MANIPAL
ACADEMY *of* HIGHER EDUCATION
DUBAI CAMPUS
(Institution of Eminence Deemed to be University)
INSPIRED BY LIFE

STUDENT
HANDBOOK

Navigating your academic journey

INTRODUCTION

This Handbook provides students of Manipal Academy of Higher Education Dubai, with specific information concerning institutional policies and regulations, academic programs, social and educational activities.

It guides students in maintaining an environment that is safe, friendly, and conducive to learning

1.1 MANIPAL ACADEMY OF HIGHER EDUCATION

Born as a result of a noble and pioneering vision, Manipal Education has changed the landscape of education and healthcare in India and other parts of the world.

In 1953, Dr TMA Pai, a physician, educationist, banker, and philanthropist founded the Kasturba Medical College (KMC), India's first medical college in the nongovernment, non-missionary sector forming the genesis of Manipal's legacy in the field of higher education. Manipal Academy of Higher Education (MAHE), Manipal, India, is the largest private university in the country enrolling over 28,000 students from 57 different nations. In addition to operating 3 universities in India, Manipal has a presence in Malaysia, UAE and the Caribbean Islands.

MAHE, Manipal, India was granted the Status of **'Institute of Eminence'** by the Hon'ble Ministry of Human Resource Development (MHRD), Government of India in 2018.

1.2 MANIPAL ACADEMY OF HIGHER EDUCATION, DUBAI

Manipal Academy of Higher Education established its presence in Dubai, UAE in the year 2000 and has grown into a leading multi-disciplinary university in the Middle East attracting students not only from UAE but from across the GCC and the Middle East & Africa region. At present, Manipal Academy of Higher Education, Dubai enrolls over 2300 students from 40 nations across the globe.

Like the Manipal campus in India, the Dubai campus offers a variety of disciplines to pursue their undergraduate and graduate studies, ranging from laboratory & workshop intensive courses like Engineering, Information Technology & Biotechnology to creative and new-age disciplines like Interior Design, Architecture, Humanities & Social Science and Media & Communications. The university also offers a highly hands-on, industry - relevant programe in Management, Engineering & IT at the undergraduate as well as at the postgraduate level. This year, the university has introduced several new Bachelor's, Master's, and Certificate programs across all disciplines. The campus and all its programs are licensed and recognized worldwide for higher education and career opportunities.

1.3 RECOGNITION

Manipal Academy of Higher Education is India's Leading Private University and one of the 1st private higher education institutions in India to be awarded Deemed to be University status in 1993.

★ ★ ★ ★ ★
5 STAR RATED UNIVERSITY

5★
HEC Rating 2022

In 2018, MAHE, Manipal, India was granted the Status of 'Institute of Eminence' by the Hon'ble Ministry of Human Resource Development (MHRD), Government of India. In April 2019, MAHE Dubai was awarded 'Outstanding Support for Students' at the Forbes Middle East Higher Education Awards 2019. In 2020, MAHE Dubai Campus was rated a 5-star institution by the Knowledge and Human Development Authority (KHDA), Government of Dubai, in its latest Higher Education Classification (HEC) Rating Framework 2022.

Teaching	Facilities	Employbility	Research
★★★★★	★★★★★	★★★★★	★★★★★

Program Strength	Internationalisation	Happiness & Wellbeing	Environmental Impact
★★★★★	★★★★★	★★★★★	★★★★★

The Dubai campus and all its programmes are approved by the University Grants Commission, Ministry of Human Resource Development, Government of India as well as the Knowledge & Human Development Authority (KHDA), Government of Dubai. In Dubai, KHDA conducts a rigorous academic review process for all Dubai based higher education institutions every year and then renews licenses every year permitting universities and branch campuses to deliver their programs here in Dubai.

More information on the Manipal Academy of Higher Education's licensure and recognition in Dubai can be found on the KHDA website (www.khda.gov.ae). In addition to UGC and MHRD recognition, specific programs like Architecture are recognized by the Chartered Institute of Architectural Technologists (CIAT) and their specific council in India, in this case, the Council of Architecture, India

2.1 DUBAI KNOWLEDGE VILLAGE & DUBAI INTERNATIONAL ACADEMIC CITY

Dubai Knowledge Village and Dubai International Academic City were developed by the Dubai Government to group leading universities and colleges in the same area, allowing students and faculty members from different nationalities to interact, thereby making the learning experience unique.

Dubai International Academic City (DIAC), where the Manipal Academy of Higher Education Dubai Campus is situated, is the world's only Free Zone dedicated to Higher Education. Established in 2007 as part of TECOM Investments, DIAC aims to develop the region's talent pool and establish UAE as a knowledge-based economy. DIAC is the premier destination for Higher Education in the region and is host to a community of over 27,500+ students from 150+ nationalities and have access to over 500+ Higher Education programs

2.2 INSTITUTION PREMISES

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2.3 INSTITUTION WORKING DAYS & HOURS

Effective January 2022, following the recent UAE Federal Government, changes regarding work week.
The Institution will operate from
- Monday to Friday.
- Saturdays & Sundays are holidays.

However, classes for weekend batches will be conducted on Saturdays & Sundays.
The Institution is open from **8:00 am to 10:00 pm on all working days**. Depending upon the academic schedules, the Program Directors / Coordinators with the respective School Chairperson will intimate specific schedules for each program.

The administrative offices are open from 8:00 am to 4:00 pm.

2.4 STUDENT IDENTIFICATION CARD

At the beginning of the academic year, Students will be issued ID cards that are valid for the academic year.

- ID cards should be carried to the university every day and must be produced as and when requested.
- Library books will not be issued without an ID card.
- ID card must be produced prior to collecting the 'no dues' certificate for the issue of hall tickets.
- Final year students must submit their ID cards to the Facilities department when the caution deposit is refunded.
- Students who have lost their ID cards have to report to the Student Services Officer. The student should make a penalty payment (as per the institution policy) at the accounts and collect the receipt.

MANIPAL

John Doe
course name comes here
Valid till 12 / 30

please return if lost and found

* ID card design for design purpose only and is not the actual ID card

2.5 PROGRAMS OF STUDY

The Campus offers bachelors and masters degree programs in

Biotechnology	Food and Nutrition Science	Business Administration
Engineering	Information Systems & Management	Interior Design
Psychology	Architecture	Media & Communication
PhD programs	PG Diploma programs	One-year Certificate and Foundation programs.

2.6 ADMISSION MODALITY

Selection is based entirely on the candidate's merit, irrespective of religion, caste, creed, class, gender or nationality. English is the medium of instruction for the programs on the campus. Hence, adequate preparation of English will be required for admission to the program. A student, whose competence in English is inadequate, may be asked to undergo remedial courses. For this purpose, the campus may conduct a test, if necessary.

No candidate shall be admitted to architecture course unless she/he has passed 10+2 or equivalent examination with Physics and Mathematics as compulsory subjects along with either Chemistry or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Engineering Graphics or Business Studies with at least 45% marks in aggregate or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 45% marks in aggregate

2.7 ADMISSION MODALITIES FOR B. ARCH PROGRAM

Admission to the above program is open to students who have passed the qualifying 10+2 examination or its equivalent from a recognized board with at least 50% aggregate marks with Physics, Chemistry & Mathematics as compulsory subjects. The candidates must qualify in the NATA Examination (National Aptitude Test in Architecture), conducted by the Council of Architecture, India or any other qualifying examination accepted by the Council of Architecture, India.

The admissions process shall be carried out by the university, based on the marks obtained in NATA and the qualifying examinations as mentioned above, in a ratio of 50:50

Aggregate: Aggregate is the total marks of all subjects considered by the Board / University for computing the result.

2.8 VISA & GOVERNMENT AFFAIRS DEPARTMENT

All students must have a Valid Residence visa to study at the Manipal Academy of Higher Education (MAHE), Dubai Campus. For students who would like to avail Student Visa, the Visa & Government Affairs Department at MAHE Dubai facilitates the same which is sponsored by MAHE Dubai via Dubai Development Free Zone Authorities (DDA).

The following category of services will be facilitated

- **Joining the institution**
  - Application for new Student Visa sponsored by MAHE Dubai.
    - Out Country Visa Application
    - In Country Visa Application
  - Issuance of Bonafide letter for Parent-sponsored Residence Visa

- **During the course of study**
  - Renewal of Residence Visa under MAHE Dubai sponsorship
  - Issuance of Bonafide letter for Parent-sponsored Residence Visa renewal.

- **Upon course completion**
  - Cancellation of MAHE Dubai sponsored Student Visas will be processed by the institution and the visa status will be changed to 'inactive' upon issuance of the cancellation document.
  - Student must exit the country (within the grace period mentioned in the cancellation document) and share the exit stamp copy via email.
  - Students transferring their visa to another sponsorship should share a copy of the new visa

GUIDELINES FOR STUDENTS ON MAHE DUBAI, DDA SPONSORSHIP

- MAHE Dubai, DDA sponsored Student Visas are granted to enable students to reside in the UAE for the purpose of pursuing academic studies, and not for any other activities/work.
- Students may be required to submit their Passport & Emirates ID to the institution if required by any competent authority.
- Kindly note that in the UAE, the cancellation process is mandatory to officially close the Visa File. An Expired Visa will still have to be cancelled for file closure.
- Students must maintain the following mandatory documents in their possession and ensure their validity and safekeeping
  - Passport expiry date
  - Visa expiry date
  - Emirates ID
- Students are responsible for promptly updating the Visa & Government Affairs Department with any changes in contact information, including email addresses and phone numbers, for both parents and the student.
- UAE residents will be blocked by the Immigration system if they remain outside the country at a stretch of 180 days or more and will not be allowed to re-enter the UAE.
- Students must cancel their visa irrespective of the visa validity after completion of the program or before permanently leaving the UAE.
- Students are required to start the Visa cancellation process immediately after the final exams.
- MAHE Dubai, DDA only facilitate the Visa application process under the rules set out by the UAE Immigration Authorities. The approval or rejection of the new visa/renewal applications rests solely with the Immigration Authorities and MAHE Dubai, DDA bear no responsibility for such outcomes.

- The entire Caution Deposit of a student will be forfeited under the following circumstances:
  - Student fails to renew the Visa before its expiry date.
  - Student remains absent from the institution without proper approvals for more than 14 days.
  - Student is convicted by any UAE Court / Police for a criminal offence.
  - Student remain outside the country for a stretch of 180 days or more.
  - Student fails to exit the country within the time specified by the Immigration Authorities.
  - Student fails to initiate the Visa Cancellation process before the Visa expiry date or right after the final exams

- Refund of Visa Caution Deposit will be processed only after the student's records are successfully cleared with DDA. In order to ensure the same, the student must submit either valid proof of exiting the UAE (which is necessary to obtain an Immigration Status Report) or copy of the new Residence Visa.
- Once initiated, any visa-related request cannot be cancelled during the processing period, and application fees will be forfeited in such cases. MAHE Dubai does not control the timeframes for these requests.

- Any Visa related application fees must be paid in advance to initiate the process.
- The charges for the Visa fees are calculated based on Immigration Authorities, DDA and MAHE Dubai Administration charges, and are subject to change from time to time without prior notification. Hence, the MAHE Dubai reserves the right to accordingly charge the revised fees.

APPLICATION OF NEW STUDENT VISA SPONSORED BY MAHE DUBAI, DDA

UAE law requires all non-national students to obtain a 'Student Entry Permit', followed by a 'Student Residence Visa' for the duration of their studies. Students enrolled in any full-time program at MAHE Dubai will be provided with a Student Visa which is valid for 12 months and renewable each year.

Once the student accepts the offer of admission, clears all academic conditions (if any) and submits all appropriate financial documentation, the Student Visa application process will be initiated. The application may undergo a security check by the UAE Immigration Authorities which may delay the process.

The Student Visa fee is inclusive of Medical Insurance which is aligned with Dubai Laws and Regulations. Once the Visa is approved, the student will receive the same.

OUT COUNTRY VISA APPLICATION

- Students must obtain an 'Entry Permit', before entering the country if they are travelling from outside the UAE.
- Once all documentation has been submitted, MAHE Dubai will process the application for an 'Entry Permit' with DDA, which enables a student to gain entry into the UAE. The 'Entry Permit' is valid for the period of sixty (60) days from the date of issue.
- On arrival in the UAE, students must share their Entry Stamp (passport/entry permit) with MAHE Dubai's Visa & Government Affairs Department for updating DDA and initiating the process of converting the Entry Permit into a Student Residence Visa.
- Prior to the approval of a 'Student Residence Visa', the student must undergo a Medical Fitness test and Biometric Scanning for Emirates ID registration. This will be arranged after the student's arrival in the UAE. In the event of not clearing the Medical Fitness test, the student will have to exit the country within the time specified by the UAE authorities.
- Following this, the student will receive the Emirates ID card, this ID card is mandatory for all UAE residents.

IN COUNTRY VISA APPLICATION

- Students willing to transfer under MAHE Dubai sponsorship will be required to cancel their current UAE visa and apply for a new Student Visa through MAHE Dubai.
- Students on a Visit Visa can also apply for a Student Residence Visa while they are in the UAE, provided they follow the guidelines of the applicable Student Visa regulations.

STUDENT VISA RENEWAL

Application of Visa Renewal sponsored by MAHE Dubai

Students may need to renew their Visas during the course of their studies. It is advised that they contact the Visa & Government Affairs Department at least 2 months before the expiry of their Visa to ensure all paperwork is processed in time and no penalties are imposed by any of the authorities, which will be borne by the student

Application of Visa Renewal sponsored by Parents

For Parent-sponsored Residence Visas, students are advised to contact MAHE Dubai's Visa & Government Affairs Department for information regarding the Bonafide letter procedure and the necessary documentation

CANCELLATION OF STUDENT VISA

Students are obligated to share the required documents with the Visa & Government Affairs Department of MAHE Dubai to initiate the Visa Cancellation process.

- The Student Residence Visa must be cancelled under the following circumstances:
- Upon completion of the enrolled course's study period.
- When exiting the UAE permanently or residing outside the country for more than 180 days (even if the long absence is approved by MAHE Dubai).
- Upon transferring to another Residence Visa.
- Upon expulsion from MAHE Dubai.
- If convicted by any UAE court, police or any governing authority for any criminal offence.

In case of failure in complying with the above-mentioned requirements, MAHE Dubai holds the right to inform the Immigration Authorities, DDA and report the student as "Absconded". In case a student is marked as 'Absconded', the student will be barred from entering the UAE and any other GCC countries in the future

ATTENDANCE MONITORING

Both students and the institution are obligated to ensure compliance with Visa requirements concerning study and attendance. As part of its responsibilities, MAHE Dubai must notify the Immigration Authorities, DDA, if a student fails to maintain attendance for 14 consecutive days or more. In cases where MAHE Dubai is unable to verify the student's whereabouts or establish contact, the student may be reported as "Absconded," resulting in the forfeiture of the Visa Caution Deposit

Visa Department Contact Details are as follows:

✉ studentvisa@manipaldubai.com ☎ +971 4 429 0710 📞 +971 50 554 0109

Fee Payment
Please refer to the Fee Policy, Refund Policy and Scholarship Policy

Student Code of Conduct
Please refer to the policy on Student Code of Conduct and Disciplinary Procedures

Grievance Redressal
Please refer to the policy on Grievance Redressal

ACADEMIC POLICY

3.1 GENERAL

- Manipal Academy of Higher Education follows the system of credit hours and semesters and trimesters.
- Each academic session of one-year duration is divided into two semesters/three trimesters for most of the programs.
- A credit hour consists of a standard unit of education of one-hour lecture, or at least two hours of laboratory work, tutorial, or seminar for a period of one semester.
- A semester is a duration as determined by the Manipal Academy of Higher Education calendar for continued actual study equal to sixteen weeks exclusive of time fixed for orientation, registration, and examinations.
- Refer to the program regulations for specific details related to your degree program.

3.2 MINIMUM & MAXIMUM PERIOD OF STUDY

- While the actual period of study depends on the specific requirements of each program, the minimum period of study required for Bachelor programs is three academic years. Bachelor programs in Engineering are for four years, while B.Arch. is for five years.

- However, the maximum period of study shall not exceed double the number of academic years required for completion of the program or as mentioned in the program regulation. Please refer to program regulations for both undergraduate and postgraduate program tenure.

- Cancelled registration or withdrawal period (freeze in study) shall not be included in the above.

- Special permission from the Academic President of Manipal Academy of Higher Education, Dubai is required for any exception to the above.

3.3　CANCELLATION, REGISTRATION OR WITHDRAWAL

Students may apply to the Academic President through the Chairperson of the School to cancel their registration if they are unable to continue at Manipal Academy of Higher Education due to unavoidable non-academic reasons provided the student has attended at least one semester/term at Manipal Academy of Higher Education, Dubai.

- If an application is made within one month from the commencement of the semester/ term and the unavoidable reasons are confirmed, the concerned School's Chairperson may accept the application for cancelling the registration. In such a case the student will retain the Grade Point Average (GPA) as achieved before cancellation.

- If the application takes place after one month from the study commencement date, registration may only be cancelled by the Academic President as per recommendation by the respective School's Chairperson.

- Withdrawal is not permissible beyond two consecutive semesters or for more than four separate semesters/terms during the entire study period.

3.4　CHANGE OF SPECIALIZATION & INTERNAL TRANSFER

Students may apply to change their specialization or program once in the entire study period in consultation with the program coordinator and approval of the Chairperson. Such application shall be made within one month from the start of the first semester in the first year of the program.

Change of specialization is governed by rules issued by the respective school.

When a change of specialization or transfer to another program is approved, all relevant courses successfully passed by the students shall count towards their new specialization requirements
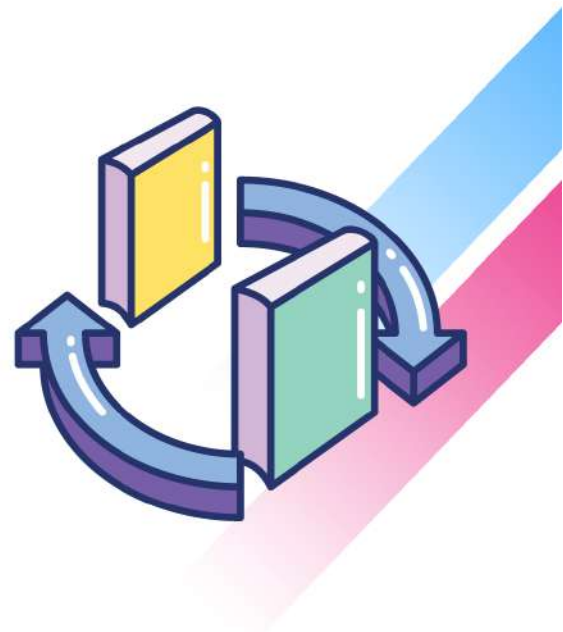
3.5　TRANSFER FROM OTHER UNIVERSITIES

Pursuant to the concerned School Chairperson's recommendation, the Academic President may approve the transfer of a student from another recognized University in accordance with the following terms and conditions:
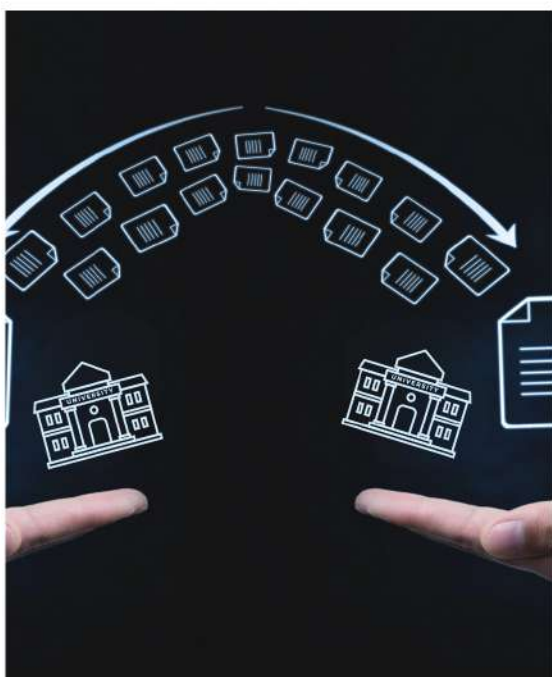
- Successful completion of at least two semesters in a recognized higher educational institution with a minimum Cumulative Grade Point Average (CGPA) of the eligibility criteria is given for admission of transfer students. Students should refer to the individual program regulations for details.
- Meeting the general requirements of Manipal Academy of Higher Education, Dubai for enrolment and special requirements of the concerned program.
- Subject to availability of seats in the program desired.
- A maximum of half of the program credit hours can be transferred.
- The University from which the student is transferred should be operating under a full-time system.

Pursuant to the concerned School Chairperson's recommendations, the Academic President may approve all or some of the subjects successfully passed by a student

The average obtained in the transferred subjects shall not be included in the institution's CGPA.

3.6 SEMESTER REGISTRATION PROCESS

All students at the beginning of the semester, are mandatorily required to register for the upcoming semester, by completing the following steps

- Ensure that all prior semester dues are paid in full.
- Pay the upcoming / current semester fees.
- Register / update the personal profile in MS Dynamics (www.slcm.manipaldubai.com).

If a student fails to complete the registration process, he / she will not be able to attend the classes.

3.7 ATTENDANCE POLICY: PLEASE REFER TO THE DOCUMENT ON ATTENDANCE POLICY.

3.8 ASSESSMENT, EVALUATION, GRADING AND PROMOTION

- Students will be assessed continuously through their coursework assignments, seminars, tests, quizzes, case studies, class participation and other related assessment components & end – semester examinations.
- Candidates must appear for both the Internal Assessments and the End Semester Examination. Any student failing to appear for the End Semester Examination will be awarded an "F" grade.
- At the end of each semester / term, theory and where applicable, laboratory & studio – based examinations will be held for each of the courses and will be weighted 50% in the determination of the final grade.
- Eligibility for appearing at the end semester examination in any course requires a minimum attendance of 75% during the semester as specified in the program regulation.

- Students with less than 75% attendance will either be detained or referred for academic enhancement and will not be permitted to appear for the end semester examination unless they fulfill the requirements.
- If a student is detained, they will need to re - register for the course and pay an additional fee for each subject.
- The students should obtain an 'E' or higher grade to earn the course credits with other criteria as prescribed at the end of each academic year to be eligible for promotion to higher Semester
- Students should refer to their individual program regulations for assessment, evaluation, grading and promotion rules and regulations for clarifications and further details.

3.9 FAILURE POLICY

- Students who fail to secure 40% marks in the aggregate (i.e., internal and end semester exam combined) will be awarded an "F" grade and must take the supplementary examination by paying an assessed fee. (Please refer to individual program regulations for variation in this percentage)

  - Students who are absent for genuine reason are awarded an "I" grade and absent without genuine reason are awarded a "F" grade. However, they can take a supplementary examination by paying an applicable fee if they meet the attendance requirements.

  - If students take a supplementary exam in the course they have failed, and fail again, they will have to repeat the course as and when it is offered by paying applicable fee per subject. (Please refer to individual program regulation for variation in this clause)

3.10 POLICY ON HONOR CODE

Students are expected to maintain the highest level of integrity and ethical conduct code in their academic work. Cheating and Plagiarism in any form will not be tolerated and will invoke disciplinary proceedings as outlined in this handbook.

Cheating encompasses the following:

- The willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students.
- The above may be accomplished by any means whatsoever, including, but not limited to the following:
- Fraud; duress; deception; theft; trick; talking; signs; gestures; copying from another student; and the unauthorized use of study material, memorandum books, data, or other information.

Plagiarism encompasses the following:

- Presenting as one's own, the words, the work, or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of material or the pattern of thought of someone else without proper acknowledgement.
- Utilizing ChatGPT or any such AI tool for programming/design problems/report preparations

Examination

- Hall tickets with student photographs affixed must be downloaded from www.slcm. manipaldubai.com on the day mentioned by the Examination Coordinator of each School.
- Passport Size photograph should be mandatorily uploaded on slcm.manipaldubai.com while updating the student profile.
- Hall tickets and Smart ID cards must be brought to the examination every day and presented to the invigilator prior to the exam.
- Anyone who forgets to bring their hall ticket can download a copy from the SLCM portal and print it out.
- Soft copies of the hall ticket on mobile/iPad/laptop will not be accepted by the concerned invigilator.
- Mobile phones, smartwatches, EarPods, cheat sheets in pouches, writings in the calculator and any writing on the palm or wrist are strictly prohibited in the examination hall. The malpractice squad is authorized to charge students with malpractice if these items are found during their inspection.
- Students should bring their stationary only in clear pouches.
- Students, parents, the concerned program coordinators, and the chairperson will be notified of any instances of malpractice.
- Students will appear before the malpractice committee for an inquiry, and malpractice will result in a 'C' cap and the cancellation of financial scholarships.

3.11 GRADUATION REQUIREMENTS

General Policy:

Registered students are awarded the Bachelors'/Masters'/PG Diploma Degrees after fulfilling the following

- Satisfactory completion of the number of credit hours as specified in the academic program.
- Achievement of a minimum CGPA of 5.0 on a 10.0 scale for all programs.
- Pay the requisite degree processing fee and apply for graduation.
- Should obtain a "No Dues" certificate from the Accounts Department.

3.12 CLASSIFICATION OF GRADING SYSTEM

Students Evaluation System

A+	10
A	9
B	8
C	7
D	6
E	5
F	0

- A student who earns a minimum of 5-grade points (E grade) in a course (subject) is declared to have successfully completed the course and is deemed to have earned the credits assigned to that course. A course successfully completed cannot be improved for higher grade/GPA.
- Please refer to the individual program regulations for details of the Grading System.
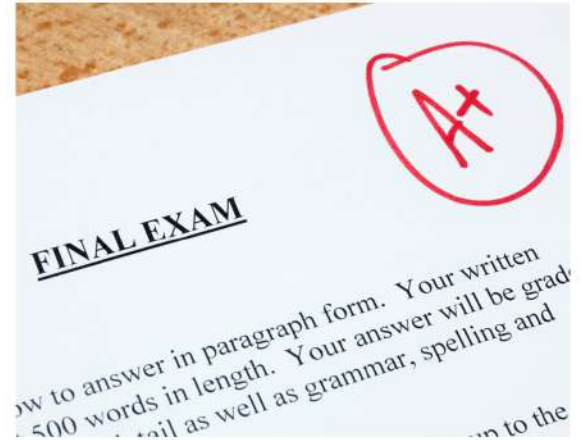
3.13 ACADEMIC ADVISING & COUNSELING

Faculty mentors are always available to assist students in their transition to campus life. In addition to mentoring, they also assist the students to plan and achieve their academic, professional, and personal goals. Students are therefore encouraged to avail themselves of these facilities in enriching their experience at the Dubai campus of Manipal Academy of Higher Education.

3.14 PERSONAL COUNSELING

Counseling for students forms an integral part of Student Services. Students may meet with the student services officer in a one-to-one personal meeting to discuss and talk over problems and issues, both personal and academic. The student services officer will always help identify problems and provide guidelines and support.

Parents who wish to talk over any issues related to their wards are requested to fix a prior appointment with the Student Services Officer. All Suggestions / Grievances / Complaints received directly by the Student Services Officer will be redressed at the earliest


3.15 CAREER SERVICES

Career Services (CS) provides career awareness, preparation, personality development, internship opportunities and job placements for students who register for career development services.

Career Services (CS) guides, assists, and mentors students to acquire and develop the skills required to attain their goals and aspirations through all-round development in addition to helping them with job placement & internship opportunities.

Vision

Empowering students by providing great career opportunities and establishing broad and deep strategic partnerships with organizations.
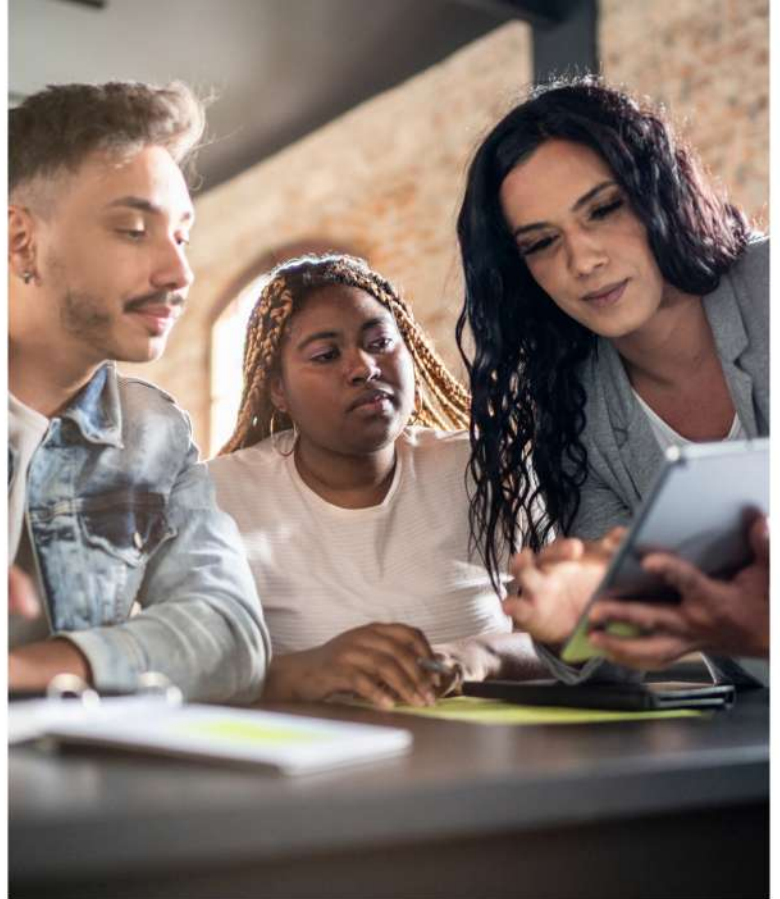
Mission

The Career Development Centre is committed to assisting students in making connections between their academic experience and Career Path. Provide counselling, training, resources, Industry connections, and alumni connections to optimize internships and job opportunities.

HOW TO REGISTER

REGISTRATION DRIVE

Students must complete the Career Aspiration Survey sent by the CS team to complete the registration process.

PLACEMENT OPPORTUNITIES

Students must apply for opportunities through SLCM.

The Career Services Team will conduct a registration drive at the beginning of the semester for the prefinal and final year students.

Students will receive internship and placement opportunities only through SLCM, our student portal.

CAREER ASPIRATION SURVEY

APPLY FOR OPPORTUNITIES

INTERNSHIPS

The institution encourages the students to intern with well-reputed organizations which would give them a chance for the eventual transition from the classroom to the industry.

The Business Administration students intern with companies in different industries like Banking, Insurance, Trading, Marketing, Retailing etc. Engineering & Information Technology (IT)

Students intern with Engineering companies, Software consultancy firms, Networking firms & other Multinational organizations.

Biotechnology & Bioinformatics students intern with Hospitals, Clinics, Pharmaceutical companies & Research labs.

Newspapers, Radio Stations, and Advertising Agencies within Dubai Media City provide ample internship opportunities for students of Media & Communications.

Design & Architecture students intern in an architectural firm, assist an architect with all aspects of architectural work, maintain project files, conduct research on construction sites such as zoning laws and regulations.

Interior Design & Architecture students pursue internships in design firms, and can assist in concept development, detailed and presentation drawings, site execution, documentation as per regulatory authorities, research, client coordination or other requirements.

The Humanities and Psychology students work with NGOs, schools, clinics and learn to convert their theoretical knowledge into transferable skills working within their areas of interest including consulting, training and development, writing, teaching, research, and social service.

ENGINEERING & IT STUDENTS NOTE

It is mandatory for all engineering students to undergo industrial training in their respective fields of engineering. The minimum duration of the training must be four weeks (28 days). The students must undergo this training at the end of the second year or at the end of the third year during summer vacation.

Students of B.SC ISM will take an internship program as an Industry attachment program IAP as per the curriculum. All students of semester 5 are required to take full-time 3 months internship in the organization of Information Technology or similar

INTERIOR DESIGN STUDENTS NOTE:

It is mandatory for B.Des (Interior Design) Program students to undergo an internship in an Interior Design Consultancy. Students opting for BA Interior Design will complete the internship during Sixth Semester and students pursuing B.Des Interior Design will complete the Internship during Eighth Semester of the Program.

The students would complete the study report as per the Internship Manual provided by the school. The students of M.Des (Interior Design) will have an Internship during the third Semester of the Program

ARCHITECTURE STUDENTS NOTE:

It is mandatory for B.Arch Program students to undergo practical training in Architectural Consultancy for 6 months during the nineth semester of B. Arch Program. Kindly refer to program regulations and manual with reference to practical training.

• The M.Des (Sustainable Design) Program students have a mandatory internship between summer break of Semester II & III which is industry internship final project (Design) and research internship for thesis (Research).
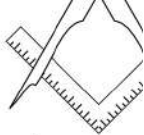
BUSINESS SCHOOL STUDENTS NOTE

It is mandatory for all students to undergo an internship. BBA and B.Com students must complete a mandatory internship after their fourth semester for a minimum period of 4 weeks, while MBA, PGDBA, and PGDLSC evening program students can choose to pursue internships or placements based on their interests and the opportunities available within the industry or organization.

LIFE SCIENCES SCHOOL STUDENT NOTE

Internships for UG/PG students are not mandatory as per the curriculum. However, it is optional, and the final year student can opt for the same depending on his/her interest and the scope of the internship within the industry or organization offering the internship. Students of MSc Nutrition & Dietetics may opt for an internship in hospitals through DHA's application process in consultation with the faculty supervisor. The duration of the internship shall be 14 weeks between Feb and May in an academic year

HUMANITIES SCHOOL STUDENTS NOTE:

MSc Applied Psychology students must undergo an internship in either school, clinical or organizational settings. The minimum duration must be 100 hours and be supervised by a licensed professional if in a clinic

MEDIA & COMMUNICATION SCHOOL STUDENTS NOTE:

Students pursuing a BA in Media and Communication and an MA in Media and Communication are required to complete a six-week internship in a media organization aligned with their chosen specializations. Meanwhile, BSc Animation students will undertake a semester-long internship lasting at least four months, tailored to their specific areas of focus in Animation, where they will gain practical industry experience.

Although internships are not mandatory for students of BA Film Studies and Television Production, they are encouraged to intern at production houses to gain valuable industry exposure

> " Students from all schools undertaking internships need to submit their Internship Confirmation Forms (ICF) to the career services faculty coordinator or a member of the CS team. Students can obtain the ICF form from the CS team or from their respective school's career services faculty coordinator. "

LIBRARY

The vision of our library is to support Manipal Academy of Higher Education, Dubai in building an internationally top ranked university by establishing a knowledge hub and enabling access to information resources of all kinds and providing innovative, responsive, and effective services to meet the changing needs of the academic community. The library is equipped with all the necessary facilities making it a pleasant environment for study.

It holds literature predominantly related to Business & Management, Finance, Economics, Information Technology, Engineering, Media & Communication, Humanities, Social Science, Biotechnology, Interior Design, Architecture, and its allied subjects and aims to develop a comprehensive collection of information resources which are useful for academic and research purposes. The library plays a proactive role in ensuring that the information resources are acquired and organized to meet the present and future needs of its users. The library has utilized Information Technology extensively to ensure that resources are always accessible. The library catalogue is available online and the availability of the resources could be checked using the same.

Users can also check their transactions with the library through the same. The library holds a hybrid collection of printed as well as electronic resources which include books, journals, databases, audiovisuals, e-books, e-journals, etc. Currently, the library has around 17,000 books, 32 Periodicals, access to over 2,000 audio-visual resources & more.

5.1 SERVICES & FACILITIES OFFERED

- Library Website, a gateway to the information sources available within the library and beyond.
- OPAC (Library Catalogue) Services are in place.
- Access to electronic journals through the subscribed databases.
- Access to the classic collection of books on various subjects through the digital library.
- Access archives of the last 3 years' question papers of our university examinations through the library portal.
- Faculty Publication can be accessed through the library portal.
- 3 MAC PCs & 11 desktop PCs are dedicated to the user groups for accessing online databases & general browsing.
- Photocopying and printing facility.
- Access to eBook collections through the subscribed database.
- Orientation, Library workshops, and Information Literacy Programs are conducted to small groups / individual classes.

5.2 LIBRARY COLLECTION

RESOURCES	SIZE
Books	17,000
Periodicals	32
CDs / DVDs	2,000
Electronic Databases	4

5.2.1 LIBRARY PORTAL

- Browse the library catalogue.
- Check your library account for checked-out details, transaction history & overdue fines.
- Renew or Reserve library resources.
- Access to online databases, e-books, e-journals, magazines, new arrivals, e-Question papers, thesis & Faculty Publications.
- Students would be able to check their accounts with the user ID & password which will be made available to them by the library staff.

Link: http://library.manipaldubai.com

5.3 E-RESOURCES

5.3.1 EBSCOHOST:

- **Teacher Reference Center**

A complimentary research database for teachers, Teacher Reference Center (TRC) provides indexing and abstracts for more than 230 peer-reviewed journals

- **GreenFILE**

GreenFILE is a free research database covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more

- **eBook Academic Collection**

There are more than 200,000 eBooks in this package, including titles from leading university presses such as Oxford University Press, State University of New York Press, Cambridge University Press, University of California Press, MIT Press, Harvard University Press and many others. Additional academic publishers include Elsevier Ltd.; Brill Academic Publishers; Taylor & Francis Ltd; Sage Publications, Ltd. and John Wiley & Sons, Inc

- **Business Source Complete**

Business Source Complete is the world's definitive scholarly business database, providing the leading collection of bibliographic and full-text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition, searchable cited references are provided for more than 1,300 journals.

- **Regional Business News**

Regional Business News provides full-text regional business publications for the United States and Canadian provinces. Users can search newspapers, magazines and other resources from trusted news sources.

- **Library, Information Science and Technology Abstracts**

Library, Information Science & Technology Abstracts (LISTA) is a free research database for library and information science studies. LISTA provides indexing and abstracting for hundreds of key journals, books, research reports. It is EBSCO's intention to provide access to this resource on a continual basis

5.3.2 SCOPUS:

When searching for insights, efficiency is a priority. Being able to search a single, trustworthy and authoritative database saves valuable time that would otherwise be spent cross-checking multiple databases and having to confirm results. Since Scopus delivers the broadest overview of global, interdisciplinary scientific data and literature, across all research fields, researchers know that the odds of missing key research information are greatly reduced.

Scopus®

5.3.3 PROQUEST:

ProQuest is a key partner for content holders of all types, preserving and enabling access to their rich and varied information. Those partnerships have built a growing content collection that now encompasses 90,000 authoritative sources, 6 billion digital pages and spans six centuries. It includes the world's largest collection of dissertations and theses and national, regional and specialty newspapers & ebooks.

ProQuest®

5.3.4 SPRINGER NATURE

SPRINGER NATURE

Springer Nature is the publisher of the world's most influential journals and a pioneer in the field of open research. Through our wide portfolio of journals we cover the full range of research disciplines – providing a home for all sound research and a platform for some of the most important discoveries of our generation.

5.3.5 E-QUESTION PAPERS

The users will gain access to the archives of the last 3 years' question papers of our university examinations, and it is available only on-campus. Collections of these question papers are available in pdf format. This collection can be browsed Title/Year/Subject wise, and a search option is also provided. This digital library project was built using open-source software called GSDL (Green Stone Digital Library).

5.3.6 FACULTY PUBLICATION

ePrints@Manipal Academy of Higher Education repository collects, preserves, and disseminates in digital format the research output created by the Manipal Academy of Higher Education faculty. It enables the Institute community to deposit their preprints, post prints and other scholarly publications using a web interface and organizes these publications for easy retrieval. While the ePrints@Manipal Academy of Higher Education repository can be accessed by anybody, submission of documents to this repository is limited to the Manipal Academy of Higher Education community only.

5.4 CIRCULATION POLICY

Borrow

Students are allowed to borrow the resources as per the following details

RESOURCES	QUANTITY	DURATION	RENEWAL
Books	7	7 DAYS	5 DAYS
Periodicals	2	3 DAYS	2 DAYS
Book CD's	2	3 DAYS	2 DAYS

Renewal

Resources borrowed can be renewed twice for the duration mentioned in the above table. If the renewal is done using the library website or over the phone, it will be the responsibility of the user to note and remember the new 'due date'. Resources cannot be renewed if there is any reservation against the borrowed item.

Reservation

Resources can be reserved only when they are on loan. The availability of the reserved item would be informed through email. The reserved resource should be collected from the library within 24 hours after intimation. Otherwise, the reservation stands cancelled.

Return

Resources should be returned on or before the due date mentioned in the due date slip. Reminders would be sent to the user accordingly.

Fines

Any borrower failing to renew or return borrowed material by the due date shall be liable to pay a fine (as per library norms).

Lost / Damaged Resources

The users should replace the lost/damaged resource at his/her own cost within 30 days. If the user fails to replace the book within the stipulated time, the library will initiate the purchase and the user would be charged the actual cost of the resource plus 20-30% of the additional charge (due to freight and handling charges) depending upon the type of the resources.

5.5 COPYRIGHT POLICIES

The following limits on the amount of any work to be reproduced must be strictly observed. Copyright is a serious matter and any failure to observe these rules may expose you to liability. Manipal Academy of Higher Education, Dubai Campus reserves the right to take all appropriate action against those members who contravene these rules

- Published books (of at least 10 pages): Not more than one chapter or not more than 10% of the number of pages thereof.
- Periodicals: Not more than the whole or part of one article in a periodical.
- A copy of an unpublished Manipal Academy of Higher Education, Dubai thesis or other similar literary work may only be supplied to the user who satisfies the librarian that the copy is required for the purpose of research or private study.
- The question papers of the past examinations may be accessed, copied, and used only by the Manipal Academy of Higher Education, Dubai staff and students in accordance with these rules. They are prohibited from disseminating the past examination question papers or copies thereof for any other purpose not contemplated by these rules.
- Electronic Materials: Not more than one chapter of the work or not more than 10% of the number of pages thereof (or not more than 10%) of the number of bytes thereof (where the work is not divided into pages) whichever is more.

5.6 COMPUTERS/PHOTOCOPY / PRINTING

Computers in the library provide access to the Internet, Electronic Resources, Library Website, and the Catalogue. Therefore Games, chatting, music, video, and huge downloads are not allowed. Charges for printing, photocopying, and scanning will be levied as per the institution's norms.

5.7 STUDENT ID CARD / LIBRARY CARD

Students who are officially enrolled at Manipal Academy of Higher Education, Dubai have access to university education and other facilities. A student ID card is proof that you have been officially enrolled as a degree-seeking student. The student ID card also stands valid for availing library facilities, it's also your Library ID card for issue of Books

- Not more than one chair and one person at each computer on the internet browsing centre are allowed.
- Students who make noise or create any kind of disturbance in the library, will be warned strictly and would be counselled accordingly. If the student continues to behave in the same manner, then his/her library membership and entry to the library will be suspended immediately.
- A student who damages the library property (including books, furniture, computers etc.) will be punished severely and would be fined heavily.
- Any kind of misuse of library computers and internet service by the student would lead to the cancellation of library membership for entire study program.
- Thieving and looting any library resources is strictly punishable. If a person being found guilty of thieving any resources, they will have to face a serious penalty which may include expulsion from the college

5.8 WORKING HOURS

Monday to Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 8:00 pm
Saturday	Closed
Sunday	9:00 am - 1:00 pm

5.7 CONDUCT OF THE USER IN THE LIBRARY

- Observe absolute silence while you are in the library.
- The use of cell phones and music players is prohibited inside the library.
- Place your bags and personal things on the shelves outside the library.
- You are responsible for all the library materials you use.
- Pile the books on the table after using them.
- Bring your ID card to borrow any library resources.
- Follow the procedures for borrowing library materials.
- Be aware of the overdue fine charges.
- Return borrowed materials promptly.
- Users are advised to do their assignments/projects (In case of library references are not required for the same) at their concerned laboratory or classrooms.
- Refrain from eating & drinking in the library.

6.1 STUDENT RESIDENCE

Students staying in the Dubai campus of Manipal Academy of Higher Education will be governed by the residence rules and regulations, issued separately

6.2 GENERAL PROVISIONS

Students, parents, or guardians should certainly understand that, except under pertinent legal provisions, the institution shall not be liable for any loss, damage, accident, injury, illness, or death suffered by a student.Dubai Campus of Manipal Academy of Higher Education must function under the guidelines issued by the Dubai Knowledge Village - TECOM Zone, Dubai and other laws and regulations issued by various Ministries/ Departments of the Government of UAE. Students are required to cooperate with the Management of the Institution in meeting the Government/ Ministry rules and regulations. The multicultural and social scenario of UAE and the Middle East represented in the Institution through the faculty and students shall be maintained harmoniously. A copy of the rules and regulations will be distributed at the beginning of each academic year. Students are bound by these strictures and any violation of these rules would initiate disciplinary proceedings from the TECOM authorities.

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PLEASE NOTE

The students are advised to refer to their respective school's program regulations and course structure booklet for all school-specific details.

MANIPAL
ACADEMY *of* HIGHER EDUCATION
DUBAI CAMPUS
(Institution of Eminence Deemed to be University)

INSPIRED BY LIFE

DISCOVER. LEARN. ACHIEVE
EXPERIENCE EXCELLENCE
MAKE THE MOST OF IT AT MANIPAL ACADEMY OF HIGHER EDUCATION, DUBAI