

# MANIPAL ACADEMY OF HIGHER EDUCATION DUBAI

## STUDENT HANDBOOK

### AY 2025-2026

## Table of Contents

1. Chief Executive Officer Message- Mr. Niranjana Jayakumar.....	4
2. Pro Vice Chancellor Message- Dr. S. Sudhindra .....	5
3. About Manipal Academy of Higher Education (MAHE) .....	8
3.1 MAHE – India.....	8
3.2 MAHE – Dubai Campus .....	8
3.3 MAHE Dubai Campus- Working Days & Hours .....	9
4. Vision, Mission, and Strategic Goals.....	10
4.1 Vision .....	10
4.2 Mission .....	10
4.3 Strategic Goals .....	10
5. Students’ rights and responsibilities .....	11
5.1 Students’ rights.....	11
5.2 Students’ Responsibilities .....	12
6. MAHE Dubai Academic Overview .....	16
6.1 Schools and Programs .....	16
6.2 Credit Hours .....	18
6.3 Academic Calendar .....	18
7. Academic Support Services .....	19
7.1 The library.....	19
7.1.1 Library Services & Facilities Offered .....	19
7.1.2 Library Collection .....	20
7.1.3 E-Resources .....	20
7.1.4 Library Circulation Policy.....	22
7.1.5 Copyright Policies .....	23
7.1.6 Computers /photocopy / printing .....	23
7.1.7 Student Id Card / Library Card.....	23
7.1.8 Conduct of the User in the Library .....	23
7.1.9 Library Working Hours .....	24
7.2 Academic Advising & Counselling.....	24
8. On Campus- Services .....	25
8.1 Student Affairs .....	25
8.1.1 Personal counselling- Student Counselling and Well-being services .....	26
8.1.2 Learning Support Systems .....	26

8.1.3	Recreational and Social facilities .....	27
8.1.4	Spiritual and Cultural Facilities .....	27
8.1.5	Food and Dining Services.....	27
8.1.6	Transport and Accessibility Services .....	27
8.1.7	Health services .....	28
8.1.8	Residential halls.....	28
8.1.9	Student Governance .....	29
8.1.10	Student Council .....	29
8.1.11	Student Clubs .....	31
8.2	Career Services and Employability .....	33
8.2.1	Career counselling .....	33
8.2.2	Career placement service.....	34
8.3	Student Support Services .....	37
8.3.1	Student Identification Card.....	37
8.3.2	Visa & Government Affairs Department .....	37
8.3.3	Internet Services .....	40
8.3.4	Lost and Found policy .....	41
8.3.5	General Student Support .....	41
9.	Financial Aid & Scholarships .....	42
10.	Academic Policies .....	43
10.1	Student Admissions, Enrollment, & Academic Administration .....	43
10.1.1	Admission Modalities .....	43
10.1.2	Semester Registration Process .....	46
10.1.3	Re-Registration .....	46
10.1.4	Transfer from other Universities .....	46
10.1.5	Change of Specialization & Internal Transfer.....	47
10.1.6	Withdrawal .....	48
10.1.7	Academic Break .....	49
10.1.8	Grade Sheets and Degree Issuance.....	49
10.2	Academic progress .....	49
10.2.1	Minimum & Maximum Period of Study .....	49
10.2.2	Examination and Evaluation.....	50
10.2.3	Attendance Policy .....	50
10.2.4	Performance Requirements .....	51

10.2.5	Failure Policy.....	53
10.2.6	Student Level Classification .....	53
10.3	Academic integrity .....	55
10.3.1	Academic Integrity Procedures .....	55
11.	Student Records .....	57
11.1	MAHE Dubai student Ticketing System.....	57
11.2	Student Information .....	58
11.3	Student Record Release .....	58
12.	Health and Safety .....	59
13.	List of Abbreviations.....	60

## 1. Chief Executive Officer Message- Mr. Niranjana Jayakumar

It is my pleasure to welcome you to Manipal Academy of Higher Education, Dubai Campus. This handbook has been thoughtfully prepared to provide you with the essential information, resources, and guidance needed for a smooth and enriching journey.

At Manipal Academy of Higher Education, Dubai Campus, we are committed to academic excellence, innovation, and holistic development. I encourage you to make the most of the opportunities ahead and to actively engage in building a vibrant and collaborative community.

Wishing you every success in your academic and personal journey





## 2. Pro Vice Chancellor Message- Dr. S. Sudhindra

Welcome to Manipal Academy of Higher Education, Dubai!

It is with great pleasure that I welcome you to MAHE Dubai, a vibrant and future-ready campus that will be your academic home for the coming years. We are a Ministry of Higher Education & Scientific Research (MOHESR)-licensed Institution and a 5 Star Rated University (KHDA Ratings 2022). You are about to begin a transformative journey—one that will not only sharpen your intellect and expand your horizons but also help you discover your purpose and your potential.

At MAHE Dubai, we are proud of our legacy of academic excellence, global engagement, and a student-centered approach to learning. Our faculty bring world-class expertise and a deep commitment to personalized mentoring, and our campus offers an inclusive and collaborative environment that fosters innovation, creativity, and personal growth.

You are now part of the global Manipal family - a legacy that spans over 70 years and a network of more than 400,000 alumni across the world. We hope you will carry forward this legacy with pride, purpose, and passion.



Once again, welcome to MAHE Dubai—an institution inspired by life and driven by excellence. I look forward to seeing you grow, lead, and make your mark.



## INTRODUCTION

Welcome to Manipal Academy of Higher Education, Dubai! This student handbook is designed to be your essential guide throughout your academic journey here. It provides an overview of the history and legacy of Manipal Academy of Higher Education. It also serves as a guide to the academic programs, campus resources, and student services available to support your educational journey.

Whether you're new to the university or continuing your studies, this handbook will help you navigate university life, understand your responsibilities, and make the most of your experience.



## **Your Journey Starts Here**

At Manipal Academy of Higher Education, Dubai, university life is more than earning a degree, it's about discovering who you are and who you can become.

Here, you'll gain knowledge, build character, and grow as a leader. You'll be challenged to think critically, act ethically, and engage with a diverse community.

We're committed to supporting you every step of the way with opportunities to learn, lead, and thrive.

This is your time. Make it count.



## 3. About Manipal Academy of Higher Education (MAHE)

### 3.1 MAHE – India

#### *Origins in India*

Manipal Education was born from a noble and pioneering vision to transform education and healthcare. In 1953, Dr. TMA Pai, a physician, educationist, banker, and philanthropist, founded Kasturba Medical College (KMC) — India's first medical college not run by the government or a missionary body. This marked the beginning of Manipal's rich legacy in higher education.

#### *MAHE, India*

Today, MAHE is the largest private university in India, enrolling over 28,000 students from 57 nations. MAHE operates three universities in India and was granted the prestigious status of "Institute of Eminence" by the Ministry of Human Resource Development (MHRD), Government of India in 2018 — a recognition of its academic excellence and global impact.

#### *MAHE Recognition and Awards, India*

- Awarded Deemed to be University (1993): MAHE was among the first private institutions in India to receive this status from the Government of India.
- Institute of Eminence (2018): Conferred by the MHRD, Government of India for academic and research excellence.

### 3.2 MAHE – Dubai Campus

#### *Dubai Campus Establishment*

MAHE Dubai was established in the year 2000 and has since grown into a leading multidisciplinary university in the Middle East. It attracts students not only from the UAE but also from across the GCC, Middle East, and Africa. Today, the campus is home to over 2,600 students from 50+ countries, reflecting its global character and inclusive academic environment.

#### *MAHE Licensure, Awards and Achievements- Dubai Campus*

- The Dubai campus is licensed by the Ministry of Education – UAE in the year of 2025 through the Commission for Academic Accreditation (CAA). This licensure affirms the campus's compliance with national higher education standards and its commitment to academic quality and institutional integrity.
- Institution and all its programmes are approved by the Knowledge & Human Development Authority (KHDA). In 2022, our institution was rated a 5-star institution under the Knowledge and Human Development

Authority (KHDA) Higher Education Classification Rating Framework and received the highest overall rating score among 17 participating institutions.

- Achieved perfect 5-star ratings in eight key categories:
  - Teaching
  - Employability
  - Internationalization
  - Research
  - Facilities
  - Programme Strength
  - Happiness & Wellbeing
  - Environmental Impact
- Outstanding Support for Students – Forbes Middle East Higher Education Awards (2019)
- The Dubai campus and all its programmes are approved by the University Grants Commission (UGC)
- The Dubai campus and all its programmes are approved by Ministry of Human Resource Development, Government of India (MHRD)

### 3.3 MAHE Dubai Campus- Working Days & Hours

In alignment with the UAE Federal Government's weekly policy, the institution operates from Monday to Friday, with Saturdays and Sundays designated as holidays.

Day Programs	8.30 am to 4.00 pm
Evening Programs	7.00 pm to 10 pm
Weekend Programs	Friday Evening - 7 to 10 pm; Saturday and Sunday – 9 am to 4 pm
Administrative Office	Monday to Friday – 8.00 am to 4.00 pm (some depts. function from 8am to 7.30pm and on Sundays 9am to 1pm.

## 4. Vision, Mission, and Strategic Goals

### 4.1 Vision

To be a globally preferred institution delivering best-in-class learning experience, fostering critical thinking, enterprise, innovation, and social responsibility

### 4.2 Mission

- Foster a culture of innovation, academic excellence, and ethics
- Develop students with life-ready competencies and cutting-edge technological skills

### 4.3 Strategic Goals

#### *Empowering Employability and Innovation*

Foster employability and enterprise by integrating professional skills, experiential learning, and real-world exposure

#### *A Truly International Learning Experience*

Establish an international learning environment through globally relevant curricula, diverse pedagogies, and intercultural engagement

#### *Technology-Driven Excellence*

Drive innovation through technology-enabled curriculum, smart learning environments, and data-informed decision-making

#### *A Campus That Cares —and Celebrates*

Position MAHE Dubai as a student-centered campus where active engagement, vibrant campus life, and well-being come together

#### *Excellence That Endures, Impact That Resonates*

Promote academic leadership through a commitment to excellence in learning, research productivity, intellectual engagement, and global benchmarking.

## 5. Students' rights and responsibilities

### 5.1 Students' rights

Students at MAHE Dubai are entitled to rights to ensure a healthy balance in their academic growth. Students have the right to:

- Stay informed about their program and course requirements.
- Receive an individual assessment of their academic performance—including attitude, knowledge, and skills—by a professor in alignment with the course.
- Participate freely in discussions, research, and self-expression during classes, lab work, or any academic session.
- Receive quality education and academic guidance.
- Question information or personal perspectives presented and withhold judgment on matters of opinion.
- Expect protection from any inappropriate disclosure of their views or beliefs by a teacher, whether in teaching, advising, or counselling.
- Be safeguarded against bias or arbitrary grading through established evaluation procedures.
- Students have the right to express their opinions freely in the classroom
- While students have the right to express themselves in class, they are also responsible for engaging in their studies and meeting the academic performance standards set by faculty. Their behavior should contribute positively to the learning experience.
- Students have the right to timely access to their assigned advisor, accurate and relevant information for academic and career planning, and the freedom to make their own decisions.
- Students at MAHE Dubai who believe they have experienced discrimination or have been denied access to services have the right to file a grievance with the Student Services Department.
- Students have the right to appeal grades or marks they believe are unfair or unsatisfactory.

## 5.2 Students' Responsibilities

All students are expected to fulfill their responsibilities in accordance with the academic, behavioral, and institutional policies of MAHE Dubai. The following outlines key areas of student responsibility:

### *Policies & Guidelines*

Students are expected to comply with a set of institutional policies that support academic integrity, student wellbeing, campus safety, and fair conduct. These policies are part of the university's commitment to maintaining a respectful and supportive learning environment.

All students are responsible for reviewing and following the below policies throughout their time at MAHE Dubai.

1. Attendance Policy
2. Inclusion Policy
3. Refund Policy
4. Student Code of Conduct
5. Student Registration Policy
6. Student Wellbeing Policy
7. Students Grievance Redressal Policy
8. Environmental and Sustainability policy

You can access all the documents by scanning the QR code provided below.



### *Student Code of Conduct*

MAHE Dubai is committed to fostering a respectful, safe, and inclusive academic environment, where student conduct reflects the core values of integrity, responsibility, and mutual respect. The Student Code of Conduct sets forth the behavioral standards applicable to all students both on and off campus and serves as a guide to maintaining order, discipline, and a positive learning atmosphere. It outlines examples of acceptable and unacceptable behavior, distinguishes between minor and gross misconduct, and details the disciplinary procedures and penalties, including fines, suspension, or expulsion. The policy also ensures students' right to appeal decisions under defined circumstances.

For detailed information, students are encouraged to scan the QR code below to access the complete Student Code of Conduct.





### *Appropriate use of MAHE's facilities*

The quality of campus life is deeply influenced by how shared spaces and resources are treated. Responsible and respectful use of university facilities is essential to maintaining a safe, clean, and supportive environment for all. This includes avoiding any actions that damage, deface, or misuse property, systems, or equipment—whether intentional or careless.

Regulations such as no littering, restrictions on food in academic areas, and limits on audio device usage in classrooms are in place to support this standard. Any behavior that undermines the safety, hygiene, or functionality of the campus may lead to disciplinary consequences under university policy.

For detailed information, students are encouraged to scan the QR code below to access the complete Student Code of Conduct and Disciplinary Procedure.



### *Appropriate use of MAHE's electronic resources*

To ensure a secure, respectful, and responsible digital environment, MAHE Dubai has implemented a comprehensive Online Safety Measures Policy. The policy applies to all students and covers the appropriate use of university electronic resources, internet access, personal and institutional devices, and digital communication platforms. It outlines expectations around cybersecurity, responsible online behavior, data protection, and the use of mobile and smart technologies on campus. Students are expected to follow these guidelines to maintain academic integrity, safeguard personal and institutional data, and support a safe digital community.

For detailed information, students are encouraged to scan the QR code below to access the complete Online Safety Policy Procedure.



## *Guidelines for Student-Run Media*

MAHE Dubai encourages students to explore creative expression and digital engagement. At the same time, the University has a responsibility to protect its reputation, brand identity, and resources. These guidelines ensure that any student-run media aligns with the values of MAHE Dubai and reflects the standards of a globally recognized institution.

### 1. Approval Requirement

- MAHE Dubai does not currently operate student newsletters, newspapers, or other media outlets except for the official social media pages.
- If students wish to start a newsletter, blog, podcast, social media page, or similar initiative, it must be formally approved by the Marketing & Communications Department before launch.
- No initiative may use the University's name, logo, or branding without written authorization.

### 2. Use of Name, Logo, and Brand

- The MAHE Dubai name, logo, and trademarks are protected and may only be used in line with official Brand Guidelines.
- Any use must reflect professionalism and uphold the University's reputation.

### 3. Content Standards

- Content should be respectful, accurate, and inclusive, in keeping with the values of MAHE Dubai.
- Content that is offensive, defamatory, discriminatory, or misleading will not be permitted.
- Political, religious, or commercial content must not be presented under the University's name.

### 4. Use of University Resources

- University infrastructure (technology, studios, servers, software, or funding) may only be used for approved media initiatives.
- Unauthorized use of resources will be addressed as a breach of university guidelines.

### 5. Accountability

- Students are responsible for the content they publish under any approved initiative.
- All approved student-run media must carry the following disclaimer:

*"The views expressed are those of the students and do not necessarily represent the official views of MAHE Dubai."*

### 6. Non-Compliance

- Initiatives launched without approval, or those misusing University branding or resources, may be withdrawn.
- In serious cases, violations may be referred to under the Student Code of Conduct for appropriate action.

### 7. Contact Point

For guidance, approvals, and support related to student-run media, students must contact the Marketing & Communications Department at:

 [marketing@manipaldubai.com](mailto:marketing@manipaldubai.com)

### *Academic responsibilities. It is the student's responsibility to:*

- Seek clarification on course requirements if they are unclear.
- Maintain academic standards in their performance as defined by their specific programs and courses.
- Acquire and understand the material relevant to their program and courses.
- Adhere to academic expectations and standards of conduct.
- Providing false or deliberately misleading information is not allowed.
- All students must follow the rules and guidelines for using the library and other facilities.
- Students must switch off pagers and mobile phones before entering classrooms and submit them to security before exams.
- Writing or drawing on desks is strictly forbidden, and violations will lead to fines.
- Food and drinks are only permitted outside the classrooms or in the cafeteria.
- The students are advised to refer to their respective school's program regulations and course structure booklet for all school-specific details.

### *Students Grievance*

MAHE Dubai provides a clear and structured process for students to raise concerns related to both academic and non-academic matters. Grievances may include issues with academic evaluation, administrative services, or overall student experience. Students can submit grievances online via the Service Desk portal or directly through the Office of Student Affairs. All cases are handled with confidentiality and fairness, and students have the right to appeal if a resolution is not satisfactory.

For detailed information, students are encouraged to scan the QR code below to access the complete Student Grievance Redressal Policy.



### *Institutional & Legal Responsibilities*

- 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 MAHE 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.

## 6. MAHE Dubai Academic Overview

Like the Manipal campus in India, the Dubai campus offers a variety of disciplines to pursue their undergraduate and graduate studies. The various schools and programs are as below:

### 6.1 Schools and Programs

Programs	Program-Specific Accreditations
<b>School of Business- SoB</b>	
<b>Undergraduate Programs</b>	
1. Bachelor of Business Administration (Honours)	All India Council for Technical Education, India
2. Bachelor of Commerce (Honours) Professional	1. University Grants Commission, India 2. Association of Chartered Certified Accountants (ACCA)
<b>Post-Graduate Diploma Programs</b>	
1. Post Graduate Diploma in Business Administration	University Grants Commission, India
2. Post Graduate Diploma in Logistics and Supply Chain	University Grants Commission, India
<b>Post-Graduate &amp; PhD Programs</b>	
1. Master of Business Administration (International Business)	All India Council for Technical Education, India
2. Doctor of Philosophy in Business	University Grants Commission, India
<b>School of Design and Architecture- SoDA</b>	
<b>Undergraduate Programs</b>	
1. Bachelor of Architecture	1. Council of Architecture, India 2. Royal Institute of British Architects (RIBA)
2. Bachelor of Design (Interior Design)	All India Council for Technical Education, India
<b>Post Graduate Programs</b>	
1. Master of Design in Sustainable Design	All India Council for Technical Education, India
2. Master of Design in Interior Design	All India Council for Technical Education, India
<b>School of Engineering and Information Technology- SoEIT</b>	
<b>Undergraduate Programs:</b>	
1. Bachelor of Technology in Civil Engineering	All India Council for Technical Education, India
2. Bachelor of Technology (Honours) in Mechanical Engineering	1. All India Council for Technical Education, India 2. Institution of Engineering and Technology (IET)
3. Bachelor of Technology in Mechatronics Engineering	1. All India Council for Technical Education, India 2. Institution of Engineering and Technology (IET)
4. Bachelor of Technology (Honours) in Computer Science and Engineering	1. All India Council for Technical Education, India 2. Institution of Engineering and Technology (IET)
5. Bachelor of Science in Information Systems and Management	University Grants Commission, India
6. Bachelor of Technology in Electrical and Electronics Engineering	1. All India Council for Technical Education, India 2. Institution of Engineering and Technology (IET)
7. Bachelor of Technology in Data Science and Engineering	All India Council for Technical Education, India
8. Bachelor of Technology in Computer Science and Financial Technology	All India Council for Technical Education, India
<b>Post-Graduate Diploma Programs</b>	
1. Post Graduate Diploma in Cyber Security	University Grants Commission, India
2. Post Graduate Diploma in Data Science	University Grants Commission, India
<b>Post-Graduate &amp; PhD Programs</b>	

1. Master of Technology in Construction Engineering and Management	All India Council for Technical Education, India
2. Master of Science in Information Science	University Grants Commission, India
3. Master of Technology in Computer Science and Information Security	All India Council for Technical Education, India
4. Master of Technology in Energy Systems and Management	All India Council for Technical Education, India
5. Master of Technology in Engineering Management	All India Council for Technical Education, India
6. Master of Technology in Manufacturing Technology and Automation	All India Council for Technical Education, India
7. Master of Technology in Manufacturing Engineering— (TEACH OUT)	All India Council for Technical Education, India
8. Doctor of Philosophy in Engineering and Information Technology	University Grants Commission, India
<b>Manipal Institute of Liberal Arts- MILA</b>	
<b>Undergraduate Programs</b>	
1. Bachelor of Arts (Honours) in Media & Communication	University Grants Commission, India
2. Bachelor of Science in Animation	University Grants Commission, India
3. Bachelor of Arts in Film Studies and Television Production	University Grants Commission, India
4. Bachelor of Science (Honours) in Applied Psychology	University Grants Commission, India
5. Bachelor of Arts (Honours)	University Grants Commission, India
6. Bachelor of Arts (Humanities)— (TEACH OUT)	University Grants Commission, India
<b>Post Graduate Programs:</b>	
1. Master of Arts in Media & Communication	University Grants Commission, India
2. Master of Science in Applied Psychology	University Grants Commission, India
<b>School of Life Sciences- SoLS</b>	
<b>Undergraduate programs</b>	
1. Bachelor of Science (Honours) in Biotechnology	University Grants Commission, India
2. Bachelor of Science (Honours) in Food and Nutrition Science	University Grants Commission, India
<b>Post-Graduate &amp; PhD Programs</b>	
1. Master of Science in Molecular Biology and Human Genetics	University Grants Commission, India
2. Master of Science in Nutrition and Dietetics	University Grants Commission, India
3. Master of Science in Medical Biotechnology	University Grants Commission, India
4. Master of Science (Food Science and Safety)	University Grants Commission, India
5. Doctor of Philosophy in Biotechnology	University Grants Commission, India



## 6.2 Credit Hours

- MAHE Dubai 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.
- At MAHE Dubai, a credit hour is defined based on contact time as follows:

### Credit Hour Breakdown

Type of Teaching	Contact Hours per Credit
Theory (Lectures)	1 credit = 15 contact hours
Lab / Practical / Studio	1 credit = 30 contact hours

This structure ensures that lab/studio components receive double the in-class time per credit compared to theory. It aligns with MAHE Dubai's broader approach where credits reflect actual teaching contact, not just student effort.

## 6.3 Academic Calendar

- A semester is a duration as determined by the MAHE Dubai 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.

The full 2025-2026 Academic Calendar can be accessed by scanning the QR Code below:



## 7. Academic Support Services

MAHE Dubai offers academic support services to enhance the learning experience and help students succeed throughout their academic journey. These services are designed to provide guidance, resources, and assistance tailored to students' academic needs.

### 7.1 The library

The vision of our library is to support MAHE 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, 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 17,050 books, 23 Periodicals, access to over 2,000 audio-visual resources & more.

#### 7.1.1 Library Services & Facilities Offered

- Access to e-books, academic e-journals, databases, and online research tools through Brightspace account (Learning portal).
- Borrow textbooks, reference materials, fiction, and non-fiction books.
- Access to archives of the last 4 years' question papers of university end semester examinations through separate portal.
- 3 Mac PCs & 12 desktop PCs are dedicated to the user groups for accessing online databases & general browsing within library.
- 2 designated rooms available for group study and discussion purposes.
- Convenient charging points for laptops, phones, and tablets
- Photocopying and printing facility.
- Orientation and Library workshops are conducted to small groups / individual classes for effective use of library resources.

## 7.1.2 Library Collection

Resources	Size
Books	17,050
Periodicals	23
CDs / DVDs	2,000
Electronic Databases	4

## 7.1.3 E-Resources

### *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.

#### **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.

#### **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.

#### **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.

#### **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.

#### **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.

### *SCOPUS:*

When searching for insights, efficiency is a priority. Being able to search for 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.

### *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.

### *SPRINGER NATURE:*

Springer Nature is the publisher of the world's most influential journals and a pioneer in the field of open research. Across 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.

### *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).

## 7.1.4 Library 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	2 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 will 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.



### 7.1.5 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. MAHE Dubai 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 MAHE 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 MAHE 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.

### 7.1.6 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.

### 7.1.7 Student Id Card / Library Card

Students who are officially enrolled at MAHE 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.

### 7.1.8 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.

- 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 will 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 will 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.

### 7.1.9 Library Working Hours

Monday to Thursday	08:00AM – 07:30PM
Friday	08:00AM – 04:00PM
Saturday	Closed
Sunday	09:00AM – 01:00PM

## 7.2 Academic Advising & Counselling

Academic counselling at MAHE Dubai provides students with guidance and support to navigate their academic journey, overcome challenges, and achieve their goals through advising, mentoring, and counselling services.

Academic advising is integral to the MAHE Dubai, to assist in fostering student success through collaboration between students and advisors. Its mission is to guide students in developing educational plans aligned with their life goals while addressing academic concerns. Faculty members participate in advising and may refer students to the Counselling and Wellbeing Centre when needed.

Freshmen attend an academic orientation, followed by Registration and Advising Week. All programs have assigned Program Coordinators maintaining academic records. Students are encouraged to stay in close contact with their Program Coordinator throughout their studies for guidance on policies, course selection, and professional development. Ultimately, students are responsible for understanding and fulfilling their degree requirements.

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 MAHE.

## 8. On Campus- Services

On campus services are designed to enhance the overall student experience by promoting personal growth, well-being, career readiness, and other support services. Key areas include Student Affairs, which oversees student life activities, clubs, wellness, and counselling; Career Services and Employability, which provides career guidance, internship support, and job placement services; and Student Governance, which ensures student participation in institutional decision-making through structures such as the Student Council and committee representation.

### 8.1 Student Affairs

Student Affairs is committed to supporting students beyond the classroom by offering a wide range of student services and campus facilities. It serves as a central point for addressing student needs, fostering a positive campus environment, and promoting extracurricular, cultural, and social activities.

These services are designed to enhance academic experience, promote personal and professional growth, and ensure student well-being throughout their educational journey. From learning support systems and counselling to career guidance and recreational spaces, the university provides a holistic environment that fosters success, engagement, and a sense of community.

Support services are also available for Students of Determination, ensuring accessibility and inclusion across campus life. Along with personalized learning plans, classroom accommodations, and assistive resources, the campus is equipped with dedicated parking spaces, ramps, and accessible toilets to ensure ease of mobility. The SOD Support team works closely with faculty and parents to create a safe and supportive environment for every student.

The department works closely with faculty, administration, and student representatives to create a safe, inclusive, and vibrant campus experience. For additional information, you may refer to the Inclusion Policy of the Institution.

#### Student Services contact information:

The Head of Student Affairs looks after the welfare of students and is available in the office on the 1st Floor – A Block of the MAHE Dubai building on all working days between 8am and 4pm.

Ms. Shalini K Nair. Head - Student Affairs,  
Mob: +971 50 559 0492/ Tel No: (04) 4290734  
Email: [shalini.nair@manipaldubai.com](mailto:shalini.nair@manipaldubai.com)

Ms. Priyanka Dhole. Sr. Executive Administration–  
Office of Student Affairs Tel No: (04)  
04290744  
Email: [priyanka.dhole@manipaldubai.com](mailto:priyanka.dhole@manipaldubai.com)

Mr. Bipin Singh. Sports Officer – Office of Student  
Affairs  
Mob: 0506767162 / Tel No: (04) 4290858  
Email: [bipin.singh@manipaldubai.com](mailto:bipin.singh@manipaldubai.com)

Ms. Ayesha Naqvi. Executive Administration- Office  
of Student Affairs  
Mob: 0506836294/Tel No: (04)4290717  
Email: [ayesha.naqvi@manipaldubai.com](mailto:ayesha.naqvi@manipaldubai.com)

### 8.1.1 Personal counselling- Student Counselling and Well-being services

The Office of Student Affairs offers comprehensive counselling and support services to assist students in navigating both personal and academic challenges. Students are encouraged to schedule confidential one-on-one sessions with a personal counsellor or student support officer to discuss any concerns affecting their well-being or academic performance.

**Wellness Hub:** Confidential Counselling and Support offered by MIND WEAVERS, certified external Wellness Coach.

The Wellness Hub at MAHE Dubai offers confidential counselling and mental health support to students facing academic stress, personal challenges, or emotional difficulties. Professional counsellors provide individual sessions, group workshops, and wellness resources to promote mental well-being and resilience. Students can book appointments confidentially through the university's wellness email – [wellnesshubmahe@gmail.com](mailto:wellnesshubmahe@gmail.com) or scan the QR code shared with students via email for easy access.

These professionals are dedicated to helping students identify issues and providing guidance and resources to address them effectively.

Parents who wish to discuss matters concerning their children are advised to arrange a prior appointment with the Head of Student Affairs to ensure productive and respectful conversation. Additionally, any suggestions, grievances, or complaints submitted directly to the Office will be addressed promptly, with a commitment to timely and appropriate resolution.

### 8.1.2 Learning Support Systems

- **Interactive Learning Support** – On-campus interactive facilities and online learning resources for students.
- **Library Resources** – A well-stocked library with extensive physical and digital materials.
- **Student Portal** – A user-friendly platform for accessing course materials, e-learning resources, online requests, and fee payments.
- **Advanced IT Infrastructure** – Classrooms and labs are equipped with cutting-edge technology to enhance academic learning.
- **Innovation Lab** – A dedicated space to foster creativity and innovation.
- **Brightspace:** A portal that provides access to learning material and other resources for students. This portal is also used for submission of assignments, quizzes, and various forms of learning assessments.
- **Classrooms** – Fully furnished with comfortable seating, workspaces, wireless access, projectors, and computer workstations for interactive learning.
- **Computer Laboratories** – Multiple labs across campus, including dedicated labs, equipped with necessary software and desktop PCs for student use.
- **Laboratory Services** - Laboratories are equipped with instructions and manuals for the safe use of materials and resources in the various laboratories on the campus.

### 8.1.3 Recreational and Social facilities

- **Sports Facilities** – MAHE Dubai is excited to announce the launch of its Sports Tryouts and Club Activities for the academic year 2025–26. Students are encouraged to explore a wide range of individual, dual, and team sports based on their interests and skill levels.

These activities are designed not only to promote physical fitness and well-being, but also to foster essential life skills such as teamwork, discipline, sportsmanship, leadership, decision-making, and overall personality development.

Our campus boasts state-of-the-art facilities including:

- Outdoor and indoor sports courts
- A fully equipped fitness room (GYM)
- Dedicated spaces for indoor games.
- **Multipurpose Hall**- The Multipurpose Hall serves as a dynamic hub where students can explore sports, fitness, and cultural activities all under one roof. Along with space for indoor games, the complex features a modern gymnasium, a yoga and Zumba room, a lively dance studio, and a music room equipped with instruments for practice and performance. Whether working out, rehearsing a dance routine, or learning a new instrument, students find this space an ideal place to unwind, connect with peers, and nurture both their physical and creative growth.

### 8.1.4 Spiritual and Cultural Facilities

**Prayer Rooms** – Separate, well-designed prayer spaces for male and female students, located on the ground floor of Block A.

### 8.1.5 Food and Dining Services

- **Cafeteria** – The campus features in-house cafeterias offering a variety of cuisines in a diverse, social environment. These spaces serve as popular gathering spots for students between classes, with free wireless internet available.
- **Vending machines** – located throughout the campus for convenience.

### 8.1.6 Transport and Accessibility Services

- **Transport Facilities** - Campus bus services are available for students for regular commuting between the campus and their homes. This service is chargeable.
- **Parking Facilities** – Secure on-campus parking is available for a nominal semester fee on a first-come, first-served basis. Free street parking is also available around the university. For details, students can contact Physical Resources.

### 8.1.7 Health services

MAHE Dubai is committed to ensuring the health, safety, and overall well-being of its students and staff through a range of on-campus medical and wellness services.

- **Medical Clinic** – The clinic provides primary care services, first aid, during campus hours.
- **First Responders on Campus**

Trained first responders are strategically positioned across campus to address medical emergencies swiftly. These individuals are certified in basic life support (BLS) and first aid and are equipped to stabilize patients until professional medical help arrives. Emergency protocols are in place to ensure rapid coordination with local ambulance services when needed.

#### IN CASE OF EMERGENCIES - CONTACT

- Mr. Bipin - Sports Officer, Office of Student Affairs, 0528994541
- Mr. Khaleq - Senior Executive, Facilities, 0564168981
- If an Ambulance is required, please call 998.



### 8.1.8 Residential halls

The Residence Hall provides a safe, comfortable, and inclusive living environment that supports both academic focus and personal well-being. Facilities include furnished rooms, common lounges, dining and pantry areas, fitness and recreation spaces, laundry services, and accessible infrastructure such as ramps, dedicated parking, and restrooms.

Residence life encourages students to build community, respect diversity, and engage in cultural, recreational, and wellness activities.

Students residing in the Dubai campus Residence Hall of the MAHE Dubai will be governed by the residence rules and regulations, which are issued separately and must be strictly followed.

## 8.2 Student Governance

Student governance at MAHE Dubai empowers students to take an active role in campus life by participating in decision-making, leadership, and community-building activities. Through platforms like the Student Council and various student clubs, students develop leadership skills, represent their peers, and contribute to a vibrant and inclusive campus environment.

### 8.2.1 Student Council

The establishment of a student council plays an integral and important role in the student community. Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the university and the wider community. Students have a voice and a contribution to make to their university. It is important that they be given the opportunity to express their views on issues of concern to them in university. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the university.

#### *Student Council Structure*

At **MAHE Dubai**, the Student Council election process is designed to foster inclusive leadership and provide structured representation within the student body. Elections are held annually and aim to empower students through active participation in university governance.

#### *Election Process Overview*

##### 1. Announcement & Nominations

The election process begins with an official announcement inviting students to nominate themselves for various Student Council roles. Applicants submit their nomination along with a manifesto highlighting their goals and vision.

##### 2. Campaigning

Shortlisted candidates engage in a structured campaigning period, sharing their ideas and initiatives with the student body to gain support.

##### 3. Voting

Voting is conducted virtually to ensure ease of access for all students. Each student is allowed to vote once per position.

##### 4. Results Declaration

Following the vote count, the final list of elected members is announced through official channels such as student email, notice boards, and MAHE Dubai's social media (e.g., Instagram).



### *Student Council Composition & Key Roles*

The Student Council comprises various positions, including but not limited to:

- **President** – Leads the Student Council and represents the entire student body in official forums.
- **Vice President** – Second in command, assists the President and takes on key responsibilities in their absence.
- **General Secretary** – Coordinates communication and administration within the Council.
- **Student Outreach Executive** - Drives engagement and communication with the wider student body, ensuring inclusivity and responsiveness to student concerns.
- **Treasurer** – Manages budgets, sponsorship, and financial reporting.
- **Student Wellbeing Executive** - Serves as a liaison between students and university services to enhance overall wellbeing and student life.
- **Cultural Secretary** – Leads cultural activities and represents student clubs.
- **Sports Secretary** – Oversees university-level sports activities and teams.
- **Evening College Secretary** – Represents evening and weekend batch students, ensuring their concerns and participation are actively addressed.
- **Career Services Secretary** – Coordinates with the career services department to support placements, internships, and student career development initiatives.
- **International Student Secretary** – Addresses the needs of international students, promotes cross-cultural exchange, and coordinates global awareness events.
- **Hostel Secretary** – Oversees matters related to hostel life, student welfare, and residential engagement.

Additional positions such as School Representatives, Cultural Representatives, Deputy Sports Secretaries, Evening Sports Secretaries, and members of the International Student Board are also part of the Student Council. For further details on eligibility criteria, nomination procedures, or timelines, students can contact the **Office of Student Affairs**.



## 8.2.2 Student Clubs

MAHE Dubai is committed to cultivating a safe, inclusive, and supportive campus environment that empowers students to flourish both academically and personally.

A key part of this ecosystem is its vibrant student life, anchored by a wide variety of student clubs that encourage leadership, personal growth, and community engagement. These clubs span a range of interests and domains:

- **Technical & Professional Clubs:** Including the Google Developer Student Club (GDSC), Institute of Electrical and Electronics Engineers (IEEE), Society of Automotive Engineers (SAE), American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), and American Society of Civil Engineers (ASCE), these clubs provide students with opportunities to enhance technical expertise and build professional networks.
- **Cultural & Creative Clubs:** Covering music, dance, theater, literature, and film, these clubs foster artistic expression and promote cultural appreciation.
- **Public Speaking & Communication:** The MAHE-Dubai Toastmasters Club helps students develop public speaking and leadership skills in a supportive and constructive environment.
- **Social Impact & Sustainability:** Clubs such as the Eco Club encourage environmental consciousness and community service through various initiatives.
- **Sports & Wellness:** A range of sports clubs supports students' physical health while promoting teamwork and a competitive spirit.

Participating in student clubs at MAHE Dubai enhances the university experience by offering valuable opportunities for skill development, networking, and personal enrichment.

Students interested in joining a club or starting a new one are encouraged to contact the Student Affairs Officer.

To stay informed about upcoming club events and activities, follow the official MAHE Dubai Instagram account.

Refer to Student Council Manual for guidelines on Student Council and Student Clubs.



### MAHE Dubai Student Clubs

Our Student Clubs provide a forum for students to connect, collaborate and pursue their interests.

SN.	Student Clubs	About the Club	Faculty Mentors
1	Art Club	Explore your creativity through artwork, sharing tools, and learning various art techniques.	Dr. Shaji Panicker SODA
2	Dance Club	Express yourself through dance, improve your skills, and perform at events in a supportive space.	Prof. Ritu Singh SOB
3	Drama Club	Act, direct, or work backstage while exploring theatre and putting on creative performances.	Dr. Neha Gupta SOB
4	Fashion Club	Design unique outfits, plan fashion shows, and experiment with all things fashion.	Dr. Rajani Ramdas SOB
5	Music Club	Grow your vocal or instrumental talent, collaborate with fellow musicians, and perform at events.	Dr. Reema Shetty SOLS
6	Photography Club	Capture moments, refine your photography skills, and join collaborative photo projects.	Prof. Rohan Da Costa MILA
7	Literary Club	Write, read, and discuss creative works in a space for poets, storytellers, and thinkers.	Dr. Sameena Iqbal MILA
8	Orators Club	Sharpen your public speaking and debating skills through practice and competitions.	Dr. Zakya Ansari MILA
9	Toastmasters Club	Learn Public Speaking and Leadership Skills through the official format of Toastmasters.	Dr. Chythanya Krishnan SOEIT
10	Entrepreneurship Club	Explore business ideas, develop startups, and learn from peers in a collaborative setting.	Dr. Chythanya Krishnan SOEIT
11	Google Developer Student Club (GDSC)	This club provides a space to explore cutting-edge Google platforms. Collaborate on projects related to Google technologies and tools.	Dr. Pamba Rajavarma SOEIT
12	Manipal Environment & Conservation Society (MECS)	Take responsibility for your ecological footprint at university campus and empower the community to make positive environmental impacts and advocate a sustainable future.	Dr. Bhakti Amit More SODA
13	Community Outreach & Student Wellbeing Club (COSW)	Indulge in Community Service and work towards Student Wellbeing through various initiatives and events.	Dr. Sowmya Rao SOLS
14	Social Media Club	This club is a space for those with an interest in content creation and digital communication, and most importantly, have a deep desire to document the story of student life at MAHE Dubai.	Prof. Amal Shiyas MILA

#### HOW TO JOIN A MAHE DUBAI STUDENT CLUB?

**STEP 1:** Scan the QR code and fill out the registration form.

**STEP 2:** Get added to your chosen club's official WhatsApp group.

**STEP 3:** Stay in the loop! Receive updates on all events, activities, and exclusive club meetings.

**STEP 4:** Participate, connect, and make the most of your club experience!

Scan to register OR visit  
<https://forms.office.com/r/W7j01W1eP3>



For further information, please contact:  
**Ms. Priyanka Dhole**  
**Sr. Executive - Administration,**  
**Office of Student Affairs**  
 Office no: +971 4 429 0744  
 Email: [Priyanka.dhole@manipaldubai.com](mailto:Priyanka.dhole@manipaldubai.com)

## 8.3 Career Services and Employability

Student governance at MAHE Dubai empowers students to take an active role in campus life by participating in decision-making, leadership, and community-building activities. Through platforms like the Student Council and various student clubs, students develop leadership skills, represent their peers, and contribute to a vibrant and inclusive campus environment.

### 8.3.1 Career counselling

MAHE Dubai offers a comprehensive internship program designed to bridge the gap between academic learning and real-world industry experience. The university's Career Services Department plays a pivotal role in facilitating these opportunities, ensuring students are well-prepared for their professional journeys.

Key Features of MAHE Dubai's Internship Program:

- **Dedicated Career Services Department**

Provides personalized guidance, Curriculum Vitae (CV)-building workshops, interview preparation, and connects students with a vast network of over 500 corporate partners.

- **Career Fairs and Expos**

MAHE Dubai organizes events like the Career Expo, where students can interact with top companies, explore internships and job opportunities, and gain insights into various industries.

- **Industry Collaborations**

The university collaborates with leading organizations to offer internships across diverse fields, including business, engineering, media, architecture, psychology, humanities, design, biotechnology, food science ensuring students gain hands-on experience relevant to their studies.

- **Global Exposure**

With a diverse student body from over 50 countries, MAHE Dubai emphasizes global perspectives, preparing students to work in international environments.

For more detailed information or to explore current internship opportunities, students are encouraged to visit the Career Services Department.

### 8.3.2 Career placement service

To Register for internships or placements through the Student Lifecycle Management (SLCM) portal at MAHE Dubai, follow these steps:

#### **Step 1: Access the SLCM Portal**

**Web Portal:** Visit the SLCM portal and log in using your student credentials.

**Mobile App:** Alternatively, you can download the MAHE DUBAI-SLCM app: Android (Google Play) iOS (App Store)

#### **Step 2: Navigate to Placement tab**

After logging, locate the Placement tab within the portal on the top or in app as part of the hamburger icon.

#### **Step 3: Filling the short survey form:**

After clicking the placement tab, you need to fill in a short survey and there will be a provision to upload your CV after you complete the survey.

#### **Step 4: Apply for Opportunities**

Once the CV is uploaded, you can see the section which has provision to check the past and current vacant positions. Browse through the listed internships or placement opportunities. Click on the desired opportunity to view details.

Use the Apply button to submit your application. Ensure that your profile is updated with relevant information, as this will be shared with potential employers.

#### **Step 5: Await Confirmation**

After applying, monitor your registered email and the SLCM portal for updates regarding your application status.

The Career Services Department may contact you for further steps, such as interviews or additional documentation.

## *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.

### **School of Business**

Business Administration students intern with companies in different industries like Banking, Insurance, Trading, Marketing, Retailing etc. It is mandatory for all students to undergo an internship. BBA and BCom students must complete a mandatory internship after their fourth semester for a minimum period of four 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.

### **School of Engineering & Information Technology**

Engineering & Information Technology (IT) students intern with Engineering companies, Software consultancy firms, Networking firms & other Multinational organizations. 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 BSc ISM will take an internship program as an Industry attachment program (IAP) as per the curriculum. All students of the fifth semester are required to take a full-time three-month internship in the organization of Information Technology or similar.

### **School of Life Science**

Life Science students specializing in Biotechnology or Food/Nutrition Science intern with healthcare set-ups, food and nutrition industry, pharmaceutical companies, quality control labs, food/water testing labs and research labs. However, internships for UG/PG students are not mandatory as per the curriculum regulations. A final year student is flexible to 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 Dubai Health Authority's (DHA) application process in consultation with the faculty supervisor. The duration of the internship shall be 14 weeks between February and May in an academic year.

### **School of Design & Architecture**

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. It is mandatory for BArch Program students to undergo practical training in Architectural Consultancy for 6 months

during the ninth semester of BArch Program. Kindly refer to program regulations and manuals with reference to practical training.

The MDes (Sustainable Design) Program students have a mandatory internship between summer break of second and third semester which is industry internship final project (Design) and research internship for thesis (Research). Interior Design 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. It is mandatory for BDes (Interior Design) Program students to undergo an internship in an Interior Design Consultancy. Students opting for BA Interior Design will complete the internship during the sixth semester and students pursuing BDes Interior Design will complete the internship during the eighth semester of the Program. The students should complete the study report as per the Internship Manual provided by the school. The students of MDes (Interior Design) will have an internship during the third semester of the Program.

***MILA Students Note:***

Liberal Arts students intern with Media Houses, Production Companies, Design and Animation Studios, Non-Governmental Organizations (NGO), Schools, Clinics, Research Centres, Marketing Agencies, and Corporate Firms, taking up roles in communication, design, research, teaching, consulting, social services, content creation, or counselling.

All students of the BA / BA (Hons.) program have the option of pursuing an internship of at least 8 weeks in lieu of completing an Extra-Disciplinary Course in semester five. This can be completed in the summer before the start of the semester. Students of the BA / BA (Hons.) program who major in Filmmaking and Mass Communication additionally have the option of pursuing a second internship instead of a capstone project in semester six.

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.

BSc Applied Psychology students have the option of pursuing an internship of 2 weeks duration as part of the Experiential Learning Project in the sixth semester. 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.

**Note:** 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 faculty Placement Coordinator.



## 8.4 Student Support Services

### 8.4.1 Student Identification Card

All registered students at MAHE Dubai are issued a student identity card, which serves as their official university identification.

**Issuance Procedure:**

- The card is issued from the library once the student registration number has been generated by the Deputy Registrar's Office.
- Students will be notified when their card is ready for collection.

**Guidelines for Use:**

- Students must always carry the ID Card while on campus.
- The card must be presented during internal tests and end-semester examinations as proof of identity.

**The card may also be required for:**

- Access to library and academic resources
- Entry to certain facilities
- Transactions at select on-campus payment points

**Loss and Re-Issuance:**

In the event of loss or damage:

- A replacement fee of AED 50 must be paid at the Finance Counter.
- The payment receipt should be presented to the Library In-Charge, who will facilitate the re-issuance of the ID Card.

### 8.4.2 Visa & Government Affairs Department

All students must have a valid residence visa to study at MAHE Dubai. 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:

1. 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.
2. During study
  - Renewal of residence visa under MAHE Dubai sponsorship
  - Issuance of Bonafide letter for parent-sponsored residence visa renewal.
3. Upon course completion
  - Application for student visa cancellation sponsored by MAHE Dubai
    - ❖ In-Country Visa Cancellation
    - ❖ Out-Country Visa Cancellation
  - Note: It is mandatory to cancel the student visa upon completion of the programme or when leaving the UAE permanently.

### *Guidelines for students on MAHE Dubai, DDA Sponsorship*

1. 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.
2. Students may be required to submit their Passport & Emirates ID to the institution if required by any competent authority.
3. 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.
4. Students must maintain the following mandatory documents in their possession and ensure their validity and safekeeping:
  - Passport
  - Visa
  - Emirates ID
5. 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.
6. UAE residents will be blocked by the Immigration system if they remain outside the country for a stretch of 180 days or more and will not be allowed to re-enter the UAE.
7. Students must cancel their visa irrespective of the visa validity after completion of the program or before permanently leaving the UAE.
8. Students are required to start the visa cancellation process immediately after the final exams.
9. MAHE Dubai, DDA only facilitates 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.
10. The entire Caution Deposit of a student will be forfeited under the following circumstances:
  - Student fails to renew the visa before its expiry date.
  - Students remain absent from the institution without proper approvals for more than 14 days.
  - Students are convicted by any UAE Court / Police for a criminal offence.
  - Students 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.
11. 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 a copy of the new residence visa.
12. 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.
13. Any visa related application fees must be paid in advance to initiate the process.
14. 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 enter 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 students' 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 their studies. It is advised that they contact the Visa & Government Affairs Department at least 1 month before the expiry of their visa to ensure all paperwork is processed on time and Any penalties imposed by the authorities due to delays or non-compliance shall 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 obliged 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:

E-mail: [studentvisa@manipaldubai.com](mailto:studentvisa@manipaldubai.com)

Direct Landline Number: 971 4 429 0710

Mobile Number: +971 50 554 0109

The following QR code serves the visa details:



### **8.4.3 Internet Services**

Students at MAHE Dubai can access the internet through university computer labs and via their personal devices connected to the campus network. All internet usage is governed by the laws of the United Arab Emirates and the university's IT policies, including content monitoring and filtering. Any attempt to bypass or disable internet security protocols or access restrictions implemented by the university or mandated by UAE authorities constitutes a violation of institutional policy. Refer to the Online Safety Measures Policy for guidelines on responsible use of electronic resources. Scan the QR code in the Student Responsibilities section or visit the institution's website.

## 8.4.4 Lost and Found policy

### *Reporting a lost item:*

A ticket must be submitted via the Service Desk. The report should include:

- A description of the lost item
- The location where it was last seen
- The approximate date and time it was lost

Campus Security will review the information against the lost property log and provide an update if the item is located.

### *Collection point:*

Lost items can be collected from A-Block, Ground Floor Reception upon presentation of your ticket ID or student ID card, once you have received confirmation.

If you find an item, please hand it in to Reception or Security (available 09:00 am–17:00pm).

Do not:

- Keep found items
- Post about them on social media
- Access the contents of wallets, phones, laptops, or other personal devices

Failure to follow these guidelines may result in disciplinary action.

## 8.4.5 General Student Support

**Helpdesk:** Students can seek assistance for services related to transportation, IT, finance grievances, exam-related queries, queries and grievances and NOL card services. A link to access services of the Helpdesk is also shared with students. (<https://servicedesk.manipaldubai.com>).

## 9. Financial Aid & Scholarships

MAHE Dubai provides financial support to help students manage the cost of their education. A range of scholarships and discounts are available based on specific eligibility criteria.

### Available Scholarships and Discounts

1. Sibling Discount
2. Special Discount
3. Merit Scholarship -PG
4. Merit Scholarship -UG
5. Additional Discount
6. Installment Discount
7. Sports Scholarship
8. Geo Special Fee Discount
9. Alumni Discount
10. Employee Discount
11. Higher Education scholarship
12. PhD Scholarship
13. Registration Fee Waiver
14. Medical Insurance (MI) Complimentary

Scan the QR code below for full details and application guidelines.



## 10. Academic Policies

Academic policies at MAHE Dubai provide the foundational guidelines that govern academic operations and student responsibilities. These policies ensure clarity, transparency, consistency, and accountability in the administration of academic processes throughout the student lifecycle.

### 10.1 Student Admissions, Enrollment, & Academic Administration

#### 10.1.1 Admission Modalities

Program	Board / Eligibility		
	Indian/NIOS/Pakistani Boards	A & AS Level	IB Curriculum
BSc Biotechnology	<ul style="list-style-type: none"> <li>-Completed Grade 12 from a recognized board.</li> <li>- Minimum 55% aggregate in Biology, Chemistry, and one optional subject from: Physics / Biotechnology/ Mathematics / other Life Sciences.</li> <li>-English must be included.</li> </ul>	<ul style="list-style-type: none"> <li>- Subjects at A Level: Biology, Chemistry, and one from Physics / Biotechnology / Math / other Life Sciences.</li> <li>- Minimum average grade “C” in core subjects.</li> <li>- English at AS Level OR 5 passes in IGCSE / GCSE / O Levels including English.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 24 points overall.</li> <li>- Average of 4 points in Biology, Chemistry, English, and Physics / Biotechnology / Math / Life Sciences.</li> <li>- At least 3 points per subject.</li> <li>- Must have 3 HL and 3 SL subjects.</li> <li>- At least 2 sciences at HL.</li> <li>- English and third science at HL or SL.</li> </ul>
BSc Food & Nutrition Science	<ul style="list-style-type: none"> <li>- Completed Grade 12 with minimum 50% aggregate in Physics, Chemistry, and Biology or Mathematics.</li> <li>- Commerce with Home Science is also accepted.</li> <li>- English is compulsory.</li> </ul>	<ul style="list-style-type: none"> <li>- A Levels in Physics, Chemistry, English, and Biology / Home Science / Math / other Life Sciences subject.</li> <li>- Minimum average grade “C” in Physics, Chemistry, and an optional subject.</li> <li>- English at AS Level OR 5 IGCSE / GCSE / O Level passes including English.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 24 points overall.</li> <li>- Average of 4 points in Physics, Chemistry, English, and Biology / Home Science / Math / Life Sciences.</li> <li>- Minimum 3 points per subject.</li> <li>- At least 3 HL and 3 SL subjects, including 2 sciences at HL.</li> </ul>
BTech - Day	<ul style="list-style-type: none"> <li>- Completed Grade 12 or equivalent.</li> <li>- Physics, Mathematics, and English as compulsory subjects.</li> <li>- One optional from Chemistry / Biotechnology /</li> </ul>	<ul style="list-style-type: none"> <li>- A Levels in Physics, Mathematics, and Chemistry / Biology / Biotechnology / Computer Science / other technical subject.</li> <li>- Minimum average grade “D” in core subjects.</li> </ul>	<ul style="list-style-type: none"> <li>- Minimum 24 points overall.</li> <li>- Average of 4 points in Physics, Mathematics, and optional technical subject.</li> <li>- Physics and Mathematics must be at HL.</li> </ul>



BTech Evening (Lateral Entry)	<p>Biology / Technical Vocational subject.</p> <p>- Minimum 45% marks in Physics, Mathematics, and one optional subject.</p>	<p>- English at AS Level OR 5 IGCSE / GCSE / O Level passes including English.</p>	<p>- At least 3 HL and 3 SL subjects.</p> <p>- Minimum 3 points per subject.</p>
	<p>- Diploma in Engineering or BSc with Mathematics and minimum 45% aggregate – eligible for 2nd year admission.</p> <p>OR</p> <p>- 3-year Diploma in a relevant engineering stream with minimum 45% aggregate.</p>	<p>- A Levels in Physics, Mathematics, and one from Chemistry / Biology / Biotechnology / Computer Science / another technical vocational subject.</p> <p>- Minimum average grade “D” in Chemistry, Biology, and optional subjects.</p> <p>- English at AS Level, OR minimum 5 passes in IGCSE / GCSE / O Levels including English.</p>	<p>- Minimum 24 points overall.</p> <p>- Average of 4 points in Physics, Mathematics, and one optional from Chemistry / Biology / Biotechnology / Computer Science / other technical subjects.</p> <p>- Physics and Mathematics must be at HL.</p> <p>- At least 3 subjects at HL and 3 at SL.</p>
BSc Information Systems & Management	<p>- Pass in 10+2 or equivalent from a recognized board with minimum 45% marks.</p>	<p>- Minimum 2 A Level subjects.</p> <p>- Minimum average grade “D” required.</p> <p>- 5 IGCSE / GCSE passes including English.</p>	<p>- IB Diploma or Certificate.</p> <p>- 3 HL and 3 SL subjects.</p> <p>- Minimum 24 points overall.</p> <p>- At least 3 points in each subject.</p>
BCom (Professional)	<p>- Pass in 10+2 or equivalent from a recognized board with minimum 50% marks.</p>	<p>- Minimum 2 A Level subjects.</p> <p>- Minimum average grade “D” required.</p> <p>- 5 IGCSE / GCSE passes including English.</p>	<p>- IB Diploma or Certificate.</p> <p>- 3 HL and 3 SL subjects.</p> <p>- Minimum 24 points overall.</p> <p>- At least 3 points in each subject.</p>
BBA			
BArch	<p>- Pass in 10+2 with Physics and Mathematics as compulsory subjects.</p> <p>- One optional from: Chemistry, Biology, Technical Vocational, Computer Science, IT, Informatics Practices, Engineering Graphics, or Business Studies.</p> <p>- Minimum 45% aggregate. OR 3-year Diploma with Mathematics as a compulsory subject from a recognized board with minimum 45% aggregate.</p>	<p>- A Levels in Physics and Mathematics (compulsory).</p> <p>- One optional from: Chemistry, Biology, Technical Vocational, Computer Science, IT, Informatics Practices, Engineering Graphics, or Business Studies.</p> <p>- Minimum average grade “D” in Physics, Math, and optional subjects.</p> <p>- Must qualify for NATA or JEE Main Paper II.</p>	<p>- IB Diploma or Certificate with Physics and Mathematics as compulsory subjects.</p> <p>- One optional from: Chemistry, Biology, Technical Vocational, Computer Science, IT, Informatics Practices, Engineering Graphics, or Business Studies.</p> <p>- Minimum 24 points overall, 3 points per subject.</p> <p>- 3 HL and 3 SL subjects, including 2 sciences at HL.</p>

	- Must qualify for an aptitude test in architecture (NATA or JEE Main Paper II).	- English at AS Level OR 5 IGCSE / GCSE O Level passes including English.	- Must qualify for NATA or JEE Main Paper II.
	<p>Note: All Candidates must qualify for an aptitude test in architecture conducted by NTA (ie JEE Main Paper II) or by COA (National Aptitude Test in Architecture (NATA) conducted by Council of Architecture (COA) Aggregate: Aggregate is the total marks of all subjects considered by the Board/ University for computing the result.</p>		
B Des (Interior Design)	<p>- Pass in 10+2 or equivalent from a recognized board/university <b>OR</b> 3-year Diploma from a State Board of Technical Education (India) or equivalent.</p> <p>- Minimum <b>45% aggregate marks</b>.</p>	<p>- Minimum <b>3 A Level subjects</b>.</p> <p>- Minimum <b>average grade “D”</b> in qualifying subjects.</p> <p>- <b>5 IGCSE / GCSE passes including English</b>.</p>	<p>- IB Diploma or Certificate.</p> <p>- <b>3 HL and 3 SL subjects</b>.</p> <p>- <b>Minimum 24 points overall</b>.</p> <p>- Minimum <b>3 points per subject</b>.</p>
BA - English, Psychology, Sociology, Filmmaking, Mass Communication	- Pass in 10+2 or equivalent from a recognized board with <b>minimum 55% marks</b> .	<p>- Minimum <b>2 A Level subjects</b>.</p> <p>- Minimum <b>average grade “D”</b> required.</p> <p>- <b>5 passes in IGCSE / GCSE including English</b>.</p>	<p>- IB Diploma or Certificate.</p> <p>- <b>3 HL and 3 SL subjects</b>.</p> <p>- <b>Minimum 24 points overall</b>.</p> <p>- Minimum <b>3 points in each subject</b>.</p>
BSc Applied Psychology	- Pass in 10+2 or equivalent from a recognized board with <b>minimum 50% marks</b> .		
BA Media & Communication	- Pass in 10+2 or equivalent from a recognized board with <b>minimum 45% marks</b> .		
BSc Animation			
MAHE Dubai Foundation Program & Certificate Programs	- Passed all subjects but with <b>less than 45% overall marks</b> .	- If less than <b>E Grade</b> , or <b>fewer than 4 subjects</b> passed.	- Less than <b>24 points</b> overall.
	O level students: to be eligible should have passed a minimum of 5 subjects		

In addition to the above admission modalities 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.

### 10.1.2 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.sbcm.manipaldubai.com](http://www.sbcm.manipaldubai.com)).
- If a student fails to complete the registration process, he/she will not be able to attend the classes.

### 10.1.3 Re-Registration

Students will be granted re-registration if they fall under the following categories:

- Students avail themselves of academic break.
- The name of the student has been struck off from the rolls due to non-payment of semester fee as per fee payment rules.
- The name of the student has been struck off due to continuous absences as per attendance policy.
- The student has been rusticated for a semester/year.

### 10.1.4 Transfer from other Universities

#### *Application Guidelines*

Students must apply for Recognition of Prior Learning (RPL) at the time of submitting their admission application to MAHE Dubai. Supporting documentation must substantiate prior knowledge, skills, and competencies.

#### *Checklist of Documents*

- 10th Grade (or equivalent) certificate
- 12th Grade (or equivalent) certificate
- Official transcripts/grade sheets (undergraduate/postgraduate), signed and sealed
- Detailed syllabus or course description including credit hours and learning outcomes
- UAE Ministry of Education equivalency certificate (for unaccredited institutions or qualifications from outside the UAE)
- Portfolio or project reports, if applicable
- Any other documents that demonstrate relevant learning, skills, or professional achievements

#### *Evaluation and Approval Process*

- The Admissions Department forwards the complete RPL application to the Deputy Registrar along with the program details.
- The Deputy Registrar routes the documents to the respective Dean, Chairperson, or Deputy Chairperson.
- A review committee is appointed by the academic lead to assess the documentation.
- The committee evaluates the application and submits its recommendation within five working days.
- A credit transfer equivalency statement and minutes of the review committee are submitted to the Deputy Registrar and Head of Admissions.
- In instances where a credit transfer application is not accepted, the Chair or Deputy Chair shall refer the matter to the Academic President for deliberation and final decision on the admission.
- The Admissions Department communicates the final decision to the applicant.

### *Evaluation Criteria*

- Credit is granted if the student demonstrates achievement of at least 80% of the learning outcomes and assessment criteria of the corresponding MAHE Dubai course.
- Minimum acceptable grade for credit consideration is a “C” for undergraduate and “B” for postgraduate courses.
- Only 100, 200, or 300 level courses in undergraduate programs are eligible for RPL.

### *Credit Transfer Limits*

- Undergraduate programs: Up to 50% of the curriculum may be completed through RPL.
- Postgraduate programs: Up to 25% of the curriculum may be completed through RPL.
- Ph.D. programs: RPL is not applicable.
- The remaining credits must be earned through formal education at MAHE Dubai.

### *Credit Grading*

- Courses recognized through the Recognition of Prior Learning (RPL) process shall be awarded a grade of "Transfer Credit." These credits will not be factored into the calculation of the Cumulative Grade Point Average (CGPA).
- Courses approved through RPL from the MAHE Parent Campus will be accepted for up to 100% of the academic curriculum, and such credits shall be reflected in both the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) calculations.
- Courses at Levels 4 and 5, deemed equivalent through formal articulation agreements or regulatory frameworks endorsed by the MAHE Parent Campus and approved by the All-India Council for Technical Education (AICTE), shall be eligible for credit transfer into Level 100 and 200 courses within the B. Tech programs. Such transfers shall be permitted up to a maximum of 40 academic credits.

## **10.1.5 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 schools.
- 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.

### 10.1.6 Withdrawal

The student who wants to withdraw from the course will initiate the discussion with the respective Program Coordinator and the Program Coordinator will try to understand the reason for withdrawal and discuss it with the Chairperson of the School, and counsel the student and provide various options based on the reason for the withdrawal → If the student still wishes to withdraw, the student is then referred to the Admissions department if in first semester or Student Affairs Department if in higher semesters for additional meetings to offer various options → Following the sessions, if the student still wishes to withdraw, the student is referred to the Office of the Academic President for a final meeting to offer possible solutions for retention → Following this final meeting, if the student is still interested in withdrawal, then the Withdrawal Form is distributed to the student from the Office of Academic President.

The student will furnish all the details as required – such as personal details, reasons for withdrawal from program (Part I of Withdrawal Form) and obtains clearances from the following departments.

- Clearance from the Chairperson and the Program Coordinator (Part III & IV of Withdrawal Form)
- Clearance from Admissions Department (Only applicable for Students doing their first Term/Semester of Study) - (Part V of Withdrawal Form)
- Clearance from Library (Part VI of Withdrawal Form)
- Clearance from Visa Administration (Part VII of Withdrawal Form)
- Clearance from Transport (Part VIII of Withdrawal Form)
- Clearance from Facilities / Parking (Part IX of Withdrawal Form)
- Clearance from IT Department (Part X of Withdrawal Form)
- Clearance from Student Services Department (Part XI of Withdrawal Form)
- Clearance from Finance & Accounts Department (Part XII of Withdrawal Form)

The student will submit the completed withdrawal application form to the Academic President's Office ensuring all the clearance has been obtained and duly signed off by the respective departments.

The University would be in touch with the student on the email provided in the form for any clarification that may be needed by posting the submission of the completed withdrawal form to the Academic President's office.

In case of any dues to be settled, the accounts team would share the computations with the student, and he/she would be required to make the necessary payment. Fee Calculation is done by the Accounts department based on the refund policy.

The completed withdrawal form duly signed by the Academic President will be shared with the Finance Department via email.

From the Academic President's Office, an intimation will be sent to all the relevant departments as notification.

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

### 10.1.7 Academic Break

The academic break can be taken for a period of **one year** only. If a student does not report back after one year from the start date of officially being granted the academic break. The Academic President's office will take final decision on re-admitting the student. **Steps for Academic Break:**

**Step1:** Student to meet and email the Program Coordinator and Chairperson clearly stating the request for the academic break.

**Step 2:** Clearance to be sought from the Program Coordinator and Chairperson. (Here academic prerequisites, besides other academic governing rules to be checked to determine if student can avail of academic break.)

**Step 3:** The school to forward the request from the student and the clearance from the School to the Academic President's (AP) Office.

**Step 3:** Clearance is sought by the Academic President's (AP) Office from the Accounts Department to check if all financial prerequisites have been met, including outstanding fees to be paid by the student. Once the conditions have been met, the accounts department notifies the Academic President's Office.

**Step 4:** Clearance is sought from Visa Administration (for all visa formalities, including cancellation of visa). Once formalities have been met, the visa department notifies the Academic President's Office.

**Step 5:** The Academic President's Office finally approves the Academic Break.

### 10.1.8 Grade Sheets and Degree Issuance

- Grade sheets are printed and distributed to students every semester post result declaration. Students with supplementary appearance will be issued grade sheet only once they clear their subject.
- Degree processing fee will be charged on every student AED 850 (Subject to Change). Degree is printed at Home Campus – MAHE, Manipal, India. The annual convocation will be hosted by MAHE Dubai.

## 10.2 Academic progress

Academic progress at MAHE Dubai is guided by clear policies to ensure students maintain satisfactory performance throughout their academic journey. This includes regulations on the duration of study, evaluation methods, performance standards, and progression criteria. The institution sets expectations to support students in achieving their academic goals while maintaining academic integrity and consistency.

### 10.2.1 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 regulations. Please refer to program regulations for both undergraduate and postgraduate programs tenure.

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

Special permission from the Academic President of MAHE Dubai is required for any exception to the above.

## 10.2.2 Examination and Evaluation

Internal Assessment marks shall be out of 50/60 Marks (refer to your degree program specific regulation as this may vary).

Faculty will announce the weightage for each component based on the requirement of the course. Any of the components can be excluded based on weightage given to other components.

The internal assessment and attendance details are available to all students via the Student Life Cycle Management (SLCM) portal. In case of any discrepancies, students are advised to contact the respective subject faculty and/or the program coordinator or director for clarification and support.

No corrections of the internal assessment marks shall be entertained once the marks are frozen by the Deputy Registrar Office before the start of the end semester/trimester exams.

## 10.2.3 Attendance Policy

At MAHE Dubai, maintaining a minimum of 75% attendance in each course is mandatory for students to be eligible to appear for semester-end examinations. Falling below this threshold can result in being detained in the respective subject, requiring the student to re-register for the course in a subsequent semester.

**Minimum Requirement:** Students must maintain at least 75% attendance on each course.

**Medical Exemptions:** In cases of medical emergencies or other valid reasons, students can submit a medical certificate or relevant documentation for consideration. Approval of such exemptions is at the discretion of the academic administration.

**Consequences of Shortfall:** Students with attendance below 75% may be detained in the subject, necessitating re-registration and completion of the course in the future semester.

### *Academic Enhancement Process:*

Students who are detained due to low attendance or academic performance are encouraged to engage in the Academic Enhancement Program. This program provides additional support, including remedial classes, mentoring, and academic counselling, to help students improve their performance and successfully complete their courses.

### **Steps to Address Attendance Shortfall:**

**Consultation:** Meet with your program coordinator/mentor/associate head/chairperson or the course instructor to discuss the attendance shortfall and understand the implications.

**Documentation:** If applicable, submit valid documentation (e.g., medical certificates) to justify absences.

**Re-registration:** If detained, follow the re-registration process for the affected course in the subsequent semester.

**Academic Support:** Participate in the Academic Enhancement Program to receive the necessary support for course completion.

It is crucial for students to monitor their attendance regularly and seek support proactively to ensure academic success at MAHE Dubai. Log in to SLCM portal to verify your attendance percentage for the courses registered.



## 10.2.4 Performance Requirements

- A student shall obtain a minimum of 'E' grade in all the course, including the Internship.
- A student shall accumulate a minimum credit (refer to your degree program specific program regulation for the number of credits) at the end of first year and (n number) of credits at the end of second year to be eligible for promotion to the second, third fourth and fifth year respectively. Any exceptions to this will be at the discretion of the Chairperson and Academic President.
- A student shall secure minimum CGPA of 5.0 out of 10 for graduation at the end of the first/second/third/fourth/fifth year as per the tenure of the UG or PG degree program enrolled.
- Students successfully completing the 6<sup>th</sup> semester (Specific to the three-year UG degree programs with Honours option) and who have obtained a CGPA of 7.5/8/8.5 CGPA (please refer to the Program Coordinator / Director for program regulation specific CGPA requirement) will be eligible to opt for the Honours year option.
- The university reserves the right to amend these regulations from time to time to meet the changing needs and requirements of the course/program as per the home campus or industry advisory boards to cater to employability/regionalization requirements for graduates.
- The Letter Grading System will be adopted to evaluate the performance of the students. The evaluation is done based on Internal Assessment and end semester/trimester examinations with 50:50 (60:40 or 70:30 or specific to the program) weightage.
- The student must secure at least 35% / 40% / 50% (refer to Program Coordinator/Director for program regulation specific percentage) of the marks in the end semester examination.
- The student must also secure at least 35%/40%/50% (refer to Program Coordinator / Director for program regulation specific percentage) of the total marks when considering both the internal/continuous assessment and the end-semester examination combined.
- The End-Semester evaluation shall be out of 50/100 Marks (as specified in program regulation) in each course excluding lab-based courses, Massive Open Online Course (MOOC), and semester abroad.

**Variable letter grading system is followed in the evaluation:**

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

- The Grade Point Average (GPA) is the weighted average of grade points earned by a student. The weighted average of GPAs of all semesters is the Cumulative Grade Point Average [CGPA].

### An example:

Generally,

$$\text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where:

n = No. of courses  
C<sub>i</sub> = Course Credit  
N = No. of semester  
G<sub>i</sub> = Corresponding Grade

$$\text{CGPA} = \frac{\sum_{i=1}^N (\text{GPA}_i \times \sum C_i)}{\sum_{i=1}^N (\sum C_i)}$$

$$\text{GPA} = \frac{\text{Total Grade points}}{\text{Total Credits}} = \frac{144}{20} = 7.22$$

Suppose the GPA in two semesters are 7 and 9 respectively, and course credits are 20 each, then the

$$\text{CGPA} = \frac{(7 \times 20) + (9 \times 20)}{(20 + 20)} = \frac{140 + 180}{40} = 8.00$$

- The Grade Sheet** shall contain the list of courses for that semester and the grades obtained by the student. In any case, the marks scored by the candidate will not be disclosed in any manner.
- Evaluation of Internship Report:** An internship shall be carried out by the students during the specific semester mentioned as per the program regulation and a report must be submitted for evaluation. The evaluation of the internship work will be based on the quality of the report and viva-voce.
- Evaluation of Practical:** The student performance in Practical is evaluated internally out of maximum of 100 Marks (program regulation specific) and is based on in-semester assessment and end semester test conducted by faculty. The in-semester assessment details will be informed by the faculty at the beginning of the semester.
- Make-up (Supplementary) examination:** About 2 weeks after the declaration of the results of regular examinations in the current semester courses, there will be make-up (supplementary) examinations. The make-up examinations will also be in the current semester subjects only. Student are supposed to register in the SLCM portal with a fee payment of AED 450 + VAT (subject to change). Those students who fail in the first attempt will be allowed a maximum of C grade in make-up and subsequent examinations. Those who have missed the regular examinations due to genuine medical reasons/to attempt professional examinations with due approval from the university will be allowed to retain whatever grade they achieve in supplementary examination.
- A student who fails to meet the minimum credit requirements as outlined in the promotion policy of the program regulations will be required to withdraw from the current academic semester. Their status in the SLCM portal will be updated from "Student" to "Backlog." This status will remain in effect until the student successfully completes the required credits for promotion. If a student requires to repeat a subject due to lack of internal marks, then a repeater fee will be charged to complete this course work AED 2500 +VAT (subject to change).

- Credit Transfer students who have to pursue any additional subjects at MAHE Dubai for earning their program specific credits will have to re-register with a fee of AED1000 + VAT (subject to change) and ensure to earn the relevant attendance percentage, internal and external marks.
- Courses delivered by other institutions/department/centre/professional bodies/certification agencies offered as electives must be approved by the Programme Director and Chairperson of the School and notified to Deputy Registrar office to be considered for allotment of credit, along with any university evaluation requirements. Course evaluation and consideration for GPA and CGPA is done only if it is evaluated by the respective institution/department/centre from MAHE, Manipal, India (Home Campus) or other relevant MoUs with international collaboration. Otherwise, only credits will be transferred and the grades obtained by the students in that course shall not be considered for GPA / CGPA calculation.
- The re-evaluation process is available to students upon the publication of end-semester/trimester examination results on the SLCM portal. Students may apply for re-evaluation by paying the prescribed fee. This process allows students to access their evaluated answer scripts along with the corresponding answer key and marks awarded.

### 10.2.5 Failure Policy

- Students who fail to secure 40% marks in the aggregate (i.e., internal and end semester exams 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 an applicable fee per subject. (Please refer to individual program regulation for variation in this clause)

### 10.2.6 Student Level Classification

260 Credit Hours - BArch		
Classification	Credit Completed	Hours Range Description
FR (Freshman)	< 65 credits	Less than 1/4th of total credits ( $260 \times 1/4 = 65$ )
SP (Sophomore)	≥ 65 and < 130 credits	At least 1/4th (65) and less than 1/2 (130)
JR (Junior)	≥ 130 and < 195 credits	At least 1/2 (130) and less than 3/4th (195)
SR (Senior)	≥ 195 credits	At least 3/4th (195) or completed all credits plus extra
130 Credit Hours - B. Com (Professional)		

<b>Classification</b>	<b>Credit Range (based on 130 credits)</b>	<b>Description</b>
<b>FR (Freshman)</b>	<b>&lt; 32.5 credits</b>	Less than 1/4th of total credits completed.
<b>SP (Sophomore)</b>	<b>≥ 32.5 and &lt; 65 credits</b>	At least 1/4th and less than 1/2 of total credits completed.
<b>JR (Junior)</b>	<b>≥ 65 and &lt; 97.5 credits</b>	At least 1/2 and less than 3/4th of total credits completed.
<b>SR (Senior)</b>	<b>≥ 97.5 credits</b>	At least 3/4th of total credits completed OR completed all required credits but taking more.
<b>168 Credit Hours = BTech with minor specialization</b>		
<b>Classification</b>	<b>Credit Range</b>	<b>Description</b>
<b>FR (Freshman)</b>	<b>&lt; 42 credits</b>	Less than 1/4th of total credits completed.
<b>SP (Sophomore)</b>	<b>≥ 42 and &lt; 84 credits</b>	At least 1/4th and less than 1/2 of total credits completed.
<b>JR (Junior)</b>	<b>≥ 84 and &lt; 126 credits</b>	At least 1/2 and less than 3/4th of total credits completed.
<b>SR (Senior)</b>	<b>≥ 126 credits</b>	At least 3/4th of total credits completed OR completed all required credits but taking additional courses.
<b>174 Credit Hours = B. Des -ID</b>		
<b>Classification</b>	<b>Credit Range</b>	<b>Description</b>
<b>FR (Freshman)</b>	<b>&lt; 43.5 credits</b>	Less than 1/4th of total required credit hours completed.
<b>SP (Sophomore)</b>	<b>≥ 43.5 and &lt; 87 credits</b>	At least 1/4th and less than 1/2 of total required credit hours completed.
<b>JR (Junior)</b>	<b>≥ 87 and &lt; 130.5 credits</b>	At least 1/2 and less than 3/4th of total required credit hours completed.
<b>SR (Senior)</b>	<b>≥ 130.5 credits</b>	At least 3/4th of total required credit hours completed OR student has completed all required credits but is taking

## 10.3 Academic integrity

All students are expected to demonstrate academic integrity by being honest and responsible in their studies. This includes submitting original work, avoiding plagiarism, and not engaging in cheating or dishonesty of any kind. Academic integrity builds trust between students, teachers, and the school community. Upholding these values reflects personal responsibility and respect for the learning process.

### *Cheating*

Cheating involves intentionally giving or receiving unauthorized, unfair, dishonest, or unethical assistance in academic work to gain an advantage over other students.

This can occur through any means, including but not limited to:

- Fraud, coercion, or deception
- Theft or trickery
- Communicating by talking, signs, or gestures
- Copying from another student
- Using unauthorized materials such as study aids, notes, data, or other information

### *Plagiarism*

Presenting as one's own, the words, the work, or the opinions of someone else without proper acknowledgement. This includes, but is not limited to:

- Using someone else's words, work, or opinions without citing the source
- Borrowing the sequence of ideas, the arrangement of material or the pattern of thought of someone else without proper acknowledgement.

### 10.3.1 Academic Integrity Procedures

#### *Examination Procedure Policy*

- Hall tickets with student photographs affixed must be downloaded from [www.sbcm.manipaldubai.com](http://www.sbcm.manipaldubai.com) on the day mentioned by the Examination Coordinator of each school.
- Passport Size photograph should be mandatorily uploaded on [www.sbcm.manipaldubai.com](http://www.sbcm.manipaldubai.com) while updating the student profile.
- Hall tickets and 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 SBCM portal and print it out.
- Soft copies of the hall ticket on mobile/iPad/laptop will not be accepted by the invigilator concerned.
- 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 stationery only in transparent pouches.
- Students, parents and the concerned program coordinators, and the chairpersons 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.
- Students have the right of express themselves in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty.

- Student behavior in the classroom should contribute to the learning process.

### *Examination Malpractice Guidelines*

1. If a student is found guilty with malpractice during the examinations, the faculty invigilator will report the incident to the Deputy Registrar Office.
2. On receipt of such reports, the Deputy Registrar Office forms an Enquiry Committee.
3. The committee shall include the Deputy Registrar, Assistant Registrar- Evaluation and a senior faculty member. They enquire about the incident with the student and submit their reports for further approval from the Academic President.
4. Disciplinary action will be decided based on the severity of the issue.

Level	Definition (Type)	Actions
0	Termination of the paper due to emergency including health related	Cancellation of the paper, if requested by the student, Incomplete ("I" grade) shall be awarded to the subject in such cases.
1	Possession of mobile phones or any other electronic gadgets (without examination related material either in switch ON or OFF mode); attempts to elicit answers from neighbors ignoring the warning, allowing fellow students to copy from one's answer book ignoring warning etc.	Fail ("F" grade) shall be awarded to the subject. The student is allowed to write the paper in the immediate makeup examination.
2	Examination related material scribbled on the parts of body, dress, etc.	Invalidation of the semester examination in the subject of malpractice. Fail ("F" grade) shall be awarded in the subjects. The student is allowed to write the paper in the immediate makeup examination.
3	Carrying any material with subject matter either on paper or electronic gadgets. Passing the answer sheets and other exam materials to fellow students.	Invalidation of the semester examination in the subject of malpractice. Fail ("F" grade) shall be awarded in the subjects. The student is allowed to write the paper in the immediate makeup examination.
4	Sending the questions through social media, receiving remote assistance to answer. Accessing internet resources	Invalidation of the semester examination in the subject of malpractice. Fail ("F" grade) shall be awarded in the subjects. The student is allowed to write the paper in the immediate makeup examination.
5	Repeated offence	Invalidation of the whole semester examination. Fail ("F" grade) shall be awarded in all subjects. The student is allowed to write all the papers in the immediate make up examination. Additional punishment will be given based on the recommendation by the Disciplinary Committee.
6	Impersonation, threatening exam officials or fellow students, destroying answer papers, disrupting examination	Same as Level 5.

### *Plagiarism Compliance*

Plagiarism is strictly prohibited across all schools and programs at MAHE Dubai. Each school/program has its own specific plagiarism policy and guidelines tailored to its academic requirements. Students are required to familiarize themselves with and adhere to the plagiarism policy applicable to their respective school or program. For detailed information, students should refer to the specific plagiarism guidelines provided by their school or program.

## 11. Student Records

The Deputy Registrar's office is the official keeper of student records. The Deputy Registrar's office ensures the accuracy and reliability of data collected and distributed as per the confidentiality policy approved by the university.

The Student Records Policy ensures that student information:

- It is maintained in a secure environment
- Limits access to confidential information
- It is maintained in a reliable, consistent and accurate manner

MAHE Dubai respects existing:

- United Arab Emirates laws and any policy instituted by the country and its ministries with respect to the privacy of individuals and the maintenance of records about any individual.
- International standards for record retention in our effort to support MAHE Dubai applicants, students and alumni world-wide.

Documentation and forms are created as new procedures are established. This document refers to all student record data.

### 11.1 MAHE Dubai student Ticketing System

#### *MAHE Dubai Student Ticketing System for Document Requests and Academic Services*

MAHE Dubai utilizes an integrated online ticketing system to streamline student requests for academic documents and related services. This system ensures transparency, traceability, and timely processing of student applications through a structured workflow.

Students may raise service tickets for the following purposes:

Request type	Details	Mail ID
1. Consolidated Transcript Requests	Students may apply for an official consolidated transcript of academic records for employment or further education.	<a href="mailto:rachel.dsouza@manipaldubai.com">rachel.dsouza@manipaldubai.com</a>
2. Medium of Instruction Certificate	This certificate confirms that the student's program was conducted in English, often required for visa or academic equivalency purposes.	<a href="mailto:rachel.dsouza@manipaldubai.com">rachel.dsouza@manipaldubai.com</a>
3. Document Verification for Higher Studies	Students planning to pursue higher education may request academic document verification addressed to universities or credentialing agencies.	<a href="mailto:mariyam.abraham@manipaldubai.com">mariyam.abraham@manipaldubai.com</a>
4. KHDA Attestation Requests	Requests for attestation from the Knowledge and Human Development Authority (KHDA) for graduation certificates or transcripts are managed through the ticketing system	<a href="mailto:mariyam.abraham@manipaldubai.com">mariyam.abraham@manipaldubai.com</a>





## 11.2 Student Information

The student information system responsible for the maintenance of student records is ERP portal on MS Dynamics called Student Life Cycle Management (SLCM).

Within SLCM, the following data is accurately and effectively maintained to ensure that the student record reflects the progress of the student:

- Admission and Visa documents
- Courses and programs of the student.
- Attendance, Hall Ticket generation, End Semester and Supplementary Exam registration, Internal Assessment Marks, and semester results.
- Degree audit measurement of the student progression towards degree completion
- Students' Academic standing
- Class scheduling together with a record of registration indicating that the right student is registered in the right courses at the right time, meeting pre- and co-requisites within the chosen program
- Holds of any kind including academic and tuition or fee assessment

## 11.3 Student Record Release

Student details are stored in the Student Life Cycle Management System (SLCM). They are given usernames and passwords to have access to their personal details. Academic details are also stored in this portal in terms of results released, fee status, fee payment etc.

Once graduating, the student can obtain his academic documents through the Deputy Registrar's Office. The student should have complied with all academic regulatory requirements subject to the school that the student is graduating from. All fee dues will have to be cleared, and the 'No-Due' document should be duly signed before presenting to the DR's Office.

Post graduation, documents such as Transfer certificate, conduct certificate, transcripts, grade conversion certificates etc. may be procured by payment of the prescribed fee amounts from the Deputy Registrar's Office.

Students may walk in or write an email at this address for procurement of such documents:  
[deputy.registrar@manipaldubai.com](mailto:deputy.registrar@manipaldubai.com)

The official file of the student is created through data entry, maintenance and deletion as well as document management within the university's information system. It is also created by scanning versions of required physical documents external to the university.

**Website for data access: [slcm.manipaldubai.com](http://slcm.manipaldubai.com)**

## 12. Health and Safety

MAHE Dubai is committed to ensuring the health, safety, and wellbeing of all staff, students, visitors, and contractors within our campus. We will achieve this by complying with applicable UAE laws and regulations, working collaboratively with relevant authorities, and implementing the University's Health and Safety Management System, policies, and procedures.

Our aim is to create and maintain a safe, healthy, and supportive environment for learning, teaching, research, and campus activities. We strive to prevent accidents, injuries, and ill-health through proactive risk management and a culture of shared responsibility.

It is the duty of care of every member of MAHE Dubai community to ensure that health and safety standards are upheld, monitored, and continuously improved. The following principles will guide our approach:

1. **Raising Awareness** – Encouraging the prompt reporting of hazards, near misses, and incidents to prevent recurrence.
2. **Regular Review and Monitoring** – Periodically reviewing existing practices, facilities, and procedures to ensure compliance and effectiveness.
3. **Continuous Improvement** – Implementing corrective actions and making improvements wherever necessary.
4. **Training and Competency** – Providing relevant training and development opportunities to staff and students to enhance their understanding of health and safety responsibilities.
5. **Active Engagement** – Promoting a proactive safety culture where all members of the University participate in identifying risks, suggesting solutions, and maintaining safe practices.

For more details, students are encouraged to scan the QR code below and access the Health and Safety policy to access the full policy.



## 13. List of Abbreviations

MAHE	Manipal Higher of Education
CEO	Chief Executive Officer
PVC	Pro Vice Chancellor
DR	Deputy Registrar
MoHESR	Ministry of Higher Education & Scientific Research
CAA	Commission Of Academic Accreditation
KHDA	Knowledge and Human Development Authority
ACCA	Association of Chartered Certified Accountants
RIBA	Royal Institute of British Architects
IET	Institute of Engineering and Technology
DHA	Dubai Health Authority
DDA	Dubai Development Free Zone Authorities
TECOM	Technology, Electronic Commerce, and Media Free Zone Authority
UAE	United Arab Emirates
GCC	Gulf Cooperation Council
KMC	Kasturba Medical College
MHRD	Ministry of Human Resource Development
UGC	University Grant Commission
TRC	Teacher Reference Center
MIT	Massachusetts Institute of Technology
LISTA	Library, Information Science and Technology Abstracts
GSDL	Green Stone Digital Library
ID	Identification
SOD	Student of Determination
BLS	Basic Life Support
GDSC	Google Developer Student Club
IEEE	Institute of Electrical and Electronics Engineers
SAE	Society of Automotive Engineers
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASCE	American Society of Civil Engineers
CV	Curriculum Vitae
SLCM	Student Life Cycle Management
IAP	Industry Attachment Program
NGO	Non-Governmental Organizations
ICF	Internships Confirmation Forms
NIOS	National Institute of Open Schooling
A Level	Advanced Level
AS Level	Advanced Subsidiary Level
IGCSE	International General Certificate of Secondary Education

GCSE	General Certificate of Secondary Education
SL	Standards Level
HL	Higher Level
NATA	National Aptitude Test in Architecture
JEE	Joint Entrance Examination
IB	International Baccalaureate
NTA	Aptitude Test in Architecture
COA	Council of Architecture
RPL	Recognition of Prior Learning
AICTE	All-India Council for Technical Education
MOOC	Massive Open Online Course
FR	Freshman
SP	Sophomores
JR	Junior
SR	Senior
ERP	Enterprise Resource Planning
CGPA	Cumulative Grade Point Average
GPA	Grade Point Average
PhD	Doctor of Philosophy
PGD	Post Graduate Diploma
UG	Undergraduate
PG	Postgraduate
SoDA	School of Design and Architecture
SoB	School of Business
SoIET	School of Engineering and Information Technology
SoLS	School of Life Sciences
MILA	Manipal Institute of Liberal Arts
BBA	Bachelor of Business Administration
Bcom	Bachelor of Commerce
BSc	Bachelor of Science
BArts	Bachelor of Arts
BTech	Bachelor of Technology
BArch	Bachelor of Architecture
BDes	Bachelor of Design
MBA	Master of Business Administration
MDES	Master of Design
Mtech	Master of Technology
MSc	Master of Science
PhD	Doctor of Philosophy

We wish you continued success, growth, and wellbeing throughout your academic journey. Let's work together to maintain a safe, respectful, and enriching learning environment for all.