EMIRATES COLLEGE
For Management & Information Technology

ECMIT

كلية الإمارات
الإدارة وتكنولوجيا المعلومات

STUDENT HANDBOOK

EMIRATES COLLEGE FOR MANAGEMENT AND INFORMATION TECHNOLOGY

2018-2019

AN INSTITUTION DEDICATED TO YOUR LEARNING

EXPO 2020
إكسبو
دبــي الإمــارات العربيـة المتحـدة
DUBAI, UNITED ARAB EMIRATES

ACCREDITED BY:
UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

www.ecmit.ac.ae

STUDENT HANDBOOK
AY 2018-2019

Dear Students:

It is my pleasure to invite you on behalf of Emirates College for Management and Information Technology (ECMIT) as part of the student community.

The student handbook provides information to help you as student of Emirates College for Management and Information Technology (ECMIT). This handbook is intended as a codification of existing student policies, regulations, and procedures and it has been approved by the board of governors. The regulations in this handbook apply to all students registered at ECMIT. Any student who registered to study at the college thereby agrees to be bound by these policies and regulations.

You will find most of the policies, regulations, and procedures of the college either contained here in their entirety or referenced because of their length or because they are peripheral to the rights and responsibilities of the student can be found in other ECMIT publications. The following documents are general sources of information that may be of use to all students: the academic catalog, and the policy and procedures manuals. You are urged to be familiar with the contents of this handbook and to keep it to hand for ready reference. **Ignorance of a policy or regulation will not be considered an excuse for failure to observe it.**

The student handbook is updated annually to ensure compliance with the college's rules and regulations and with the guidelines of the Ministry of Education. Therefore, the programs, policies, statements, and/or procedures contained herein are subject to change by the college without prior notice. It is the responsibility of the manager of student development to maintain an updated copy to which students may refer.

The responsibility for distributing information about changes rests with the office of student development and questions regarding content should be addressed to the manager of student development.

Prof. Nabeel A. Jurdi, Ph.D
President & CEO

Student Rights

- The right to exercise the privileges of a legal resident in a college setting.

- The right to inquire about and to recommend improvements to policies, regulations, and procedures affecting the welfare of the ECMIT community.

- Student right is best exercised to the fullest use of the appropriate facilities provided through campus organizations.

- The right to counsel, to a fair hearing, and to an appeal when a disciplinary action is applied to the student and employee as an individual or as a group member.

Student Obligations and Responsibilities

- The obligation to be fully acquainted with published rules, regulations, and policies on disciplinary and misconduct issues of the college and to comply with them in the interest of maintaining an orderly and productive college community.

- The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.

- The obligation to respect the rights and property of others.

Policy

- Students are required to behave in a responsible manner consistent with the college's values, norms and standards of conducts.

- The college has well explained definitions of conduct that constitute personal and professional misconduct, and procedures for dealing with violations. Students are informed in advance about the policy, procedures and consequences for violation.

- The policy is an attempt to educate students to be responsible to fellow students and to the institution as a whole. It is further intended to advance the good of the institution and all of the people in and around it.

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Section 1
Philosophy of the Institution

Emirates College for Management and Information Technology (ECMIT) is a private, non-federal, four-year institution of higher education located in Dubai, UAE. The college is licensed by the UAE Ministry of Education (MOE). It offers two-year associate of science degree programs in business and information technology, and a four-year bachelor of business administration (BBA) program with concentrations in management, marketing and human resources management. It also offers a foundation and a remedial program for students who do not qualify for direct admission to the college's regular academic programs. Furthermore, the college has an elaborate program on EmSAT, TOEFL and IELTS training, and a six-level English learning program that aim to improve communication and public speaking skills.

1.1. Vision

Emirates College for Management and Information Technology will be a premier and sustainable institution of higher education which is recognized, respected and valued in the region for its excellence.

1.2. Mission

ECMIT aims to develop competent and innovative graduates by offering high quality degree programs in alignment with international Standards that are accessible and affordable; exposing students to community services in order for them to value and appreciate the community they belong; developing and maintaining highly qualified faculty who deliver an excellent teaching and produce quality research.

1.3. ECMIT Core Values

1. To value the well-being of our students.
2. To value the well-being of our faculty and staff.
3. To value the quality and integrity of our academic programs.
4. To value the personal and professional development of our students to highest standard.
5. To value and recognize our responsibilities to develop well qualified graduates who will contribute to UAE's socio-economic and cultural development.
6. To value honesty and fairness, and we will not tolerate corruption.
7. To value our collaboration and partnership with academic institutions, business and government organizations within the UAE and abroad.
8. To value open and honest communication, and transparent and accountable decision making.
9. To value the reputation and integrity of our institution within the UAE and beyond.
10. To value human life and dignity irrespective of their nationality, religion and gender.

1.4.   Institutional Goals and Objectives

A central educational goal of ECMIT is to prepare well educated students for transfer to baccalaureate-level institutions as well as for entry-level positions in the work force. In this respect, the major goals of the institutions are:

Goal 1 Develop qualified citizens through teaching, learning and scholarship in business and information technology who will be equipped for professional success.

Objectives

1a. Offer broad based world class degree programs in core areas of Business and Information Technology that prepare students for responsible leadership in an evolving global environment and for higher studies.

1b. Offer a curriculum, for each program, with an appropriate mixes of general education, core, major/specialization/concentration and elective courses.

1c. Offer a program of study that contains opportunities for students to obtain current and practical knowledge, skills, and values that encourage a culture of scholarship.

1d. Establish an integrated review system that ensures quality of academic programs, curriculum, instructions and support systems.

Goal 2 Provide accessible and affordable higher educational opportunity for traditional and non-traditional students.

Objectives

2a. Offer day, evening and weekend classes to accommodate working adults as well as traditional students for full time and/or part time studies.

2b. Provide learning opportunities for academically under-prepared students by offering Remedial programs in relevant courses.

2c. Provide learning opportunities for students securing below 60% marks in the UAE secondary school examination by offering a Foundation Program in appropriate courses so as to prepare them for higher education.

2d. Keep the tuition fee structure affordable and offer a flexible payment plan.

2e. Offer a substantial set of courses in the summer to permit year-long study.

2f. Engage high schools and businesses to create awareness of post-secondary educational opportunities at ECMIT.

2g. Align admission and placement standards and beginning coursework with the academic preparation of prospective students

Goal 3 Contribute to the UAE's economic development by providing continuing professional education and outreach programs for lifelong learning.

Objectives:

3a. Respond to a need for developing a professional workforce with practical hands-on knowledge, abilities, skills and technical expertise.

3b. Collaborate with businesses to offer career enhancement non-degree professional development programs in Business, Marketing, Accounting, Finance, Hospitality & Tourism, Interior Design, Information Technology and Information Management Systems.

3c. Offer vocational programs for adult learners in Computer Literacy, Information Technology and Language Proficiency.

Goal 4 Maintain a high level of quality in the student's overall educational experience and in all aspects of the institution's operations.

Objectives

4a. Build a well-qualified teaching faculty.

4b. Provide quality learning facilities and educational support resources.

4c. Maintain a state-of-the-art technology infrastructure in support of instruction and operations.

4d. Create a campus culture that is student-oriented which promotes strong personal concern for the welfare, development and success of all students.

4e. Create and maintain an effective advising system which assists students with their educational goals and objectives.

4f. Design policies and procedures to facilitate transfer of credits.

4g. Secure and maintain all appropriate MOHESR licensures and accreditations.

Section 2
Academic Policies and Procedures

2.1 Undergraduate Admission

Facilitating student success during their studies at the college is central to the mission of ECMIT. Such success depends on a combination of two factors: students' previous academic preparation and the quality of instructions and services at the college. The office of admissions and Registration processes all applications, and an admission committee consisting of faculty members and manager of admissions and registration evaluates the applications. Evaluations are carefully made taking into account both the Ministry of Higher Education and Scientific Research's (MOHESR) guidelines and, the educational and professional background of the applicants. The college seeks to be as inclusive as possible.

2.1.1. Admission Policy

- In order to be considered for admission to ECMIT degree programs, (ASB, ASIT and BBA) students must have a pass in the UAE General Secondary School **Certificate (General and Advanced Tracks (MOE) and the new ADEC Tracks are acceptable)** with an average score of 60% or higher (or equivalent qualifications from other countries).
- **EmSAT Achieve English is adopted as Primary Test for the English Proficiency in HEIs in the UAE.**
- **The admission Criteria that depends on the EmSAT English Language that the score for direct non conditional admission should not be less than 1100 for Bachelors and not less than 1400 for Masters & PhD.**
- **Applicant who has not be less than 1100 in the EmSAT is not required to provide an alternative English Language Proficiency Test Score.**
- In addition, a minimum TOEFL score of 500 (173 CBT, 61 IBT) or IELTS band score of 5.0 or any equivalent standardized English language test approved by the Ministry of Education, is required. These students are allowed to take full load (15 credit hours per semester) from the program courses.
- Students who have less than 500 TOEFL score or any equivalent standardized English language test approved by the Ministry of Education are given provisional or conditional admission to the degree programs with the condition that they complete Basic English in the first semester. During this semester, students are allowed to take only four courses from general education totaling to ten credits. However, the student may register for BBA program after graduating with ASB degree, as detailed in 2.1.2

Remedial Program

The remedial courses are designed to strengthen the students' background in English and prepare them for the English proficiency requirement. In addition to these requirements, ECMIT requires an original and attested copy of the General Certificate of Secondary Education and an equivalency certificate from the Ministry of Education in the relevant emirates for all others.

Foundation Program

Students with less than 60% in UAE GCSE are admitted in the college's foundation program approved by the Ministry of Education. After successfully completing the program including a TOEFL score of 500 in the exit examination of the foundation English course, students are given regular admission to the degree programs.

2.1.2 ASB and BBA Certificate

When a student registered in BBA program to obtain the Bachelor degree he will get only one certificate. However, a student may exit after two years of successful studies in completing the 61 credits in the lower level courses to get an Associate Degree Certificate. Further, if he decides to pursue his study to obtain the Bachelor Degree Certificate, he should be admitted again to the BBA program after paying the admission fee.

2.1.3. Transfer Admission

ECMIT has a transfer admissions policy that adheres to the CAA standard on transfer admissions. The policy applies to students who satisfy ECMIT'S regular admission conditions and who seek transfer of credits for their prior learning at Ministry of Education recognized institutions in the UAE or overseas. Students transferring from a federal or licensed institution in the UAE, or a foreign institution of higher learning based outside the UAE and accredited in its home country, are eligible for transfer admission. In specific the following conditions apply:

· Students should meet the English language proficiency requirements prior to commencing their study in the program they transfer to.
· Transfer students cannot be granted provisional admission.
· **Transfer students are required to present certification (EmSAT, TOEFL, IELTS or any equivalent standardized English language test approved by the Ministry of Education) demonstrating the required scores for full admission.**
· Submit official transcripts showing all post-secondary work attempted at all institutions attended.
· Limit the number of transfer credits which may be applied to a specific degree program; the limit must not exceed 50% of the total number of credits which are required to complete a degree at ECMIT.
· Transfer program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of C (i.e. Average GPA 2.0 on a scale of 4.0 or better.
· Prohibit accepting credits twice for substantially the same course taken at two different institutions.

Procedures

A student after securing regular admission can fill out a form for credit transfer earned at another institution with details of the course and course outlines. The form is first submitted to the admissions and registration office along with the supporting documents. The documents are then sent to the Transfer of Credit Committee. This committee makes an evaluation based on the course compatibility, nature of the institutions where the credits were earned, length of study, and may seek further clarifications and assistance from subject experts. The evaluations are completed within three days of the application if the documents are in order. After the approval of the dean of academic affairs, the outcomes are sent back to the admissions and registration department for onward action.

2.2 Academic Programs

2.2.1 Bachelor of Business Administration Program

The curriculum is designed to equip the students with a thorough broad based exposure to all aspects of business administration while focusing on specific concentration areas for a rewarding career in business, industry and public sector. In addition to career growth, the program serves as a stepping stone for the students to pursue graduate studies in business. Through an active collaboration and relationships with the business community and employers, the program will be continuously updated to meet the fast changing demands of the business and corporate community in the UAE and neighboring countries.

Program Goals

1. Prepare students to be effective communicators, competent in the application of information technology and quantitative skills.

2. Educate students to recognize the influence of human behavior, culture, the environment and law on business operations.

3. Prepare students to develop a broad understanding of key concepts in functional areas of business, while gaining in depth knowledge in a chosen area of specialization and their ethical applications in the contemporary work place.

4. Prepare students to develop critical thinking, problem solving, and analytical skills to deal with dynamic business situations.

5. Prepare students to apply effective teamwork and leadership skills in dynamic business situations.

Learning Outcomes

After completing the program, students are expected to:

1A: Have acquired appropriate skills to communicate effectively orally and in writing.

1B: Possess adequate information technology and quantitative skills to use them in business and real life situations.

2A: Have learned to identify cultural differences and the manner in which they influence management practices.

2B: Have learned how to apply knowledge of human behavior, the environment and legal factors in solving complex business problems.

3A: Be able to interpret and apply key business theories in organizational contexts.

3B: Be able to acquire and apply advanced concepts in a chosen stream of business and be ethical in all aspects of business operations.

4A: Be able to analyze, evaluate and interpret information to make business decisions.

4B: Be able to demonstrate knowledge, critical thinking and analytical skills to deal with business problems and formulate appropriate strategic responses.

5A: Demonstrate ability to collaborate and work effectively in teams in dynamic business

situations.

5B: Possess leadership skills and knowledge to deal with business problems and formulate appropriate responses.

Program Structure

The 124-credit Bachelor of Business Administration (BBA) degree consists of 43 credit hours of General Education courses (15 courses), 48 credit hours of Core Business courses (16 courses), 18 credit hours of Concentration area courses (6 courses) and 15 credit hours of Business Electives (five courses). The program offers three concentration areas: Management, Marketing, and Human Resources Management. **Suggested Study Plan:**

Semester 1			*16 Credits*
GE	1101	English Composition	3 credits
GE	1102	College Mathematics	3 credits
GE	1103	Software Applications	3 credits
GE	1105	Essentials Skills for College Success	1 credit
MGT	1101	Principles of Management	3 credits
GE	1202	Essentials of Economics	3 credits

Semester 2			*15 Credits*
GE	1201	Effective Reading & Writing	3 credits
ACCT	1201	Financial Accounting	3 credits
QM	2101	Business Statistics	3 credits
MGT	1202	Organizational Behavior	3 credits
GE	2101	Islam & the Middle East	3 credits

Semester 3			*15 Credits*
MIS	2101	Management Information System	3 credits
MGT	2102	International Business	3 credits
MKT	2101	Principles of Marketing	3 credits
GE	1203	Environmental Science	3 credits
FIN	2201	Financial Management	3 credits

Semester 4			*15 Credits*
OPM	2201	Operations & Logistics Management	3 credits
MGT	2201	Business Policy & Strategy	3 credits
GE	2201	Fundamentals of Innovation and Entrepreneurship	3 credits
Elec. 1		*Business Elective 1*	3 credits
Elec. 2		*Business Elective 2*	3 credits

Semester 5			*15 Credits*
GE	3101	Psychology	3 credits
GE	3102	Fundamentals of Public Administration	3 credits
GE	3103	Business Communication	3 credits
ACCT	3102	Managerial Accounting	3 credits
ECON	3102	Business Economics	3 credits

Semester 6			*15 Credits*
GE	3202	Critical Thinking	3 credits
GE	3203	Informatics	3 credits
MGT	3201	Research Methods	3 credits
LAW	3201	Business Law	3 credits
Conc.1		Concentration/MGT/HRM/MKT	3 credits

Semester 7			*18 Credits*
BUS	4101	Leadership Management	3 credits

MGT	4104	Conflict Management	3 credits
Conc. 2		Concentration/MGT/HRM/MKT	3 credits
Conc. 3		Concentration/MGT/HRM/MKT	3 credits
Conc. 4		Concentration/MGT/HRM/MKT	3 credits
Conc. 5		Concentration/MGT/HRM/MKT	3 credits

Semester 8			*15 Credits*
GE	4201	Senior Seminar	3 credits
Conc.6		Concentration/MGT/HRM/MKT	3 credits
Elec. 3		*Business Elective 3*	3 credits
Elec. 4		*Business Elective 4*	3 credits
Elec. 5		*Business Elective 5*	3 credits

2.2.2. Associate of Science in Business (ASB)

The ASB curriculum is designed to equip students with a broad based exposure to all aspects of business administration. The diverse range of courses offered in the program is intended to introduce students to expertise and knowledge in general education, business functional areas and business electives. The personal development that is needed for a student to become a well-rounded citizen is achieved through the study of 25 credit general education courses; competence in business is achieved through the study of 30 credit core business courses. The 6-credit business elective courses are designed to broaden students' knowledge and perspective of business education.

Program Goals

Goal 1:   Prepare students to be effective communicators.

Goal 2: Prepare students to be competent in the application of information technology and quantitative skills.

Goal 3: Educate students to be able to recognize the influence of human behavior, culture, and the environment on business operations.

Goal 4: Prepare students to develop a basic understanding of functional areas of business, and the ethical applications in contemporary work place.

Goal 5: Prepare students to develop problem solving and analytical skills to deal with dynamic business situations.

Program Learning Outcomes

After completing the ASB program, students are expected to:

·   Communicate effectively orally and in writing in a business setting.

·   Demonstrate proficiency in the use of information technology and quantitative methods.

·   interpret and apply key business theories in organizational contexts

·   Demonstrate knowledge of various functional business areas.

·   Acquire and apply knowledge of human behavior, culture and environmental factors in solving business problems.

·   Recognize ethical challenges facing business organizations, and act appropriately.

·   Research, evaluate and interpret information to make business decisions.

Program Structure

- General Education courses (25 credits required)
- Business Core courses (30 credits required)
- Business Electives Courses (6 credits)

The elective courses were also revised to broaden the student knowledge on the business functional areas.

Suggested Study Plan:

Semester 1				16 Credits
GE	1101	English Composition		3 credits
GE	1102	College Mathematics		3 credits
GE	1103	Software Applications		3 credits
GE	1105	Essentials Skills for College Success		1 credit
MGT	1101	Principles of Management		3 credits
GE	1202	Essentials of Economics		3 credits

Semester 2				15 Credits
GE	1201	Effective Reading & Writing		3 credits
ACCT	1201	Financial Accounting		3 credits
QM	2101	Business Statistics		3 credits
MGT	1202	Organizational Behavior		3 credits
GE	2101	Islam & the Middle East		3 credits

Semester 3				15 Credits
MIS	2101	Management Information System		3 credits
MGT	2102	International Business		3 credits
MKT	2101	Principles of Marketing		3 credits
GE	1203	Environmental Science		3 credits
FIN	2201	Financial Management		3 credits

Semester 4				15 Credits
OPM	2201	Operations & Logistics Management		3 credits
MGT	2201	Business Policy & Strategy		3 credits
GE	2201	Fundamental of Innovation and Entrepreneurship		3 credits
xxx	xxxx	Business Elective 1		3 credits
xxx	xxxx	Business Elective 2		3 credits

2.2.3. Associate of Science in Information Technology (ASIT)

The program is mainly designed to provide students with knowledge and skills in basic IT functional areas needed for processing information through hardware and software applications to solve business problems. This program requires 61 credits (general education 25 credits, Core 30 credits and Elective 6 credits). The elective courses are designed to broaden students' knowledge and skills in business areas.

Program Goals

Goal 1:   Students will be effective and proficient communicators.

Goal2:   Students will be knowledgeable in concepts and applications of information technology and quantitative skills.

Goal 3:   Students will be able to use logical, analytical and critical thinking skills for problem solving.

Goal 4:   Students will understand and utilize cultural and ethical principles.

Goal 5:   Students will acquire competencies for personal and professional development.

Goal 6:   Students will understand and relate technology practices in a global environment.

Program Learning Outcomes:

After completing the ASIT program, students are expected to be able to:

1a. Communicate and demonstrate effectively in a global environment.

2a. Demonstrate knowledge of computer hardware, software and networking.

2b. Demonstrate proficiency in the use of information technology and quantitative methods.

3a. Demonstrate analytical skills.

3b. Plan, analyze and design computer-based solutions.

4a. Understand and evaluate cultural and ethical issues.

5a. Pursue professional development in their chosen area of information technology.

5b. Demonstrate the ability to work in teams.

5c. Demonstrate and apply knowledge of human behavior in practical situations.

6a. Relate information technology concepts to the global environment.

6b. Evaluate problems and demonstrate solutions.

Suggested Study Plan:

Semester 1		**16 Credits**
GE 1101	English Composition	3 credits
GE 1110	Discrete Mathematics	3 credits
GE 1103	Software Applications	3 credits
GE 1104	Public Speaking	3 credits
GE 1105	Essentials Skills for College Success	1 credit
COSC 1101	Fundamentals of Information Technology	3 credits

Semester 2		**15 Credits**
GE 1201	Effective Reading and Writing	3 credits
GE 1202	Essentials of Economics	3 credits
COSC 1201	Introduction to Programming	3 credits
GE 1203	Environmental Sciences	3 credits
COSC 1202	Computer Architecture and Operating Systems	3 credits

Semester 3		**15 Credits**
COSC 2101	Data Communication	3 credits
COSC 2102	Data Structures and Algorithms	3 credits
COSC 2103	Object Oriented Programming	3 credits
COSC 2104	Website Development	3 credits
Elective*	IT Elective 1	3 credits

Semester 4		**15 Credits**
COSC 2201	System Analysis and Design	3 credits
COSC 2202	Visual Programming .NET	3 credits
COSC 2203	Database Concepts	3 credits
GE 2101	Islam and the Middle East	3 credits
Elective*	IT Elective 2	3 credits

*Choose any two of the following electives

COSC 2250	Essentials of Computer and Network Security	3 credits
COSC 2251	Graphic Design	3 credits
MGT 1101	Principles of Management	3 credits
MGT 1202	Organizational Behavior	3 credits

2.3 Attendance Policy and Procedures

ECMIT expects students to come to all classes and participate in all class activities. Students are required to attend a minimum of 70% of all classes for every course. Students who do not fulfill this requirement endanger their academic success. The teaching staff is under an obligation to check attendance and to report absences. There are special forms for dealing with excessive absences. If the cause of absence is illness, accident, or a similar event, the student must notify the instructors and the respective program director of such in writing, and must make arrangements with the lecturer for catching up on material missed.

Regular attendance is compulsory for all students in every course of their study. Faculty members will record course attendance online in the college's ERP system as per timetable. The relevant program directors are responsible for monitoring the proper and effective implementation of attendance policy through the use of online ERP system at the college.

Warning System for low attendance

- If student's absence exceeds 10% of the total hours of the course, the Course Faculty member issues a first warning to the student in consultation with the student's academic advisor and program director, a copy of which will be sent to the admissions and registration department for filing and to the student's academic advisor.

- If student's absence exceeds 20% of the total hours of the course, the course faculty member issues a second warning to the student in consultation with the student's academic advisor and program director, a copy of which will be sent to the admissions and registration department for filing and to the student's academic advisor.

- If student's absence reaches 30% of the total hours of the course, the course faculty member issues a final warning to the student in consultation with the student's academic advisor, program director, and with the approval of dean of academic affairs. A copy of which will be sent to the admissions and registration department for filing and to the student's academic advisor.

- If student's absence exceeds 30% of the total hours of the course, he/she, based on the dean of academic affairs decision, will be given "FA" (Failure due to attendance) grade as a final course grade in the relevant course. A letter to the student will be signed by the dean of academic affairs assigning him/her an "FA" grade. A copy of which will be sent to the registration department for filing and to the student's academic advisor.

- If a student absence exceeds 30% of the total hours of the course due to compelling reasons acceptable to the dean of academic affairs, he/she will be considered withdrawn from that course and assigning him/her a "W" grade as a final course grade in the relevant course. Documents proving compelling reasons of absence will be submitted to the dean of academic affairs not later than one week after the circumstances cease to exist. In case of illness, medical reports should be certified by the official medical

authority in the Emirate.

2.4 Postponement of Study

Students can postpone their study based on the following conditions:

- They should have a valid reason for postponement i.e. medical condition, work transfer, change in family finances, etc.
- Students must apply for the postponement within a month of every semester. They are only allowed to postpone their study for eight consecutive semesters.
- The application form with the signature of the account's department should be submitted to the division chair/program director who forwards it to the dean of academic affairs for approval.
- Students should submit the approved postponement form to the registrar's office for filing.

2.5 Time Limit on the Duration of Study

Regular students registered in ECMIT are required to have a minimum of four (4) regular semesters to complete the associate degree program and have a maximum of seven (7) regular semesters.

Students who are taking up bachelor's degree are required to have a minimum of eight (8) required regular semesters to complete the degree and have a maximum of 14 regular semesters.

Transferred students who completed some courses outside may complete the degree program in lesser number of semesters.

2.6 Academic and Non-Academic Disciplinary Issues

2.6.1 Preamble

The college endeavors to create a physical and intellectual environment in which every student and employee may develop and realize his or her potential through guidance, collaboration, understanding, and preparation to function professionally and in the community. It believes in a humanitarian approach to discipline conducive to academic and professional pursuits. However, the college acknowledges that its responsibility for the protection of personal and institutional rights and property is the primary focus of disciplinary process. To this end, the administration of ECMIT in collaboration with the faculty and staff has developed a number of policies and operational procedures deemed appropriate in maintaining the integrity of academic programs, and safety and well-being of its students, staff and faculty.

The policies fall broadly in two categories: policies and procedures that govern academic dishonesty and grievance, and policies and procedures that govern professional or personal conduct and grievance. The issues of academic dishonesty and grievance are dealt at

academic level by the academic disciplinary and grievance committee, and the issues of conduct and grievance are dealt at ECMIT level by the ECMIT Disciplinary and Grievance Committee.

ECMIT has four policies to deal with these issues:
· Academic Dishonesty Policy
· Academic Grievance and Appeals Policy
· Student Personal Conduct Policy
· Non-Academic Grievance and Appeals Policy

2.7 Academic Dishonesty Policy and Procedures

2.7.1 Policy

Faculty members are expected to maintain the good reputation and the integrity of Emirates College for Management and Information Technology and of their own profession by guarding against scholastic dishonesty in students. Students are expected to maintain the integrity of the college by avoiding dishonesty in their own and by expecting honest behavior from their fellow students. One of the requirements for passing the courses students take at ECMIT is that students do their own work. Meeting this requirement means avoiding plagiarism, collusion, and cheating in homework, assignments, quizzes, presentations, examinations, admission and diagnostic tests, etc.

It is an offence for a student to:

1. Infringe willfully, or attempt to infringe, the regulations connected with examinations.

2. Engage willfully, or attempt to engage, in conduct for the purpose of gaining for himself/herself, or for another student, an unfair advantage. Examples of such misconduct are:
   · Copying illegally in any form in an exam, class tests, quizzes, etc.
   · Copying work undertaken for assessment by another student.
   · Collusion.

3. Commit **plagiarism** which is stealing and using the ideas and works of others and present as his/her own

   Examples include:
   • Submitting work with high similarity to other students' work and/or using the work of someone else, or changing some words and keeping the same structure and the same meaning without acknowledging the source(s), and submitting it as your own work.
   • Copying texts from different sources and pasting them as one document and submitting it as your own work, without acknowledging the source(s).
   • Downloading information, pictures or charts from the Internet, inserting that material into your own document and submitting it as your own work without acknowledging the source(s).

2.7.2 Penalties for Academic Dishonesty

One of the following penalties may be imposed in case of Academic Dishonesty by any student in coordination with his/her academic advisor.

If a student is found in violation of Academic Honesty Policy:

First Offence   A 50% deduction from the marks obtained by the student in the relevant assessment component.

Second Offence   A zero mark will be given for the relevant assessment component.

Third Offence   F grade will be assigned to the relevant course.

Fourth Offence   F grades will be assigned to all courses registered by him/her in that semester.

Fifth Offence   He/she will be suspended from the college for subsequent semester.

2.7.3 Procedures

1. The faculty or staff member should respond to the situation immediately upon becoming aware of the dishonesty if it happens in exam venue the proctor has to submit an incident report to the chair of academic disciplinary committee (ADC).

2. The ADC convenes and evaluates the evidence to determine whether or not academic dishonesty action has occurred. The committee should examine the student's record of academic dishonesty (whether first time offender or repeater) to determine an appropriate penalty. If further investigation is necessary the committee may meet several times in order to determine the outcome of a case. The committee may call the accused student to appear before the committee.

3. The ADC must report the findings to the dean of academic affairs and the concerned faculty member within three working days.

4. The student has right to file an appeal to the dean of academic affairs within the next five working days. The appeal will be dealt with as follows:

   • For first, second and third offenses, the dean of academic affairs decide based on the recommendation of the ADC.

   • For a fourth offense, the dean of academic affairs convenes the dean's council for approval.

   • For a fifth offense, (academic suspension for subsequent semester), the dean's council should report its recommendations to the president for approval.

Other offences subject to disciplinary actions

The following summary of offences is not exhaustive nor is it limited to the description and/or

examples provided. All students involved will be subject to the penalties indicated in the policy. Giving students answers to examination questions during the examination or while leaving the examination room.

- · Having unauthorized material or electronic devices, including mobile phones and smart watches, during a quiz, test or examination.

- · Using, giving, receiving or attempting to use, give or receive unauthorized information during any form of evaluation.

- · Knowingly helping another student to commit an act of cheating, or by working together on a project or assignment not specifically assigned and/or approved as a group effort.

- · Submitting as their own any material done, in whole or in part, by someone else.

- · Submitting any work copied, in whole or in part, from another source, such as the Internet, journal articles or books, without reference to the original author or source.

- · Allowing one's essay, report, assignment or computer files to be submitted by another student.

- · Submitting work with misleading references or data that do not reflect the sources used by student.

- · Falsifying, misrepresenting or forging an academic record or any other supporting documentation, medical or otherwise, for the purpose of gaining any type of academic advantage.

- · Deliberately changing or damaging an academic work of another student.

- · Impersonation, for self or others, for any assessment component including quizzes, tests, examinations.

- · Obtaining an examination or test, in whole or in part, in advance of its administration, without the permission of the instructor.

2.7.4 Verification

If the student denies dishonesty in assignments, the student must reconstruct or reproduce the work in a way which is agreeable to the teacher, and under his/her supervision to prove that no dishonesty has occurred.

If the student declines the opportunity to reconstruct or reproduce the work, the teacher may impose one or more of the penalties listed above. If the student produces what he or she believes constitutes proof that the work is indeed his or her own work, and the teacher disagrees, the student may file a grievance.

2.8 Academic Grievance and Appeals Policy and Procedure

2.8.1 Policy

The academic grievance and appeals policy is designed to provide reasonable assurance to the students of ECMIT that all practices and actions are pertinent and realistic and are applied in a non-discriminatory manner. The policy is designed to help maintain good college student relations, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving academic environment with full student participation.

Confidentiality: All academic grievances and complaints are confidential.

Reprisal:

A student may file a complaint or grievance without fear of interference, retaliation, or harassment from faculty members.

General Academic Grievance: A student's general academic grievance is any dissatisfaction or feeling of injustice, a student or prospective student may have while associated with Emirates College for Management and Information Technology. A grievance may result from any academic disagreement.

2.8.2 Procedure

The grievant is encouraged to resolve problems where they arise with the parties involved. Only when the problems cannot be solved informally in conference with the teacher or staff member should the student resort to the formal grievance procedure. At this point the student should seek the advice of the manager of student development about the proper procedure.

A student who has an academic grievance may take the following action:
- The student must discuss the matter with his/her academic advisor or staff member involved within one month after the occurrence of the event giving rise to the grievance. The decision of the academic advisor or staff member should be made within five (5) working days of the conference/discussion with the student. That decision will be final unless within five (5) days after the decision, the student completes the appropriate form, available in the departmental office or the office of the manager of student development, and presents it to the division chair for review.

- The division chair has five (5) days to investigate and reach a decision. Any decision or conclusion reached by the division chair in respect of one or other of the parties must be noted in writing and copies are to be provided to both the student and the lecturer.

- If the student is not satisfied, they then has five (5) working days to appeal the case to the dean of academic affairs or his or her designee, who will review the grievance. All parties must receive a copy of the appeal prior to the date of its being submitted to the dean of academic affairs or to the person appointed to act on his or her behalf. The dean of academic affairs takes the matter to the ADG committee within five (5) working days. In any hearing, no matter at what level, the parties may adduce evidence, may cross-examine and may view all evidence prior to the hearing.

- All decisions in a hearing of the ADG committee shall be given in writing, and a copy shall be presented to all of the parties involved. The reasons for coming to the decision must be included in writing in the document. The decision reached on the matter by the ADG committee, will be final and binding upon all.

Time Limits: If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the college personnel, at any step, fail to meet the time limits, the grievance is automatically advanced to the next step. Extension of time limits for any step may be authorized through the President of Emirates College for Management and Information Technology, upon written request.

2.9 Non-Academic Grievance and Appeals Policy and Procedures

2.9.1 Policy

The non-academic grievance and appeals policy is designed to provide reasonable assurance to the students and employees of ECMIT that all practices and actions are pertinent and realistic and are applied in a non-discriminatory manner. The policy is designed to help maintain good academic and working environment on a spirit of trust and transparency, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving environment with full student and employee participation.

Confidentiality: All grievances and complaints are confidential.

2.9.2 Reprisal

A student or an employee may enter a complaint or grievance without fear of interference, retaliation, or harassment from college administration.

General non-academic grievance: A general non-academic grievance is any dissatisfaction or feelings of injustice a student or an employee may have which is not of academic nature while associated with ECMIT. A grievance may result from any personal, financial or professional disagreement.

2.9.3 Procedure

Using the appropriate form, which may be obtained from the office of the manager of student development (for students) and from administrative and financial department (for employees), the grievant shall address only one subject in any one grievance. A written grievance shall contain a clear and concise statement of the grievance, the date the incident took place, the issue involved, and the remedy sought. The following steps shall be followed in an effort to reconcile a grievance.

Step One: The grievant shall discuss the nature of the grievance with the "source" of the

problem within five (5) working days after the date of the grievant's awareness of the occurrence. If the problem is mutually resolved, no further action would be necessary.

Step Two: The grievant, if dissatisfied with the "source's" decision, may appeal to the next higher level of supervision in writing within five (5) working days following the step one decision. A written decision shall then be made by this supervisor within five (5) working days following the receipt of the grievant written statement.

Step Three: If the grievant remains dissatisfied after step two, the grievant may then appeal, within five (5) working days of the receipt of the step two decisions to the EDGC. The committee shall hold hearings, assure due process, determine the facts, produce a record, and make a written recommendation to the president. The president may accept or over turn the recommendation at the recommendation of the president's council.

Time Limits: If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the administration or college personnel, at any step, fail to meet the time limits, the grievance is automatically advanced to the next step. Extension of time limits for any step may be authorized through the president,

2.9.4 Committees

At Academic Level:

Student Disciplinary and Grievances Committee (Academic)

Student disciplinary issues and grievances are dealt by the student disciplinary and grievances committee of the faculty senate. This committee is composed of five members: Four faculty members and one student. Faculty members are nominated by the faculty senate, the student is nominated by the student council. The chair is elected by the members at the beginning of the academic year and serves for one year.

This committee deals with issues that affect academic integrity such as: cheating, plagiarism and collusion, etc. In addition, it deals with student grade appeals and academic grievances. The committee reports to the dean of academic affairs. The decision of this committee can only be over turned by the dean of academic affairs. Only cases that involve academic suspension for one academic year or more and/or permanent expulsion from ECMIT can be appealed to the ECMIT Disciplinary and Grievance Committee.

At ECMIT level:

Institutional Disciplinary and Grievance Committee (IDGC)

This committee serves as the appeals committee for students of ECMIT involving issues of academic dishonesty leading to academic suspension or expulsion for one academic year or more. In addition, the committee broadly deals with all kind of professional and personal misconducts and non-academic grievances of both students and employees. The committee is composed of five to six members: 2 faculty, 1 student (in case of student grievance), manager of student affairs, registrar, manager of IPE and dean of academic affairs. The committee makes recommendations to the president.

Faculty and students elected to this committee cannot serve on the student disciplinary committee at academic level.

If a member of this committee is involved in the disciplinary action as either the initiator or alleged violator, then he/she will be replaced by an alternative representative as appointed by respective unit(s).

The decision of this committee can only be over turned by the president at the recommendation of the college council.

- · Any disruption of on-going educational activities of the college which warrants disciplinary action.

- · Sexual harassment of an employee, student, or applicant for a position or program at the college, or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

2.9.5 Verification

If the student denies dishonesty in the assignment, the student must reconstruct or reproduce the work in a way agreeable to and under the supervision of the teacher, to prove that no dishonesty has occurred.

If the student declines the opportunity to reconstruct or reproduce the work, the matter is ended, and the teacher may impose one or more of the penalties listed above. If the student produces what he or she believes constitutes proof that the work is indeed his or her own work, and the teacher disagrees, the student may file a grievance.

2.10 Student Personal Conduct Policy

2.10.1. Standards of Student Conduct Policy

This policy is applicable to all students enrolled in ECMIT. It is developed so that students are afforded equal protection and that all practices and actions are applied equally and in a non-discriminatory manner.

It is the right of students attending in ECMIT to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the college should be provided with the opportunity to learn, to develop to their fullest potential, and to grow as individuals. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs, and values.

Therefore, students who enroll, neither lose their personal freedom or rights, nor do they escape the duties of a legal UAE resident or citizen while enjoying significant educational opportunities at Emirates College for Management and Information Technology. Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the college in which, by their own choice.

2.10.2 .Definitions of Professional and Personal Misconducts

The following are types of misconduct which will result in appropriate disciplinary action:

· Furnishing false information to the college or filing or making known false charges against the college and/or a member of its faculty, student or staff.

· Destruction, damage, unauthorized possession, or misuse of college property, including library and laboratory materials and equipment, or of private property on the campus.

· Forgery, alteration, unauthorized possession, or misuse of college documents, records, or identification cards.

· Physical or verbal abuse of another person and threats of any kind uttered to any member of the college community.

· Any act considered offensive and /or unauthorized by UAE law.

· Use, distribution, or possession of alcoholic beverages, dangerous drugs or controlled substances, while on college property or at any authorized activity sponsored by or for any college related organization, whether on or off campus.

· Disorderly conduct which inhibits or interferes with the educational responsibility of the college community or which disrupts the administrative or service functions of the college to include social-educational activities.

· Actions which violate Federal Law and/or the Laws of the Emirate of Dubai.

· Malfeasance or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the college community.

· Incorrigible or persistently irresponsible behavior.

· Gambling on campus or on college property.

· Possession of any weapon that can lead to an injury or cause death on campus or on college property or at any activity sponsored by the college or in any vehicle owned by the college

· Personality problems which disrupt teaching with detrimental effects upon other students.

· Any disruption of on-going educational activities of the college which warrants disciplinary action.

· Sexual harassment of an employee, student, or applicant for a position or program at the college, or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

2.10.3. Disciplinary Action

Any one or more of the following disciplinary actions may be imposed by the ECMIT Disciplinary and Grievance Committee:

· Admonition and warning.

· Disciplinary probation for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any college rule during the disciplinary action will result in automatic suspension.

· Suspension from the college for a definite period.

· Removal from elective or appointive office.

· Loss of such other privileges which may be consistent with the offense committed and the rehabilitation of the student.

· Expulsion from the college.

2.10.4. Procedure

Professional and personal misconduct are handled by the ECMIT Disciplinary and Grievance Committee. Any incident or evidence of any kind of misconduct must be reported to the manager of administration orally or in writing as promptly as possible. In the event of the manager himself/herself involved in the misconduct, the matter must be reported to the president directly. In the event that the president himself/herself is involved in the misconduct, the matter must be reported to the manager of administration who promptly informs the chair of the board of governors for appropriate action. It is the responsibility of the security personnel and each member of the college community to report such matters promptly to the management if and when they witness one. The manager of the administration informs the president and a meeting of the EDGC is called on urgency basis. The committee invites the party or the individual involved for a hearing. The committee or the accused will have the right to invite witnesses to give evidence. The committee shall conduct a thorough investigation after which a recommendation shall be made to the president. The president may accept or overturn the decision of this committee at the recommendation of the president's council.

ECMIT reserves the right to seek assistance from the Law Enforcing Authority of Dubai in case of a serious offence that requires such assistance.

2.10.5. Penalties

Appropriate penalties will be determined by EDGC. Following is a guideline on misconduct and punishment:

Behavioral Misconduct	Suggested Punishment
Furnishing false admission documents and qualifications	• Immediate expulsion from the college
Filing or making proven false charges against college, and/or faculty, student or staff	• Expulsion from the college
Physically Assaulting another student or faculty/staff member with a weapon	• 1st Offense: Immediate an permanent dismissal from ECMIT. Law enforcement authority informed
Physically fighting or displaying physical aggressiveness and contact towards another student, staff or a faculty	• 1st Offense: Disciplinary probation • 2nd Offense: Immediate and permanent dismissal from ECMIT. Law enforcement authority informed.
Verbally threatening/using abusive language towards another student or faculty/staff member with harmful intent	• 1st Offense: Mandatory counseling and disciplinary probation. • 2nd Offense: Immediate and permanent dismissal from ECMIT. Law enforcement authority informed

Behavioral Misconduct	Suggested Punishment
Being found in possession of any kind of weapon; (for example a knife, firearm, or club).	• 1st Offense: Disciplinary probation • 2nd Offense: Immediate and permanent Expulsion from ECMIT. Law enforcement authority informed.
Threatening bodily harm to another person with a knife, firearm, club, or another object that could be construed as a weapon.	• 1st Offense: Immediate and permanent Expulsion from ECMIT. Law enforcement authority informed.
Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while on college property, or at any authorized activity sponsored by the college whether off or on campus .	• 1st Offense: Disciplinary probation Dismissal. Law enforcement authority informed. • 2nd Offense: Automatic suspension or Law enforcement authority informed.
Smoking anywhere within ECMIT buildings (this includes, classrooms, bathrooms, and hallways)	• 1st Offense: Oral warning • 2nd Offense: Written warning and academic suspension for one semester • 3rd Offense: Dismissal from ECMIT
Stealing, forgery, and alteration of documents	• Immediate Suspension or dismissal from ECMIT
Vandalism or deliberate damage to ECMIT property or the property of other individuals	• 1st Offense: Disciplinary drobation • 2nd Offense: Dismissal from ECMIT
Any act considered offensive and/or unauthorized by UAE	• 1st offense: Written warning • 2nd offense: Suspension or dismissal from ECMIT

Offensive/disorderly behavior in the classroom or corridors of the college. (For example: spitting, shouting, offensive behavior towards classmates/faculty members along with ethnic, religious or racial slurs, etc.)	• 1st Offense: Disciplinary probation • 2nd Offense: Automatic suspension or dismissal
Sexual harassment of a student or an employee	• 1st minor offence: A written warning • 2nd minor offence: Disciplinary probation • A serious offence at any time: Immediate expulsion from college, Police informed.
Misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the college community.	• Misuse: Removal from the office • Endangering other members: Immediate suspension for one semester • Repeat offense: Expulsion from college
The playing of cards and/or gambling on campus grounds	• 1st Offense: Verbal warning and immediate confiscation of cards by an official • 2nd Offense: Disciplinary probation • 3rd Offense: Automatic suspension or dismissal.

2.11. Policy on Student Dismissal from Class

It is the prerogative of the instructor whether or not to withdraw a student who has given evidence of non-performance, non-attendance, consistently poor performance, or consistently poor attendance. The teacher may dismiss a student for such reasons and record a grade of 'F' or 'WF' as the teacher deems appropriate, in light of the student's record and in keeping with the teacher's rules, procedures, or guidelines.

2.12. Tardiness

Half absences will be recorded for students who come late to class by more than 5 minutes. Gates to the student entrance close 5 minutes after the start of class. Students coming in after the gates are closed will not be allowed in for class.

Students are expected to return from the 10-minute break between classes on time. The penalty for tardiness following the break is left to the discretion of the instructor. The instructor will be responsible for informing students about the tardiness policy on the first day of class. The policy for handing in projects late is to be determined by the instructor and is also normally stated on the course syllabus.

2.13. Academic Integrity

ECMIT has chosen as its primary objective quality undergraduate education. Commitment to this objective must include an obligation by all members of the college community to promote and protect the highest standards of integrity in study, instruction, and evaluation. Dishonesty or unethical behavior does not belong at an institution dedicated to the promotion of knowledge and learning. Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. To this end, students are expected to conduct themselves at a high level of responsibility while fulfilling requirements of their course of study. It is the corresponding responsibility of faculty to make clear to students those standards by which students will be evaluated and those resources permissible for use by students in a given course.

Academic integrity presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course instructor. When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment constitutes plagiarism. Instructors are responsible for providing students with an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including the student's own work prepared and submitted for another course, during group study sessions, and in take home examinations. Any doubts, on the part of students, about what constitutes academic dishonesty should be discussed with and will be resolved by the course instructor.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. These policies apply not only to examinations, but also to all work handed in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless excepted by the instructor. Violations of academic integrity are cause for disciplinary actions imposed by the appropriate faculty member and/or division chair. Any instance of flagrant academic dishonesty, as determined by the instructor of the course in compliance with the established policy of the department through which the course if offered, can result in the student's dismissal from the class and the assignment of a failing grade of 'F' for the course or even expulsion from the college.

2.14. Submission of Assignments Policy

It is the course instructor's responsibility to implement the following:

1. All assignments should be submitted by its due date as scheduled by the course instructor.

2. A **ZERO** mark will be given for the relevant assignment, unless evidence for mitigating circumstances are provided.

3. After the deadline, a student with mitigating circumstances may submit his/her assignment subject to the following:
   · Within 2-days of original deadline, without any deduction in marks.
   · Within 1-week of the original deadline with 20% reduction from the total marks of the assignment.
   · No Assignment will be accepted after 1-week of its due date, and a zero mark has to be given.

4. Faculty must strictly implement this policy without any exception.

5. Faculty should announce this policy to the students at the first class at the beginning of the semester.

6. Faculty members are requested to include this policy in the course outline as a part of ECMIT continuous assessment policy.

7. Upon the accreditation of the postgraduate programs alternative assessment regimes should be considered taking into consideration the nature of the course.

2.15. Policy on Smoking

The college is a smoke-free facility. Smoking is restricted to outdoor areas in only those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building. Consistent with the institution's objective of creating a healthy environment, smoking is forbidden at all times on the campus, including its classrooms, underground parking, halls and corridors, private offices, toilettes, etc.

Signs are posted at each floor of the building and displayed in visible areas to inform all students that smoking is prohibited. It is the responsibility of all members of the college community to comply with this policy. Failure to do so, students will be exposed to disciplinary action.

2.16. Policy Relating to Discrimination and Harassment

On campus, ECMIT provides its students with a secure environment for learning. The college stands for the provision of equal opportunities in education and employment and we will not condone any behavior that is in any way discriminatory or that constitutes harassment on the grounds of race, belief, color, national origin, religion, age, gender, or disability.

Harassment is a type of discrimination. It is defined as an act or verbal expression intended against a person's race, belief, color, national origin, religion, age, gender, or disability with the aim of interfering with the ability of that person to find employment or study, or with the aim

of frightening or creating a threatening or harmful environment.

Any person engaging in discrimination or harassment as defined above will be subject to disciplinary measures.

2.17. External Exam policies

Registration Policies & Procedures for all English Proficiency Test Takers at ECMIT
- Students who wish to take any English proficiency exam at ECMIT whether they are registered ECMIT students or external test takers should register at the ECMIT registration office.
- The required documents for candidates who wish to take any kind of English proficiency exam at ECMIT are as following:
  - o A valid Emirates ID
  - o A clear, passport size picture
  - o A form including comprehensive information about the test-taker which should be filled by the candidate himself/herself at least three days prior to the exam date.
  - o Test takers should pay for their exam and submit the receipt to the registration department at least three days prior to the exam date.
- On the day of the exam, examinees can enter the exam venue using only their valid Emirates ID. The verification of the ID is the responsibility of the external examiner party.
- In case of any exam date cancellation, ECMIT is required to announce it at least five working days in advance and refund the exam fee to the test-takers according to the refund policy.

Financial Policies for English Proficiency Test Takers at ECMIT

Fee Collection Policy :
- All students registering for the external examination should pay the exam fees 3 days before appearing for the English proficiency exam at ECMIT.
- The fee for each English proficiency exam is available on the ECMIT Catalog and the ECMIT Financial Department.
- Fee for English Proficiency Test   :   AED 1,250

Refund Policies of external exam

The refund policies are as follow:
- Exam fee will be refunded only if student withdraws 3 days prior to the exam through a notification to the exam coordinator. .
- ECMIT will not refund if student fails to attend the exam.
- ECMIT is liable to refund or adjust the fee for next exam, if ECMIT fails to conduct the exam.
- Refund advice to be authorized by concerned officials of ECMIT.

Security Measures For English Exam Test-Takers at ECMIT

The physical security measures on the external examination day shall include:
- All students taking any English proficiency exam at ECMIT should submit their original Emirates ID to be verified by the ECMIT Registration Officer.
- The Emirates ID of the candidate is used by the ECMIT Emirates ID Card reader to verify all candidate information.
- The identity verification of the candidate shall be done by the ECMIT Registration officer using the Emirates ID Card information in the presence of the examination candidate.
- For further identity scrutiny, the candidate should abide by the external examination identity verification under the supervision of the external examiner.

The IT security measures on the external examination day shall include:
- The candidate should abide by the camera, sound, and photo verification mechanisms deemed necessary for the external examination as supervised by the external examiner.
- Only the external examiner can unlock and monitor the computer for candidates in case a candidate is appearing for a computerized English proficiency exam.
- The external exam provider can record and monitor the examination process as deemed necessary for the external examination as supervised by the external examiner.

Section 3: Student Counseling

Student counseling is provided to help students resolve personal concerns and acquire the skills, attitudes, abilities, and insight that will enable them to meet the challenges of student life. The transitions and stresses of life affect all students to a greater or lesser degree and may require the help of a qualified professional.

Counselors are available to provide services to a wide range of concerns in a trusting and confidential setting. The student development office provides a list of professional counselors in the greater Dubai vicinity if students need or request outside or additional counseling.

Faculty and staff are reminded throughout the year of the student counseling services provided by the student development office. Students are often referred by a member of the faculty or staff for counseling when academic difficulties appear to be related to personal issues. However, all students are seen on a voluntary basis, and are never required to attend counseling sessions.

Students are also referred by others who have had positive experiences in utilizing the student counseling services offered by the student development office.

The student development office, sometimes in conjunction with the academic advising office offers counseling services to all currently enrolled students at the Emirates College for Management and Information Technology.

3.1. Student Counseling Services Provided

1. Individual counseling is offered in a confidential setting to assist students in achieving personal and educational goals. Some common issues that students may deal with in counseling are:

   · Decision-making

   · Procrastination

   · Communication difficulties

   · Self-esteem

   · Interpersonal conflicts

   · Stress management

   · Personal relationships

   · Physical/emotional abuse

   · Anxiety

   · Depression

   · Other areas of personal concern may also be explored in counseling.

2. Relaxation Training, as a part of stress management, is available to students who want instruction and supervision in the use of these techniques.

3. Referrals for psychiatric evaluations are available through the student development office when a student needs additional assistance.

4. Enrichment courses can be planned to meet the needs and preferences of students. Available courses may include:

- · Stress Management
- · Improved Interpersonal Relationships
- · Assertiveness Training
- · Study Skills
- · Skills and Attitudes

3.2. Student Counseling Services Not Provided

1. Student counseling services are not provided for treatment for substance abuse or serious chronic psychiatric disorders. Individuals requesting such treatment will be referred to professional services.

2. Student counseling services are not provided for psychological, psychiatric or disability evaluations. Individuals needing evaluations, assessments should employ the services of professionals in the community.

3.3. Confidentiality

In order to maintain feelings of trust and safety, student counseling visits are considered confidential.

3.4. Auxiliary Provision

A student who encounters difficulties during his or her studies may make an application to the academic counselor for individual treatment.

3.5. Appointment Procedures

Students currently registered in Emirates College for Management and Information Technology may call or come by the academic advising office to schedule an appointment. Every effort will be made to schedule an appointment at the earliest time available and at the student's convenience. Students may visit the office with or without an appointment, but an appointment is recommended.

3.6. Dress Code

Dress code is based on the appreciation for values and ethics and the respect and for the culture and religion of the UAE. It is not hard to follow and will make students' presence in campus more pleasant one and will help them avoid causing any offence to their colleagues from many nationalities and religion. Respecting dress code does not only ameliorate the quality of student's life, but also beautifies the overall campus image. On this basis, students are expected to dress neatly at all times.

3.7. Academic Enrichment

The academic enrichment service is to support students with opportunities to improve their academic and personal growth through study skill, counseling, and tutoring programs and resources. In the transitions to college life, a student may find that they need to utilize a wider variety of approaches to learning in order to reach their personal and academic goals.

The academic enrichment service promotes a study environment where students may find resources designed to enhance their personal and academic growth such as:

- Information on examination preparation
- Study and test taking strategies
- Time management
- Counseling
- Career resources

Students have various ways of learning about the academic enrichment service throughout the year. Presentations are available during orientation. These presentations include basic information concerning services, location, and qualifications of staff.

Students are often referred by a member of the faculty or staff when academic difficulties arise.

The academic enrichment service helps students achieve success in their educational and personal goals by offering the following services:

Seminars covering topics such as:

- Test Anxiety
- Stress Management
- Student Leadership
- Time Management

- Study Strategies
- Test-Taking Tips
- Communication
- Learning and Personality Styles

3.8. Advising Services

ECMIT's advisement system begins with a comprehensive student orientation program each semester and the assignment of a qualified faculty advisor to each student. The academic affairs office offers information and training workshops to inform advisors about the use of advising materials and student information data systems. In regularly scheduled meeting sessions prior to registration, the faculty advisors counsel the students on course offerings and selection, study rules and regulations, graduation requirements, and discuss problems and difficulties they encounter in their studies.

The course GE 1105 - Essential Skills for College Success is a notable component of ECMIT's comprehensive system of student advisement. This is a required course in the general education component of the three programs in ECMIT.

3.9. Learning Strategies Program

The goal of this program is to offer a broad range of interventions that may be used by students who are on academic probation or by those who wish to improve their academic performance. Once these areas are identified, a counselor will aid the student in creating an individualized program that the student may use to help improve his or her academic performance. These resources may consist of:

· Specific study and learning strategies

· Individual counseling

· Peer tutoring

3.10 Seminars

Sign-in sheets are kept for each seminar. Attendees may choose whether or not to sign in during the seminar. The number of attendees (including those who do not sign in) is recorded on the sign-in sheet for each seminar.

Sign in sheets are made available to faculty members who wish to offer extra credit to their students for attending seminars.

Statistics concerning the number of people attending seminars are kept in the student development office

3.11. Career Services

Career services are to educate, prepare, and assist students and alumni as they pursue career development and the job search process in the world of work. The student development office serves as a place for employers to advertise job openings and for students to access this information.

Students have various ways of learning about career services. Presentations are available covering topics such as career planning, resume preparation, and interviewing techniques.

Career resources are made available throughout the year. Students may be referred through faculty, staff, or other students. All enrolled students and alumni are eligible to use the career services.

3.11.1. Services provided

·   Resume Development – Advising and resource information is available on how to write a resume and cover letter.

·   Workshops/Seminars – Seminars and workshops are conducted to acquaint students with the job market, career planning, resume preparation and interviewing techniques. Workshops are offered throughout the year to meet the needs of students.

·   Campus Interviews – Companies can schedule on-campus interviews with students. Students are notified of the interviews by the student development office.

·   Employment Listings – Job openings are received from companies in the region. These listings are posted on major bulletin boards on the ECMIT campus and in the student development room.

·   Employment Listing Notification Service – Students may register with the student development office and be notified when openings that fit their profile are received.

·   Career Resources – Current literature and books on career planning, occupations, and the job search are made available in the student development office, and the library.

·   A résumés bank consisting of alumni résumés will be kept on file in the student development office and will be made available to employers for review on request. Potential employers should contact the office of student development with a complete listing of their requirements.

3.11.2. Credential Files

Credential/placement files are files kept in the student development office. The files consist of a data sheet and resume for graduating students.

3.12. Student Publications Policies

ECMIT supports an atmosphere of free and responsible discussion and use of media through the educational process. However, the ECMIT published and financed student publication, The Inner Circle, is required to conform to the norms of responsible journalism and avoid libelous, indecent, or harassing material. The same publication policies apply when deciding what material can be included on the Web site developed and managed by the students. The office of student development will have the ultimate authority to determine the acceptability of questionable material in student publications. Student activities are assessed by the enrolment management committee and the president's council.

3.13. Canteen Facilities

The dining facility has been completely renovated with good catering service and mobile learning facilities. And adjacent to this facility, there is a beautifully furnished student services office which students are being strongly urged to use. ECMIT does not have dedicated a sports facility. A space has been earmarked to create a modest facility in the basement location adjacent to the canteen. It is hoped that these facilities will create a better student life in the college.

3.14. Spiritual Facilities

ECMIT respects the right of all students, staff, and faculty to practice their own religion of choice. Any student seeking special privileges on these grounds is required to submit an application in writing to the manager for student development. ECMIT provides a special prayer room and ablution area for Muslim staff and students.

3.15 Student's Permanent Record

Each student's permanent record at ECMIT includes: basic identification information of the student; a listing of all coursework accepted by ECMIT for transfer; a semester-by-semester listing of all ECMIT courses attempted and completed; all grades, credits, and grade point averages earned each semester; any necessary notations concerning academic probation, suspension, or dismissal; and a notation of degree completion for a graduate student. This student record is considered to be permanent in that it will be kept as an active record in perpetuity and will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and diplomas earned by the student at ECMIT.

Data storage is largely electronic in ECMIT's computer-based information system. This information is made available to the students, faculty advisors and accounting via a sophisticated automated student information system whenever such legitimate needs arise. The system contains information on students' admission, course enrolments, grades, academic transcripts, personal records, tuition payment, class schedule and students' general study progress. The registrar ensures the importance and integrity of securing and maintaining these records.

3.16. Falsification of Records by Students

All instances of alleged falsification of college records (admission, registration, records, placement, *etc.*) shall be reported to the director, admissions and student development. The director shall review the evidence and notify the student of the alleged infraction. The student shall be given an opportunity to reply, in writing, to the charges. All materials shall be referred to the committee on record falsification to be composed of the director of advising and registration, director of admissions and the dean of academic affairs.

The committee shall review the evidence and any reply from the student. If it is determined that the infraction took place the committee shall impose an appropriate penalty. Entering the college using falsified or misleading documents or intentionally omitting documents can lead to dismissal or degree revocation

ECMIT may dismiss immediately any student who deliberately falsifies documents he/she submits to the college. In addition, the college may suspend the student for whatever length of time deemed appropriate. The college also reserves the right to initiate legal proceedings against the student.

An appeal may be made by the student to the president whose decision shall be final.

3.17. Policy on Release of Student Records

With the exception of authorized personnel at ECMIT who will have access to courses completed and grades earned by the student in order to fulfill their administrative responsibilities and assist students with registration, advisement, degree completion and career direction, no one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the student concerned.

Section 4
Student Activities and Services

The office of student development in collaboration with student government serves as the coordinating agent for all student-related campus activities and makes this information available to the entire campus community. The student activities program will complement the academic program. It will enhance the overall educational experience of students by expanding their horizons outside the classroom through the development of, exposure to, and participation in social, cultural, intellectual, recreational, and governance programs. These activities are planned and implemented with cooperation and collaboration of students, faculty, and staff.

Student activities not only provide an invigorating change of pace from coursework, they also help to develop warm friendships and valuable contacts that could last for years. ECMIT plans to have a variety of organizations and clubs for student membership that offer activities that benefit students. These organizations will fit a wide range of interests and will include the cricket club, badminton club, intramural football and basketball teams, the college's music band The Live Wire, the drama club, the literary club, the book club and the environment club. Special campus events will include cultural programs, art exhibitions, environmental activities, poetry recitals, theater plays, debates, quiz programs, and sporting events.

Other anticipated student activities involve the roles of admissions ambassadors, where current ECMIT students will represent the college serving as hosts for campus events, and orientation leaders, where current students will help new students become familiar with the college. Others may serve as peer tutors and work with fellow students requiring help with their course work.

The office of student development will maintain ultimate control over student organizations and their activities, and will make decisions concerning the types of initiatives (e.g., ECMIT sponsored functions, fund-raising events, any group-sponsored event) in which they may engage. ECMIT will expect all student organizations to follow appropriate codes of conduct in accordance with institutional policy, e.g., smoking on and around campus area, orderly assembly during their meetings, etc. The following are the activities administered by the office of student development.

4.1. Student Role in ECMIT Governance

ECMIT encourages students to participate in development and policy making activities that affect their studies and lives on campus. The college recognizes that without student feedback, support and participation, college cannot succeed in its mission and vision. There must be links between students and management, and channels through which their voices can be heard. Such involvement gives students a sense of belonging and empowerment to be able to share their concerns and introduce changes. There are mainly two ways by which students of ECMIT are involved in the institutional governance:

- Participation in committees that affect their studies and life on the campus.

- Student council.

4.1.1. Participation in Committees

There are a number of institutional standing committees where vital decisions are taken that can affect student's studies and lives. Therefore, the college has made provisions for students to be represented in the following committees as voting members, and share their opinion and concerns.

Student Affairs Committee

This committee is mandated to deal with a wide range of issues that affect student well-being. Student satisfaction surveys are discussed in the committee, and student views are taken on the institutional actions. Topics from dining issues to tuition fee to extracurricular activities to learning resources, to medical and counseling issues etc. are discussed in this committee. This gives a chance to students to work directly with faculty and administrators and raise their concerns.

Curriculum Development and Planning Committee

Student participation in this committee gives a chance to the faculty to learn about their views on the quality and scope of the current programs through surveys, how the programs can be modified to make them more relevant to student needs and job market etc.

Academic Dishonesty and Disciplinary Committee

Students are required to participate in this committee so that they are fully familiar with the policy and its enforcement. This affords a chance to the faculty to listen to student views on the extent, type and nature of cheating the students adopt in academic works. They are a valuable source for the college to understand the student concerns on the policy of minor cheating and associated penalties.

Student Participation in Appeal Committee for Grievances and Professional Misconduct

Students play a vital role in this committee to assist the management in understanding student mind as to what they perceive as misconducts and student responses to punishments.

Enrolment Management Committee

Students give valuable feedback on admission and registration policies and operations, and share their concerns on the effectiveness of the overall management.

Library Committee

Student participation in the library is vital for management to understand their concerns and satisfaction about collection and operation.

Technology Committee

Student representatives share their concerns about the IT resources, and how it affects their learning.

4.1.2. Student Council

The student development office is responsible for planning and implementing support services which are essential to the educational, cultural, social, intellectual, and physical development of students. Central to these efforts is the election and organization of a student council that serves as the voice of the students. The council consists of 7 elected members headed by a president. The student council has as its primary purpose to serve as a recognized forum to work with students and the college management to help achieve these goals. The student council, which has its own office, charter and bylaws, is elected by the student body annually.

- The student council has as its primary purpose to serve as a recognized forum to represent student opinion concerns and interests to the management. The council is elected by the student body annually. It is a collective forum of the student that connects the entire student body with the management at once.

- The student council operates within the norms, policies and standards of the student council bylaws and follows the procedures established and/or adopted by Emirates College for Management and Information Technology.

Students collectively discuss their concerns on topics ranging from academic life to social and recreational life. The members are expected to be active in all spheres of student life and activities. The members meet with the students' body at least once a semester, listen to their views and concerns, and raise those with the management.

The activities of the student council include, but are not limited to the following:

- Assist the Emirates College for Management and Information Technology in identifying the interests, programs, and goals of the majority of students.

- Communicating to the Emirates College for Management and Information Technology those interests, programs and goals which are of interest to the majority of students.

- Assist the Emirates College for Management and Information Technology in providing students with programs to meet students' needs.

Elections

The elections are conducted according to the election code of the student council. The code is included in student council constitution.

Student Affairs

The student council, working in close cooperation with the student affairs and the college management, typically engages in a wide variety of extracurricular activities such as:

- UAE National Celebration Day.
- Twice yearly picnic party for students.

- Charity fashion show to support economically disadvantaged students at ECMIT and outside.
- Football competition with external organizations.
- In-door Iftar party.
- Improvements of student services such as dining and classroom facilities etc.
- The student council meets regularly in a designated spacious and well-furnished student services facility provided by the college.

Student Organizations/Clubs

ECMIT encourages the students to setup organizations/clubs and emphasizing that participating in organizations/clubs is an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the academic program.

ECMIT encourages student advocacy, within the limits necessary to accommodate academic needs and ensure public safety, and welcomes its students' involvement with the cultural and social issues of the day.

No organization/club or group may be registered if the actions or activities of the organization/ club or group, in the opinion of the president, student council and/or the manager of student development, are inimical to the educational purpose and work of the college.

Procedure for Registration of Student Organization/Club

- A group of students with a minimum of eight members who are currently registered in the college can form an organization/club.

- The applying group should have a president, secretary, treasurer and an advisor who is a full time faculty member of ECMIT.

- They are also required to specify the name of their organization/club, the purpose of its formation and its typical activities and programming.

- After completing the above requirements the group should submit their intention to form an organization/club to the office of student development (OSD) manager.

- The manager of OSD after reviewing the application, within five (5) working days forwards it to the dean of academic affairs to present the application during the faculty senate meeting.

- The faculty senate upon receiving the application will make recommendation within five (5) working days to the president for his approval of the student organization/club.

4.2. Activities and Sports

4.2.1 Student Activities

The student development office provides opportunities for development of student interests, which empower students both academically and socially. The needs and desires of

students are the basis for the types of activities presented at the institution.

These activities allow students to acquire skills, which enhance their personal growth through their involvement in planning activities and programs, establishing interpersonal relationships and developing leadership qualities.

Student council committees assist in the planning, selection, and evaluations of student cultural, educational, and social entertainment in the Emirates College for Management and Information Technology campus

4.2.2 Recreation and Sports

Recreation at Emirates College for Management and Information Technology involves an individualized approach to recreation, which allows students to participate for fun and fitness.

Facilities at ECMIT for recreational use by students include:

- · Table Tennis
- · Playing Nets for Cricket
- · Pool Table

The sports program at The Emirates College for Management and Information Technology provides structured, competitive and non-competitive sport opportunities for men, women, and co-ed teams.

An individual's playing ability is not considered as important as his or her desire to enter the true spirit of competition and good sportsmanship.

Competitions include the following sports:

- · Football
- · Table Tennis
- · Bowling
- · Volleyball
- · Basketball
- · Cricket
- · Badminton

Other sports may be added in the future for a complete athletic and competitive experience.

4.3. Guidelines on Student-run Media

ECMIT welcomes the submission of newsletter and different student publications from its students in accordance with the need of students. The content must be relevant and

timely. The student council is the one responsible for its publication and can be the main activity of the council.

The student council must form an editorial board and devise a plan with the budget allocation for student publication and newsletters. The student council should present this plan to the president's council for review and approval.

4.4. New Student Orientation

Student orientation programs are designed to aid freshmen, transfer, and nontraditional students in adjusting to the academic and social life of the college.

The primary purpose of a college orientation program is to help students understand the nature of the college, the educational opportunities available to them, the values and functions of the college community, and the central objective of the college as an academic enterprise. It is also intended to permit students to participate in the testing program; to participate in academic advisement and to inform them about matters relating to student registration, campus activities, and other aspects of college life. The manager, student development shall plan and direct all college orientation programs. Prospective students attending an orientation program are subject to the rules and regulations governing student discipline and conduct set out in the manual.

4.5. Peer Tutoring Program

The peer tutoring program utilizes student tutors to assist new students in making a successful transition to academic and student life. Peer tutors are successful students who share their personal college experiences and strategies to promote the success of new students and even other students who require academic help. They offer support, friendship, assistance in obtaining answers to questions, and assistance in utilizing college resources. Opportunities are available throughout the year for students to interact with one another and with their Peer Tutors.

4.5.1. Tutor Selection

Students are encouraged to apply for the peer tutoring program. The faculty members of various divisions are also requested to nominate Peer Tutors. Interested students are given a copy of the peer tutor guidelines and are asked to fill out an application. The manager holds interviews of the students. All students who are committed to upholding the peer tutor guidelines and are in good academic standing are selected as peer tutors.

4.5.2 Tutor Training

All Peer Tutors are required to attend a peer educator training. training consists of the following topics:

· Caring and Helping Within Limits

· Listening Skills

· Educational Programs

- · Responding and Referral Skills
- · Role Modeling

4.5.3. Tutor Compensation

Peer tutors will be paid on an hourly basis for the time that they spend working at the program.

4.5.4. Tutor Guidelines

1. Attend the peer tutor training. We will try to accommodate schedules as best as we can; however, being a peer tutor requires some time commitment as well as flexibility.

2. Tutors will contact their tutees and see to their concerns, Tutors will contact their tutees (through phone, e-mail, notes, etc.) once they have been assigned to coach for a particular subject.

3. This means that tutors will be responsible for encouraging their tutees to be regular and help them in understanding the subject.

4. Tutors will work a minimum of 10 hours per semester.

5. Tutors are to be seen as leaders on campus. Therefore, it is crucial that tutors conduct themselves as role models and follow the standards set out for them through peer tutor training.

4.5.5. Students Seeking Tutoring

Students seeking tutoring should contact either the concerned faculty member or the student development department.

4.5.6. Records

Files are maintained in the student development department for tutors, tutees and the services provided.

4.6. Health Services

Health services exist primarily to maintain the optimum physical and emotional health of students. Toward that end, ECMIT provides information on health prevention and information through workshops and information sessions provided by professional counselors who are invited to the campus.

The manager of student development is responsible for all counseling, health promotion, and wellness education programs of the college.

4.6.1. Onsite Nurse

The college has a male nurse, available on campus who can provide treatment for non-severe medical emergencies. He is available for consultation during 09:00 – 14:00 and 19:00 – 21:00,

Sunday to Thursday.

4.6.2. Urgent Care Services

In case of a medical emergency that cannot be treated on campus, the nearby medical facility (NMC Specialty Hospital and Zulekha Hospital in close vicinity of the college) would be contacted. Students will bear the cost of any professional service or emergency treatment. In addition, the cost of hospitalization or treatment in the emergency room or as an outpatient is the responsibility of the student. A college official may provide escort service on campus when a sudden illness or injury occurs.

4.7. Happiness and Positivity Unit

This unit aims to promote happiness and positivity among the students, faculty and staff and develop cooperation, trust and love by adopting the concepts of happiness and positivity in all college units and services.

Goals:
1. Create learning environment of happiness and positivity among the students, staff, faculty based on best practices and examples from real life.
2. Utilize students feedback to improve academic performance, encourage creativity and overcome challenges
3. Help the students manage their academic progress toward graduation with higher achievements
4. Build positive learning environment that triggers students' ambitions and draw the path for success.
5. Help students to transfer their aims and ambitions to real life academic achievements.
6. Organize workshops and training sessions to develop students' and staff's skills and improve relations among and between students, faculty and management.
7. Launch various initiatives such as the "Happy Students" as an innovative program that promotes students and faculty happiness.
8. Create a happy work environment to transform the workplace into an encouraging environment that is full of love, loyalty and positivity among the staff and faculty.
9. Continue the efforts to build the culture of happiness and spread the energy of positivity in ECMIT.

Section 5
Institutional Resources

5.1. Library

ECMIT library is a central information resource center on the campus which uses print, non-print, and electronic resources to satisfy the needs of students and faculty members in learning and instructions. The library occupies 5,500 square feet of attractive, spacious, and climate-controlled space within the campus facility. It contains a large reading room that seats 50 students and has a storage room to keep extra copies of books not displayed on shelves or newly purchased collections that have to be cataloged before being put on shelves. There are 10 computer workstations with internet connections. The computers are upgraded in accordance with the technology plans of ECMIT. The library provides a free Wi-Fi access to help students to use their smart phones and laptop computers for their online research.

5.1.1. Library Collection and Classification

Books and media collections are classified according to the Dewey decimal classification system and catalogued and arranged on shelves according to Anglo-American cataloguing rules. Non-print materials are classified by author, title, subject, or keyword. Compact disks accompanying textbooks are available for checkout and may be accessed by author, title, or keyword. Videotapes may be accessed by author, title, or subject. Library also keeps copies of syllabi distributed to students for each course and semester. Library operations are fully automated. A bar-coding system is used for efficient and accurate record keeping of book circulation.

5.1.2. Print Collection

The print collection includes 8,000 text and reference books, and 11 journals in different subject areas. In addition, the library subscribes to five national newspapers. Lending services on books, journals and e-materials are free for all students, faculty, and staff for a period of about 15 days.

The library resources include text and reference books; journals, magazines, newspaper archives, and video and compact disk collections. The library provides two major orientation seminars to students and faculty on how to use the library resources and technology in which collections; uses policy, online catalog access, research and browsing e-books are discussed.

5.1.3. Online Access to ECMIT Library

Students, faculty and staff of ECMIT can access library resources through ECMIT's website: www.ecmit.ac.ae/library.html. This site has information about library resources, online journals, library catalog, link to open access journals (INFOTRACK) and dedicated online journal for students.

INFOTRAC is a remote access to Cengage Learning databases which is available to subscribing

institutions for access from remote locations. Such remote access is limited to non-commercial purposes. This is an online full text database for books and journals produced by Gale, a part of Cengage Learning. The Library subscribes to INFOTRAC custom journals 250 program through which the students and staff can access around 250 full text journals of different subject areas in business and information technology.

5.1.4. Library Services

The library normally provides services from 12pm to 9pm. It is also open during weekend from 1:00 – 6:00 p.m. In addition to books and periodical acquisitions and collections, the library maintains an effective circulation system in which the help desk assists students on:
- Book selection by using online public access catalog (OPAC) system
- Book issue and returns
- On-line data collection for assignments and projects
- Bibliography writing
- Reference services

Further, the library conducts systematic information literacy campaigns on both print and electronic resources through seminars, website and cataloging information; the library remains heavily dependent on information technology to deliver its services. Students, faculty and staff are able to access and search library catalog on line via the college website.

5.2. Electronic and Technology Resources

The computing and technology services unit has a helpdesk that provides support to students and faculty, addresses their IT related concerns and assists them in accessing technology resources. Further the helpdesk assists the college community with variety of technology related concerns, including but not limited to issues related to computer and laptop problems, staff and students user accounts, network access, and software usage etc.

All classrooms are equipped with multimedia projectors with a pull-down screen and wired network connection for projections. Certain classrooms have additional facilities that support multimedia devices such as TV, DVD, audio amplifier and heavy duty speakers etc. In addition, every classroom has Wi-Fi access to facilitate student learning and research activities.

ECMIT has most of the IT facilities necessary to support its academic programs. These facilities are managed by two staff members, an IT administrator and a Technical staff.

5.2.1. IT Network

ECMIT has secured fire walled LAN and Wi-Fi network technologies. Both Ethernet and Wi-Fi network on 100Mbps fiber optics platform serve unlimited internet bandwidth connectivity to students at the computer laboratories. Open access internet has been provided in the library to help student research, online library access and course work. In addition, newly renovated canteen also provides internet café services. Staff and faculty members have unlimited bandwidth internet access in addition to Wi-Fi network.

5.2.2. Lab Support

IT staffs are always available to assist students and faculty during laboratory sessions. In addition, the IT unit has a help desk which remains available for troubleshooting and technical support. In addition to laboratory sessions, such support also includes assistance during computer based examinations.

5.2.3. Safe Uses of IT Lab

Each IT laboratory of the college has safety guidelines posted on strategic places to guide the students in performing their tasks inside the laboratory. ECMIT adheres to the policies written in the IT lab manual.

5.3. Physical Facilities

Housed in an area of over 60,000 square feet the ECMIT campus accommodates facilities such as a mosque, classrooms, computer laboratories, auditorium, library, offices for employees, dining facilities, student council office, conference room and telecommunication and network systems etc. All classrooms and halls are equipped with LCD projectors, projection screens and workstations which are pre-installed with the necessary software needed for presentations. The auditorium known as the Globe Theater which can accommodate up to 80 participants is used for seminars, lectures, group presentations, workshops, and student events etc. This facility is also used for examinations.

The library, student council office, canteen and store facilities are located in the basement of the building. Recently the canteen facility has been renovated and furnished. The student council office is a well-furnished place for student council meetings which has offices, a meeting room and a large student gathering area.

5.4. Fire and Safety

For fire and safety, the Ministry of Civil Defense has installed fire detection system throughout the campus, which can detect any case of fire within the campus at any time. In case of fire or any naked flames, fire-alarm is triggered that alerts the college community of imminent danger, and almost immediately the wireless control device

sends signals to the civil defense authority who contacts the college security guard to enquire about the problem. At the same time, as a first prevention, water sprinklers located at various locations automatically starts sprinkling water to defuse the fire.

5.5. Emergency Evacuation Plan

ECMIT has a comprehensive disaster management plan to deals with unforeseen emergency situations. The objective of this plan is to provide the maximum possible protection for students, faculty, staff, and visitors in the event of a crisis whether natural or man-made and students are trained in the appropriate and safety procedures. The occurrence of a crisis requires prompt response from management and individuals. In any kind of emergency, the following priorities apply:

- Protection of life
- Prevention of injury
- Protection of property
- Preparation of the campus for extended stay or evacuation
- Initial response in an emergency situation

Section 6
Communication

ECMIT stresses that open communication between and among the faculty, staff and all students is essential. Students are encouraged to address their initial questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he or she is welcome to make an appointment with the appropriate member of the college:

Office of Administration and Business Services
- Tuition fee issues
- Visa issues
- Issues regarding disciplinary action taken against students

Office of Admissions and Registration
- Transfer to other institutions
- Credit evaluations
- Admissions to academic programs

Registrar
- Transcript requests
- Transfer credit evaluation report
- Errors in grade reports and transcripts and other official documents
- Submission of all forms: course withdrawal, change of major, registration, etc.

Academic Advisors
- Advice on course registrations
- Advice on course withdrawals
- Advice on changing majors
- Course advising for all students

Division Chairs
- Curriculum delivery methodology issues
- Delivery-related academic issues or faculty-related issues

Manager, Office of Student Development
- Job placement issues
- Organizing on and off-campus extra-curricular activities

Manager, Computing and Technology Services
- IT related issues
- Software issues and licensing
- ERP, Website and email administration
- Availing of PC lab facilities
- Assistance in using IT and other audio/visual aids in classroom presentation

·   **Librarian**
·   Textbooks
·   Availing of library facilities
·   Research assistance

Most forms needed by students are available at the reception. Some forms are to be obtained only from certain offices. After filling out the form, the student is required to submit the form to the concerned department.

6.1. Visitors

Unless approved by the program director, visitors are not permitted in the classroom, non-instructional areas of the campus facility, and in the student's area. Visitors to the campus are not allowed past the reception areas without official escort.

6.2. Change of Address

It is the responsibility of the student to contact the reception immediately in the event of any address or name change. The information will then be disseminated to all the concerned departments.

6.3. Contacts

President & CEO
Prof. Nabeel A. Jurdi
Ph.D. in Government/International Relations
president@ecmit.ac.ae

Dean of Academic Affairs, M.Phil, Ph.D.
Dr. Edmund Christopher
 Ph.D. in Commerce
Manonmaniam Sundaranar Unversity, India, edmund@ecmit.ac.ae

6.3.1. Business Division

Dr. P. Radhakrishnan, Director of Research
Ph.D. in Management Science
Jawaharlal Nehru Technological University, India
radhakrishnan@ecmit.ac.ae

Dr. P. Ferose
Ph.D. in Management
Bharathiar University, India
ferose@ecmit.ac.ae

Dr. Nancy Riad Ibrahim
Ph.D. in Business Administration
Cardiff University- UK
nancy@ecmit.ac.ae

Dr. Durga Prasad
Ph.D. in Business Management
Nagarjuna University, India
durga@ecmit.ac.ae

Dr. Mohammad Rizwan
Ph.D. in Marketing
Banasthali University, India
rizwan@ecmit.ac.ae

Dr. Hima Parameswaran
Ph.D. in Public Administration
University of Madras
hima@ecmit.ac.ae

Dr. Hiba Hilal
Ph.D. in Business Administration
Om Durman Islamic University, Sudan
hiba@ecmit.ac.ae

Dr. Sonia Singh
Ph.D in Applied Business Economics
Dr. B. R Ambedkar University Agra, India
sonia@ecmit.ac.ae

6.3.2. Information Technology Division

Dr. Amer Ibrahim
Ph.D. in Computer Science
University of Granada, Spain
amer@ecmit.ac.ae

6.3.3. General Education and English Studies Division

Dr. P. Kinslin, Chair of General Education
Ph.D. in Finance
MS University, India
kinslin@ecmit.ac.ae

Ms. Maryam Salari
M.A. TESOL
American University of Sharjah, UAE
maryam@ecmit.ac.ae

Ms. Aneeba Butt
M Phil TESL
Beaconhouse National University Pakistan,
aneeba@ecmit.ac.ae

Dr. Souwed Abdul Mouti
Ph.D. in Philosophy

Sorobonne University, Paris, France
mouti@ecmit.ac.ae

Dr. Ahmed Effat Moustafa Korshom
Ph.D in Mathematics
Suez Canal University, Egypt
ahmed@ecmit.ac.ae

6.3.4. Administration Contact

Mr. Jatheesh Kumar, Manager of Administrative and Financial Services, jatheesh@ecmit.ac.ae

Ms. Eliza Geluz, Manager of Admissions & Registration (Registrar), registrar@ecmit.ac.ae

Ms. Juveriya Khan, OPIE Acting Manager, juveriya@ecmit.ac.ae

Ms. Janvi Bangera, Accounts Officer, janvi@ecmit.ac.ae

Ms. Nithya Ballur, Executive Assistant to Dean of Academic Affairs, nithya@ecmit.ac.ae

Ms. .Ritzy G, HR Officer, hr@ecmit.ac.ae

Ms. Heyam Sulaiman, Registration Officer, heyam@ecmit.ac.ae

Ms. Brenda Ensina, Admission Officer, brenda@ecmit.ac.ae

Ms. Sameeta Majeed, OPIE Assistant, sameeta@ecmit.ac.ae

Mr. Mohamed Sultan Abdallah, Government Relations Officer, pro@ecmit.ac.ae

Dr. Noushia , Librarian, noushia@ecmit.ac.ae

Ms. Noura Abdulmajid, Assistant Librarian, noura saeed@ecmit.ac.ae

Ms. Anwar , Receptionist, receptionist@ecmit.ac.ae

Section 7
ECMIT Policy Violations

Violations of ECMIT's policy on academic integrity are to be handled by the course instructor, his or her Division Head, and with the final adjudication by the dean of academic affairs. Violations of ECMIT's policies of student conduct in the areas of student activities, student government, and student life will be adjudicated by the manager of student development. Violations of policies involving the property, security, resources, and funds of the institution will be adjudicated by the manager of administration and business services.

The rules and regulations at ECMIT are set according to the provisions of the Ministry of Higher Education in the U.A.E. Therefore, any changes in rules and requirements in the above institution could lead to direct / immediate changes at ECMIT.

Please sign this document as proof of your having read all the rules and regulations stated therein and your agreement to comply with all of them. Return the signed section to the student development office.

Student Name (Please Print):   _____

Student ID Number: _____

Student Signature: _____

Date: _____