



كليات التقنية العليا  
HIGHER COLLEGES OF TECHNOLOGY

HCT  
2.0

# ACADEMIC POLICIES

A full listing of HCT Academic Regulations and Policies containing links to related procedures and documents is available in the electronic version of the Catalogue available at:  
[www.hct.ac.ae](http://www.hct.ac.ae)

# Key Terminology

**Credit Hour:** A unit that measures educational credit that is usually based on the number of hours students are in the classroom.

A lecture-based course, whose duration is a full semester (at least 15 weeks), the course requires a minimum of one classroom hour (50 minutes) to 1 credit hour plus 2 hours of homework for a total of 3 hours. Total classroom hours must include at least 45-64 hours regardless of the duration of the term.

For courses that include a laboratory section, generally there are two hours of classroom laboratory time spent for each credit hour, based on a minimum 15-week semester. Total classroom laboratory time must include at least 30 hours regardless of the duration of the term.

Workplacement courses, including practicum and internship courses, students are required to spend 60 hours at their work site for each credit hour awarded.

**Concentration:** A concentration is a sub-specialisation within the field of study of the major. A concentration requires a minimum of 15 credits.

**Major:** A major is the field of study in which a student specialises. A major requires a minimum of 30 credits.

**Minor:** A minor is a specialisation outside of the field of study of the major. A minor requires 12-18 credits.

# Academic Programme

## LP228 Recognition of Prior Learning

### 1.0 Rationale

Learning is a lifelong activity. The Higher Colleges of Technology (HCT) recognises that students learn in a variety of ways, some of which take place outside the regular classroom or the HCT by granting credit, as appropriate, for prior learning at or outside the HCT, or outside the enrolled programme.

### 2.0 Terminology

Prior Learning is a process used to evaluate learning acquired outside the classroom for the purpose of assigning academic credit.

### 3.0 Policy

3.1 A student may obtain credit towards graduation through the recognition of prior learning.

3.2 Credits for prior learning may not be granted to courses which in total exceed

- 50% of the total credential programme credit
- 25% of the final two years of 3 or 4 year credential programmes, and/or
- 25% of the final year of 2 year credential programmes
- Foundation courses cannot be challenged

3.3 Credential students may be given credit for prior learning by:

#### 3.3.1 Exemption (EX)

Courses successfully completed in other HCT programmes

#### 3.3.2 Transfer Credit (TR)

Courses completed at Zayed University or UAE University.  
Note: Successful completion of UGRU at UAE University or Academic Bridge at Zayed University is accepted for direct entry to an HCT credential (see LP213)

Courses completed at other UAE institutions accredited by CAA

Courses completed at overseas institutions accepted as being of equivalent standing

Qualifications from professional bodies

International programme examinations such as GCSE (UK), International Baccalaureate, etc.

#### 3.3.3 Experiential Learning (EL)

Work or life experience such as structured internships,

volunteer work-travel, self-study, or training

3.4 Credit based on prior learning is awarded on the basis of: System-approved exemptions and transfer credits as posted in HCT Policy or Procedures.

Approval by the campus Associate Dean, on consideration of the recommendation of the appropriate campus Programme Chair and Faculty.

3.5 Prior learning should have occurred within five years of the request for transfer credit.

### 4.0 Stakeholder Impact and Scope

This policy applies to all students enrolled in credential programmes leading to the award of a Higher Colleges of Technology credential.

### 5.0 Related Documents

LP213 Inter-institution Student Transfers

LP228.1 Recognition of Prior Learning Procedure

### 6.0 Approval and Review

Policy Officer: Deputy Vice Chancellor – Academic

Reviewed and Uploaded by (Dept.): Academic Programmes

Approved as Policy by: Vice Chancellor

First Date Published: 30 June 2007

Last Date Reviewed: 16 September 2013

Last Date Published: 16 September 2013

Archive Date:

Note: All policies and procedures are reviewed annually.

## LP237 English Language Requirements

### 1.0 Rationale

This policy governs the English language requirements for all students for the purposes of entry to, progression through, and graduation from credential programs at the HCT.

### 2.0 Terminology

BAS: Bachelor of Applied Science Program (4-year credential offered by the HCT)

CEFR/CFR: Common European Framework of Reference. The framework is used by the HCT to compare the English

proficiency of students with a common standard.

CEPA: Common Education Proficiency Assessment. Tests developed and supervised by the National Admissions and Placement Office (NAPO) for all 12 year grade students seeking higher education in the UAE.

IELTS: International English Language Testing System. A test of English language proficiency used to satisfy entry requirements to credential programs.

### 3.0 Policy

*Students must meet the relevant English language requirements as set out below:*

#### 3.1 Applied Diploma and BAS Programs Entry Requirements:

- CEPA 180, or
- IELTS (Academic Module) overall band 5, or
- an accepted equivalence (see LP237.1).

#### 3.2 Program Progression Standard

Year Four in Education BAS:

All Education BAS students are required to have overall IELTS Band 6.0 to enter the final year of the Education BAS program.

- Bachelor of Education: Early Childhood Education
- Bachelor of Education: Educational Technology

- of Education: English Language Teaching in Schools
- Bachelor of Education: Primary Education

### 4.0 Stakeholder Impact and Scope

This policy applies to all students who seek entry to or are enrolled in HCT credential programs as of the effective date.

The DVCAA shall ensure compliance with this and related policies

Note: All policies and procedures are reviewed annually.

# Admission and Enrolment

## LP202 Admission Policy

### 1.0 Rationale

To ensure equitable treatment of applicants, this policy establishes common standards for application, admission, confirmation and placement into programs at the Higher Colleges of Technology.

To implement the Admission Priority Categories for funding students at the federal universities and colleges established by the Ministerial Council for Services Decision No.(6/1/6) of 2013, Session No.(1)

### 2.0 Terminology

**Admission Priority One (First Category):** Current High School graduates, continuing students, internal transfers, returning students, and students whose admission or continuation was deferred solely due to National Service.

**Admission Priority Two (Second Category):** A non-current High School graduate who has never been counted in the funding census at any federal higher education institution.

**Admission Priority Three (Third Category):** Former students of federal higher education seeking re-admission who are neither admission priority one or two students. This includes students who have graduated previously from federal higher education and wish to return for additional qualifications.

**Applicant:** An eligible person seeking enrolment at a federal institution of higher education.

**Application Cancellation:** An application cancelled by the applicant.

**Approved:** An applicant that NAPO has determined meets the admission criteria for the institution they applied to.

**Continuing Student:** A federal higher education student who was registered in the previous semester and is also registered in the current semester in the same institution.

**Current High School Graduate:** An applicant who has successfully completed the UAE Grade 12 Certificate exams to the required standard or hold equivalent qualifications in June of the current year.

**Dismissed:** A student who has been dismissed from the institution for academic or disciplinary reasons.

**Enrolled and Not Registered:** A student who was registered

in the previous semester, is not registered in the current semester, and did not graduate, get dismissed, suspended or withdrawn.

**Enrolled Student:** A student who has been approved by NAPO and been enrolled by one of the three federally funded higher education institutions.

**Enrolment Cancellation:** An enrolment that is cancelled because the student did not register.

**Former Higher Education Students:** A student who was registered and funded at any federal higher education institution at any time in the past and is currently not a continuing or returning student. This includes completers of qualifications who left higher education and are applying to return for another qualification at a higher level.

**Funding Eligible Student:** A registered student found by the State Audit Institution during the student count audit to be eligible for federal funding.

**Graduate:** A student who has successfully completed all the requirements in a program and has been awarded a credential. in the previous semester and is not registered in the current semester.

**Internal Transfer Student:** A higher education student who was registered in a federal institution of higher education the previous semester, or has had a gap in registration of not more than one year, and is returning to a different institution than the one previously enrolled in.

**New Student:** A registered student in their first semester of registration following admission. These are tracked by admission priority categories 1, 2 and 3.

**Not Approved Applicant:** An applicant that NAPO has determined does not meet the admission criteria of the institution they applied to.

**Not Enrolled Applicant:** An approved applicant who is not enrolled by the higher education institution they applied to.

**Not Funding Eligible:** A registered student who is not eligible for federal funding as determined during the student count audit.

**Non-Current High School Graduate:** An applicant who has successful completed the UAE Grade 12 Certificate exams to the required standard or holds equivalent qualifications prior

to the current year, or completed the GSC re-sit exam during a prior academic year. These applicants have not been counted in any prior funding census at any federal higher education institution in the past.

**Re-Entry/Returning Student:** A higher education student who is returning to the same institution from a gap in registration of not more than one year. The student has had a break in registration of not more than two consecutive regular semesters of study. Fall and Spring are the regular semesters of study. Summer and other short semesters are excluded.

**Registered Student:** A student who is registered and attending class.

**Registration Cancellation:** A student whose registration is cancelled because they have exceeded the absence maximum in all courses on the student count audit date.

**Suspended/Postponed:** A student whose registration has been suspended or postponed for up to one year, either at their own request or as imposed by the institution.

**Direct Entry:** Admission directly into an HCT credential program.

**Minimum Academic Requirements for Program Entry:** Minimum levels of proficiency in English and Mathematics.

### 3.0 Policy

#### 3.1 Admission Requirements

##### 3.1.1 Admission Eligibility Evidence Requirements

UAE Nationals are eligible for admission to the Higher Colleges of Technology (HCT), provided that they meet all of the following four criteria:

1. Possess a valid UAE National ID card, and a valid UAE passport (or other passport if mother is UAE passport holder) if enrolled in a federally funded credential program.
2. Have reached 17 years of age before the start date in the academic year of admission.
3. Possess a valid medical certificate.
4. Have completed the Common Educational Placement Assessment (CEPA English) with a minimum of 150, and have passed the government secondary General School Certificate, (GSC) with a minimum average of 70, OR, have completed the Common Educational Placement Assessment (CEPA English) with a minimum of 160, and have passed the government secondary General School Certificate, (GSC) with a minimum average of 60.

Applicants are required to submit evidence of eligibility to

NAPO before being granted admission to HCT.

3.1.2 The admission of an Eligible Applicant is subject to:

- Compliance with the admission procedure as prescribed by the HCT Campus to which the applicant seeks admission.
- Enrolment priority as outlined in GP600 Enrolment Planning Policy and Procedure, and
- Approval by the Chancellor of the HCT.

3.2 Entry into HCT programs is dependent upon the student meeting the minimum academic requirements for program entry. Eligible applicants who do not meet the requirements for HCT programs are placed into Foundations.

#### 3.3 HCT Admission Approval

3.3.1 Approved Applicants are those who have completed the application procedure at NAPO, who meet the HCT general admission and admission priority requirements, (where needed), and who have been approved by the Chancellor of the HCT.

3.3.2 The Chancellor confirms the date of the ceremony at which he approves the applicants list each year.

3.3.3 Approved Applicants must confirm acceptance of the offer of admission by the confirmation deadline listed in the HCT Academic Calendar.

3.3.4 Applicants who confirm acceptance, but are 'no shows' as of the end of the add/drop period in the semester of admission forfeit the offer and must apply for re-admission, (non-current status), in order to enroll in a subsequent semester.

3.3.5 Inter-Institutional Transfers, re-admissions and non-current applicant approvals will be finalised in order of priority after the confirmation of the approved current applicants.

3.3.6 Admission must be completed before the close of the add/drop period of the relevant semester. 3.4 Enrolment after an Interruption

Students who wish to enrol after an interruption or graduation are classified by their campuses under one of the following statuses. Enrolment holds are placed on all students in the categories below, with the exception of those on deferred status.

Deferral (returning student, Admission Priority Category 1)

Applicable for:

- Students who withdraw from, or fail a course or set of

courses in a given semester and must wait to repeat the course or set of courses in a subsequent term.

Note: The deferral can span up to two consecutive semesters, after which a re-enrolment hold is applied. Deferred students who re-enrol before the expiration of the deferral period are not required to apply for re-enrolment. The maximum deferral period is from the semester in which the failure or withdrawal occurred until the add/drop period of the second subsequent semester.

Re-admission (former student Admission Priority Category 3)

Applicable for:

- Students who deferred enrolment but who did not enrol before the expiration of the deferral period, or
- Students withdrawn without deferral in a given semester who did not return to enrolled status in the following semester.
- Students who were awarded an HCT credential and seek another at a higher level and did not return in the following two consecutive semesters

Re-instatement (returning student Admission Priority Category 1 or former student, Admission Priority Category 3)

Applicable for:

- Students who previously were required by their college to withdraw without deferral from their program, for academic or other reasons and have applied to resume their studies.

Approvals for enrolments after an interruption are confirmed in order of priority, as defined in GP600 Enrolment Planning Policy and Procedure.

#### 4.0 Stakeholder Impact and Scope

This policy applies to all applicants who seek admission into the System of the HCT.

The DVCAA shall ensure compliance with this and related policies

## LP239 Foundations Studies Policy

### 1.0 Rationale

The purpose of this policy is to govern admission, placement, progression and completion for Foundations Studies at all campuses.

The Foundations Intensive Program was developed to better serve the mission of the Higher Colleges of Technology, the demands of industry, and the workforce requirements of the

UAE. It FIP aims to place all qualified and dedicated students into a degree program within one year from date of entry.

The academic year of the Foundations Intensive Program consists of five cycles. Students are initially placed into one of four Levels of ability, and have an opportunity to progress to the next level at the end of each cycle (Table 1).

### 2.0 Terminology

CEFR: The Common European Framework of Reference for Languages is used by the HCT to compare the English proficiency of students with a common standard.

Foundations Length of Placement: based upon the level of placement, the number of cycles required for a student to complete Foundations.

### 3.0 Policy

#### 3.1 Admission

Students who meet eligibility requirements for admission to HCT but do not meet entrance requirements for a Bachelors Programme according to HCT Admission Policy (LP202) may be placed into the Foundations Programme.

#### 3.2 Placement

Foundations students are placed into one of four levels of English (and into mathematics courses, if needed), according to LP202 Admission Policy and related procedures. Each English and Mathematics course is designed to be completed in one cycle.

#### 3.3. Length of Placement

There is no limit to the number of times a student may repeat a given level up to the total duration limit of 5 cycles. Even students who do not progress to a higher level during the year will be afforded a maximum of 5 cycles (1 year) to achieve the IELTS score necessary for degree program entry.

#### 3.4 Assessment

All Foundations courses have a Final Exam and/or Practical Skills Assessment which is common to all Colleges. The rest of the final course grade is based on coursework tasks assigned by the Colleges within the parameters of the Course Outline Assessment Strategy.

#### 3.5 English Progression

Progression occurs only at the end of each cycle. In Levels 1, 2 and 3, in order to progress to the next level, a student must achieve an overall course grade of 60% or higher. If the student achieves a course grade of 85% or higher, the student may progress two levels (e.g. from Level 1 to Level 3, or Level 2 to Level 4). This is known

as “Exceptional Progression.” Only students in Level 1 and Level 2 can progress via Exceptional Progression; students in Level 3 and Level 4 cannot.

Level 4 students must achieve the BAS entry requirements in order to enter a BAS program.

If a student does not meet the criteria for progression at the end of the cycle, the student must repeat the same level during the next cycle.

### 3.5.1

Table 1: Expected CEFR:

CEPA Entry	Level	Expected CEFR at Entry	Expected CEFR for Progression
Below 156	1	A1-A2	A2+
156	Level 2	A2+	B1
163	Level 3	B1	B1+
170	Level 4	B1+	B2
180	BAS	B2	--

### 3.6 Completion

After placement in the Foundations Studies Programme, students may complete the program at any level by satisfying the expected CEFR for BAS entry (see Table 1). Admission to the BAS program is contingent upon satisfying program entry requirements (see LP202 and LP202.1).

## 4.0 Stakeholder Impact and Scope

This policy applies to all students wishing to gain entry to a Bachelors Program via the Foundations Studies Programme. However, certain Bachelor Programs may have additional entry requirements.

The DVCAA shall ensure compliance with this and related policies



# Registry

## LP205 Duration of Study

### 1.0 Rationale

It is common practice for higher education institutions to require that work towards a particular credential or major be achieved within a set period of time, because knowledge in particular fields changes, and learning often involves building knowledge from idea to idea and from course to course. It is also important that students progress through programs in a timely manner for practical resource reasons.

### 2.0 Terminology

**Duration of Study:** The maximum time a student is allowed to complete a particular program or major.

### 3.0 Policy

A student is required to complete his/her study at the HCT within the allowed Duration of Study.

Once enrolled in a credential program, a student is allowed an additional four consecutive semesters, excluding summer sessions, above the program length stated in the student's Catalogue Term, in which to complete his/her studies. Program length plus the additional four semesters equals the Duration of Study. This also applies to students who are reinstated after academic dismissal.

Duration of Study for the Foundations Intensive Program is one year.

A student will be subject to dismissal upon academic grounds if he/she exceeds the Duration of Study without being granted an extension.

A student with extenuating circumstances that will require him or her to exceed the Duration of Study may apply for an extension. The application must be submitted no later than 3 months prior to the end of the Duration of Study period, and, if granted, the extension period begins in the semester immediately following the end of the normal Duration of Study. An extension is normally limited to two consecutive semesters. A student may apply for an extension only once.

The Duration of Study period allowed for inter-institution transfer students will be determined on an individual basis.

### 4.0 Stakeholder Impact and Scope

Program Chairs, Executive Deans, Student Advisors and Faculty, in advising students who are deferred, re-enrolled,

re-instated, or re-admitted need to be aware of the policy and advise accordingly.

Student sponsors should be informed students may not be able to graduate if they do not complete their program within the Duration of Study.

The DVCAA shall ensure compliance with this and related policies

## LP208 Academic Standing – Undergraduate Programmes

### 1.0 Rationale

To enhance and maintain the integrity of the HCT credential and to be consistent with academic probation and academic dismissal policies common in higher education.

### 2.0 Terminology

**Academic Dismissal:** Termination from HCT for academic reasons.

**Academic Standing:** An indicator of a student's progress in a program, normally based on Grade Point Average (GPA).

### 3.0 Policy

#### 3.1 Credit Bearing Courses and Programmes

1. A minimum Cumulative GPA of 2.0 is required for graduation. Appeals to the GPA graduation requirement will not be accepted.
2. A student is in good academic standing if s/he maintains a program grade point average of 2.0 or higher.
3. A student is placed on academic warning if his/her semester grade point average is below 2.0 but his/her Cumulative grade point average is above 2.0.
4. A student is placed on academic probation if his/her Cumulative grade point average falls below 2.0. The student then has two further semesters on academic probation to attain a Cumulative grade point average of 2.0 and return to good academic standing.
5. If a student does not attain a Cumulative grade point average of 2.0 after two semesters on academic probation, s/he is subject to academic dismissal.
6. If a student does not attain a program grade point

average of 2.0 at the end of his final semester of studies, s/he is subject to academic dismissal and will not qualify for graduation.

7. If a student seeks to transfer to another program while on academic warning or academic probation, s/he has two semesters in the new program to attain a Cumulative grade point average of 2.0. If s/he does not achieve a Cumulative grade point average of 2.0 at the end of the second semester of the new program, s/he is subject to academic dismissal.

### 3.2 Non-Credit Bearing Courses and Programs (Foundations)

1. In programs which do not bear credit, required courses must have a passing grade in order for a student to progress.
2. A student who receives a grade of F must repeat the course.
3. There is no limit to the number of times a student may repeat a given level up to the total duration limit of 5 cycles. Even students who do not progress to a higher level during the year will be afforded a maximum of 5 cycles (1 year) to achieve the IELTS score necessary for degree program entry.
4. Learning Contracts are not permitted at the HCT.

## 4.0 Stakeholder Impact and Scope

Academic Services at HCT Colleges need to identify and categorise students to whom this policy applies.

Students and sponsors should be informed that students may not be able to graduate or will be withdrawn from a program if they do not meet the requirements under this policy.

The DVCAA shall ensure compliance with this and related policies.

## LP209 Grading System

### 1.0 Rationale

The grading system is designed to achieve consistency with broad international practice. The numerical consistency across all grades will also ensure validity in statistical analysis.

### 2.0 Terminology

**Cumulative Grade Point Average (CGPA):** A numerical value derived from final grades on all courses attempted within a credential. It is calculated based on all courses completed in the program major which count towards program compliance requirements and are not excluded from GPA calculation.

**Grade Point Average (GPA):** A numerical value derived from final grades on all courses attempted which is recorded on the student's transcript.

**Grade Report:** An unofficial transcript that shows the student's grades in all courses taken to date.

**Semester GPA:** The semester grade point average is based on all courses attempted within a semester, excluding experiential learning courses (e.g., , courses graded P/F, advanced standing grades (CH, EX, TR) and grades with an asterisk (\*).

**Successful Completion of Course:** When a student has demonstrated, through the assessment methods prescribed by the course instructor, achievement at the minimum level defined for the course based on the HCT Grading policy, of all the learning outcomes which make up a course.

**Transcript:** An official report issued to other educational institutions, and/or employers, that shows the student's grades in all courses taken to date.

### 3.0 Policy

- 3.1 Students enrolled in courses in HCT programs will be reported in terms of the following grades. The grade point average (GPA) is tabulated at the end of every semester based on the following grading system.

Descriptor	Grade	Grade Points	Range
Achievement that is outstanding relative to the course and GPA requirements.	A	4	90 – 100
	A-	3.7	87 – 89
Achievement that is significantly above the course and GPA requirements.	B+	3.3	84 – 86
	B	3	80 – 83
	B-	2.7	77 – 79
Achievement that satisfactorily meets the course and GPA requirements.	C+	2.3	74 – 76
	C	2	70 – 73
Achievement that minimally meets the course requirements but may not meet the GPA requirements.	C-	1.7	67 - 69
	D+	1.3	64 - 66
	D	1	60 – 63
Achievement that does not meet requirements.	F	0	0 – 59
A letter grade (A-F) followed by an asterisk is not computed in the GPA.	grade*	N/A	Uncalculated
Achievement that meets the course requirements, in courses graded pass/fail, but is not computed in the GPA.	P	N/A	Pass
Achievement that does not meet course requirements, in courses with pass/fail grading mode.	FL	N/A	Fail
A notation that indicates a course is taken without credit.	AU	N/A	Audit
A notation that indicates a course which is more than a semester in length, is continuing.	CC	N/A	Continuing Course
A notation that indicates a student has been granted credit.	CH	N/A	Challenge
A notation that indicates a student has been granted credit based on work or life experience, such as structured internships, volunteer work, travel, self-study, or training.	EL	N/A	Experiential Learning
A notation that indicates the student has been exempted from a course requirement on the basis of equivalent attainment other than transfer credit.	EX	N/A	Exemption
A temporary grade that indicates the student has not completed all course requirements for medical reasons, or for extenuating personal circumstances such as bereavement.	I	N/A	Incomplete
A notation that indicates the student is currently enrolled in the course.	IP	N/A	In Progress
A notation that indicates that no final grade will be recorded for the course.	NG	N/A	Not Gradable
A temporary notation that is assigned if the grade is not submitted by the last day of the semester.	NS	N/A	Not Submitted
A notation that indicates the student has been granted credit for equivalent courses at another accredited institution.	TR	N/A	Transfer Credit
A notation that indicates the student did not meet all learning outcomes.	U	N/A	Unclassified
A notation that indicates the student has withdrawn during the time period allowed for withdrawal without penalty.	W	N/A	Withdrawal

- 3.2 A course in which grade A, A-, B+, B, B-, C+, C, C-, D+, D, P, CH, EL, EX, or TR is received is counted towards program compliance requirements.
- 3.3 Notations AU, CC, CH, EL, EX, I, IP, NG, NS, P, TR, U and W carry no grade points and are excluded from all grade-point computations.
- 3.4 An I grade may be assigned if the performance in a course is satisfactory, and has been of passing quality but is incomplete for reasons beyond the student's control, e.g. medical or personal extenuating circumstances.
- 3.5 All grades except I, IP, and NS are considered final.
- 3.6 In exceptional circumstances, a grade may be changed as a result of re-evaluation of the student's work if the appeal is made and approved within six months of the original grade submission.
- 3.7 Under no circumstances will a grade be changed after six calendar months has passed from the date of entry of the original grade, unless to correct an institutional error.
- 3.8 Where the HCT grading system and/or grade change regulations are inconsistent with that required by the accreditation body for a specific program, the grading system of the accreditation body takes precedence over the HCT grading system.

#### 4.0 Stakeholder Impact and Scope

All students, faculty, program managers and Academic Services staff need to be aware of the grading system.

New students need to be informed of the grading system when joining the HCT.

## LP234 Graduation Policy

### 1.0 Rationale

To define the policy and framework for all matters relating to HCT's graduation requirement, including academic requirements, Graduation Ceremony and awards.

### 2.0 Terminology

**Awards, Scholarships and Memberships:** Awards, Scholarships and Memberships are awarded to students and graduates who demonstrate excellence in particular spheres.

**Graduate:** A student who has successfully completed all the requirements in a programme and has been awarded a credential.

**Graduation Eligibility Period:** The period within which a student is eligible to graduate and to participate in the HCT official graduation ceremony. This period starts on the first day

and ends on the last day of each academic year, including the optional summer session.

**Potential Graduates:** All students who are registered in courses in the final semester of their programme, and are subject to passing these courses and meeting all graduation requirements will be eligible to graduate.

**Student Self Service:** The Student Self-Service system on the HCT web-based College management and record system through which students access their academic information.

### 3.0 Policy

- It is the responsibility of the Student Records Custodian to identify all potential graduates to the System Registrar.
- To qualify for a Higher Colleges of Technology credential, a student is required to successfully complete the required number of credits and courses specific to the programme major of the programme in which the credential is sought. The student is also required to meet the English language international benchmark standards for that program, where applicable, to achieve a minimum cumulative GPA of 2.0 for a Bachelor's degree or a minimum cumulative GPA of 3.0 for a Master's degree, and, where applicable, provide proof of UAE nationality status as outlined in the procedure. Appeals to the GPA graduation requirement will not be accepted.
- **Residency Requirement:** A minimum of 50% of the programme credit requirements must be completed at the Higher Colleges of Technology. Courses taken while enrolled in another programme at HCT, but which did not lead to the award of a credential, will be accepted as contributing to the residency requirement.
- A student will graduate from the HCT College at which the programme is completed.
- Graduates are eligible to participate in an official Graduation Ceremony. Eligible graduates will be invited to the ceremony.
- Once the graduation award is made, no change in the credential title or name of the awardee is permitted. A graduate may apply for one replacement of lost or damaged credential documentation for a prescribed fee.
- Graduates are eligible for awards, scholarships and memberships.
- Grade changes made after the end of the graduation eligibility period, resulting from supplemental and alternative assessments being conducted outside the timeframe specified in the Academic Calendar, may delay the student's graduation to the following academic year.

#### **4.0 Stakeholder Impact and Scope**

College Directors, as Student Records Custodians, need to be aware of their responsibilities to ensure processes are in place to identify all potential graduates.

Academic and Student Services in HCT Colleges need to put in place processes and procedures to inform students in the final year of their studies to apply for graduation.

Programme Chairs need to be proactive in providing advice to students in the final year regarding any program non-compliance issues.

# Student Support Services

## LP201 Academic Honesty

### 1.0 Rationale

The Higher Colleges of Technology (HCT) is committed to creating a learning environment that is honest and ethical. This policy is made with the awareness that students come from a variety of academic backgrounds where understanding of academic honesty and ethical principles varies. It is also understood that the HCT operates in a global environment where principles of academic honesty are challenged by technology and the availability of easy opportunities for dishonest practices.

### 2.0 Terminology

**Academic Honesty:** An expectation that students will conduct their academic activities fairly and honestly with particular emphasis on avoiding cheating and plagiarism.

**Cheating:** A deliberate attempt to gain marks or academic credit dishonestly, or helping someone else to gain marks or academic credit dishonestly.

**Plagiarism:** Deliberately presenting another person's work as one's own without acknowledging the original source.

### 3.0 Policy

Students are required to refrain from all forms of academic dishonesty as defined and explained in HCT procedures and directions from HCT personnel.

HCT College Personnel - Faculty, Academic Supervisors, Heads and Directors - are responsible for ensuring that students understand their responsibilities associated with academic honesty and the disciplinary measures, which will be imposed for failing to meet these responsibilities. They are also responsible for carrying out the appropriate investigative and disciplinary procedures.

A student found guilty of having committed acts of academic dishonesty may be subject to one or more of the disciplinary measures as outlined in Article 33 of the Student and Academic Regulations.

### 4.0 Stakeholder Impact and Scope

This policy applies to all students enrolled in programs at the HCT.

Faculty, Program Chairs, Executive Deans and College Directors are responsible for explaining this policy to all students and to ensure that students understand the HCT definition for academic dishonesty, are aware of the types of behaviour that will be considered as a breach of conduct, understand their responsibilities related to academic honesty, are aware of the disciplinary measures that could be imposed in cases of breach of conduct and the consequence of a permanent record on the student transcript.

## LP216 Misconduct, Non-Academic

### 1.0 Rationale

In the interests of promoting welfare and safety of students and staff and the good reputation of the organisation, the Higher Colleges of Technology has established standards of conduct that aim to deal with allegations of student misconduct.

### 2.0 Terminology

**Disciplinary Dismissal:** Termination from the HCT for non-academic reasons

**Suspension:** A required temporary absence from the HCT

### 3.0 Policy

- While on, approaching, or leaving HCT campuses or HCT sponsored or supervised events, students are subject to disciplinary action for misconduct in relation to person, property, orderly processes of the HCT, or other types of misconduct as may be prescribed in HCT regulations, policies or procedures.
- An allegation of non-academic misconduct may be brought against any student by HCT staff, student, or an external person with an association with the HCT.
- HCT College Directors are required to adhere to the procedures associated with this policy in dealing with allegations of Non-Academic Misconduct.
- The following disciplinary sanctions, listed in order of severity, may be applied to misconduct in relation to the person, misconduct in relation to property, and misconduct in relation to the orderly processes of the HCT with the authority of the HCT College Director. Where appropriate, more than one sanction may be imposed.
- **Warning:** Written warning that continuation or repetition

of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

- **Restitution:** Monetary reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other monetary compensation.
- **Interim Suspension:** A student may be immediately excluded from classes and other HCT activities when the student's continued presence on the campus constitutes a danger, or threat of danger, to property, the student, or others.
- **Disciplinary Probation:** Disciplinary probation shall have as its purpose the rehabilitation of the student and may include suspension of specified privileges for a definite period not to exceed the remaining duration of the semester in which the misconduct is committed plus one additional semester. The student may be required to attend counselling sessions.
- **Disciplinary Suspension:** Exclusion from classes and other HCT privileges and activities as set out in the order after a hearing, for a definite period not to exceed the remaining duration of the semester in which the misconduct is committed plus one additional semester. The conditions of re-enrolment shall be stated in the order of the suspension.
- **Disciplinary Dismissal:** Termination of student status.
- **Cancellation of Credential Awarded**
  - A student alleged to have committed misconduct in relation to person, property, and/or the orderly processes of the HCT is entitled to a hearing according to HCT procedures.
  - Disciplinary sanctions for misconduct in relation to orderly processes of the HCT apply to enrolled students and may extend to HCT graduates and former students.
  - No complaint may be filed against a student if more than six months has elapsed since the occurrence of the alleged misconduct in relation the person or property, with the exception of misconduct in relation to the orderly process of the HCT which shall have no limitation.
  - Students or applicants who gain admission to the HCT through false information may have their student status cancelled by the System Registrar in consultation with the HCT College Director.

#### 4.0 Stakeholder Impact and Scope

This policy applies to all students of the HCT, and to conduct occurring on any HCT campus, or facilities owned or occupied by the HCT, and at any events or activities conducted under the name and auspices of the HCT, such as field trips,

excursions, and educational or work placements with outside organisations.

College Directors, Deans, and Program Chairs, College Academic and Student Services staff are responsible for explaining this policy to all students and ensure students understand the HCT definition for non-academic misconduct, the types of behaviour that will be considered as a breach, and ensure students understand their responsibilities, the disciplinary measures, and the consequences.

## LP218 Student Rights and Responsibilities

### 1.0 Rationale

This outlines the basic standards expected of students at the HCT and the basic rights that students, potential students and former students are entitled to, from the Higher Colleges of Technology. In administering rights and responsibilities, the Higher Colleges of Technology Management has the well-being of students and the promotion of their education at the forefront.

### 2.0 Terminology

### 3.0 Policy

1. All HCT students, whilst enrolled, have the following rights:
  - a. To appropriate opportunities for learning to pursue the educational goals of their courses.
  - b. To have opportunities to discuss and express any views which are relevant to the subject matter of courses and which are not contrary to the religious, political, cultural and moral values of the UAE.
  - c. To the reasonable use of campus facilities.
  - d. To join appropriate campus organisations and engage in recreational activities, subject to reasonable conditions which may be imposed to regulate the timeliness of requests, the appropriateness of the space assigned and time of use, and to ensure proper maintenance of the facilities.
  - e. To privacy and not to have their photographic image taken or published without consent, other than in official HCT publications.
2. All HCT students, potential students, and former students, have the following rights:
  - a. To freedom from discrimination based on disability.
  - b. To security for their persons on the HCT campuses.
  - c. To confidentiality with regards to their views, beliefs,

and political associations expressed in the course of instruction, advising, or counselling, unless disclosure is authorised by written consent.

- d. To exemption from disciplinary action that affects their status as students except for academic discipline, and discipline under rules and regulations that shall be fully and clearly disclosed in advance of alleged violations.
  - e. To clear notice of the nature and cause of any disciplinary charges, and the right to an impartial hearing.
3. All HCT students have the following responsibilities:
    - a. To direct their efforts toward learning the content of all courses in which they are enrolled.
    - b. To participate fully in classroom learning activities.
    - c. To engage with their best efforts in all assignments and assessment activities and to submit these as prescribed by the instructor or other staff of the HCT.
    - d. To participate fully in educational activities outside the classroom, such as field trips, that form part of a course in which the student is enrolled.
    - e. To contribute to the best of their abilities to creating an environment that is conducive to the educational objectives of the HCT.
    - f. To uphold the good name of the Higher Colleges of Technology as an organisation and as a community and the reputation of all its staff and students, in any communications within or outside the HCT.
  4. Any of the disciplinary sanctions as published in the Academic and Student Regulations may be imposed on the student for breach of student responsibilities.

#### 4.0 Stakeholder Impact and Scope

This policy applies to all students enrolled in programmes, and where explicitly stated, to potential and former students.

Programme Chairs and Associate Deans at HCT colleges are responsible for explaining this policy to all students and for ensuring students understand their rights and responsibilities, the types of behaviour that will be considered a breach, and the consequence.

## LP235 Student Complaints Policy

### 1.0 Rationale

The Higher Colleges of Technology (HCT) is committed to ensuring that all students have a positive educational experience whilst enrolled at HCT, and that the workplace culture embraces accountability and opportunities for continual improvement. The student complaints policy and procedures are established to handle student complaints effectively and efficiently to ensure students' positive experience and staff accountability are maintained.

### 2.0 Terminology

**Student Complaint:** An expression of dissatisfaction made by an enrolled student to the Higher Colleges of Technology. The dissatisfaction may concern academic or non-academic matters relating to HCT staff, programmes, policies, rule, regulations, processes, or the complaints-handling process itself, where the student expects a resolution.

**Complaints Management:** A structured process for receiving, recording, investigating and responding to complaints.

### 3.0 Policy

- 3.1 The Dean of Student Services will allocate appropriate levels of resources to establish a complaints management process that ensures student complaints are addressed in an equitable, objective and unbiased manner, and that the complainant receives an appropriate response in a timely manner.
- 3.2 Detailed procedures for managing student complaints must be established at HCT colleges, in accordance with the HCT principles and guidelines for student complaints management, and published. The procedures must include:
  - 3.2.1 The mechanisms by which student complaints are to be recorded and filed;
  - 3.2.2 The timescales for investigating the complaint and responding to the student;
  - 3.2.3 The name of the staff who need to be notified, internally and externally, about different types of complaints;
  - 3.2.4 The name of the person at the college responsible for handling complaints of academic nature, and non-academic nature;
  - 3.2.5 The circumstances in which complaints should be escalated within the college;



- 3.3.6 The circumstances in which no action will be taken on complaints or communication with a complainant will cease;
  - 3.3.7 Guidelines on appropriate remedies for staff handling student complaints.
- 3.3 A document, print or electronic, detailing the complaints process, and containing information on how to make a complaint and how the complaint will be resolved must be available to all students, staff, and interested parties at Student Services on request, in English and Arabic.
- 3.4 The Dean of Student Services will establish who is accountable within the college for responding to complaints, deciding on action, and reporting on these actions and decisions.
- 3.5 Information relating to student complaints form part of the official student record and must be kept in the official student record system as administrative records and be kept confidential.

#### **4.0 Stakeholder Impact and Scope**

This policy and related procedures apply to enrolled, deferred, dismissed, suspended, withdrawn, former students and graduates. Conflicts between students are dealt with under the HCT Code of Student Conduct and the Non-Academic Misconduct policy.

It is recognised that local conditions differ at individual colleges, however, this policy obliges all colleges to manage student complaints in a manner that gives optimal results for both the student and the college.

# Awards

## Graduation Awards

Students graduate with Distinction, Distinction with Honours or Distinction with Highest Honours, provided they meet the following criteria in their programme or major, maintained at the individual campuses:

- Distinction: a Cumulative GPA between 3.50 and 3.74;
- Distinction with Honours: a Cumulative GPA between 3.75 and 4.00;
- Distinction with Highest Honours: highest Cumulative GPA system-wide, provided the Cumulative GPA is between 3.75 and 4.00.

The achievement of 'Distinction', 'Distinction with Honours' and 'Distinction with Highest Honours' will be noted on the student's credential and transcript. If more than one student achieves the highest GPA in an individual programme major, then the appropriate number of awards will be made.

## The Executive Dean's List

Students who achieve a Grade Point Average of 3.50 or above shall be placed on the Executive Dean's List for their Division.

Students in good standing on programmes who achieve a Grade Point Average of 3.50 or above in any semester while taking at least 15 credit units of classes are placed on the Executive Dean's List.

Records of the Executive Dean's List are published and maintained on each campus.

## Abu Dhabi Industry Awards

The Abu Dhabi Industry Awards are awarded to top HCT graduates. Nominees for this award are in the top 10% of the graduating class in each of the following aspects:

- graduation GPA (grade point average);
- grades in graduation project and work placement;
- attendance record in the final year of their programme; and
- contributions to campus activities and community.

## Company Awards

Graduates may also be eligible for a variety of other awards sponsored by specific companies. For details of these, students should contact their programme Dean.