

APPENDICES



Glossary

ACADEMIC ACCOMMODATION:

Variations to academic procedures and requirements provided for students with Special Needs.

ACADEMIC CENTRAL SERVICES (ACS):

The HCT entity tasked with providing academic leadership to ensure the quality of teaching, learning, evaluation, curriculum and assessment by working in cooperation and collaboration with the colleges.

ACADEMIC DISMISSAL:

Termination from the HCT for academic reasons.

ACADEMIC HONESTY:

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

ACADEMIC PROGRAM:

A list of course requirements that must be successfully completed in order to be eligible for an HCT credential.

ACADEMIC AND STUDENT REGULATIONS:

The official record of any standard, statement or procedure of general applicability adopted by the Governing Council or the Chancellor that addresses compliance with fiscal, academic, research, human relations, or other management standards and requirements imposed by federal or emirate laws or implementing regulations.

ACADEMIC STANDING:

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

ACADEMIC YEAR:

The Academic Year at the HCT is from September 1st to August 31st of the following year.

ACCOMMODATION:

Accommodation may be academic or non-academic made in order to provide students with special needs the same opportunities as students without special needs, taking into consideration the safety and welfare of the student and fellow students and staff in all learning environments.

ACTIVE STUDENT STATUS:

A student who has been admitted into a program of study including the Foundations Program and is registered in the relevant courses in an HCT program at an HCT college.

ADMITTED STUDENT:

A student who has received notice that he/she meets the HCT entry requirements, and has been approved for admission to a specific college. This does not guarantee registration into courses in a specific program of study.

ALTERNATIVE ASSESSMENT:

An assessment activity to be completed by a student who has shown that extenuating circumstances adversely affected their performance in the relevant, original assessment or their ability to attend the original assessment on its scheduled date. All grades are possible for an alternative assessment.

APPLICANTS:

Applicants may include current applicants and non-current applicants.

APPROVED APPLICANTS:

Applicants who have completed the application procedure at NAPO, and who meet the general and minimum academic requirements for admission into HCT programs, and who have been approved at the signing ceremony by the Chancellor of the HCT.

ARTICULATION AGREEMENT:

An agreement developed between the HCT and another institution that determines course/program equivalencies and outlines procedures for students to transfer between the institutions.

CHALLENGE:

Students who can demonstrate levels of ability such that they are deemed to have achieved prior learning which appears to equate with the learning aims of an HCT course may be allowed to sit a challenge assessment for that course after completing the necessary procedures.

CHEATING:

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

CLINICAL PRACTICUM (HEALTH SCIENCES DIVISION ONLY):

This is a placement in a professional setting in line with professional outcomes of the program. In this setting, an instructor is always present with the students in the setting and is their primary teacher and evaluator. The professional setting accepts the students as guests of the setting, and does work in

a collaborative fashion with students and instructor to provide the experience to the student, but the predominant responsibility is with the instructor. The faculty member must be an expert in the field in this setting.

Depending on the profession. The ratio of instructor to student rarely exceeds 1:10 in a setting. And the practicum must be located in the same institution. For practicum type contact periods in Health Sciences programs, a credit represents two semester hours, i.e. two periods a week over 16 weeks of teaching. A semester hour is therefore equal to 32 guided learning hours.

Clinical or Work Preceptorship (Health Sciences Division only):

This is a placement in a professional setting in line with professional outcomes of the program. In a preceptorship, a student is usually paired with one workplace professional with defined characteristics (years of experience, interest in teaching, etc.) and is in a teaching preceptoring role. The student is usually at a level of competency that permits them to carry out roles of their profession under guided supervision. In this experience, the HCT will set up the experience as defined above, but it is more labour intensive as a matching process between student and agency is required.

Student outcomes of the experience are defined by the HCT, and the role of teaching-guiding rests with the preceptor, but an HCT faculty member plays an integral role in attending to the preceptor site, typically every one to two weeks, observes the student in the carrying out of their roles, and discusses their performance with the preceptor. The preceptor and HCT faculty member both play an integral role in the evaluation of the student, with the final authority for the grade resting with the faculty member. For the clinical or work preceptorship type of contact periods in Health Sciences programs, a credit represents two semester hours, i.e. two periods a week over 16 weeks of teaching. A semester hour is therefore equal to 32 guided learning hours

COLLEGE:

An individual physical campus within the HCT system to which a student may be admitted.

COLLEGE ASSESSMENT:

Assessments that are prepared, administered and marked within individual colleges.

COMMON EDUCATIONAL PROFICIENCY ASSESSMENT (CEPA).

Tests developed and supervised by the National Admissions and Placement Office (NAPO) for all 12 year grade students seeking higher education in the UAE. CEPA (English) is used to determine eligibility for placement into Higher Diploma and Bachelor's

degree courses. CEPA (Maths) is a compulsory part of the application process, and students without a CEPA (Maths) score are not eligible for higher education courses.

CONTACT PERIOD:

A contact period of a course may be delivered in one or a combination of delivery modes. A contact period is of 50 minutes duration. At the HCT, delivery modes for contact periods include:

- ▶ face to face instruction,
- ▶ laboratory/workshop,
- ▶ clinical or work preceptorship (Health Sciences Division only),
- ▶ practicum (Education Division only),
- ▶ clinical practicum (Health Sciences Division only) and
- ▶ work experience.

The number of credits awarded for each contact period according to the delivery mode is as follows:

Delivery type	Number of credits	Number of contact periods
face to face	1	1
laboratory/workshop	1	2
clinical or work preceptorship	1	2
practicum	1	2
clinical practicum	1	2
work experience	1	For each week of full-time work experience

CO-REQUISITE COURSES:

Courses that must be taken together in the same semester.

COURSE:

A defined set of learning outcomes which a student must successfully complete as part of a program of study.

COURSE OUTLINE:

A document defining the learning outcomes and other related information which make up an HCT course.

CREDENTIAL:

A Diploma, Advanced Diploma, Higher Diploma, Bachelor or Master Degree awarded on successful completion of the relevant program.

CREDIT (COURSE CREDIT):

Credit is granted in recognition that a course of studies has been successfully completed, and as an indication of the amount of learning. The amount of credit awarded is based on the requirement for learning outcomes, irrespective of the type of

learning, the place or other context in which the learning takes place, or the way in which learning is assessed. Course credit is measured in semester hours. A semester hour is 16 guided learning hours. Most courses are one semester long, which, if completed with a passing grade, carry the number of course credits as specified. A small number of courses are two-semester long, in which credits are awarded only upon the satisfactory completion of both semesters. Credit may not be given from completing the first semester only of a year-long course.

CUMULATIVE GRADE POINT AVERAGE (CGPA):

A numerical value derived from final grades on all courses attempted at all credential levels.

CURRENT APPLICANT:

Current government and private secondary school graduates, who passed the GSC exams or hold equivalent qualifications in June of the current year, and have completed the CEPA. Current applicants have first priority for admission.s.

DEFERRED STUDENT:

A deferred student is a student who has failed a course and is waiting to repeat that course when it becomes available in a subsequent semester. The maximum time period allowed for deferral is one semester, up to the 20th teaching day of the subsequent semester. Where a student does not take up the offer of a place in the subsequent semester, he will be accorded Inactive Student Status. A deferred student may be Active or Inactive depending on whether he is accorded the status after the 20th teaching day.

DIRECT ENTRY STUDENT:

A student who is determined by the HCT college director as academically exceptional and able to enter directly into the first year of programs.

DISMISSAL:

Termination from the HCT for non-academic reasons.

DIVISION ACADEMIC TEAM (DAT):

A Divisional Academic Team is group of representatives from various colleges and Central Academic Services having oversight for the curricula in an Academic Division's portfolio of programs.

DURATION OF STUDY:

Duration of study is the maximum time a student is allowed to complete a particular program or major. The duration of study is calculated from the date of first registration in the relevant program major and includes all absent periods.

ELIGIBLE APPLICANT:

An applicant who meets the general Admission Requirements and Admission Eligibility Criteria.

ENROLLED STUDENT:

A student who has been admitted into a program of study and is registered in the relevant courses in an HCT program at an HCT College.

ENROLLMENT:

The act of placing an admitted student into an academic program for which they meet all of the program entry requirements. An enrolled student is a student who has been admitted to a program of study including the Foundations Program and is registered in the relevant courses in an HCT program at an HCT College.

ENTRY REQUIREMENTS:

See Program Entry Requirements.

Equivalent: Courses in HCT program structures at the same or more advanced credential level may be considered equivalent for the purpose of meeting program compliance for graduation where comparisons of the learning outcomes, general subject matter, depth and breadth of coverage of the subject matter, as well as the assessment methods, instruments, and standards is assessed to be equivalent.

ESSENTIAL ASSESSMENT COMPONENT (EAC):

An element of an assessment which students must pass in order to pass the course.

EXEMPTION:

Exemption grades are awarded in instances of documented prior learning where a student has successfully completed courses covering the same or a more advanced content area at an equivalent or higher credential level within the Higher Colleges of Technology.

FACE-TO-FACE INSTRUCTION:

The contact time is dedicated to face-to-face interaction. For face-to-face lesson contact periods, a credit represents one semester hour. i.e. one period a week over 16 weeks of teaching. A semester hour is therefore equal to 16 guided learning hours.

FINAL COMPREHENSIVE ASSESSMENT (FCA):

An assessment given at the end of a course that addresses aspects of all relevant course goals and represents 30% of the final grade.

FORMATIVE ASSESSMENT:

An assessment which is designed to inform the teaching and learning process and does not contribute to the final course mark.

FOUNDATION STUDIES (PROGRAM)

GENERAL PROGRAM REQUIREMENTS:

Broad academic requirements applicable to all academic programs within a particular credential.

GOVERNMENT SECONDARY-SCHOOL CERTIFICATE (GSC):

A Certificate awarded by the U.A.E. Ministry of Education to all government secondary school graduating students. A GSC or equivalent is normally required for admission to the HCT.

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.

GRADUATE OUTCOMES:

The knowledge, skills and attributes that the HCT expects its students to possess and be able to demonstrate when they graduate from an HCT academic program.

GUIDELINES:

Any supporting information intended to assist the implementation of a policy or regulation.

INACTIVE STUDENT STATUS:

A student is accorded inactive status on the 21st teaching and the last teaching day of a semester, before the official census count date, if there are no records of his current registration in any courses.

INTERNATIONAL ENGLISH LANGUAGE TESTING SERVICE (IELTS):

IELTS Academic Module is an international English test that is a graduation requirement for Higher Diploma programs and an admission criterion for degree programs. IELTS Academic Module or General Training Module can be used to meet the graduation requirement for Diploma programs.

KEY COMMON ASSESSMENT (KCA):

An assessment activity that is commonly assessed in all colleges administering a particular course(s). Key Common Assessments are scheduled and monitored by Central Academic Services.

LABORATORY/WORKSHOP:

the contact time in a laboratory or workshop is dedicated to the investigation, exploration and hands-on practice of the knowledge, skills and practical techniques learned in the face-to-face lessons. For laboratory/workshop type of contact periods, a credit

represents two semester hours, i.e. two periods a week over 16 weeks of teaching. A semester hour is therefore equal to 32 guided learning hours.

LEARNING OUTCOME:

A statement to describe what a student knows or can do on successful completion of a learning activity or course.

MAJOR: See Program Major.

MODERATION:

A process intended to assure that an assessment mark or grade is fair and reliable and that assessment criteria have been applied consistently.

MODIFICATION, MAJOR:

A major modification to a program is any change to:

- ▶ Proposals for new undergraduate programs
- ▶ Proposals for new program majors/minors/concentrations/specializations
- ▶ Changes in program status e.g. discontinuance
- ▶ Changes in credits allocated to a program
- ▶ The addition, deletion or substitution of a course in an existing program
- ▶ Changes to admission and/or graduation requirements
- ▶ changes to program learning outcomes
- ▶ changes to assessment methods and weightings

MODIFICATION, MINOR:

Minor modifications include but are not limited to:

- ▶ Course description changes
- ▶ Course name changes
- ▶ Course code changes
- ▶ Changes in credits to an existing course or courses which do not change the total credits in the program
- ▶ Course learning outcome changes that do not change the overall program learning outcomes
- ▶ Course content changes that do not change the overall program learning outcomes
- ▶ Pre-requisite and co-requisite changes including the addition and deletion of pre-requisites and co-requisites
- ▶ Changes to reading lists.

NON-CURRENT NATIONAL APPLICANTS:

Non-current national graduates from government and private secondary schools may also be considered for admission. Non-current applicants must have completed grade 12, passed the GSC exams or hold equivalent qualifications, and have completed the Common Education Proficiency Assessment (CEPA)

within one year of the date of admission. Admission is based on space availability and requires the approval of the relevant College Director.

PERIOD:

A segment of time consisting of 50 minutes.

PLAGIARISM:

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

POLICY:

A written statement of rule that has general applicability to all members of the HCT community, addresses basic values of the HCT, mandates or constrains certain actions or contains specific requirements for compliance and requires formal approval by the Vice Chancellor or the Policy Council.

POLICY COUNCIL:

Established by the Vice Chancellor, Policy Council provides a means of collective communication, consultation and policy recommendations regarding system wide issues.

PRACTICUM: A mentored working experience, defined by a course code and typically assessed as A B C D F which is included in Cumulative Grade Point Average (CGPA), that is a graduation requirement for some Diploma, Higher Diploma and Bachelor programs (see Work Experience).

The practicum in Education Studies seeks to provide students with hands-on experience through participating in the activities of a community-based organisation or agency, the opportunity to apply and consolidate knowledge and skills acquired during college-based study. The contact time is dedicated to relating the theoretical knowledge and practical skills gained in face-to-face lessons to the specific duties and responsibilities of practitioners in the fields of education. For practicum type of contact periods in education programs, a credit represents two semester hours. i.e. two periods a week over 16 weeks of teaching. A semester hour is therefore equal to 32 guided learning hours.

PREREQUISITE COURSES:

Courses that must be successfully completed before attempting specific higher level courses.

PROCEDURE:

A set of guidelines, process or set of steps approved by the relevant executive officer for that division or department which, if followed, implements a policy or regulation.

PROGRAM ENTRY REQUIREMENTS:

The minimum academic requirements as defined for entry into a particular academic program.

PROGRAM GPA:

The program grade point average is calculated based on all courses taken at a specific credential level,

PROGRAM LENGTH:

The number of academic years defined for each of the credentials awarded by the HCT.

PROGRAM MAJOR:

A focus of study within an Academic Division that when successfully completed leads to a specific credential, e.g., Higher Diploma in Chemical Engineering; Diploma in Office Technology, etc.

PROGRAM REGULATIONS:

Requirements as specified in individual HCT programs that applicants or students must meet in order to gain admission into the program and meet compliance to graduate from them.

PROGRAM STRUCTURE:

The combination of courses, credits and hours of delivery, which make up an Academic Program.

RE-ADMISSION:

Approved applicants who have not accepted the offer of admission from the HCT within the Admission Confirmation period, or have accepted the offer but are no shows, and HCT graduates who have been awarded an HCT credential and seek another at the same or different level must apply for Re-admission. Re-admission is subject to space availability.

RE-APPLICATION:

Where a student previously applied for admission but was not approved and re-applies for admission in a subsequent year.

REASONABLE ACCOMMODATION:

Accommodations within the human, financial, physical and safety resources of each College and/or of the HCT system.

RE-ENROLLMENT:

Where a student withdraws from a program major and subsequently re-applies directly to the college for re-enrollment to that program major. Re-enrolment is subject to space availability.

RE-INSTATEMENT:

A student who is required to withdraw for academic reasons may apply for re-instatement. A re-instated student is one who was required to withdraw for academic reasons and is subsequently approved by the Associate Provost (Academic) to re-register into the same program or into another program after his or her explanation of the extenuating circumstances to justify the re-instatement was accepted.

REGISTERED STUDENT:

A student who has been admitted into a specific program of study and is registered in the relevant courses at a HCT College.

SECOND CREDENTIAL CONTRACT:

The admission of a student to a course of study leading to a second credential is subject to the availability of space and resources, after the needs of all regular students have been met. Students seeking a second credential at the same credential level must:

- ▶ Meet all the admission requirements for program entry, and
- ▶ Sign a contract developed by the college and approved by the College Director, which clearly delineates all specific course requirements for a second credential. The total credit for the second credential must not be less than 50% total credit of the program.

SECTION:

A particular offering of a specific course into which students are registered.

SEMESTER:

A designated period of time lasting a maximum of 20 weeks. There are two semesters per academic year and an optional summer semester.

SEMESTER GPA:

The semester grade point average is calculated on the basis of all the courses that a student has taken at the HCT in a particular semester. Only grades that count in GPA hours are included. The semester GPA will not change if a student fails a course in one semester, then repeats and passes it in another semester. Only the successful attempt is counted in the Program and the Cumulative GPA. The following courses, which are marked on the transcript with an asterisk *, are excluded from the semester

GPA:

- ▶ Grades for Continuing Education courses
- ▶ Advanced Standing grades (CH, EX, TR, EL)
- ▶ Grades from courses with the Pass/Fail grading mode
- ▶ Grades from courses with uncalculated (U) grading mode.

SPECIAL NEEDS:

A situation under which, through permanent or temporary, total or partial impairment or dysfunction in physical, sensory, mental, communicational, educational or psychological abilities, an individual experiences challenges to his/her learning.

SPECIFIC PROGRAM REQUIREMENTS:

Specific academic requirements applicable to individual academic programs which must not contravene the general program requirements.

STUDENT:

Any individual entered into the HCT Student Record System.

SUCCESSFUL COMPLETION OF COURSE:

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

SUMMATIVE ASSESSMENT:

An assessment which is designed to measure the student's achievement of learning outcomes and contributes to the final course mark.

SUPPLEMENTAL ASSESSMENT:

An assessment given to students who have passed the course work but failed the essential assessment component or the final comprehensive assessment in one course in a semester, provided they meet the program-specific eligibility criteria for supplemental assessments.

SUSPENSION:

A required temporary absence from the HCT.

SYSTEM:

The System of the Higher Colleges of the Technology.

TEST OF ENGLISH AS A FOREIGN LANGUAGE

(TOEFL): An international English test administered to determine language proficiency.

TRANSFER CREDIT:

Transfer Credit is the recognition of documented prior learning demonstrating successful completion of credits for course(s) that match or exceed the standard of the HCT course at institutions of higher learning other than the Higher Colleges of Technology.

TRANSCRIPT:

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

WORK EXPERIENCE:

Supervised work experience underpins and enhances the theoretical knowledge and practical skills learned in face-to-face lessons and/or laboratory and workshops. It helps students develop their personal work ethics, guides them in their career choice, and prepares them for an active role in the UAE workplace. For work experience type contact periods, 1 credit is assigned for each week of full-time work experience. Credits gained in work experience courses are applied towards graduation credit requirements, but they are not included in GPA calculation and do not carry any grade points.