Student Handbook
2024-25

DIDI

DUBAI INSTITUTE
OF DESIGN
AND INNOVATION

DIDI

NONDISCRIMINATION STATEMENT

In compliance with Federal Law, Law No. 34 of 2023 against Discrimination and Hatred (the "Law"), the UAE has introduced federal legislation which specifically prohibits all forms of discrimination based on religion, belief, sect, faith, creed, race, color, or ethnic origin collectively referred to as "Protected Classes.". The Law is drafted in broad terms to ensure that it encompasses all discriminatory conduct regardless of how it is expressed (e.g., through speech, writing, drawing, photography, singing, acting or miming) and irrespective of the means/channels through which it is expressed (e.g., online, by phone or video, and whether written or oral).

Dubai Institute of Design and Innovation does not discriminate against individuals based on their race, sex, gender identity, religion, color, origin, age, or disability in its administration of educational policies, programs, or activities; admissions policies; scholarship programs; or employment. Requests for information, inquiries, or complaints should be directed to the HR office and Student Discrimination to Student Services.

Note to Students

The Student Handbook for 2024-25 provides an overview of the rules, regulations, and procedures at the Dubai Institute of Design and Innovation (DIDI), which all students are expected to familiarize themselves with. DIDI makes all decisions concerning applicants, students, faculty, and staff on the basis of the individual's qualifications to contribute to DIDI's educational objectives and institutional needs. Discrimination at any level is inconsistent with the purposes of a university and with the law. DIDI expects that those with whom it deals will comply with all applicable anti-discrimination laws.

Review of academic, financial, and other considerations leads to changes in the policies, rules, and regulations applicable to students. The Office of the President therefore reserves the right to make changes at any time. These changes may affect such matters as tuition and all other fees, courses, degrees and programs offered (including the modification or possible elimination of degrees and programs), academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

This manual is compiled and organized by the Quality Assurance Office with significant contributions from the Student Services Department. The policies outlined in this publication are sourced from multiple departments within the Institution. Students with specific academic policy inquiries should reach out to their academic department or advisor. While every effort has been made to ensure that this handbook is accurate and up to date, it may include typographical or other errors. Updates are periodically made to this publication and will be reflected in future editions.

Introduction

Dubai Institute of Design and Innovation (DIDI) has been established to address the growing need for talented designers and innovators in the UAE and beyond – today's students who will be tomorrow's innovators. All of this converges through our Bachelor of Design. The first integrated BDes. of its kind in the region, students map their own educational journey by exploring two concentrations from a possible four: **Product Design**, **Multimedia Design**, **Fashion Design** and **Strategic Design Management**.

Dubai Institute of Design and Innovation believes that the future of design education is experimental, transformative, disruptive and cross disciplinary. For this reason, DIDI intends to become the school of choice for the next generation of change makers who will conceive and create sustainable design solutions for today's problems for the benefit of tomorrow's society. By using design as the language of change, DIDI will help shape the future, and contribute positively to societal change, and the happiness of society.

Dubai Institute of Design and Innovation prepares students to effectively respond to a rapidly changing world with transferable skills that are cross disciplinary and problem solving by design. The institution will support emerging design talent across the region through an open source and collaborative approach that values cooperation and partnership. DIDI has invested in integrated curricular innovation and technological experimentation and its curriculum has been developed in collaboration with Massachusetts Institute of Technology (MIT) and Parsons School of Design, two of the world's leading universities for design innovation, teaching and research.

Licensure and Accreditation

Dubai Institute of Design and Innovation, located in the Emirate of Dubai, is officially Licensed from 15 December 2021 to 20 May 2025 by the Ministry of Education of the United Arab Emirates to award degrees/qualifications in higher education.
DIDI is a private non-profit educational institution. The BDes program at DIDI is accredited by the Commission for Academic Accreditation (CAA), UAE's Ministry of Education since 2017. The program meets the QF Emirates Generic Qualifications Profile for a bachelor's degree, providing a Bachelor of Design degree that provides, students, with the tools needed to tackle complex problems facing society and to pursue a flexible career pathway.

DIDI is licensed and permitted by the Knowledge and Human Development Authority (KHDA).

Message from the President

Dear Students,

It is my pleasure to welcome you to Dubai Institution of Design and Innovation (DIDI). DIDI is a university with a vision to be a premier provider of design-focused higher education in the Middle East, North Africa and Southeast Asia (MENSA). As our fourth cohort, you are going to be part of making this vision come true. We welcome you to a new and exciting learning environment in Dubai; the region's incubator for the next generation of designers and innovators.

You, our students together with the faculty and administration will help to build this truly unique university. I am confident that you will find your experience at DIDI enriching, innovative, exciting, and productive. By using design as the language of change, we will all help to positively shape the future. DIDI supports excellence in teaching and fosters the aesthetic, intellectual, professional, personal, and social development of its students. You will benefit from access to leading faculty, innovative degree programs, extensive resources and the latest design technology.

DIDI's own faculty members bring their valuable knowledge and experience to Dubai to empower innovative thinking that can be applied in practical settings. With leading-edge faculty, we are committed to developing students who will have an impact and solve the most pressing social issues of our time. DIDI is a private non-profit educational institution, with initial accreditation from the Ministry of Education, providing a Bachelor of Design degree that provides you, our students, with the tools needed to tackle complex problems facing society and to pursue a flexible career pathway. I personally wish you the best in your academic studies and life experiences at DIDI and we all look forward to your contributions to this great institution and to society.

Thank you for giving us an opportunity to and explore!

Mohammed Abdullah
DIDI President

Vision

DIDI will be the design university of choice in the UAE that contributes to the advancement of humanity by making everyday living better.

Mission

DIDI provides a world-class education in design and innovation to grow regional and international talent. Our students are immersed in research-based, applied, and experiential learning to creatively solve complex problems for the positive advancement of society. Our future-oriented mindset empowers the next generation of designers, innovators, and entrepreneurs through design-driven research.

Values

In support of the Institutional Mission, We Value:
- Design as essential in the culture and Intellectual life of a society,
- Rich and varied arts education that engages innovation and tradition,
- Providing equal opportunities for learning and excelling,
- Motivating members for lifelong learning,
- Respecting diversity, plurality, and the opinions of others,
- Encouraging teamwork and collaboration,
- Treasuring creativity and achievements.

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1. Organization Chart

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                                 ▼
     Quality Assurance Unit ◄── President
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  Innovation &               Academic                    Operations
  Partnership                   │                            │
         │                      ▼                            ▼
         ▼                    Dean                     Sr. Operations
  VP - Innovation &                                       Manager
  Institutional Parnerships
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	Academic		Operations	
Foundation	◄──►	Product Design	Admission ◄──► Marketing & Student Recruitment
Multimedia Design	◄──►	Fashion Design	Student & Counseling Services ◄──► Career Services & Alumni
Strategic Design Management	◄──►	Labs/Studio	Human Resources ◄──► Finance
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2. Academic Calendar 2024-25

2024–2025

WK	MONTH	DATE	DAY	EVENT
	August	26	Mon	Registration for Fall Semester Opens
		26-30	Mon- Fri	Orientation for Fall Semester
		30	Fri	Applications for Fall 2023-24 Closes
01	September	02	Mon–Fri	**First Day of Fall Semester,** Late Registration and Add/Drop Week begins
		06	Fri	Late Registration and Add/Drop Week ends, 5:00PM
02		09-13	Mon-Fri	Faculty Advisors Assigned for the AY 2024-2025
03		16-20	Mon-Fri	
04		23-27	Mon-Fri	
05		30-04	Mon-Fri	
06	October	07-11	Mon-Fri	
07		14-18	Mon-Fri	
08		21-25	Mon-Fri	
09		28-01	Mon-Fri	
10	November	04-08	Mon-Fri	
11		11–15	Mon–Fri	
12		18–22	Mon-Fri	
		22	Fri	Deadline to withdraw with a 'W' Grade, No refund, 5:00PM
13		25–29	Mon-Fri	
		29	Fri	Deadline for application for Spring Semester 2024 Graduation, 5:00PM
	December	02–03	Mon-Tue	**Commemoration Day and UAE National Day holiday** University closed**
14		04-06	Wed–Fri	
15		09-13	Mon-Fri	**Last Week of Classes**
		16-20	Mon-Fri	Reading Period & Final Examinations
		23	Mon	Grade Release
		24	Tue	Deadline for Student's Grade Appeals
	January	06	Mon	Registration for Spring Semester opens
		08-10	Wed-Thu	Orientation for Spring Semester
		10	Fri	Applications for Spring 2023-24 closes
01	January	13	Mon	**First Day of Spring Semester,** Late Registration and Add/Drop Week begins
		17	Fri	Late Registration and Add/Drop Week Ends, 5:00PM
02		20-24	Mon–Fri	
03		27-31	Mon-Fri	
04	February	03-07	Mon–Fri	
05		10-14	Mon-Fri	
06		17-21	Mon-Fri	
07		24-28	Mon-Fri	
08	March	03-07	Mon-Fri	Ramadan Timings Starts**
09		10-14	Mon-Fri	
10		17-21	Mon-Fri	
		24-28	Mon-Fri	Spring Break–No classes
		31-04	Mon-Tue	**Eid Al Fitr holiday** University Closed**
11	April	07-11	Mon-Fri	
		11	Fri	Deadline to withdraw with a 'W' Grade, No refund, 5:00PM
12		14-18	Mon-Fri	Pre-Registration for Summer 2024 and Fall 2024
13		21-25	Mon-Fri	
14		28-02	Mon-Wed	
15	May	05-09	Mon-Fri	**Last week of classes**
		12-17	Mon-Fri	Reading Period & Final Examinations
		20	Tue	Grades Announcement
		22	Thu	Deadline for Student's Grade Appeals
01	June	09-14	Mon	First Day of Summer Semester, Late Registration and Add/Drop Week begins*
02		16-20	Mon-Fri	
03		23-27	Mon-Fri	
		26	Thu	Al Hijri New Year* University Closed
04		30	Fri	
	July	01-04	Tue-Fri	Deadline to withdraw with a 'W' Grade, No refund, 5:00PM
05		07-11	Mon-Fri	
06		14-18	Mon-Fri	
07		21-25	Mon-Fri	
08		28 - 31	Mon–Wed	Last week of classes
	August	01	Fri	
		04-06	Thu	Reading Period & Final Examinations
		07		Grade Announcement - Grades available to students on SIS
10		08	Mon	Deadline for Student's Grade Appeals

FALL 2024

SPRING 2025

SUMMER* 2025

** All public and Islamic holiday dates may vary.

3. Tuition fee 2024-25

3.1 Advance Enrollment Fee (Seat Reservation Deposit)

A payment of AED 5,000 is required as collateral for all applicants in order to secure placement at DIDI. The Advance Enrollment Fees is non-refundable and the amount paid will be deducted from the total tuition fee due at the start of the academic program.

If a student requires a DIDI sponsored visa, the advance payment will be used towards the cost of the visa, the remaining balance of the advance payment will be adjusted against the
outstanding tuition amount.

3.2   Program Tuition Fees

- The Program Tuition fees are AED 98,000 plus VAT, inclusive of studio fees, and they are set annually and are subject to annual review.
- At the beginning of each semester, students must contact the Finance Department to arrange the payment of their fees. Payments are typically due within 7 days of the Semester.
- Continuing students, who fail to register during the regular registration period, as announced in the academic calendar, will be charged an additional late registration fee. This additional fee does not apply to added courses during the Add & Drop period. Refer to the Finance department for DIDI Fee Structure for all payments and charges.
- Textbooks, photocopying, personal stationary items, and design software license costs are not included in the course fees.

3.3 Non-Tuition/ Miscellaneous Fees

- Processing or renewal of Visa and Emirates ID (EID) - Normal / Express
- Processing or renewal of medical Insurance
- Certificate (To Whom It May Concern)
- Transcripts and Attestation of Certificate from MOE
- Replacement of a lost ID
- Re-registration fee.

3.4 Method of Payment

Fees can be paid by cheque and wire transfer. Further details of payment methods can be
obtained from the finance department.

4. Students Rights and Responsibilities

All students at DIDI enjoy the following rights:

4.1 Student's Rights

- Right to obtain quality education;
- Freedom of expression - to discuss and express all opinions publicly on the condition that the expression of freedom does not disrupt the normal operations of the Institute and nor does it harm other members of the Institute;
- Be respectfully and fairly treated;
- Safety and Wellbeing;
- Right to express grievance without prejudice.

4.2 Student's Responsibilities

The responsibilities of the students are to:

- follow the DIDI procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook;
- arrive in class on time and to remain for the duration scheduled for classes and activities;
- appreciate the instructor's right to formulate and enforce attendance policy;
- observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines;
- submit their own work;
- write tests and exams at the times scheduled by the instructors;
- assume responsibility for classes missed;
- follow and implement the regulations and policies of the institution;
- clear dues and fees on time;
- abide by the instructions given by invigilators during the examination.

5. Student Services Department

The Student Services Department is headed by the Student Services Manager. The department oversees all student clubs, student association and student groups. It maintains files, progress and assists meetings for all student clubs.

5.1 Student Services Vision

Student Services Department will provide services which enable outstanding student experiences.

5.2 Student Services Mission

Student Services Department will contribute to the institution's mission by working with the community to deliver support and excellence in services with the aim of improving and growing student's intellectual, emotional, physical and social success, within a diverse campus life.

DIDI prides itself on its international and multicultural student body, staff and faculty. We build and sustain collaborative relationships throughout the Institution to best serve the needs of our student body through programs, services, and efforts dedicated to the development of students, faculty, staff and alumni. This will be achieved through recognition of diversity, being culturally sensitive and responsive to change and by investing in the specialized skills and knowledge of its people.

5.3 Student Services Values

In support of the Departmental Mission we value:

- *Diligence* – Demonstrating exceptional commitment to our students and aspiring toward quality work and leadership.
- *Empathy* – Aligning our practice with our core values and the ethical principles of our profession.
- *Virtue* – Aligning our practice with our institutional values and the ethical principles.

One function of the Student Services Department is to assist students in liaising with other service departments. Services are provided starting from the onboarding process of new students, organizing the orientation week of the new joiners, to the facilitation of the clearance process for graduating students. Other functions include assistance with tasks such as, but not limited to processing of UAE student residence visa, health insurance cards, ID cards, official letters, capturing and maintaining students' personal information through an up to date database, working with the Finance Department to process reimbursements of students where eligible.

The Student Services department also assists all students with event planning, sponsorship process and contracts with outsourced vendors. It advertises on students' behalf of upcoming in-house events and promotes outside events like educational forums, sports cups, university level competition, etc. Logistical support to these events is also provided by the Student Services department.

Please refer to Student Services for more information on services provided by DIDI.

6. Student Participation in the Governance of the Institution

6.1 Student Council

The Student Council is a diverse group of individuals selected to represent the student body. Their role includes liaising between the students, faculty, and administration; working on behalf of the interests and needs of the students; improving the intellectual, cultural, and social character of the campus; working with the Student Services Department to set up events and activities; assisting in the formation and success of student clubs; and empowering the students to foster a living and learning sustainable community. Student Council members will have regular meetings to discuss any planned or suggested activities, under the supervision of the Student Service Manager.

6.2 Student Council Core Committee:

Currently the Council is comprised of:

- Student Council President
- Student Council Vice President
- Student Council Secretary
- Student Council Clubs Representative
- Students Council Activities Planner.

Further appointments will be made should there be any other positions deemed necessary by the Student Council.

6.3 Election and Positions

- Student Council President and Vice President positions are voted upon by the student body at DIDI in the form of open elections.
- The remaining positions are voted by the President, Vice President and Student Services Department.
- The Student Services Manager serves on all committees related to the Student Council Core Committee which shall make all decisions related to the Student Council.

6.4 Nomination and Candidate Requirements

- Every student enrolled at DIDI may nominate themselves and should meet the following rules:
- The President/Vice President positions are open to junior year students. Should there be no students in the junior year, sophomore students can be nominated.
- All positions other than President/Vice are application based upon which applicants are screened/decided upon voting by the President, Vice President & Student Services Department.

- Maintains good conduct
- Minimum 3.0 GPA
- Applications are made available at the start of the Fall Semester and all nominee must be submitted in writing no later than the deadline established on the application (Form is mandatory).
- Nominations are reviewed by the Student Services Manager based on conduct, and therefore not all nominations need come through.

6.5 Student Council Timeline

- The term of the appointments is for one year.
- A full session is defined as Spring semester of an Academic Year to the Spring semester of the following Academic Year.

6.6 General Duties of Student Council:

The Student Council serves a number of important functions, such as:

- Allowing students to cast their views on all Institutional issues.
- Utilizing opportunities to better serve the student interest.
- Supporting students in their views and concerns.
- Nurturing student welfare in all areas.
- Keeping the community up-to-date on all events.
- Solving students' problems effectively.
- Oversight and forming of student clubs & student events.

For more information check with the Student Services Manager.

6.7 Student Clubs

DIDI aims to reach out to all students and encourage them to interact and participate in campus activities. DIDI students will be able to join and form different clubs that will allow them to participate in a variety of activities. Clubs will be supervised by the Institution's staff and or faculty member(s) who will provide students with the necessary assistance and guidance.

6.8 Entertainment Activities and Events

Students are encouraged to participate in activities and events organized by the Institution or other Higher Education Institute's and organizations in Dubai and UAE, including sports activities, career fairs and design related activities. The elected Student Council members will be involved in the selection of events, registration and participation. All activities will be monitored by the Student Services Manager.

7. Honor Code

As members of the DIDI and Dubai Design District (d3) community, including students, faculty, staff, and administrators, we will:

- Demonstrate civility, respect, decency and sensitivity towards our fellow members of the DIDI community, and recognize that all individuals at this institution are part of the larger DIDI family, and as such are entitled to that support and mutual respect which they deserve.
- Conduct ourselves with the highest standards of moral and ethical behavior. Such behavior includes taking responsibility for our own personal choices, decisions and academic and professional work.
- Affirm through the daily demonstration of these ideals that DIDI is an institution devoted to the pursuit of knowledge and a free exchange of ideas in an open and respectful climate.

8. Campus Services

8.1 Campus Timings

Please note that students may access DIDI Campus with their Student ID Card from Monday to Friday 7:30am to 10pm only. Should students wish to use the campus facilities after the stated hours, they must inform the security guard on duty to give them access.

8.2 Student ID Cards

Each student will be given a Student ID Card that will allow their access to DIDI campus facilities. Students are expected to keep their Student ID Card present at all times. Any students who does not have their Student ID card will not be allowed access to campus.

The Student ID Card grants access to campus facilities only, and no one else. Should a student lose/damage their Student ID card, they must inform the Student Services Manager immediately. To issue a new card, the student must pay a replacement fee of 100 AED. Once this amount is paid to the Finance Department, then a new Student ID Card will be issued.

8.3 Lockers

Every student at DIDI will be allocated a locker once they join. Students are expected to take care of their lockers. Lockers will be checked by concerned staff members on a random basis to ensure general cleanliness and tidiness. If the student loses their locker key, they must pay a replacement fee of 100 AED. Once this amount is paid to the Finance Department, then the student will be given a new locker key to access their locker.

8.4 Learning Support

DIDI will provide all students access as required, to additional learning support through the offering of remedial courses and workshops. Students can discuss their needs with their assigned faculty member who will make recommendations to address their individual learning needs. Faculty advisors may also make recommendations to students for additional learning support if they observe a student dealing with academic challenges.

8.5 Personal Counselling

Students who require personal counselling can arrange to meet with the Student Services Manager. If it is determined by the Student Services Manager that the student requires additional support, they will be directed to an external counsellor. All counselling will be kept strictly confidential.

8.6 Career Development Services

Part of the unique offering of DIDI is to engage students in real world learning. Internships offers the student real-life work experiences by engaging in a professional position related to their field of study. To help facilitate job and internship search, DIDI will help students prepare for the internship job search and maintain active relationships with employers for job postings and on-campus recruiting activities, including career fairs. The philosophy of the internship program is to integrate on-the-job work experience with in-the-classroom academic experience to achieve a more well-rounded education.

The Career Development Services will:
- Support students, together with their faculty advisors, to identify internship and part-time work experiences aligned with their curriculum path.
- Work with industry to secure internship and part-time work study opportunities for DIDI students.
- Offer job search counselling and preparation workshops for students to obtain post graduate employment.
- Help students make better informed career decisions, prepare them to take on challenging assignments/internships in industry, and help to increase their employability opportunities in the market.
- Ensure students gain on-the-job experience that is valuable when a student graduates and begins to search for a full-time position.
- Educate the students about the job market and career options and enable their access to significant internships. This is achieved through career guidance and mutually advantageous partnerships with industry.
- Career Development also offers self-marketing skills workshops in areas such as CV writing, job search and interviewing skills to further assist students in their employability preparation.

8.7 Recreational Services

DIDI acknowledges the importance of providing a varied and engaging range of extra-curricular activities for students, in order to provide students with a balance from the rigors of the academic program, as well as to foster friendship, team spirit and a sense of community. To this end, DIDI will provide opportunities for student activities and recreation. The program of activities will be developed and overseen by the Student Services Department. DIDI intends that recreational opportunities be student-driven. Students with a particular interest, or who would like to start a club or society can approach the Student Services Department who will help facilitate their request. Students will be encouraged to form clubs and societies, related to both their academic and extra-curricular interests.

8.8 Residential Facilities

DIDI has an agreement with the below two student accommodation providers:

- Emirates Academy of Hospitality Management http://www.emiratesacademy.edu/
- Uninest Student Accommodations https://unineststudents.ae/
- DSOA University Residence
- https://dsoa.ae/
- The Myriad
- https://www.themyriad.com/
- KSK homes
- https://kskhomes.com/

Students can contact the Student Services Manager to help liaise with the accommodation providers accordingly.

8.9 Dining Services

Cafés, and food outlets are available within walking distance of the building in the Dubai Design District (d3). Students are eligible for various discounts around d3 food outlets once presenting their Student ID Card.

8.10 Printing Service:

Through the DIDI University printing system students have access to printing services. This includes black and white or color printing (A3, A4), scan, and copy. When printing, students send their print job to a print queue. Students can simply retrieve the print job from the printer in the library using their account. Students must have a sufficient balance on their account to be able to print, copy, and scan.

8.11 Student Responsibility

Students are financially liable for any damages to DIDI property caused by them by reckless and/or negligent use.

9. Health and Safety

Health and safety are an important aspect at DIDI and is something to which we all contribute in one way or another. However, DIDI expects everyone to develop a responsible attitude towards meeting their Health and Safety obligations whether it be on campus, Fab Lab or the Fashion Studio. All DIDI student are expected to make themselves familiar and follow all Safety Rules, Notices and Procedures, and to this end they have the following responsibilities:

- Ensure they are aware of the hazards present in their areas of work and ensure that you do not present unnecessary or uncontrolled risks to anyone exposed to them.
- Participate in required induction and training programs.
- Familiarize themselves with the location of emergency exits and safety equipment, and know what action to take in the event of an evacuation.
- Report to concerned staff, any accidents, incidents or unsafe conditions you may be aware of.
- Use the correct safety and protective equipment as required and supplied.
- Develop a personal concern for the safety and welfare of yourself and others, and suggest ways of eliminating hazards.
- Do not take any unnecessary risks that might compromise your own safety or the safety of others.

9.1 Health Services & Medical Insurance

Students may refer to the list of healthcare providers as per the website of the medical insurance company you are registered with. DIDI has First Aid equipment maintained in the Fab Lab and Fashion Studio and accessible for the temporary treatment of an accident, and prior to the availability of medical services, for the relief of minor cuts, scratches, and bruises. In the event of a serious injury, students can contact the Student Services Manager (while on campus) or the Fab Lab Manager (while in the Fab Lab) who will assist with the next step which also involves requesting an ambulance.

DIDI requires students to comply with UAE Law as it pertains to health insurance coverage. It is their responsibility as a student to share with the Student Services Manager any specific requirements you may have (i.e. medical conditions) before joining DIDI.

9.2 Prevention of Infection on Campus

DIDI takes all incidents affecting student, faculty, and staff safety as serious and time critical and has devoted significant resources to providing a safe campus and assuring the safety of its community members. Unlike many other emergency or disasters which have the potential for destroying or disrupting a university's infrastructure, a pandemic's disaster or spread of infection is different.

DIDI

All members of the DIDI community are expected to follow and model compliance to sustain a healthy campus to avoid spreading infections. It is important that we all diligently adhere to these health precautions:

1. **Personal Hygiene**
   - **Wash Hands Regularly**: Use soap and water for at least 20 seconds, especially before eating, after using the restroom, and after touching shared surfaces.
   - **Use Hand Sanitizer**: If soap and water are unavailable, use a hand sanitizer with at least 60% alcohol.
   - **Avoid Touching Face**: Refrain from touching your eyes, nose, and mouth with unwashed hands.

2. **Coughing and Sneezing Etiquette**
   - Cover your mouth and nose with a tissue or your elbow when you cough or sneeze.
   - Dispose of tissues immediately and wash your hands afterward.

3. **Physical Distancing**
   - Maintain a safe distance from others, especially if someone appears unwell.
   - Avoid crowded or poorly ventilated spaces when possible.

4. **Mask Use**
   - Wear a mask in indoor settings or when physical distancing is not feasible, especially during flu seasons or outbreaks.

5. **Healthy Habits**
   - Stay Hydrated: Drink plenty of water to support your immune system.
   - Balanced Diet: Eat nutritious meals to boost your body's defense against infections.
   - Regular Exercise: Engage in physical activities to maintain overall health.

6. **Stay Home if Unwell**
   - Do not attend classes or campus activities if you feel unwell, have a fever, or exhibit symptoms of an infection.
   - Seek medical advice if symptoms persist or worsen.

7. **Report Illness**
   - Notify campus health services if you experience symptoms of contagious illnesses, such as fever, cough, or rash.

8. **Use Campus Facilities Safely**
   - Clean shared equipment, like labs or library tools, after use.
   - Follow signage and instructions in campus areas for safe usage.

9. Vaccinations

Stay up to date with vaccinations, including the flu vaccine and any recommended boosters.

10. Be Informed

Regularly check campus health updates and adhere to specific guidelines during outbreaks.

By following these rules, we can collectively maintain a healthy campus environment and prevent the spread of infections.

10. Fab Lab & Fashion Studio

10.1 Fab Lab

A learning environment for all DIDI Students Fab Lab is an application of the global Fab Lab concept developed in MIT.

In the Fab Lab students are helped to learn digital manufacturing through trial and error and it is the center of manufacturing and hands-on learning for students and staff of DIDI community. In addition, the Fab lab organizes open days and workshops for the public. In the Fab Lab anyone who is interested can learn digital manufacturing.

In Fab Lab there is a wide selection of machines available, for e.g. 3D printers, 3D scanners, laser cutters, CNC routers, vinyl cutter and heat press, electronic workstations, hot wire cutters, sewing machines and hand tools.

Most workshops are conducted in the Fab Lab located in in5, Hai d3. Each time before using the Fab Lab, students are required to show their student/staff ID card to prove access rights to the Fab Lab and its machines.

10.2 Fashion Studio

Fashion students are usually based in DIDI's dedicated fashion studios, designed to mirror the collaborative working environment in the fashion industry. At DIDI, students find the freedom to cultivate their own fashion and design philosophy. Located on the Mezzanine floor of Building 4, the Fashion Studio provides full-semester academic programs for students during the Fall and Spring terms. Dedicated studio spaces are provided for students to ensure their research and body of work can be developed with direct and ongoing feedback from both lecturers and peers.

Students in the fashion course, will spend time in the studio working on a mixture of individual and group projects. This will then be supported by:
- practical workshops and demonstrations
- lectures and smaller group seminars
- one-to-one tutorials
- group critiques.

Fashion Studio resources include a series of industry standard pattern cutting tables, mannequins, finishing presses, weaving harps, flatbed machines, as well as a wide variety of specialist sewing machinery, for various kinds apparel.

Currently the various machines allow our students to construct their designs to an industry standard by using the same quality of machinery. They also ensure the students are familiar with machines used in fashion studios where they may later be employed.

Timings

General Fab Lab and Fashion Studios Hours

Monday to Friday from 8 am – 5 pm. Closed on Public Holidays. Unless informed otherwise.

For extended hours please check with the Fab Lab Manager for FAB Lab timings and Fashion faculty for Fashion Studio timings.

Website: https://infive.ae/in5-design/

10.3 Fab Lab Staff

Fab Lab Staff are present for your safety, the safety of the machines, and to help you troubleshoot problems you may have in utilizing the machines. Fab Lab Staff members are not trained to assist with any issues regarding your design process including troubleshooting design software issues - they are trained to help you process your finished design through the machines in the lab.

10.4 Fab Lab & Fashion Studio Orientation

10.4.1 Fab Lab

- Fab Lab orientation precludes any Fab Lab use.
- First-time users of the prototyping facility will be required to attend a "Safety Training and Orientation" module.
- The Fab Lab Manager or staff reserves the right to revoke any access to the prototyping facility for any user that breaks the safety rules as outlined in the induction training.
- Each new user will be required to complete a written test in order to demonstrate full understanding of safety practices. Users should score a minimum of 80% in order to be certified to use the premises. The "Safety Training and Orientation" module will be administered by the floor supervisor on regular dates.
- The Fab Lab Manager will communicate the schedule to all new users. As a general guideline, no user will be permitted to operate a machine for the first time. The Fab Lab Manager must deem the user fit to operate any machine beforehand.
- Successful completion of the safety course precludes Fab Lab use.
- Demonstration of proficiency of select pieces of Fab Lab equipment precludes Fab Lab use.
- Fab Lab users must sign and date a copy of the Fab Lab Users Safety Agreement form.
- Individuals must receive additional instruction for machines not included in the standard orientation.

10.4.2 Fashion Studio

The studio is an interactive and multi-disciplinary space, which allows the students to work on practical and theoretical lessons. Most of the classes for the Fashion courses (Studios, Workshops and Lectures) are conducted in the studio to ensure student research and body of work can be developed with direct and ongoing feedback from both faculty and peers. The well-lit and well-equipped space is where students work independently with guidance from knowledgeable faculty and technical staff.

The current space meets the standard requirement of a Fashion studio as it has separate areas for pattern cutting, draping on the mannequins and for the various machines. The fashion studio instructor checks on the machines regularly during the week to ensure proper working of all machines. The vendor also sends their specialist technician to fix machines as and when required.

10.5 Fab Lab Rules

A crucial aspect of the user's prototyping experience consists in learning and applying adequate procedures and practices in order to avoid self-inflicted injuries as well as injuries to co-workers.

Students should demonstrate the following attitude at all times while in the Fab Lab:

- Strong feeling toward the importance of safety and willingness to give time and attention to learning the safest way to perform work
- Willingness to follow guidelines and rules wherever applicable in so far as the safety of lab users is concerned. It means that you will be certain to work carefully and follow the rules – even when no one is directly watching you.
- Full understanding of the safety rules outlined in this manual. Note that it is left to the discretion of the floor supervisor to mandate additional safety rules that all users will be expected to observe. The purpose of these guidelines and rules is to help users develop safety habit so that they become second nature to them, minimizing harm and damage.
- Understanding that prior experience in a similar facility does not necessarily entail good safety standards. Numerous accidents are caused by "experienced" in part due to their more casual approach in performing certain tasks with little attention given to safety standards and regulations.
- Not being afraid or shy to ask the Fab Lab Manager or Technician for assistance or help.
- Never attempting to use a new machine or piece of equipment without consulting with the floor supervisor to understand mechanisms and safety standards.
- Never checking out tools or equipment. All machinery must remain confined to the premises and are not allowed outside the prototyping facility.

- Know where the fire extinguishers are located and how to use them.
- Use gloves or special tool for the removal of chips, shavings and debris. Do not use your hands to clean shavings or cuttings – they can be sharp!

10.5.1 Personal Protection

Always wear appropriate safety gear and protective clothing, including closed toed shoes. There are several measures one must take to protect themselves from shop hazards.

- Do not wear loose fitting clothing
- Do not wear high heels of any sort.
- Do not wear long sleeve shirts/sweaters
- Do not wear neckties
- No jewellery should be worn in the FABLAB
- Make certain long hair is not loose, but pulled back away from equipment

10.5.2 Eye Protection

- Eye protection must be worn at all times in the Fab Lab facility.
- Failure to wear eye protection may result in loss of Fab Lab privileges.

10.5.3 Cleaning of Fab Lab Facilities

- Every student is personally responsible for clean-up and tool return.
- Each machine and work area should be cleaned immediately after use.
- The last person to use a machine is responsible for cleaning the machine (check with Fab Lab staff if the machines can be cleaned by them) and surrounding work area. Make sure the machine is not operational after use.
- Students cannot leave their work to come back later to work on it. Students are not allowed to store their models and materials in the Fab Lab. Any remaining materials will be disposed without notification.
- Each member is required to assist in a general clean-up of the Fab Lab at the end of the day, or when deemed necessary by Fab Lab Staff.
- Students failing in their clean-up responsibilities:
- First offense: Written Warning
- Second offense: Loss of Fab Lab privileges for 48 hours
- Third offense: Loss of Fab Lab privileges until meeting with Fab Lab manager

10.5.4 Fab Lab Occupancy Requirements

- To maintain a safe Fab Lab environment, strict user limits are enforced.
- You must book the machine before coming to the lab.
- Smoking, eating, and drinking are strictly prohibited.

10.6 Safety Guidelines

Safety in the Fab Lab or Fashion Studio facility is the single most important priority. Accidents could happen and result in serious injuries, sometimes causing permanent impairments. As a general guideline, users should avoid working or experimenting with tools and equipment that they don't fully understand. In what follows, below is a basic set of guidelines that users should observe:

- Never work or operate a dangerous machine alone.
- It is not recommended to have more than 15 users concurrently at any point in time in either facility. In case the occupancy limit is achieved, consult with the faculty or Fab Lab Manager for a resolution mechanism.
- Make sure you fully understand the modus operandi of the machine or tools you are about to use. In case of any uncertainty, refrain from operating the equipment and call for help. Students must notify/report to a staff member of any anomaly in the Fab Lab.
- Students should use appropriate tools/machine assigned for the task.
- Make sure to locate the fire extinguishers before the start of any operation and know how to use them.
- Any sleep deprivation could have dramatic consequences.
- Never conduct operations if you are in a hurry. The outcome could be damaging to your and other co-worker's well-being.
- Prior to starting operations on any machine, make sure that it is properly set-up.
- Verify the power cords and plugs on any portable device and tool prior to using it. Students must notify/report of any anomaly to power cords or plugs.
- In order to remove small debris, make sure to use a brush or a specialized tool (compressed air) and never use bare hands to perform the cleaning as debris could contain sharp components.
- Make sure to distance your fingers as much as possible from the point of operation of the equipment.

10.6.1 Injury-Causing Accidents

In the event of an injury-causing accident, the following procedures must be followed:

- Notify the Fab Lab Manager immediately! Fab Lab personnel will follow established procedures.
- All personal injury accidents require a meeting between the injured person and the Fab Lab manager before Fab Lab privileges will resume. The purpose is to determine the cause of the accident for the prevention of future accidents.

10.6.2 Non-injury Accidents

In the event of accidents resulting in machine damage, material "kick-backs," jamming, or other unsafe events a meeting is required between the person involved in the accident and the Fab Lab manager before Fab Lab privileges resume.

11. Library Services

DIDI library plays a vital role as it serves as the gateway to information for research and study for faculty and students alike. It ensures that the DIDI community has full access to its print and digital resources through a variety of means. The DIDI Library supports the academic needs of the students and faculty with a collection of printed materials which include, but are not limited to books, newspapers, periodicals, trend forecasts, look books, tutorials, collections and clippings. The library also houses non-print and electronic materials as well as digital resources, including but not limited to digital trend forecasting services, archived historical periodicals, online articles, digital subscriptions, research papers, journals, E books, documentaries and films.

The Library is also be equipped with computers for internet use and research and a printer for printing. The Librarian is available during library hours to assist students in all research activities. Updates on library resources, activities and services are regularly circulated through its official newsletter, website and e-mail platforms. The Library also seeks to connect with local, national and international resource sharing programs, to broaden and deepen student access to relevant resources

11.1 Opening Hours

The DIDI Library is open to students, faculty and staff. Its mission is to support the researchers with relevant, world-class library and information resources, and high-quality services. The facility contains electronic books, text books for various disciplines, and online journal databases including digital journals, newspapers, reports, articles, transactions, and proceedings.

The library is served by a librarian and operates 45 hours per week (Monday to Friday, 8:00am to 5:00pm). The Library will be closed on public holidays.

11.2 Library Services

The library provides material for loan or for reference and printing services. The library will aid in the use of electronic resources and information retrieval.

The Librarian conducts a comprehensive annual orientation and instruction to ensure that students are well abreast with its collections, rules and regulations, programs and services. Regular Library activities are also organized to entice the research habits of the students.

11.3 Library Website

The Library website provides access to the primary search engine, as well as the digital resources.

The Library houses all required reading for all courses taught at DIDI, including the General Education courses. It is equipped with information systems and digital

applications that can be used by students and faculty to facilitate access and usage of the resources.

DIDI Library: http://library.didi.ac.ae/

11.4 Library Resources

The subject scope of the library resources is intended to support DIDI's current and future curricula as well as the individual needs of the community. Books and other resource acquisition are done on an annual basis and based on the curriculum needs and within the allotted budget. Library resources will be continuously based on curricular needs of the Institution.

The resources are catalogued and classified according to the Library of Congress (OCLC) classification scheme and maintained through the library management system.

The DIDI Library includes the following resources:

- **Books**: The book collection caters to DIDI courses and programs. It covers a broad range of topics from basic design to concentration specific information, as well as theory, research and literary texts.
- **Online Resources**: The library subscribes to various online databases that provide specialized visual and text resources for the support of the DIDI curriculum. These resources include academic journals, an image library, and video instruction.
- **Electronic Resources**: The Library provides electronic resources including DVDs and CDs in support of DIDI curriculum and knowledge enrichment.
- **Journals**: The DIDI journal collection supports the research needs of faculty and students. It serves to strengthen the theoretical framework of research-related initiatives.
- **Materials Library**: The DIDI library maintains material collections for student and faculty use. Resources include magazine tare sheets, textile swatches, yarn cones, designer look books, manufacturers swatch books and material references.
- **Periodicals**: Periodicals and magazines are maintained to support the extension of knowledge and facilitate self-education.

11.5 Circulation Policies

- **Books**
  - Students may check out a maximum of 3 books for a period of 2 weeks only. They may renew the loan for an additional week upon application to the Librarian.
  - Faculty may check out a maximum of 4 books for a period of 2 weeks only. They may renew the loan for an additional 2 weeks upon application to the Librarian.

- Required reading for current courses of study may be reserved by the Library for reference only.

▪ **Periodicals**: Periodicals are for reference only. Printing from periodicals is permitted as allowed by copyright law.

▪ **Printed Journals**: Printed journals are for reference use only and cannot be taken out from the library. Printing and saving of articles are allowed.

▪ **Electronic Resources**: Electronic resources may be accessed at any time through the Library portal. Electronic resources should be reserved one day ahead of time needed and should be returned within the day borrowed.

▪ **The Material Library**: Students can take up to 20 swatches per week with no limitation for yarn windings.

11.6 Plagiarism

DIDI's policy on plagiarism is intended to encourage academic integrity and originality in student work. The policy applies to all students within the Institution, and is intended to provide a consistent approach to managing cases of plagiarism.

Students are expected to reference all work where quotations, inspirations, reinterpretations, copying or paraphrasing are used. The acceptable type of referencing required for an individual class will be outlined in the syllabi. For further details on academic misconduct, please refer to **Section 15 on Academic Integrity**.

11.7 External Visitors

The DIDI library welcomes external visitors to benefit from our resources. Resources are for reference only and cannot be checked out. Printing is permissible at a cost.

11.8 Library Management System

The library utilizes the KOHA software system for library management. KOHA is a web-based integrated library system with a cataloguing database stored in MARC format.

12. Use of Facilities and Electronic Resources

DIDI students will have access to the Internet as part of the available resources for their research. They will be able to access online magazines and other resources and applications required for their program. Students will be provided with email accounts that can be used for communication with other students, faculty and staff.

DIDI email account will be used by the Institution members as an official communication channel with students. DIDI reserves the right to restrict the use of internet as seen necessary and in line with the institution's rules and regulations and UAE laws.

Students are encouraged to use available electronic resources, internet, websites, newspaper, magazines etc. for assignments, research or study. Students will also be allowed to access and use social networking sites to communicate with other students, faculty members and other individuals in the industry. Usage of the internet, and social networking platforms must adhere to the institution's ethical and professional codes of conduct, and must be in line with the institutions' rules and regulations and UAE Laws.

Student will not be allowed to use the Institutions' Logo without prior approval by the Student Services Manager. Any breach of the usage guidelines of electronic resources and or misconduct using social networks, may lead to disciplinary action. For further details on what platforms and resources are available at DIDI, please refer to **Section 21.3 Educational Platforms & Technology**

13. Student Conduct

A structured environment that fosters freedom of expression and inquiry is crucial to the academic community. Society and educators alike have long recognized the desirability of academic institutions being fairly autonomous within the society, but this autonomy carries with it certain rights and responsibilities for students, faculty and administrators; likewise, the DIDI community is not a haven from the laws, mores, and contemporary issues of the external society. When the boundaries between appropriate and inappropriate actions or behaviors are crossed, there are well-established procedures within the university community for dealing with the misconduct. If such a system of internal rights, responsibilities, and corrective action is at all times grounded in principles of reasonableness and fairness for all concerned, the system itself will promote the educational process and enhance the highest aims of the academic community.

DIDI believes all students should have equal access to DIDI's facilities, programs, activities regardless of religion, nationality, gender or physical ability. Students are expected to adhere to federal and local laws of the United Arab Emirates. The rights, safety and property of the entire DIDI university community are meant to be protected by the conduct policy.

Within this social context, DIDI has adopted the following principles to govern its internal student conduct processes for responding to student misconduct:

- Students are adults who are responsible for the consequences of their actions.
- An academic institution ideally represents a wide cross section of the society, cutting across barriers of economy, class, religion, color or creed. Such a wide spectrum of differences, prepares students to be better prepared for the future
- Academic institutions are neither law-enforcement agencies nor sanctuaries from the law.
- Except for violations of civil or criminal law, the internal affairs of the educational institution are best handled by the institution itself without resort to outside intervention.

13.1 Conduct Integrity

DIDI maintains not only high academic standards, but also expects students to maintain conduct integrity and be a good DIDI citizen. This means demonstrating courteous behavior and professional conduct at all times. Students are expected to maintain an exemplary level of maturity displaying behaviors and dress that do not violate in any way U.A.E. norms, practices, beliefs and expectations of personal conduct. DIDI students are subject to all local and national laws. Violations at the institution can be of two types:

13.1.1 Non-Academic

Members of the DIDI community who are accused of violating DIDI non-academic policies and procedures are subject to adjudication by the DIDI President's Office. Student misconduct cases are resolved through hearings held by the ad-hoc Student Investigation Committee (SIC), appointed by the Student Services Department of DIDI. Any member of the DIDI community may file a complaint against any member for misconduct. The complaint would be reviewed by the Student Services Manager and be referred to the President for a hearing if deemed appropriate. Refer to **Section 14 Non-Academic Violations of this handbook**.

13.1.2 Academic

As an institution of higher education, DIDI is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students, Academic honesty demands that at all times student work be the work of that individual student, and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty. Cases will be heard by the Ad-hoc Academic Integrity Committee (AIC). **Refer to Section 15. Academic Integrity for details**.

13.2 General Applicability

In general, DIDI jurisdiction and discipline will be applied to student conduct that occurs:

- on Institute premises or
- during the course of off-campus activities related to DIDI, or
- which violates federal, state or local laws on or off the DIDI campus, or
- which adversely affects the Institute community and/or the pursuit by the Institute of its educational mission.
- Those subject to jurisdiction and discipline under this policy include:
- All students and individuals taking courses at DIDI,
- Individuals who are not officially enrolled during a particular term but who have a continuing relationship with the Institute, including those on Internship, are considered students.
- Students whose guests violate DIDI policy and standards (students are responsible for the behavior of their visitors, guests or family members)
- Student organizations and their officers
- The President's Office or their delegated representative will decide when the Institute should press civil or criminal charges against a student. If a student is charged with an off-campus violation of UAE laws,
- DIDI disciplinary action may be taken and sanctions imposed

- Interim suspension or restrictions may be imposed even before the student has been found guilty in a court of law.
- The Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, faculty and staff, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Non-Academic Violations

Students are expected to adhere to federal and local laws of the United Arab Emirates. Any student/organization found to have committed the following prohibited conduct will be subject to disciplinary sanctions:

14.1 Dress Code

The below sets out the expectations of DIDI in relation to the Student Dress Code on campus (including the Fab Lab).

DIDI considers the way students dress and their appearance to be of significant importance in portraying a smart and professional image in DIDI and adhering to the UAE cultural context. DIDI has a multi-cultural environment that respects the norms of the UAE culture. Students must behave and dress in a way that is culturally appropriate.

Examples of appropriate attire:
- UAE National attire
- Long skirts/pants/dresses with length that covers the knees
- Blouses/shirts/smart T-Shirts (no sleeveless)
- Jumpers/jackets/blazers
- Trousers/slacks

Examples of inappropriate attire:
- Tank tops
- Tight or revealing clothing that exposes the waist or back or shoulders or cleavage
- Short shorts and micro-skirts
- Midriff-baring, open-back or halter tops
- Offensive wording, drawings, or pictures are not allowed on clothing

14.2 Endangering Behavior

Conduct that threatens or endangers the health and/or safety of a person(s).

14.3 Fraud

- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the Institute, and forgery, alteration or use of Institute documents or instruments of identification with intent to defraud.
- Engages in forgery, alteration, or unauthorized use of DIDI's documents, forms, records, ID cards or withholding/failing to provide required information in connection with admission to DIDI or status at DIDI.

14.4 Harassment

Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which threatens or endangers any person on DIDI premises or at Institute sponsored or supervised functions.

14.5 Violations against others

- Physical abuse, assault or threats of physical abuse: Inflicting physical abuse or injury or threatening to physically abuse or injure another person.
- **Harassment and Bullying**: Words, actions or behavior that intentionally distress, demean, intimidate, threaten, or alarm another person and interfere in their experiences and activities of university life whether expressed face to face or through a personal, physical, or digital intermediary.
- **Invasion of Privacy**: Article 378 of the UAE Penal Code (Federal Law 3 of 1987) makes it clear that taking a picture or video of a person without their consent or in legally permitted circumstances shall be an invasion of that person's privacy or family life. Not only will the camera or device be confiscated and the recordings destroyed, but the photographer or videographer may have to pay a fine and be imprisoned. The same punishment is also applicable to anyone who publishes such pictures and videos.
- **Discrimination**: Differential treatment that denies opportunities or privileges to others because e of their actual or perceived gender, race, age, religion, nationality, or disability.

14.6 Public Display of Affection (PDA)

Public Display of Affection or PDA, includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at DIDI or a DIDI-sponsored activity. DIDI see this type of behavior as a distraction and inappropriate for a school setting and violation of UAE laws.

14.7 Sexual Misconduct

All forms of sexual misconduct, including any form of unwanted sexual contact; "unwanted" means against a person's wishes or without consent, including those instances in which the individual is unable to give consent because of unconsciousness, sleep, impairment, or intoxication due to alcohol or other drugs.

14.8 Theft/Vandalism

Attempted or actual theft of, damage to, or unauthorized possession or alteration of either DIDI property, or the property of a member of the Institute community or other personal or public property.

14.9 Violation of DIDI Policies

Violation of published DIDI policies, rules, and regulations.

14.10 Fire/Fire Safety

Setting a fire, causing a false fire alarm, or causing an unreasonable situation that creates a fire safety hazard.

14.11 Unauthorized entry/Duplication

Unauthorized possession, duplication or use of keys to any Institute premises or unauthorized entry to or use of Institute premises.

14.12 Violation of the Law

Violation of federal, state or local law on Institute premises or at Institute sponsored or supervised activities.

14.13 Substance Abuse

- DIDI students are subject to U.A.E. law, which prohibits consumption or possession of any substance including but not limited to alcoholic beverages, drugs on campus.
- The university does not permit alcohol to be brought onto or consumed on its property or tolerates DIDI students to be in an intoxicated state at any time.
- Alcohol should neither be served or permitted at university functions, whether on or off campus.
- The penalty for the consumption, possession and/or intoxication of alcohol on university premises is immediate dismissal from the university.

114.14 Smoking

Smoking constitutes all tobacco products including but not limited to any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff. Any form of smoking on Institute premises is strictly prohibited.

14.15 Weapon Possession

Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Institute premises.

14.16 Inappropriate Conduct

- Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institute activities;
- Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent;

- Any off-campus conduct which DIDI deems demonstrates disregard for the rights of others;
- Failure to comply with directions of DIDI officials or law enforcement officers acting in performance of their duties; obstruction of the performance of these duties or failure to identify oneself to these persons when requested to do so;

14.17 Obstruction of DIDI Student Conduct Process

Abuse of the DIDI Student Conduct Process includes, but is not limited to:

- Failure to obey a request to appear by a student conduct body or Institute official;
- Falsification, distortion or misrepresentation of information or charges before a student conduct body or Institute official;
- Disruption or interferences with the orderly conduct of a student conduct proceeding, including attempting to discourage an individual's proper participation in or use of the student conduct system;
- Attempting to influence the impartiality of a member of a student conduct body prior to and/or during the course of the student conduct proceeding; and
- Failure to comply with the sanction imposed by a student conduct body or Institute officials.

14.18 Gambling

Possession of gambling devices, operation of lotteries and/or the promotion of gambling is prohibited.

Refer to Appendix A. Student Violation and Sanction Matrix for more information on penalties.

15. Academic Integrity

As an institution of higher education, DIDI is committed to the pursuit of knowledge and the free exchange of ideas. In such an intellectual climate it is fundamentally imperative that all members of this academic community behave in the highest ethical fashion possible in the manner by which they produce, share, and exchange this information. In the case of students, Academic Honesty demands that at all times student work be the work of that individual student, and that any information which a student uses in a work submitted for evaluation be properly documented. Any violation of these basic standards constitutes a breach of Academic Honesty and hence becomes Academic Dishonesty.

15.1 Academic Integrity Overview

Academic integrity requires that students:

- Act ethically in the pursuit of learning and research.
- Acknowledge and or reference, in activities undertaken as part of their learning or research, the contribution of others' ideas and work, including that of other students and colleagues.
- Demonstrating the extent to which the student has consulted appropriate references and source materials – usually through compilation of a bibliography or reference list.
- Including and analyzing complete and accurate research data when reporting research findings and conclusions
- Act in accordance with requirements that ensure the academic standards of the Institution.
- Complying with all instructions for preparation and presentation of individual or group work.

15.2 Code of Conduct

Student Academic misconduct is an academic violation that covers but is not limited to plagiarism, misrepresentation, Fabrication, and cheating in any form of assessments. Apart from cheating and plagiarism, the decision on whether or not to treat academic misconduct as a violation of the Code of Student Conduct, is at the discretion of the faculty.

15.3 Types of Academic Misconduct

Academic misconduct or violations include, but are not limited to:

15.3.1 Plagiarism

DIDI's policy on plagiarism is intended to encourage academic integrity and originality in student work. DIDI has zero tolerance towards plagiarism.

Plagiarism refers to representing another person's words, ideas or images as one's own in any academic exercise. It could be in written, graphic, auditory, visual or electronic format. DIDI deploys plagiarism detection software as well as other verification tools to detect any act of plagiarism. The policy applies to all students within the Institution and is intended to provide a consistent approach to managing cases of plagiarism. The following are deemed an act of plagiarism:

- The submission of any work or academic activity, which is an identical copy of a section of someone else's work, without acknowledging the source and without quotation marks.
- Submitting the same piece of work for assignments in different classes without previous permission from instructors involved. This also applies when a student submits own previous work, or combining parts of previous works with current work, without approval from all instructors involved.
- Borrowing phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and meaning of the original.
- Neglecting to cite sources, or misquotes of sources, or paraphrases a source by using similar words, groups of words, and/or sentence structure without acknowledging the source.
- Asking or hiring others to conduct research or an academic activity on behalf of the student without prior written permission from the course instructor or supervisor of the research or academic activity in question.
- The deliberate provision of invalid research data or false data related to an academic activity, a questionnaire, or statistical work, which the student has been assigned to do. • The false attribution of an innovation to one's self.
- Copying the content of online blogs without crediting the source.
- The use of audio-visual material without crediting the source.
- The use of graphic illustrations, images, motion pictures, and representing them as one's own without crediting the source.
- The translation of others' work to a different language and representing it as one's own without crediting the source.

Every academic submission made by a student should be their own work. In all cases of plagiarism, students will be held accountable for violation of academic integrity and Students are expected to reference all work where quotations, inspirations, re-interpretations, copying or paraphrasing are used. The acceptable type of referencing required for an individual class will be outlined in the syllabi. To that end, projects may

be subjected to textual and visual authentication through the use of software such as Turnitin or other media matching software.

Communication about what constitutes plagiarism, to the student body, as well as the consequences of being found guilty of it, will be consistent throughout the student's academic career at DIDI and the faculty has the right to decide in regard to student grades in determining the integrity based on faculty awareness of the students work level.

Students must ensure compliance with this policy; repeated offenses will receive higher penalties. Refer to **Student Violation and Sanction Matrix** for more information.

15.3.1.1 Plagiarism Check Process at DIDI

All work submitted by students is accepted on the understanding that it is their own. DIDI views plagiarism as academic misconduct and dishonesty. Students should adhere to high standards of academic integrity that includes referencing and acknowledging other's work, good literature review procedures while submitting assignments, projects or case studies.

For the purpose of academic discipline and penalization, three categories of plagiarism are defined on the basis of similarity index (percent of similarity). However, given the limitations of a software, evaluation shall be supervised by the concerned course faculty.

The steps followed in plagiarism checking are listed below:
- The student is responsible for submitting a proper referenced assessment.
- Faculty members are responsible for implementing the acceptable academic code of conduct through proper student orientation, citing examples of assignments, projects and thesis work that have followed proper acknowledgement and referencing standards.
- Every faculty member provides and implements strict academic code of conduct guidelines at the beginning of course.
- Turnitin anti-plagiarism software is utilized to assess the similarity of student submissions including Artificial Intelligence as well. This tool helps to identify potential instances of plagiarism by comparing submitted work against a vast database of academic papers, publications, and online sources. Students are expected to submit original work, and the similarity index generated by Turnitin will be reviewed by the course faculty to ensure adherence to academic integrity standards.
- Turnitin generates originality report with percentage of similarity and AI and the citations from where plagiarism might have occurred. The instructor uses

the originality report to determine the similarity that is acceptable. Faculty must review the plagiarism report on case-to-case basis and decide on the final penalty to be awarded to the student.

- **AI and Plagiarism Policy:**

As Artificial Intelligence (AI) technologies, such as language models and content generation tools, become more prevalent, it is essential for students to understand their responsible use in academic work. While AI can be a valuable resource for research, idea generation, and assistance, students must ensure that the work they submit is their own, and that any material produced with the help of AI is properly acknowledged and cited, where applicable.

Using AI to generate content that is then presented as one's own original work, without appropriate attribution, constitutes plagiarism. This includes, but is not limited to, using AI to write essays, reports, or sections of assignments. Such actions are considered academic dishonesty and will be treated in accordance with the institution's plagiarism and academic integrity policies.

Students are encouraged to use AI responsibly as a tool for learning and improvement, but should always ensure that their work is authentic, well-researched, and reflective of their individual understanding. Any use of AI that contributes to an assignment or project should be clearly referenced and disclosed in line with standard academic practices.

15.3.1.2 Levels of Plagiarism and Penalties

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool Turnitin is excluded from any penalty provided this does not relate to any substantial section of the answer/ project report/ case analysis/ assignment, etc. which demands students' originality. This 15% includes the use of AI tools as well. Both the AI tool usage and the similarity index should each be limited to 15%. Also, 15% similarity exemption applies to narratives about the company, views expressed by others, a common phrase or series of words used in context to the topic, bibliography, formula or derivation of formula, problem solution with same set of data that may have similar outcomes, etc. Faculty members/ Examiners shall assess all such exemptions applying the principle that similarities do not compromise to originality of the students' contribution. In case of any similarity even within 15% level including AI that comprises the substantial section of the answer/ project report/ case analysis/ assignment, etc. should be awarded penalty at par with cases of Level I similarity. Similarities above 15 percent including AI are classified in to two levels- Level 1 and Level 2 as shown below. The level wise penalties are as follows:

Level	Similarity Percentage	Penalty

I	16 - 25%	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in that assessment shall be deducted.
II	Above 25%	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Dean.

Faculty submits plagiarism incident report covering both Level-I and Level-II cases with all the details to the Dean. Dean keeps a record of all such incidents of plagiarism during the semester. Dean shall report the cases of level-II to the Disciplinary Committee. The Disciplinary Committee evaluates the cases of level-II and may come up with following penalties:

- Award zero marks for the component of assessment.
- Award grade XF (fail due to academic integrity violations) in the course. The student has to repeat the courses once again.
- In case of repeat violations, the student may be dismissed from the program.

15.3.2 Misrepresentation and Multiple Submission

It is defined as the submission of work that has previously been submitted in the same or similar form for another project, test, exam or course. When a student submits work with their name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion. To avoid cheating or unauthorized collaboration, a student should never:

- Submit the same work, or essentially the same work, for more than one project. A student must disclose when a paper or project builds on work completed earlier in their academic career.
- Use, copy or paraphrase the results of another person's work and represent that work as their own.
- Refer to, or copy archival files (e.g., old tests, homework, solutions manuals or backfiles) without reference.
- Copy another's work or permit another student to copy their work.
- Submit work as a collaborative effort if they did not contribute a fair share of the effort.
- Students must ensure compliance with this policy; repeated offenses will receive higher penalties. Refer **Appendix A. Student Violation and Sanction Matrix** for more information.

15.3.3 Fabrication of Work

It is dishonest to Fabricate or falsify data in research papers, or reports; to Fabricate source material in a bibliography; or to provide false information on a résumé or other document. Fabrication of work is committed when a student:

- Manipulates data, research, or processes with the intent of achieving the desired results.
- Submits false information or data in any format.
- Uses quotes and references from a secondary source, stating it comes from an original source.
- Fabricates source material.
- Submits work that is prepared in whole or part by someone else.

Students must ensure compliance with this policy; repeated offenses will receive higher penalties. Refer to **Appendix A. Student Violation and Sanction Matrix** for more information.

15.3.4 Cheating and Facilitation

Cheating on tests, projects or exams can be in written, graphic, auditory, visual or in electronic format. A student must not receive or provide any unauthorized assistance on an examination. During an examination a student may use only materials authorized by the faculty. Cheating is committed when a student:

- Copies the work of another person,
- Aids or communicates with another in a test, submission, assignment or exam when collaborative work is not permitted,
- Submits any academic work under someone else's name other than their own. This includes but is not limited to sitting for another person's exam where both parties will be held liable,
- Shares information or answers for an assignment, test or exam with another,
- Uses equipment not authorized for use in the class, project, text, assignment or exam,
- Accesses exam or test materials prior to the exam or test being administered,
- Uses books, papers, notes or electronic data in violation of the testing policy,
- Students must ensure compliance with this policy; repeated offenses will receive higher penalties, Refer to **Appendix A. Student Violation and Sanction Matrix** for more information.
- Damaging Others Work
- The deliberate damage or theft of others work is considered a serious offence by DIDI, parallel in seriousness to cheating, or plagiarism. Under no circumstances is it acceptable for a student to wilfully damage the efforts or work of other students. Students must ensure compliance with this policy; repeated offenses will receive higher penalties. Refer to **Appendix A. Student Violation and Sanction Matrix** for more information.

15.3.5 Damaging Others Work

The deliberate damage or theft of others work is considered a serious offence by DIDI, parallel in seriousness to cheating, or plagiarism. Under no circumstances is it acceptable for a student to willfully damage the efforts or work of other students.

Students must ensure compliance with this policy; repeated offenses will receive higher penalties. Refer to **Appendix A. Student Violation and Sanction Matrix** for more information.

15.3.6 Reporting Misconduct

If a student observes others violating this policy, they are encouraged to report the misconduct to the faculty.

15.3.7 Procedure

- **Jurisdiction:** This policy covers all students at DIDI. Cases will be heard by the Ad-hoc Academic Integrity Committee (AIC). All violations and sanctions should be reported to the Deans office and Quality Assurance office.
- **Student Rights and Responsibilities in an Academic Integrity hearing:** A student accused of an academic integrity violation, whether by faculty, teaching assistants or another student is entitled to:
  - Review the written evidence in support of the charge.
  - Ask any questions.
  - Offer an explanation as to what occurred.
  - Present any material that would cast doubt on the charge.
- When responding to a charge of academic misconduct, a student may:
  - Deny the charges of academic misconduct and request a hearing with the Deans Office.
  - Admit the charges and request a hearing with the AIC to determine sanction(s).
  - Admit the charges and accept the sanctions by the SIC.
  - Request a leave of absence from the Institution. The academic integrity matter must be resolved prior to re-admission.
  - Request a withdrawal from the Institution with a transcript notation that there is an unresolved academic integrity matter.
  - If the student does not respond to the allegation or refuses to participate in the process the Dean's Office will ask the AIC to proceed to decide without their input.

16. Types of Sanctions

16.1 Warning Letter

In the event of a behavioral complaint that does not cause harm to another person in the DIDI community, a confidential warning letter will be sent to the student concerned declaring them to be in breach of the Code of Student Conduct and demanding that they cease the prohibited behavior. The complainant will be notified that the student has been warned, but no public disclosure will be made. A copy of the warning letter must be sent to the Quality Assurance Office for record.

16.2 Failing a Course

A student may receive an "F" in a certain course and not be allowed to attend classes for the rest of the semester if they repeatedly violate the classroom code of conduct.

16.3 Failing a Semester

The AIC may choose to fail the student in all courses currently registered in as a result of a breach of the code of conduct.

16.4 Registration Hold

An academic hold may be placed on a student account in the event of a certain type of violation of the academic integrity code. The student may not register for any courses, receive transcripts or access any of their records until they resolve the reasons for which they received a registration hold. This is applicable when the student has outstanding payments, cause damage to DIDI property, or the respondent fails to maintain good academic standing.

16.5 Suspension

A student may be prevented from attending or registering in any courses at DIDI for one or more semesters as deemed appropriate by the AIC after approval by the President. This sanction is appropriate when verbal aggressiveness or similar offenses were committed against any member of the DIDI community, intentional damage was done to DIDI property or where defamation of the institution has occurred.

16.6 Expulsion

A student may be permanently barred from attending any courses or events at DIDI. This sanction by the AIC (after approval by the President) is appropriate if:

▪ Alcohol or drugs have been consumed on campus
▪ The violation is committed with malice and is of a kind likely to cause harm to another person in the DIDI community.
▪ The respondent has had several disciplinary sanctions before.

16.7 Disciplinary Probation

A disciplinary probation can be given to a student who previously received a disciplinary warning letter or committed any violation that led to any of the above sanctions, except a "Registration Hold." The AIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this sanction. When a student is on disciplinary probation, they shall not represent the Institution in any capacity (sports teams, competitions, etc.,), nor hold office in the DIDI Student Union or any other student organization.

16.8 Other Sanctions

When deemed appropriate, other "educational sanctions" may be imposed by the AIC in combination with any of the above-listed sanctions.

16.9 Repeat Offenses

16.9.1 Failing a semester

The second time a student receives this sanction, they will receive suspension for one semester. Any courses taken outside during suspension will not be transferred to DIDI with the exception of any general educational courses as per the **Section 20. Transfer Policy**. A third failure will lead to expulsion.

16.9.2 Suspension

A second suspension will be for two consecutive semesters while a third will lead to expulsion.

13.9.3 Disciplinary Probation

The first offense during the disciplinary probation will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violation will lead to expulsion.

16.10 Grievances

If a student is dissatisfied by a decision reached by the AIC, in relation to academic misconduct, the student may seek a formal review of the decision.

17. Student Records

A student is defined as any person currently enrolled or who has ever been enrolled at DIDI. Thus, any student who has ever registered for a course at DIDI has rights concerning access to and confidentiality of their educational records. Students who applied for admission but never actually attended DIDI as enrolled students are not covered by this policy. This policy does not apply to other information such as teacher notes, private counselling notes, student portfolios, student assignments or other informal records or to specific information not related to a student's educational programming and services.

- The information collected and maintained in student records is used to assist students through the charting of their educational progress, in addressing educational issues of programming and placement, and in planning academic programs and careers.
- All student records' management will be conducted in a consistent, efficient, effective, accurate, and accountable manner.

17.1 Types of Record and its Content

17.1.1 Cumulative Record

Cumulative record must be opened, following registration and will be managed by the Registrar. The admissions office transfers all student records upon verification of documents to the Registrar. It must contain the ongoing record of a student's progress related to their educational programming.

17.1.2 Confidential Record

A confidential record must be opened immediately when information that is judged to be sensitive, as determined by the Institution, is acquired. The confidential record must be kept in a separate student file with Student Services however the existence of the confidential record must be noted on the cumulative record.

17.2 Maintenance, Destruction & Disposal of Records

The Institution may dispose of records when they are no longer necessary. However, if under the terms of this policy, a student has requested access to the record or has formally challenged the record, the record shall not be destroyed until access has been granted or until a decision has been rendered. Physical records will be destroyed two (2) years after a student graduates or withdraws from the institution.

17.3 Records - Back up

All student data and information are backed up on the cloud. System administrators would have access to all records. Records can be accessed from any location through a secure login and downloaded onto any device by all system administrators.

18. Information Release Policy

This policy sets out requirements and standards for the creation, management, security and retention of student and applicant records, including examined work, in all formats, together with lines of accountability. DIDI respects the rights of individual privacy, the confidentiality of records and the best interests of the student and the institution.

18.1 Purpose

This policy aims to set out a consistent, auditable standards for the management of records relating to applicants, enrolled and former students, to ensure their confidentiality, integrity and availability to authorized users for as long as required by the Institution.

This policy aims to comply with legislation. Records must be effectively and consistently managed for all applicants and all students of the Institution, no matter where or how they are studying, in accordance with this policy.

18.2 Scope

18.2.1 Students, Alumni and Applicants

This applies to records and associated personal information about all applicants, current and former students including:

- Students studying abroad, students on exchange, students attending short courses or workshops and students taking an internship.
- Students who take a leave of absence, are under temporary suspension or who withdraw from the university.
- Students enrolled at DIDI through partner institutions.
- Alumni who will support the institution for maintaining and expanding the institutions development.

18.2.2 Functions

This applies to records documenting the entire student lifecycle from enquiries to alumni including student recruitment, enrolment, and attendance. All documented student advice and support, fees, payments, bursaries, scholarships, appeals, complaints and disciplinary proceedings, activities, and third-party requests for personal data are covered by this policy.

18.2.3 Format

This applies to all paper and electronic records which document student and applicant administration and assessment, including but not limited to those generated or held in:

- The Student Information System (SIS)
- SharePoint or Office 365.

- Paper and electronic student files.
- Customer relationship management systems (CRM).
- Moodle – Learning Management System (LMS).
- KOHA Library Management System.
- Email correspondence between academic and professional services staff.
- Case files and correspondence relating to student accommodation and support services, careers advice, and counselling.
- Committee records relating to student discipline, appeals and complaints.
- Financial Records.
- Student Access cards and Pay as you go printer.

Refer to **Section 17. Student Records for more details**.

18.2.4 Users

This policy applies to all employees whose duties involve use of DIDI student, applicant and alumni records.

18.3 Confidentiality

- No records from student files may be disclosed without the prior approval of the Registrar and the student's written request presented in person. Refer to section 19.4 on Disclosure of Information.
- The Alumni Coordinator is authorized to manage and update alumni files.
- No records are amended without the prior approval of the Registrar.
- Regulations regarding access to students' information on the SIS:
  o The Registrar is authorized to view and amend all personal and course registration information.
  o The Admissions Manager is authorized to view and amend the information related to admissions only.
  o A student is authorized to view their transcript, and the courses they have registered for (through SIS and Moodle). Access is password-protected.
  o Student-related information and records can only be released by the Registrar.

18.4 Disclosure of Information

- **Disclosure not requiring prior consent***
  The Institution may disclose personal information from a student's record, without the consent, only if the disclosure meets one or more of the following conditions:
  o The disclosure is to the Institutions officials who have a legitimate educational interest in the records;
  o The disclosure is to officials of another Institutions in which the student seeks or intends to enroll or where the student is already in attendance;

- The disclosure is to Federal or local government necessary to ensure the safety of staff, students, or other persons of the DIDI Community.
- The disclosure is in connection with financial aid or scholarships for which the student has applied or received, if the information is needed to determine eligibility for the aid, to determine the amount of the scholarship, to determine the conditions for the scholarship, or to enforce the terms and conditions of the scholarship;
- The disclosure is to accrediting organizations to carry out their accrediting function, with the guarantee that the identity of the student will be protected;
- The disclosure is to a parent of a student who is defined as a dependent or the student is under the age of 21 at the time of the disclosure to the parent;
- The disclosure is in connection with a health or safety emergency if knowledge of such information is necessary to protect the health or safety of a student or other individuals;
- The disclosure is to faculty and other officials of the Institution concerning the academic advisement or records.
- Disclosure Requiring Prior Consent except as listed in section 19.4 above, all requests for student information must be accompanied by a Student Consent form.
- The student must specify the records to be disclosed, and identify the party or parties to whom the disclosure may be made.
- When disclosure is made pursuant to this section, the registration department will, upon written request, provide the student with a copy of the records that were disclosed.

All recipients of student records are advised that they are obligated to respect the confidentiality of Student information disclosed to them and must maintain that information in accordance with federal law and with these guidelines.

19. Undergraduate Admissions' Policy

Admissions' policies are clearly articulated so they can be understood by applicants and implemented consistently. This policy complies with the standards set forth by the UAE Ministry of Education.

19.1 Qualifications Requirements

19.1.1 Entry Qualifications for Admission (Mandatory Documents)

DIDI welcomes applications from students achieving excellence in a wide range of qualifications. The admissions staff are responsible for determining the qualifications and/or subjects that are appropriate for admission. The general application requirements include a completed online application form submitted with the below <u>mandatory</u> documents:

- High School Transcripts or Exam certificates from last three years of their High School.
- Recognized English language qualification passed at the required level as indicated in **section 19.2. English Language Requirements**.
- Demonstrate minimum level of competency in mathematics in their final years of high school.
- A personal statement of not more than 500 words describing applicant's academic interests, motivation for studying design, any previous design experience, interests outside of the classroom and career aspirations.

DIDI application decisions will be communicated within 3 to 4 weeks from receiving an application

19.1.2 Acceptance

- In order to receive a conditional offer, applicants must fulfill all of the admissions criteria, with the exception of the original copy of the diploma (or equivalent) award and the English language proficiency certificate.
- Applicants applying from high school must provide up to date transcripts.
- Upon receipt and review of the final award, DIDI will confirm an applicant's acceptance where they have met the minimum condition attached to their provisional offer.
- If one or more conditions are not met, the admissions office reserves the right to revoke an acceptance offer.

19.1.3 Transfer Credits

- DIDI accepts transfer credits from accredited Institutions, aligned to the courses on offer at DIDI. Refer to **Section 20. Transfer Policy** for more information.
- Former students who withdrew from DIDI and are returning would be considered as transfer students to evaluate if all the courses they have taken

would satisfy the degree program. Refer to Section **Section 20. Transfer Policy** for more information.

19.2 English Language Requirements

At DIDI the teaching, assessment and student support are given in English. Applicants must demonstrate proficiency in written and spoken English to the general standard required as part of their application. The minimum acceptable level of proficiency score for admission is:

- International English Language Testing Academic (IELTS - Academic) - 5.5 overall.
- Test of English as a Foreign Language Internet Based Test (TOEFL iBT) - 66.
- Test of English as a Foreign Language Computer Based Test (TOEFL CBT) - 187.
- Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP) - 517.
- Pearson Test of English Academic (PTE-A) - 46.
- Cambridge English: Advanced Test score of 47
- EmSAT examination on the English language portion - 1400.

All applicants who cannot provide valid official passing scores for English language proficiency will result in withdrawal from the program and university.

19.3 Equivalency

- As part of the new mandate (Ministry Decision Number (199) For the Year of 2019) issued by the Ministry of Education, every student applying to UAE accredited universities must obtain and provide equivalency of their high school degree as part of the admissions requirement to the university.
- Certificate equivalency is the process by which the Ministry of Education officially endorse a diploma/degree and declare the document to be equal to UAE standard.
- Required Documents: Meeting the requirement of equalizing the general education certificate is shown in detail below:

19.3.1 General attachments required in all cases:
- Copy of the Emirates ID of the customer
- Copy of Passport of the customer
- Copy of UAE Visa for non-GCC nationals
- Attest all mentioned certificates.
- Legal translation for the certificates issued in any language other than Arabic or English and attest them from the accredited entities.
- Original certificates for the last 3 years of study

- Arabic Subject is required for Arabic speakers only, and Islamic Subject is required for Muslims only in all private schools in the UAE for grades (10+11+12).

19.3.2 Curriculum based requirement

19.3.2.1 Equalizing the High School Diploma (American Curriculum)
- Original graduation diploma
- Original transcript of marks for grades (10,11,12)
- Student should pass in 5 subjects successfully (Arabic & Islamic not included)
- Emirati Students only: Pass the eMSAT tests with a minimum grade of 500 in Mathematics and a minimum grade of 1525 in English Language.
- Non-Emirati Students: Pass the SAT with a minimum grade of 450 in mathematics and a minimum required score in English as mentioned in Section 20.2 Language Requirement.

19.3.2.2 Secondary certificate equivalence requirements (British Curriculum)
- The student is required to successfully complete Grade 12/Year 13
- Original certificates for the last 3 years of study (10+11+12)
- Successfully complete five Ordinary Level, GCSE or IGCSE subjects with a grade of (A*, A, B, C, D or E)
- Successfully complete two Advanced Subsidiary Level subjects or one Advanced Level subject with a grade of (A*, A, B, C or D)

19.3.2.3 Secondary certificate equivalence requirements (International Baccalaureate - Swiss Diploma)
Successfully complete grade 12 or its equivalent in either of the two following tracks:
- First Track: Obtaining the Ib Diploma without counting the Islamic Studies subject as one of the required subjects to obtain the diploma
- Second Track: Student must pass 6 subjects from the Ib subjects (IB Subject Certificate) excluding the Islamic Studies as one of the required subjects and according the following conditions:
  o Minimum grade for each subject is 3.
  o Minimum overall grade required is 21.
  o To pass the core subjects (English, Mathematics and a science subject) within the 6 required subjects in the High Level (HL) or Standard level (SL)
  o The subjects must be within the approved lists of the Ib Organization.
  o Final Certificate + school marks + IB with stamp of Ministry of Education and Ib certification in Switzerland.

19.3.2.4 Secondary certificate equivalence (Canadian Curriculum)
- The school must be recognized by the department of education in one of the

territories in Canada
- The student must pass grades 10, 11 & 12 according to the curriculum and the study plan of the territory
- To obtain the graduation diploma in the higher secondary level
- The final graduation diploma must be issued from the territory that recognizes the school

19.3.2.4.5 Secondary certificate equivalence (Australian Curriculum)
- The school must be recognized by the department of education in one of the territories or states in Australia
- The student must pass grades 10, 11 & 12 according to the curriculum and study plan of the Australian state or the territory
- To obtain the graduation diploma in the higher secondary level
- The final graduation diploma must be issued from the territory or the state the recognizes the school

19.3.2.6 Secondary certificate equivalence (French Baccalaureate)
- DIPLOME DU BACCALAUREAT
- Successfully pass grades 10, 11 & 12 according to the curriculum

19.3.2.6 Russian curriculum and curriculums related to countries following it
Original graduation certificate and transcript of marks for the last 3 years of study (9+10+11)

19.3.2.7 Indian and Pakistani Curriculum
- Original graduation certificate of grades (10+12)
- list of school transcript of grades (10+12)
- Islamic Subject marks of grades (10+11+12) for Muslims students

19.3.2.8 Iranian Curriculum
Systems
- **New system**: Graduation certificate (تحصیلات دوم دوم متوسطة)
- **Current System**: Graduation certificate (تحصیلات متوسطة)
- **Old System**: Graduation certificate (بیش دانشکاهی) and transcript for 1 year
- Transcript for 3 years after grade 9.
- Copy of graduation certificate and transcripts translated (if not in English) and attested.

* Certificates issued by a system outside Khushur (Ryan Kashiha + Saba) by an Iranian educational center outside the issuing country will not be recognized by MOE, if they are not accredited by the issuing body in the issuing country.

19.4 Visa Processing and Medical Fitness Assessment

- If the applicant is an international, non-resident looking to study at DIDI, they will need a visa in order to reside and study in the UAE. DIDI is able to provide applicants with visa sponsorship once they have accepted an unconditional offer and paid all fees due as per the acceptance letter.

- Please note that visa processing times vary, and applicants should submit their documentation at least 8 weeks prior to the start of semester to ensure that applications can be handled.

- Further information about Visa Processing, Medical insurance coverage, Housing and other non-academic concerns should be referred to the Student Services.

- Students who apply late (after the deadline) for the student VISA are informed that there will be a delay in processing, all academic policies apply from the first day of the semester.

20. Transfer Policy

This Policy states the Institution's position on matters relating to transfer of credits. Admissions policies are clearly articulated so they can be implemented consistently. This policy along with **19. Undergraduate Admissions Policy** complies with the standards set forth by the UAE Ministry of Education. All staff with selection and admission responsibilities must be familiar with this policy and the associated procedures.

20.1 Transfer Admissions

Transfer credit to DIDI is considered from two categories of institutions:

- regionally accredited. Institutions of higher education; and
- the Universities of other countries that are recognized by their appropriate national educational authorities and have been approved by the Ministry of Education.

Students requesting transfer credit pre-approval or evaluation of course work completed at an international institution prior to enrolling at DIDI, should provide the below information (Section 17.2) which must be submitted along with the transfer credit request in order for an assessment to be completed. Please note that all documentation must be in the English language (or must have a certified English translation).

20.2 Admissions Requirements for Regional and International/Abroad Institutions

Students must provide official documentation that clearly states:

- Credit is transferred on a course-by-course basis, not on a semester-by-semester basis.
- The Institution's accreditation.
- The Institution's grading scale or system.
- The Institution's credit system (quarter, ECTS, semester) etc.

20.3 Transfer Process

- DIDI accept transfer only from regionally accredited institution in the UAE or at an officially recognized institution in another country, and as they align to DIDI course offerings.
- Students must submit official transcripts from all previously attended institutions that must include the Institutions' seal and the designated official's signature to be eligible for consideration. An official transcript must clearly indicate the following information for each course:
  o Course codes or numbers
  o Course titles or descriptions

- Final grades earned
- Course credits earned
- The Registrar will evaluate all courses for possible transfer credit. Courses must be substantially equivalent to DIDI courses.
- DIDI only accepts transfer credits for courses with a minimum grade of 'C' or 70% score (regardless of their CGPA). P (pass/fail) and S (satisfactory/unsatisfactory) grades will also be considered for transfer credit. Advanced Standing and recognition of prior learning is not granted at DIDI.
- Any transfer credits submitted as part of a student application will be assessed and credited as part of their application, with the student notified at time of acceptance to the program.
- Transfer credit notification will be in writing (**Appendix C. S5c Transfer Credit Approval form**) and the student's record amended to reflect the transfer credits, and the course equivalency. Once transfer credits are approved, they will be posted to the student's academic record by the Registrar's Office. These transfer credits will be assigned a grade of "T" and will not affect the student's grade point average (GPA).
- DIDI does not allow credits to be assigned for the same course twice even when they are taken at different institutions.

21. Grading and Assessment

21.1 Definition of Grades at DIDI

Student's performance in a course is graded using a letter system, which corresponds to a grade value. For each credit earned the following grade value will be awarded based upon the grade received, and will be used to calculate the grade point averages (GPA). From Fall 2022 the below grading scale will be used. The below grades will only apply from Fall 2022 which means all previous grades will follow the earlier grading scale.

Grade	Mark	Grade value	Description
A	95% - 100%	4.00	Excellent
A-	90% - 94.99%	3.67	
B+	87% - 89.99%	3.33	Good
B	84% - 86.99%	3.00	
B-	80% - 83.99%	2.67	Satisfactory
C+	77% - 79.99%	2.33	
C	73% - 76.99%	2.00	Pass
C-	70% - 72.99%	1.67	Minimal Pass
D+	67% - 69.99%	1.33	

D	60% - 66.99%	1.00	Poor
F	0% - 59.99%	0.00	Fail

Grade	Definition
U	Audit – Attendance in a course with no associated credit points.
I	Incomplete – An Incomplete 'I' grade is awarded to students if they miss their final exam or presentation due to medical reasons or reasons beyond their control.
W	Withdrawal – Is an official course withdrawal. It has no associated credits, does not affect the GPA and is recorded on a student's record.
T	Transfer Credit - Transfer credits are only accepted for General Education (for grades of "C" and above) and only from accredited institutions of higher education. Grades from transfer courses are not used in the calculation of Grade Point Average (GPA).
IP	In Progress – Indicates the course currently in progress and not yet completed.
*	Repeat - Repeated courses will be identified by an '*'.
FA	Failure for Non-Attendance - Indicates that a student has failed a course due to non-attendance. It is calculated as an 'F' in the student's grade point average.
P	Pass - Satisfactory achievement in a course where a percentage grade is inappropriate.

The grade received in a course reflects the student's overall performance and is recorded in the student's transcript. Grade disputes must be resolved before the end of the following semester and cannot be disputed thereafter.

21.2 Grade Point Average (GPA)

GPA is the cumulative record of academic performance over the period of a semester.

The Grade Point Average (GPA) is the total grade points earned in a given semester divided by the Total number of credits attempted in that semester. The Grade Point Average (GPA) is based on a 4.0 scale and reflects a single term of academic activity.

- The Cumulative GPA (CGPA) is the aggregation of GPA for all the semesters attended. Grades from all completed courses contribute toward the student's CGPA. When calculating the CGPA, all fail (F) grades that are not replaced by a passing grade are counted in the computation.
- All GPA calculations are carried out to two decimal places.
- Repeated courses, will be recorded on a student's permanent academic record with an '*'. The notation does not affect previously posted academic actions

(such as probation or suspension). Check with the Registration Office for more information.

21.3 Educational Platforms & Technology

As DIDI's mission is to provide an interdisciplinary, problem-focused educational experience that prepares students to think critically and address complex issues, the University recognizes the advantages of providing learning opportunities that are not restricted by time, place, or method of delivery and that all approaches to instruction must meet the same high-quality standards that exist for traditional classroom-bound education. All DIDI faculty and staff have access to a variety of technologies to aid in the delivery of online instruction. The ITS departments administer and support the technology platforms that are used to deliver online course materials.

21.3.1 Login Credentials

- DIDI provides Microsoft Office 365 email, Office apps, and OneDrive cloud storage to every student, faculty and staff. When logged in through the website, the user is authenticating through a DIDI-provided single-sign-on solution. As a result, by logging into Microsoft Office Apps at DIDI, users also log into other services that use the same logon method (SIS, Moodle for example). In order to log out, you must close your web browser.
- Where single sign-on is not enabled, the users will be provided with a unique user account and password. It is the responsibility of the users to change their passwords to a complex one on first time login.
- List of Applications with single sign-on with Office 365

System	URL
SIS Student Portal	https://myportal.didi.ac.ae
Moodle–LMS	https://moodle.didi.ac.ae
KOHA – Library Management System	http://library.didi.ac.ae/
LinkedIn Learning	https://www.linkedin.com/learning

21.3.2 Microsoft Office 365

- At DIDI, we use Microsoft Office 365 as our main means of email, cloud storage, office applications, and eLearning classes. Microsoft Office 365 Education for students, faculty, and staff is a service that enables access to a suite of Office 365 cloud products as well as download and install of the full Office Productivity Suite, including Word, Excel, PowerPoint, OneNote, and more.
- In addition to the usual Microsoft Office apps, such as Word, Excel, PowerPoint, OneNote etc. Office 365 also offers additional collaboration and communication tools such as Teams and Yammer (a corporate social networking platform). Communicating between the students and faculties are made easy, thanks to the Microsoft Teams which is used for distance learning.

- Creating and collaborating of documents are made easy with the online office applications. Aside from the locally installed Office apps, students can also access via web application.
- Students can be more creative with the aid of the Office tools and share it to the world using the most secure cloud storage, OneDrive.
- All of these applications can be available on all of your devices. Microsoft Office apps are available for all platforms: Windows, Mac, iOS, and Android devices.

21.3.3 Microsoft Teams

- Microsoft Teams is a cloud based collaborative hub, provided to DIDI faculty, staff and students, that brings all the Microsoft tools onto one app, designed to help people work together better.
- It's an online shared area for a group where members can post messages, pictures and links with the ability to comment and discuss on the things posted.
- A number of regulations and responsibilities come with the use of Teams as detailed.
- To install Microsoft Teams on your devices, here are the links you need for each platform:
  - [Windows](#)
  - [Android](#)
  - [Mac](#)
  - [iOS](#)
    - How it works: For more information on how Teams work, watch these YouTube videos.
      - [Introduction to Teams](#)
      - [Collaborating on Files together](#)
      - [Screen sharing during a meeting](#)
      - [@mentions to get attention](#)
      - [Scheduling a meeting(s)](#)
      - [Chats and Calls](#)
      - Logging in: To log in to Teams, use the following credentials:
      - Username: DIDI Email
      - Password: DIDI Email Password
      - Faculties are advised to create their active courses/sections in Teams. In this way, they will be able to filter which students should be included in their respective classes.
      - Students should be aware of the schedule of their online classes. Being online and joining the Teams class few minutes before the class starts is a must.

21.3.4 Learning Management System:

At DIDI, Moodle is the Learning Management System (LMS) used for delivery of instruction. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle is a Web-based platform that provides faculty and students with features including:

- Course content for posting articles, assignments, and resources
- Calendar for posting due dates for assignments and tests.
- Folders for organizing content
- Assessments for administering quizzes and exams online
- Assignments for posting assignment areas for student submissions and online grading.

21.3.5 Student Information System

DIDI student information system (SIS), is a management information system to manage student data. SIS systems provide capabilities for registering students in courses; documenting grading, transcripts, results of student tests and other assessment scores; student schedules; tracking student attendance; and managing many other student-related data needs.

SIS is a web-based application software designed to introduce a conducive and structured information exchange environment for integrating students, faculty and the administration of a university.

21.3.6 Library Management System

- The library utilizes the KOHA software system for library management. KOHA is a web-based integrated library system with a cataloging database stored in MARC format
- The library subscribes to various online databases that provide specialized visual and text resources for the support of the DIDI curriculum. These resources include academic journals, an image library, and video instruction.
- Journals: The DIDI journal collection supports the research needs of faculty and students. It serves to strengthen the theoretical framework of research-related initiatives.

21.3.7 Support

The ITS Service Desk is the first point of contact for any user for technology-related issues.

- Phone Support: +971 4 568 7189
- Email: itsupport@didi.ac.ae
- In Person: Building 4, Ground Floor, Dubai Design District (d3)
- Monday to Friday: 8:00am to 5:00pm (Saturdays, Sundays & Holidays: closed)

21.4 Academic Accommodations

DIDI is committed to full inclusion of all students. This commitment includes arranging academic accommodations for students with disabilities, medical or personal emergency to ensure they have equitable opportunity to participate in academic activities. Provision for academic accommodation include but are not limited to the following:

- Permission to take an exam under different conditions with the intent to provide a fair opportunity for a student with a documented learning disability. Accommodations could include taking an exam in a separate room; or with the assistance of a device; or being granted additional time; or being granted breaks.
- Permission for a makeup exam in the event of a medical or personal emergency, are provide. Check with the Office of the Registrar and Faculty for more information.

21.5 Student Grade Access and Appeal

- All students have to access their grade(s) via the Student Information System (SIS). Once all the grades for a given semester are posted on SIS, the office of the Registrar sends out an email informing the student body that grades for the semester are now available on SIS.
- The student is permitted to discuss their performance in class assignments during the semester with their instructor.
- Grades are subject to appeal only when the student believes that the grade was awarded in an inequitable, arbitrary, or erroneous manner.
- Appropriate grounds for appeal include circumstances where the grade was assigned based on:
  - ○ inequitable treatment that is the result of departure from the instructor's stated standards, and course policies; or
  - ○ a decision based on an error in fact.
- The grade issued by the instructor remains in effect during the appeal process
- Appeal process would follow the below:
  - ○ A student who wishes to challenge the accuracy or fairness of their final course grade may appeal the grade within one week of publication/posting of the final grades.
  - ○ They should first raise the concern directly with the course instructor, and request clarification/confirmation of the accuracy and propriety of the final grade. Within a week from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.
  - ○ If the instructor agrees that there was an error, the process for changing

the grade, described in section 11 below, must be followed.

- o If, after meeting with the course instructor and based on instructor response, the student remains convinced that the grade assigned is in error, they may raise the issue with the Dean.
- o The Dean will ask the student to submit **Appendix D. EP 3e Grade Appeal Form** to make it official and discuss with the faculty. The student must attest in writing that they had informed the instructor that they intend to file a grade appeal.
- o The Dean could form a committee, including the course instructor and two other faculty members, to review the details and the accuracy of the student's grade. If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation.
- o The Dean should review all cases and share the decision with the Office of the Registrar with 6 weeks of the grades being published.

The final decision is communicated to the student by the Dean.

22. Concentration Declaration

22.1 Program at DIDI

The Dubai Institute of Design and Innovation offers a four (4) year Bachelor of Design degree, which can be completed in 4 years, and must be completed within 6 years. The DIDI Bachelor of Design degree is offered as a full-time program only with no part-time option offered.

22.2 Study Plan at DIDI

- DIDI has a single common degree, the Bachelor of Design, which shall be awarded to students upon completion of the required 120 credits.
- A first-year foundation is followed by three years of cross-disciplinary studies combined with General Education requirements, and the choice of an internship, in either discipline.
- The final year focuses on thesis prep and thesis, with additional choices of studio, lecture or workshop courses.

22.3 Cross Discipline Study Path at DIDI

- A student selects two from four design concentration options to create their own unique 'Cross-Discipline study path. Whichever study path chosen, students will have the opportunity to develop their critical thinking, refine their research skills, challenge their intellect, and expand their cultural horizons.
- The four disciplines are Product Design, Strategic Design Management, Multimedia Design and Fashion Design.

22.4 Beginning the Cross-Discipline Declaration Process

- Information on the cross-concentrations will be delivered to students during orientation and the first year of study prior to the deadline for submitting their choice of concentrations.
- Students who have completed at least 12 credits may declare their cross-concentration in their second semester (of Year 1) on condition they have at least 12 credits in progress.
- Students must submit a completed **Appendix E. Declaration of Cross-Discipline Form** by the tenth (10) week of the spring semester of year 1.
- Students who do not declare a concentration by the stipulated deadline will be placed in concentrations with available space.

22.5 The evaluation and cross-discipline assignment process

- The evaluation process for student concentration choice runs through Week nine (9) to week thirteen (13) of their second semester of year 1 or the semester the student completes their foundation course work.
- Upon completion of the ninth (9) week, the Deans office should receive all Declaration of Cross-Discipline forms.
- The Dean will work in collaboration with the Faculty and the Registrar through

Week nine (9) to week thirteen (13) to evaluate the cross-concentration applications.

- The Deans office submits the approved concentration choices with the individual Declaration of Cross-Discipline form to the Registrar for student coding by week fourteen (14).

22.6 Cross-Discipline Changes

- A change of cross-concentration can only be requested once and within the academic year the cross-concentrations were approved.
- Students are not permitted to request cross-concentration change after earning more than 30 credits toward the cross-concentration requirements.
- Students may change one of the concentrations by filing out a Change of Cross-Concentration form to the Deans Office.
- Students should consult with both, their academic advisor and the Dean before filing a Change of Cross-Concentration form.
- The Change of Cross-Concentration form should be submitted to the Deans office.
- Students requesting a change of concentration will go through the same evaluation process as mentioned in section 20.5.
- A change of concentration on the student record and transcript is not complete until the Registrar has received the signed Change of Cross-Concentration form.
- A change of concentration involves an adjustment wherein the workshop, studio and lectures in the concentration being changed will substitute the elective courses in Year 4, which will minimize the need to take extra courses towards the degree requirement. Concentration courses can only be transferred where a 'C' grade or better has been earned.

23. Academic Progress

23.1 Academic Standing

Students with a Cumulative Grade Point Average (CGPA) of at least 2.0 will be considered to be in 'Good' academic standing.

23.2 Dean's List

Matriculated students who earn a minimum of 15 credit hours in an academic semester, have a semester grade point average (GPA) of 3.50 or greater, have not been placed on probation, and do not have any grades of I, U, W, F or FA in that semester are eligible for the Dean's List.

23.3 Study Load

The student's study load in one academic semester can range from a minimum of 12 credits to a maximum of 21 credits, as follows:

- Students who register for 12 credit hours or more are considered full-time students.
- The normal academic load can range between 12 and 15 credit hours per semester. When appropriate, the Dean's office may decrease or increase (on student request or academic standing) the study load depending on the student's GPA ability.

23.4 Academic Probation, Suspension and Dismissal

All matriculated students are expected to meet or exceed certain academic standards. Failure to do so will result in being placed on academic probation, suspension or dismissal.

23.4.1 Academic Warning

A student will be given an academic warning for the following semester if their current semester GPA or CGPA falls below 2.5.

23.4.2 Criteria for Academic Probation

- A student will be placed on academic probation in the following semester if their current semester GPA or CGPA falls below 2.0.
- The maximum study load for students on academic probation is 12 credit hours per semester.
- A student will automatically be removed from academic probation when they raise their semester GPA above 2.0.
- If a student fails to raise their CGPA above 2.0 by the end of the following semester, they will remain on academic probation and receive a second academic probation and be referred to the Dean for further academic

consideration. Students may be advised to change their cross concentration if it supports academic achievement.

23.4.3 Criteria for Academic Suspension
- A student who has received 2 consecutive academic probations will be suspended unless otherwise advised by the Dean.
- A student whose semester GPA falls below 1.00 will be suspended.
- Suspended graduating students within 12 credits of graduation, may petition for a grace period of one semester if their CGPA can be improved to a minimum of 2.00 during the grace period. If granted, students must complete their academic requirements within one semester, or they will be suspended.
- Suspended students must wait a minimum of one semester to apply for readmission to DIDI.

23.4.4 Readmission after Academic Suspension
A suspended student may petition for readmission to DIDI if:
- The student has engaged, in at least a full semester, of activities that improve their chances of academic success e.g. participated in an internship or other industry experience relevant to their study.
- The student enrolled and completed a minimum of 12 relevant credits with an average of "C" or above, at another reputable institution of higher education. Transfer of General Education courses completed during the student's absence may be considered for credit.
- Students readmitted after suspension, will be placed on academic probation and granted a semester to raise their GPA above 2.0 or they will be dismissed.
- Criteria for Academic Dismissal:
- A student on probation, whose CGPA falls below 1.20 will be dismissed and will not be readmitted.
- A student who has been suspended twice will be dismissed.
- A student who fails the same course twice will be dismissed.

23.5 Repeating Course(s) and Grade Forgiveness
A student is permitted to repeat a course only once in order to improve their grade GPA or CGPA, or to replace a failed course. If the second grade is equal to or higher than the first, then it replaces the first grade. The original grade is "removed" from the GPA computation, but both grades appear on the student's transcript. Any course is eligible for grade forgiveness one time only.

23.6 Attendance and Absence

Attendance and participation in all classes, studios and workshop sessions are mandatory. Faculty are required to maintain formal student attendance records in their classes.

20.6.1 Student Attendance

- Students are granted a 10-minute grace period after the start of class before being recorded as late.
- Students leaving a class more than 10 minutes prior to the completion of the class will be recorded as early departure.
- Students are responsible for making up any work missed due to absence.
- An accepted valid excuse for an absence does not nullifies the absence.

Allowed number of Absences in a Lecture / Studio course:

- When a student misses five (5) sessions, they will receive a grade down on their final course grade. A student that misses more than six (6) sessions per course will be asked to withdraw from the course and will get a "W" grade. If the student does not withdraw from the course before the end of the withdrawal period, they will receive an "F" grade.
- Two (2) late occurrences will be counted as one absence.

Allowed number of Absences in a Workshop course:

- When a student misses two (2) sessions, they will receive a grade down on their final course grade. A student that misses more than three (3) sessions per course will be asked to withdraw from the course and will get a "W" grade. If the student does not withdraw from the course before the end of the withdrawal period, they will receive an "F" grade.
- Two (2) late occurrences will be counted as one absence.

23.6.2 Exceptions to Absence

- Excused absences are given on a case-by-case basis and require the Dean's approval. The only exceptions granted to students are when the student is:
  - Representing their country or the government in an official capacity.
  - Required to participate in an emergency situation on behalf of the Armed Forces or police for
  - a limited period of time.
  - Representing DIDI in a university-sanctioned extracurricular event.
  - When a student is absent to represent the university/ country, then an Official University absence may be granted by the Dean. Faculty members are required to permit students to make up work missed because of Official University Absences.
- The student needs to fill a petition form to request an excused leave.

23.6.3 Students' Responsibilities

- Attend their scheduled classes regularly and punctually.
- Acquire course hand-outs or notes for any missed classes.
- Notify their faculty prior to the start of a class in the event they are unable to attend.
- Substantiate any extended absence with the appropriate documentation. e.g.: Doctor's note.
- Wait for thirty (30) minutes after the designated start of a class in the event of the faculty's absence. At the end of thirty (30) minutes student(s) should inform the Dean's office that the faculty hasn't shown up for the class scheduled prior to leave

23.6.4 Faculty Responsibilities

Faculty are expected to update the student information system (SIS) with student attendance after every class.

23.7 Makeup Exam Policy

A student missing a final examination will receive a failing "F" grade for that assessment (Final Exam or Project). The failing grade will be calculated into the final course grade, with an added note 'missed final examination' for inclusion in the student's academic records. Where there is a compelling medical or personal emergency, and the student submits valid documentation deemed acceptable by the Faculty, the faculty may arrange for a makeup examination. The student can also petition the Dean's office to change the grade to an Incomplete "I" grade, and then follow the procedure for completing the incomplete grade.

23.7.1 Makeup Exam Guidelines

- Reasons for missing a final exam or project should be made to the Faculty within five days of the last date of absence for which the excuse is required.
- Make-up exams are held only once and will be administered within a week of the originally scheduled exam.
- In the event a student does not attend the make-up exam on the specified date, they will be deprived from any further make-up exam opportunities. If the make-up exam cannot be taken at the agreed-upon time due to extenuating circumstances, the student may request an incomplete.
- The Faculty and Dean's Office will require evidence that the incomplete is necessary for reasons clearly beyond the control of the student.

23.7.2 Incomplete Guidelines

- An incomplete ("I") grade may be assigned at the instructor's discretion upon request by the student to permit additional time to complete the required coursework which they were prevented from completing due to non–academic reasons.

- The "I" grade should be considered only when the student has the potential to earn a passing grade if the missing work is made up.

- The instructor shall record in the remaining coursework required for completion and removal of the "I" grade. A copy of the form will be kept on file in the office of the Dean.

- All work must be completed within the first four weeks of the following semester. Upon submission of completed work, the instructor will submit a grade change form with the grade earned.

- If the work is not completed within the prescribed time frame, the "I" will automatically change to an "F" grade. The student will be informed of the final grade assigned through an email generated by SIS.

- To be eligible for an "I" grade, the student must be passing the course at the time of the request and must have completed at least 75% of the course work.

23.8 Add/Drop Week

The add drop period is for one week after the start of classes, during a regular semester, and for two days only during summer semester. During this period, students may add or drop a course(s) as per the Academic Calendar with no financial penalty. Students who wish to do this must complete and submit the **EP 3d Course Withdrawal/Incomplete Form (Appendix B)** indicating add/drop before the deadline indicated in the academic calendar. For more information on registration, check with the Registration Office.

23.9 Course Withdrawal

Students should consult with the registrar and faculty teaching the course before they withdraw. If the student wishes to proceed the guidelines for withdrawals are as follows:

- Students are permitted to withdraw from courses after submitting the appropriate EP 3d Course Withdrawal/Incomplete form. Students must maintain the required minimum number of credits to maintain full time status.

- Students must request withdrawal from a course prior to the end of the twelfth (12) week of the semester. The student, must notify the faculty teaching the course via email.

- A "W" grade will be officially assigned only with the approval and signatures of the student, and the faculty teaching the course.

- A "W" grade will be recorded on the student's transcript but carries no credit and does not affect GPA.
- There is no refund of tuition for a withdrawal from a course.

23.10 Leave of Absence and Institutional Withdrawal

Withdrawal is the term we use where students decide to permanently leave the university prior to completion of the award for which they are registered, for either personal or academic reasons.

Leaving the University is an important decision, so we want to make sure that students are aware of all the options available and that they have access to the right advice and support.

23.10.1 Leave of Absence

- A full-time student may withdraw from all courses in a semester by taking a Leave of Absence from DIDI (Institutional Withdrawal) is required to fill out the **Appendix F. EP 3d Leave of Absence Form** clearly stating the reason for the request.
- A student may apply to the Registrar's office for the suspension of their studies before the end of the Add & Drop period to avoid academic and financial penalties.
- Students can apply for up to one (1) year of leave of absence after which they must apply for re-admission. Student on DIDI sponsorship who wish to take Leave of Absence have to cancel their visa.
- It is generally advised that a student file a leave of absence form rather than an institutional withdrawal form for ease of return to DIDI should the need arise. If a longer absence is required, the student should withdraw from the Institute and apply for re-admission when appropriate.

23.10.2 Institute Withdrawal

Type of withdrawal include:

- A full-time student wanting to withdraw from DIDI (Institutional Withdrawal) is required to fill out the **Appendix G. EP 3d Institution Withdrawal Form**. The form must be filed with the Registrar by any student withdrawing from all classes and who do not intend to return to DIDI. Students must apply for re-admission if they wish to return to DIDI.
- In the case where a student applies for re-admission after an absence of over a year, should any existing courses in the program of study be replaced, it may result in the need to take additional courses as a condition of re-admission.
- A student may be required to withdraw from a course, program or from the University itself for reasons deemed as 'just cause'. The Dean will determine

the specified period of the withdrawal. The term 'Just Cause' denotes, but is not limited to, consistent failure to meet the academic objectives of the course; academic performance that would result in suspension for a second time; plagiarism and other forms of cheating; failure to pay fees or the submission of falsified or falsely obtained documents, or provision of other false information for admission purposes.

- If a student at DIDI fails to engage or disengages with study, the Staff/faculty the University may exercise their right to terminate the student's registration on the basis of an 'assumed withdrawal'. Not completing the required enrolment task by the specified deadline, not providing documentation when requested, not attending classes, or not responding to communications from the Faculty/Staff is likely to indicate that a student is no longer interested in pursuing their study.

- Where a Faculty/Staff were to suspect that a student no longer wishes to pursue study, or where they are no longer engaging in study as expected, they must attempt to contact the student. A minimum of three attempts will be made to contact the student, the final attempt being a formal letter. Students will be given a fair amount of time to respond to each contact before the next is made and this should be at least a week.

24. Course Scheduling & Coding

24.1 General Rule

- Sections of the same course are not offered at the same time, to avoid conflict and give students maximum amount of flexibility in building their schedule
- The schedule for offering courses will not change once approved.
- Sections with less than 10 registered students may be cancelled. Exceptions will be made by the Dean for required courses and students graduating.

24.2 Course Scheduling

Lectures, studios and workshops classes will be scheduled between Monday to Friday from 08:30AM – 06:30PM wherever possible.

- 6 credit studios are nine (9) hours in length and divided into 2 parts across two (2) days.
- 3 credit workshops are delivered in one continuous three (3) hour session.
- 3 credit Lectures are three (3) hours in length subdivided into two one and a half (1.5) hour segments.

24.3 Course Coding
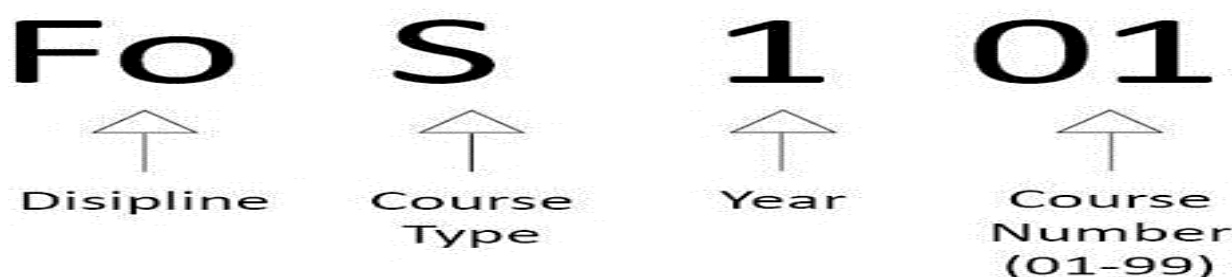
- Course designation of studio, workshop or lecture are indicated in the course coding as follows:

  (L) = Lecture, (S) = Studio, (W) = Workshop.
- Course coding follows the below example

25. Academic Advising

Advising is provided in the form of academic advising, student orientation, tutoring assistance, and career advising. The objectives of Academic Advising are:

- To achieve a better understanding of the curricula and programs;
- To increase students' awareness of their role in developing their academic study plan;
- To improve the educational process and its learning outcomes;
- To ensure effective study plans leading to a timely graduation.

Below is a complete list of advising services available to assist students during their academic endeavor.

25.1 Type of Advising

The purpose of advising is to facilitate the intellectual and personal development of students, to enhance their academic performance, and to ensure students' progress toward graduation. Academic advising occurs within a framework of a student's academic progress and falls into one of two types at DIDI:

25.1.1 Academic Progress Advising

This advising is done between the Registrar and the students and involves:

- Developing a strategy to monitor academic progress and development at the Institution;
- Meeting with the Registrar prior to registration for next semester courses in support of making meaningful short and long-term academic decisions (e.g. course substitutions and electives);
- Advising on the sequencing of courses in order to reach degree completion in a timely manner.
- Completing and processing appropriate forms necessary to maintaining ongoing academic progress.

25.1.2 Academic Guidance Advising

This advising is done between the Faculty advisor and the student and involves;

- Choosing, clarifying, planning and achieving educational and career goals;
- Understanding the relationship between academic experience and career opportunities and objectives;
- Identifying academic skills that need to be acquired or enhanced to achieve educational goals.
- Accessing information and guidance regarding post-baccalaureate studies (e.g. graduate school).

26. Important Contacts

Student Services Contact	Student Support and Career Development Manager, Office – Ground Floor, Building 4, d3; Email: student.services@didi.ac.ae
Fab Lab Contact	Fab Lab, Office – in5, Hai d3; Email(s): fablab@didi.ac.ae
Fashion Studio Contact	Office 103A – First Floor, Building 4, d3; Email: fashionlab@didi.ac.ae
Library Contact	Librarian, Office – Library, Mezzanine Floor, Building 4, d3; Email: Donabella.obias@didi.ac.ae

APPENDICES

Appendix A Student Violation and Sanction Matrix

#	Type	Violation	Authority to report sanctions	Sanction(s) (Based on Severity)
1	Plagiarism	Turnitin distinguishes similarity as matching text and plagiarism. The Turnitin system will compare AI and text to any matching text in the Turnitin database and highlight accordingly.	Faculty	Failing a course/ Expulsion
		Improper or intentional or inaccurate citation in student work.	Faculty	Failing a course/ Expulsion
		Paraphrasing (i.e., putting into one's own words) a source text, without providing proper acknowledgment or citation.	Faculty	Warning(s)/ Failing a course
2	Misrepresentation	Taking credit for work not done by the student, such as for a team assignment without participating or contributing.	Faculty	Warning(s)/ Failing a course
		Multiple uses of a student's own work, such as presenting the same, or substantially the same work for more than one project or course.	Faculty	Warning(s)/ Failing a course
3	Fabrication	Falsifying data collected in the conduct of research or submitted in papers, manuscripts, books or other documents	Faculty	Warning(s)/ Failing a course
		Fabricating a source as a citation or falsifying material cited.	Faculty	Warning(s)/ Failing a course
		Falsifying, changing, or misusing academic records or any official form regarding oneself or others.	Registrar, Student Services	Registration Hold/ Suspension
		Unauthorized possession, duplication or use of keys to any Institute premises or unauthorized entry to or use of Institute premises	Student Services, Dean, COO	Suspension/ Reporting to authorities/ Expulsion
		Making a false accusation regarding a violation of academic integrity.	Student Services, Dean	Suspension
4	Facilitation	Using another student's assignment, paper (or a portion thereof).	Faculty	Warning(s)/ Failing a course
		Passing information or answers to another student in an exam, or passing information on an exam or quiz content to students from other sections of the same course.	Faculty	Warning(s)/ Failing a course
5	Cheating	Communicating, or attempting to communicate, answers, hints or suggestions to another during an exam.	Faculty	Failing a course /Suspension
		Copying (or attempting to copy) from someone else's paper.	Faculty	Failing a course/ Suspension

		Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device, during an exam).	Faculty	Failing a course/ Expulsion
		Stealing, obtaining, possessing, or providing to another person an exam or portions of an exam, prior to administration.	Faculty, Dean	Failing a semester/ Expulsion
		Attempting to steal or soliciting an exam paper.	Faculty, Dean	Failing a course
		Sharing answers or collaborating on a take-home exam without explicit permission from the faculty.	Faculty, Dean	Failing a course/ Suspension
		Attempting to deceive the faculty by altering and resubmitting work for additional credit.	Faculty, Dean	Failing a course/ Suspension
		Arranging for another student to substitute for yourself during an examination session or in the completion of course work.	Faculty, Dean	Failing a course/ Expulsion
20	Dress Code	Dresses in a way that is culturally inappropriate.	Staff, Faculty, Dean, COO	Warning(s)/ Suspension
21	Endangering Behavior	Conduct that threatens or endangers the health and/or safety of a person(s).	Staff, Faculty, Dean, COO	Warning(s)/ Suspension
23	Harassment	Abuse, threats, intimidation, assault, coercion and/or conduct, by physical, verbal, signed, written, photographic or electronic means, which threatens or endangers any person	Student Services, Dean, COO	Warning(s)/Suspension
24	Public Display of Affection (PDA)	Physical contact including, but not limited to, intimate touching, fondling, cuddling and kissing.	Student Services, Dean, COO	Warning(s)/Suspension
25	Invasion of Privacy	Taking a picture or video of a person without their consent	Student Services, Dean, COO	Warning(s)/Suspension (in addition to devise confiscation and recording destroyed)
26	Sexual Misconduct	Any form of sexual misconduct	Staff, Faculty, Dean, COO	Suspension/ Reporting to authorities/ Expulsion
27	Theft/ Vandalism	Attempted or actual theft, damage to, or unauthorized possession of DIDI property or proper of others.	Student Services, COO	Suspension/Reporting to authorities (financially liable for damages to DIDI property caused by reckless and/or negligent use.)
30	Substance Abuse	Consumption or possession of any substance including but not limited to alcoholic beverages, drugs on campus.	Staff, Faculty, Dean, COO	Expulsion/ Reporting to authorities

31	Smoking	Use of all tobacco products including but not limited to any lighted cigarette, cigar, pipe, midwakh, dokha, bidi, electronic cigarette or any other smoking device, along with any form of smokeless or spit tobacco such as dip, chew, or snuff.	Staff, Faculty, Dean, COO	Warning(s)/Suspension
32	Weapon Possession	Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals	Staff, Faculty, Dean, COO	Suspension/ Reporting to authorities/ Expulsion
33	Inappropriate Conduct/Violation of law or DIDI Policies/ Obstruction of Student Conduct Process	- Unreasonable disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institute activities; - Conduct which is disruptive, lewd or indecent and breaches the peace of the community, regardless of intent; - Violation of federal, state or local law on Institute premises	Staff, Faculty, Dean, COO	Warning(s)/Failing a course/ Suspension

Appendix B: EP 3d Course Withdrawal/Incomplete Form

Appendix C. S5c Transfer Credit Approval Form

Appendix D. EP 3e Grade Appeal Form

Appendix E. Declaration of Cross-Discipline Form

Appendix F. EP 3d Leave of Absence Form

Appendix G. EP 3d Institution Withdrawal Form