. These boundaries, and behaviour thereof, are not necessarily documented but are certainly expected in all professional organizations. This course is designed to acquaint students with expected conduct during meetings and interviews. Students will get an opportunity to develop their listening, speaking and dialoguing abilities. A major part of business communication is over emails and this course introduces students to basic email etiquette expected of them for professional conduct. A very practical hands-on approach

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

### **BBA 227 Team Work and Collaboration**

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

The course touches on many aspects germane to the effective functioning of groups and teams, with main objectives being to help learners become more effective in working with others, and to help groups and teams perform at a higher and more-satisfying level. Important areas students will learn more about through the course include: ▪ Team Performance Management, especially goal-setting, planning, and allocating work. ▪ Chartering Teams—how to give teams and groups a head start. ▪ The Nature of Collaboration, what it actually consists of and requires; communicating and coordinating. ▪ Getting the Most of Teams—reducing waste, redundancy, and unnecessary conflict; capitalizing on opportunities for leverage and synergy. ▪ Ways to assess team and group performance, morale, and effectiveness. ▪ Team-building and interventions to improve team functioning. ▪ Team Leadership—what it is and how it works; why it succeeds and so often fails. Participants will also learn more about their team skills and orientations, and improve their teamwork and collaboration competence; that is, become better at working with others.

### **BBA 337 Negotiations Skills**

If there is one skill in which every business leader must excel, it is the skill of negotiating. The more skilled a leader is in negotiating; the more value he/she is able to generate for all stakeholders. This value is created in environments that foster gainful relationships. The results of well-negotiated deals fuel more deals and more results and the cycle continues. While not everyone has a natural knack for negotiating, the good news is that it is a skill that can be developed. Research shows that people with average negotiating skills can hugely increase their results by understanding how skilled negotiators perceive, analyze, interpret and respond to offers. What skilled negotiators seemingly make concessions, they ultimately make bigger gains. How these negotiators pull off a deal while making the other party contented and wanting to do

more business with them is fascinating and is a skill that can be developed. This learning can make an average negotiator more precisely estimate the need, the desire and the agreeableness of the other party, and thereby make more reasoned and winning offers. This course is designed to help students enhance their sphere of influence, and get a close glimpse into how people negotiate differently. What is it that makes one successful and another not so? Are there behaviours that decide the outcomes? The course helps students get an appreciation of their personal negotiation style, and their communication competence, a comparison on where they are compared to the rest. They learn about negotiation tactics that people employ and how to deal with such tactics. They learn to deal with the more powerful other and also the less powerful other. The course is packed with action. Role plays, simulations, video guided sessions, films and case analysis make the learning dynamic and interesting.

### **BBA 345 Interview Skills**

Entry into professional employment is a rigorous process wherein companies scout, screen, select and recruit candidates that best fit the organizational culture and requirements. They need to make this estimation through a short process of screening and selection. While the companies take responsibility of selecting the best fit, the candidates also have a responsibility of presenting their capabilities and true potential to recruiters in a true, clear and efficient manner. This course is run as a series of workshops. It is designed to help students prepare for this process of screening and selection. The workshop modules provide students a glimpse into the corporate world and its expectations from job candidates. It guides them to explore their own strengths and weaknesses, and build their own story. Students also get a chance to learn from experiences of other candidates so as to avoid unnecessary pitfalls in their path to success. They get to learn preparation strategies, appearing for the interview and the post interview management process. Lectures, presentations, discussions, instruments of self-discovery, videos and mock interviews are used to prepare students for job interviews that they are likely to appear for, sooner or later.

### **BBA 401 Design Thinking**

There is great and continuing need for professionals at all levels to possess and employ the skills and dispositions to tackle complex problems and develop novel and sustainable solutions. And, despite the practically infinite power of the human intellect, creative problem-solvers and strategic thinkers are in short supply. To make matters worse, some with obvious individual capabilities (or potential) find it difficult to work with and through others. Contemporary organisational and global challenges make imperative that we identify, understand, and counter the impediments to problem-solving and solutions that ensure a brighter future. Many of today's problems and issues exist because traditionally and historically we have taken short-cuts to solving problems, seeking immediate, temporary ("quick-fix") solutions with little thought to long-term implications. There are many reasons for such behaviour as well, both conscious and unwitting, but the consequences are the same: doing irreparable damage to society or the planet,

creating other problems in pursuit of solving one, or having to repeatedly throw resources at solving the same problem as we have not actually gotten to its roots (core causes). Few problems are as simple as we like to think. This course exposes students to counterproductive habits, ways of thinking, and common hindrances arising when we attempt to solve problems, and helps learners develop effective strategies to overcome such tendencies. Students will learn how to transcend the limits of their own thinking and how to harness the power of the collective mind and spirit. Students will learn that they can—and should—improve their creativity and inventiveness. This may involve seeing things they never before saw or seeing them in new and different ways. It may also lead to them seeing themselves, their roles, and their capabilities differently, as well as providing insights into and strategies for getting the most out of groups. It will probably require the learning of new skills and tools, and may require learners to discard or “unlearn” ways of approaching problems and decisions that undermine creativity and effectiveness.

### **BBA 403 Decision Making**

Decision-making is an integral part of our daily lives. We may not think too much about the decisions we make or the decision-making process until we are forced to make a difficult decision. Decisions may be difficult for a variety of reasons, including the pressure we feel to make the right decision. To make matters worse, what makes a decision “right” may have many aspects, themselves difficult to ascertain or weigh, and, in fact, “right” may be a matter of perspective. What is seemingly right, necessary, or obvious in one person’s view may be entirely different for another person. You might appreciate what this means when there are multiple parties (stakeholders) interested in the outcome of a decision, each with a different view of what is best. A decision may be difficult for at least two reasons. The first is the number and kind of details, particulars, and factors to take into consideration, including implications, consequences, and risks of a given decision or chosen course of action, both quantifiable and qualifiable, concrete or intangible. This is largely a matter of complexity. Then, somewhat separate, there are the moral, ethical dimensions of the decision—what seems to be best all things considered. The more debatable, contestable, provocative, or far-reaching, the greater the difficulty the decisionmaker faces. For people who see primarily two sides—black and white, right and wrong; it either is or it isn’t—decisions are simple. But for many decisions to be made, there is often a great deal of grey. There will be grey areas whenever there are competing or conflicting interests and multiple stakeholders. Grey exists where and when there is uncertainty, unpredictability, ambiguity. The level of need for clarity and definition (or, alternatively, with the level of comfort with ambiguity) may impact the approach individuals take to making decisions and thus the decisions they make. This course examines some of the ways people make decisions and considers merits of one approach over another in a particular situation (decision context). It seeks to provide students with the skills, tools, and discipline for a reasoned and deliberate approach to decision making. Grey areas arise when we have no precedent or rule book to follow, when we encounter a challenge we have not seen before or when known solutions do not work. Dilemmas present grey areas, as well—when a choice is forced between courses of action where none is ideal. Whether or not



and how we deal with difficult decisions says a lot about us as individuals. Do we short-cut them and seek simple solutions? Over-analyze and overcomplicate? Leave them to someone else or to popular opinion? One of the purposes of this course is to identify and critique our decision styles, and learn alternative strategies for decision making. Thus, this course explores and compares various decision-making styles, processes, and techniques. For example, one approach might be more logical and rational, while another is more intuitive or creative. Both can be valuable, with either being more useful in a particular situation than the other. Still, both might need to be brought to bear on a given problem. Students will have a chance to experiment with a variety of techniques in this course. Through dialogue and case examples, students will also consider pressures and constraints in decision-making, amongst them the pervasive belief that leaders must be decisive and the implications of such drivers. We will also consider the typical biases and other problems in decision making that undermine the efficacy of decisions, and entertain some of the strategies for overcoming or contending with such tendencies. Work that students did in the Design Thinking course, such as Critical Thinking, will have prepared them for this. Bottom line is that everybody makes—and must make—decisions all the time. Many decisions lack conscious thought, insight, and foresight, and, thus, fail or make matters worse. This is bad enough at the individual level, but is unacceptable and downright dangerous in the complex, global world in which today's leaders operate. Thus, this course is designed to instill habits of effective decision making and to make the decision process more conscious and open to critique and improvement. While individuals will learn processes that make them personally and professionally more effective, they may benefit even more learning about and through shared decision making and the collaborative process. Important knowledge students will acquire and skills and methods they will learn more about through the course include:

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

## **BSBA PROGRAM STRUCTURE**

The BSBA Program requires students to complete 40 courses (120 credits), normally over a four years' period.

The Program consists of four core components that students have to take:

1. Foundation Courses (60 credits)
2. Core Courses (30 credits)
3. Concentration Courses (24 credits)
4. Internship (6 credits)

### **1. Foundation Courses: 60 Credits**

Foundation courses consist of 20 courses. There are 3 different categories of courses: Humanities, Social Sciences, Mathematics & Statistics.

	Course Code	Course Title	Pre- Requisite	Credits
1	BUSI201	Business Informatics	N/A	3
2	BUSI202	Business Communication	N/A	3
3	BIE7351	Innovation & Entrepreneurship	N/A	3
4	ECON101	Micro Economics	N/A	3
5	ECON211	Macro Economics	ECON101	3
6	ECON311	Developments in World Economy	ECON211	3
7	ECON411	Economies of Emerging countries	ECON211	3
8	ENGL101	English Essay Writing	TOEFL 525/IELTS 5.5	3
9	ENGL211	Critical Writing	ENGL112	3
10	HUMT101	Introduction to Sociology	N/A	3
11	HUMT102	Geography & Environment	N/A	3
12	HUMT103	Introduction to Islamic Civilization	N/A	3
13	HUMT202	Middle East History & Culture	N/A	3
14	HUMT203	Arabic	N/A	3
15	HUMT211	The UAE Culture and Society	HUMT101	3
16	MGMT101	Principles of Management	N/A	3
17	MGMT211	Research Methodology	QUAN211	3
18	NATS 101	Introduction to Ecology	N/A	3

19	QUAN101	Mathematics	N/A	3
20	QUAN122	Business Statistics	QUAN101, MGMT101	3

**2. Core Courses: 30 Credits**

Students have to take 10 core courses in various fields of management as below:

	Course Code	Course Title	Pre- Requisite	Credits
1	ACCT101	Principles of Accounting	N/A	3
2	ACCT321	Managerial Accounting	ACCT101	3
3	BUSI431	Business Ethics	ECON101	3
4	ECON321	Managerial Economics	ECON101	3
5	FINA211	Financial Management	ACCT101	3
6	MGMT301	Organizational Behavior	MGMT101	3
7	MGMT312	Operations Management	QUAN211	3
8	MGMT442	Strategic Management	MGMT101	3
9	MKTG301	Introduction to Marketing	N/A	3
10	QUAN211	Quantitative Techniques	QUAN122	3

**3. Concentration Courses: 30 Credits**

Students must select one concentration from the 3 areas offered by IMT.

**A. Accounting**

- The Concentration in accounting aims to prepare students for accounting careers in commercial, governmental and non-profit entities. This will be achieved through developing knowledge of financial accounting, audit and assurance, management accounting, taxation and finance and other related disciplines.
- Typical career prospects comprise: financial accountants, administrators, financial managers, management accountants and public accountants.
- The Concentration also allows graduates to qualify for professional accountancy examinations.

	Course Code	Course Title	Pre- Requisite	Credits
1	ACCT311	Financial Accounting	ACCT101	3
2	ACCT312	Corporate Accounting	FINA211	3
3	ACCT313	Principles of Auditing	FINA211	3
4	ACCT411	International Taxation	ACCT312	3
5	ACCT412	Financial Reporting	ACCT312	3
6	ACCT413	Advanced Managerial Accounting	ACCT321	3
7	ACCT414	Fraud Auditing & Forensic Accounting	ACCT313	3
8	ACCT415	Accounting Information Systems	ACCT312	3
9	INT401	Internship		6

**B. Retail Management**

- The Concentration in Retail Management helps students with a practical and theoretical understanding of retail management.
- The program underlines key principles and practices that shape the world of retail, merchandising, IT, customer behavior, service promotion, logistics and retail environment. Skills and competencies that are specifically developed include sales skills, organization skills and marketing knowhow.
- A wide range of career opportunities are open to graduates such as sales executives, store/mall managers, buyers, marketing managers.

	Course Code	Course Title	Pre- Requisite	Credits
1	MKTG311	Retail Management	MKTG301	3
2	MKTG312	Consumer Behavior	MKTG301	3
3	MKTG313	Sales Force Management	MKTG301	3
4	MKTG411	Retail Promotion Management	MKTG301	3
5	MKTG422	Retail Technology	MKTG301	3
6	MKTG423	E-Commerce	MKTG301, BUSI202	3
7	MKTG434	Shopping Mall Management	MKTG301	3
8	MKTG435	International Retail Strategy	MKTG301	3
9	INT401	Internship		6

**C. Logistics & Supply Chain Management**

- The Logistics & Supply Chain Management Concentration emphasizes the transportation and logistics components of supply chain systems, with a global dimension allowing for leadership in regional as well as international destinations.
- The Concentration provides students with the necessary knowledge and skills, both managerial and conceptual, to contribute to long-term economic success in dynamic environments with e.g. shippers, carriers, logistic service providers, and government agencies.
- Practical experiences are promoted through hands-on courses covering business process management and various decision tools, deploying industry-standard software packages.
- Logistics & Supply Chain Management is most suitable for candidates seeking a career in logistics and supply chain management, and allows significant career development in the marketplace in the UAE and worldwide.

	Course Code	Course Title	Pre- Requisite	Credits
1	LSCM311	Supply Chain Management	MGMT312	3
2	LSCM312	Global Logistics Management	MGMT312	3
3	LSCM313	Decision Tools for Logistics	MGMT312	3
4	LSCM413	Business Process Management	MGMT312	3
5	LSCM421	Procurement and Sourcing	LSCM311 or LSCM312	3
6	LSCM422	Inventory Management, Material Handling and Warehousing	LSCM311 or LSCM312	3
7	LSCM425	Quality Management	LSCM311 or LSCM 312	3
8	LSCM434	Transportation & Port Management	LSCM311 or LSCM312	3
9	INT401	Internship		6

B. BSBA COURSE DESCRIPTIONS

*Foundation Courses*

**BUSI 201 - Business Informatics**

This course provides an introduction to information needs and information systems in business. It will explore how integrated information systems support organizational functions, and how they assist managers in making operational, tactical and strategic decisions. Students will learn the importance of identifying and critically analyzing an organization's information needs, and then designing and implementing information systems that support those needs.

**BUSI 202 - Business Communication**

Good communication skills are essential for success in business. This is a broad based introductory course designed to hone the skills of the students especially when it comes to preparing and using written and oral communications effectively. Because precision, clarity and accuracy are essential to business communication, this course will emphasize grammar and punctuation, as well as style, content and strategy.

**BIE7351 – Innovation and Entrepreneurship**

Businesses and governments must innovate continually for its long term success. Effective innovation requires leadership and entrepreneurial capabilities and strategies. This course introduces students to different concepts and theories related to entrepreneurship and innovation, with an emphasis on practices that promote creativity, initiative, innovation, and change. Students will explore the traits, methods, principles, and essential nature of entrepreneurship and intrapreneurship.

Entrepreneurship and intrapreneurship are essentially about identifying and seizing opportunities to introduce new products and services or improving their delivery through better technologies and business processes, impacting profitability, market share, and, embracing policy, quality, and other measures of performance. The entrepreneur or intrapreneur must make decisions about which new products, services, or methods are most worthy of investment, influence partners or stakeholders as to the need for investment and why some ideas are more practical, desirable, or necessary than others. They need to create business plans, and take or oversee actions necessary to put them into effect. This course seeks develop these competencies and to cultivate a “business mind set” and action orientation.

**ECON 101 - Microeconomics**

Microeconomics is a branch of economics that studies how households and firms make decisions to allocate limited resources. In this course, students will learn to apply analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. The approach used in this course is applied to everyday decisions faced by individuals as they try to maximize their utility, to businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently. The goal of the course is to acquaint students with a selection of important issues and applications of microeconomics. By the end of the course students should have an appreciation of the nature and power of modern microeconomic methodology, as well as improved problem-solving skills. Topics covered in class will include: supply and demand; consumer theory; the theory of the firm under perfect competition, monopoly and other market structures; factor markets; and market failure. The successful completion of this course should allow students to better understand and participate in contemporary policy debates concerning the roles of the government and the market.

**ECON 211 - Macro Economics**

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

**ECON 311 – Developments in World Economy**

This course offers an overview of the global economy with a focus on the growth and development in various parts of the world. It analyses the trends in investment, manufacturing and services in an era of globalization. This course also highlights the role of major trading blocs in the new world economic order with a special focus on the GCC economy. Trade theories and global institutions dealing with trade is also adequately covered. The course also deals with major economic events that shaped the new world order post world war-II.



**ECON 411 - Economies of Emerging Countries**

This course deals with the growth and development of select emerging countries such as India, China, Brazil, Mexico, UAE and Russia. The focus of this course is on how these economies have grown over time and how they are playing an increasing role in the world economy. Policies followed by these countries, rapid internationalization, sectoral changes and drivers of growth and development will be discussed will also be covered.

**ENGL 101 - English Essay Writing**

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

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

**ENGL 211 - Critical Writing**

This course develops the logical writing of the students to combine reading comprehension and précis writing skills. The course aims to develop skills to read carefully, write convincingly and think critically. This is achieved through various exercises on topics including English Literature, poems, art, advertisements, fashion and movies.

**HUMT 101 - Introductions to Sociology**

This introduction to sociology course offers students foundational understandings of central sociological approaches, including terminology, theory, and methods that sociologists use to understand social life, social order, social conflict, and social change. The goal of this course is to open students to an awareness of the sociological insights that transcend individualistic explanations of social behavior and organization.

This course examines the basics of sociology and focuses on how unequal power relations organize the social world and shape individual lives. It also looks at how individuals negotiate their lives in different social and economic contexts. The course is divided into four main areas: the sociological approach, the individual in society, the study of society, social institutions, and

human agency. The course will broadly cover how people's lived experiences are both shaped by social forces and reshaped through human action.

### **HUMT 102 - Geography & Environment**

The course introduces the basic concepts of geography from a physical as well as demographic, social and environmental perspective. The impact of the climate change is discussed with emphasis on erosion, sedimentation, glaciers, global warming, pollution and other associated human and economic impact.

### **HUMT 103 - Introductions to Islamic Civilization**

The course includes the study and understanding of the Islam, its culture and history over the years. It provides a broad understanding of Islamic civilizations that have prevailed in the history through class room lectures, readings and class discussions. The course also focuses on the present political situation in the Arab world and highlights the growth of the Islamic culture within a cultural and social context.

### **HUMT 202 - Middle East History & Culture**

This course is an introduction to the history of the Middle East. The course analyses the economic, political, social dimensions of the Middle Eastern countries. The historical development of Egypt, Iran, Iraq, Yemen, UAE, Saudi Arabia Oman, Kuwait, Bahrain, Qatar and other Middle East Countries are studied from the Mesopotamian era to the recent historical developments.

### **HUMT 203 - Arabic**

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

### **HUMT 211 - The UAE Culture and Society**

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

### **MGMT 101 - Principles of Management**

This course presents a thorough and systematic coverage of management theory and practice. It focuses on characteristics of organizations and management, evolution and scope of

management concepts, ranging from classic to contemporary periods. Special attention is given to an introduction to management functions pertinent to the process of planning, organizing, leading and controlling. It also examines the basic roles, skills, functions of management necessary for accomplishing the objectives on grounds of human-related effects to organizations and ethical implications of managerial decisions.

**MGMT 211 - Research Methodology**

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

**NATS 101 – Introduction to Ecology**

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

**QUAN 101 - Mathematics**

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

**QUAN 112 - Business Statistics**

This course introduces basic concepts in Statistics for business decision making. This course familiarizes the students with different analytical tools used in business. Topics such as measure of central tendency, dispersion, correlation, regression, test of significance etc. are covered.

*Core Courses*

**ACCT 101 - Principles of Accounting**

This course focuses on the concepts and principles of financial accounting. The objectives of this course are to develop conceptual understanding of the financial accounting system including the ability to identify asset, liability, equity, income or expense out of transaction and events and to develop the ability and knowledge required to prepare financial statements which provides information to various users like investors, lenders, and other external organizations in evaluating the operations of a commercial entity.

**ACCT 321 - Managerial Accounting**

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

**BUSI 431 - Business Ethics**

This course examines the business situations, activities and decisions where issue of right and wrong are addressed. It also addresses at constraints in business operations due to overlapping of law and ethics. The course focuses on the morally contestable issues in business which is not explicitly covered by law. The course also addresses philosophical approaches to ethics, ethical dilemmas, ethics in market place, ethics and environment etc. It also addresses cultural and ethical standards and its impact in international business transactions.

**ECON 321 - Managerial Economics**

Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. This course helps the students to gain theoretical as well as practical experience in the application of the principles and techniques to real-world business problem. Specific topics to be covered include applications of supply and demand, market structure, pricing with market power, decision-making under uncertainty, the economics of information and efficiency and market failure. Game theory will also be covered which is extremely powerful and gives precise mathematical rules and strategies for such things as salary negotiations or price competition between two firms. Students taking this course are expected to have had some exposure to

economics and be comfortable with basic algebra. Some knowledge of calculus would also be helpful although not necessary.

**FINA 211 - Financial Management**

This course is an introduction to the management of a firm's financial resources given a wealth maximization decision criterion. All of the important and basic areas of financial management are covered in this course. An emphasis will be placed on helping the students gain insight about the finance principles and concepts before launching the specifics. Important financial management concepts that are covered include financial analysis, capital budgeting; cost of capital; long and short term financing and dividend decision.

**MGMT 301 - Organization Behavior**

This course broadly aims to provide an introduction to the behavior of people within organizations, and the behavior of the whole organizations. The purpose of this course is to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs.

This course is designed to introduce students to a number of theoretical and practical aspects of human behavior and management in work organizations. Organizational behavior is explored from several interrelated levels of analysis: the overall organization, the individual, groups, and interlinking processes. Topics covered like motivation, job design, leadership, organizational structure, and organizational change will help students better understand, predict and influence the behavior of others, in order to more effectively achieve the organization's goals and objectives.

**MGMT 312 - Operations Management**

This course provides an introduction to the principles of planning, designing and operating manufacturing and service systems. The course emphasizes understanding and application of the strategies, tools and skills necessary for efficient product and process planning, resource allocation and process capability improvement. Students will apply analytical and critical thinking skills to operational decision making, and will also gain a greater appreciation for the increasingly competitive global and technological environment in which operations management occurs.

**MGMT 442 - Strategic Management**

The course focuses on the strategy development process in organizations and on how to create sustainable competitive advantage. It includes developing an understanding of the strategic position of organizations, strategic choices for the future and how one can best translate strategies into action. Topics are covered from a general management perspective and include

setting corporate goals and objectives, analyzing external competitive environments, understanding business models, identifying strategy options, and designing appropriate organization systems and structure for implementation of plans. International and e-business issues are integrated throughout.

**MKTG 301 - Introduction to Marketing**

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

**QUAN 211 - Quantitative Techniques**

Decision makers in all types of business organization - private or public sector, manufacturing or service - need to make decisions on how the organization's resources should be allocated. Information to make these decisions will often be quantitative / numerical, and today's managers should be able to appreciate how to analyze and utilize it. This course is designed to provide students with a working knowledge of quantitative techniques for economic and management decision-makings. Stress is placed on economic and managerial problem formulation and the interpretations of the problem solution results. Solution procedures will be discussed also to facilitate the interpretations.

*Concentration Courses - Accounting*

**ACCT 311 - Financial Accounting**

This course covers accounting for special transactions like bills, consignment, joint ventures, hire purchase and installment payments, voyages, etc. It also discusses special accounting events like admission, retirement, death, dissolution of partnership firm. This has a specific relevance in the context of dominating influence of ordinary partnership and limited liability partnerships in the Middle East economy. It also covers branch and departmental accounting. After successfully completing this course, the student is expected to apply accounting principles in varied business situations.

**ACCT 312 - Corporate Accounting**

This course provides an in depth study of the process for preparing and presenting financial statements of corporate entities. It also focuses on the final accounts of banking companies, insurance companies and financial reporting of mutual funds, non-banking finance companies and merchant bankers. After successfully completing this course, the student is expected to have a comfortable understanding of accounting measurement and financial reporting, as well as an understanding of the theoretical and conceptual issues that derive such practices. This course is central to the education of any student aspiring for a career as a professional accountant.

**ACCT 313 - Principles of Auditing**

This course covers the basic principles of auditing, internal control, financial audits, auditors' independence, audit and assurance standards, and role of audit in corporate governance. Duties and responsibilities of internal auditors and external auditors and their functions in the control of financial records and statements are also studied. The course discusses the procedures used by certified public accountants in the verification of financial statements and other accounting data. It includes the legal responsibility and ethical requirements of the audit professionals and the related code of professional conduct.

**ACCT 411 - International Taxation**

Globally tax costs can consume a significant portion of business and individual wealth. Every economic decision involves tax considerations. The study of taxation is important for any business major, but it has added importance for students interested in careers in accounting. The accountants cannot provide effective financial services without a fundamental understanding of both financial reporting and taxation issues. The primary objective of the tax component of the accounting curriculum is that students understand the role of taxation in economic decision making and financial reporting.

**ACCT 412 - Financial Reporting**

This course focuses on IFRS based financial reporting and US GAAP financial reporting. The purpose of this course is to introduce an international perspective to financial disclosure and to understand international reporting standards and the convergence issues. This course enables students to acquire knowledge and ability to satisfy disclosure requirements in accordance with international financial reporting standards and the skill to generate financial statements including consolidated financial statements of group companies and financial reports of various types of entities

**ACCT 413 - Advanced Managerial Accounting**

This course deals with the use of accounting data in the managerial decision-making process and in planning and controlling business enterprises. The course focuses on budgeting system, responsibility accounting, ABC management system and performance measurement systems. The aim of this subject is to ensure that students develop knowledge and understanding of the various cost accounting principles, concepts and techniques appropriate for planning, decision-making and control and the ability to apply these techniques in the generation of management accounting reports.

**ACCT 414 - Fraud Auditing & Forensic Accounting**

Forensic accounting is a field of study that audits, examines and investigates issues from a financial perspective. This course prepares the students on how to "look behind the numbers" and examine financial discrepancies and fraud. The students acquire the ability to detect financial statement frauds and skills to implement a fraud prevention system in different corporate entities.

**ACCT 415 - Accounting Information Systems**

Business systems are very important in the modern business organisations. This course is designed to familiarize the student with the basic knowledge of computerized accounting systems. This course analyses the basic components of accounting information systems and examines how information technology affects the nature of business in general and accounting in particular. Accounting Information System aims to provide students with hands-on usage of accounting information systems and tools relevant to the area.



*Concentration Courses – Retail Management*

**MKTG 311 - Retail Management**

Retailing is changing every day. Successful businesses will need to constantly know how to identify, adapt and plan with the changes and develop their core competencies accordingly. This course provides students with a more comprehensive view of retailing concepts in a practical environment. This helps them analyze current multi-channel retail strategies among bricks-and-mortar and web-based firms. Further, the course emphasizes on key operational issues such as the analysis of target market, site selection, retail personnel issues, and category management.

**MKTG 312 - Consumer Behavior**

Consumer behavior investigates the manner in which consumers interact with products and their Retail/Marketing environment. This includes the purchase of products, consumption of services, or disposal of goods. The course examines the consumer decision process and the effect of culture, subculture, social class, reference groups, family and personal influences. The course emphasizes on concepts and skills related to needs and attitudes of buyers. An interesting aspect of the course is to caution that consumers also engage in what is known as the deviant buying behavior.

**MKTG 313 - Sales Force Management**

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

**MKTG 411 - Retail Promotion Management**

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

**MKTG 422 - Retail technology**

Retailers continually look for ways to maintain a competitive business edge to prosper. Retail technology and electronics is one such way and probably the most pervasive method to ensure retail operations, competitiveness and customer empowerment. This course is designed to keep students abreast of changes in Retail technology that allows exposure to the types of decisions facing all sets of retailers. The students will gain an understanding of retailing trends, technology in the industry, technology centric retail merchandise planning and management, pricing, promotional strategies, human resource management etc.

**MKTG 423 - E-Commerce**

Twentieth century witnessed many significant innovations driven mainly by Information Technology. E-commerce is one among them. It describes the manner in which transactions take place over Internet. It is the process of electronically buying and selling goods, services, and sharing information. The purpose of this course is to provide the essentials of e-commerce – how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and associated risks. Major topics include Internet consumer retailing, e-commerce support services, strategies and implementation.

**MKTG 434 - Shopping Mall Management**

Malls are the most visible form of organized retailing throughout the world and are successful in attracting customers in developed as well as developing economies. Managing them effectively is therefore a priority for owners and managers. The course on Shopping mall management introduces the concepts and skills required on managing a shopping mall. The course further discusses the topics on branding and positioning of mall, importance of location, mall design and layout, tenant relationship, leasing management, marketing and operations of mall, and future challenges in the shopping mall industry.

**MKTG 435 - International Retail Strategy**

Retailing is required for every nation, whether it is a developed economy or under developed or under transition. This course provides the students with global view of retailing concepts and theories. This helps them analyze the entry and expansion strategies in new economies and understand key operational issues such as the country analysis, international retailing formats and approaches to localize international retailing.

*Concentration Courses – Logistics & Supply Chain Management*

**LSCM 311 - Supply Chain management**

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

**LSCM 312 - Global Logistics Management**

This course discusses logistics as a critical factor in today's global business environment, in which it is considered a key factor for the customers of various multi-national enterprises. The students will learn current ideas and technologies in the field e.g. transportation, warehousing, inventory, product design, packaging, security, and reverse logistics, and look at global and management issues. Case analysis makes students devise answers and look at alternatives closely, so they can find their own answers later in their career.

**LSCM 313 - Decision Tools for Logistics**

This course provides knowledge and hands-on experience of quantitative problem solving in logistics and supply chain management. Certain problems are redressed, including facility planning, routing, transportation, and inventory decision-making. Students will learn several tools commonly used in the fields, including linear/nonlinear programming and simulations. The course laboratory work is based on spreadsheet computer programs.

**LSCM 413 - Business Process Management**

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

**LSCM421 - Procurement and Sourcing**

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

**LSCM 422 - Inventory Management, Material handling and Warehousing**

Inventory decisions are high risk and high impact from the perspective of logistics operations and must meet service objectives. The course covers different inventory management systems and models, under uncertainty of demand patterns and lead time and determination of safety stocks to be maintained. The principles of and applications of material handling systems including automated handling are covered. The policies and functions of acquiring warehouses, developing and running warehouses effectively are discussed.

**LSCM 425 - Quality Management**

Quality is a strategic issue for any organization. Logistics must aim at providing high quality services at low cost and meeting delivery schedules in order to remain competitive in a global environment. This course offers insight into concepts, quality philosophies and principles, quality management systems, tools and different approaches for meeting and exceeding customer needs and expectations. It also covers application of quantitative methods and human resources to improve all business processes and systems. It also covers the break-through strategy of six sigma methodology, ISO standards and quality costs associated.

**LSCM 434 - Transportation & Port Management**

Transport is responsible for the physical movement of material from the original supplier to the final customer. The course demonstrates the application of transport management in selecting the best transport mode, routes and further optimizing transportation costs in order to gain competitive edge. It familiarizes the students with transport regulation, safety and transport documentation. It also covers international logistics and custom clearance and insurance issues in ocean, international air transportation and related aspects of port management.

**x. Academic Regulations, Grading System, policies regarding academic progress, and opportunities for appeal by the students.**

**Academic Policies**

The BBA/BSBA program consist of 120 credits to be completed normally with 8 semesters. For successfully graduating the program, students must complete and pass 120 credit hours.

Registration: Students must register before attending the courses. Course Prerequisites courses must be completed before registering the course as mentioned in the program structure.

**Attendance:** 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.**

**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:
  - a. 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.
  - b. Examination shall be conducted to evaluate the analytical ability of the students rather than only testing their memory.

- c. Student presentations, in case of internship, company project & Course on Independent Study, will be a component of the evaluation. Please refer to Internship Manual.
  - d. The outcome of the assessment will be shared with the students for their future improvement.
- ii. Faculty members are instructed to follow the course outlines approved by CAA strictly 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.

### 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.

#### **Undergraduate (BBA/BSBA) Grading Scheme:**

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

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

### Course Grade Definitions

<b>Outstanding</b>	This grade is awarded for outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.
<b>Excellent</b>	This grade is awarded for excellent academic performance and the demonstration of significant mastery of the subject matter of the course with only minor errors.
<b>Very Good</b>	This grade is awarded for substantial academic performance and the demonstration of mastery of the subject matter of the course with few notable errors.
<b>Good</b>	This grade signifies sound academic achievement with a number of notable errors.
<b>Satisfactory</b>	Fair academic performance but with significant shortcomings
<b>Average</b>	Performance meets the criteria to pass the course.
<b>Below Average</b>	Below average performance with significant improvement needed in the course.
<b>Poor</b>	Poor performance in the course.
<b>Fail (F)</b>	This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points. The failed course must be repeated and passed before credit is granted. A course can be repeated only once and repeated failure in the course will result in dismissal from the program. A maximum of two F grades are allowed during the program duration. Any student with more than two F grades will be dismissed from the program.
<b>Incomplete (I)</b>	This grade is issued in rare cases for extenuating non-academic circumstances that prevent the student from completing all course requirements on time. A grade of 'I' requires the approval of the Dean-Academics, Academic Committee. The incomplete course work must be completed within two weeks after declaring the grades, otherwise, the grade I will be changed automatically to grade F.
<b>Repeat (R)</b>	"R" is assigned to a course repeated by the student. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA. In the courses that are repeated, an R will be mentioned on the transcript along with the new grade obtained to indicate that the course has been repeated.

\* *In case of non-credit course, transcript will reflect satisfactory performance by "Pass" and unsatisfactory performance by "Fail".*

### Cumulative Grade Point Average (CGPA)

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

**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.



**Academic Progress:**

- Students are considered to have a good academic standing when they have minimum CGPA of **2.00 on a Scale of 4.00** at the end of each semester.
- Students whose CGPA has fallen below **2.00** are placed on academic probation in the following two semesters/module/term of the respective program.
- Students must revert to good academic standing i.e., CGPA **2.00** or more by the end of the probation period.
- Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions will normally lead to the dismissal from the Program after the recommendation of the academic committee:
  - Number of “F” grades is more than two.
  - CGPA is below **2.00** at the end of the probation period or at the end of the program.
- The students in undergraduate program who would like to improve their CGPA, can repeat a maximum of four courses during their entire program period. Only the courses with a grade of C- or less grades 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.

## Grade Appeals

### 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.

### Grade Appeals

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

- Students should first consult with the concerned Faculty and discuss their concerns. Most of the cases are expected to be sorted out by review of Final Exam and discussion between the student and the Faculty member.
- If the student is not satisfied, then they may put in a formal Grade appeal with the Office of the Registrar. The grade appeal must be submitted within a period of one week following the notification of grade to the student by the Registrar. 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 will 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.

## **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 Chairperson for approval. Once approved, the form has to be forwarded to the Office of Registrar and Finance Department.
- Students can retake a course only at the next available opportunity after getting required approval.
  
- The students in undergraduate program who would like to improve their CGPA, can repeat a maximum of four courses during their entire program period. Only the courses with a grade of C- or less grades 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.

## **Course Substitution**

IMT Dubai 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 the undergraduate program, a maximum of 50 percent of the credits can be transferred and for the graduate level program, a maximum of 25 percent of the courses can be transferred.

## Examination Policy

IMT believes in continuous evaluation and allows its faculty members to design and assess the students as per the learning outcomes intended to achieve. Final examination is mandatory for every course. Weight assigned for final examination is between 20% and 40% of the total. The dates of final examination are as per the academic calendar of the program. Final examination questions are prepared by the respective faculty members. The faculty members evaluate and submit the final results to the registrar office for publication of the results as per the dates mentioned on the academic calendar. Following rules and regulations are applicable for the students during examination.

### I. Examination Rules and Regulations

- 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.
- A student will not be allowed to appear in the final examination if he/she has any outstanding financial obligations to IMT Dubai.
- The students should write their roll number immediately on receipt of the answer sheets, continuation sheet, question paper, case studies or any other material received by them during the examination, noncompliance to the rule would be considered grounds for academic malpractice.
- Any kind of conversation among students is strictly prohibited inside the exam hall. Also any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Smart devices are not allowed inside the examination hall unless permitted by the respective faculty member.
- Students are advised to ensure that the answer sheets / graph papers/ any other sheets used during the examination including the sheet used for rough work (which has to be attached to the answer sheet and submitted).
- The students should not exchange their question papers or any other material. If any student is found guilty of any kind of malpractice, the student is subjected to penalties as per institutional rules.
- Students are responsible for the safekeeping of their personal belongings and if any item belonging to a student is found missing, during/after the examination, institute will not be held responsible for the same.
- During the period of examination, a student is not allowed to go out of the examination hall. In case of emergency, permission needs to be taken from the faculty in charge of invigilation.
- Cheating during examination is a serious offence; if a student is caught cheating, then the student is asked to leave the examination room immediately and all incriminating evidence will be retained by the faculty.
- Wherever, the case of cheating during examination is clearly established by the invigilator, the concerned student will be awarded zero marks for that component by

- the course faculty.
- If a student violates any other rules or instructions during an examination, it will be so noted by the invigilator and reported to the Program Chairperson who will take appropriate measures as mentioned under the policy and procedure for Academic Misconduct.
  - Impersonation is a serious offence and it will be dealt as per the UAE law.

### **Course Evaluation Surveys**

This survey is administered to the students at the end of each semester before the commencement of each semester's final exams. This survey assesses three aspects of the course delivery – Methods of Course Delivery, Adequacy of Material used for Course Delivery and the Skills of each Instructor. This evaluation serves the purpose of assessing both the course and the learning process. IMT-Dubai asks students to participate in the course evaluation so that the Institute is aware of students' perceptions and make improvements accordingly.

y. List of Faculty at IMT

Faculty	Rank	Degree Conferring Institutions	Research Interest
Dr. Ahmad Said Al-Shuaibi	Assistant Professor	Ph.D. HRM & Organizational Behavior (2013), University Utara Malaysia	Human Resource Practices Deviant behavior Leadership
Dr. Bidisha Banerjee	Lecturer	Ph.D. HRM & Organizational Behavior (2013), Santiago de Compostela University	Organizational Behaviour Human Resource Management. Leadership
Dr. Deepesh Kumar	Assistant Professor	Information System (2019), IIM, Shillong	Business Intelligence & Data Mining Data Analytics Management Information Systems
Dr. Dogan Aydin Serel	Associate Professor	Ph.D. Management (2007), Purdue University	Supply Chain Management Operations Management Management Science
Dr. Mohammed Anam Akthar	Assistant Professor	Ph.D. Finance & Accounting (2015), NIT Allahabad	Accounting & Financial Analysis Financial Management Security Analysis and Portfolio Management
Dr. Rajesh Kumar	Professor	Ph.D. Management (2008), IIT Kharagpur	Applied Corporate Finance Valuation Mergers and Acquisitions
Dr. Ravi Chatterjee	Assistant Professor	Ph.D. Marketing (2015), Barkatullah University	Marketing Management Service Marketing Entrepreneurship
Dr. Samer Saade	Associate Professor	Ph.D. Accounting (2008), American University in Beirut	Corporate Finance and Investments Venture Capital and Private Equity Corporate Governance
Dr. Shawn Mathew	Assistant Professor	Ph.D. Marketing (2017), IIM, Ahmedabad	Consumer Behavior Digital Marketing Behavioral Economics
Dr. Sorokhaibam Khaba	Assistant Professor	Ph.D. Operations Management (2018), IIT Dhanbad	Operations Research Production and Operation Management Project Management

Dr. Mansour Allan	Assistant Professor	Ph.D. Islamic studies (2006). Yarmouk university , Jordan	Islamic studies. Arab culture. UAE studies. Humanities
Dr. Tarapada Ghosh	Professor	Ph.D. Finance (1998) , University of Burdwan	International Bank Management International Finance Financial Markets and Institutions IFRS
Dr. Ulas Ozen	Associate Professor	Operations Management (2007), Eindhoven University of Technology	Supply Chain Management Operations Management Management Science
Dr. Vijetha Koppa	Assistant Professor	Ph.D. Economics (2016), Texas A&M University	Microeconomics Macroeconomics Public Economics
Dr. Arbind Samal	Assistant Professor	Indian Institute of Management, Kashipur	Organizational Learning & Development Negotiation and Conflict Resolution Teamwork and Collaboration
Dr. Viswaprasad Gada	Assistant Professor	Indian Institute of Management, Bodh Gaya	Organizational Learning & Development Negotiation and Conflict Resolution Teamwork and Collaboration
Dr. Manuel Fernandez	Professor	University of Kerala , India	Corporate Finance Wealth Finance Investment Management
Ms. Anupama Ambika	Lecturer	MICA, Ahmedabad, India	Marketing Consumer behaviour and technology Digital consumers AR/VR marketing
Dr. Abdullah Bin Junaid	Assistant Professor	Hamdard University, Delhi, India	Marketing Consumer Behavior Marketing Research Cross cultural consumer behavior Consumer decision making
Dr. Aman Srivastava	Professor	Center for Management Studies, Jamia Milia Islamia (Central University), New Delhi, India.	Corporate Finance Family Business Behavioural Finance Financial Markets

**Full time Equivalent (FTE) Faculty: Student Ratio**

The Full time equivalent (FTE) Faculty: Student Ratio for AY 2022-2023(Fall 2022) semester is 18.10

**Overall Student Satisfaction rate and self-evaluation**

The overall student satisfaction rate and self-evaluation is reflected in the annual self-evaluation report and Fact Book.



**z. List of Senior Administrators**

<b>Senior Management</b>	<b>Faculty</b>
Director	Dr. T. P. Ghosh
Dean Academics	Dr. Aman Srivastava
Head QAIE and Accreditation	Dr. Sai Geeta
Research Chair	Dr. Rajesh Kumar
Chair International relations	Dr. Ahmed Al shuaibi
Program Chair -MBA	Dr. Deepesh Kumar
Program Chair -BBA/BSBA	Dr. Mohammed Anam Akhtar
Chair Internships and Projects	Dr. Vijetha Koppa
Head Administration and Facilities	Mr. Vivek Anand
Head Admissions and Marketing	Mr. Khaled Omar Ali Al Radwan
Head Career Services	Mr. Tapas Ranjan Pati
Head Accounts & Finance	Mr. Gyan Ranjan Mohapatra
Systems Administrator	Mr. Ranjith Puthan Veedu
Registrar	Ms. Nida Ahmed
Librarian	Mr. Elangovan A
<b>Standing Committees</b>	<b>Faculty Names</b>
School Management committee	Dr. T.P. Ghosh, Dr. Srivastava, Dr. Sai Geeta, Mr. Vivek Anand, Mr. Gyan Mahapatra

Academic Committee	Dr. T.P. Ghosh, Dr. Srivastava, Dr. Sai Geeta, Dr. Rajesh Kumar, Dr. Anam, Dr. Deepesh, Ms. Nida, Area chairs
Student Admission committee	Mr. Khaled, Ms. Saranya, Ms. Malaak, Dr. Anam, Dr. Deepesh, Dean Academics(invitee)
Faculty Selection committee	Dr. T. P. Ghosh, Dr. Srivastava, Dr. Rajesh Kumar, Faculty member(specific to subject area), Program chairs(invitees)
Examination moderation Committee	Dr. Srivastava, Dr. Anam, Dr. Srivastava, Ms. Nida
Risk Management committee	Dr. T.P. Ghosh, Dr. Srivastava, Dr. Sai Geeta, Mr. Vivek Anand, Mr. Gyan Mahapatra, Mr. Khaled Omar, IT system analyst(Invitee)
Curriculum committee	Dr. T.P. Ghosh, Dr. Sai Geeta, Dr. Anam, Dr. Deepesh, Area Chairs.
Student council	Rishi Raj Singh Rathore, Lakshvir Singh, Class representatives, Service officers.
Library	Bidisha Banerjee; Dr. Sorokhaibam Khaba
Purchase	Dr. Manuel Fernandez, Mr. Vivek Anand, Mr. Gyan Mahapatra.
Student Disciplinary	Bidisha Banerjee; Dr. Dogan Serel (Chair), Rishi Raj Singh(SC President)
Community Engagement	Dr. Arbind Samal, Mr. Tapas Ranjan, Mr. Nirmesh Parmar, Ms. Saranya
Health & Safety	Dr. Viswaprasad Gada,Mr. Vivek Anand, Mr. Abdul Rahim, Mr. Balamurugan, Mr. Jagan( male hostel warden), Mrs. Thara (Female hostel warden),Mr. Nirmesh, Student representative
Course Mapping	Area Chairs; Ms.Nida, Mr. Khaled
Research Committee	Dr. Rajesh Kumar, Dr. Sorokhaibam Khaba / Dr. Ulas Ozen
Information Technology committee	Dr. Deepesh Kumar, Mr. Ranjith,Mr. Vivek Anand, one resident student
Employee Grievance	Dr Mansour Alan, Mr. Vivek Anand, Mr. Ranjith
Internship committee	Dr. Vijetha Koppa, Dr. Ulas Ozen

*Senior Administrative Staff*

<b>Name</b>	<b>Department/Titles</b>
Mr. Vivek Anand	Head Administration and Facilities
Mr. Gyan Mohapatra	Head- Accounts and Finance
Mr. A. Elangovan	Librarian
Mr. Nirmish Parmar	Students Services Executive
Mrs. Nida Amir Ahmed	Registrar Office

*Board of Governors and their affiliations*

	<b>Name</b>	<b>Affiliations</b>
1.	Mr. Dipankar Chatterji (Chairman)	Former President of Confederation of Indian Industry Eastern Region Chairman of Calcutta Stock Exchange Member of Board of Several Companies
2.	Mr. Suhail Galadari	Member of Board of Directors, Executive committee member & Shareholder of Galadari Brothers Co. LLC & its subsidiaries
3.	Dr. Partha Ray	Country Advisor at IMF, Economist and former professor at IIM Calcutta, Director of National Institute of Bank Management , Pune, India
4.	Mr. Bakul Nath	Investor and Educationist
5.	Dr. Amitabh Upadhyay	Provost and Vice President, American college of Dubai
6.	Dr. Huda Al Matroushi	Board Member and Government Representative of Abu Dhabi Chamber of Commerce & Industry, Executive Board Member of the Abu Dhabi Business Women Council and Member of Abu Dhabi Centre for Corporate Governance among other appointments. Former Head of general service division in GASCO
7.	Dr. T.P .Ghosh	Dr. T.P.Ghosh is a Professor in the area of Accounting and Finance. Former Director of Studies Institute of Chartered Accountants of India, New Delhi. Fellow member of the Institute of Chartered Accountants of India and a Cost Accountant from the Institute of Cost Accountants of India.

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Accounts Department	Ext. 105, 106	accounts@imt.ac.ae
Program Office	Ext. 142, 143, 145	
Student Services	Ext. 119	studentservices@imt.ac.ae
Admissions Department	Ext. 110, 134, 135, 138	admissions@imt.ac.ae
Registrar Office	Ext. 123	registrar@imt.ac.ae
Library	Ext. 140	library@imt.ac.ae
Career Service	Ext. 176	ocs@imt.ac.ae
Police	999	
Ambulance	998	
Fire Department	997	

### Document Change Record

Version: December 2022

Date of Approval of the BoG: 22<sup>nd</sup> Dec 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2022	Page no. of current version- December 2022
1	A brief statement of the institution's history		9	9
2	Strategic goals and objectives are updated	C: Statements of Vision, Mission and Institutional goals	10	10,11
3	Admission deadlines are updated	J: Admission requirements and procedures	19	19
4	Faculty Student ratio is updated	Full time Equivalent (FTE) Faculty: Student Ratio	114	114
5	List of BOG is updated	aa. Board of Governors and their affiliations	118	118

Version: October 2022

Date of Approval of the BoG: 26<sup>th</sup> September 2022

:

Sl.no	Change summary	Section	Page no. of previous version- August 2022	Page no. of current version- October 2022
1	Revised Organization chart is replaced	F : Organization chart of the institute	12	12
2	Updated Faculty list	Y : List of Faculty at IMT	116	112-113

3	Full time faculty equivalent is revised	Y: FTE	118	114
4	<ul style="list-style-type: none"> <li>List of the Administrators has been updated according to the new Organization Structure</li> <li>List of Senior Administrative Staff has been updated according to the new Organization Structure</li> </ul>	Z: List of Senior Administrators	119	116
			120	116

Version: **August 2022**

Date of Approval: \_\_\_\_\_ 2022

Sl.no	Change summary	Section	Page no. of previous version- May 2022	Page no. of current version- Aug 2022
1	<p>Student Attendance norm is strengthened 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 Attendance Policy. Grade reduction has been removed due to attendance shortages.</p>	x. Academic Regulations, Grading System, policies regarding academic progress, and opportunities for appeal by the students	107	107
2	<p>Penalty Mechanism for Plagiarism cases is strengthened to discourage students from submitting plagiarized work.</p> <p>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>	q. Academic Integrity, definitions of Plagiarism and other offences	43-46	43-46

Version: June 2022

Date of Approval: 3<sup>rd</sup> June 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2021	Page no. of current version- May 2022
1	Definition of 'major' is inserted in Definitions of Academic Terminology of Graduate Program.	Section-S	44	47