



كليات التقنية العليا
HIGHER COLLEGES OF TECHNOLOGY

HCT
2.0

OVERVIEW OF THE HCT

Overview of the HCT

In 1985, HE Sheikh Nahayan Mabarak Al Nahayan, Chancellor of the United Arab Emirates University, made a commitment to establish a new system of post-secondary education for UAE nationals that would stress the ideals of productivity, self-determination and excellence.

His Excellency envisioned a system of the highest quality that would be used to educate Nationals for the professional and technical careers necessary in a rapidly developing society.

In fulfillment of that vision, the Higher Colleges of Technology (HCT) was established in 1988 by Federal Law No 2 issued by the Late Sheikh Zayed bin Sultan Al Nahyan, may his soul rest in peace.

Today, the system of the HCT is the largest higher educational institution in the United Arab Emirates with the current enrolment exceeding 23,000 students, all of whom are UAE nationals.

The seventeen HCT men's and women's campuses offer an impressive range of instructional programmes that are either federally funded or sponsored by employers in the fields of Applied Communications, Business, Computer Information Science, Engineering Technology and Science, Education, Foundations, General Studies and Health Sciences with all HCT programmes being delivered in English, excepting courses in Arabic and Emirati Studies.

Graduates of the HCT make immediate contributions to government, business and industrial sectors, and develop into leaders in their fields. The HCT is dedicated to student-oriented learning, which places the responsibility for education upon the students themselves and promotes lifelong learning.

Profile

Enrolment	23,509 students
Campuses	17
Academic & Supporting Divisions	9
Graduates	52,038
Credentials	72,079

رؤيتنا

كليات التقنية العليا رائدة التعليم العالي التطبيقي في تمكين الأجيال من المساهمة في صناعة مستقبل دولة الإمارات العربية المتحدة.

Our Vision

The Higher Colleges of Technology is the leading applied higher education institution in empowering generations to contribute to shaping the future of the UAE.

رسالتنا

تلتزم كليات التقنية العليا بتوفير برامج التعليم العالي التطبيقي التي تزود الطلبة بالعلوم والمهارات والكفاءات وفق المعايير الدولية وبما يلبي احتياجات المجتمع وقطاعات الأعمال في دولة الإمارات العربية المتحدة.

Our Mission

Provide applied higher education to equip generations with knowledge, skills, and competencies that meet international standards and the future needs of the UAE industry and society.

القيم

خدمة المجتمع، روح الإنتماء، الاحترام، التميز، النزاهة، المسائلة، الإبداع والابتكار

Values

Creativity & Innovation, Accountability, Integrity, Excellence, Respect, Community Spirit, Service to Society

HCT Institutional Strengths

HCT's institutional strengths that differentiate it from other higher educational institutions in the UAE are:

- **commitment to educational access** - HCT is an access institution for the UAE built upon twenty-five years of producing high quality Emirati graduates who are prepared to enter the workforce and contribute to economic development and UAE society;
- **practical application of knowledge** - HCT is a national resource for connecting the practical application of knowledge to workforce needs and applications. This is the cornerstone of the HCT learning model and its educational philosophy;
- **the quality of our faculty and learning environment** - HCT produces graduates with superior technical skills, Arabic and English language competency, and work readiness skills that have enabled graduates to be productive and contributing members to the economy and society. The quality and high employment rate of its graduates are reflective of the quality of the faculty and the learning environment;
- **institutional and programme accreditation** - HCT programmes are internationally accredited by professional accrediting agencies;
- **linkages with business and the community** - HCT programmes are continually aligned with the changing and emerging needs of business and industry; and are supported by state-of-the-art technologies. HCT campuses are also cultural and community centres that contribute to local culture, history and Emirati heritage;
- **graduate employment** - HCT's most consistent effectiveness measure is the high employment rate of its graduates who are in strong demand by employers across the UAE.

Governance and Organisation

Governance

The Higher Colleges of Technology (HCT) constitute a federal independent academic corporate body for higher education established under Federal law no. 2 of 1988 and later reorganised under Federal law no. 17 of 1998. HCT confers degrees at the Graduate, Bachelor Higher Diploma and Diploma levels. The HCT operates as a system of 17 separate campuses for male and female students in urban and rural locations in five emirates. The headquarters are located in the city of Abu Dhabi.

The HCT is governed by a Board of Trustees which includes the Chancellor, HE Mohammad Omran Al Shamsi, the Vice Chancellor, Dr Abdullatif Al Shamsi, and other qualified and experienced members from various sectors in the UAE appointed by the Cabinet on the recommendation of the Chancellor. The Chancellor is Chair of the Board of Trustees and the legal representative of the System and is responsible for carrying out the decisions of the Board of Trustees. The Vice Chancellor is the Chief Executive Officer and is responsible for the management of the HCT and the implementation of its regulations and resolutions. In addition, the Vice Chancellor is responsible for developing an institutional culture of innovation as well as enhancing HCT's organisational performance.

Organisation

The HCT organisation includes a central administration with four divisions, each headed by a Deputy Vice Chancellor, namely: Administration Division; Academic Affairs Division; Campus Operations Division; and Strategy and Communication Division (see p18 for a high-level organisational chart).

Administration Division

The Administration Division is made up of various units including Human resources, Finance, Information Technology, Facilities and Services, and Procurement and Contracts. They perform the key functions and services that provide a centralised resource to enable the campuses to achieve their educational objectives.

Academic Affairs Division

Academic Affairs provides academic leadership, academic policy and planning guidance, coordination and evaluation of instructional programmes and processes, academic standards and assessment, and learning resources in support of the implementation of academic programmes. It is also responsible for developing the research plan for HCT and for managing and monitoring faculty members' activities and building their research capabilities.

Academic Divisions

six core academic divisions and three supporting divisions, namely:

- **Division of Applied Communications**
- **Division of Business**
- **Division of Computer Information Science**
- **Division of Education**
- **Division of Engineering Technology and Science**
- **Division of Health Sciences**
- **Department of Arabic & Emirati Studies**
- **Department of Foundations**
- **Department of General Studies**

The Division Executive Deans provide academic leadership to ensure the quality of teaching, learning, evaluation and assessment. They manage academic resources to support all HCT campuses, and maintain and enhance the HCT's learner-centred environment.

Industry Sponsored Programmes

HCT is dedicated to the delivery of industry sponsored courses and programmes to UAE nationals, offering Diploma, Higher Diploma and Bachelor of Science level degree credentials aimed at developing the workforce in a constantly changing environment. Individuals may have the opportunity to join graduate Master degree programmes that are offered in response to the region's needs. The objective is to serve the wider community of UAE nationals and expatriates by providing them with high calibre continuing education and to contribute to the development of the country's workforce, ensuring individual and economic growth and sustainability.

The office of Academic Affairs also manages a number key institutional roles.

Teaching and Learning Department

The HCT is committed to providing the highest quality educational experience for students. The Teaching and Learning Department comprises three teams: Educational Technology, Library Technical Services, and Professional Development and Practice. Together, the three teams work with all Divisions and their respective Executive Deans to develop institutional capacity that enhances the student experience. This includes:

- using educational technologies more effectively to support student learning;

- supporting the design and development of programmes and courses that align with the National Qualifications Framework for the Emirates and programme accreditation via the Committee for Academic Accreditation;
- providing library technical services to all HCT campuses and users;
- supporting professional development workshops and programmes for faculty; and
- supporting the scholarship of teaching and learning.

The Teaching and Learning department also works closely with the Executive Deans to support the HADEF initiative to develop the skills and knowledge of new Emirati faculty who have joined HCT. In addition, the department also supports the institutional Learning Management and Course Management Systems, the use of eTextbooks in all programmes, and undertakes a variety of initiatives to improve the student learning experience.

Faculty Affairs and Applied Research (FAAR)

FAAR is committed to supporting an active research community at HCT. FAAR provides leadership in devising, implementing and monitoring the system-wide applied research agenda, developing innovative research approaches towards building partnerships with industry and communities.

Programmes and Curricula

The Programmes and Curricula Department is responsible for ensuring quality in programme development, undertaking periodic curriculum reviews and ensuring that assessment of student learning outcomes are in accordance with HCT policies and procedures. The Office also oversees the development of new academic programmes including modifications to established programmes, and external reviews.

Organisational Excellence

The Office of Organisational Excellence is the unit responsible for facilitating, supporting and monitoring government and institutional excellence, assessment, institutional research, and accreditation within the system of the Higher Colleges of Technology. The unit aims to ensure the attainment of high quality standards across the HCT. Its role is to refine and coordinate a participatory process of institutional evaluation with the goal of continuous quality improvement of academic programmes, curriculum delivery, graduate outcomes and student support services and administrative units that guide the HCT towards accomplishment of its mission.

Campus Operations Division

The Campus Operations Division is responsible for providing leadership and oversight to all Campus Directors within the HCT system. It provides strategic vision and direction to all campuses. Specifically, the Division is responsible

for operations management at all HCT campuses which includes financial, HR, planning, facilities administration, student support services, and community relations and academic operations. Strategy and Communication Division
The Strategy and Communication Division is responsible for developing and implementing the HCT Strategic Plan and for achieving its performance indicators. The Division directs and monitors the use of different digital (including social media) and printed media that connect HCT with its internal and external stakeholders. The Division is also responsible for establishing, managing, and maintaining HCT relations and partnerships with its larger community.

Student Services

Provides student support include marketing and student recruitment, student life, student success and central registry across the HCT system.

Campus Academic Operations (CAO)

Campus Academic Operations undertake, manage and oversee all facets of academic operations required for the delivery of academic programmes and curricula at a campus in order to deliver a quality learning experience for students. This Office has direct oversight of three key elements that support student learning: labs and workshops, academic services and advising, and learning resources.

Campus Services (CaS)

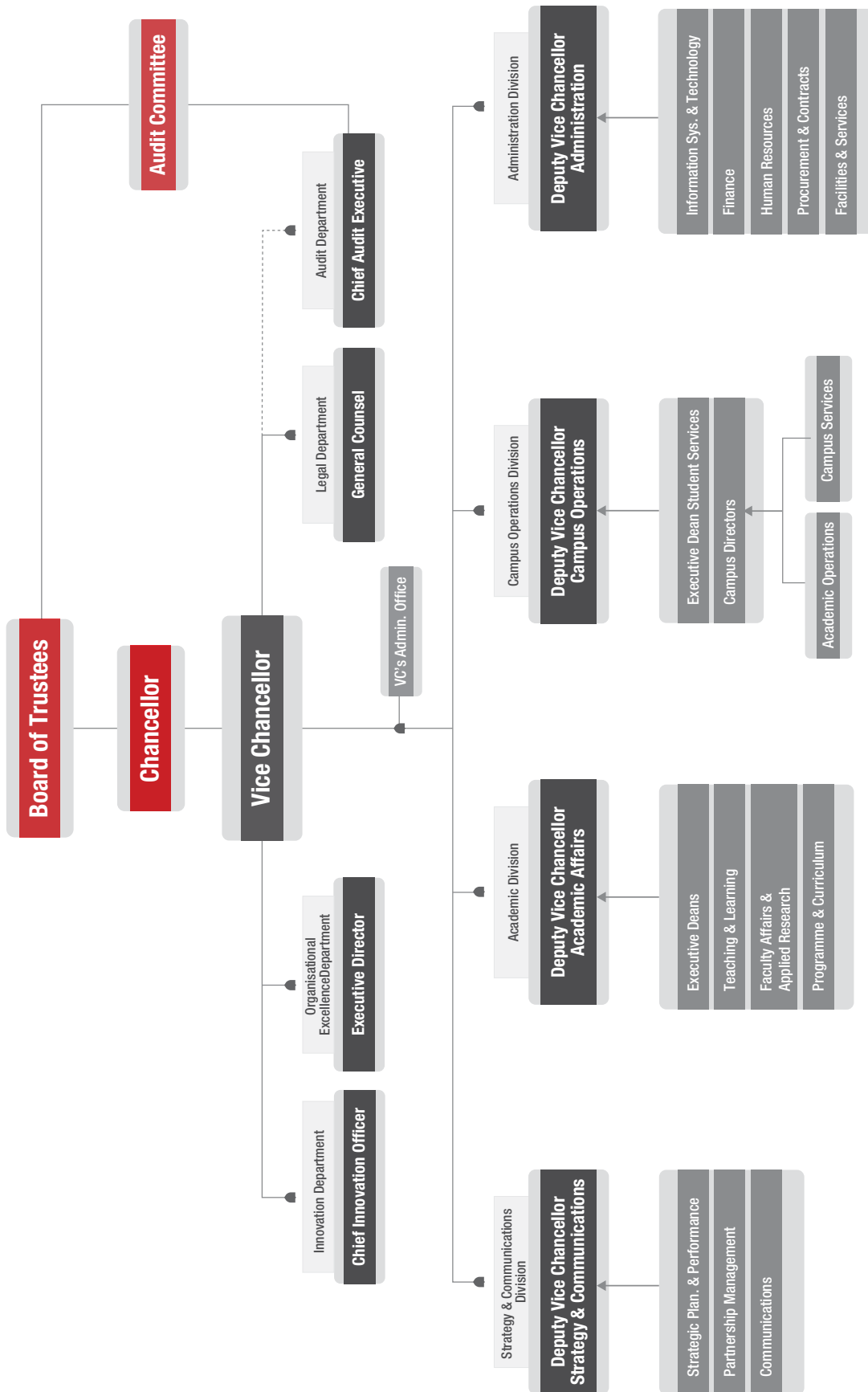
Campus Services are responsible for directing the planning, development and implementation of all non-academic support services at a campus, including Student Services, IT Services, Facilities, and Procurement. The Office of CaS provides leadership to ensure that campus services are both efficient and effective in meeting the academic and social needs of students when on the campus.

Strategy and Communication Division

The Strategy and Communication Division is responsible for developing and implementing the HCT Strategic Plan and for achieving its performance indicators. The Division directs and monitors the use of different digital (including social media) and printed media that connect HCT with its internal and external stakeholders. The Division is also responsible for establishing, managing, and maintaining HCT relations and partnerships with its larger community.

HCT Overall Organisation Chart

(current as at September 2016)



Higher Colleges of Technology Campus and Division Contacts

HCT has campuses throughout the UAE. Each campus has a Campus Director who is responsible for community relations and creating an effective learning environment at the local community level. In addition, each Division has an Executive Dean who is responsible for the academic integrity, quality and delivery of the programmes under their leadership. The contact information for each is provided below:

HCT Campus	Founded	Director	Telephone	Fax	PO Box
Al Ain Men's	1988	Dr Yahya Al Ansaari	02-206-3222	03-782 0099	17155
Al Ain Women's	1988	Ms Hamsa Al Ammari	02-206-3111	03-782 0766	17258
Abu Dhabi Men's	1988	Mr Abdu Rahman Al Jahoushi	02-206-2444	02-445 1571	25035
Abu Dhabi Women's	1995	Dr. Addel Al Ameri	02-206-2111	02-641 3456	41012
Dubai Men's	1989	Dr Khaled Al Hammadi	02-206-4222	04-326 0303	15825
Dubai Women's	1989	Dr Tarifa Al Zaabi	02-206-4111	04-267 3939	16062
Fujairah Men's	1989	Dr Ali Al Mansoori (Acting)	02-206-9222	09-222 2113	4114
Fujairah Women's	2004	Dr Ali Al Mansoori (Acting)	02-206-9111	09-228 1313	1626
Madinat Zayed Men's	2006	Dr Hashim Al Zaabi	02-206-2555	02-884 9081	58855
Madinat Zayed Women's	2006	Dr Hashim Al Zaabi	02-206-2555	02-884 9081	58855
Ras Al Khaimah Men's	1999	Dr Hassan Almheiri	02-206-7222	07-222 3955	4793
Ras Al Khaimah Women's	1993	Dr Hassan Almheiri	02-206-7111	07-221 0660	4792
Ruwais Men's	2007	Dr Hashim Al Zaabi	02-206-2666	02-8778158	58855
Ruwais Women's	2007	Dr Hashim Al Zaabi	02-206-2666	02-8778158	58855
Sharjah Men's	1993	Dr Abdulla Al Suwajji	02-206-6222	06-558 5252	7946
Sharjah Women's	1998	Dr Muhadditha Al Hashimi	02-206-6111	06-558 5353	7947

HCT Academic Divisions	Executive Deans
Arabic and Emirati Studies	Dr Obaid Al Muhairi
Business	Dr Ayesha Abdulla
Computer Information Science and Applied Communications	Dr Hamad Odhabi
Education and General Studies	Dr Phil Quirke
Engineering Technology and Science	Dr. Mohammad Aljarrah
Foundations	Mr Rami Hamdan
Health Sciences	Dr Muhadditha Al Hashimi
HCT Academic Support	Director
Teaching and Learning	Dr Jihad Moheidat
Student Services	Mr Ahmed Al Mulla

Accreditation

The Higher Colleges of Technology has an ongoing commitment to achieving international standards in the programmes delivered and the levels of graduate skills. To ensure such standards are met and its programmes are at the cutting edge of technology and industry standards, the HCT has formed alliances with leading universities, educational associations and professional accreditation boards around the world.

Higher education accreditation is the formal recognition by a recognised accrediting body that a university, college or school meets accepted standards in its educational programmes, curriculum, faculty, services and facilities.

Institutional accreditation applies to an entire institution, while programme accreditation applies to a particular programme of study.

The HCT has campuses located in the Emirates of Abu Dhabi, Dubai, Sharjah, Ras Al Khaimah, and Fujairah and is officially licensed from 1 May 2014 to 30 April 2019 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

A number of HCT programmes of study are accredited by organisations recognised by the Council for Higher Education Accreditation (CHEA) USA. A further number are accredited by nationally-recognised organisations from Australia, Canada, the United Kingdom, and the United States. Accredited programmes of study are listed in the table below.

Please note that these programmes are being phased out to be replaced by the new range of HCT 2.0 programs. The new programs have been submitted to the UAE's Commission for Academic Accreditation (CAA) for national accreditation. International accreditation will follow the due application process soon after national accreditation is completed.

Academic Division	Accreditation - Programme of Study
Applied Communications	<p><i>The following programmes are accredited by the American Communication Association (ACA), USA up to December 2016:</i></p> <ul style="list-style-type: none"> • HD-BAS in Applied Media Studies • BAS in Applied Communications (Animation) • BAS in Applied Communications (Applied Media) • BAS in Applied Communications (Corporate and Media Communication) • BAS in Applied Communications (Fashion Design and Merchandising) • BAS in Applied Communications (Graphic Design) • BAS in Applied Communications (Video Production)

Business	<p><i>The following Business programmes are accredited by the Accreditation Council of Business Schools and Programs (ACBSP, USA) up to 2018:</i></p> <p>Higher Diploma (accredited at the level of ‘Associate Degree’)</p> <ul style="list-style-type: none"> • Business and Management (Accounting) • Business and Management (Financial Services) • Business and Management (General) • Business and Management (Human resources) • Business and Management (Marketing) • Business and Management (Travel and Tourism) • eBusiness Management <p>Bachelor of Science</p> <ul style="list-style-type: none"> • Business and Management (Accounting) • Business and Management (General) • eBusiness Management • Engineering Management
Computer Information Science	<p><i>The following programmes are accredited by the Canadian Information Processing Society (CIPS), Canada up to December 2015:</i></p> <p>Bachelor of Applied Science (One year ‘Top-up’)</p> <ul style="list-style-type: none"> • Business Information Technology • Computer Network Technology • Information Management <p>Higher Diploma / Bachelor of Applied Science</p> <ul style="list-style-type: none"> • Information Technology (Business and Information Systems) • Information Technology (Information Administration) • Information Technology (Interactive Multimedia) • Information Technology (Information Systems Security) • Information Technology (Network Engineering) • Information Technology (Software Engineering) • Information Technology (Web Development)

	<p>Bachelor of Applied Science (Four years)</p> <ul style="list-style-type: none"> • Information Systems (Business Solutions) • Information Systems (Security and Forensics) • Information Technology (Applications Development) • Information Technology (Instructional Technology and Training Management) • Information Technology (Interactive Multimedia Technologies) • Information Technology (Networking)
Engineering Technology	<p><i>The following BAS programmes with HD exit are approved by the General Civil Aviation Authority, UAE:</i></p> <ul style="list-style-type: none"> • HD_BAS in Applied Aviation Maintenance Technology (Airframe and Aeroengines) • HD_BAS in Applied Aviation Maintenance Technology (Avionics) <p><i>The following programmes are accredited by the Engineering Technology Accreditation Commission of ABET, http://www.abet.org:</i></p> <ul style="list-style-type: none"> • Bachelor of Applied Science • Chemical Engineering Technology • Civil Engineering Technology • Electrical Engineering Technology • Electronics Engineering Technology • Mechanical Engineering Technology • Mechatronic Engineering Technology
Health Sciences	<p><i>The following Bachelor-level programme is accredited by the Health Information Management Association of Australia (HIMAA), Australia up to July 2018:</i></p> <ul style="list-style-type: none"> • BAS in Health Information Management programme.

Academic Division	Benchmarking -Programme of Study
Education	<ul style="list-style-type: none"> • Bachelor of Education: benchmarked with the Graduate School of Education at the University of Melbourne, Australia.

Academic Framework

The Higher Colleges of Technology offers instructional programmes leading to Bachelor Degrees in: Applied Communications, Business, Computer Information Science, Education, Engineering Technology and Science, and Health Sciences.

Course Credit Definition

HCT course credit units are granted in recognition that a course of study has been successfully completed as per the requirements of the relevant course outline.

The number of credit units assigned to each course is based on the amount of time that students are expected to spend under supervised delivery as well as independent study of the content in order to achieve learning outcomes. For example: a standard Bachelor-level course is assigned 3 credit units*, but this may vary based on the specific learning outcomes of the course, and the associated requirements from the students, or other factors.

The set number of credits for each course is specified in the course outline. Most courses are one semester long which, if completed with a passing grade, carry the number of course credit units as specified. Some courses are two semesters long, and credit units are awarded only upon the satisfactory completion of both semesters. Credit may not be given for completing the first semester only of a year-long course.

Graduation Requirements

This framework provides a pattern that accommodates academic programme requirements, a reasonable, substantive general education component, sensitivity to the learning needs of our students and feasibility.

Bachelor Degree

To earn a Bachelor Degree from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0 in the overall baccalaureate coursework.
2. Complete at least 120 credit units including:
 - a. 10 General Studies courses in specified areas;
 - b. a minimum of 60 units in a programme major.
3. Complete all required courses for a programme major.

Higher Diploma Exit Option

To earn a Higher Diploma from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0
2. Complete at least 90 credit units including:
 - a. required General Studies courses;
 - b. required core and elective units within a programme major.
3. Complete all required courses for a programme major.

Diploma Exit Option

To earn a Diploma from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0
2. Complete at least 60 credit units including:
 - a. required General Studies courses;
 - b. required core and elective units within a programme major.
3. Complete all required courses for a programme major.

The Qualifications Framework for the Emirates (QFE)

The Bachelor and Diploma programmes have been aligned with the National Quality Framework of the Emirates. The QF Emirates is the UAE's national Qualifications Framework (termed the "Qualifications Framework for the Emirates" (QFE) to distinguish it from other countries). The QFE Framework also provides detailed information on the level of knowledge, skills, and competencies required of graduates in the UAE. The specific levels of learning attained by HCT graduates in the QFE Framework are mapped against the appropriate QFE levels.

Handbook available at: <http://www.aurak.ac.ae/media/document/QF-Handbook.pdf>

* One credit Unit equals not less than 15 hours per semester.

Level	Generic Nomenclature	Principal Qualification titles used in the QFEmirates (each with its own profile)		
		Vocational Education and Training (VET)	Higher Education (HE)	General Education (G 12 – GE)
10	Doctoral Degree	—	Doctoral	—
9	Master Degree	Applied Master	Master	—
8	Graduate Diploma	Applied Graduate Diploma	Postgraduate Diploma	—
7	Bachelor Degree	Applied Bachelor	Bachelor	—
6	Diploma	Advanced Diploma	Higher Diploma	—
5	Diploma / Associate Degree	Diploma	Associate Degree	—
4	Certificate	Certificate 4	—	Secondary School Certificate (G 12)
3	Certificate	Certificate 3	—	TBA
2	Certificate	Certificate 2	—	—
1	Certificate	Certificate 1	—	—

Source: QFEmirates handbook

The Learning Model

The UAE Government is committed to 21st century nation-building through the provision of cutting-edge education to all Nationals who want to develop their potential.

The HCT aims to be a key educational pillar on which the modern nation is built. The HCT Learning Model is a strategic framework through which the HCT mission is attained.

The HCT Learning Model is based on the following professional values:

- innovative practice;
- continuous improvement;
- professional integrity;
- efficiency and effectiveness;
- responsiveness to the needs of stakeholders.

It sets standards for the design of curricula, gives principles which should be followed in teaching and learning, and guidelines for assessment within the HCT.

The Learning Model defines the HCT's educational philosophy and identifies eight graduate outcomes:

Graduate Outcome One: Communication and information literacy

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- communicating information, opinions, concepts and ideas effectively in English and Arabic through the spoken and written mediums to a variety of audiences;

- selecting, understanding, evaluating and making effective use of information from a variety of sources presented in both spoken and written form in English and Arabic; and
- acting ethically in the use and presentation of information from a variety of sources.

Graduate Outcome Two: Critical and creative thinking

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- evaluating and analysing knowledge and information;
- identifying and understanding problems; and
- demonstrating creativity and innovation in problem-solving.

Graduate Outcome Three: Global awareness and citizenship

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- recognising and analysing ethical dilemmas, and practicing ethical decision-making;
- recognising and analysing the issues affecting the UAE society, regional and global environment;
- recognising and analysing the interrelations between the UAE, regional and global contexts and cultures; and
- recognising the role of the leaders of the UAE in developing the social, cultural, economic and political aspects of the nation.

Graduate Outcome Four: Technological literacy

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- recognising the influence of technology upon individuals and society; and
- using technology to perform effectively in their personal and professional lives and acting ethically when using technology.

Graduate Outcome Five: Self-management and independent learning

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- reflecting on and evaluating their own learning;
- working independently; and
- demonstrating a positive work attitude and effective work habits.

Graduate Outcome Six: Teamwork and leadership

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- understanding the functions and dynamics of groups;
- contributing effectively to teamwork;
- acting effectively in a leadership role; and
- demonstrating confidence and social maturity in interpersonal relationships.

Graduate Outcome Seven: Vocational competencies

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- applying profession-specific knowledge required for successful employment in their chosen field;
- applying profession-specific skills required for successful employment in their chosen field; and
- demonstrating the specific attributes required for successful employment in their chosen field.

Graduate Outcome Eight: Mathematical literacy

According to their credential, HCT graduates demonstrate an appropriate level of competence in:

- applying relevant numerical analytical tools to solve problems in authentic contexts; and
- analysing and communicating mathematical concepts with confidence in authentic contexts.

Through its learning model, academic staff are committed to providing educational experiences that will transform school leavers into HCT students who will graduate with the knowledge, skills and attributes to effectively contribute to the nation-building process and to help them develop a sense of personal and social responsibility.

The educational experiences that the HCT provides ensure that HCT students:

- are capable of graduating from their chosen programme with academic integrity;
- are deserving of respect and equally capable of respecting others;
- can be active contributors to nation-building;
- are responsible and accountable for their actions;
- act ethically;
- learn more effectively in applied learning environments;
- are able to communicate effectively using English and Arabic;
- are technologically literate;
- are mathematically literate;
- are able to work independently and collaboratively; and
- are able to think critically and creatively.

Academic Learning Resources

Libraries

HCT libraries are among the best equipped in the Gulf region, housing extensive collections of print and electronic resources. HCT libraries provide access to advanced information and learning technologies. Library users can search the HCT web-based library catalogue to locate and access library materials housed at all 17 libraries within the system. All library resources are accessible at <http://libraries.hct.ac.ae>. The HCT library collection resources include:

- over 357,730 print titles, 406,045 eBooks, 70,262 eJournals and 127 (programme-specific and general) databases;
- local and international newspapers, magazines and journals (print);
- annual reports from government and industry;
- instructional resources (including online);
- DVD's, fiction and non-fiction;
- access to high-performance computers; and
- streaming video facilities, for campuses and classrooms (at selected campuses).

HCT students and staff also have access to over 350,000 books via LIWA (<http://liwa.ac.ae>). LIWA is a shared catalogue of all federally funded UAE higher education institutions (HCT, United Arab Emirates University and Zayed University).

Librarians and associated library staff are essential resources who assist students and faculty in learning, teaching and research. Each library also provides individual and group instruction on topics ranging from general information, literacy skills, guiding library patrons to relevant resources in specific areas of study, and undertaking academic research.

Independent Learning Centres

The Independent Learning Centres' (ILCs) mission is to provide an enriched environment that extends beyond the classroom learning to support students. The ILC staff provides students with a rich set of individualised learning opportunities, including face-to-face and self-paced on-demand digital content. The ILC programme caters for individual differences and learning styles that support a variety of student learners.

eTextbooks, resource books and laboratory materials

HCT has made the commitment to become the pre-eminent

technology-supported higher education institution in the UAE. All current students are provided with resources appropriate to their programme and year of study that support learning in and out of the classroom consistent with the Mission and Goals of HCT. These resources may include:

- eTextbooks and other interactive electronic resources as selected by the teaching faculty; and
- discipline specific resources (e.g., software).
- additional resources to support student learning provided by the campus or division including materials, equipment and tools required for laboratory and other practical instruction (e.g. including discipline-specific clothing/uniforms, hard hats, protective boots, etc. which then become the property of the student).

Internet Access

The HCT internet access and electronic mail services are provided under the authority of the Chancellor and the Vice Chancellor of the HCT in accordance with federal laws and regulations governing the use of these services. Users of the internet are governed by the HCT Internet Access and Electronic Mail Policy. Provision of access to internet resources and services is intended to support the need for HCT graduates to develop the computer and information-seeking skills that are essential for the workplace and for lifelong learning.

Students are expected to equip themselves with tablet computers and/or laptops required to support their learning.

Copyright Policy and Guidelines

The main objectives of the HCT Copyright Policy and Guidelines are:

- to ensure compliance with the provisions of UAE Federal Law No. 7, 2002;
- to establish and protect HCT ownership of all HCT produced materials;
- to provide guidelines in determining the application principles for interpretation of the law.

The HCT acknowledges that the Ministry of Information and Culture is regarded as the definitive source of information on matters involving intellectual property rights.

HCT Services and Resources for Students

Student Services

Student Services at the HCT campuses involve the colleges' Academic Registry Services and Student Services departments, which work closely with Central Student Support Services. These departments ensure the academic integrity of HCT credentials, as well as students' access to a supportive campus environment. The departments' roles help to promote all students' personal well-being and academic success, as well as to prepare them to contribute to the ongoing development of the UAE.

The College Academic Registry Services departments provide all record-related services from admission, registration, official transcripts, course and examination schedules, student timetables and verification of graduation eligibility up to final credential award.

The College Student Services departments are responsible for supporting the different aspects of student life, starting with new student recruitment and orientation. The staff assist with financial aid services, student behaviour, discipline and attendance issues, safety and security, counselling services, wellness and any special needs accommodations. They give guidance to students organising student councils, peer tutoring, extra and co-curricular athletic and recreational activities as well as clubs and other special events. They also provide career services and organise alumni activities.

Alumni Association

There is an HCT Alumni Association which graduates are welcome to join. This association:

- helps graduates stay connected to each other;
- keeps graduates informed about the HCT international and national conferences and events;
- provides opportunities for lifelong learning;
- allows graduates to sign up for voluntary support; and
- provides career advice and opportunities with a directory of employers

Career Services

The HCT Career Services are staffed by specialists in career management and counselling, which place strong emphasis on career development in a constantly changing global workforce.

The activities of the HCT Career Centres include:

- assisting students to make informed career decisions, and provide career assessment opportunities;
- providing one-to-one counselling to help students match their interests with suitable careers;
- building relationships between the HCT, employers and business communities;
- organising career-centred events, including summer orientation sessions for high-school students;
- posting employment listings received from employers in both the private and public sectors;
- assisting students in the search for employment and liaising between employers, graduates and students; and
- providing student-focused workshops on topics such as career planning, developing a positive professional attitude, CV and resume writing as well as job interview techniques.

Counselling Service

The HCT provides personal and academic counselling to help students with their classroom performance or social adjustment at the campus.

Campus Counsellors are available to meet students who are having academic or personal problems that interfere with their classroom performance or social adjustment. Counsellors can help students find solutions to their problems and facilitate academic and personal growth.

Students are assigned an Academic Adviser at the start of each academic year. The adviser is usually a class teacher who will give academic advice and monitor progress.

Extra-curricular Activities

During the year, a wide variety of physical, social and cultural activities are available to interested students. Students are encouraged to make every effort to participate in these activities, which are designed to supplement and complement their classroom work, enhance their experience at the HCT, and provide a healthy balance in life.

In many cases, students organise or coordinate campus events such as film festivals, athletic and recreational competitions, health and wellness days, heritage and cultural displays, art shows and career fairs. These events develop individual and group initiatives, teamwork and leadership

skills. They provide the students with the opportunity to apply the skills they have learned, to support charitable causes and to demonstrate academic achievements.

Safety and Security

The HCT is concerned that all individuals the students meet are properly authorised to enter the campuses. All HCT campuses have security gates, with security personnel stationed at each entrance. These security officers allow only those who are properly authorised to enter the campus.

Security officers have the right to prevent female students from leaving the campus without permission, and to carry out random checks on student and staff vehicles.

All HCT security officers are appointed for the safety of the staff and students of the campuses, and should be treated with proper respect.

Fire Drills

In case of fire, each campus has procedures to follow. Students should learn the locations of emergency exits, fire alarms and fire extinguishers. In the event of a fire drill or emergency, students must follow the directions of teachers or security personnel.

Medical Cases

If a student is seriously ill and needs help, the teacher will call Student Services who will provide assistance and contact their family. An ambulance will be called if necessary.

Student Councils

Each campus has a Student Council to give the student body an effective means for providing input to the colleges so as to improve overall student life. The Student Councils are composed of students from the campuses, thus providing many opportunities for student growth and leadership development such as:

- planning and organising student activities;
- developing closer relationships between students and faculty;
- establishing a better atmosphere for learning;
- informing the campus of student needs and recommendations;
- developing leadership qualities; and
- improving student morale.

The name and organisational structure of councils and their membership may vary from campus to campus.

Student representatives from all the campuses also meet to elect a system-wide HCT Student Council. This committee represents the wider HCT student body, inside the country as well as abroad.

Students with Special Needs

Under the conditions outlined in HCT policy, reasonable academic accommodation is provided for students with special needs.

Students with special needs (e.g. physical, medical or learning difficulties) are eligible for appropriate support which could take the form of special equipment or materials, or additional time to complete course requirements. Students are required to provide appropriate medical documentation detailing their special need.

It is important that students contact the Student Services office at their campus as early as possible in order to obtain the necessary support.

Financial Aid

The HCT recognises that some students may need assistance with meals and transportation costs. Students who require such assistance are encouraged to contact their campus Student Services Supervisor or Campus Counsellor for details regarding financial aid.

Student Services can also assist in various ways, such as helping to organise temporary employment or providing equipment.

In addition, the HCT forms partnerships with employers who can provide opportunities to sponsor students to complete regular programmes. Sponsored students progress towards graduation with the support of employers in return for commitments specified in the sponsorship agreement.