

AMITY

# Student Handbook



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## Introduction

This Handbook outlines the commitments of the Institution and its expectations of its students during their time with Amity. This Student Handbook is designed for the program that you are studying, **Master of Business Administration** to guide you in your Academic Progression with Amity.



*At all times Amity will:*

- Promote equality of treatment regardless of gender, race, age, disability sexual orientation, religion or belief;
- Recognise the needs of a multi-cultural and diverse student body and will endeavour to support those needs;
- Provide opportunities for knowledge creation and exchange that aligns academic and professional practice;
- Seek to provide a vibrant and collaborative environment that supports learning and self-development;
- Consult and respect your views in the decisions affecting you, your studies and the community;
- Take all responsible steps to provide a safe, secure and healthy environment free from harassment, bullying and discrimination.
- Maintain and assure the academic standards and quality of its award;
- Safeguard the personal information that you provide and comply with the requirements of the Data Protection Act;
- Provide opportunities for you to contribute to the management and evaluation of the quality and operation of your programme of study;
- Promote environmental protection and fair-trade;
- Listen to and consider student opinion;
- Provide you with a Student handbook detailing the procedures and practices of the University related to your study.

*You as a student should:*

- Make a commitment to your studies and fully utilise opportunities available to you for engaging in learning and student life;
- Be respectful of your peers and Amity staff and help to create a positive and supportive learning environment;

- Let us know what we can do to support your learning experience, informing the University at the earliest opportunity of any disability you have which may affect your opportunities as a student.
- Be socially responsible in the multi-cultural and diverse community, living in harmony with the wider local community.
- Get involved and get active, through student representation on your course, by providing feedback on your programme of study.
- Comply with the rules and regulations of the institution.
- Promptly pay your fees or charges when they are due.
- Make the most of the academic and extra curriculum opportunities available to you in order to realise your full potential as a member of the Amity community and as you move forward in your future career.

## Amity Global Varsity

Amity Education Group is one of India's leading private non-profit education groups, offering globally benchmarked education right from pre-schools to Ph.D. level. Starting with campuses in India, today Amity has global campuses in London, Dubai, Singapore, Mauritius, Abu Dhabi, South Africa, Romania and, China and aims to have campuses in 25 countries around the world in the next few years.

At Amity we are passionate about grooming leaders who are not only thorough professionals but also good human beings with values. This is just one of the many reasons, why we are consistently ranked Number One. Amity University has more than 60 academic Schools to provide quality educational offerings.

Amity is offering Distance and Online Learning Programs since year 2000. In the year 2007, Amity Global Varsity (AGV) became integral part of Amity Education Group to deliver world class international education.





*We are creating centres of thought leadership across the world, where faculty, scientists and brilliant students can explore and expand the frontiers of knowledge.*

**Dr. Atul Chauhan**

Chancellor, Amity University  
President, Ritnand Balved Education Foundation  
CEO, AKC Group of Companies  
Board of Directors – Amity Global Varsity

*Our endeavour is to nurture holistic world citizens, who are driven by human values and equipped to excel on a global stage*



**Dr. Aseem Chauhan**

President, Ritnand Balved Education Foundation  
Board of Directors – Amity Global Varsity



*Our mission is to deliver quality and value education to students and professionals from all walks of life and to make sure they excel in their careers.*

**Mr. Ajit Chauhan**

Chairman, Amity University Online  
Dy-President, Ritnand Balved Education Foundation  
Board of Directors – Amity Global Varsity

## Academic Programs

Aspiring students from different academic discipline enroll for Amity programs to get opportunities to specialize in their areas of interest and follow a diverse range of career pathways.

The programs are intensive, stimulating and demanding. Courses are tutored by expert faculties, using electronic and print format of learning resources. It includes webinars, core lectures, seminars/online workshop, virtual recorded classes and tutorials delivered by faculty, academic and other professionals.

In this environment, you will meet a wide range of students from different backgrounds. The core courses are assessed by group and individual presentations, exams and research papers.

Currently AGV is providing following Open University Validated Programs:

- Bachelors of Arts (Hons.) Business Management
- Master of Business Administration

Students are supported by program leaders & module leaders along with academic support staff throughout their academic journey with Amity.

### *Post-Graduate Degree Programs*

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#### **Master of Business Administration**

The MBA program is focused on a comprehensive approach to the fundamentals underpinning management in a variety of sectors. This more 'generalist' rather than 'specialist' designation for this master's degree, recognises the wide range of management roles for which it will equip its graduates.

The MBA is a career development generalist programme for those who have significant post-graduation and relevant work experience on which the learning process should build. The main emphasis of the programme is on leadership through strategic management. While the academic level is masters, there is a strong practical and professional orientation to the curriculum.

As an MBA graduate one should be able to ground their new knowledge within the base of their professional experience. They will be able to reflect on and learn from that prior experience and thus be able to integrate new knowledge with past experience and apply it to new situations. They will be able to challenge preconceptions and to remove subject and functional boundaries so as to handle complex situations holistically. They should also have particular strengths in analyzing, synthesizing and solving complex, unstructured business problems. In addition to being able to communicate their findings, they should have developed the skills to implement the agreed solutions effectively and efficiently. They



should therefore have strongly developed interpersonal skills and be able to interact effectively with a range of specialists.

The MBA is directed both at the acquisition and critical understanding of a body of knowledge and at the acquisition of a range of personal capabilities.

## **Program Outcome**

On completion of this degree, the student will be able to demonstrate:

### ***Knowledge and understanding***

- the impact of contextual forces on organizations including legal systems; ethical, economic, environmental, social and technological change issues; international developments; corporate governance
- the development and operation of markets for resources, goods and services; expectations of customers and equivalent stakeholders, service and orientation
- the concepts, processes and institutions in the production and marketing of goods
- the financing of the business enterprise or other forms of organizations
- the management and development of people within organizations
- the development of appropriate business policies and strategies

### ***Cognitive skills***

- think critically and creatively: manage creative processes in yourself and others
- tackle situations by establishing criteria, formulating potential courses of action implementing and controlling selected courses of action, evaluating results, and reviewing processes
- exercise and develop relevant personal and interactive skills.

### ***Practical and/or professional skills***

- select appropriate leadership style for situations
- set targets, motivate, monitor performance, coach and mentor
- recognize situations in which unusual ethical matters arise; and apply ethical, societal and organizational values to situations and choices
- conduct some research into business and management issues
- learn through reflection on practice and experience

### ***Key skills***

- scan and organize data, abstracting meaning from information and sharing knowledge
- perform everyday mathematical skills in relation to quantitative data
- use proficiently communication and information technology
- communicate effectively, orally and in writing, using a range of media

- exercise self-awareness and self-management, perform time management; exercise sensitivity to diversity in people and different situations
- perform effectively within a team environment, and recognize and utilize other people's contributions in group processes; perform team selection, delegation, development and management

### Program Structure : MBA

Year	Module Title	Type	Credits
1	Management Perspectives and Practice	Compulsory	60
	Corporate Finance	Compulsory	15
2	The Dynamics of Strategy	Compulsory	30
	Managing Financial Risk	Elective	15
	Marketing in the 21 <sup>st</sup> Century	Elective	15
	Strategic Human Resource Management	Elective	15
	Supply Chain Management	Elective	15
	Making a difference: The Management Initiative	Project	30

**Duration :** Two years

**Mode :** Full Time, Distance and Online Learning

**Program Director:** Dr. Kanika Gupta - Email : kgupta1@amity.edu

#### Who can apply?

- Applicant should be under-graduate in any discipline, from a recognised institution.
- In case of not meeting Academic Eligibility, You will need a minimum of three years' experience in a managerial, professional or technical role, so that you have a practical business base on which to build your MBA learning.
- Applicants should have access to a computer and the internet and to have basic IT skills.
- Applicant may be required to attend a formal interview with the admission panel.
- For those applicants whose mother tongue is not English, we require a recent pass in any of the recognised English aptitude test.
- It is expected to show a capacity for sustained intense work and the ability to manage and organise their time.

Please refer Admission and Registration Policy on the website.

## Academic Calander : MBA

Year		Module Title	Code	Type	Credits	Remarks	Jan Intake	July Intake
1	1	Management: perspectives and practice	B716	Compulsory	60	Earn 75 Credits from 2 Compulsory modules	Jan	July
	2	Corporate finance	BB831	Compulsory	15		July	Jan
2	3	The dynamics of strategy	BB835	Compulsory	30	Earn 60 Credits from 1 Compulsory 2 Elective modules	Jan	July
		Managing financial risk	BB841	Elective	15			
		Marketing in the 21st century	BB844	Elective	15			
	4	Strategic human resource management	BB845	Elective	15	Earn 45 Credits. 1 Elective module 1 Compulsory Project	July	Jan
		Supply chain management	BB849	Elective	15			
		Making a difference: the management initiative	B839	Compulsory	30			

Module wise Study Planner and Assessment submission timelines are posted in VLE. For more details, please refer Website and Program Specification.

## Student Support Services

Our endeavor leads to students overall development of professional competencies, human values, work ethics and spiritual values. Welfare of a student describes the health, happiness, and professional growth of the student. Students are counseled both online & face to face as well. It becomes the students endeavor to understand the intricacies of the corporate environment on these grooming grounds & mentoring forms an indispensable and significant aspect of a student's life at Amity. The changed scenario of the corporate world brings a new gamut of industry expectations from young professionals today. Periodic departmental meetings with all stakeholders further extended to look into the areas of improvements.

### Academic Team

The highly experienced Academic team is committed to providing high quality, well researched, stimulating and up-to-date programmes.

#### Programme Director

The Programme Director has overall responsibility for the programmes run within the Department supported by the Program Leaders. It is their responsibility to make strategic academic decisions and deploy resources in an appropriate manner.

#### Programme Leader

The day-to-day running of your programme is the responsibility of the Programme Leader who makes academic decisions regarding the programme, oversees marking, checks quality, ensures that programme specific policy is developed and implemented as well as sitting on the Board of Examiners.

#### Module Leaders

The most important staffs from the delivery point of view are the Module leaders. We are pleased to have an excellent teaching team that has expertise in a range of disciplines within the institution.

The team aims to provide students with opportunities to develop their own interests within the overall programme and to promote academic excellence in an environment that cultivates and values independence, self-reliance and personal development. The members of the team are specialists in their particular areas of research, with extensive experience of studying and teaching on a variety of degree programmes.

## **Communication Methods**

If you need to contact your personal tutor, module leaders or programme leader there are a number of options open to you including e-mail, telephone and post or by requesting a meeting with them.

***Program Director:*** Dr. Kanika Gupta  
Email : [kgupta1@amity.edu](mailto:kgupta1@amity.edu)

### ***Academics Management:***

Mr. Ashish Srivastava  
[asrivastava11@amity.edu](mailto:asrivastava11@amity.edu)

### ***Student Support Service:***

Mr. Amit Roy  
[support@amityopenuniversity.com](mailto:support@amityopenuniversity.com)

## **E-Mail Services**

To enable seamless communication with students, Amity provides all registered students with a unique official email account. This mail service offers students the following advantages:

- Contact with Institutional officials
- Connect with your friends, classmates, and family.
- Personalize one's calendar.
- Interact with classmates, friends, and faculty.
- Access Amity resources.

The Academic support staff offers continuous personalized assistance to the students needing help with their account. Students are responsible for receiving, reading, responding to and complying with official e-mail communications sent by the Institution. Because information may be time-sensitive, students are encouraged to check their e-mail regularly (daily, several times weekly) throughout the semester. Amity is not responsible for e-mail that is not delivered to a forwarded address or for spam filters that may block e-mail messages. The student's failure to receive or read e-mail communications does not constitute an excuse for missing any important communications or meeting academic deadlines.

## **Student Support Areas**

Students are supported in all phases of their Academic progression with Amity:

Student Support Services was established to help students overcome class, social, academic and cultural barriers to higher education.

Amity's student Support Counselors continuously thrive to provide the fundamental academic support needed to reduce the barriers to achieve success & the Program staff works individually with each student to help achieve his/her academic goals. The goal of Student Support Services is to help students successfully transition into Institution and progress to graduation. Assistance to program participants is provided through a number of free services.

### **Pre-Joining Support:**

Students are duly provided information about programs, courses, entry requirements, application procedures, structures, functions, rules, and regulations of the institute, recognition of institute, and special features of the programs and so on. Counseling services for deciding what kind of individual support they might need and best way of achieving their academic and career target.

### **On-Joining Support:**

On completion of admission the students are provided with study materials, assignments. The issues related to returning to Academic environment after a long gap is addressed by the institution. The learners are provided with progress on assignments, examinations, Project work and extension of program if student is not able to complete the program in stipulated period. Orientation training is conducted by institution at the beginning of the semester.

### **On Program Completion:**

Students are guided on participations in convocations. In additions facilitating to acquire additional knowledge & skills through programs conducted by the institution and its constituents

### **Online Student Support**

Academic LMS portal mitigates the challenge of seamless Student –Institution communication. Highly technology enabled platform is available for the students to quote their issue, which are answered by our well trained counselors. Students interact with our counselors either through telephone; email, chats or they directly log into their student's zone & register their complaints. The problems are resolved directly in case of telephonic conversation and chats, however the queries received through mails and through student's login are tried to be resolved within stipulated time. If the queries cannot be resolved at the counselor's end, they are escalated to the concerned department as per the query and are awaited for the response. Once the counselor receives the solution for the requisite problem, they are put in the student's zone of the concerned student.

## **Student Feedback**

Student's feedback sessions are conducted online for students to share their valuable feedbacks. Feedback is collected on periodical basis during the Academic session. The Online feedback is transparent for the faculties so that the faculty members can improvise. The suggestions from students are also obtained where they can feed their suggestions/complaints for any point of concern which is used to further improve the students' learning experience.

### ***Student Disability Services***

At Amity, we welcome students with disabilities and we are committed to helping you seize the opportunities that studying here presents. Regardless of your condition, we are here to support you during your studies.

If you are having difficulty with your course, want to talk about your condition or need advice, please get in touch. All information will be treated sensitively and in confidence.

### ***Work Placement Information***

Placement related details are available on Amity Corporate Resource Centre.

## **Student Engagement**

Amity is committed to listening and responding to learners. The engagement of the students in Governance Council is the starting point for positive change. It provides a forum in which the Institution as a whole and the student representatives discuss issues affecting students across the Institution. It also provides a means of disseminating and exchanging information on decisions that have been reached by the Governing Body, Program Board committee and the other committees.

### ***Programme Boards***

These are termly meetings of the programme team. The purpose of these meetings is to allow both students and staff to share information and discuss issues, good practice, share experiences, make suggestions relating to their programme to further enhance and share good practice. The Programme Board will normally meet every semester. The board is chaired by the Programme Director, who takes executive responsibility for decisions relating to the programme.

## **Admissions**

Our academic year has two semesters; January & July. Registration occurs as per the Academic Calendar. Students may speak to the well trained & efficient counselors available on the toll free number provided to know in detail about the educational plan. A fee / payment information is available in the website under each course. Students meeting

certain criteria may register online by providing minimum information, chat with the counselors or drop an email. Students are encouraged to register early to have a better selection of course offerings. Once enrolled in courses, all academic related information is available in their login details. No fee is charged for this Admission Processing facility.

### **Eligibility Criteria for admission**

Applicant must possess sufficient knowledge and understanding of ENGLISH Language. Candidates whose first Language is not English must have completed at least three (3) years of Academic Qualifications under English Medium.

- Graduation Degree in any stream
- Applicants who do not meet the minimum academic eligibility criteria but who have significant and relevant 3 years professional work experience in their chosen field may be considered for entry providing they can evidence the ability to study at the Post Graduate academic level. Such applicants will be called for Interview with Admission committee.

### **Procedure for Admissions**

Academic Programs are commencing in two cycles (January and July) Information brochures and prospectus are available online and can be accessed any time. Based on the Admission Cycle, Students can apply for admissions using Online Admission Portal. Please refer Admission Policy available on the Website.

### **Program Extension**

The normal maximum time limit for the completion of an award is generally three years longer than the normal period of study.

- Maximum period of Master's Degree of two years program will be five Years. The maximum time limit includes all periods of re-assessment.

### **Appeals Procedure regarding the admission Process**

Appeals against a decision not to admit an applicant to a programme of study leading to an Open University award are restricted to those that cite irregularity in the decision-making process (for example. failure to make a reasonable adjustment relating to a disability). The process for arbitrating such appeals is that which has been approved at Institutional Approval/Review. Such appeals must be initiated within four weeks of the date of the original decision. For detail information, please refer regulations for validated programs. Please refer Admission Appeal policy available on the website.



## Academic Delivery

Amity follows robust learner-centric academic delivery mechanism. Our learning resources include a host of self-learning materials that help the learners in gaining knowledge through multiple modes. This way retention and application of knowledge become simple and easy.

### Learning Resources

The components of our learning package are as follows:

- Course material in SLM format: The course material provided to learners is designed as per SLM guidelines by Distance Education Council, DEC.
- Provision of Reference book: The Institution provides the provision of reference book to students who want to get extra knowledge on a particular subject.
- Personal Contact Programme (PCP): The Institution conducts Personal Contact Programme (PCP) as and when required to help students interact with the faculty and get their queries and doubts resolved.
- Doubt clearing session: A provision to interact with subject faculties is also facilitated to students. Students can clear their doubts one to one with faculty members.
- Assignments, Case Studies, Project Work: Apart from the main learning material, students are provided with assignments, case studies and project work. These learning components are generally based contemporary situation in the industry and markets.
- Leadership Lecture Series: The Institution conducts Leadership Lecture Series, a face to face program to help students gain leadership skills.
- Webinars
- Recording of seminar / Conference / Workshop available Online
- Guidance by Course coordinator through telephone email & chat rooms: Students are provided guidance by Course coordinator as and when required through telephone, email & chat.
- Online Library access: Students access to online library, which hosts a large number of books in digital format.
- Mentor-mentee concept: Institution believes in strong mentor-mentee concept. Student's queries are answered by mentors suitable. This has proved to be very effective tools between Institution & students.
- Special session on technical subjects: Some of the subjects requires extra efforts, therefore extra session are planned for the same.
- Virtual recorded classes: The recorded lectures are available for those who could not make it due to their busy schedule
- Occasional Workshops / Guest lecture: the Institution arranges workshop & guest lecture by an industry leader to help students know the view of the industry.

**Multimedia:** Our academic delivery includes multimedia elements to enhance the students learning experience, like quiz embedded interactive videos.

**Workshop:** Regular webinars & skill enhancement workshops by renowned industrial leaders and professionals are organized to guide the students from time to time during their study with us.

### Student Centric Pedagogy

Programmes are offered on semester basis. A modular approach towards pursuing a long term degree programme is implemented. The breakup of one credit worth of student's effort, namely 10 hrs, typically has the various Academic components. Academic activities are linked together to engage learner and maximize learning.

- 24 X 7 Access of learning material (Audio Visual /Textual)
- Continuous Assessment of Learners
- Learner Engagement
- Assignments & Quizzes
- Online examination
- Webinar (Industry orientated)

### Digital Library & Online Journals

The libraries at Amity campus are more like Integrated Knowledge Resource Centres that are stocked with over **2 lac books** in total; periodicals, references, national and international journals, covering all aspects of academic studies and research materials. We are providing these resources to all students where they can access these e-resources through their VLE. Amity Library has over 17,000 online journals. Some of the online resources Amity students have access to EBSCO Host and many more international research databases.

# Assessment Process

Assessments scheme help students to understand the plan, assessment activities, timelines, expectations etc. These are available along with Module specification in the VLE. The institution has two types of assessment that we use in the module: assignments, oral or practical assessments, projects, exams, dissertations and portfolios. There are other types of assessment, but these are the most common.

Institutions modules usually have two assessment components: assignments completed during the module, known as continuous assessment, and an exam or other examinable piece of work such as a project, portfolio or dissertation. These pieces of examinable work are usually referred to as end-of-module assessments or EMAs.

Some modules will use only one component of assessment. This component is usually made up of assignments only.

The assessment and calculation of the assessment score is explained in detail in the relevant Module specification at the VLE

Assessment dates, pass marks, submission deadlines will be notified in the Virtual Learning Environment (VLE). The grading scheme will be available in detail in the relevant Program handbook.

## Assessment Submission Procedure

1. Details regarding assessment submission are found in each Module Handbook
2. Deadlines are non-negotiable, students experiencing problems outside their control must apply for an extension or mitigation
3. The deadline time for electronic submission is 12 midnight on the deadline date
4. All written work and other work that can be submitted electronically will be submitted via plagiarism tool available in VLE, which enables proof of submission.
5. Missing an Assessment Deadline : If students fail to submit an assessment by the prescribed date without prior permission, they will incur the following penalty:
  - Submission within 6 working days: a 10% reduction for each day late down to the 40% passes mark and no further.
  - Submission that is late by 7 or more days: submission refused, mark of 0.

## Application for Extension

An application for extension of up to 5 days may be granted if, subject to extenuating circumstances, you are unable to complete module assessments by the submission date. Please refer Extenuation and Mitigation policy provided on the website.

## Assessment Results

The scores for assignments will be notified to the student throughout their period of study and will be displayed on the Student's login page. The final module result along with a score for the exam or EMA will also be displayed in the LMS portal of the Student's page when it is available. The login details are provided after successful registration of the student with the institution. We usually notify the students by email as well when the module result is available. If the module contributes to a qualification, the students will receive an offer of qualification along with any classification when they have completed the required study. This will normally happen within a week of the issue of the final module result after the successful completed of examination board.

## Award of Credit

### *Minimum requirements for pass*

To obtain an Open University award students are required to complete all parts of the programme's approved assessment and comply with all regulations relating to their programme of study.

The minimum aggregate pass marks for The Open University validated postgraduate programmes awards are 50%

These minima apply to assessments, modules, stages and qualifications.

## Learning Management System

Amity Learning Management System is a Web based Virtual Learning Environment (VLE) to provide world-class learning experience with powerful functionality and new streamlined options. Here students can engage in learning anywhere, at any time. Platform is a personal, intuitive, always-on, and connected virtual learning platform with following features:

- Assessments, Assignments and Project Work: Online submission of assignments and project works along with online continuous assessment pattern for internal examinations
- Plagiarism Check: The Project work and assignments submitted/uploaded will be analyzed through an inbuilt plagiarism check option, which also generates a report about the copied texts.
- Interactive Forum and Collaborative Learning : This feature enables real time communication of "Instructor-Learner" and "Learner-Learner"

Notes Making and Retrieving: Personal journal can be maintained by learners on the LMS in which they can write their queries and notes for future references.

- Progress Bar : The LMS offers a "progress bar", which shows the development of the learner through a bar diagram and helps in quick analysis of the learner's progress with respect to the entire course curriculum
- Online Feedback and Queries: Learners are able to post their queries and feedback online, which may be attended by the instructor in real time or at a later stage.
- Webinars: LMS is also enabled to host Webinars over the existing platform without any external additions or requirements
- Grading: This function allows the instructors to grade students via different modes and schemes
- Students Appreciation: Virtual Badges and Rewards are presented to learners on their portal to encourage their learning.

### *The benefits of Amity-LMS:*

- Enhanced Classroom Teaching- Learning experience
- Collaborative learning and Performance tracking of students
- Enhanced quality of assignments and projects
- Better Learners' engagement
- 24 X 7 Anytime, Anywhere Access
- Transparent Assessment System
- Providing up-to-date Articles to students through RSS Feeds
- Transition from "Teacher Centric Classroom" to "Student Centric Classroom"
- Continuous Assessment of Learners
- To enable Learners to track their own Performance and collaborative learning
- Learner Engagement; enabling faculty to track student performance based on learning outcome
- To Enhance the quality of assignments and projects
- To enable free and fair student feedback

## Students Code of Ethics

### *Ethics and Code of Conduct:*

The aim of education is the intellectual, professional, personal and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness, and respect for the rights of all individuals. Self-discipline is necessary for the fulfillment of such goals.

The Students' **Ethics** is insisted to promote this environment in the university, not limiting to areas stated herein below:

### *Ethics*

- Respect for self
- Respect for others
- Respect for University Property
- Respect for University Authority
- Honesty, Integrity, Professional and Academic Integrity Demeanor

### *Code of Conduct:*

- Students are expected to respect and observe these guidelines of the Institution. Students should conduct themselves in an orderly manner in their academic and recreational activities while they engage in any Institutional activity during their visits for training, excursion, sports, and project work etc.
- Students should respect the rights and privacy of other members of the Institution at all times.
- Students pursuing programs leading to a professional qualification are also required to conduct themselves in a manner appropriate to profession as they are required to follow professional conduct as future professionals in the field.
- Amity is dedicated to the following goals while promoting ethics and code of conduct amongst its students:
  - ✓ Fostering professional excellence.
  - ✓ Promoting a life of values and ethics.
  - ✓ Creating responsible and informed leaders and professionals.
  - ✓ Inculcating a spirit of dedication to the service of others and towards nation building.

The faculty, administrators, staff and students of Amity, all have the responsibility to take care of the intellectual, social, emotional, psychological and other resources of Institution that we proudly share.

When students choose to accept admission to Amity, they accept to follow the norms of the Institution, be it Ethics, Code of Conduct, Rules and Regulations and the Guidelines as may be notified from time to time. As members of Amity, the students are expected to uphold its values by maintaining a high standard of conduct.

The student disciplinary guidelines will be used, to address violations of the Ethics and Code of Conduct, provided that such violation or act of indiscipline warrants actions against the erring students.

## Academic Misconduct

### Good academic practice and plagiarism

The institution uses text comparison software to help detect plagiarism which will check the students' assignments against both the work of other students and against internet sources and other published material. If the student submits an assignment that contains work that is not his/her own without indicating this to the marker the student is committing plagiarism and this is an offence as per Code of Practice for Student Discipline.

Detailed criteria for Plagiarism check are available under Academic Misconduct Policy on the Website.

**Online Proctoring Examination** (At students preferred location) – In Online proctoring mode of examination student should mandatorily meet the following system requirements:

- Desktop / laptop (Without any external disturbances / interruptions)
- Mozilla Browser (version 50+)
- Webcam
- Any Desk <<https://anydesk.com/download>> (to provide remote assistance)
- Software update should be de-activated (to turn off all the software updates).
- Make sure all background applications to be closed or disabled as any of the notification pop-up will be considered as navigation.
- Power backup & strong internet connection are MANDATORY for seamless examination

The entire examination process will be explained and guided by Examination Department before examination commencement through a proper demo.

Acts of disorderly conduct in a practical or oral examination include Misbehavior in the examination hall with the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the Institution or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.

Any other act of omission or commission declared by the Program Board to be unfair means in respect of any or all the examinations.

### Appeals and Review

A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Head of Institution for review of his/her case. The HOI, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Committee on the Appeal shall be placed before the HOI who will thereupon review the case and pass such orders as he may consider fit or refer it to the Governance Council for advice.

## Student Disciplinary Procedure

Every student enrolled in the University shall be under disciplinary control of the institution. All the Institutions of the University shall be obligated to carry out instructions/directions issued under these Regulations, and to give assistance to the Head of the institution to achieve the effective implementation of these Regulations.

Please refer Academic Misconduct and Disciplinary Policy for more details.

## Extenuating Circumstances & Mitigation

There may be situations during the study period of the students, when their performance is affected by some adverse uncontrollable circumstances. This can apply to both coursework and examinations and may mean that the students are unable to submit your work or attend an examination. It could also mean that they have completed the assessment but not performed as well as they might have done.

Examples of the type of circumstances that may be taken into account include illness, bereavement or significant personal problems. It would not include holidays, financial problems (unless this affected students health), workload due to employment or computer problems.

Please refer Application for Mitigation and Extenuating Circumstances available on Institutional Website.

## Student Rights and Responsibilities

The policies and procedures related to students are developed and enforced to ensure that all students have a positive educational experience, and that the Institution operates in a manner that fulfills its mission. Consistent with its educational mission, the Institution desires to promote student understanding of the balance between individual privileges and the Institutions responsibilities, as well as to provide everyone in the Institutional community a safe environment, conducive to student learning and success. Students are expected to familiarize themselves and to be accountable for information contained in all Institutional publications (catalog, student handbooks, information provided through student e-mail, course schedules, syllabi etc.) relating to student responsibilities. In general, all students are expected to conduct themselves in a manner that promotes and supports both students' educational endeavors and objectives of the Institution. These policies address a number of student-related issues.

Students should view these and other student policies and procedures in their entirety on our Website.



## Students Personal Development Policy

Personal Development Planning (PDP) is a structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development.

PDP sits at the heart of learning and the enhancement of learning. It involves thinking and planning ahead, acting on plans and reflecting on what has been achieved. It also involves recording these thoughts, actions and reflections. PDP is unique and personal and relies on the engagement of each individual student and member of staff to be successful. Students are expected take active participation in PDPs being conducted by the institution.

### Complaints Procedures

A complaint may be defined as "an expression of dissatisfaction that needs a response". The expression of dissatisfaction may take the form of an informal, verbal complaint or a formal, written complaint.

The Complaints Procedure should be used by anyone to pursue complaints about any service or lack of service provided by the Institution to which a response is expected.

Please refer Online Complaint/Suggestion box feature available in Student Zone to raise any concern. Student should adhere Academic Appeal and Complaint policy.

## Frequently Asked Questions

### Q. What is Open University Validation?

A. Through its Royal Charter, The Open University (OU) is able to validate programmes offered by institutions that wish to offer OU awards. The Centre for Inclusion and Collaborative Partnerships (CICP) is the unit in the University that manages its validation activity. To date over 150,000 students have achieved an OU validated award.

### Q. What is an approved institution?

A. You are studying at Amity Global Varsity, which has been approved by the OU as an appropriate organisation to offer higher education programmes leading to Open University validated awards by following a rigorous process. Institutions are 're-approved' on a regular basis to ensure that they continue to meet the OU's criteria in terms of procedures and resources for teaching, learning and assessment, staffing and staff development, academic organisation and internal quality assurance systems.

### Q. What is an OU validated programme or award?

A. You are studying on a programme validated by the OU, which, if you complete it successfully, will lead to an OU validated award. Awards can be undergraduate (e.g. BSc (BA (Hons), Certificate or Diploma of Higher Education, Foundation Degree), or postgraduate (e.g. MBA, Postgraduate Certificate, Postgraduate Diploma).

Amity has designed your programme, for which it has full responsibility for teaching, assessment and further development, before submitting it to The Open University for validation.

OU validation is a stamp of quality that guarantees the value of your qualification. It responds to stringent quality assurance processes, such as external examiners scrutiny and the systematic application of the Quality Assurance Agency defined standards. This means that OU validated programmes are equivalent in level and standard to similar awards offered throughout UK higher education. They are exactly the same as OU direct awards in terms of employment and application for postgraduate study.

### Q. How does the OU guarantee programme quality and standards?

A. University assures itself of the standard and quality of its validated programmes through the following mechanisms:

- The validation and revalidation processes, which involve panels of experts from higher education (and industry where appropriate) both within and outside the relevant subject area. In order to reach a decision about whether or not to (re-) validate a programme, the panel has detailed discussions with the staff team, employers and students, and considers the proposed curriculum and assessment regulations and other programme documentation. Any major changes to a programme are validated and programmes are revalidated regularly. Scrutiny of the

institution's own quality assurance procedures. As part of the approval process, we check that your institution has appropriate quality assurance procedures in place such as external examiners, student, staff and employer feedback mechanisms, analysis of statistical information and annual monitoring. Your institution is required to produce an annual report to the OU through which the University can monitor the institution's quality assurance procedures and ensure that any concerns are addressed.

- The appointment of external examiners to every OU validated programme. The role of the external examiners is to check and confirm that your assessment has been fair and just and that the academic standard of the award has been achieved. All external examiners produce reports which are considered by both the institution and the OU. The OU monitors these reports and the institution's response to assure itself that the quality and standard of the programme are being maintained. Your programme information must include the details of the relevant external examiners, such as name and position. In addition, your institution should give you access to external examiners' reports.

### **Q. What is student's relationship with the OU?**

**A.** Although you are studying for an OU validated award, your primary relationship is with Amity and you must follow its regulations and procedures. Any queries, complaints or requests should be directed towards the relevant person within your institution and information on who to contact should be found in your student handbook.

### **Q. What OU services are available to students?**

**A.** Our approval process requires that institutions have all the necessary services you need to help you with your studies. In addition, we offer a number of great free online resources:

- The OU Library gives you access to non-restricted online resources to support your study & research <http://www.open.ac.uk/library/library-resources/publicly-available>.
- The OU on iTunes U contains a wealth of learning materials, including 79 courses that are free to download. <http://www.open.ac.uk/itunes>.
- OpenLearn, a free learning resources website with around 11,000 hours of learning materials, including 8,000 hours taken from OU undergraduate and post-graduate courses. <http://www.open.edu/openlearn>.
- The OU on YouTube, has bite sized extracts from courses, plus videos of research, experiments and student life. <http://www.youtube.com/ou>.
- OU Alumni Association: You can register for membership of the OU Alumni Association upon successful completion of a validated award. Membership is free and brings with it networking opportunities, discounts and offers, and much more. <http://www.open.ac.uk/alumni>.
- OU Careers Service  
<http://www.open.ac.uk/careers>

**Q: Where will students be registered?**

**A:** You will be registered as a student at Amity Global Varsity, which will register you through The Open University for an OU validated award. The OU holds summarised information on students, whilst detailed records are held by Amity.

**Q: Who is responsible for induction and any advice I might need?**

**A:** Amity will arrange induction for you and will have appropriate services for advice and guidance on all matters whether academic, financial or personal.

**Q: Where can I find information on my programme, regulations and support services?**

**A:** You should find this information in the materials given to you in Student Handbook, Regulation Document, and Program Specification when you start your programme. If you have any further questions, you should contact your programme leader or student support manager.

**Q: What should I do if I want to make a complaint?**

**A:** Student should try to deal with any problems or complaints as soon as possible by speaking to your module leader or support desk. If the matter cannot be resolved informally, Amity has complaints procedures which you should follow. These procedures is available in this handbook as well as Student Portal. Amity will also ask for your feedback at various stages throughout your programme and each programme will have a committee on which there is a student representative. You should raise any concerns through these mechanisms.

**Q: Who is responsible for assessing my performance?**

**A:** Amity is responsible for setting and marking assessments. It is also responsible for ensuring that accurate data on student progress and awards is provided to the OU.

**Q: What should I do if I dispute a decision made about my performance?**

**A:** Your programme regulations provides details of appeals procedures, which will include deadlines for any appeal. You should follow these procedures as soon as possible to ensure that you do not miss the opportunity to appeal.

**Q: Can I appeal or complain to the OU?**

**A:** You have the right to appeal or make a complaint to the OU, but you must first go through the relevant procedures in Amity Global Varsity.

Amity can provide you with the detailed procedures for submitting a formal appeal or complaint to the OU through the Centre for Inclusion and Collaborative Partnerships (CICP)

**Q: What will happen if I need to leave my programme early?**

**A:** You may be eligible for an intermediate Exit award or credit for your achievements up to that point. Discuss this possibility with Amity. It may apply to the OU on your behalf for an intermediate award or a certificate of credit. It may be possible to use this credit to get

exemption from aspects of another programme within the institution or elsewhere. You will also be entitled to a transcript showing the complete record of your learning and achievement up to the point at which you left the programme.

**Q: What happens when I successfully complete my programme?**

**A:** On successful completion of your programme, Amity will arrange certification from the OU. Your certificate will include your name, the award, the name of the institution at and the date the award was conferred. The OU coat of arms, crest and logo will appear on the certificate, which will be signed by the Vice-Chancellor and the University Secretary. You will also receive a Diploma Supplement, which is a formal and comprehensive record of your learning and achievement. This will come in addition to the transcripts that you will have received as you progress through the programme. Finally, you may be invited to an awards ceremony organised by Amity. You may be able to use the credits or award you have gained to continue your study, at the OU, or elsewhere. The OU offers progression onto supported distance learning programmes, which you may study whilst in employment.

You may join the OU Alumni Association, and use the OU Careers Service

**Q. Where can I find further information about the OU and OU validation?**

**A.** Your first point of contact should always be your institution. However, further information is available online in the OU Website.