

**Welcome
to the
Program Guidance session**

AZRA FATIMA

Head: Academic & Examination

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Responsibilities:

Head of Department : If any question or concern on academic , grading, assessment or any administration concern , please do not hesitate to contact me.

ASSIGNMENT SUBMISSION GUIDELINES

- All assignments are to be submitted through the LMS (Learning Management System)
- Assignment once submitted is final for marking.
- If a program participant submits the assignment late, but within 1 week after the submission date a 20% penalty will be applied.
- APA 7th edition referencing guidelines needs to be followed.
- Similarity between students work is strictly not accepted, any student found with similar work will be graded Zero and fail for the course. However, Plagiarism is an academic offence and will not be tolerated.
- Program participants are strongly advised to keep a copy of their work in case the submitted copy should go astray.

ASSIGNMENT SUBMISSION GUIDELINES

- Any Assignment submission extension request must come to Azra Fatima (Head: Examination | Academic) - afatima@atmsedu.org 5 days before the date of submission with a valid reason and supported documentary evidence.
- Any revaluation request should come in 5 days of grade release. Any late request will not be obliged. (Form and other details shall be shared based on request)
- Re-evaluation cannot be requested for plagiarized assignments as the assignment stands as an academic misconduct.
- Re-evaluation request is NOT applicable for any failed courses provided the mark range from 59 to 69. Any grade which is below the range is however not applicable for this request.
- Any rescheduling request can be fulfilled within one week after the actual date of the assessment. Any late request will not be obliged.

ACADEMIC INTEGRITY POLICY

- ❑ Academic integrity is a fundamental value in education institutions, ensuring honesty, fairness, and ethical conduct in all academic endeavours. The Academic Integrity Policy serves as a guide for students, faculty, and staff, outlining the expectations, responsibilities, and consequences related to academic conduct. This policy upholds the principles of intellectual honesty, originality, and respect for others' work, fostering a culture of integrity within the academic community.

- ❑ Academic dishonesty includes, but is not limited to, any act by which a student gains or attempts to gain an academic advantage for him/herself or another by misrepresenting his/her or another's work or by interfering with the independent completion, submission, or evaluation of academic work. The policy specifically addresses plagiarism, which involves using someone else's ideas, words, or work without proper citation or acknowledgement. It explains the different forms of plagiarism, such as copying and pasting from sources without attribution, paraphrasing without proper citation, or self-plagiarism. SBS_RAK Swiss Business School requires that all students maintain integrity and honesty in their academic work. Students who are found to be dishonest or lacking in integrity in their academic work will have their work subject to failure and may face academic dismissal.

ACADEMIC INTEGRITY POLICY

- Plagiarism is defined as providing material from an uncredited source, or without the acknowledgement of the original author. For longer submissions and reports, students are required to provide an Assignment Cover Sheet, which states that submission is their original work, and has not been submitted for another assignment, either in that course, or another. The difference between plagiarism and correct use of information, in the academic context, is proper referencing.
- Close paraphrasing may blur the line between plagiarism and poor academic writing, so care must be taken by the student to avoid crossing that line. Failure to acknowledge a source of information for an idea may be a form of plagiarism, even if a student “puts it into their own words” if the source is not indicated and properly cited.

ACADEMIC INTEGRITY POLICY

- Plagiarism may have many forms including but not limited to:
- Outright copying another author's work without acknowledgement
- Cut and paste without the correct citation and acknowledgement
- Copying key words but changing the sentence structure without crediting the original source
- Copying the sentence structure but changing some words without crediting the original source
- Following the structure or organization of another author's work, or order of presentation of ideas
- Submitting work that was created by an unacknowledged third party (i.e. writing service, or another student)
- Copying from published authorities without acknowledgement
- Failure to correctly use quotation marks when expressing another author's idea
- Incorrect or improper use of in-text citation and referencing
- Missing or incorrectly presented bibliography or reference list
- Pretending ownership of another author's ideas
- Making work available to another person for copying
- Falsifying results

ACADEMIC INTEGRITY POLICY

- The plagiarism tolerance in SBS Swiss Business School Branch Campus, RAK is 12 -15 % for BBA, MBA & MSC and 8 % for DBA.
- In cases where the plagiarism percentage exceeds the tolerance, students are given a second chance to rework on their assignments and submit. However, if the percentage continues to exceed the tolerance percentage the student will be awarded one grade lower than the original grade achieved.
- In cases for BBA program where the percentage is above 25% in the first submission the assignment will be rejected and the student will be awarded a “F” without any second chance. In cases with MBA and MSC programs if the percentage exceeds 20% the assignment is rejected with a “F” grade. In cases of DBA exceeding 12% will disqualify the students work for acceptance.
- The criteria for plagiarism are completely the faculty discretion based on the nature of the assignment.

ASSESSMENT

- **Group Project – 60%**
- **Presentation -15%**
- **Individual Assignment-25%**

GRADING SYSTEM

A+	97-100%	Excellent
A	93-96%	
A-	90-92%	
B+	87-89%	Good
B	83-86%	
B-	80-82%	
C+	77-79%	Satisfactory
C	73-76%	
C-	70-72%	

F	Failure
W	Withdrawal
I	Incomplete
TC	Transfer Credits

- **GPA of 3 is needed to pass the SBS MBA**
- **GPA of 2 is needed to pass the SBS BBA**

REDO POLICY

1. Receive Email Notification:

As soon as the grade is released as a fail in the Learning Management System (LMS), the student will receive an email notification from the exam team. The email will inform the student about the failed grade and provide details on the next steps to be taken.



2. Schedule Meeting with Head of Examination:

The student will be requested to schedule a meeting with the Head of Examination. This meeting will serve as an opportunity for the student to understand the reasons behind the low grade and failure. The Head of Examination will provide constructive feedback and suggestions to help the student improve.



3. Meeting with Head of Examination:

The student attends the scheduled meeting with the Head of Examination.

The Head of Examination discusses the reasons for the low grade and failed exam, providing specific feedback on areas that require improvement.

The student is encouraged to ask questions and seek clarification on any aspects of the exam or course content that they may have struggled with.

REDO POLICY

4. Submit Redo Form:

- After the meeting, the student is required to submit a redo form to express their intention to retake the course and redo the exam.
- The redo form should include the student's details, the course name.



5. Receive New Assignment:

- Once the redo form is received and approved, the student will be provided with a new assignment.
- The new assignment will cover the same course material but may have different questions or tasks than the previous exam.



6. New Date of Submission:

- The student will be given a new date of submission for the redo assignment.
- It is essential for the student to adhere to the deadline to ensure adequate time for preparation and completion of the assignment.

REDO POLICY

7. Guidance and Support:

- Throughout the redo process, the student will receive guidance and support from the course instructor or a designated academic advisor.
- The student can seek assistance if they encounter any difficulties or have questions while working on the redo assignment.



8. Preparation and Study:

- The student should allocate sufficient time for preparation and study to improve their understanding of the course material.
- It is recommended to utilize available resources such as textbooks, online materials, and previous lecture notes to enhance comprehension.

REDO POLICY

9. Seek Additional Help:

- If the student requires additional help beyond the resources provided, they can reach out to the course instructor, teaching assistants, for further assistance.
- It is important for the student to take the initiative in seeking help to address any knowledge gaps and improve their chances of success in the redo exam.



10. Submit Redo Assignment:

- On or before the new submission deadline, the student should complete the redo assignment and submit it according to the given instructions.
- It is crucial to review the assignment for any errors or omissions before submission to ensure the best possible outcome.



11. Await Results:

- After the redo assignment is submitted, the student should wait for the grading process to be completed.
- The exam team will evaluate the redo assignment and provide the student with the revised grade based on their performance.

GRADE APPEAL

1. **Grade Release:** Once the grades are released, students will have a designated period of 5 days to review their grades and decide whether they want to appeal.
2. **Appeal Request:** If a student wishes to appeal their grade, they must submit a formal request within the 5-day period. The request can be submitted through an online form or any other designated method determined by the institution.
3. **Submission of Appeal Form:** The student must complete the grade appeal form, providing their personal details, course information, assignment details, and a detailed explanation of the grounds for the appeal. This form should be submitted to the relevant department or office responsible for handling grade appeals.
4. **Assignment Recheck:** Once the grade appeal request is received, the department or office responsible will assign the assignment to another marker for reevaluation. This marker should be a different individual than the one who originally graded the assignment.

GRADE APPEAL

4. Review Process: The assigned marker will carefully review the appealed assignment, taking into consideration the student's grounds for appeal and any additional supporting documentation provided.

5. Grade Update: Upon completion of the review process, the new grade determination will be made. The grade can be one of the following options:

1. a. Same Grade: If the assigned marker determines that the original grade was fair and accurate, the student's grade will remain unchanged.
2. b. Increase in Grade: If the assigned marker determines that the student's work was initially under graded, the grade will be increased to reflect the revised assessment.
3. c. Decrease in Grade: If the assigned marker determines that the student's work was initially over graded or improperly assessed, the grade may be decreased accordingly.

6. Communication of Grade Update: The updated grade will be shared with the student through the Learning Management System (LMS). Additionally, the student will be informed of the grade update via email. The communication should include an explanation of the grade change, if applicable.

RESCHEDULING

1. The rescheduling request must come within one week after the given submission date along with the rescheduling form and supporting documents.



2. The student submits the assignment on or before the given revised submission date.

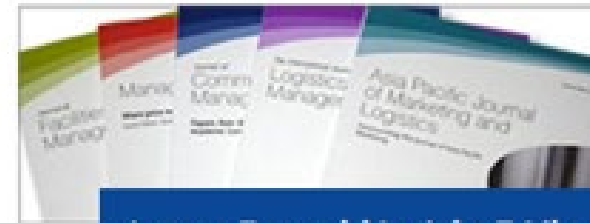


3. If the student submits the assignment after 1 week from the submission date, without any prior approval, then the student is deemed to fail the course.

ONLINE SUPPORT PROVIDED TO STUDENTS



View Provisional Transcript



Access Emerald Insight E-Library



Access EBSCOhost E-Library



Access SBS Thesis E-Library


ONLINE SUPPORT PROVIDED TO STUDENTS

EBSCO HOST E-LIBRARY:



Sign In Folder Preferences Languages + Help Exit

Choose Databases SWISS BUSINESS SCHOOL

 To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.

Continue

Select / deselect all

Regional Business News

This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States.

[Title List](#) [More Information](#)

Business Source Complete

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

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eBook Collection (EBSCOhost)

Search and view the full text of eBooks.


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EBSCO HOST E-LIBRARY:



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Searching: **Regional Business News** [Choose Databases](#) **SWISS BUSINESS SCHOOL**

 Select a Field (optional)

AND Select a Field (optional) [Clear ?](#)

AND Select a Field (optional) (+) (-)

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Search Modes and Expanders

Search modes [?](#)

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Apply equivalent subjects

Limit your results

Linked Full Text

Published Date

Start month: Month Start year: — End month: Month End year:

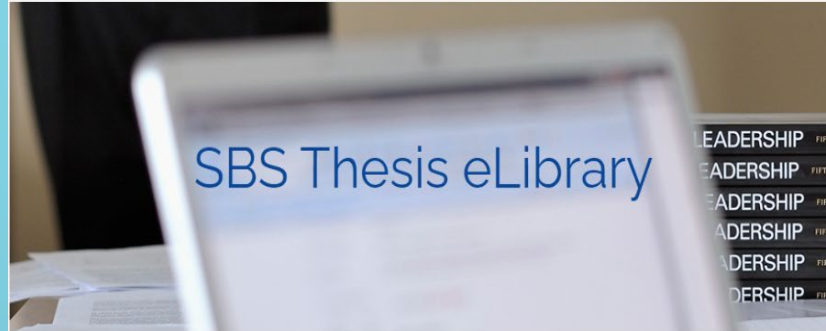
EBSCO GUIDELINES

Due to security and data privacy reasons, the students will need to activate their accounts and set the initial password themselves. To activate their student account, the students need to proceed as follows,

1. Open personalized activation link.
2. Click on “RESET PASSWORD”.
3. An e-mail with a password reset link will be sent to your e-mail address which we have on file.
4. Define a new password which meets the minimum complexity requirements (8 characters, not used before).



ONLINE SUPPORT PROVIDED TO STUDENTS



Recent Additions

- IDENTIFICATION OF DIFFERENT PARAMETERS CONTRIBUTING TOWARDS SALES OUTCOME FOR THE TECHNOLOGY PROFESSIONAL SERVICES INDUSTRY IN HONG KONG
- ASSESSMENT OF EU UNIVERSITY STUDENTS' ENGAGEMENT LEVELS TO FACEBOOK ADVERTISING CHOSEN BY AI ALGORITHMS

- SBS Thesis eLibrary
 - 01. Bachelor Programs
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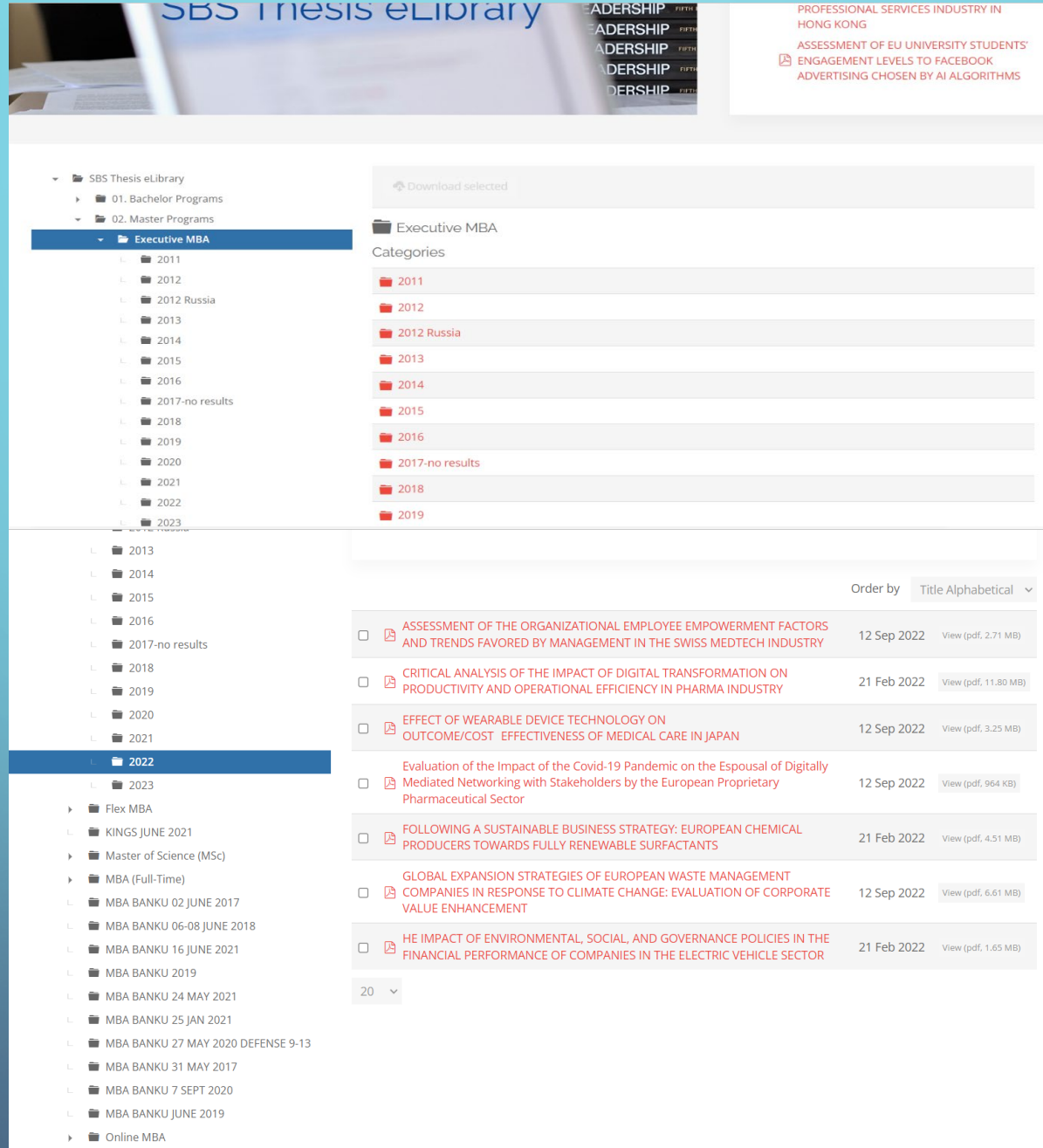
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ONLINE SUPPORT PROVIDED TO STUDENTS



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ASSESSMENT OF EU UNIVERSITY STUDENTS' ENGAGEMENT LEVELS TO FACEBOOK ADVERTISING CHOSEN BY AI ALGORITHMS








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Executive MBA

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- 2012 Russia
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- 2014
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- 2016
- 2017-no results
- 2018
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- 2021
- 2022
- 2023

Order by Title Alphabetical

<input type="checkbox"/>	 ASSESSMENT OF THE ORGANIZATIONAL EMPLOYEE EMPOWERMENT FACTORS AND TRENDS FAVORED BY MANAGEMENT IN THE SWISS MEDTECH INDUSTRY	12 Sep 2022	View (pdf, 2.71 MB)
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20

LMS-LEARNING MANAGEMENT SYSTEM

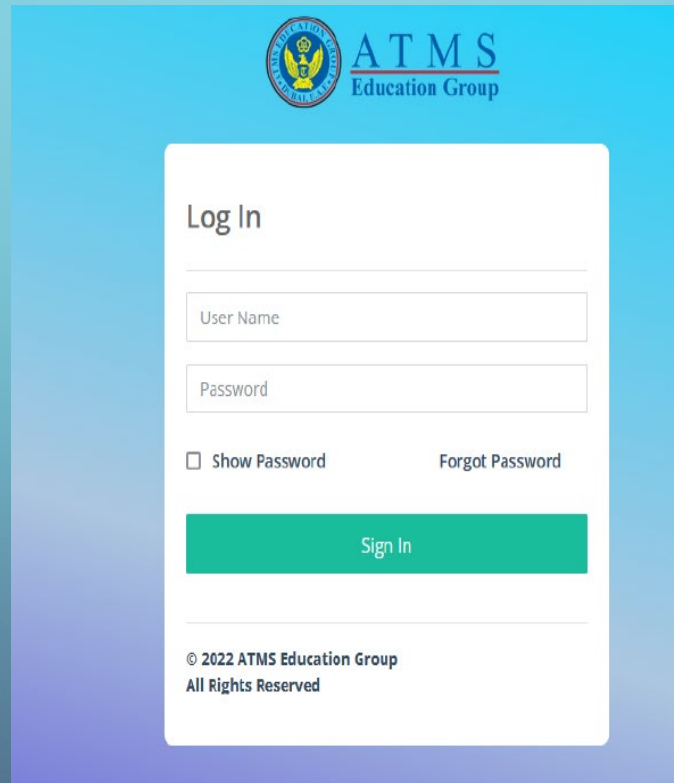
- Learn Management System. On this system, you will be able to view and download course materials, get in touch with support, and much more!
- Learn Management System URL:- <https://lms.atmsstudentgateway.com/>
- Your login details will be provided by the student support officer.
 - Username: XXXXX
 - Password: XXXXX
- You can also use the chatbot within the LMS to get in touch with our team. We will be happy to help!

HOW TO LOGIN IN TO LEARNING MANAGEMENT SYSTEM

1. You can access the LMS by below link:

<https://lms.atmsstudentgateway.com/>

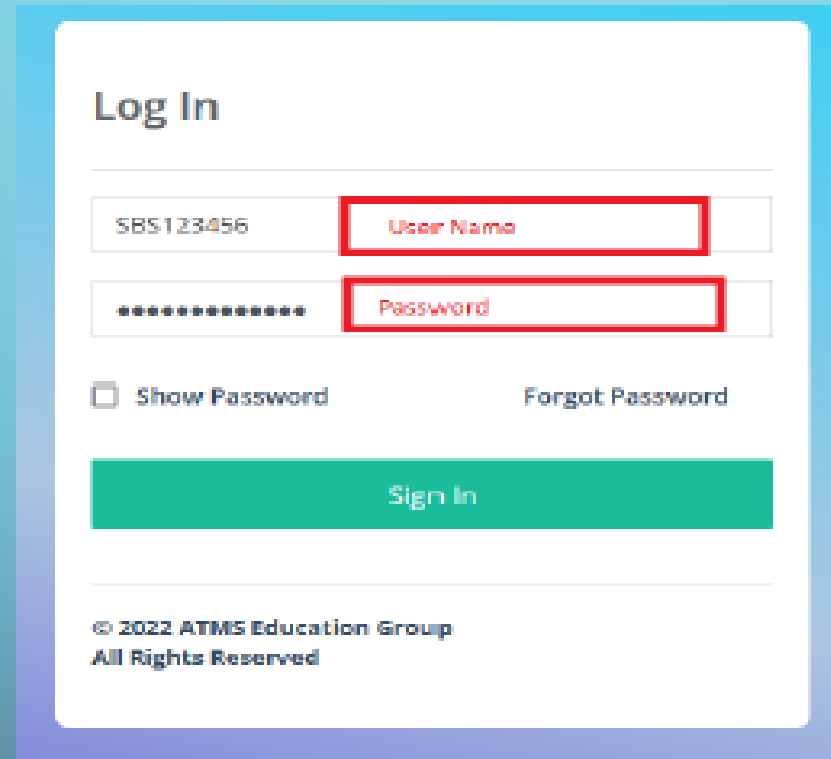
2. You will see the below login screen (Screenshot)



The screenshot shows the login interface for the ATMS Education Group Learning Management System. At the top, there is the ATMS Education Group logo, which includes a circular emblem with a figure and the text 'ATMS Education Group'. Below the logo, the text 'Log In' is displayed. There are two input fields: 'User Name' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Show Password' and a link for 'Forgot Password'. A green 'Sign In' button is positioned below the input fields. At the bottom of the form, the copyright notice '© 2022 ATMS Education Group All Rights Reserved' is visible.

HOW TO LOGIN IN TO LEARNING MANAGEMENT SYSTEM

3. Enter the Login Details (you will receive it by E-mail)



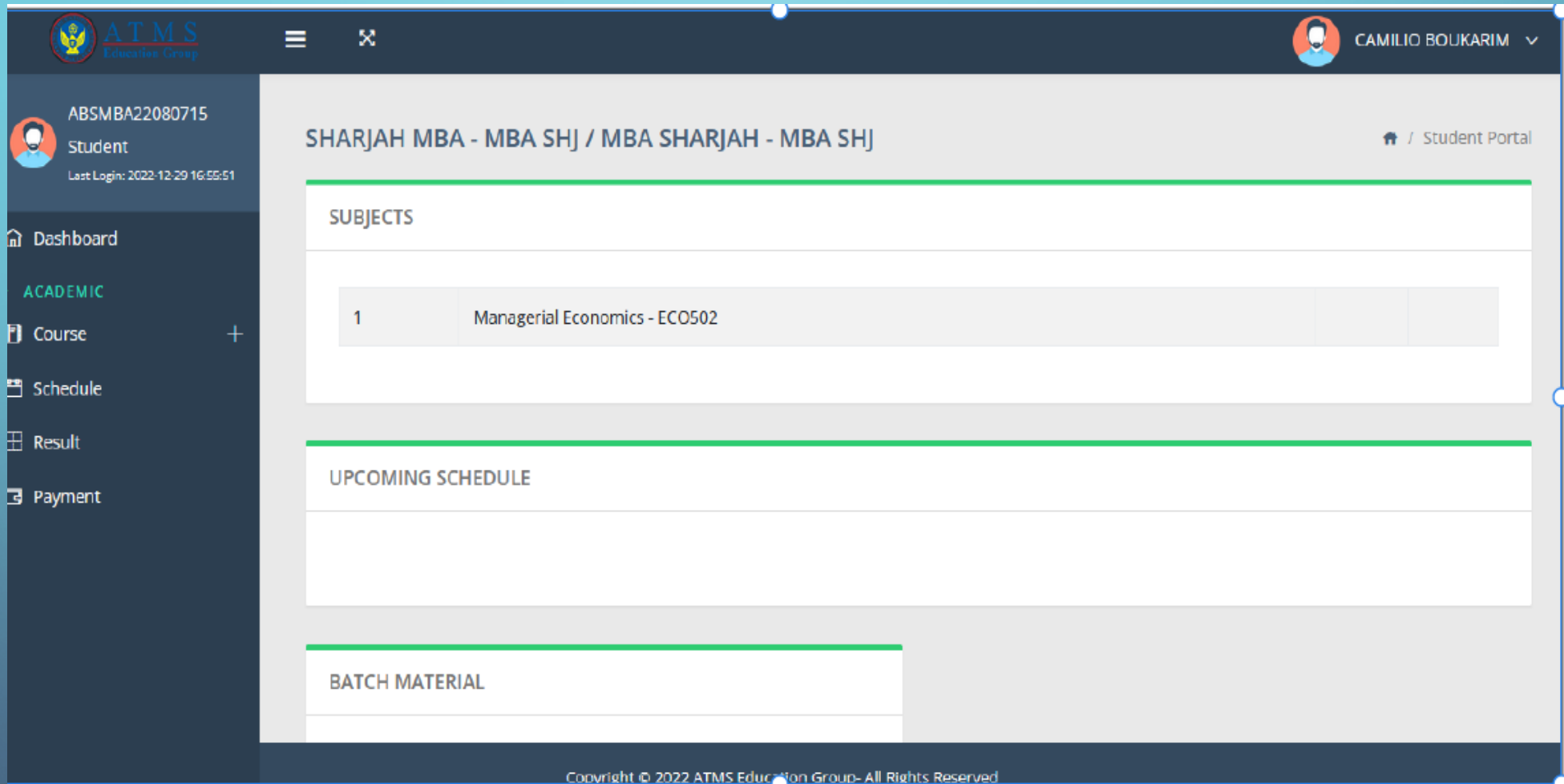
The screenshot shows a login interface with the following elements:

- Log In** header
- User Name** input field containing "SBS123456" (highlighted with a red box)
- Password** input field containing "*****" (highlighted with a red box)
- Show Password** checkbox
- [Forgot Password](#) link
- Sign In** button (green)
- Footer: © 2022 ATMS Education Group, All Rights Reserved

Enter your Credentials and Click Sign In button to Login to the LMS.

HOW TO LOGIN IN TO LEARNING MANAGEMENT SYSTEM

4. if you enter the correct login details it will take you to the below Dashboard that you can get all of your Course Related Items.



The screenshot displays the ATMS Learning Management System (LMS) dashboard for a student. The interface includes a dark blue header with the ATMS logo, navigation icons, and the user's name 'CAMILIO BOUKARIM'. A left sidebar contains navigation options: Dashboard, ACADEMIC, Course, Schedule, Result, and Payment. The main content area shows the course 'SHARJAH MBA - MBA SHJ / MBA SHARJAH - MBA SHJ' and is divided into three sections: 'SUBJECTS', 'UPCOMING SCHEDULE', and 'BATCH MATERIAL'. The 'SUBJECTS' section contains a table with one entry: '1 Managerial Economics - ECO502'. The 'UPCOMING SCHEDULE' and 'BATCH MATERIAL' sections are currently empty.

SUBJECTS	
1	Managerial Economics - ECO502

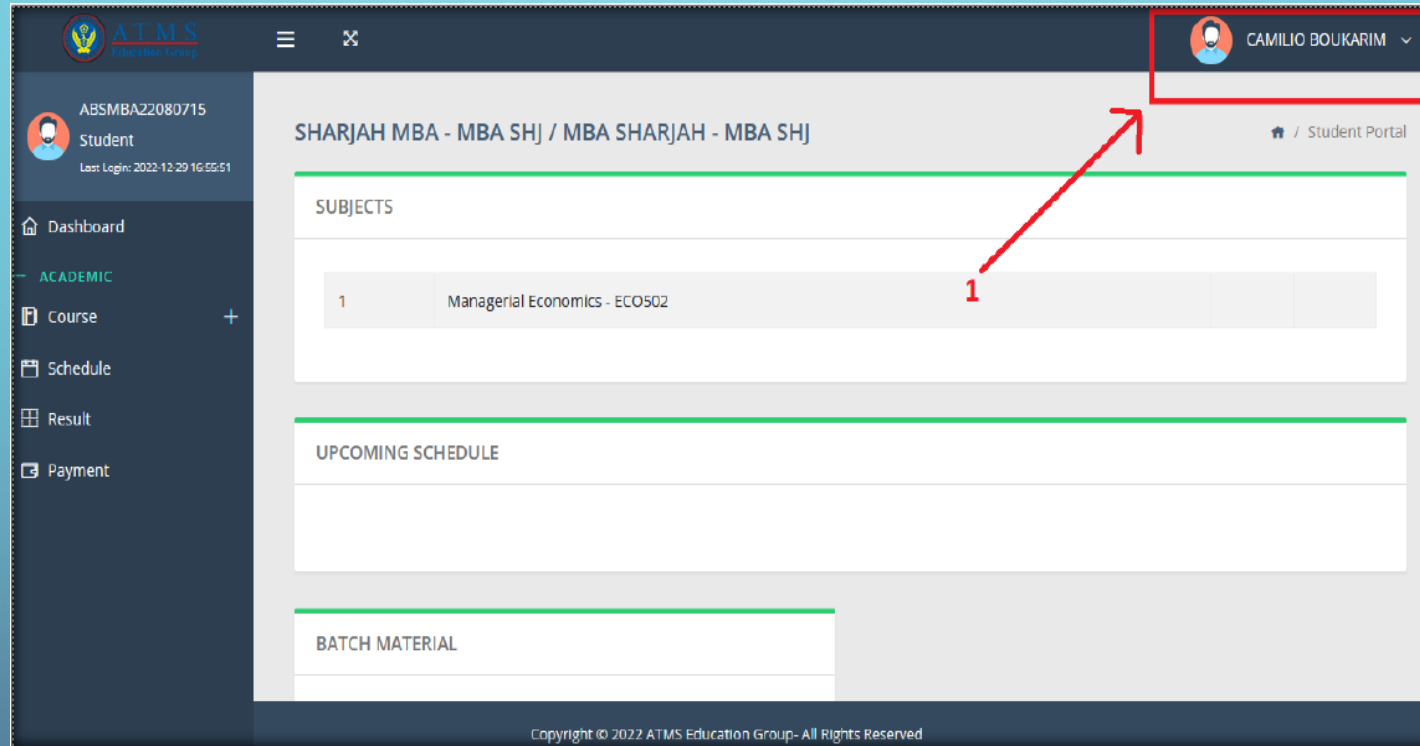
UPCOMING SCHEDULE

BATCH MATERIAL

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HOW TO CHANGE THE LMS PASSWORD

1. Take your mouse arrow to right side top corner (Screenshot)



The screenshot displays the LMS Student Portal interface. The user is identified as CAMILIO BOUKARIM. The page shows course information for 'SHARJAH MBA - MBA SHJ / MBA SHARJAH - MBA SHJ'. A red box highlights the user profile in the top right corner, and a red arrow points to it from the number '1' in the subjects table.

SUBJECTS			
1	Managerial Economics - ECO502		

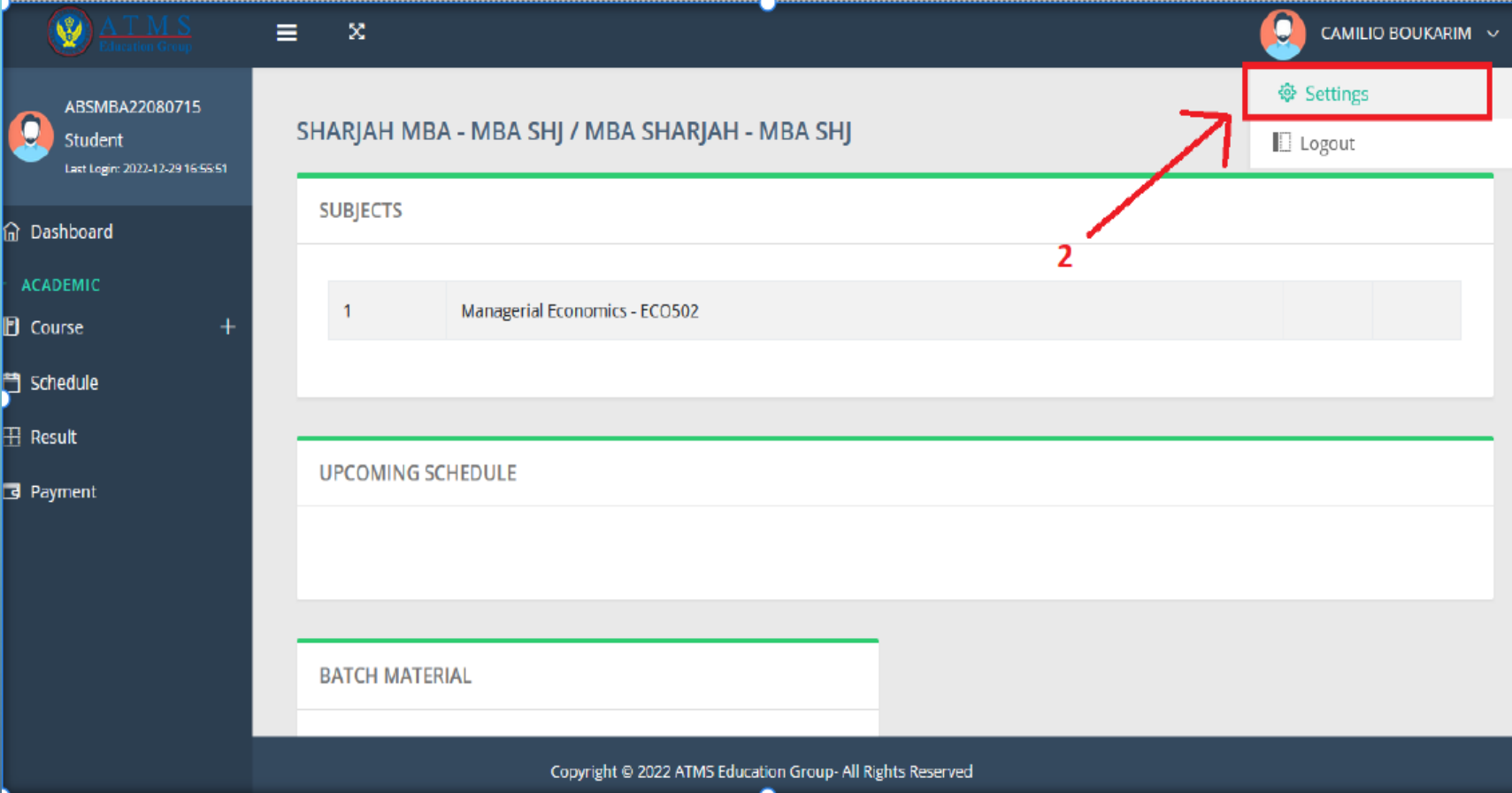
UPCOMING SCHEDULE

BATCH MATERIAL

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HOW TO CHANGE THE LMS PASSWORD

2. Select the Setting option from the menu list and click on that



The screenshot shows the ATMS LMS dashboard for a student. The user is CAMILIO BOUKARIM. The dashboard includes a sidebar menu with options like Dashboard, Course, Schedule, Result, and Payment. The main content area displays the course 'SHARJAH MBA - MBA SHJ / MBA SHARJAH - MBA SHJ' and a table of subjects. The 'Settings' option in the top right user menu is highlighted with a red box, and a red arrow points to it with the number '2' next to it.

SUBJECTS	
1	Managerial Economics - ECO502

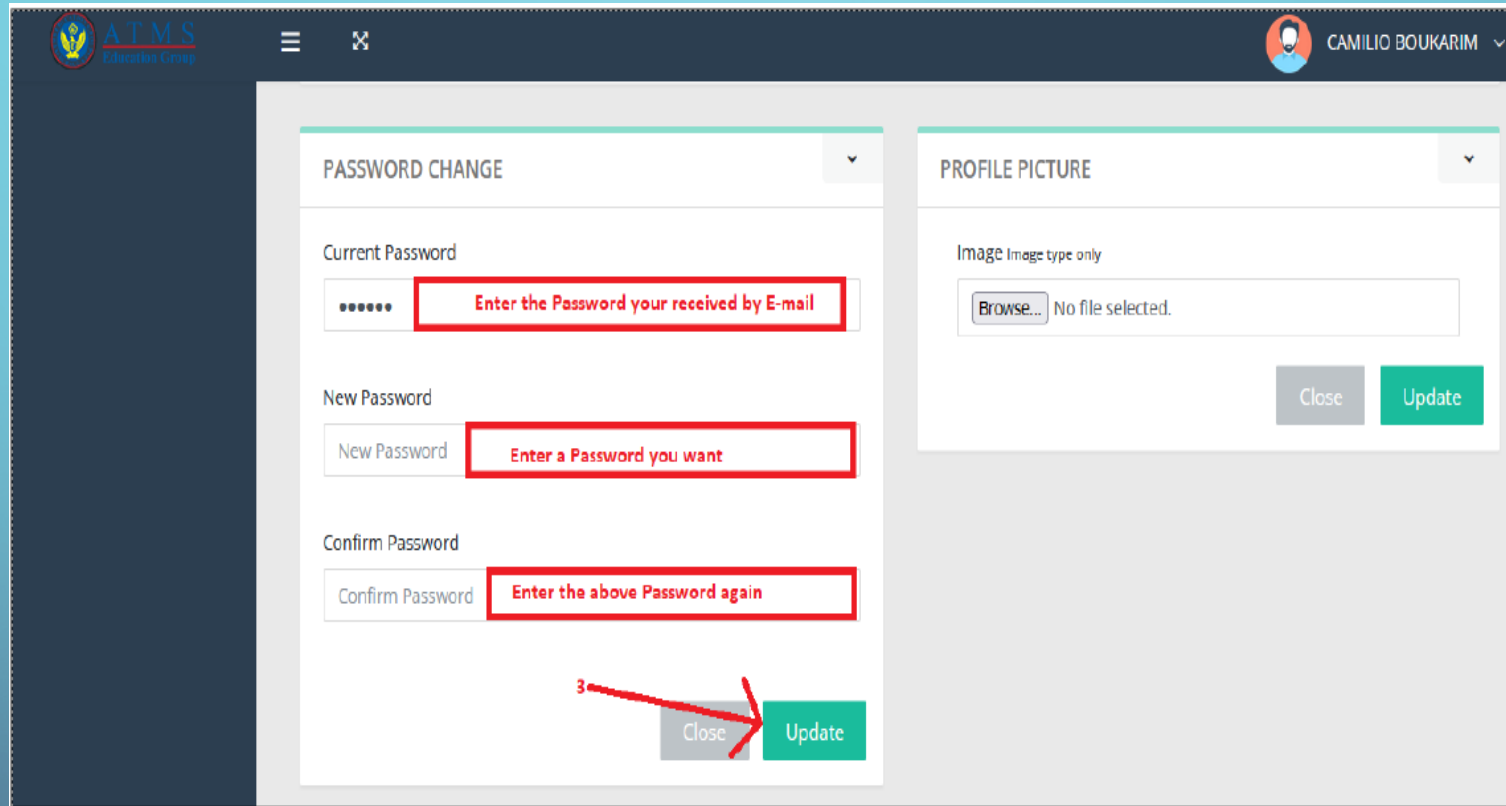
UPCOMING SCHEDULE

BATCH MATERIAL

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HOW TO CHANGE THE LMS PASSWORD

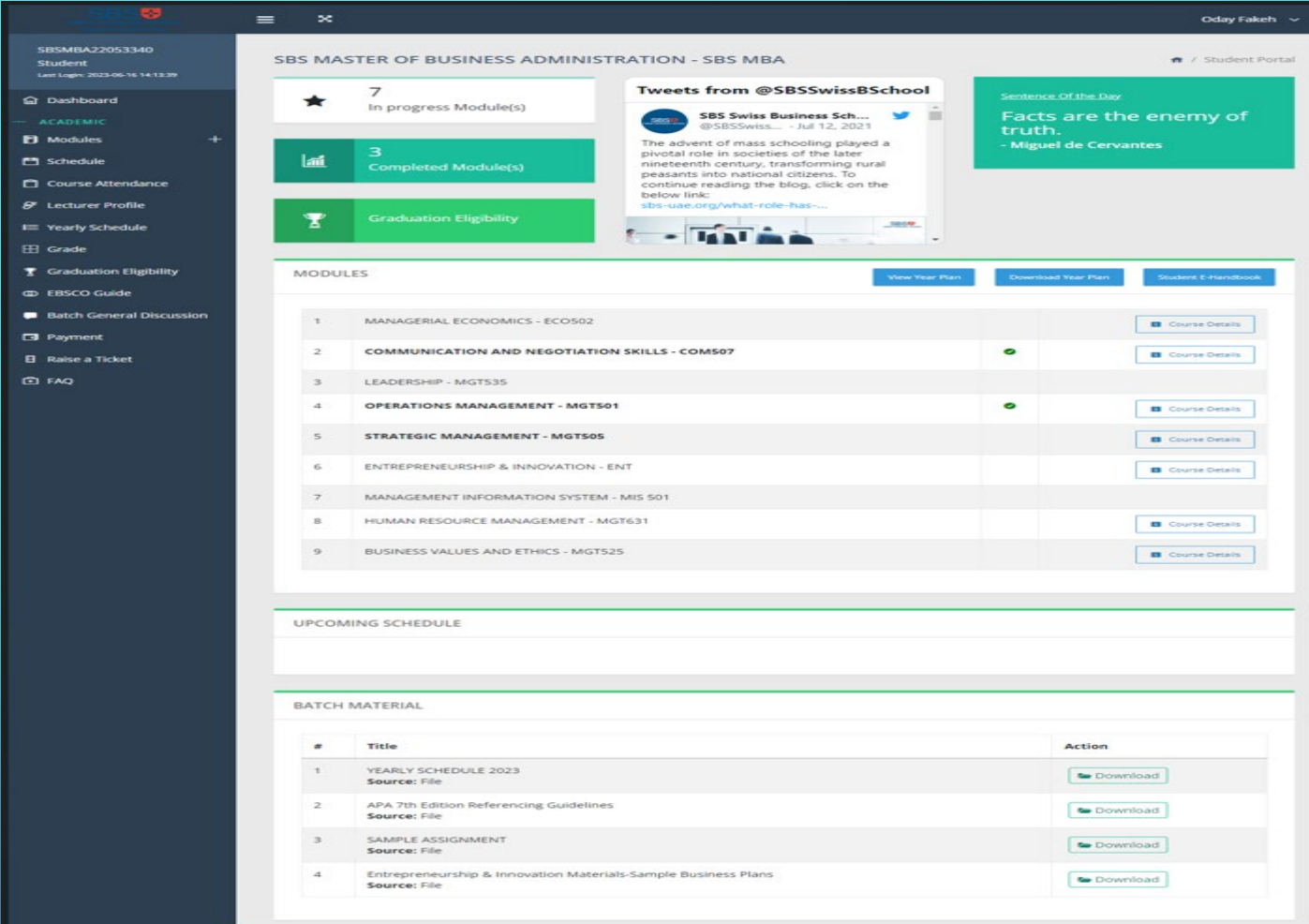
3. You will see the settings page like below (Screenshot) , Scroll down the password Section



The screenshot shows the LMS settings page for CAMILIO BOUKARIM. The 'PASSWORD CHANGE' section is highlighted with a red box. It contains three input fields: 'Current Password' with the placeholder 'Enter the Password your received by E-mail', 'New Password' with the placeholder 'Enter a Password you want', and 'Confirm Password' with the placeholder 'Enter the above Password again'. A red arrow labeled '3' points to the 'Update' button at the bottom of the section. The 'PROFILE PICTURE' section is also visible, showing a 'Browse...' button and 'Close' and 'Update' buttons.

After Enter the Details click on Update button and your new password is ready to use.

LEARNING MANAGEMENT SYSTEM(LMS)



The screenshot displays the SBS LMS Student Portal for the SBS Master of Business Administration (SBS MBA) program. The interface includes a sidebar menu, a main dashboard with progress statistics, a tweets section, a sentence of the day, a modules table, an upcoming schedule section, and a batch material table.

Dashboard Statistics:

- 7 In progress Module(s)
- 3 Completed Module(s)
- Graduation Eligibility

Modules Table:

#	Module Name	Status	Action
1	MANAGERIAL ECONOMICS - ECO502		Course Details
2	COMMUNICATION AND NEGOTIATION SKILLS - COM507	✓	Course Details
3	LEADERSHIP - MGT535		
4	OPERATIONS MANAGEMENT - MGT501	✓	Course Details
5	STRATEGIC MANAGEMENT - MGT505		Course Details
6	ENTREPRENEURSHIP & INNOVATION - ENT		Course Details
7	MANAGEMENT INFORMATION SYSTEM - MIS 501		
8	HUMAN RESOURCE MANAGEMENT - MGT631		Course Details
9	BUSINESS VALUES AND ETHICS - MGT525		Course Details

Batch Material Table:

#	Title	Action
1	YEARLY SCHEDULE 2023 Source: File	Download
2	APA 7th Edition Referencing Guidelines Source: File	Download
3	SAMPLE ASSIGNMENT Source: File	Download
4	Entrepreneurship & Innovation Materials-Sample Business Plans Source: File	Download

