



**AMITY**  
UNIVERSITY  
DUBAI

# STUDENT HANDBOOK





### **Vision**

Amity University Dubai will strive to build a conscious community that will positively impact society and humanity. We will continue to educate, while also creating long-term sustainable solutions that promote innovation, exploration, creativity, tolerance, equality, opportunity and a better future for generations to come.

### **Mission**

We shall create a sustainable eco-system that encourages research and learning in order to explore innovative ideas and accelerate the nation's vision for the future. As a higher education institution, we will nurture talent, inculcate humanitarian values, create opportunities and foster diversity within our community, while also ensuring that we contribute to national strategy and agenda.





### **Amity University Dubai – Together we will change the world.**

Amity University Dubai is licensed by the UAE Ministry of Higher Education and Scientific Research (MoHESR) and the Knowledge and Human Development Authority (KHDA) in the UAE, with degrees accredited by the MoHESR through the Commission for Academic Accreditation (CAA). The university is internationally accredited by the Western Association of Schools and Colleges (WASC) and the Quality Assurance Agency (QAA).

In 2019, Forbes Middle East awarded AMUD with the “Best Campus in the Middle East” for its inspiring facilities that foster the intellectual, physical, and social growth of students. Spanning across 700,000 sq. ft. in area with world-class facilities our award winning campus houses state-of-the-art labs for specialized courses such as aerospace, construction, media, interior design, architecture, fashion design hospitality and more, facilitating real-life simulations and on-the-job learning. Amity University Dubai offers more than 25 programmes, including foundation courses, bachelor's degrees, and master's degrees, spanning industry sectors including business, engineering, computer science, journalism, fashion design, hospitality & tourism, forensic science, architecture, media and law. These degrees are formally recognized by leading professional organizations such as CIPD, ACCA, CPA, AHRI, CIM, CIMA, CIPS, EFQM and ACS.

At Amity University Dubai, we focus on bringing about change, empowering communities and making the world a better place. Through immersion in real-world projects, group interactions and networking opportunities, students of Amity reach their full learning potential over the course of their program. Whether it is through mock trials in a moot court, creating a collection for a fashion show, building a solar powered house or working on a Satellite Ground Station, new programs and projects are constantly introduced to ensure that students are ready to take on the corporate world.

The University's programs are designed to develop professional skills, practical understanding and theoretical knowledge in a variety of area. Preparing students for the future of the industries, teaching them to adapt to the new environments and evolving global practices. AMUD's Incubation Centre, a certified incubator under Dubai SME, is an ultimate innovation hub that brings together and builds a community of mentors, entrepreneurs, volunteers, innovators and students. From ideation to conception and execution, the center has mentored 19 student start-ups, each at a different stage. Through internships and research, students get the opportunity to understand more about the industry and gain knowledge about different fields. Amity University Dubai maintains an international outlook with a strong focus on research and innovation. The university aligns its teaching and learning within the broader policies and strategies of the UAE while meeting international standards of higher education.

### Document Control

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Revision	11.10.2023	Disciplinary Process, Timelines and Response to Appeals - updated to align with the policy
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## 1 STUDENT LIFE

### 1.1 Using the Handbook

This Student Handbook is intended to provide information relevant to students for their smooth academic journey and successful completion of chosen academic programs. By design, it covers the most important aspects of student life. If any information is required, which is not detailed here, please contact your relevant academic department or administrative department.

### 1.2 Orientation

Orientation and School induction is held for freshmen students to familiarize them to the higher education environment. During the orientation, students are familiarized with the academic philosophy, pedagogy, registration process, class schedules access, Amity Learning Management System access, introduction to various departments and other details as may be required.

Further, students have the opportunity to interact with their peers, senior students, faculty members and their Program Leaders. Students are introduced to their Academic Advisors, who facilitate a smooth transition from school to University by familiarizing students with the courses, course sequencing, and load during their academic year.

### 1.3 Student Code of Conduct

Code of Conduct is a set of guidelines and policies required to maintain standards of behavior expected of the students inside and outside the campus. Failure to observe and adhere to the guidelines and policies set by the University will have corresponding implications and sanctions to the students.

The guidelines and policies set by the University are periodically reviewed to comply with the local laws and regulations, academic regulations from relevant agencies, and to align with the best practices in the international standards. Code of conduct shall apply to all students from the time of enrollment in any program offered at Amity University Dubai. The University reserves the right to impose sanctions in cases in which a student has withdrawn from courses, withdrawn from the University, or been awarded a degree prior to the resolution of a case.

#### 1.3.1. General Code of Conduct

Students are strongly advised to avoid engaging in any of the following:

- Raising false alarms or reporting false incidents.
- Engaging in any form of criminal behavior as defined by the laws of the country, including the possession/use/sale of illegal substances or materials.
- Consuming and possessing illegal intoxicants.
- Possession of firearms and explosives, and engaging in acts of arson.
- Engaging in inappropriate behavior on the internet by accessing, downloading or sharing data from inappropriate sites and chatrooms.
- Engaging in any form of bullying and harassment, including online harassment.
- Engaging in any form of disrespectful, intolerant or aggressive behavior towards members of the community or visitors to campus.
- Taking part in physical fighting, and stealing.
- Misusing social media in a way that damages the reputation of the University.
- Falsifying documents and/or submitting falsified documents to the University for any purpose.
- Discriminating against one or more individuals based on race, place of origin, color, ethnic origin, creed, gender, age, marital status, and family status etc. while on campus;



- Unauthorized accessing of information or material that is confidential to the University or a member of the University;
- Misusing university smart technologies (including social media, cameras, blocking university parent communication software);
- Smoking in the University campus (all forms of smoking);
- Gambling or any other form of betting in University campus;
- Violating the terms of any disciplinary sanction imposed by the Disciplinary Committee
- No inappropriate physical contact between males and females
- Students should conduct themselves in an orderly manner while they are on the University premises, off-campus, at a University-sanctioned event, or when representing the University, including, but not limited to, tours, field trips, and events of student organizations, clubs, and teams that are under the direct or indirect supervision of the University.

Any violation of the code of conduct will be reported to the disciplinary committee for appropriate action to be taken.

### 1.3.2 Classroom Code of Conduct

Students are expected to take note of the following:

- Mobile phones must be on silent mode or switched off, whilst attending classes unless permitted by the faculty member for learning purpose.
- Consumption of food and beverages inside classrooms, labs, workshops and other learning spaces is not permitted.
- Writing on walls and desks, destroying University property or restricting access to general student resources is considered destruction of property.
- Students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations or any other assessment.
- In line with the aim to become a green campus, students are encouraged to follow the principles of reduce, re-use and recycle and endeavor to conserve water and energy.
- Utilize all the student resources on campus wisely and judiciously.
- Students are not permitted to install new software. Software already installed shall not be removed/ uninstalled. Computers and other hardware devices must be handled with care and shall be used for their intended purpose only. Computers shall not be moved from their designated locations without prior permission.

### 1.3.3 Transportation Code of Conduct

- Students should not cause inconvenience to others and should ensure that they are at the bus pick up at the scheduled time.
- Should carry student ID cards.
- Failure to adhere to the transportation code of conduct may result in a warning and referral to the Disciplinary Committee for further action. Repeated offences may lead to withdrawal of the transport service.
- Compensation for damages caused as a result of inappropriate behavior will be charged to the student concerned.

### 1.4 Dress Code

- Dress appropriately, respecting local customs and practices of the UAE  
Refer to Dubai International Academic City (DIAC) Code of Conduct

- Avoid excessive, gender-inappropriate or revealing clothing that falls outside societal norms and inconsistent with professional and expected University standards.

The code of conduct does neither address every possible situation that may arise nor serve as a substitute for any Federal or local law. Issues that are not covered under the Student Code of Conduct shall be interpreted further by the Disciplinary Committee.

### 1.5 Student Rights and Responsibilities

Amity University Dubai endeavors to ensure that all the students joining the institution, successfully complete their programs and pass out as well-rounded graduates. For this, the students are provided with equal opportunities depending on the demands of their respective programs.

In addition, all students have equal access to extracurricular activities. In all such engagements, students shall, at all times, abide by and respect the laws of the land, and uphold its rich culture and heritage, as well as the institutional values. The university expects students to be responsible and meet the higher standards of conduct as they are essential members of the academic community.

### 1.6 Student Rights:

#### **Students have the right to:**

- Students have the right to ask for details about their programs, bodies associated with accreditation and licensing, costs associated with their studies, scholarship support, internship and placement, procedures to be followed for obtaining various certificates from the institution, facilities that are available, and support for smooth academic progression;
- Students are also encouraged to ask or follow up about any actions taken based on the suggestions and feedback provided by them;
- Students have the right to enquire their status of attendance and academic scores in various internal assessment components;
- The university has an open door policy with regards to any issues related to students. The students may meet the concerned department head or write an email to the same, with regards to their concerns. The students shall then be counseled and guided accordingly;
- Upon registration and completion of fee payment, students have access to Amity-Learning Management System the intranet at Amity University Dubai Campus. Amity provides an option for students to submit details of their experiences through survey questionnaires. Students may also use Amity to submit their grievances. Deans or Head of Student Services meet with students who have specific issues in order to find a resolution.

### 1.7 Student Responsibilities:

- Students are responsible for payment of their fees, completing the registration process, submission of examination forms, and other documents required as the academic year progresses;
- Students are expected to also complete visa requirements, meet the university attendance requirements, and complete all internal and external academic tasks on timely basis;
- Students should read the notice boards, regularly check their emails and look for updates on Amity portal, with regards to any announcements. Lack of awareness or incorrect understanding will not be accepted as a reason to review decisions taken as a consequence of non-fulfillment of a student's responsibilities;
- While in university, students are expected to fully comply with the DIAC Code of Conduct in terms of behavior and dress which is in line with the local customs and practices of the UAE;
- Students found to be violating the DIAC Code of Conduct shall be firmly dealt with. The Disciplinary Committee may recommend appropriate punishments, ranging from issuing a

warning letter, to suspension for a specific period and community service on campus or such other punishment as may be warranted, based on the circumstances and nature of the violation. Appeals against the decision of the Disciplinary Committee must be submitted to the President within 5 working days. In all such cases, the decision of the President is final and binding;

## 1.8 UAE Laws and Regulations

Amity University Dubai, its staff and students recognize that we are bound by the federal laws, legislature and regulations of the United Arab Emirates (UAE) and of the Emirate of Dubai.

Students are responsible for being aware of, and complying with, the laws of the UAE and Dubai and for respecting the local customs and culture.

## 1.9 Participation in Decision Making

Amity University Dubai recognizes the role of students as important stakeholders in the growth and development of the institution and believes that their suggestions and feedback are valuable. Academic heads, Program Leaders, as well as the Heads of the administrative departments welcome suggestions and feedback from students at all times. Students are advised to follow up with respective departments to obtain an update on the action taken regarding their suggestions/feedback.

### a. **Student Council:**

Student Council aims to empower AMUD's students and provide them with a structured framework to actively contribute to the university life through representation on various university committees/ forums. It provides students a platform to express their views, concerns and suggestions, and safeguards their rights. As an elected body, the Student Council promotes interests and welfare of student, campaigns for academic needs and coordinates student activities. The Student Council does not discriminate against anyone based on his/her race, religion, creed, nationality, ancestry, gender, age, physical challenges, economic status, or political affiliation.

### **Procedure:**

- The students who are entitled to participate and be a member of the AMUD Student Council must be enrolled full-time in an Undergraduate or Graduate program. The membership to the student council ceases once a student graduates or leaves the university.
- In order to be a member of AMUD's Student Council, the candidates must apply for the Council Annual Election (see below).
- The Executive Board of the Student Council will meet with the AMUD Management regularly to discuss any matters concerning the student body. Other Council members may attend these meetings as and when required.
- The Student Council must exercise its rights and duties to act in harmony with the statutes and directives of the University, focusing primarily on the concerns of the student body, and its own policies as mentioned in the policies and procedures.
- In cases where administrative decisions can affect the student body; the University officials will communicate decisions that directly or indirectly affect students to the Student Council. The council will gather student feedback and bring forth students' views for discussion.
- In case of an appeal or valid disagreement with any University official/s, the Student Council will follow the University's code of behavior by taking matters with the concerned official.

## **Composition of Student Council Members**

The Student Council of AMUD consists of the Executive Board that further holds the Community Engagement representatives, Academic Programs Representatives, and Student Residences Representatives duly elected by the students. Only two members of the Student Council, namely, the Communications and Media Officer and Disciplinary Officer, are appointed by the consensus of the Executive Board in collaboration with the Senior AMUD Management.

**Executive Board**

- President
- Vice-President
- Secretary and Administrative Officer
- Finance Officer
- Communications and Media Officer
- Disciplinary Officer

**Community Engagement Representatives**

- Community Outreach Coordinator
- Student Events and Activities Coordinator
- Athletics and Sports Coordinator

**Academic Programs Representatives**

The student council will consist of members from all the three schools i.e. Amity Business School; School of Engineering, Architecture and Interior Design and School of Humanities, Arts and Applied Sciences who represent students body in any academic decision making. The representations will be as follows:

- Course review committee officers (one student from each school)
- Program review committee officers (one student from each school)
- Industry Advisory committee officers (one student from each school)
- Academic Honesty committee officer
- Learning Resource Centre Development Officer

**Student Residences Representatives**

- Men's Student Residences officer
- Women's Student Residences officer

*In any case of a vacancy or absentia in any of the posts on the AMUD Student Council, the hierarchy of authority shall be as follows,*

- President
- Vice-President
- Secretary and Administrative Officer
- Finance Officer
- Communications and Media Officer
- Disciplinary Officer

**Term of Office:**

- All Student Council members will hold office for the duration of the academic year in which they are elected.
- Re-election is permitted once per academic program to the same position on the Council.

- Students having served on the Council are eligible for nomination for the positions other than those that they have already served.
- The members are not permitted to serve in the Council for more than two years sequentially.
- The Council can remove any member from the board/office before his/her term ends, by a special resolution, when the Student Council along with the AMUD Management is of the opinion that the office-bearer:
  - has violated the policies of the University or has intentionally/unintentionally acted against the interests of the student body or the members of the council
  - has repeatedly and willfully acted in a manner detrimental to the welfare of the Student Council and/or the University
  - has been faced with any disciplinary action resulting in his/her suspension or expulsion from University
  - has been absent without notice from two consecutive Student Council meetings
  - has been found misusing / misrepresenting his/her position in the Council

## **Election Process**

### **i. General Eligibility**

For a student to be eligible for running for a post on the AMUD Student Council, he/she must be a full-time member of the student body. The candidate must have maintained a CGPA of at least 2.5 at the time of his/her nomination and be free of any breach of the academic integrity and/or student code of conduct policy before, during or after the elections.

- Student Council elections shall be held towards the end of every spring semester. The tenure of newly elected members will commence with the start of the academic year.
- The election will be held once in a year. During any period officially designated by the University as an examination period, study break, semester break, or public holidays, no elections will be held.
- The dates for the period of opening nominations, campaigning and elections shall be set by the AMUD management. In order to oversee the fairness of the election process, a university staff member shall be appointed as an Advisor, who will be responsible for:
  - receiving and validating all nominations
  - conducting election in accordance with campaign code of conduct of AMUD
  - Declaring the final results

### **ii. Nominations**

Each applicant must fill an official Nomination Form requiring:

- A statement of the position he/she is contesting for (which School they represent).
- The full name, Student Enrollment number, term-time address and, if applicable, telephone number, course and year of the candidate.
- A letter of recommendation duly signed by a staff member.

### **iii. Campaign Code of Conduct**

Campaigning is imperative for the purpose of fair student elections and therefore, it includes (yet is not limited to) personal conversations, public announcements, posters, flyers, handouts, or any other promotional means. The duration and dates for the period of campaigning will be determined by the AMUD Management. No campaign-related resources shall appear before the beginning of the designated campaign period (in case of such violation, it shall lead to the candidate's disqualification).

Candidates nominating themselves for the Executive Board must participate in a debate with the other candidates for that post. The debate will be public, and anyone may ask questions to the candidates on any relevant topic. All students going for the campaign are required to sign a code of conduct with the AMUD Management with the following underlying conditions:

- Posters must be placed only on designated notice boards, and not in the classrooms, lifts, toilets, the stairwell or inside the Library. The total number of posters placed within the campus by the candidate is decided by the AMUD management.
- Identification of a candidate on the campaigned poster is a must. Any poster that does not identify the candidate will be taken down.
- Candidates are not permitted to campaign jointly, nor are they permitted to display joint posters. Candidates must campaign individually.
- Candidates are not permitted to remove either theirs or other nominees' posters, nor are they permitted to place posters over other posters in order to cover or hide them (including University announcements).
- Candidates, in any situation, cannot threaten, harass, intimidate, or otherwise interfere with any other student or candidate's right to campaign or vote freely.
- The AMUD students and residents must abide by governing rules and laws regarding their behavior.
- Using class time or interrupting teaching for election purposes, the candidates are not allowed to do so.

**iv. Voting**

- The elections will be hosted at the AMUD campus and students shall vote at the campus.
- The ballot boxes used in any election shall be sealed by the AMUD Management before the commencement of voting and the seals shall only be broken by the AMUD Management upon commencement of the count.
- Before the students receive a ballot paper on the day of election, they must present their University ID card. The Candidates standing for the student council post can also vote for themselves.
- Incomplete ballots are permitted during the election period (for example, any student who may wish to vote only for the Presidency, and not for any other post); however, the student may not be able to amend his or her vote.
- Any student casting a vote for more than once will be sent to the Disciplinary Committee for necessary action. If the student is found guilty and the charges against him/her are proved, all the votes cast by that student shall be invalid and the election result will be amended accordingly.

**v. Declaration of the result**

- The responsibility for counting and tabulating the votes is solely taken by the AMUD Management. The result will be declared and issued officially by the appointed University Administrative Advisor as per his convenience not later than five (5) working days after the commencement of election and the closure of casting the votes. Subsequently, an official written declaration of the result will be published.
- AMUD Management shall give the students at least (5) days and not more than ten (10) business days for any appeals against the result of the general election.

**vi. Breach of election regulations**

- Any candidate found guilty of breaching the University rules for the first time shall be given a warning. If the candidate is found to breach the rules for the second time, he/she shall be disqualified from the election process. In case, if the AMUD management finds the first breach committed by the candidate is of serious and inevitable nature, he/she will be immediately disqualified.

- Any candidate challenging or lodging a complaint regarding the administration or a code of conduct of the election will be investigated and determined by the AMUD management within two (2) business days after lodging the complaint. All the complaints will be accepted for further investigation only after the receipt of a written petition duly signed by the candidate.
- While considering the complaints lodged by any candidate, the AMUD management shall rule out the nature and impact of the offence on any election. While determining the nature of the complaint, the AMUD Management after verifying all the appropriate evidences may take one of the following actions:
  - Rejection of the complaint
  - Halting the elections for a specific post(s)
  - Disqualification of a specific candidate(s)
  - Declaration of the ballot as void
- Any candidate, election agent or voter found guilty of following improper practices shall be reprimanded or disqualified from standing, voting, nominating a candidate, or acting as an election agent in the next year's elections.
- An appeal against the decision of the AMUD Management shall be made, in writing, to the President within two (2) working days of the ruling.

#### **vii. Meetings of the Student Council**

- ***Addressing a Meeting***

Amity University Dubai Student Council shall be meeting at least once each month of the academic year, per the date and time as convened by its members. Meetings shall only be convened on University premises.

- ***Notification***

All the Student Council members as well as the University Staff Advisor will be contacted and notified by the Secretary one (1) week prior to the day and date of the meeting date, place and time of the meeting.

- ***Quorum***

The meeting will be initiated only if at least five (5) members of the Student Council are present.

- ***Agenda for meetings***

The agenda for the meeting along with the contents shall be forwarded to all the members of the council by the Secretary and Administrative Officer, before the commencement of the meeting. The items highlighted in the agenda will usually follow the following pattern:

- Making sure that the minutes of the previous meeting along with the actions taken were recorded and documented properly by the Student Council.
- Ensuring that the issues or points discussed in the previous meeting are updated and followed up with the progress by the person(s) responsible.
- Providing an opportunity to the members of the Student Council for reporting on specific issues or projects.
- Discussing all the items highlighted in the agenda and giving the opportunity to the members of the student council to provide any suggestions, comments or questions.

#### **viii. Voting on decisions**

- All the decisions regarding the proposals or resolutions will be made only by casting the votes during the Student Council Meetings.
- Not more than one (1) vote will be cast by each member of the Student Council.
- The final decision will be taken based on the majority of the cast votes.



**ix. Keeping Minutes of Meeting and Publishing of Minutes**

- The Secretary and Administrative Officer shall be in charge of recording the contents and discussions of the meeting and forwarding them to Student Council members.
- Once the Communications and Media Officer has received the draft, she/he shall publish the minutes in dedicated link on the University's website and designated notice-boards.

**x. Managing funds of the Student Council*****Raising funds for the Student Council***

- The Student Council funding shall be secured via contributions made by the University, activity-specific donations/grants, funds collected from students for activities including participation fees at events and any other sources that the Student Council determines.
  - All funds received by the Student Council shall be deposited with the University's Finance department without deduction to the credit of the Student Council account.
  - Subject to any resolution passed by the Student Council, a formal written request for funding should be made to the AMUD Management via the University Staff Advisor. Any such requests must include complete details of planned activities, their objectives, complete cost estimates and any other information relevant to the approval of the proposal. Inadequate or incomplete proposals will not be considered for funding.
  - The Student Council shall not enter into any commitment or expenditure without the AMUD Management's prior approval.
  - All expenditures must be accompanied by proper receipts.
  - The University may audit specific events and records as it deems appropriate.
- Being a non-profit organization, the income and property (including equipment) of the Student Council can be used only for the promotion of the aims and objectives of the Student Council (see section 1 and 2). No money and/or property owned or operated by the Student Council can be paid or transferred to Council members or other students or persons by the way of dividend, bonus or salary.

AMUD will provide the students with a voice for their concerns; a home for their suggestions and opinions through establishing a recognized means of communication between the student body and the University authorities as well as with other organizations.

**Online Feedback System:** Students have access to the student information system in which they can share their experiences through survey questionnaires. Students may also use the same system to submit their grievances and suggestions. The Academic adviser and Program Leader will meet the respective student/s for finding the resolution to the raised concern.

**2 INSTITUTIONAL FACILITIES****2.1 Facilities**

Amity University, Dubai has ergonomically designed spaces for educational purposes and student engagement. Its buildings and grounds meet the administrative, operational and program needs at all relevant levels including all core facilities with land area 700,000 sq. ft.

The University has well equipped classrooms with latest audio-visual facilities. All laboratories, studios/workshops have state-of-the-art systems and software installed. The Incubation center certified by Dubai SME and Future foundation has six start up offices with the required supporting facilities. The University has an auditorium, trading room and an extensive Learning Resource Center. There is also a student residence facility available within the campus.

Amity University Dubai has sufficient facilities that cater to the teaching-learning process. Each lecture room has a fixed seating capacity of 40, while seminar halls have a movable seating for easy movement during workshops and group activities. Each of these rooms are equipped with white boards, projectors and a podium fitted with devices to connect audio visual equipment.

Beyond working hours, Amity University Dubai campus is accessible to all staff and students especially for the in-house residing students. The Learning Resource Centre with its resources is easy accessible with all digital infrastructure to allow students not only to study but also to issue or return books without any staff assisting. The Learning Resource Center facilities are available 24 x 7.

## **2.2 First Aid on Campus**

First-aid kits are placed on every floor in common areas and in all laboratories. In the event of any student feeling unwell, ambulance services are called in for assistance.

## **2.3 Prayer Rooms**

Prayer rooms: Separate prayer rooms for men and women are located on the second and third floors respectively on the campus. The sanctity and decorum of the prayer rooms is maintained at all times.

## **2.4 Banking Services**

An Automated Teller Machine (ATM) is located on the ground floor near the Cashier Office. Students can use the facility to withdraw cash as and when it is required.

## **2.5 Copy Center**

Printers and copiers are available for students to print and copy permissible material required for study. Pre-paid ID cards are topped with credit for use at the machines.

## **2.6 Dining Facilities**

Cafeterias are located on the first and ground floor of the university. These facilities can be used for buying snacks, food and beverages and can also be used for dining. A variety of cuisines are available for students to consume. Further, vending machines are conveniently located at various points for quick access.

## **2.7 Lost and Found**

Enquiry of items lost and found, can be made at the reception. The items are kept in an area designated for this purpose.

## **2.8 Security**

In order to provide a safe and secure environment, Amity University Dubai implements procedures aligned to DIAC regulations. Security guards are present round the clock to address emergency calls and safety matters. Students are expected to fully cooperate with security guards and to carry their Identity Cards at all times whilst on campus. Campus is equipped with surveillance cameras for security purposes. The recordings of surveillance cameras are accessible to security staff and relevant authorities only.

## **2.9 Student Identification (ID) Card**

Student Identification Cards are obtained from the Student Services office. Students can use their ID cards for access to Learning Resource Center, printing, copying etc.

## **2.10 Parking**

There are 257 parking spaces available for students to park their vehicles within campus. Students have to register vehicles and are given a RFID tag which provides access to the campus. Students are assigned parking spaces on first come first serve basis. There are adequate parking spaces outside the campus.

## 2.11 Sports and Gym Facilities

Sports is a great way to maintain a balanced lifestyle; being active contributes to the physical and mental development and well-being of students. To promote athleticism and friendship across university, Amity University Dubai has a world class sports complex that is able to host a wide range of sports and recreational activities. Amity Sports Complex offers multi-purpose halls, indoor pool, outdoor sports facilities and a gymnasium that students can choose from, based on their interests.

### 2.11.1. Indoor Sports Facilities

- ***Multi-purpose Sports Hall***

Amity University Dubai offers facilities for all tournaments and recreation competition/events. The sports hall features four badminton courts, indoor basketball court and volleyball court. It can also be used for playing table tennis. Further, it has male and female changing rooms.

- ***Swimming Pool***

Located on the first floor, the swimming pool is approximately 25 meters long and has four lanes. Separate changing rooms are also available for males and females, next to the swimming pool. Moreover, the resident lifeguards are present during working hours to assist the students and ensure their safety.

- ***Gymnasium***

Students make use of the variety of exercise equipment available at the gymnasium. There are male and female trainers for students who wish to take assistance.

### 2.11.2. Outdoor Sports Facilities

Amity University's outdoor sports field offers several sporting facilities;

1. Full-size Astro pitch for multiple sports including Football and Cricket
2. Track and Field
3. Basketball Court
4. Tennis Courts
5. Cricket Nets

## 2.12 Lockers

Student lockers are conveniently placed near the Learning Resource Center for storing their belongings. The same can be rented for minimum period of one month and renewed thereafter. There are limited number of lockers which are assigned to students on first come first serve basis. The locking system is coded, which is given to the individual student on renting it.

Lockers are also available in the sports complex, for students to store their belongings while they are engaged in sports activities. Storing of any unauthorized and illicit material is strictly prohibited.

## 3 INSTITUTIONAL RESOURCES

Students at Amity University Dubai have easy and undeterred access to all institutional resources throughout their study period. In order to effectively use such resources, guidelines and policies have been established, for students to follow.

### 3.1 AmiTrax Learning Management System

AmiTrax is an exclusive LMS solution that has been developed to cater to the education requirements of Amity students and faculty.

All the CLOs, PLOs, and the contents of the allocated course will be uploaded on AmiTrax directly.

Please refer to the URL below for more details on AmiTrax Login and operations.

<https://aud.amitrax.com/help>

### 3.2 Using the Internet and Email

Amity offers fast, secure wireless network connectivity. Wireless access is available to all active students free of charge. In order to ensure open access, bandwidth heavy applications are discouraged and, in some instances, blocked within the main campus.

Students are permitted to connect up to four devices to the network in order to access the internet for academic purposes, matters relating to campus life and student engagement only.

Email is one of the primary means of communication for important announcements and messages. The University provides students with an email ID with the university domain upon registration for a program. Students are advised to contact their faculty, program leaders, and other administrative departments using this email. All official communications will be made through this email address only.

### 3.3 Using Software and Hardware

The University's computer labs are well-equipped with relevant software and hardware which is updated regularly by the IT team. Computer labs usually remain open Monday to Friday from 8:30 AM to 5:30 PM. Requests to extend beyond these hours may be made to the Lab Manager, with approval from the Program Leader and Dean.

### 3.4 Program Specific Labs

Lab facilities are available as per the schedules given to each student. Requests for additional time to make use of lab facilities can be made to the lab manager with approval from the Program Leader and Dean.

### 3.5 Use of Audio Visual Equipment

In order to enhance the learning experience of students, classrooms are usually fitted with audio-visual equipment. Students may also request additional audio-visual equipment, for student activities, through their Program Leaders. In all such instances, the equipment should be used for the intended purpose only and returned immediately upon completion of the activity.

### 3.6 The Learning Resource Centre

The Learning Resource Centre (LRC) at Amity University Dubai aims at fulfilling the University mission by providing superior services and resources to its users. To accomplish this, the LRC makes available an extensive collection of print and electronic resources relevant to the major programs of study, searchable and accessible from the university homepage.

The LRC also provides excellent spaces for both group and individual study. Specifically, the first floor of the LRC consists of two main sections, Monograph and Periodicals, which are adequate for both private study and group discussions. It also includes printers, which students can use to print, copy, and scan materials, in compliance with copyright law. Moreover, the first floor is equipped with MAC computers,

which users can use to search for books, or access the databases for which Amity University Dubai subscribes. The second floor of the LRC consists of a silent study area, furnished with sufficient study carrels for private study.

The LRC embraces a 24/7 facility by providing self-service checkout and check-in kiosks designed to give users the ability to borrow, return and renew books at their own pace. Users can also refer to the circulation counters during staff service to carry out checkout and renewal operations. In addition to the self-service kiosks and the circulation counters, users can use the Liberty Link mobile app to search for books, place reservations, or renew the items they have borrowed. Similarly, users can send an email to the LRC requesting to extend their books on or before their due date.

Borrowed materials must be maintained in the same condition as they were initially borrowed and returned on or before the due date. No item should be clipped, marked or otherwise defaced. Users are encouraged to use the LRC services and resources for their reference work and collaborative projects. While doing so, they are required to be sensitive to other users and adhere to LRC rules and regulations. Failure to do so and repeated action of any inappropriate behavior would lead to disciplinary actions by the university disciplinary committee. Surveillance cameras are in place throughout the LRC for safety.

The LRC actively collaborates with other UAE based universities to expand access to high quality resources for its users through resource sharing activities and Document Delivery services. Additionally, the center engages with its users through several events and activities. It also delivers weekly workshops on various topics, such as citing and referencing, Open Access, and searching the online databases for academic research.

### 3.6.1. LRC Staff Service Hours:

Day of the week	Time
Monday - Thursday	8:00 AM – 7:00 PM
Friday	8:00 AM – 6:00 PM
Saturday	10:00 AM – 4:00 PM

Additionally, the LRC is open at other timings based on class schedules especially during exam period.

### 3.6.2. Borrowing and User Privileges

- 1 Students must have their ID cards to borrow LRC materials.
- 2 Five Items may be borrowed concurrently, two of which may be from the periodical section.
- 3 Overdue fines of AED 1.00 per item per day will be incurred on user records, should borrowed materials exceed the due date.
- 4 Only registered students and alumni are permitted to access to the LRC's space

### 3.6.3. Reprographic Services:

Printers and copiers are available for students to print and copy permissible material required for study. Pre-paid ID cards should be topped with credit for use at the machines.

Two student-printers are placed inside the Periodicals section for color printing, photocopying, and scanning, in compliance with the copyright Law.

## 4 STUDENT CLUBS AND COMMITTEES

AMUD hosts many clubs and committees that encourage students' active participation in extra-curricular activities. This gives student's opportunities to lead groups and activities throughout the year. These include:

UNIVERSITY CLUBS	
1. Dance Club	2. Youth Club
3. Music Club	4. Fashion Club
5. Drama Club	6. Entrepreneurship Club
7. Art Club	8. Media Club
9. Literary Club	10. Community Engagement
UNIVERSITY SPORTS TEAMS	
1. Football (boys)	2. Cricket (boys & girls)
3. Badminton (boys & girls)	4. Throw Ball
5. Swimming (boys & girls)	6. Basketball
7. Volleyball (boys & girls)	8. Athletics

Various events and activities are proposed by the students' coordinators and are collated by the advisor/events coordinator. All the approved activities are then added to the annual events calendar.

Inter-institutional events that bring staff and students from diverse cultural, social, and academic backgrounds, along with an objective to promote learning experiences beyond the classroom and foster creativity are also welcome. Such events shall be proposed by student groups under the guidance, support and mentorship of the Pro Vice Chancellor and the respective faculty advisor/events coordinator

Students are expected to be responsible and respectful when participating in these activities. They must adhere to DIAC Code of Conduct and must also refrain from any disciplinary offences as per the university guidelines (mentioned in the students' handbook). Non adherence or violation may lead to strict disciplinary action by the university. All students and guests (if any) must conform to the UAE law.

## 5 SOCIAL MEDIA

As part of the university life, Amity University Dubai students are involved in a range of curricular and extra-curricular activities which are reported by the students in a number of publications both in print and on social media. It is crucial internal communication tool for the students, faculty and staff to learn about the latest happenings at the university. The University student publications focus on campus announcements, forthcoming events, activities, and creative expressions of students across all schools. There are core editorial and design teams of students that finalize the content and design elements under their mentors' supervision.

This section is intended to serve as a guide for Amity University Dubai students who create and manage social media channels officially on behalf of their academic or administrative departments. Social media includes all social networking sites including, but not limited to, Facebook, LinkedIn, Twitter, YouTube, Tik Tok, Vimeo, Instagram, Snapchat, and Pinterest and any additional social media or blogging sites where Amity University Dubai is represented.

Amity University Dubai's official website, blog and social media pages are handled and managed solely by the University's Marketing Department. Students creating or managing a University social media page on behalf of a club, department, team etc. must get prior approval from faculty or department heads. When

creating such a page, students need to ensure that the page is created using a faculty member's official Amity University Dubai email address only. No personal or students' email address.

### 5.1 Managing a Department or Event Page for Social Media

- University social media pages need to be approved by the Program Leader prior to its formation. Access and passwords need to be shared with assigned department faculty. The assigned faculty member (Program Leader), needs to be set up as the Page Owner.
- All content on social media is approved by the assigned department faculty, before it is publicly published. Questions as to whether content is appropriate to post on behalf of a page associated with Amity University Dubai should be directed to the Marketing Department prior to posting. Assigned students and page managers will be held responsible for any public content.
- Students are advised to get their reports on activities and events cleared by their Head of the Departments and the Marketing Team of the University.
- Students are advised to respect intellectual property rights including copyright, trademarks and follow local laws on privacy, defamation and slander. This can be tricky especially when recycling images, music, video and designs from other social media sites, posted by someone else.
- Pages associated with Amity University Dubai need to be handed over to faculty when required or if requested by the department head or the Marketing Department.
- Students need to ensure that posts shared on social platforms shall be relevant to the club or activity, with appropriate use of images and language. It is important to note that the content shared online is public, and can be viewed even if deleted or modified.
- Students are advised to create social media calendars or a bank of posts on a monthly basis to ensure that the page is consistent and remains active.
- All social media posts bearing Amity University Dubai's name/logo/brand must get prior approval from the Amity Marketing Department, to be certain that the brand is represented accurately and the correct logo and imagery are used.
- If students are assigned responsibility for a page, then posted content, images, tags, direct messages and comments need to be monitored and tracked on a daily basis.
- Accounts and pages that are irrelevant or have been inactive for over 90 days, need to be deleted by the assigned student or faculty.
- While programmes, departments, clubs, etc., may want their own social media channels, students and faculty members should consider posting announcements from the main University social media accounts to reach a broader audience.
- Social media accounts that might be used minimally should first consider using existing University social accounts or web pages that represent the larger community.
- Amity University Dubai recommends using a related existing page to host or share content instead of creating a new social media page. It is advised that, instead of creating a new social media page, a department, program, or club should consult with the assigned faculty, department heads or the Marketing Department to determine if such page would be an appropriate place to share their content.

### 5.2 Use of Social Media in the UAE

- Respecting the local laws, conventions and customs, students are instructed not to engage in any activity on social or any other media platforms that is detrimental to the social, cultural, political,



economic or religious sensitivities of the UAE and various groups of people, nationalities and communities living in the UAE. This is considered a criminal offense and punishable by law.

- Do not post pictures of people without their permission.
- Do not spread hate or rumors online.

### Digital Presence

- Make sure you express opinions and engage in activities only in your individual capacity and avoid the appearance that you are speaking or acting on behalf of Amity University Dubai.
- Ensure that you are not harming or damaging the reputation of the university, its faculty, students, alumni or staff when sharing information or details on your personal/private social accounts.
- Students should not post any content that contains confidential or private information about the University or its students, alumni or employees.
- The Student is restricted from posting any objectionable or offensive comments or information about the institution on any digital media platform (social media / mass mailer) within or outside the UAE during or after graduating. The UAE Penal Code recognizes defamation as a criminal offence. Under Cyber law, the crime is considered more serious and punishable too. Under the UAE law, (*Article 373 of the Federal Law No.3 of 1987*) any commentary posted through the digital media may lead to criminal charges for defamation.

Students who do not adhere to the above social media policies will be subjected to disciplinary action.

For more details, please refer to AMUD-S15 Student Publications and Media policy.

## 6 HEALTH, SAFETY AND ENVIRONMENT

Amity University, Dubai campus has laid out the policy guidelines and Standard Operating Procedures (SOP) for health and safety. These guidelines strictly adhere to the provisions conferred by local Government Authorities in Dubai, UAE; including KHDA, Dubai Development Authority, Dubai Municipality, Dubai Civil Defense, Dubai Health Organization and others. The institution has ensured that the health, welfare and safety concerns are addressed at all stages of operations and implementation and meet UAE legal requirements and relevant statutory bodies.

Amity University Dubai is spaciouly planned for effective teaching and learning process to benefit students and faculty including people of determination. CCTV cameras are installed inside and outside the premises for safety and security of all stakeholders. Fire-fighting equipment are installed in the premises. Proper sensor controlled- lighting with minimum 500 lux, proper temperature and carbon dioxide level (less than 800ppm) and humidity level varying from (30-60%) are adhered to. The campus with bright surroundings and good ventilation continues to be successfully certified by Dubai Civil Defense, Dubai Municipality & Dubai Health Authority.

Amity University Dubai conducts training for its employees in First Aid, CPR and Firefighting as per the regulations laid out by Dubai Civil Defense. An Emergency Response & Evacuation Policy is in place to help in emergency situations. All firefighting equipment are regularly tested and checked for functioning through Annual Maintenance Contract. Fire drills are conducted to assist and help stakeholders to be accustomed and to be prepared for life threatening situations. First aid kits are available at key locations in the campus with staff trained in first aid to assist in such situations.

## 6.1 Laboratory Safety Guidelines

- **Utilization of Safety Equipment:** All provided safety devices and personal protective equipment (PPE) must be utilized as intended. Familiarize yourself with the location and contents of the nearest safety station in your laboratory.
- **Maintaining Order:** Good housekeeping practices are essential for safety. Maintain a clean and organized work area at all times. Store unused equipment appropriately to prevent clutter.
- **Proper Clothing:** Appropriate attire is mandatory in the laboratory. Avoid loose hair, loose clothing, jewelry, and improper footwear, particularly near moving machinery. Horseplay and running are strictly forbidden in laboratories and hallways.
- **Working Safely with Machinery:** Never operate machinery in motion without proper protection. Equipment under repair or adjustment must be properly locked out and tagged to prevent accidental activation.
- **Evacuation and Fire Safety:** All laboratory personnel must be familiar with evacuation procedures for their work area, including the location and proper use of fire exits and extinguishers. The protocol for reporting fires and the location of the nearest assembly area in case of emergencies should also be known.
- **Safe Handling of Compressed Gases:** Compressed gas cylinders must be securely fastened. Never attempt to move a cylinder without the protective cap screwed on the valve.
- **Consultation for New Experiments:** Consult with your laboratory instructor or supervisor before conducting new or untested experiments involving potentially hazardous chemicals. Discuss any changes to experiment procedures with laboratory personnel. It is also the responsibility of laboratory users to provide adequate safety information for emergency responders.
- **Supervision and Collaboration:** Never leave experiments unattended. Working alone with hazardous materials, especially at night or over weekends, is strictly prohibited. Someone should always be within sight or earshot to assist in case of an incident. For those working alone, a regular check-in procedure should be established with a colleague or supervisor to ensure well-being. Be aware of the location of others in the laboratory.
- **Prompt Reporting:** All accidents or fires, regardless of severity, must be reported immediately to Campus Security at 0528906907.
- **Smoke-Free Campus:** Smoking is prohibited throughout the entire university campus.
- **Lab Coats and Safety Glasses:** For the safety of all personnel, lab coats and safety glasses are mandatory attire in all laboratories. These items provide essential protection against accidental splashes or airborne contaminants.
- **Footwear:** Closed-toe shoes with adequate traction are required in the laboratory. Sandals, open-toed shoes, and high heels pose a safety risk and are not permitted.
- **Children and Pets:** Laboratories are not appropriate environments for children or pets. Their presence creates distractions and potential safety hazards.
- **Pipetting Techniques:** Pipetting by mouth is strictly prohibited due to the risk of ingestion of hazardous materials. Always utilize a pipette bulb or aspirator for safe and accurate pipetting.
- **Storage:** Laboratory refrigerators and cabinets are designated for storing laboratory materials and experiments. Personal storage of unnecessary items is not permitted.
- **Working Alone:** Working alone in the laboratory is discouraged whenever possible. If working alone is unavoidable, inform a colleague or supervisor of your location and have them check on you periodically to ensure your safety.
- **Hand Hygiene:** Frequent handwashing throughout the day is an essential safety practice. Wash your hands thoroughly, especially before leaving the laboratory, to minimize the risk of contamination.
- **Confined Lab Attire:** Lab coats, gloves, and other personal protective equipment (PPE) are intended for use within the laboratory environment. Wearing contaminated PPE outside of the laboratory can

spread contaminants to other areas. Remove and dispose of PPE appropriately before leaving the laboratory.

In order to ensure safety in the laboratory, students who fail to abide by the above regulations will be asked to leave the laboratory. Repeated instances, shall lead to referral to disciplinary committee.

## 6.2 Fire Prevention

In order to provide a safe and secure environment, Amity University Dubai implements procedures aligned to Dubai International Academic City (DIAC) and Dubai Civil Defense (DCD) regulations. Security guards are present round the clock to address emergency calls and safety matters. First aid equipment is available on each floor within the campus.

Keep all passageways and walkways clear and usable at all times. Do not block access to doors. Equipment (e.g. hot plates, electrical irons) should be used when plugged directly into a wall outlet. No extension cord may be used for these types of appliances. And if there is any doubt about the safe work method to be used, consult your supervisor or safety department before beginning work.

Amity University Dubai Campus has purpose built emergency exits with signage to ensure safety of the students and staff. In the unlikely event of a fire, all students must use the emergency exits to leave the campus and assemble at identified points outside of the campus. Students are encouraged to participate in the mock fire drills that are organized by the university and DIAC. Students should not use lift in case of fire or fire drill. Familiarity with the emergency exits, location of fire extinguishers and participation in safety programs is advised. Students are advised to cooperate in all these initiatives and follow instructions given by appropriate authorities from time to time.

## 7 FTE: STUDENT RATIO

For academic year 2023-2024 - 1:6.2

## 8 STUDENT SUPPORT SERVICES

### 8.1 Counselling Support for Students

In order to take care of the overall well-being and happiness of the students, faculty and staff; AMUD has a well-structured Counselling and Wellness Centre (CWC) with experienced counsellors. This Centre aims to enrich the personal, academic, social, health and wellbeing and environmental experience of all students. The CWC is devoted to providing a student centric, solution-focused, positive and multicultural experience to students for their overall personal and academic development.

The CWC at Amity University Dubai is committed to provide a multi-modal, holistic approach which allows students to experience University life to their fullest potential. It helps the students in problem solving, developing resilience, overpowering life challenges and successfully achieving academic and personal goals. The CWC promotes positive mental wellbeing of all students and staff. Additionally, CWC has an array of self-help resources which consist of information sheets, handouts, worksheets, online assessments and books. The CWC is fully inclusive, and supports students with special education needs.

Amity University Dubai's Counselling and Wellness Centre offers confidential counselling service to provide professional support for students' happiness and well-being. The counsellors help with social, emotional, personal and behavioral issues, and they are accessible to all students. The counselling team also assists students with additional needs to gain access to support and for any adjustments needed to

succeed on their chosen program. The counselors advise faculty members on the adjustments to be provided for special need students if any.

The Centre offers a range of well-being workshops and volunteering opportunities to students and staff. Awareness events and key speakers are invited to help with overall happiness and well-being. The Counselling and Wellness Centre has created a network with various community centers around Dubai, by engaging such centers for promotion of well-being, fundraising and helping at charity events.

Counselling is conducted on an individual basis and is strictly confidential. Students are provided with all the assistance they need and, if necessary, information is shared with parents and guardians. The students with emotional/personal issues or slow learners are given additional support by the counselling department. Counselling services are provided to students, staff and their family members to ensure they get support for the needs outside of their academic endeavor. The Counselling and Wellness Centre offers various types of support such as Cognitive Behavior Therapy, Rational Emotive Behavior therapy, Relationship counselling, Group and Individual Therapy.

Amity University Dubai is committed to providing an environment that encourages personal growth and social interaction in an atmosphere of acceptance and support. We strive to remove all stigma, embrace differences and be an inclusive university where respect for self and others is given.

## 8.2 Counselling Support

The Counselling and Wellness Centre (CWC) at Amity University Dubai focuses on student's emotional, social and behavioral wellbeing. CWC is accessible to all students and alumni. When required, external agencies can be engaged to provide further support. The Counselling and Wellness team also assists students who require additional support and accommodation to gain access to any adjustments needed to succeed on their chosen program.

Amity University Dubai is committed to providing a holistic environment that encourages personal and professional growth and social interaction in an atmosphere of acceptance and support. We strive to remove all stigma, embrace differences and be an all-inclusive university where respect for self and others are primary.

### Counselling

The Counselling and Wellness Services at Amity University Dubai promotes the nurturing of individual well-being, self-development and self-care. It aims to professionally and ethically guide students through an interactive process of increasing self-understanding and developing positive behavior, while encouraging critical thinking and healthy decision-making in a confidential and safe environment.

Students with emotional/personal and social issues and/or special education are given additional support by the counselling department. Counselling services are provided to student, staff and their family members to ensure they get support for the needs outside of their academic endeavor. The counselling department offers various types of support such as Cognitive Behavior Therapy, Rational Emotive Behavior therapy, Motivational Counselling, Solution focused counselling in individual (one-to-one) or group sessions.

The center offers a range of well-being workshops and volunteer opportunities to students and staff. The center also run awareness events and bring in speakers to help with overall well-being. The Counselling and Wellness Centre has created links with various community centers in and around Dubai, by raising awareness and assisting charity events.

### 8.3 Academic Advising

Academic advising is offered to provide the necessary knowledge and resources to students for the attainment of their academic goals. The University hosts a mandatory orientation session for freshmen students at the beginning of each Academic year. Academic orientations are important for all freshmen students, which is followed by the Registration and advising week.

Students at the beginning of their first term at AMUD are allotted Academic Advisors and are notified of the assigned advising and registration dates for each group by Registrar's Office. Academic advisors remain with the students from the commencement of first semester till the graduation.

The goal of Academic Advising is as follows:

- Expand students' knowledge on their academic responsibility and familiarize them with the course requirements, course sequencing and work-load during their academic years.
- Acquaint them with the credit system of education followed by Amity University Dubai
- Facilitate students in the selection of appropriate courses for optimizing their academic performances
- Orient students to the academic warnings and progression policies
- Review the academic records of graduating students and help students with difficulties/ low scorers to have an appropriate graduation plan
- Familiarize freshmen with University services; Learning Resource Centre (LRC), information technology, laboratories, student services, etc.
- Encourage students to reach their full academic potential by setting up regular meetings and staying updated on their academic status
- For existing students who are achieving subpar results due to any personal or emotional reasons, the academic advisor makes a due referral to the Counselling and Wellness Centre for the wellbeing of the student.

Students are required to meet with their academic advisors according to the below mentioned schedule in the Academic Calendar;

1. Week 2 (Post-commencement)
2. Week 9 (Post mid-term)
3. Week 14 (Pre-exam)

The Academic advising process provides necessary help to students in reaching their full academic potential, however, the ultimate responsibility for fulfilling degree requirements rests with the student only.

### 8.4 Careers and Employment: Student Success Centre (CRC)

The Student Success Centre (SSC) at the University is an important unit bringing academicians, leaders from industry and students together. A student who enrolls for an academic program, which includes an internship or placement, is oriented to work base learning. Students attend workshops, PDP sessions from time to time to improve their CVs, build their profiles and learn communication skills before they go on internship/placement. The programs and services are designed to increase student confidence, positive attitude, and marketability for job opportunity and provide the necessary skills and information to succeed in pursuing a successful career. The SSC has an active portal which is where students are registered, they have a format of CV to follow. Opportunities are shared regularly in the portal which is accessible for all students. All details regarding the position, brief JD, student & salary offered and any other requirement/instruction are shared so as to let the students apply for the openings.

### 8.5 Career Assessment

The SSC plays an important role in bridging the gap between university and industry. The SSC provides a comprehensive career planning services to students by providing expertise, resources, and support. It facilitates students to build bridges to successful future careers and helps them to make a smooth transition from educational environment to employment or further educational pursuits. Internships and placements for students are coordinated by the SSC. Career counselling sessions and Professional Skill Development workshops are organized for students to orient them towards corporate world. The initiatives from SSC certainly goes a long way supporting and preparing the students but it is undoubtedly the active collaboration between the recruiting companies, organizations and the individual student that determines the quality of the placement experience.

### 8.6 Career Guidance

The Student Success Centre (SSC) organizes placement opportunities for students. SSC coordinates with important functionaries in the industry sector, identifies specific companies and their requirements, collects student profiles that broadly meet their requirements, and organizes interviews. SSC also organizes briefing sessions on opportunities within specific sectors and companies. Students are encouraged to contact the SSC to know more on how they could make best use of the services offered by the SSC.

The SSC closely aligns with different institutions and organizes various activities and outreach programs and other events aimed at providing opportunities for students to understand industry requirements and career options. If a student receives a final joining offer from an organization, he/ she can only turn down the offer after consulting with SSC and their advisors (PL/Faculty) & HIR's.

The student must be present on time and in formal attire for interviews. In case of No-Show for a scheduled interview, the student will be excluded from any further placement opportunities.

Students must submit updated copies of their resume to the SSC in the prescribed format. The student is expected to receive a satisfactory feedback from their Industry Guide during Summer Internship. Feedback from Industry mentors is used in evaluation of internship performance. Students are advised to participate in all activities organized by the SSC.

### 8.7 Internship

Internship is a crucial part of the academic curriculum, and each student goes through this experience as part of his/her journey into professional life. This allows them to apply the concepts learnt from their respective programs. The internship learning takes place in a professional environment in a relevant industry under the guidance of industry and faculty mentors. It aims to expose the students to real life organizational situations, build a relationship with a prospective employers and develop their skills, competencies, attitude and corporate etiquette. The Internship also provides vital knowledge and networking experience for the students to strengthen their job opportunities.

#### Procedures:

- Every registered student is required to complete an internship experience as per their program requirements to eligible to graduate
- The duration of the industry internship is six to eight weeks (it may vary in some programs). The academic credits are awarded for internship in all programs.
- Learning outcomes are mentioned in their internship program course outline.
- Safety at work is based on the national standard as set by UAE Occupational Health and Safety Management System (OHSMS)



**Role of students:**

- To commit to all the scheduled meetings and maintain regular attendance, in order to ensure that the objectives of the course are achieved. Specific attendance requirement will be given in the respective course syllabi;
- To create a timeline of meetings with faculty and company interactions;
- To submit weekly progress reports (WPR's) to the faculty guides and report regularly;
- To maintain a project diary that shall be attached with the final submission of the document;
- To act responsibly and professionally during any kind of interaction with the organization/any employees/institutions under the study;
- To represent the highest standards of professional behavior consistent with the values of the setting, including dress, punctuality, client contacts and interpersonal relationships;
- To read and follow Amity University Dubai guidance and documentation to plan and monitor progress of the summer internship to maximize the benefit of tutorial support, and to implement the feedback and approved action plan for developing competency for report writing;
- To recognize ethical responsibilities and understand regulations with regard to plagiarism.

**8.8 The Incubation Centre**

Amity University Dubai's Incubation Centre is a one-of-a-kind initiative that helps students turn their ideas into a rapid reality. The ultimate innovation hub that brings together and builds a community of mentors, entrepreneurs, volunteers, innovators and students.

Amity University Dubai is providing an Incubation Centre for student-led and working professional-led ventures. Designed from the ground up, the Incubation Centre supports students and entrepreneurial ventures from concept-stage start-ups to sustainable, disruptive businesses with real-world impact. The Incubation Centre is much more than a workspace for students, working professionals and entrepreneurial businesses. It provides a broad range of business assistance services to help students, working professionals and entrepreneurs succeed.

The Incubation Centre supports student ventures from concept-stage startup to a sustainable, disruptive business with real-world impact.

These services include, but are not limited to, the following:

- Step-by-step guidance on how to create a successful business.
- Support for developing a viable business model.
- Assistance with intellectual property issues.
- Linkages to prospective customers.
- Linkages to strategic partners.
- Networking opportunities among participants.

**8.9 Student Visas**

Students from abroad who wish to study in Dubai, need a valid *student residence visa*. In order to apply for a visa, students need to contact the Office of Student Services, who handle the visa application on their behalf. For the purpose of a visa application, students shall remit all fees due and submit all relevant documents as may be required from time to time, the details of which are provided by the Office of Student Services. Once the application and related documentation is complete in all aspects, the same is sent to the DIAC Student Hub office. Upon obtaining relevant approvals, it is referred to the Government



Services Operations Department for further processing. A *collection date* is advised to the University PRO, who then collect the relevant visa papers for the student on behalf of the University.

Students shall note that obtaining a student resident visa normally takes approximately 8 weeks upon submission of all completed documents along with fees as applicable to the appropriate government offices. With the *express service* the same will require approximately 5 weeks. Students shall keep the Office of Student Services updated of any changes that may have implications on their visa status. Students are advised to contact the Office of Student Services at least eight weeks in advance whenever their visa is due for renewal, and provide all the necessary documentation and fee as applicable. Furthermore, students are advised to have their travel plans organized accordingly.

VISA FEE	PAYMENT FREQUENCY	AED	USD
Visa Deposit (Refundable)	One Time	3,000	825.00
<b>VISA ISSUANCE</b>			
Visa Fee (new) Students outside UAE (Normal)	One Time	2,600	715.00
Visa Fee (new) Students outside UAE (Express)	One Time	4,100	1,125.00
Visa Fee (new) Students inside UAE (Normal)	One Time	4,250	1,165.00
Visa Fee (new) Students inside UAE (Express)	One Time	5,750	1,580.00
<b>VISA RENEWAL</b>			
Visa Fee (renewal) Inside Country (Normal)	As Applicable	2,200	605.00
Visa Fee (renewal) Inside Country (Express)	As Applicable	3,200	880.00
<b>VISA CANCELLATION</b>			
Student Inside UAE (Normal)	As Applicable	550	155.00
Student Inside UAE (Express)	As Applicable	1,250	345.00

Visa fee is payable yearly and fee is subject to change as per the notifications from the UAE government time to time. The required time for visa as mentioned is indicative and may vary

## 8.10 Documents for Student Visa

### New Visa Application requirements - Outside country applicant

Student need to submit the below acknowledged forms which are available at the Student Services Offices

- Visa Application form
- DIAC code of conduct student undertaking form
- TECOM Undertaking form

### Required Documents:

- Recent clear passport size photograph in color (white background)
- Clear colored scanned copy of Student Passport
- Parents/guardian proof of identification –Emirates ID or passport.

**New Visa Application requirements - Inside country applicant**

Student need to submit the below acknowledged forms:-

- Visa Application form
- DIAC code of conduct student undertaking form
- TECOM Undertaking form

**Required Documents:**

- Recent clear passport size photograph in color (white background)
- Clear colored scanned copy of Student Passport
- Parents/guardians copy of scanned ID proof
- Previous visa cancellation paper / visit visa with a recommended validity of minimum 60 days.

Kindly note that visa process is initiated only once the full set of above mentioned documents and clearance from finance are received.

**General Notes for Student Visa**

All student visas are issued according to the Dubai International Academic City (DIAC) regulations and laws of the UAE. Student visas are only issued to students enrolled in Amity University Dubai. Student visas are valid for one year only.

**8.11 Students shall also note the following regulations relating to Visas:**

- The Dubai Technology and Media Free Zone Authority is the sponsor of all foreign students enrolling at DIAC Academic Institutions. Such Visa Sponsorships are available only for full-time students enrolled in Undergraduate or Postgraduate programs.
- 60 days prior to the visa expiry date, students should submit their passport to Student services for visa renewal.
- Passports must have a validity of at least six months on the date of visa application.
- Students, who fail to renew or cancel their visas on time, will have to pay an *overstay fine*, in addition to other penalties that may be applicable as per the laws of the UAE. Failing to cancel a visa upon completion of studies can have serious consequences for a student's legal status in the longer term.
- Students holding student residence visa are not permitted to work with exception of the following:
  - Internships where an NOC has been issued by the University
  - Under the Earn While You Learn TECOM policy, students are able to undertake 20 hours paid work per week
- In both instances, students should contact the CRC team who will ensure that the correct paperwork is in place.
- In the event of an Emirates ID card has been lost, students should file an FIR in the Local Police station and also obtain a letter from the Emirates ID Centre before proceeding with the visa cancellation or renewal process.

**8.12 Visa Cancellation**

It is mandatory for students to cancel their student visas before leaving the UAE. The cancellation process normally requires between 10-14 working days during which time it is not possible to travel. Students on a University sponsored visas, who do not report within two weeks of the day of Registration/Re-registration, are reported as absconding and the University cancels their visas unless notification of a valid

reason has been given in writing to the Student Services Office. Student will have to pay for visa cancellation fee.

### 8.13 Visa Renewal

It is mandatory for students who are continuing their studies to renew their visas on time. Students are advised to submit the necessary documentation, passports and Emirates ID card together with the applicable fee to Student Services Office to renew their visas at least two months before the visa expiry date. Non-renewal of visas on time will result in fines and other penalties as per UAE law.

Students are advised to contact the Student Services Office for further details regarding the visa application/renewal/cancellation process, procedures and timelines required.

### 8.14 Medical Insurance for Students

All Students require proof of medical insurance in order to obtain a Student Visa in the UAE. To facilitate and ease the process, Amity University Dubai can provide medical insurance plan from a reputable insurance company. Students who wish to have UAE health insurance plans can apply through the Student Services Office.

### 8.15 Requests for Letters

Students may request a *student status* letter for the purpose of applying for a visitor visa to other countries, to open bank accounts, to submit to driving institutes, etc. To request for student status letter, a valid passport and visa copy must be submitted along with the *Student Letter* form, available at the Student Services Office. Students may apply for academic recommendation letters from the Student Services Office.

### 8.16 Transportation Services

- The University operates a daily university bus service, providing safe and reliable student transport for residents in Dubai and other Emirates.
- Currently, the transport service is operated and managed by an external agency.
- Transport fees are payable on a semester basis
- Payments are made directly to the Transport Service Provider.
- In the case of a change in residence/pick up location, provision of the transport service will be subject to the availability of seats on established routes, and the fee will be as per the fee structure for the new pick up area.
- Students must follow the schedules and bus route as provided by the Administration Office, unless under emergency circumstances, duly approved by appropriate authorities.
- Issues relating to transportation and operational aspects shall be brought to the notice of the Administration Office.
- Students must adhere to the Code of Conduct as applicable to Transportation Services (please check Section '1.3 Transportation code of conduct' where it is available).

### 8.17 International Students

With a student body of over 50 different nationalities Amity University Dubai offers wide spectrum of rich cross cultural student experience. The University has a structured induction process to integrate these students into the campus life starting from the campus residence to the academic life at the University. As the first point of contact student residence Manager orients the students once they arrive at the campus with the residence facilities and the do's and don'ts of living in Dubai. The students are also introduced to the Counselling & Wellness center which helps them to adjust into University environment through a buddy mentor program. On the day of Orientation; which is also the first day of University; students are

introduced to various clubs to engage and make the most of campus life at Amity. As part of their on-boarding students are given list of useful websites, contact numbers and interesting facts to help them to navigate through the UAE. The Student Services office at Amity further supports them with the required paper work for smooth stay in the country. Along with this a special session is organized with the Corporate Resource Centre at AMUD to introduce them to the work regulations in UAE and help them to look for internships or part-time work that they can take on while they study.

### **8.18 Student Residences**

Amity University Dubai offers safe, comfortable and clean on-campus residential facilities for full time students. Separate dormitories are available for male and female students. Students can choose between double or single occupancy rooms, each of which is fully furnished with all amenities. There are common facilities such as gym, laundromat, student lounge with recreational facilities and a functioning kitchen, which are accessible to residents to use.

Students who need accommodation may reach the Student Services Office at Amity University Dubai in advance. Due to limited room availability, allocation will be subject to availability and first-come, first-serve basis. Fee paid towards accommodation shall not be refunded or adjusted against other services, even if the accommodation is not utilised or is partially utilized. Staying beyond the residency period, will incur additional accommodation fee and approval for such requests shall be subject to availability.

Students enrolled for programs that require residential periods outside the country shall plan for an additional fee towards accommodation. The Office of Student Services may be contacted for more details in this regard.

Amity University Student Residences are non-smoking housing units. It is a ground plus three level building, with separate entrances and residential floors for male and female residents. The students can opt for single and double occupancy depending upon the availability and discretion of residence manager.

Each room is furnished with single bed(s), mattresses, side table, wardrobes, study tables, pin up boards, chairs and refrigerator. Each room has an en-suite washroom. To ensure that students have a seamless experience with network connectivity, each room has been provided with a dedicated router. Housekeeping of the occupied rooms is resident's responsibility. It is expected from the residents that they will keep their rooms just as good as back home.

Residence allocation is on priority basis. Priority is for 1<sup>st</sup> year students and female residents.

Every effort will be made to consider student's choice of his/her roommate. Nevertheless, availability of rooms at the time of admission into residence will precede on all such requests. The allotment of accommodation shall not confer any form of rights to tenancy by the resident. Residents are responsible for the safety of their personal belongings.

Once room is allotted and student checks-in, student is required to attend the mandatory orientation session conducted by the Students Residence Manager.

Only students who have completed and submitted the residence reservation form and paid the due fees are allowed to check-in Amity University Dubai Student Residences. It is expected that the students conduct checks – in / out during Monday to Friday from 9 AM – 5 PM. In case the student is coming outside the mentioned time frame, student should inform at least 48 hours prior to the Students Residence Manager about the time of arrival so that necessary arrangements can be made to avoid inconvenience.

Any student who collects the key for his / her unit and fills in the check-in form is considered to be a resident of Amity Student Residence. During check-in, all students are required to sign in a check in form. This form contains details regarding the furniture / furnishings made available to the student. During check – out, if any item is found missing / damaged, appropriate replacement charges will be billed to the resident.

Before leaving Amity University Dubai Student Residence, all students are required to check out of their room by scheduling a time with a staff member. The student and the staff member will inspect the room and its inventory and record any changes / damages in the check-out Form. The student will be held responsible for any damages and discrepancies noted on the check-out and accordingly will have to make the payment for replacements.

At check out, students will be given a copy of check-out form for their records and student need to turn in their room key.

Students are encouraged to report medical issues to the dorm authorities, irrespective of whether it is related to them or not. Examples could be, temporary disability due to fracture, fever running continuously for days, flu to self or roommate.

### **Room Inspection**

Amity University Dubai reserves the right to enter and inspect rooms to ensure rooms and its residents are conforming to the expected health, safety and general conduct standards.

- Entry can be made anytime along with a security staff on site. Care must be taken that same gender security staff accompanies university’s staff while entering the room unless there is an emergency like fire alarm, heavy water leak etc.
- Resident shall cooperate in room inspection and if there are reasonable grounds to believe that any substance, material prohibited in UAE located, resident will allow the staff to open and check cupboards / luggage / bags for inspection.

### **Smoking, Alcohol, Narcotics**

- Possession or consumption of alcohol and drugs on campus is prohibited.
- If a student violates the above, he / she will be evicted immediately and the matter will be reported to the competent authorities.
- Smoking within the rooms is prohibited.
- Parents/ Guardians of violators will be notified for repeat offenses.

### **Bullying**

- Any type of bullying is not permitted in student residences.
- Students found guilty will be referred to disciplinary committee and recommended action including expulsion from residence may be taken

### **Housekeeping**

- Residents are responsible to keep their room clean and in an orderly condition
- They shall ensure garbage is disposed properly in designated garbage chute areas.
- They shall wear modest clothing while they move in common areas.

### 8.19 Safety and Security

- For the safety and security of all residents, common areas in student residences are under CCTV coverage 24x7;
- Tampering with fittings and fixtures will be treated as willful damage to the University property and those found guilty will be held liable to compensate the loss as determined by the Office of Student Residence;
- Cooking inside the rooms is not allowed;
- Visitors are not permitted to enter resident's rooms. They can meet the students in reception lobby area;
- Security officers are empowered to question residents and check their handbags for safety reasons;
- Student has to report Key/access card loss immediately to the Residence Manager or the nearest security desk;
- Use of unauthorized items and gadgets like candle, oven, hot plate etc. in rooms is prohibited, and if found security can confiscate these items;
- Security officers are trained and certified. They are there to ensure that building and its residents are secure. Cooperation from the residents will facilitate the security offices, to effectively discharge their duties.

### 8.20 Overnight Absences

- Residents must be in their accommodation by 11 PM unless the Residence Manager has allowed to extend under special circumstances;
- It is the student's responsibility to ensure that appropriate permissions are taken for any exceptions. Failure to do so will lead to warnings;
- In case a student is found to violate curfew hours' clause repeatedly, student may be asked to leave the student residence and any future request for a place in student residences may not be entertained.

### 8.21 Access to Internet

- Free Wi-Fi access is provided within the campus;
- Amity University reserves the right to monitor computer network activities at any time. Only the IT team is authorized to carry on this activity;
- Internet laws prevailing in UAE may differ from student's previous country of residence. Students are advised to have appropriate knowledge of do's and don'ts regarding internet surfing in UAE.

### 8.22 General Instructions

- Guests / Visitors are not permitted to enter dorm rooms;
- Pets are not allowed in student residence;
- Residents need to ensure that noise levels especially music etc. stays reasonably low so as to not disturb the other residents.

### 8.23 Grievances

The grievance procedure is a way to address concerns which a student might have with any of the staff of residence office. In case of a grievance, student is expected to follow the procedure below.

- Discuss the concern with the Residence Manager to seek a mutually acceptable resolution.

- If the matter remains unresolved, student may raise his/her concern with the Vice President Student Affairs's office.
- Depending on the nature of grievance, Vice President Student Affairs may constitute an ad-hoc committee and the decision of the ad-hoc committee are communicated to the students.
- Students has the rights to make a further appeal to the President's office. The decision of President is final and binding.

## 8.24 Scholarships

Amity University Dubai offers various scholarships to provide opportunities for higher education to students across various categories. Scholarships aim to promote academic excellence, foster creativity, and motivate young minds to excel in their field of study. Special scholarships are also offered to help students gain access to education by giving them financial support. Excellence in the field of sporting achievements is rewarded through a sports scholarship.

Amity Scholarships are granted on an annual basis and can vary from year to year. Continuation of a scholarship in subsequent years of study is subject to academic performance and other conditions, as laid down in the scholarship letter. All scholarships are decided at the time of admissions and students may reach Office of Student Services for further information about scholarships.

## 8.25 Special Scholarships for International Students

With an objective to encourage international students to join Amity University Dubai, enhance the diversity within our student body and create a cross-cultural student experience; Amity University Dubai offers special scholarships for students coming from various regions in the world in the form of bursaries:

- Africa Bursary- 20% discount on tuition fees for all students coming from the African Continent
- GCC Bursary- 20% discount on tuition fees for all students coming from any of the GCC countries
- CIS Bursary- 20% discount on tuition fees for all students coming from any of the CIS countries
- China Bursary-20% discount on tuition fees for all students coming from China
- India Bursary-20% discount on tuition fees for all students coming from the Indian Sub-Continent

## 8.26 Education Loans

Banking Education from ADCB offers a comprehensive suite of financial products to help students realize their academic ambitions. For more information, SMS EDUCATION to 2626 or visit the Abu Dhabi Commercial Bank (ADCB) website.

## 8.27 Learning Support Services

In order to ensure equal access to educational opportunities, Amity University provides comprehensive support services for students with disabilities. These services include individualized accommodation plans, accessible facilities, assistive technology, accommodations for exams and coursework, training on disability awareness, and the development of an inclusive community where students feel valued and empowered.

The goal of Amity University's academics, staff, and administration is to establish an accessible learning environment and offer services and assistance that include:



- Facilitate a more efficient approach to studying for students with unique needs;
- Increase community awareness of special needs inside the university;
- Encourage cooperation between the university and the larger community to support students with special needs.

Students of Determination include those students with:

- Physical impairments: such paralysis or amputation;
- Visual and auditory impairments are examples of sensory disabilities;
- Neurological impairments, including epilepsy and stroke;
- Learning problems include dyslexia and attention-deficit/hyperactivity disorder, among others;
- Mental illnesses include psychotic diseases and mood disorders;
- Chronic illnesses: for example, asthma or heart problems.

### **Counseling Services for Students of Determination:**

AMUD is having a dedicated counselling and wellness center, which is led by the university counselor, the center helps students with disabilities participate completely in university life in all areas, especially:

- Provide need-based support and advice;
- Formally evaluates student's impairment through medical report and doctor's recommendations;
- Special services during academic year in coordination with faculty member in order to ensure appropriate support is provided;
- Scribes during examination, separate area for writing exams and extra time during exams.

### **Confidentiality:**

Any date like medical report and etc. of students of determination remains confidential with the counselling and wellness center only. Examination and registrar department is only notified by the counseling and wellness center about any student of determination so required support is providing to the student.

### **8.28 Computer Workspace:**

Amity University Dubai equips its students with advanced computing resources through three well-equipped computer labs, housing a total of 108 machines (36 computers per lab). These computers are loaded with advanced software packages specifically chosen to support the university's diverse academic programs. Most software used by students is licensed on a site or network basis and installed on all college computers. To complement these resources, all computers have internet access, allowing students to conduct research, utilize online resources, and collaborate seamlessly. These computer labs are available for students to work on projects and assignments throughout the week, including weekends and after hours until 9:00 PM. However, there may be occasional times when labs are reserved by instructors for courses that require them.

### **8.29 Health Services:**

It is advised to all students studying at Amity University Dubai that they should carry their medical insurance card with them always. Insurance can be acquired by family or individual insurance, or via AUD.

Student who are on AUD sponsored visa are enrolled for the medical insurance, during their visa process.

## **9 RECOGNITION OF NON-FORMAL AND INFORMAL PRIOR LEARNING**

Non-formal learning refers to various structured learning which do not have a course syllabus or certification associated with it such as program developed by organization, non-credit adult education courses, professional



conference styled seminars, and continuing professional development. Informal learning refers to knowledge, skills, competencies learned at the work place in a non-structured mode.

The following policy and procedures set a framework for recognition of non-formal, and informal prior learning of prospective students and awarding credits when eligible. Transfer credits for formal prior education is governed by a separate policy (Transfer Admissions, Transfer Credits, and Advanced Standing).

### **Policy**

This policy establishes a process that authenticates skills, knowledge and competencies gained through non-formal and informal learning as defined above. The principles of this policy are:

- Approval of non-formal and informal prior learning credits necessarily occurs prior to the student's enrolment in the program. In this case, rigor evidence-based and transparent assessments are applied.
- For an applicant to obtain credits, the applicant's knowledge, skills, experiences, and competencies will be weighed against course descriptions and related learning outcomes. The credits are only awarded when there is sufficient evidence that students have achieved all learning outcomes of the course.
- The process provides students with guidelines and support to assemble sufficient evidence in the form of a portfolio and complete their applications. It is consistently applied to all students and across all programs, disciplines, units, courses, and competencies.
- AMUD only recognizes non-formal and informal prior learning that is current, course relevant, and sufficiently covers the breadth and depth of knowledge that can match with university-level learning.
- To grant credits AMUD will conduct a challenge exam to assess the achievement of learning outcomes of the relevant course.
- For every course that has been successfully recognized against non-formal and informal prior learning experience, a grade of 'TR' shall appear on the transcript. This grade will not be used in the calculation of cumulative grade point average (CGPA).
- No more than 50% of the credit for all courses in an individual undergraduate program may be awarded through this process including credit transfer, and not more than 25% for graduate programs.
- In no case this policy and related procedures substitute for admission requirements.

### **Procedures**

- An applicant shall complete the non-formal/informal application stating the non-formal/informal credits that he/she wishes to be considered for recognition (annexed to this policy).
- The complete application form, along with all supporting documents and related evidence and the processing fee, will be submitted to Admissions. Evidence may include authenticated certificates of informal learning, projects, and specific portfolios, but in all cases of informal and non-formal learning, the student has to appear and pass a challenge exam for each course he/she is requesting a credit recognition for.
- Admissions, in consultation with the relevant Dean, shall assign an academic advisor to assist the applicant in terms of assessment process, the kind of evidence that can be used, the administrative course of actions including the possibility to appeal a decision, an outline of the learning or competency outcomes against which students will be assessed, and the forms that can be presented to make the application successful along with the related timeline.

- The admissions in conjunction with the relevant Dean create the challenge exam. The student completes the exam under the supervision of the assigned Academic Advisor who grades the student's challenge exam and submit the final result to the admissions.
- Admissions shall forward the student application and supporting documents to the Registrar's office. The Registrar office is responsible for making sure that the submitted documents are satisfactory. Upon confirmation, the Registrar Office will forward the complete file to the Dean of the relevant school who will establish an ad-hoc committee chaired by the particular Program Leader to assess and recommend or reject credit recognition. Partial recognition is not allowed.
- The ad-hoc Committee shall complete an Assessment Evaluation form and submit it to the Dean of the relevant School. This form will list all the courses for which the credit recognition has been granted along with a separate list of courses for which no credit recognition was awarded. The ad-hoc committee may also ask the applicant to submit further documentation and/or evidence.
- The Dean will check the assessment form submitted by the ad-hoc Committee and ask for further clarifications, in particular, those related to the recommendations of the Committee and the rationale behind its decisions before approval.
- The approved file including assessment form shall be submitted by the Dean to the Registrar Office who will present the applicant's case to the Vice President of Academics for final approval.
- The decision will then be communicated by the Vice-President Academics Office to Admissions who will forward it to the concerned applicant. If an applicant is not satisfied with the decision, he/she can file an appeal with Admissions within two weeks of receiving the decision.
- In this line, an Appeal Form including the following main details is filled out by the applicant (annexed to this policy):
  - Contact details of the applicant
  - Appeal information including the rational for the appeal and additional supporting documents that he/she wishes to be considered
  - Student declaration that the submitted documents are accurate and authentic.
  - Student declaration that they are aware that they can only appeal once with respect to specific credit recognition.
- Upon receiving the dated appeal, an ad-hoc Appeal Committee shall be established by the Vice-President Academics and Chaired by the Registrar to look at the applicant's appeal and provide its recommendation to the Vice-President Academics within one week of the start of its mandate. The Vice-President Academics will act on the recommendation and render the final decision. This decision is forwarded to Admissions and shall be immediately communicated to the applicant within two days of receipt from the Vice-President Academics Office. The decision is final and cannot be appealed again.

### **Assessment of Non-Formal and Informal Prior Learning**

AMUD will use one or a combination of the following assessment modes in conducting this exercise:

- Comparable examinations or tests that were used to assess the achievement of learning outcomes or qualifications in its programs, modules, and courses.
- Review of the portfolio of evidence which includes documents such as certificates (attendance, completion, achievement, etc.), and/or official job descriptions or statement of duties and responsibilities, letters of reference from employers detailing applicant's relevant skills and experience, and samples of work performed
- Onsite observation of applicant's relevant skill and/or competence under assessment.
- Assessment of reflective papers, journal articles, or similar documents authored by the applicant that can strengthen his/her file.

### Assessment Processes

AMUD has an established assessment process that includes but not limited to the following elements:

- A list of undergraduate and graduate courses for which credit recognition may be awarded;
- A list of the learning outcomes for each course or qualification;
- For each course, the qualifications, and experience required of the individual or individuals performing the assessments; currently, the general attributes include a minimum of five years of industry experience, an earned doctoral degree, and three years of academic experience at a recognized institution of higher education.
- A comprehensive and detailed list of the types of evidence that may be submitted with the application (already discussed in this policy under assessment of non-formal and informal prior learning).
- Recognition of Non-formal and Informal Prior Learning Policy has been submitted to and approved by the CAA and complies with Annex 20 of CAA Standards.

## 10 ACCESS AND ARCHIVING OF STUDENT RECORDS

Student records such as personal details, academic performance, counselling, medical records etc. are kept confidential and maintained by designated custodians for a specific timeframe. These records are treated with utmost privacy and confidentiality.

- The freshmen receive their Amity Student Information System credentials and the registration process flow email after they are marked fully paid;
- All fully paid students have to log on to Amity Student Information System with their credentials for profile creation and complete the registration process;
- Students present their original documents that are cross-checked for validating the authenticity of the certificates and transcripts to confirm their registration. Copies of the students' original document are saved on the online portal for reference
- Students provide their Emirates ID copy for records and sign the enrollment acknowledgment;
- New students are issued with Identity Cards by the Student Services Department
- Existing students need to log on to Amity Student Information System with their credentials for profile creation and to complete the re-registration process.

### 10.1 Maintenance, Retention and Disposal of records:

- Upon the admission verification and confirmation, the copies of the student's original document are saved on the online portal
- Upon the completion of the program, the degree certificate copy is saved in the examinations department as records.
- Faculty members save the academic details such as course work, midterm /other assessments and the Course Files
- Student Records including degree transcripts, degree completion authentication will be maintained for 10 years as hard copy and 50 years as a soft copy.
- The final examination papers/digital shall be kept by respective Departments for two semesters.
- Any update in students' academic records will be done by Registrar's Office.

The disposal of student records is carried out in a secure manner. Any document (paper, form, report, etc.) that contains personally identifiable student information is taken care of to maintain the confidentiality of the student. Appropriate disposal method including recycling, shredding is used to ensure environmentally friendly processes.

**Information Release Policy:** Information concerning a student's academic record/ personal information is considered confidential and is not released to anyone without the students' written authorization. This policy gives effect to our commitment to protect the students' personal information which is adopted by all university departments.

**Procedure:** For the release of any student details, student has to request by sending an email from his/her registered amity official email to student services for release of requested information.

Any request information from graduated students should be submitted to the Registrar's office in the written format.

### ***Students Records/files:***

The records/files for AMUD students must contain the following items:

- Completed Application form
- Copy of High school certificate (for UG students), Bachelor's degree certificate (for Masters Students) and Master's degree certificate (for Ph.D Students) along with official grade transcripts for all students.
- Equivalence of previous degree certificates if obtained internationally
- Valid passport copy
- Four passport-size photographs in paper and digital formats (JPEG file)
- Official English Proficiency certificate
- Offer letter from AUD
- Recent copy of AUD Transcripts.
- Copies of any other grade transcripts for transfer students
- Probation/warning (Academic or Disciplinary) notification letters
- Student Status Report (for conditionally admitted students)
- Letter from UAE MOE in case the student is transferred from outside UAE.
- Copy of final degree certificate (after graduation)

### ***Records Back-Up***

Student records are also maintained electronically in E-Dossiers in the Amity Student Information System and are updated periodically.

Note: Students' records may not be amended without the prior approval of the Registrar, and such approved amendments are strictly based on official documents.

## 11 ACADEMIC POLICIES

### 11.1 Attendance

Students are required to be punctual and attend all registered classes and be present for the entire duration of the class. Students are expected to have 100% attendance. However, 75% attendance in each course is compulsory. If their absences are because of ill health or other valid reasons, students must submit written requests, along with the necessary evidence to their Program Leaders whenever they rejoin the classes. These absences should not exceed more than 25%. Students must take responsibility for checking their attendance record and should contact their Program Leader immediately if there are any discrepancies.

### 11.2 Attendance Policy for Undergraduate Programs

- Students are required to be punctual and attend all registered classes and be present for entire duration of the class.
- Students are expected to have 100% attendance. However, 75% attendance in each course is compulsory. If student absenteeism is because of ill health or other valid reasons, student must submit written requests, along with the necessary evidence to the Program Leaders upon rejoining. Absence should not exceed more than 25%.
- If a student is participating in any national or international level extracurricular/co-curricular activities representing the University and has achieved a minimum of 50% attendance, they can be permitted to continue in the course with approval of their Program Leader.
- Students must take responsibility for checking their attendance record and should contact their Program Leader immediately if there are any discrepancies.
- Students who have missed all those classes that they have registered for, without any communication, for a continued period of two weeks and whose attendance is less than 25%, will be declared as “No Show students”. The names of such students who are “No Shows” will be de-registered from the list of registered students. In such cases, the student will need to re-apply for fresh registration by paying the registration fees again. The student must clear all outstanding dues before re-registration.
- Students who do not fulfill the minimum attendance requirement of 75% will have to withdraw from the course irrespective of marks they have been awarded for various components of assessments in that course. There would be no carry forward of marks for any of the assessments completed. The withdrawal will not affect the CGPA but will be reflected on the student transcript. Such students may re-register for that course by paying the prescribed fee, whenever it is offered next. There will be no refund of fee for withdrawal on account of not meeting minimum attendance requirements. Fees already paid will not be adjusted nor refunded.
- If a student fails to withdraw from the course where attendance requirement is not met it would be a forced withdrawal with no carry forward of marks.
- Any Grievance appeal relating to attendance must be submitted to Program Leaders before the withdrawal deadline. An attendance appeal form will have to be filled stating the reasons for missed

classes and attaching valid documents as required. The Program leader on the basis of student's previous semesters' performance, and after examining the circumstances of long absences will make necessary recommendations to the Dean. The Dean will make the final decision on withdrawal or continuation of the student in that particular course.

- Depending on the nature and scope of a particular course/ program, learning outcomes and practical laboratory requirements, the University gives flexibility to the faculty/ Program Leader to set attendance requirement for that particular course/ program.

### 11.3 Attendance Policy for Graduate Programs

For all Graduate programs, attendance is responsibility of the students. The students will have to catch up on any classes missed, on their own. Any assessments missed due to absences will be sole responsibility of the students. A makeup assessment can be given at the discretion of the faculty with approval of Dean, in case of unavoidable and unforeseen incidents upon producing the valid documentation/evidence. For such students there will not be more than one makeup assessment in a semester.

### 11.4 Academic Integrity

Amity University Dubai is committed to operate in a fair and transparent manner in every area to ensure the highest standards in the conduct and delivery of all assessments. In order to demonstrate academic integrity, students must produce their own work. Any material received from other sources or project collaboration must be appropriately acknowledged. Students must also present their findings, conclusions, or any other information based on appropriate and ethical practice.

#### Types of Academic Misconduct/Breach of Academic Integrity:

- **Plagiarism**

Plagiarism is an act committed by someone who presents the ideas or work of other people and represents them as his/her own work. It includes copying from a variety of sources and types of materials such as:

- Written research, books, articles, and theses.
- Graphic illustrations, images, and motion pictures.
- Graphs, maps and models
- Audio-visual material
- Online material
- Material including students copying from scripts of other students
- Using Artificial Intelligence (AI) tools or programs to generate creative work or material, wholly or in part, without proper citation or acknowledgment (except where the use of AI has been approved in advance, for a student's disability).

Similarly, the following are considered as an act of plagiarism:

- When any academic work is submitted, which is an identical work of someone, and its source is not acknowledged or is without the quotation marks.
- When the same assignment is submitted in different courses without taking the permission from the faculty involved. This also applies to the submission of a student's own previous submitted assignment, or combining the parts of his/her previous assignment in current work, without taking any prior permission from the faculty involved.

- When a student uses phrases from an original source without putting them in quotation marks, or replaces the words with the synonyms and keeps the structure and meaning same as the original source.
- When a student does not cite the source from where he/she has taken the information, and misquotes, or paraphrases the original source using the same structure of the sentences and does not acknowledge the source.
- When a student, without taking any prior permission from the concerned faculty, asks or hires someone to write his/her research or assignment on behalf of him/her.
- When a student presents a false or invalid research data in a given assignment deliberately.
- When a student copies any content from any online source without giving a due credit to the original source.
- When a student uses any graphic materials (audio visual aids, images, motion pictures, etc.) and presents them as his own without giving credit to the original source from where they have been taken.
- When a student presents or submits the translation of someone's work as his own and does not cite or credit the original source or the author.
- When a student Cheats during examination including the following types;
  - The use of materials not permitted by the University during the exams, including stored information on electronic devices.
  - Copying answers from another student during examinations/academic submissions.
  - Amending graded exams or assignments and submitting for re-evaluating.
  - Collaborating with or assisting another student without permission.
  - Providing the wrong facts such as wrong or false data for a computer lab exam.
  - Getting someone else to help with the exam.
  - Any other form of dishonest behavior that results in undue advantage.
- **Facilitating Academic Dishonesty**
  - Sharing an assignment with another student and allowing him/her to copy that assignment or set problem which is meant to be done individually.
  - Showing the answers during the test or any other assessment to another student and allowing him/her to copy.
  - Taking a test or writing an assignment for another student.
- **Deception**

When a student provides information that is fabricated to faculty members regarding a formal academic exercise, which includes making a false excuse for missing a deadline or falsely claiming to have submitted the work.
- **Sabotage**

When a student prevents others from finishing or submitting their work, which includes tearing pages from books borrowed from the library or deliberately disrupting other people's experiments and projects.
- **Violation of Examination Rules Conducted on Campus or Online:**

The provisions of this policy shall apply to all academic students. Appropriate actions will be taken to ensure that the academic integrity is not breached at any time during the examination (On Campus or Online)



### 11.5 Examination Code of Conduct

The following actions will result in the disqualification of a student from the exam, if he/she:

- Arrives 30 minutes late than the scheduled examination time without a valid reason.
- Does not carry valid AMUD student ID and Examination admit card.
- Shows non-compliance with the instructions of the examination hall supervisor or any of the invigilators and disrupts the decorum of the examination, and/or causes examination delays for no reason.
- Attempts to cheat or assists another student to cheat in any form.
- Provides false personal information on answer booklet (on campus) sheets or attendance sheet.
- Possesses or uses any form of communication, storage or any other electronic devices during on-campus or online exams. These include but not limited to mobile phones, smart watches, headphones, and earphones even if switched off.
- Possesses unauthorized academic materials related to the examination subject matter in any shape or form.
- Refuses to hand over the answer booklet to the examination supervisor or any of the invigilators before he/she leaves the exam hall.
- Gets involved in any physical or verbal assault with an invigilator, other students, or any other person in the examination hall.
- Cheating in online examinations, tests, quizzes, assignments, projects, or any other form of assessed academic activity. This may include but not limited to: collaborating with one or more students or individuals in conducting assessment activities, unlawful use of any electronic devices or software, unlawful communications with other students or individuals, impersonation, fully or partially obscuring the face and head by wearing for example, a cap or hat, i.e. the face and head must be in the center of the webcam view at all times, leaving the examination for a while, taking screen shots during the examination, taking a break from the examination, and any other act that violates the sanctity of fair online assessment.

### 11.6 Violating Examination Code of Conduct

One of the following penalties shall be imposed on the student who violates the Examination Code of Conduct

- A written warning is issued for every student committing a violation with regards to examination code of conduct (on campus or online).
- A student committing one or more examination violation for the **first time** will be awarded a failing grade (grade F) for the course in which the student committed the violation. The student shall pay the full course backlog fee.
- A student committing one or more examination violation for the **second time** will be awarded a failing grade (grade F) for all courses registered in the semester in which the student commits the violation. The student shall pay the full course fee for all courses registered in the semester.
- A student committing one or more examination violation for the **third time** will be awarded a failing grade “F” for all courses registered in the semester in which the student commits the violation and will be suspended for the following two semesters. The student shall pay the full course fee for all courses registered in the semester.

#### Responsibility of Faculty:

Faculty members must provide guidance to students on the following points:

- a. How to avoid plagiarism
- b. How to reference the works of others properly and correctly

Faculty members are also required to take every act of plagiarism seriously and must ensure proper penalties for such acts. Faculty members must include warnings in the beginning when they are issuing instruction for assignments and project work. Faculty members must ensure that every student submits the assignments with all relevant documents along with the declaration of originality report.

**Responsibility of Students:** Amity University Dubai wants to be fair to the students who do not resort to cheating and plagiarism or any other form of academic misconduct and at the same time wants to lower the probability of plagiarism. For this purpose, a set of procedures are established to detect the occurrence of plagiarism and to penalize those found guilty of being involved in such acts. While doing assignments, projects and making any reports, students must act with integrity and own the responsibility for creation and presentation of the work produced by them. They are also advised to seek guidance on detecting and preventing plagiarism from their faculty from time to time.

Students may take guidance from faculty members and faculty guides on ways to avoid plagiarism and referencing styles. All work must be written in student's own words. However, if required to cite the work of others, all the sources (for words, data, arguments and ideas) have to be appropriately acknowledged. Students are required to pass all written assignments through plagiarism detection software. A duly signed declaration form of originality is also required to be submitted along with all submissions.

In the case of group work submitted for assessment, the responsibility of the assignment is on each member of the group. Equally, the consequences of plagiarism are also on each member of the group. If students have worked in a group, but the submissions are different, it is the responsibility of each student to make sure that the submitted work is his/her own original work.

### **Originality Report:**

AMUD uses TurnItIn as a plagiarism detection software tool that generates originality reports for student's written assignments. These reports are used by faculty members to assist in the detection of plagiarism.

- AMUD requires all faculty members to brief students on how to use TurnItIn to check the originality of their work before submission.
- To ensure that students are not unfairly penalized, faculty should pay particular attention to blocks of borrowed materials, cited sources of diagrams, and misleading concerns that could be due to the usage of common terminologies in particular those related to methods and statistical output.
- For cited coursework, Similarity percentage should not exceed 15% including all sources and 5% from a single source. Coursework with similarity percentage above 15% shall be considered plagiarized.
- Shall the student need any clarification or has any inquires on academic integrity or plagiarism policy, It will explained and resolved by the faculty member.

### **Late Submission:**

As a protocol, students are strictly advised to adhere to the deadline given by the respective faculty for the submission of the course work. In case of the delay in course work submission, the student is advised to seek prior permission from the course faculty/Program Leader stating clear and valid reasons along with evidences for requesting the extension in the submission. Any late submission without the approvals will not be graded.

### **Procedure:**

### Plagiarism Penalty

The concerned Faculty is responsible for checking the plagiarism in his/her coursework. If the faculty finds out that the plagiarism has been committed, an incident report along with the supporting evidence must be submitted to Program Leader, which will be subsequently forwarded to the Dean by the Program Leader for necessary action. AMUD has zero tolerance towards any act of plagiarism and overall, the Dean is responsible for taking an appropriate action depending on the seriousness of the case.

The Plagiarism penalty for the student will be as follows: -

- **First-time offense:** the faculty will assign a grade of **zero to the particular assignment** and the case is reported to the Program Leader who will send a warning letter to the student. A copy of the letter is kept in the student record.
- **Second-time offense:** this is considered as a repeated offense and dictates higher penalties. The faculty will assign a **zero to the course**. The case is reported to the Dean who issues a second and final warning letter to the student. A copy of the letter is kept in the student record.
- **Third-time offense:** the matter is reported to the Disciplinary Committee who can make decisions ranging from **suspending the student for one semester to expelling him/her from the University**.

### 11.7 Copying/Cheating/use of unfair means during examinations:

Use of any unfair means during test or examination would be reported to Examinations department by the faculty concerned. The faculty gives an incident report after which an unfair means form is filled in along with the evidence attached. The examination committee will convene and decide the penalty of the offence depending on the severity.

**False documents:** Any falsified documents submitted during admissions would result in immediate dismissal from the university.

### 11.8 Late Submission:

As a protocol, students are strictly advised to adhere to the deadline given by the respective faculty for the submission of the course work. In case of the delay in course work submission, the student is advised to seek prior permission from the course faculty/Program Leader stating clear and valid reasons along with evidences for requesting the extension in the submission. Any late submission without the approvals will not be graded.

### 11.9 Applying for Graduation

Students in the final year of their degree program must submit a Graduation Request Form to the Registrar's Office. The Registrar's Office verifies the details in the Graduation Request Form with the Examination Office and Students Services. Once the graduation requirements have been verified by the Registrar's Office, a list of all graduating students is generated for approval from the Academic council. The Program Leaders/faculty advisors/Academic advisors advise final year students who do not fulfill the GPA or credit requirement accordingly.

### Issuance of Graduation Certificates:

After Academic Council's approval the Graduation Certificates are issued to the graduating students during graduation ceremony.

### Graduation request form:

Students in the final year of their degree program must submit a Graduation Request Form to the Registrar's Office. The Registrar's Office verifies the details in the Graduation Request Form with the Examination Office and Student Services. Once the graduation requirements have been verified by the Registrar's Office, a list of all graduating students is generated for approval from the Academic and Research Council. The graduating students must regularly meet their Program Leaders/ academic advisors to keep track of their credit and grade requirement for graduation.

**Issuance of graduation certificates:** After Academic and Research Council's approval, graduation certificates are issued to be distributed to graduating students during the graduation ceremony.

### 11.10 Appeals

The objective of the student Complaints and Appeals procedures is to ensure that the concerns and complaints of all students are addressed fairly, resolved promptly and a proper Appeals process is followed.

- Amity University Dubai is committed to providing a fair, safe, and productive environment for all students and recognizes that students may have grievances about their experience from time to time;
- Amity University Dubai considers grievances on time. Aggrieved parties may reach the respective head of department for any intermittent update;
- All parties to a complaint or grievance must act in good faith and seek an amicable resolution. Intimidating, harassing, threatening, or any other form of offensive behavior will not be accepted;
- All parties to a complaint or grievance must respect privacy and confidentiality, except where the release of particular information is required by law;
- A student making a complaint will not be disadvantaged.

University aims to ensure that university days are happy and run smoothly. Nevertheless, there may be issues that need to be resolved and suggestions for improvements that should be heard. If there is an issue, students are advised to contact the person in charge of relevant department to resolve the concern. Grievances can also be registered on Amity-Learning Management System (AMIZONE +) and will be forwarded to the appropriate person to be resolved. In the event of an unresolved issue, a complaint can be made in writing to the Dean of school to which the student belongs to. The information below details who to contact across a range of areas within the university. The Student Services will be able to help to direct any issues outside of these areas.

The result of student's grievance/appeal shall be communicated through a resolution feedback sent through the student's registered email.

### 11.11 Internal Assessment: Appeals

- A student has a right to appeal against any punishment imposed on him/her within 10 days of the punishment being imposed. Student can do a representation to the concern Dean in writing. The Dean after investigating the case will make a final decision which will be binding on all.
- In the event that the Program Leader is the faculty member of the course in which the student makes an appeal, Dean will appoint an alternative faculty member;
- Final appeals can be made to Deans within two weeks of receiving the outcome of the meeting with the Program Leader. The Deans may identify an academic staff member based on the subject expertise to advise him on the issue. The decision of the Dean is final and binding;
- There shall be no contest on the final academic judgement.

### 11.12 Appeals against Disciplinary Action

- A student may submit an appeal to the President to review the disciplinary action imposed within ten working days of receiving notice of the punishment;
- The President may refer the appeal to the Disciplinary Committee for review or constitute a committee for the same.

### 11.13 End-Term Examination Appeals

- A student may apply to the Head of Examinations if they have reason to believe that there is an error in the published results. All challenges must be raised within 10 working days of the results being published;
- The Head of Examinations will re-check the answer script to ensure that all marks awarded are included in the total and that no section of any answer left un-evaluated.
- If the recheck reveals, subject to the provisions of the Regulations, any discrepancy resulting in the students' marks being revised, the record shall be corrected accordingly and a revised grade sheet shall be issued after the previous grade sheet is surrendered;

Other appeals not covered in the above categories can be raised to the President's office. The decision of the President on all such matters is final and binding.

### 11.14 Disciplinary Process, Timelines and Response to Appeals

The Disciplinary Committee membership consists of Registrar (Chairperson), Administration Manager, and two staff members (on invitation if needed). The committee will meet as and when any disciplinary case/ breach of code of conduct case is reported to University and when the Chairperson may require, depending on other requirements and emergencies. All disciplinary related cases should be handled and reported as follows:

- The name of the student, enrolment number, Department, program, batch and mobile number shall be noted by the staff concerned and put up to the disciplinary committee through Manager-Administration. Incident report (insert link to incident report template) shall be prepared by the concerned faculty/staff in consultation with Manager- Administration.
- Manager- Administration shall immediately inform the concerned department head/ Dean and parents of the student/s;
- Disciplinary Committee may constitute an Enquiry Committee (if needed) to enquire about the matter;
- The enquiry report shall be submitted to disciplinary committee within a period of two days but not later than four working days from the date of report of the incident of indiscipline;
- The Manager- Administration shall convene a meeting of Disciplinary Committee to be headed by the Chairperson of the committee, as soon as practicable (but within seven working days from the date of the incidence) after the receipt of detailed reports. The student concerned may be asked to be present before the committee;
- The Manager- Administration, at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report and recorded evidences to Vice President Academics of the University. Concerned students/Parents shall be informed the decision via email through Manager- Administration;
- The concerned student/parent (s) can appeal to Vice President Academics of the University within 5 working days from the decision been conveyed. Vice President Academics decision shall be final and binding.
- The result of student's grievance/appeal shall be communicated through a resolution feedback sent through the student's registered email. (not in the policy)

### 11.15 Levels of penalties

The following disciplinary sanctions, listed in order of severity, may be applied to any misconduct in

relation to the person, misconduct in relation to property, and misconduct in relation to the orderly processes of the Amity University Dubai. Where appropriate, more than one sanction may be imposed:

- **Warning:** Written warning for the continuation or repetition of conduct found wrongful, within a period of time stated in the warning, which can result in severe disciplinary action.
- **Restitution:** Monetary reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other monetary compensation to be paid by the student responsible for damage or misappropriation of property.
- **Interim Suspension:** The student is removed from classes and other Amity University activities when the student's continued presence on campus poses a danger or threat to the property, the student, or others.
- **Disciplinary probation:** The purpose of the disciplinary test should be to rehabilitate the student and may include suspending the specified privileges for a specified period not exceeding the remaining period of the semester in which the misconduct was committed. The student may be required to attend counseling sessions.
- **Disciplinary Suspension:** Exclusion from classes and other Amity University privileges and activities as set out in the order after a hearing, for a definite period not to exceed the remaining duration of the semester in which the misconduct is committed plus one additional semester. The conditions of re-enrolment shall be stated in the order of the suspension.
- **Disciplinary dismissal:** Disciplinary dismissal can be given by Disciplinary committee under which student registration can be terminated permanently.

Any appeals against disciplinary action can be made under the provisions of Student AMUD-S20 Complains and Appeals Policy. Appeal can be addressed to Vice President Academics.

A student who is alleged to have committed misconduct in relation to person, property, and / or processes regulating Amity University Dubai will be entitled to a hearing in accordance with the Amity University Dubai procedures. Any complaint relating to students shall be filed within six months since the alleged misconduct occurred in relation to person or property, except for misconduct in relation to the organized process of Amity University Dubai.

## 12 DEALING WITH GRIEVANCES

### 12.1 Student Grievance Process

We endeavor to ensure that university days are happy and rich in experience. However, we understand that there may be issues which need to be resolved and suggestions for improvements which should be heard.

Students are entitled to raise concerns on any aspect. The aspects include but are not limited to

- Quality of teaching and learning
- University Facilities
- Personal support such as the careers and counselling service
- Administrative services

Before raising a grievance, students should make every effort to resolve the issues with the individual(s) concerned or consult his/her faculty adviser/program leader for help and advice. Only when these steps have failed, or when the student has good cause for not pursuing these means of resolving the issue, should the grievances be registered.

Grievances can be registered on and will be forwarded to the appropriate person to be resolved.

The result of student's grievance/appeal shall be communicated through a resolution feedback sent through the student's registered email.

In the event of an unresolved issue, a complaint can be made in writing to the office of President.

TYPE OF GRIEVANCE	PERSON RESPONSIBLE	NEXT HIGHER AUTHORITY
Academics	Program Leader	Dean
Boys Hostel	Residence Manager	Pro Vice Chancellor
Girls Hostel	Residence Manager	Pro Vice Chancellor
Administration	Administration Coordinator	Administration Senior Manager
Transport	Administration Coordinator	Administration Senior Manager
Security	Administration Coordinator	Administration Senior Manager
Fee	Accounts Executive	Finance Manager
Admissions	Admissions Manager	Head of Admissions
Examination	Program Leader	Head of Examinations
Medical Insurance Card	Student Services Coordinator	Head of Student Services
Identity Card	Student Services Coordinator	Head of Student Services
Amizone +	Program Leader	Academic Office

## 12.2 Grievance Redressal Personnel

Students may contact the staff whose details are given in the following table, depending on the category of the grievance or suggestion.

NAME	DESIGNATION	CONTACT No.	E-MAIL ID
Dr. Sathish Kannan	Dean of School of Engineering, Architecture and Design	04-4554978	<a href="mailto:skannan@amityuniversity.ae">skannan@amityuniversity.ae</a>
Dr. Rajneesh Mishra	Dean, School of Humanities, Arts and Applied Sciences	04-45549783	<a href="mailto:rmishra@amityuniversity.ae">rmishra@amityuniversity.ae</a>
Dr. Elie Menassa	Dean, Amity School Business School	04-4554818	<a href="mailto:emenassa@amityuniversity.ae">emenassa@amityuniversity.ae</a>
Dr. Ashok Chopra	Associate Registrar	04-4554952	<a href="mailto:achopra@amityuniversity.ae">achopra@amityuniversity.ae</a>
Dr. Ankita Rajdev	Head – Quality Assurance & Institutional Effectiveness	04-4554716	<a href="mailto:arajdev@amityuniversity.ae">arajdev@amityuniversity.ae</a>
Dr. Dinesh Sharma	Head of Examination	04-4554713	<a href="mailto:dsharma@amityuniversity.ae">dsharma@amityuniversity.ae</a>
Mr. Theodore Menezes	Administration Manager	04-4554913	<a href="mailto:tmenezes@amityuniversity.ae">tmenezes@amityuniversity.ae</a>
Mr. Mohammad Aatif	Assistant Director – Admissions	04-4554928	<a href="mailto:maatif@amityuniversity.ae">maatif@amityuniversity.ae</a>
Mr. Ankur Kohli	Student Residence Manager	04-4554803	<a href="mailto:akohli@amityuniversity.ae">akohli@amityuniversity.ae</a>

## ACADEMIC HEAD

NAME	DESIGNATION	CONTACT No.	E-MAIL ID
Dr. Saif Al Seiari	President/Vice Chancellor	04-4554932	<a href="mailto:vcoffice@amityuniversity.ae">vcoffice@amityuniversity.ae</a>
Dr. Rafid Al Khaddar	Pro Vice Chancellor	04-4554 900	<a href="mailto:ralkhaddar@amityuniversity.ae">ralkhaddar@amityuniversity.ae</a>



**13 ACADEMIC CALENDAR AY 2024-'25**

<b>FALL 2024 SEMESTER</b>		
<b>02 – 13 September</b>	Monday – Friday	Pre-Registration for Continuing Students
<b>16 – 20 September</b>	Monday – Friday	Registration & Academic Advising Week
<b>23 – 24 September</b>	Monday – Tuesday	Orientation and School Induction Program
<b>25 September</b>	Wednesday	Commencement of Classes
<b>09 October</b>	Wednesday	Add and Drop Period Ends
<b>11 – 15 November</b>	Monday – Friday	Mid-term exam week
<b>02 – 03 December</b>	Monday – Tuesday	UAE National Day Holiday
<b>09 December</b>	Monday	Registration opens for Spring Semester 2025 begins
<b>20 December</b>	Friday	Last day for withdrawal from classes
<b>01 January</b>	Wednesday	New Year Holiday
<b>03 January</b>	Friday	Last day of classes
<b>04 – 07 January</b>	Saturday – Tuesday	Reading Period/Lab Exams
<b>08 – 14 January</b>	Wednesday – Tuesday	End-term Exams
<b>14 January</b>	Tuesday	End of Fall Semester
<b>15 – 28 January</b>	Wednesday – Tuesday	Fall Break

<b>SPRING 2025 SEMESTER</b>		
<b>29 – 31 January</b>	Wednesday – Friday	Orientation/Registration/Academic Advising
<b>03 February</b>	Monday	Commencement of Classes
<b>17 February</b>	Monday	Add and Drop Period Ends
<b>27 February</b>	Thursday	Ramadan to begin*
<b>24 March – 28 March</b>	Monday – Friday	Mid-term exam week
<b>31 March – 01 April</b>	Monday – Tuesday	Eid Al Fitr Holidays*
<b>31 March – 06 April</b>	Monday – Sunday	Spring Break
<b>21 April</b>	Monday	Registration opens for Summer & Fall 2025 Semester begins
<b>02 May</b>	Friday	Last day for withdrawal from classes
<b>23 May</b>	Friday	Last day of classes
<b>24 – 27 May</b>	Saturday – Tuesday	Reading Period/Lab Exams
<b>28 May – 03 June</b>	Wednesday – Tuesday	End-term Exams
<b>03 June</b>	Wednesday	End of Spring Semester
<b>04 June</b>	Thursday	Beginning of Summer Break

<b>SUMMER 2025 SEMESTER</b>		
<b>05 June</b>	Thursday	Arafat Day*
<b>06 – 08 June</b>	Friday – Sunday	Eid al-Adha Holiday*
<b>09 – 10 June</b>	Monday – Tuesday	Registration & Academic Advising
<b>11 June</b>	Wednesday	Commencement of classes
<b>17 June</b>	Tuesday	Add and Drop Period Ends
<b>26 June</b>	Thursday	Islamic New Year Holiday*
<b>04 July</b>	Friday	Last day for withdrawal from classes
<b>18 July</b>	Friday	Last day of classes
<b>21 – 22 July</b>	Monday - Tuesday	Reading Period/Lab Exams

23 – 25 July	Wednesday - Friday	End- term Exams
25 July	Friday	End of Summer Semester

\* Islamic holidays are determined after sighting the moon and actual dates may not coincide with the dates in this calendar.

**Note:** The approved calendar will be followed if there are no unforeseen circumstances that require a review or change.

## 14 IMPORTANT INFORMATION FOR STUDENTS

### 14.1 Emergency Contact Numbers

SERVICE	CONTACT NUMBERS
Police	999 (emergency) or 901 (non-emergency)
Ambulance	998 / 999
Fire Department	997
Coast Guard	996
Water Electricity (DEWA)	991
TECOM Emergency	04 3601777
DIAC Security Control Room	04 3640065

### 14.2 Some Useful Contact Numbers

SERVICE	CONTACT NUMBERS
Dubai Municipality	04-223-2323 (Emergency) , 800-900 (Toll Free)
Rashid Hospital	04-337-4000
American Hospital	04-336-7777
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