



# ***BSBA Program Catalog***

***Academic Year  
2015-16***

## TABLE OF CONTENTS

<b>1. ABOUT IMT DUBAI .....</b>	<b>1</b>
1.1 IMT Dubai Vision .....	2
1.2 IMT Dubai Mission .....	2
1.3 Strategic Objectives .....	2
1.4 Government Regulations .....	2
1.5 IMT Dubai Licensure and Accreditation Information .....	2
1.6 Non Discrimination Statement .....	2
<b>2. FACILITIES AND SERVICES .....</b>	<b>3</b>
2.1 Library: Learning Resource Centre .....	3
2.2 IT Center .....	4
2.3 Residential Facilities .....	4
2.4 Recreational Facilities .....	5
2.5 Spiritual Facilities .....	5
2.6 Transportation Facility .....	5
2.7 IMT Alumni Association .....	5
2.8 Student ID Cards .....	5
2.9 Students Email ID .....	6
2.10 Blackboard .....	6
2.11 Orientation .....	6
2.12 Cafeteria & Restaurants .....	6
2.13 Personal Counselling .....	7
2.14 Academic Advising .....	7
2.15 Career Counselling .....	8
2.16 Career Placement Services .....	8
<b>3. PROGRAM OVERVIEW .....</b>	<b>9</b>
3.1 BSBA PROGRAM MISSION .....	9
3.2 BSBA PROGRAM OBJECTIVES .....	9
3.3 BSBA PROGRAM LEARNING OUTCOMES .....	9
3.4 BSBA PROGRAM STRUCTURE .....	10
<b>4. BSBA – COURSE DESCRIPTIONS .....</b>	<b>17</b>
4.1 FOUNDATION COURSE .....	17
4.2 CORE COURSES .....	21
4.3 CONCENTRATION COURSES - ACCOUNTING .....	23
4.4 CONCENTRATION COURSES – RETAIL MANAGEMENT .....	25
4.5 CONCENTRATION COURSES – LOGISTICS & SUPPLY CHAIN MANAGEMENT .....	27
<b>5. ADMISSIONS POLICY .....</b>	<b>29</b>
5.1 Under-Graduate Admissions Policy .....	29
5.2 Admissions Process .....	30
5.3 Attestation of Documents .....	30
5.4 Admissions Committee .....	31
5.5 Students admitted on probation .....	32
<b>6. ACADEMIC POLICIES .....</b>	<b>33</b>
6.1 Course Load .....	33
6.2 Overload Policy .....	33
6.3 Credit Hours .....	33

6.4	Course Prerequisites .....	33
6.5	Repetition of course.....	34
6.6	Substituting Courses .....	34
6.7	Transfer Credits.....	34
6.8	Academic Residency.....	35
6.9	Withdrawal Policy .....	35
6.10	Course Evaluations.....	36
<b>7.</b>	<b>ATTENDANCE AND CLASS PARTICIPATION .....</b>	<b>37</b>
<b>8.</b>	<b>COURSE ASSESSMENT AND GRADING SYSTEM .....</b>	<b>38</b>
8.1	Course Assessment .....	38
8.2	Grading System .....	38
8.3	Course Grade Definitions .....	39
8.4	Cumulative Grade Point Average .....	40
8.5	Incomplete Grade .....	41
8.6	Dismissal from the Program.....	41
<b>9.</b>	<b>EXAMINATION POLICY .....</b>	<b>42</b>
<b>10.</b>	<b>ACADEMIC STANDING AND COMPLETION REQUIREMENTS .....</b>	<b>44</b>
10.1	Academic Standing.....	44
10.2	Graduation Completion Requirements .....	45
<b>11.</b>	<b>STUDENTS APPEALS POLICY AND PROCEDURES .....</b>	<b>46</b>
<b>12.</b>	<b>STUDENTS GRIEVANCE POLICY AND PROCEDURES.....</b>	<b>47</b>
<b>13.</b>	<b>STUDENT’S RIGHTS AND RESPONSIBILITIES.....</b>	<b>48</b>
13.1	Student’s Rights .....	48
13.2	Student’s Responsibilities .....	48
13.3	Institute’s Responsibilities towards Students .....	48
13.4	Student Conduct Code .....	49
13.5	Student Behavior .....	49
13.6	Standards of Personal Conduct .....	49
13.7	Code of Conduct for Residential Students .....	50
<b>14.</b>	<b>STUDENT ACADEMIC INTEGRITY POLICY .....</b>	<b>51</b>
14.1	Plagiarism Definition .....	51
14.2	Plagiarism Check Process at IMT .....	52
14.3	Categories of Plagiarism.....	53
14.4	Penalties for Plagiarism.....	53
<b>15.</b>	<b>GENERAL POLICIES OF IMT DUBAI.....</b>	<b>55</b>
15.1	Student Records Access and Release .....	55
15.2	Computing and Network Resources Use Policy .....	56
15.3	Individual Responsibilities .....	56
15.4	Student-Owned Laptop.....	57
15.5	Systems Monitoring .....	57
15.6	Privacy .....	58
15.7	Disciplinary Actions .....	58
15.8	Email Services.....	58
15.9	Internet Services .....	58
15.10	Student Housing/Access to the Internet .....	58

---

<b>16. STUDENT DISCIPLINARY POLICY .....</b>	<b>59</b>
16.1 Policy and Procedure regarding Student Conduct .....	59
16.2 Policy Regarding Non Academic Misconduct .....	59
16.3 Policy Regarding Academic Misconduct.....	60
<b>17. FEES POLICY .....</b>	<b>61</b>
17.1 Tuition Fees for BSBA.....	61
17.2 Payment Schedule.....	61
17.3 Late Fee Policy .....	63
17.4 Fee Refund Policy.....	63
17.5 Scholarships and Tuition Reductions .....	64
17.6 Disputes and Arbitration .....	64
<b>18. ACADEMIC CALENDER (2015-16).....</b>	<b>65</b>
<b>19. LIST OF FACULTY AT IMT DUBAI .....</b>	<b>66</b>
<b>20. LIST OF STAFF AT IMT DUBAI .....</b>	<b>68</b>

## 1. ABOUT IMT DUBAI

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

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

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

- Bachelor of Science in Business Administration (BSBA);
- Bachelor of Commerce in Accountancy (B.Com in Accountancy);
- Master of Business Administration (MBA);
- Executive Master of Business Administration (Executive MBA);

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

The purpose built state of the art campus is located in Dubai International Academic City and provides on campus hostel facilities in order to enable you to have a full university experience. IMT Dubai offers an experience that helps students build and enhance their career by providing them the discipline related knowledge, innovative management and leadership's skills.

## 1.1 IMT Dubai Vision

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

## 1.2 IMT Dubai Mission

The mission of IMT Dubai is to develop young leaders and professionals who are business ready, socially responsible and aware of challenges such as sustainability, ethics, environment and multi-cultural societies. In that spirit, it is committed to engage in high quality teaching and contemporary research.

## 1.3 Strategic Objectives

- Adopt pedagogical innovations that will improve student learning and experience.
- Focus on high quality academic research by supporting academic publishing in ABDC and SCIMago (SJR) ranked journals.
- Develop into a full-fledged university by strengthening and launching disciplines that are demanded by industry and local businesses.
- Enhance peer recognition and visibility by adding accreditations such as AMBA, EPAS and AACSB in future.
- Intensify international outreach efforts by recruiting students, faculty from multiple geographies; by creating and building strategic relationships with new and recognized partners.

## 1.4 Government Regulations

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

## 1.5 IMT Dubai Licensure and Accreditation Information

The Institute and all the programs are licensed and accredited by the Ministry of Higher Education and Scientific Research, U.A.E.

## 1.6 Non Discrimination Statement

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

## 2. FACILITIES AND SERVICES

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

### 2.1 Library: Learning Resource Centre

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

Learning Resources - Its collection includes:

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

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

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

## 2.2 IT Center

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

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

## 2.3 Residential Facilities

The Institute provides students with a safe and well-maintained living / learning environment that supports individual progress. We offer our students quality services and residential life in a caring and responsible manner. IMT campus has 5 Residence Halls with separate male and female wings.

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

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

### ***Dining Services***

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

### ***Residence Halls***

Each Residence Hall has the following amenities:

- a) At each floor level
  - Bathrooms and sanitary
  - Pantry rooms
- b) Pantry rooms are equipped with the following:
  - Microwave oven
  - Refrigerator
- c) Laundry room

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

d) Fitness Center

### 2.4 Recreational Facilities

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

### 2.5 Spiritual Facilities

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

### 2.6 Transportation Facility

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

### 2.7 IMT Alumni Association

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

### 2.8 Student ID Cards

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

The Institute has a Code for Identification of students, e.g. **BSBA151XXX**. The Code is defined as:

**BSBA**: Program Code; **15**: Year of program commencement; **1/2/3**: Spring/Fall/Summer Intake & **XXX**: 3 digit serial number.

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

## 2.9 Students Email ID

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

## 2.10 Blackboard

IMT uses Blackboard as an online academic portal for the students. Students are assigned usernames and password for accessing Blackboard. The courses can be registered online and the students have easy access to the course handouts put up by the Faculty. They can submit the assignments online and view the grades for the quizzes, assignments, tests etc. posted by the Faculty.

## 2.11 Orientation

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

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

## 2.12 Cafeteria & Restaurants

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

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

### 2.13 Personal Counselling

IMT provides personal counseling to its students. Any student who has the need for counseling should contact the Office of Student Services to make an appointment.

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

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

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

### 2.14 Academic Advising

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

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

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

The advisor's role is to:

- Guide the student and help him / her become familiar with the academic and administrative policies and programs of the Institute.
- Aid the student in understanding standards and requirements of different courses.
- Provide a perspective on the likelihood of success in different areas of study.

- Discuss with the student his / her educational and career objectives and how they relate to current / expected courses of study.
- Guide and provide necessary methodological support and supervision to students during the Internship Assignment and the Company Project Work.

A student's role is to:

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

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

### **2.15 Career Counselling**

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

### **2.16 Career Placement Services**

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

### 3. PROGRAM OVERVIEW

The BSBA (Bachelor of Science in Business Administration) program at IMT clearly supports the mission, goals and strategic objectives of the institution.

#### 3.1 BSBA PROGRAM MISSION

The mission of the Bachelor of Science in Business Administration program is to impart quality general and business education to students in order to prepare them for further studies at graduate level and for a wide range of careers in management fields.

#### 3.2 BSBA PROGRAM OBJECTIVES

The BSBA program objectives are as follows:

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

#### 3.3 BSBA PROGRAM LEARNING OUTCOMES

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

1. Demonstrate an in-depth knowledge of social, economic, cultural, geo-political and ethical environment in which businesses operate.
2. Demonstrate understanding and mastery of functional business knowledge and business processes.
3. Deploy relevant techniques for effective financial management of Business.
4. Plan, design and manage manufacturing and service operations.
5. Explore, critically evaluate and efficiently apply marketing concepts and processes in business.
6. Demonstrate the ability to use the theoretical knowledge acquired in the classroom to solve complex business issues and apply them to real business operations.
7. Interpret and communicate business data and information competently.

### 3.4 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 Course (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	ECON101	Micro Economics	N/A	3
4	ECON211	Macro Economics	ECON101	3
5	ECON312	The GCC Economies	ECON211	3
6	ECON313	The World Economy	ECON211	3
7	ECON411	Economies of Emerging countries	ECON211	3
8	ENGL101	English Essay Writing	TOEFL 525/IELTS 5.5	3
9	ENGL112	Advanced English Writing	ENGL101	3
10	ENGL211	Critical Writing	ENGL112	3
11	HUMT101	Introduction to Sociology	N/A	3
12	HUMT102	Geography & Environment	N/A	3
13	HUMT103	Introduction to Islamic Civilization	N/A	3
14	HUMT202	Middle East History & Culture	N/A	3
15	HUMT203	Arabic	N/A	3
16	HUMT211	The UAE Culture and Society	HUMT101	3
17	MGMT101	Principles of Management	N/A	3
18	MGMT211	Research Methodology	QUAN211	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, FINA211	3
3	BUSI431	Business Ethics	MGMT101, ECON101, ECON211	3
4	ECON321	Managerial Economics	ECON101, ECON211	3
5	FINA211	Financial Management	ACCT101	3
6	MGMT301	Organizational Behavior	N/A	3
7	MGMT312	Operations Management	QUAN211	3
8	MGMT442	Strategic Management	MGMT301, MGMT312, MKTG301, FINA211	3
9	MKTG301	Introduction to Marketing	N/A	3
10	QUAN211	Quantitative Techniques	QUAN122	3

## 3. Concentration Courses: 24 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	MKTG311	3
5	MKTG422	Retail Technology	MKTG311, BUSI201	3
6	MKTG423	E-Commerce	MKTG311, BUSI201	3
7	MKTG434	Shopping Mall Management	MKTG311, MKTG422, MKTG423	3
8	MKTG435	International Retail Strategy	MKTG311, MKTG422, MKTG423	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.

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

**BSBA program structure at IMT- Dubai**

Bachelor of Science in Business Administration (BSBA)								
	CODE	COURSE TITLE	PRERQUISTES	CREDITS	CODE	COURSE TITLE	PRERQUISTES	CREDITS
FIRST YEAR		<b>SEMESTER 1</b>				<b>SEMESTER 2</b>		
	ENGL101	English Essay Writing	TOEFL 525 / IELTS 5.5	3	ENGL112	Advance English Writing	ENGL101	3
	MGMT101	Principles of Management	N/A	3	ECON101	Micro Economics	N/A	3
	QUAN101	Mathematics	N/A	3	QUAN122	Business Statistics	QUAN101, MGMT101	3
	HUMT101	Introduction to Sociology	N/A	3	HUMT103	Introduction to Islamic Civilization	N/A	3
	HUMT102	Geography & Environment	N/A	3	ACCT101	Principles of Accounting	N/A	3
SECOND YEAR		<b>SEMESTER 3</b>				<b>SEMESTER 4</b>		
	ENGL211	Critical Writing	ENGL112	3	HUMT202	Middle East History & Culture	N/A	3
	BUSI201	Business Informatics	N/A	3	BUSI202	Business Communication	N/A	3
	HUMT211	The UAE Culture and Society	HUMT101	3	MGMT211	Research Methodology	QUAN211	3
	ECON211	Macro Economics	ECON101	3	FINA211	Financial Management	ACCT101	3
	QUAN211	Quantitative Techniques	QUAN112	3	HUMT203	Arabic	N/A	3
THIRD YEAR		<b>SEMESTER 5</b>				<b>SEMESTER 6</b>		
	MKTG301	Introduction to Marketing	N/A	3	ECON312	The GCC Economies	ECON211	3
	MGMT301	Organizational Behavior	N/A	3	ECON313	The World Economy	ECON211	3
	ACCT321	Managerial Accounting	ACCT101, FINA211	3		Concentration ACC /RM / LSCM		3
	MGMT312	Operations Management	QUAN211	3		Concentration ACC /RM / LSCM		3
	ECON321	Managerial Economics	ECON101, ECON211	3		Concentration ACC/RM / LSCM		3
FOURTH		<b>SEMESTER 7</b>				<b>SEMESTER 8</b>		

YEAR								
	ECON411	Economies of Emerging Countries	ECON211	3	MGMT442	Strategic Management	MGMT301, MGMT312, MKTG301, FINA211	3
	BUSI431	Business Ethics	MGMT101, ECON101, ECON211	3		Concentration ACC /RM / LSCM		3
		Concentration ACC /RM / LSCM		3		Concentration ACC /RM / LSCM		3
		Concentration ACC /RM / LSCM		3	INT401	Internship		6
		Concentration ACC /RM / LSCM		3				

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

### CONCENTRATION COURSES:

ACCOUNTING			
CODE	COURSE TITLE	PREREQUISITES	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	MKTG311	3
MKTG422	Retail Technology	MKTG311, BUSI201	3
MKTG423	E-Commerce	MKTG311, BUSI201	3
<b>SEMESTER 8</b>			
MKTG434	Shopping Mall Management	MKTG311, MKTG422, MKTG423	3
MKTG435	International Retail Strategy	MKTG311, MKTG422, MKTG423	3

LOGISTICS & SUPPLY CHAIN MANAGEMENT			
CODE	COURSE TITLE	PRERQUISTES	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 421	Procurement & Sourcing	LSCM311, LSCM312	3
LSCM 422	Inventory Management, Material Handling and Warehousing	LSCM311, LSCM312	3
LSCM 413	Business Process Management	LSCM313	3
<b>SEMESTER 8</b>			
LSCM 434	Transportation & Port Management	LSCM313, LSCM421, LSCM422	3
LSCM 425	Quality Management	LSCM311, MGMT312	3

## 4. BSBA – COURSE DESCRIPTIONS

### 4.1 FOUNDATION COURSE

#### **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.

#### **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 312 - The GCC Economies**

This course focuses on growth and development in the 6 countries of the GCC. It also focuses on various social and economic policies of the GCC. It explains the evolution of the group from a trade bloc to a common market and the perspectives of a common currency. It also analyses the importance of GCC economies in the world economy and the benefits of the GCC to its members.

### **ECON 313 - The World Economy**

This course offers an overview of the global economy. 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. Trade theories and global institutions dealing with trade is also covered in this course. The costs and benefits of globalization will also be discussed.

### **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 witting essays, while the second module will concentrate on writing more specialized kinds of compositions, including comparison, contrast, opinions, argumentative and cause and effect.

**ENGL 112 - Advanced English Writing**

The course aims to improve the writing skills of the students through various writing techniques that are focused on academic writing. The course focuses on writing for research projects using proper citations and referencing styles. The course also uses the reading and listening skills to effectively develop effectual expository, critical and argumentative essays and research papers.

**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.

### **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.

## **4.2 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.

## **4.3 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.

## **4.4 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.

#### 4.5 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. SMC 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.

##### **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 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.

### **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.

### **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.

## 5. Admissions Policy

### 5.1 Under-Graduate Admissions Policy

IMT-Dubai typically seeks the following in successful applicants:

#### a) Satisfactory Academic Standing

- \* Applicants to the BSBA programs must be holding a recognized and official secondary school certificate. Applicants are expected to have a CGPA of at least 2.5 on a 4.0 scale.
- \* Students with lower CGPA may be admitted on probation basis. Such students must maintain a minimum GPA of 2.0 in all the subjects undertaken in first semester. If not, the student will be dismissed and not be allowed to enroll again at the Institute.

#### • Minimum Requirements

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

- \* American High School Diploma: Overall average of Grade “C” (70% or 2.5/4.0)
- \* For students of British curriculum (GCE/GCSE/IGCSE): Minimum 7 subjects of (O) Levels, AS/A Levels, Minimum 3 B’s and 4 C’s
- \* CBSE Indian Examination Board: 55% overall in grade 12
- \* International Baccalaureate Diploma: (26 Points)
- \* Shahadat Al-Thanawiya Al-Amma (Secondary School Leaving Certificate): 70% overall in Grade 12
- \* WAECO/NECO Senior School Certificate Examination: Minimum 3 “B” and 4 “C”

#### b) Proficiency in English

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

- TOEFL (Paper based) = 500
- TOEFL (Internet based) = 61
- IELTS (Academic) = 5.0
- Pearson Test for English Academic = 36-44

- Computer based test (CBT) = 173

## 5.2 Admissions Process

### a) Admissions Deadlines

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

### b) Admissions Procedures

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

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

## 5.3 Attestation of Documents

All applicants for admission are required to obtain equivalency of their secondary school leaving qualifications from the UAE Ministry of Education located in Dubai, UAE. The attestation process is dependent upon whether the student has completed his/her secondary schooling within the UAE or outside the UAE.

### ***Applicants who complete secondary schooling within the UAE***

- Applicants must obtain an Equivalency Certificate issued by the Ministry of Education for secondary schooling studies undertaken in the UAE.
- These students are provisionally admitted to the University and are permitted to commence the first semester of study subject to the student obtaining an Equivalency Certificate.

### ***Applicants who complete secondary schooling outside the UAE***

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

Additionally, the UAE Ministry of Education and Youth in Dubai, must attest all secondary school certificates and transcripts issued outside the UAE.

In special cases where complying with conditions (b) and (c) are not feasible, the certificates may be verified against originals by Embassies of the host country in the UAE followed by the UAE Ministry of Foreign Affairs.

- An applicant who is unable to secure the Equivalency Certificate as outlined above will be asked to sign a “Consent to Provide Documents” form agreeing to secure the equivalency. The applicant will be permitted to commence his/her studies at IMT DUBAI, but will be given a maximum of one (1) semester to obtain the equivalency certificate within this time period.

## **5.4 Admissions Committee**

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

---

### **5.5 Students admitted on probation**

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

## 6. ACADEMIC POLICIES

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

### 6.1 Course Load

Students with good academic standing will be allowed to register for up to 15 credits every semester. Any student having a good CGPA and willing to take additional course load has to get approval from the Dean-Undergraduate Programs for the same.

Students on Academic Probation will not be allowed to take full course load of 15 credits. An Academic Standing Committee will look into Academic Probation cases and recommend to the Dean-Undergraduate Programs, maximum course load for the students. The Dean will then, based on the recommendations, decide on the course loads of these students.

### 6.2 Overload Policy

An overload occurs when a student registers for more than 15 credit hours in a Semester. To register for an overload, students should have a good academic standing. They can apply for this after consultation with their academic advisor and approval by Dean (Undergraduate Programs). Such students need to fill up an “add/drop course” form and submit it to the Program Office.

### 6.3 Credit Hours

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

### 6.4 Course Prerequisites

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

## 6.5 Repetition of course

- All Failed courses have to be repeated compulsorily and a passing grade obtained in order to revert to Satisfactory Academic performance.
- Courses may also be repeated in order to earn a better grade.
- In both the cases, grade R is assigned to a course repeated by the student. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA.
- A course can be repeated only once. If a student repeats the course and is not able to clear it in the second attempt too, then he/she is dismissed from the Program.
- Students are required to pay tuition charges (and/or any other incurred charges because of the delay introduced due to the repeat) for all repeated course work

## 6.6 Substituting Courses

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

## 6.7 Transfer Credits

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

## 6.8 Academic Residency

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

## 6.9 Withdrawal Policy

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

### Withdrawal before the commencement of the Program:

- A fee of AED 4000 will be deducted from the Confirmation Fee. Any costs incurred for Visa / books which has been paid by the student will not be refunded.

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

1. 30% of the 1st Semester/Module Tuition and Residence Fee (if applicable) will be forfeited.
2. Visa charges will be forfeited.
3. Study Material Charges will be forfeited.
4. Health Insurance Charges will be forfeited.
5. Any additional cost incurred by the Institute will be charged.

### Withdrawal within 2nd Week/Session of the commencement of the Program:

1. 50% of the 1st Semester Tuition/Module and Residence Fee (if applicable) will be forfeited.
2. Visa charges will be forfeited.
3. Study Material Charges will be forfeited.
4. Health Insurance Charges will be forfeited.
5. Any additional cost incurred by the Institute will be charged.

### Withdrawal after 2nd Week of the commencement of the Program:

- There will be no refund of 1st Semester/Module fee paid. Any Semester/Module Fee dues must be cleared in order to obtain the “No Dues Clearance”.

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

## 6.10 Course Evaluations

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

### 7. ATTENDANCE AND CLASS PARTICIPATION

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

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

IMT stipulates that attendance is mandatory in all programs. Attendance is regularly monitored and students are accordingly advised. The students are required to maintain a minimum attendance of 70% in each course to continue. In case of shortfall in attendance the students will be penalized as per institute policy.

Attendance Policy:

- Each faculty maintains a record of attendance in his/her respective course.
- As a rule, Attendance is compulsory in all classes.
- Leave is allowed only in extenuating circumstances subject to approval.
- Leave must be approved by the program in-charge.
- Students showing repeated absenteeism in course will be warned by the concerned faculty member.
- Following penalty will be imposed for absenteeism.

Attendance range (%)	Penalty
80% and above	No loss of grade
70 - 80%	One grade loss
Below 70%	Removal from the course and F grade awarded.

## 8. COURSE ASSESSMENT AND GRADING SYSTEM

### 8.1 Course Assessment

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

- Assessment will be comprised of Final Examination and various other components such as (but not limited to) Projects, Assignments, Written reports, Quizzes, Classroom participation etc. At the beginning of each course, students will be formally informed of the assessment methods to be used for their evaluation and the relative weight of each method in their overall grade.
- Examination shall be conducted to evaluate the analytical ability of the students rather than only testing their memory.
- The outcome of the assessments will be shared with the students for their future improvement.

### 8.2 Grading System

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

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

		pass/fail course
U		Unsatisfactory performance in pass/fail course

### 8.3 Course Grade Definitions

<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>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>Very Poor</b>	Very poor performance in the course.
<b>Fail</b>	<p>This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points. The failed course must be repeated and passed before credit is granted. A course can be repeated only once and repeated failure in the course will result in dismissal from the program.</p> <p>A maximum of two F grades are allowed during the program duration. Any student with more than two F grades will be dismissed from the program.</p>
<b>Incomplete</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, Academic Program. The incomplete course work must be completed within the next semester, otherwise, the grade I will be changed automatically to grade F.
<b>Repeat</b>	R is assigned to a course repeated by the student due to an F Grade. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA.

	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.
--	---

### Pass / Fail Courses:

- \* Any student not on academic probation may register for one pass/fail course per semester, with the permission of Dean (Undergraduate Programs), if the course is being offered.
- \* Pass/fail courses are normally restricted to electives outside the major field.
- \* Grades obtained in the pass/fail courses are not considered for the calculation of CGPA. In case of such courses, Student's transcript will reflect satisfactory performance by "S" and unsatisfactory performance by "U"
- \* *In case of non-credit course, transcript will reflect satisfactory performance by "Pass" and unsatisfactory performance by "Fail".*

## 8.4 Cumulative Grade Point Average

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

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

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

## 8.5 Incomplete Grade

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

The incomplete course work must be completed within the next Semester/module, otherwise, the grade 'I' will be changed automatically to grade F.

To clear Grade 'I', the student must fill the "Incomplete Course Form" on which the exact requirements for clearing the incomplete grade are specified. This form should be signed by the student, course instructor and Dean / Program Chairperson. Both the student and the instructor will retain a copy of this form. The final approved form is sent to the Office of Registrar. After fulfilling the coursework requirements, the results are sent to the Office of the Registrar.

## 8.6 Dismissal from the Program

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

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

### 9. EXAMINATION POLICY

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

#### Examination Rules and Regulations

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

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

## 10. ACADEMIC STANDING AND COMPLETION REQUIREMENTS

### 10.1 Academic Standing

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

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

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

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

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

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

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

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

### 10.2 Graduation Completion Requirements

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

Students on Probation and/or students who have to retake a course due to poor academic standing will bear corresponding additional tuition fees and if applicable the residency charges for the period required to complete the course.

The Graduation Completion Requirements Policy is as follows:

1. The required courses for BSBA program are spread across eight semesters. In each semester there are 15 credits courses.
2. The sequence of the courses is as per the program structure. Pre-requisite courses must be completed before taking any course. The details of pre-requisites of courses is mentioned in the program structure.
3. In order to complete the program, students must complete the following
  - 3.1. Foundation including general education: 60 credits
  - 3.2. Core courses: 30 credits
  - 3.3. Elective Courses: 24 credits
  - 3.4. Internships: 6 credits
4. The students must complete at least 50%, of the required credits, in residency. 50% of the credits can be transferred from similar accredited institutions in UAE and Abroad.
5. To be eligible to receive BSBA degree, graduating students must get a minimum CGPA of 2.0 on a 4.0 scale.
6. The minimum duration of enrollment for the completion of an undergraduate program in four years. The maximum period of enrollment is six years. Any further extension may require the approval from the Dean of the program.
7. The required minimum cumulative grade point average to maintain good academic standing is 2.0 on a 4.0 scale.

### 11. STUDENTS APPEALS POLICY AND PROCEDURES

#### a) Academic Standing Appeals

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

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

#### b) Grade Appeals

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

- Students should first consult with the concerned Faculty and discuss their concerns. Most of the cases are expected to be sorted out by review of Final Exam and discussion between the student and the Faculty member.
- If the student is not satisfied then they may put in a formal Grade appeal with the Office of the Registrar. The grade appeal must be submitted within a period of one week following the notification of grade to the student by the Registrar.
- All Grade Appeals must be submitted in writing to the Registrar on the official Grade Appeal Form (downloadable from Blackboard). Reason(s) for Grade Appeal must be substantiated clearly on the form.
- Office of Registrar will forward the Grade Appeals to the concerned Faculty Member(s).
- Concerned Faculty Member(s) will have one week to review the final examination component and respond in writing to the Registrar about the final outcome, who will then intimate the same to the concerned student(s).
- If the student is still not satisfied, an appeal can be made to the Dean who will form an Academic Committee, to look into the case.
- The Academic Committee after reviewing the student's final examination paper will recommend the final grade to the Dean, who will take a decision and intimate the same to the student.
- The decision of the Academic Dean will be held as final and no further appeals can be lodged.

### 12. STUDENTS GRIEVANCE POLICY AND PROCEDURES

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

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

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

### 13. STUDENT'S RIGHTS AND RESPONSIBILITIES

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

#### 13.1 Student's Rights

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

#### 13.2 Student's Responsibilities

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

#### 13.3 Institute's Responsibilities towards Students

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

Faculty will at all time:

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

### 13.4 Student Conduct Code

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

### 13.5 Student Behavior

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

### 13.6 Standards of Personal Conduct

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

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

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

### 13.7 Code of Conduct for Residential Students

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

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

### 14. STUDENT ACADEMIC INTEGRITY POLICY

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

1. Abide by high standards of academic integrity, ethics and honesty. Refrain from cheating on homework and examinations, plagiarizing other people's work by submitting it as their own, and / or any other forms of academic dishonesty.
2. Adhere to the published test or examination rules and regulations.

The following are some of the examples of academic misconduct:

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

#### 14.1 Plagiarism Definition

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

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

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

### 14.2 Plagiarism Check Process at IMT

All work submitted by students is accepted on the understanding that it is their own. Plagiarism is considered as a serious academic offense at IMT. All IMT 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 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 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 Blackboard Portal. The Blackboard portal is linked to SafeAssign (<http://www.safeassign.com/>) plagiarism software application system. The course instructor shall create a link for submission of the assessment component on SafeAssign plagiarism system on the blackboard portal (<http://myblackboard.imtdubai.ac.ae/>). The students can view the link for the submission of assessments on SafeAssign system.
- SafeAssign plagiarism system follows a matching process that checks submitted papers against the following databases (<http://kb.blackboard.com/display/SAFE/Student+FAQs>)
- Internet - comprehensive index of documents available for public access on the Internet
- ProQuest ABI/Inform database with over 1,100 publication titles and about 2.6 million articles from '90s to present time, updated weekly (exclusive access)
- Institutional document archives containing all papers submitted to SafeAssign by users in their respective institutions
- Global Reference Database containing papers that were volunteered by students from Blackboard client institutions to help prevent cross-institutional plagiarism ([www.blackboard.com](http://www.blackboard.com))”
- The SafeAssign 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 assessment is submitted by the student through e-mail to the instructor, the instructor can check the plagiarism by uploading the assignment using 'Direct Submit' option available in Blackboard SafeAssign system.

### 14.3 Categories of Plagiarism

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

#### Level I (25%-50%)

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

#### Level II (51%-75%)

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

#### Level III (76%-100%)

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

### 14.4 Penalties for Plagiarism

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

#### Level I Plagiarism

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

#### Level II Plagiarism

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

### Level III Plagiarism

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

## 15. GENERAL POLICIES OF IMT DUBAI

### 15.1 Student Records Access and Release

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

Access to a student's education records is available to authorized officials of the institute for purposes of recording grades, attendance advising, academic progress review etc. The confidentiality of student information is maintained and periodic reviews will be made in order to check the efficacy of the system. There will be no disclosure of student records to any third party unless a student gives permission in writing. The only exception to this is to official accreditation bodies conducting a review.

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

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

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

Official Transcripts and Degree Certificates will be issued to the students by the Office of Registrar. In case a student loses / wants a duplicate copy of the original transcript/certificate or any other document, he/she can request for the duplicate copy with the pre-payment of AED 100/- for transcript and AED 500/- for degree certificate. The following documents must be submitted for the issuance of duplicate certificate.

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

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

## 15.2 Computing and Network Resources Use Policy

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

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

The policy expects its users to be responsible for bringing into the knowledge of its authorities about any activity which may be in violation of a responsible conduct. The institute will not tolerate any activities such as producing, viewing, storing, replicating, or transmitting harassing, obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material including those from magazines are not permitted to be distributed.

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

## 15.3 Individual Responsibilities

- i. Computing resources are intended for the pursuit of academic objectives only. No usage for commercial purpose is allowed.
- ii. Users have been given a unique User account and they will be responsible for its proper use. The account holder himself/herself will be responsible for any misuse of computing services from their own account.
- iii. The users must protect their pass words and should not leave their account accessible to others in any circumstances. Similarly, the users must not attempt at accessing others' accounts.
- iv. Users must respect the copyright status of the institute's software. All the software in the institute premises is copyrighted.
- v. The IT security policy of the institute is very strict. The policy advises the IT users not to attempt to circumvent or subvert any system security measures in any way to infiltrate the system, or use IMT information technology resources to attempt to infiltrate other systems. Any attempt towards intercepting or decoding passwords or similar access of controlled information in any manner will be seen as a serious violation of the policy and necessary action will be taken as deemed fit.

- vi. Users must not attempt to modify system facilities, interfere with other users or system operations or circumvent the limits and permissions associated with their accounts.
- vii. Users must be preventive of interfering with other users' work or data.
- viii. Additional software from outside sources should not be either put on the computer or server without permission.
- ix. Users must not access, copy, or remove programs or data that do not belong to them without explicit permission from the owner. Lack of file protection does not give the right to do these things.
- x. Users are strictly prohibited from sending obscene, vulgar or unacceptable E mails or by other forms of e communication.

#### 15.4 Student-Owned Laptop

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

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

#### 15.5 Systems Monitoring

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

## 15.6 Privacy

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

## 15.7 Disciplinary Actions

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

## 15.8 Email Services

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

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

## 15.9 Internet Services

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

## 15.10 Student Housing/Access to the Internet

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

## 16. STUDENT DISCIPLINARY POLICY

### 16.1 Policy and Procedure regarding Student Conduct

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

### 16.2 Policy Regarding Non Academic Misconduct

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

Any non-academic violation may have the following disciplinary consequences:

- Warning: verbal or written warning to the concerned student
  - Suspension: for a period of time
  - Dismissal: from the Institute
  - Payment of Damage: Fines and other penalties may be imposed in case a student commits breach of Institute rules resulting in any loss / damage to Institute property; misuses Library / computing / communications facilities.
- c. If the concerned student is not satisfied with the decision, he/she can lodge an appeal with the director.
  - d. The decision of the Director is final and no further appeals can be made.

### 16.3 Policy Regarding Academic Misconduct

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

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

## 17. Fees Policy

### 17.1 Tuition Fees for BSBA

Particulars	(All Figures in AED)		
	I	II	Yearly Fee
<b>Tuition Fee</b>	16,500	16,500	33,000
<b>Accommodation</b> <i>(Accommodation charges includes meals):</i>			
<b>Hostel Double Occupancy *</b>	13,000	13,000	26,000
<b>Hostel Single Occupancy *</b>	16,000	16,000	32,000
<b>Medical Insurance</b>	1,000		1,000
<b>Visa charges</b>	3,000		3,000
<b>Refundable Deposits</b>			
<b>Hostel Deposit</b>	3,500		3,500
<b>Library Deposit</b>	1,000		1,000
<b>Total Semester fees (Without Accommodation)</b>	<b>17,500</b>	<b>16,500</b>	<b>34,000</b>
<b>Total with Double Occupancy</b>	<b>38,000</b>	<b>29,500</b>	<b>67,500</b>
<b>Total with Single Occupancy</b>	<b>41,000</b>	<b>32,500</b>	<b>73,500</b>

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

\* In the case of Repeat / Improvement courses, the students will be charged a fee of AED 2000 per course (as per notification by an internal committee in May 2014).

### 17.2 Payment Schedule

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

	Domestic Students	International Students
<b>BSBA</b>	Confirmation fees + 6 instalments per year	Confirmation fees + 3 instalments per year

The bank details are as follows:

Account Name	Institute of Management Technology FZ LLC
Bank Name	EmiratesNBD Bank PJSC, Mankhool Branch, Dubai, UAE
AED Account No	1011409872502, <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 name should be clearly mentioned in wire transfer.
2. The payment may be done either by cash or credit/debit card or through a Local cheque payable to "Institute of Management Technology FZ LLC" or through Wire Transfer to the above mentioned Bank Account.
3. Bank charges are to be borne by the remitter.
4. The exchange rate for conversion of USD to AED is taken as 1 USD = 3.65 AED
5. IMT Dubai reserves the right to change its fees and will notify all students of changes, if any. The above Fees structure is applicable for the Academic Year 2014-2015.

### **ADDITIONAL INFORMATION**

1. The above Tuition and other fees are applicable to students completing the Program within the normal duration. Should the course of studies be extended, the student will be liable to pay for all additional Tuition and other fees including Residence.
2. For any repeated course, additional payment of AED 2000 per course will be charged.
3. In case of repeat of semester, full Tuition & other associated costs (residence, visa, health insurance etc.) will be applicable.
4. In case of suspension, the student will not be eligible for refund on any payment made for that semester irrespective of the balance Semester duration (if any). The amount paid will be considered forfeited and will not be adjusted against any additional period.
5. Students enrolled in Summer Courses will be charged additional Residence fees on a pro rata basis and any other associated costs (if incurred).
6. Students will avail the Residence Hall facilities only for the duration of the Semester. Residence Halls will open for the students two days prior to the commencement of

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

### 17.3 Late Fee Policy

1. 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.
2. Students who do not pay their fees by the due date for each installment, will be charged a Late Fee fine of AED100 for the first week and AED200 for each of the next three weeks from the due date.
3. After four weeks from the Due Date of payment the student will be automatically withdrawn from the course for which the fees are outstanding and their enrolment will be cancelled.
4. Students will not be allowed to enroll in the subject again that semester or any subsequent semester until all outstanding fees (including any relevant penalty charges) are paid in full.
5. No student will be allowed to answer the Final Exam if any fees are outstanding.

### 17.4 Fee Refund Policy

- Withdrawal before the commencement of the Program:
  1. A fee of AED 4000 will be deducted from the Confirmation Fee.
  2. Any costs incurred for Visa / books which has been paid by the student will not be refunded.
- Withdrawal within 1st Week/ session of the commencement of the Program:
  1. 30% of the 1st Semester/ module of Tuition and Residence Fee (if applicable) will be forfeited.
  2. Visa charges will be forfeited
  3. Study Material Charges will be forfeited
  4. Health Insurance Charges will be forfeited
  5. Any additional cost incurred by the Institute will be charged
- Withdrawal within 2nd Week/ Session of the commencement of the Program:
  1. 50% of the 1st Semester/ Module Tuition and Residence Fee (if applicable) will be forfeited
  2. Visa charges will be forfeited
  3. Study Material Charges will be forfeited
  4. Health Insurance Charges will be forfeited
  5. Any additional cost incurred by the Institute will be charged
- Withdrawal after 2nd Week/Session of the commencement of the Program:
  1. There will be no refund of 1st Semester/ Module fee paid. Any semester/module fee dues must be cleared by the student in order to obtain the “No Dues Clearance”.

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

### **17.5 Scholarships and Tuition Reductions**

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

### **17.6 Disputes and Arbitration**

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

## 18. ACADEMIC CALENDER (2015-16)

BSBA ACADEMIC CALENDER (2015-16)		
Fall 2015	Orientation Program (BSBA Fall '15 Batch)	6 Sept, 2015
	Classes Begin (BSBA Fall '15 Batch )	7 Sep, 2015
	Classes Begin (BSBA Fall '12, '13, '14 )	6 Sept, 2015
	UAE National Holiday	2 Dec, 2015
	Class ends	12 Dec, 2015
	Exam Week (BSBA)	13 - 17 Dec, 2015
	Winter Break	18 Dec 2015 - 2 Jan 2016 *
	Result Declaration	3 Jan, 2016 *
Spring 2016	Classes Begin	9 Jan, 2016
	Vaudeville	2-3 Mar, 2016
	Mid-semester Break	27 Mar - 7 April, 2016 *
	Class ends	30 April, 2016
	Exam Week (BSBA Fall '13, '14, '15)	1 - 5 May, 2016
	Exam Week (BSBA Fall '12)	28 Feb - 1 st March, 2016
	Internship (BSBA Fall '12)	6 March, 2016 - 6 June, 2016

PUBLIC HOLIDAYS: Students will be advised of make-up dates for classes falling on public holidays.

- 1 January 2016 - New Year's Day
- 16 May 2015 - Leilat al-Meiraj (Ascension of the Prophet)\*\*
- 17-18 July 2015 - Eid-al-Fitr (End of Ramadan)\*\*

\* Subject to Change

\* Mid Semester breaks are subject to confirmation from Ministry of Higher Education and Scientific Research

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

## 19. LIST OF FACULTY AT IMT DUBAI

Name	Designation	Email ID
<b>Accounting &amp; Finance</b>		
Dr. Mahendra Raj	Professor of Finance PhD (1992), University of Arizona, USA	mahendra@imtdubai.ac.ae
Dr. T.P. Ghosh	Professor, Accounting & Finance PhD (1988), University of Burdwan, India	tpghosh@imtdubai.ac.ae
Dr. Rajesh Kumar	Professor, Accounting & Finance PhD (2008), Indian Institute of Technology, Kharagpur, India	rajesh@imtdubai.ac.ae
Dr. Anupam Mehta	Associate Professor, Accounting & Finance Chairperson, BSBA Program PhD (2005), Panjab University, India	anupam@imtdubai.ac.ae
<b>Communication</b>		
Dr. Gita Bajaj	Professor, Business Communication PhD (2007), Aligarh Muslim University, India	gita@imtdubai.ac.ae
Dr. Kirti Khanzode	Associate Professor, Management Communication PhD (2006), Barkatullah University, India	kirti@imtdubai.ac.ae
<b>Economics</b>		
Dr. Pranab Kumar Pani	Professor, Economics PhD (1999), Indian Institute of Management, Ahmedabad, India	Pranab@imtdubai.ac.ae
Dr. K.S. Sujit	Associate Professor, International Business & Economics Associate Dean PhD (2002), Hyderabad University, India	sujit@imtdubai.ac.ae
<b>Human Resource Management</b>		
Dr. J. Shahina	Assistant Professor, Human Resource Management PhD (2013), XLRI Jamshedpur, India	shahina@imtdubai.ac.ae
<b>Marketing</b>		

Dr. Ravindra P. Saxena	Professor, Marketing Chairperson, Executive MBA Program PhD (1998), Kanpur University, India	Ravindra@imtdubai.ac.ae
Dr. Anand Agrawal	Professor, Marketing PhD (2007), ICFAI University, Dehradun, India	anandagrwal@imtdubai.ac.ae
Dr. K. Abdul Waheed	Associate Professor, Marketing PhD (2003), Shailesh J. Mehta School of Management, Indian Institute of Technology, Bombay, India	waheed@imtdubai.ac.ae
Dr. Vimi Jham	Associate Professor, Marketing Chairperson, MBA Program PhD (2008), Aligarh Muslim University, India	vimi@imtdubai.ac.ae
<b>MIS &amp; IT</b>		
Dr. Ali Zalzala	Associate Professor, MIS & IT PhD (1990), University of Sheffield, UK	Zalzala@imtdubai.ac.ae
<b>Operations Management</b>		
Dr. Arvind Seth	Professor, Operations Management & Business Mathematics Academic Dean PhD (1992), Indian Statistical Institute, India	seth@imtdubai.ac.ae
Dr. Santanu Roy	Professor, Operations, Supply Chain & Technology Management PhD (2000), Indian Institute of Technology, Kharagpur, India	sroy@imtdubai.ac.ae
<b>Strategic Management</b>		
Dr. Ajay Singhal	Associate Professor, Strategic Management PhD (2013), Indian Institute of Management, Lucknow, India	ajay@imtdubai.ac.ae

## 20. LIST OF STAFF AT IMT DUBAI

Name	Designation	Contact Details
Dr. Rakesh Singh	Director	Director@imtdubai.ac.ae
Mr. Roy Strik	Global Head of Recruiting & Marketing	roy.strik@imtdubai.ac.ae
Ms. Meha Chettiar	Senior Manager – Admissions & Marketing	meha@imtdubai.ac.ae
Mr. Ahmad Sami Al Baroudi	Senior Manager – Admissions & Marketing	sami@imtdubai.ac.ae
Ms. Miriam Alison Ballantyne	Admissions Counsellor	miriam@imtdubai.ac.ae
Ms. Heba Fathi Ahmed Hassan	Admissions Counsellor	heba@imtdubai.ac.ae
Mr. Michael Robert Todd	Head of Career Services and Corporate Relations	michael@imtdubai.ac.ae
Ms. Drishti Jham	Placement Officer	Drishti@imtdubai.ac.ae
Ms. Kristina Chanevic	Assistant Manager - Corporate Relations	kristina@imtdubai.ac.ae
Mr. Abdur Rahman	Deputy Manager - QAIE	rahman@imtdubai.ac.ae
Ms. Sarita Karnik	QAIE Officer	Sarita@imtdubai.ac.ae
Ms. Suraiya Zabir Ali	Assistant Registrar	Suraiya@imtdubai.ac.ae
Ms. Sadaf Bukhari	Program Officer, Executive MBA Program	Sadaf@imtdubai.ac.ae
Ms. Samina Perwez	Program Coordinator, MBA & Undergraduate Program	samina@imtdubai.ac.ae
Ms. Samira Fernandes	Program Coordinator, MBA & Undergraduate Program	Samira@imtdubai.ac.ae
Mr. Balaji Jagadeesan	HR & Administration Manager	Balaji@imtdubai.ac.ae
Mr. Vivek Anand	Facilities Manager	vivek@imtdubai.ac.ae
Mr. Ranjith P. Veedu	System Administrator	ranjith@imtdubai.ac.ae
Mr. Dushyant Kumar Singh	IT Assistant	dushyant@imtdubai.ac.ae
Mr. Burhan Dalal	Accounting Executive	Burhan@imtdubai.ac.ae
Mr. Gyana Ranjan	Accountant	Gyan@imtdubai.ac.ae
Mr. Moin Ahmad	Librarian	Moin@imtdubai.ac.ae
Mr. Anand G Talwar	Assistant Librarian	anand@imtdubai.ac.ae
Mr. Abdul Kader	Library Assistant	abdul@imtdubai.ac.ae

Mr. Nirmish Parmar	Student Services Executive	Nirmish@imtdubai.ac.ae
Mr. Mahashook T	PRO	Mashook@imtdubai.ac.ae
Ms. Maria Rowena	Receptionist	Reception@imtdubai.ac.ae
Mr. Jagan C.Nair	Hostel Warden	Jagan@imtdubai.ac.ae
Mr. Madhav Kandel	Office Assistant	
Mr. Yuvraj Dhakal	Office Assistant	
Mr. Hari Giri	Office Assistant	
Mr. Anthony	Office Clerk	
Mr. Shah Islam	Office Clerk	