كلّيـــات التقنيـــة العليــا
HIGHER COLLEGES OF TECHNOLOGY

OVERVIEW OF THE HCT

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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 22,000 students.

The sixteen HCT men's and women's campuses offer an impressive range of instructional programmes in the fields of Applied Media, Business, Computer Information Science, Engineering Technology and Science, Education, General Studies, Health Sciences and Military and Security 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	22,287 students
Campuses	16
Academic & Supporting Departments	8
Graduates	52,868
Credentials	76,155

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.

القيـم

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 faculty possess both academic qualifications and professional experience which combined with the HCT's state of the art teaching and learning resources, technologies and facilities provide students with a high class educational experience. The quality and high employment rate of its graduates are reflective of the quality of the faculty and the learning environment;

- **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 Bachelor, Higher Diploma and Diploma levels. The HCT operates as a system of 16 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 five divisions, each headed by a Deputy Vice Chancellor, namely: Administration Division; Academic Affairs Division; Campus Operations Division; Strategy and Future Division and Education Technologies Division (see p19 for a high-level organisational chart).

Administration Division

The Administration Division is made up of various departments including Human Resources, Finance, Information Technology, 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.

The Academic Affairs Division contains seven academic faculties and one academic support division:

- **Faculty of Applied Media**
- **Faculty of Business**
- **Faculty of Computer Information Science**
- **Faculty of Education**
- **Faculty of Engineering Technology and Science**
- **Faculty of Health Sciences**
- **Faculty of Military and Security**
- **General Academic Requirements Division**

The Faculty 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 degree credentials aimed at developing the workforce in a constantly changing environment. 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 Academic Affairs Division manages a number key institutional roles.

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.

Education Technologies Division

Education Technologies Division is made up of two key departments: Information Technology Services, and Teaching and Learning.

Information Technology Services Department

The Information Technology Services (ITS) Department at HCT's Central Services is responsible for the sustainable provision of core IT infrastructure and Application services across all HCT campuses, in order to support academic research, teaching and learning and administrative services. ITS provides reliable and sustainable technology services to the HCT system in a timely and progressive approach, maintaining its commitment to integrating state-of-art technology and the latest trends in higher education. Information Technology Services is committed to meeting the needs of all students, faculty and staff by equipping and supporting them with quality resources in Information and Technology. Information Technology Services enables HCT to fully use technology in order to develop and enrich the skills and abilities of its students, as well as support its faculty and staff.

The key responsibilities of the Department include:

- IT operations and infrastructure support

- IT Applications development and quality assurance

- IT planning, coordination and Enterprise System support

Teaching and Learning Department

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.

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 Future Division

The Strategy and Future Division is comprised of three departments: Organizational Excellence, Strategy, Future, and Institutional Performance, and Partnership Management.

Organizational Excellence

The Department is responsible for administering HCT internal and external excellence awards, institutional research, institutional quality management and standards, and knowledge management.

Strategy, Future, and Institutional Performance

The Department is responsible for facilitating the formulation of HCT strategic and operational plans that are robust and future proof, ensuring strategic alignment at all levels, monitoring and reporting institutional performance, and managing institutional risks.
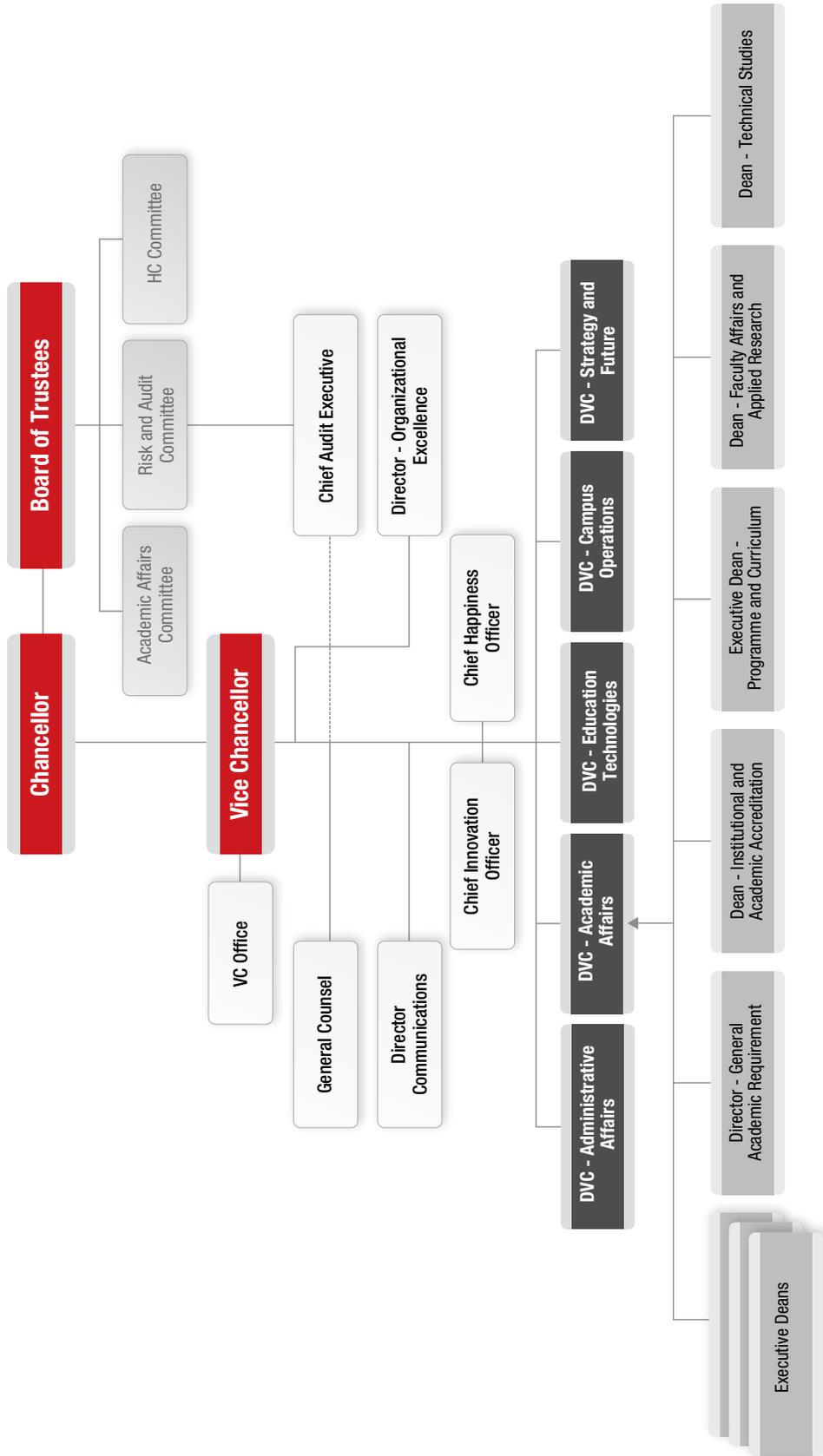
Partnership Management

The Department is responsible for overseeing HCT engagement with the local industry, employers, and high schools as well as international and local higher education institutions and professional associations.

HIGHER COLLEGES OF TECHNOLOGY

كليـات التقنيـة العليـا

HCT 2.0

High Level Organization Structure

Board of Trustees

- HC Committee
- Risk and Audit Committee
- Academic Affairs Committee

Chancellor

Chief Audit Executive

Director - Organizational Excellence

Vice Chancellor

VC Office

General Counsel

Director Communications

Chief Innovation Officer

Chief Happiness Officer

DVC - Administrative Affairs

DVC - Academic Affairs

DVC - Education Technologies

DVC - Campus Operations

DVC - Strategy and Future

Director - General Academic Requirement

Dean - Institutional and Academic Accreditation

Executive Dean - Programme and Curriculum

Dean - Faculty Affairs and Applied Research

Dean - Technical Studies

Executive Deans

Higher Colleges of Technology Campus and Faculty 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 Faculty 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. Aisha Abushelaibi	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	Safia Al Raqbani	02-206-9222	09-222 2113	4114
Fujairah Women's	2004	Safia Al Raqbani	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 Suwaiji	02-206-6222	06-558 5252	7946
Sharjah Women's	1998	Dr Muhadditha Al Hashimi	02-206-6111	06-558 5353	7947

HCT Academic Faculties	Executive Dean
Business	Dr. Ayesha Abdulla
Computer Information Science and Applied Media	Dr. Hamad Odhabi
Education	Dr. Phil Quirke
Engineering Technology and Science	Dr. Mohammad Aljarrah
Health Sciences	Dr. Mohammed Hag Ali
Military and Security	Dr. Hashim Alzaabi

HCT Academic Support	Director
Education Technologies	Dr. Jihad Moheidat
Student Services	Mr. Ahmed Al Mulla
General Academic Requirements	Mr. Rami Hamdan

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.

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 Commission for Academic Accreditation of the Ministry of Higher Education, 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.

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 Framework

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

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.

The set number of credits for each course is specified in the course catalog. 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

The graduation requirements for any individual student are determined by the catalog that was effective when the student matriculated in the major. In extreme cases and with the approval of Executive Dean, a student, in consultation with his program academic leader may file a Change of Academic Catalog Form with the Office of the Registrar no later than the end of Add/Drop period of the student's graduation semester/term.

A student who changes majors may petition to revert to the catalog in effect at the time of matriculation into HCT. The Petition Form must be approved by the student's Executive Dean and submitted to the Office of the Registrar no later than the end of the add/drop period of the student's graduation semester/term. Every individual student is personally responsible for meeting all graduation requirements as detailed in his/her catalog year. If a required course within a program changes its number of credits, then the number of credits required by the program for graduation may, at the discretion of the Faculty, change by the same amount provided the minimum total number of credits for graduation is 120 and the CGPA is at least 2.00. In case of substantial changes in course offerings, equivalent graduation requirements are determined by the Executive dean of the student's.

Disclaimer: Course information, content and prerequisites may be subject to change as a result of the

HCT's commitment to a process of continual improvement in academic programs. Students must comply with the most up-to-date course requirements

Passing Grade Requirement

The minimum passing grade requirement for a course to meet any area of the graduation requirements and to satisfy any course prerequisites and/or co-requisites is D.

General Studies Requirements

All students must complete a minimum of 33 credits general Studies requirements (GS) with a minimum grade of D in order to graduate. Students who transfer to HCT may satisfy general studies requirements if the course(s) being transferred meet the outcomes of a general studies area as defined by the general Studies program.

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. 33 credits of 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.

* 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 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

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.

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 16 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.

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 department 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 campuses' 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 on-going development of the UAE.

The Campus 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 Campus 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.