

Regulations, Academic Policies and Procedures

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ADMISSION TO THE HCT AND PLACEMENT INTO PROGRAMS

Current applicants from government and private secondary schools who meet the following general admission requirements are eligible for admission to the HCT. They must:

- possess a valid UAE passport
- have reached 17 years of age before the start date in the academic year of admission
- possess a valid medical certificate
- have completed the Common Educational Placement Assessment (CEPA) and achieved scores that meet the HCT Admission Eligibility Criteria
- have completed the government secondary General School Certificate (GSC) or equivalent and achieved scores that meet the HCT Admission Eligibility Criteria.

Non-current National applicants from government and private secondary schools may also be considered for admission based on their background and experience since leaving school. Admission is based on space availability after due consideration has been given to current-year high school applicants. Non-current applicants must also meet all general admission requirements.

A minimum GSC score of 70 and a minimum CEPA score of 140 is expected. Priority will be given to students with higher scores if space availability is limited.

PROGRAM PLACEMENT AND DIRECT ENTRY

After admission to the HCT, students who wish to enter a specific program must meet the minimum academic requirement for placement into programs as prescribed by the Program Regulations.

Students with the following CEPA scores (or equivalent) have met minimum requirements for bachelor level programs:

CEPA Math	CEPA English	CEPA Writing
170 or greater	180 or greater	Band 5

Equivalent levels of internationally recognized examinations such as IELTS and TOEFL obtained from HCT recognized test centres will be taken into consideration when deciding applicant placement.

Students who do not meet Program Entry Requirements are placed into Foundations. Those who successfully complete Foundations will enter a Bachelor program of their choice, provided they meet all program entry criteria.

APPLICATION PROCEDURES

Current - year secondary students in government and private schools complete applications at their schools through the National Admissions and Placement Office (NAPO) system.

Approved applicants must confirm the offer of admission before the end of the add/drop period. Any applicant who fails to do so must re-apply for admission to the HCT campus. Re-admission is subject to space.

Non-current and mature National applicants complete applications at the college of their choice. Completed applications are sent for processing to the NAPO office in the Ministry of Higher Education and Scientific Research.

COURSE REGISTRATION

Course registration is conducted prior to the beginning of each semester. The College Academic and Student Services Office will announce course registration procedures prior to each semester. A student may register in a course only after successful completion of any course which is designated as a pre-requisite.

SECOND CREDENTIAL

A student may not be enrolled in more than one credential concurrently.

An HCT graduate who has been awarded an HCT credential and seeks another at the same or higher level must apply for re-admission. Re-admission is subject to the availability of space and resources, after the needs of all regular students have been met.

The student may not receive exemptions or transfer credits which total more than 50% of the credits required for the program courses in the second credential.

PROGRAM DURATION

Each program major has a maximum time allowed for completion, referred to as the “duration of study”.

The duration of study is an additional four consecutive semesters above the full time program length. It is calculated from the date of first registration in the relevant program major and includes all withdrawn periods.

Students who do not complete their studies within the overall duration of the program will be subject to academic dismissal. In extenuating circumstances, students who have exceeded the duration allowed may apply for an extension provided the application is submitted 3-6 months prior to the end of the duration of study period. Approval for extension is at the discretion of the Associate Provost (Academic). Any extension is limited to two consecutive semesters. No further extension is permitted.

A new duration of study period commences when a student either:

- ▶ starts a new program major as a result of transfer from one program major to another; or
- ▶ is re-admitted to a new program major.

The duration of study allowed for transfer students, and special cases is reviewed on an individual basis.

GRADE REPORTS AND UNOFFICIAL TRANSCRIPTS

Grade reports or unofficial transcripts are available to students via student web services throughout the duration of their study at the HCT.

OFFICIAL TRANSCRIPTS

A student may request an official transcript via student web services at any time. Official transcripts are forwarded on request to other educational institutions or employers.

GRADING AND ACADEMIC STANDING

Students do not receive a final grade for a semester course until the end of the semester.

Students do not receive a final grade for a full year course until the end of the second semester.

GRADING SYSTEM

GRADE	RANGE	GRADE POINTS	EXPLANATION OF CODES
A	90 – 100	4	Achievement that is outstanding relative to the course and GPA requirements
A-	85 – 89	3.7	
B+	80 – 84	3.3	Achievement that is significantly above the course and GPA requirements
B	75 – 79	3	
C+	70 – 74	2.3	Achievement that satisfactorily meets the course and GPA requirements
C	65 – 69	2	
D	60 – 64	1	Achievement that minimally meets the course requirements but may not meet the GPA requirement
F	0 – 59	0	Achievement that does not meet requirements for course with normal grading mode.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is computed on a scale from 0.00 to 4.00. The GPA is calculated by dividing the total number of grade points earned by the total credits attempted.

The grades of AU, CC, CH, EX, I, IP, P, TR, NG, NS, EL, U and W carry no grade points and are excluded from the GPA calculation.

Any grade followed by an asterisk is not computed in the GPA calculation. Courses graded P/FL e.g. WORK and PROJ, are excluded from the GPA calculation.

PROGRAM	GRADE	POINTS		CREDIT	GRADE POINTS
HPS 1706	A	4	x	6	24
LSM 1103	C+	2.3	x	3	6.9
HSC 1103	B	3	x	5	15
SCL 0111	CH		x		Not counted in GPA
HPS 1103	D	1	x	3	3
LSC 1103	F	0	x	3	0
Total				20	48.9

$$48.9 / 20 = 2.45 \text{ GPA}$$

CUMULATIVE GRADE POINT AVERAGE

Cumulative Grade Point Average is based on all courses in the particular program major, excluding:

- ▶ courses graded P/FL, AU, CC, I, IP, NG, NS, U and W
- ▶ advanced standing grades (CH, EX, TR, EL);
- ▶ grades with an asterisk (*), such as WORK and PROJ courses; and
- ▶ grades in parentheses.

For repeated courses, only the highest course grade will be included in the cumulative grade point average (GPA) calculation. For one year post Higher Diploma Bachelor programs it includes only those courses above Higher Diploma level.

A minimum cumulative grade point average of 2.0 is required for graduation from a credential.

SEMESTER GRADE POINT AVERAGE

Semester Grade Point Average is based on all courses taken within a semester excluding:

- ▶ courses graded P/FL, AU, CC, I, IP, NG, NS, U and W
- ▶ advanced standing grades (CH, EX, TR, EL); and
- ▶ grades with an asterisk (*), such as WORK and PROJ courses.

ADVANCED STANDING

The HCT acknowledges that students may show evidence of learning not only through completing an HCT's program's educational provision but also through a variety of other ways such as: studies completed elsewhere; external examinations passed; professional qualifications held; and through workplace and life experience.

HCT recognizes this by granting credit for prior learning within or outside of the HCT.

A student may be awarded credit for prior learning on condition that it does not exceed the following limits:

- ▶ 50% of the total program credit
- ▶ 25% of the final two years credit of three or four year programs
- ▶ 25% of the final year credit of two year programs

Students may be given credit for prior learning by means of:

1. Exemption (EX)

Courses successfully completed in other HCT programs

2. Challenge (CH)

Passing a HCT challenge assessment for the course

3. Transfer Credit (TR)

- ▶ Courses completed at Zayed University or UAE University

N.B. Successful completion of UGRU at UAE University or the Academic Bridge Program at Zayed University is accepted for direct entry to an HCT Bachelor program

- ▶ Courses completed at other UAE institutions accredited by CAA
- ▶ Courses completed at overseas institutions accepted as being of equivalent standing
- ▶ Qualifications from professional bodies
- ▶ International examinations such as IELTS, TOEFL, GCSE (UK), International Baccalaureate etc

4. Experiential Learning (EL)

- ▶ Work or life experience such as structured internships, volunteer work-travel, self-study, or training

ACADEMIC STANDING

Students shall maintain a satisfactory rate of progress in their programs and courses. College Directors will ensure that student progress is reviewed at regular intervals and that appropriate action is taken where progress is not satisfactory. This may include counseling, probation, suspension or termination of enrolment.

GOOD ACADEMIC STANDING

A student is considered to be in Good Academic Standing if he/she maintains a cumulative grade point average of 2.0 or higher.

ACADEMIC WARNING

A student is placed on academic warning if his/her semester grade point average is below 2.0 but his/her cumulative grade point average is above 2.0. A notation 'Academic Warning' is recorded on the student's academic transcript at the end of that semester.

ACADEMIC PROBATION

A student is placed on academic probation if his/her cumulative grade point average falls below 2.0. A notation 'Academic Probation' is recorded at the end of that semester on the student's academic transcript. The student then has two further semesters on academic probation to attain a 2.0 cumulative grade point average and return to good academic standing.

If a student seeks to transfer to another program while on academic warning or probation, he/she has one semester in the new program to attain a grade point average (i.e. the semester grade point average) of 2.0.

ACADEMIC DISMISSAL

Students who do not maintain a satisfactory rate of progress are required to withdraw if:

- ▶ they have not attained at least a 2.0 cumulative grade point average after two semesters on Academic Probation, or
- ▶ they have not attained at least a 2.0 CGPA at the end of one semester after transferring to a new program; or
- ▶ they have exceeded program duration of study.

A notation of the appropriate reason will be endorsed on the student's transcript. Students who receive a grade of D in a course may be permitted to repeat the course once.

A minimum cumulative grade point average of 2.0 is required for graduation.

GOOD ACADEMIC STANDING	Cumulative GPA 2.0 or higher
ACADEMIC WARNING	Cumulative GPA above 2.0 but semester GPA below 2.0
ACADEMIC PROBATION	Cumulative GPA falls below 2.0, students have two semesters to increase cumulative GPA to above 2.0
ACADEMIC DISMISSAL	<ul style="list-style-type: none"> ▶ Cumulative GPA is below 2.0 after two semesters on Academic Probation; or ▶ Cumulative GPA is below 2.0 at the end of one semester after transferring to a new program, or ▶ Cumulative GPA is below 2.0 at the end of the final semester; or ▶ Program duration of study is exceeded

WITHDRAWAL AND DEFERRAL

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw must apply at the Academic and Student Services offices and follow the published procedure. If they wish to return to the College, they must apply for re-enrolment which is subject to a place being available.

Prior to withdrawal, students should consult their Program Chair and get advice about how their withdrawal may affect them.

WITHDRAWAL FROM A COURSE

When a student withdraws from a course, it will affect their academic transcript, as follows:

TYPE OF COURSE	TIME WHEN WITHDRAWING	DATES WHEN WITHDRAWING	TRANSCRIPT RECORD
One full semester course (except summer semester courses)	Within two weeks of beginning of the semester.	Semester 1: - before 22 Sep 2011 Semester 2: - before 23 Feb 2012	No course record on transcript
	After the first two weeks and up to the end of six weeks from beginning of semester.	Semester 1: - before 13 Oct 2011 Semester 2: - before 15 Mar 2012	W grade in that course shows on the transcript.
	After six weeks from beginning of the semester.	Semester 1: - after 13 Oct 2011 Semester 2: - after 15 Mar 2012	F grade in that course shown on transcript.
Full year course (two semester course)	Within six weeks of beginning of first semester	- before 13 Oct 2011	No course record on transcript.
	After the first six weeks and up to the end of twelve weeks from beginning of the first semester	- before 1 Dec 2011	W grade in that course shows on the transcript.
	After twelve weeks from beginning of the semester	- after 1 Dec 2011	F grade in that course shown on transcript.
Less than full semester course	Time period for withdrawal without penalty will be prorated.		

In the case of transfer to another program, the student may be allowed to withdraw without penalty and receive a 'W' grade.

In exceptional cases, where the withdrawal is for medical or other special personal reasons, the College Director may allow the student to withdraw without penalty, and to receive a 'W' grade.

DEFERRAL

Deferral applies to students who withdraw from or fail a course or courses in a given semester and are allowed by their college to put their program on hold for a full semester while they wait to repeat the course or courses in a subsequent term.

Deferred students who enroll before the expiration of the deferral period are not required to apply for re-enrolment. A re-enrolment hold is applied if the student does not enroll by the end of the add/drop period of the subsequent term.

RE-ENROLMENT

A student who was in good academic standing but previously withdrew from a college may apply for re-enrolment in the same program. Approval depends upon space availability and is at the discretion of the College Director.

RE-INSTATEMENT

A student who is in good academic standing may apply for re-instatement.

BACHELOR DEGREE PROGRAM ENTRY AND PROGRESSION

ENGLISH LANGUAGE REQUIREMENTS

The HCT is an English medium institution. All programs at the HCT are delivered in English. Students are required to meet specific English language standards in order to enter or progress in their program. English language standards are assessed using international English Language tests. The tests and scores that are accepted as meeting program requirements are detailed in the table below.

CREDENTIAL	PURPOSE	REQUIREMENT	ACCEPTED EQUIVALENCES
Bachelor Degree (four-year programs)	Program entry	IELTS (Academic Module): Overall band 5.0	TOEFL: HCT Institutional testing program (ITP): Overall score 510 with a Test of Written English (TWE) score of 3.5. Paper-based Test (PBT): total score 510 with a TWE score of 3.5. Computer-based test (CBT): total score 180 with a TWE score of 3.5. Internet-based test (iBT): total score 64 with no individual skill below 16.
Bachelor Degree (one-year post-Higher Diploma programs)	Program entry	IELTS (Academic Module): Overall band 5.5 with no skill below band 5.0	TOEFL: HCT Institutional testing program (ITP): total score 513 with a Test of Written English (TWE) score of 4. Paper-based Test (PBT): total score 513 with a TWE score of 4. Computer-based test (CBT): total score 183 with a TWE score of 4. Internet-based test (iBT): total score 68 with no individual skill below 17.

- ▶ IELTS, TOEFL and other external English certifications can be accepted only from HCT-approved test centres
- ▶ TOEFL test score reports are accepted only directly from Educational Testing Services (ETS). A student who wishes to present a TOEFL score must apply to ETS to have the Official Score Report sent directly to HCT (Designated Institution Code is 1992). The Official Score Report should be sent to: System Registrar, HCT, PO Box 32092, Abu Dhabi, UAE. Up to 2 months should be allowed for this to be received.

PROGRESSION WITHIN PROGRAM MAJOR

Students who receive a grade of 'D' or 'F' in a course may be permitted to repeat the course once only.

A student may register in a course only after successful completion of any course which is designated as a pre-requisite for that course.

GRADUATION

To graduate from a program, a student must meet all requirements for graduation.

GRADUATION REQUIREMENTS

COMPLIANCE

To qualify for a Higher Colleges of Technology credential, a student must successfully complete the minimum number of credits and courses, campus-based assessments, system-wide assessments, English language external benchmark standards, work experience and other academic requirements specific to the student's program major.

Students must achieve the required number of program credits with a minimum cumulative GPA of 2.0 in order to qualify for graduation.

DOCUMENTATION

Students who have met the graduation requirements must produce the requisite documentation, including an updated passport copy if their passport has expired since admission. Letters of Completion are issued only after all requisite documentation has been submitted.

The graduation eligibility period closes on 31 August each academic year.

GRADUATION CEREMONY

Students who have successfully completed all program requirements in their program of study are eligible to receive the appropriate degree credential at a graduation ceremony. Students will graduate from the college where they completed the program requirements.

Students who have met the program requirements and been awarded will be issued with a Letter of Completion in the interim, pending the release of the credential at the graduation ceremony.

The graduation date noted on the student transcript indicates the date when all graduation requirements are verified as having been met.

STUDENT RECORDS

HCT maintains and archives students' personal and academic records. The integrity, confidentiality and security of these records are assured throughout. Students have the right to inspect and be provided with copies of their academic and personal information, and to seek rectification of these records where they believe them to be inaccurate. Student records will not be released by HCT to any third party without the written consent of the student.

Students should be aware of their obligation to provide up-to-date personal information on admission, at the start of each semester, and two weeks before the end of the final semester. This includes details of their sponsor, and consent to release their personal and academic information to their sponsor.

WORK EXPERIENCE

Most HCT programs contain a work experience or internship component. The purpose of work experience is to:

- ▶ prepare students for active roles in the workplace;
- ▶ develop the students' personal work ethic;
- ▶ create connections between college studies, career preparation and work;
- ▶ create a transition from college to work;
- ▶ help students make educational and career choices;
- ▶ provide employers with an opportunity to try out potential employees;
- ▶ provide students with an opportunity to consolidate and nurture skills learned in college; and
- ▶ validate and provide feedback on the curriculum.

STUDENT CONDUCT AND DISCIPLINE PROCEDURES

Students of the Higher Colleges of Technology are responsible for meeting the highest standards in their academic, assessment and personal responsibilities. All potential, enrolled and former students have rights

which are set out in the HCT policy on Student Rights and Responsibilities, which is available through the HCT portal.

STANDARDS OF STUDENT CONDUCT

Students are responsible for adhering to the following Standards of Student Conduct:

- ▶ attend all classes regularly and punctually and participate fully in all learning and assessment activities;
- ▶ direct their efforts at learning the content and completing the assignments and assessment activities of all courses in which they are enrolled;
- ▶ complete all assignments and assessment tasks on time;
- ▶ participate fully in educational activities outside the classroom, such as field trips, that form part of a course in which the student is enrolled;
- ▶ be prepared for classes;
- ▶ meet the requirements for course completion and program completion;
- ▶ promote appropriate behavior by example at all times;
- ▶ observe the regulations of the HCT colleges and the directives of the staff;
- ▶ conduct themselves in a courteous and considerate manner in their dealings with the staff, visitors and other students;
- ▶ behave in an orderly and disciplined manner in any assessment situation;
- ▶ refrain from all forms of academic dishonesty;
- ▶ respect and maintain all HCT property;
- ▶ contribute to the best of their abilities to creating an environment that is conducive to the educational objectives of the HCT;
- ▶ uphold the good name of the Higher Colleges of Technology as an organization and as a community, and the reputation of all its staff and students, in any communications within or outside the HCT.

NON-ACADEMIC MISCONDUCT

There are also rules concerning non-academic misconduct. Misconduct includes but is not limited to the following:

- ▶ conduct which causes injury to a person and/or

damage to HCT property, including bullying and sexual harassment;

- ▶ the unauthorized removal or possession of HCT property;
- ▶ conduct which disrupts the educational and related activities of other students or staff, including behavior which brings into disrepute the reputation, academic standing of the HCT or the political, religious or cultural values of the UAE;
- ▶ knowingly providing false or misleading information to the HCT.

Students may be subject to disciplinary measures in relation to non-academic misconduct.

These rules are applicable to students whilst on, approaching, or leaving the HCT campuses, HCT sponsored or HCT supervised events.

A student accused of misconduct is entitled to a hearing in accordance with HCT guidelines and procedures.

DISCIPLINARY MEASURES

If students do not meet the standards of both personal and academic conduct, including during assessments, disciplinary measures may be taken. These may include:

- ▶ verbal warning;
- ▶ written warning;
- ▶ return of property or monetary reimbursement for damage to or misappropriation of property;
- ▶ disciplinary probation, which may include suspension or termination of specified privileges for a defined period, and the requirement to attend counseling sessions;
- ▶ suspension from classes for one semester or part thereof on one or more courses;
- ▶ suspension for more than one semester or dismissal from a program;
- ▶ cancellation of the results of an examination, in this case the student shall be deemed to have failed the course;
- ▶ termination from the Higher Colleges of Technology;
- ▶ cancellation of the credential awarded.

A student shall receive only two notices or warnings before a stronger penalty is imposed for failing to meet any academic, student, or personal responsibilities.

Please refer to the specific disciplinary measures that

apply to breaches of the Attendance and Academic Honesty policies.

PROCEDURES FOR DISCIPLINARY MEASURES BEYOND WARNINGS

Each College Director shall designate a member of staff as procedural advisor to students who are subject to disciplinary proceedings other than verbal or written warnings. Such students shall be instructed to meet with the student procedural advisor.

Disciplinary measures shall not be imposed without the student having an opportunity to present his or her case and to answer questions about the incident. A student who fails to appear for a hearing on a set date shall forfeit the right to a hearing.

A full report of the circumstances and of the investigation in the case of any disciplinary measures shall be kept in the student's file. The matter shall also be reported to the student's family or sponsor, as appropriate.

ATTENDANCE POLICY

Students are expected to attend all classes and participate in all learning activities in the courses for which they are registered.

DISCIPLINARY MEASURES IMPOSED FOR BREACHES OF THE ATTENDANCE POLICY

Warnings will be given to students who are absent from classes. When absences in a course reach an unacceptable level, a failing grade will be recorded for the course and the student will not be allowed to continue in the course.

- ▶ When a student returns after any absence, the course instructor will remind the student of the Attendance Policy and the serious consequences of poor attendance.
- ▶ When a student is absent for more than 5% of the time allotted to a course in which classroom attendance is required (e.g. more than four periods in an 80-period course), the college will issue a written warning to the student regarding the poor attendance. The student will be encouraged to seek counseling from a college advisor.
- ▶ When a student is absent after receiving the first warning, and absences are more than 10% of the time allotted to a course in which classroom attendance is required (e.g. more than eight

periods in an 80-period course), the college will issue a final written warning indicating that further absences will result in the immediate recording of a failing grade for the course. A copy of the letter is then placed in the student's file.

- ▶ A student who is absent after receiving a final warning will be given an opportunity to explain the absences and to present relevant documentation. Unless, in the opinion of the College Director, there are extenuating circumstances, a failing grade will be recorded for the course and the student will not be allowed to continue in the course. The student will be informed of these actions in writing.

For courses that are scheduled in such a way that one absence results in a student exceeding 10% of the time allotted to a course, he/she will receive a verbal or written warning after the first absence and a final written warning after the second absence.

ACADEMIC HONESTY

The HCT is committed to creating a learning environment that is honest and ethical. Breaches of academic honesty will be treated with the utmost seriousness. Academic honesty for the purpose of this policy is focused on cheating and plagiarism.

DEFINITIONS

Cheating is a deliberate attempt to gain marks or academic credit dishonestly, or helping someone else to gain marks or academic credit dishonestly.

Examples of cheating may include, but are not limited to, the following:

- ▶ sharing or showing answers during a test or other form of assessment;
- ▶ copying anything done by another student and submitting it as your own;
- ▶ giving another student access to your electronic files, and allowing him or her to use your work as his or her own;
- ▶ telling another student what is on a test he or she will take later;
- ▶ bringing to an assessment, information or materials that are not allowed, even if they are not used;
- ▶ reading a test, examination or assessment before

you should have access to it;

- ▶ allowing another person to take a test, examination or assessment for you;
- ▶ taking a test, examination or assessment for someone else; and
- ▶ using a computer improperly during an assessment, such as by gaining access to unauthorized material; communicating with others during assessments; or using files of other users.

Plagiarism is deliberately presenting another person's work as one's own without acknowledging the original source.

Examples of plagiarism may include, but are not limited to, the following:

- ▶ using someone else's work, or changing some words and keeping the same structure and the same meaning without noting the source(s), and submitting it as your own work;
- ▶ taking text from many other sources and putting the pieces together as one document and submitting it as your own work, without noting the source(s); and
- ▶ downloading information, pictures or charts from the Internet and inserting that material into your own document and submitting it as your own work without noting the source(s).

ACADEMIC HONESTY RESPONSIBILITIES

Students are expected to refrain from all forms of academic dishonesty as defined in this policy and as explained and defined by college policies and procedures and directions from teachers or other college personnel.

College personnel, teachers, Academic Chairs, Deans and Directors are responsible for ensuring that students understand their responsibilities associated with academic honesty and the disciplinary measures, which will be imposed for failing to meet these responsibilities. They are also responsible for carrying out the appropriate investigative and disciplinary procedures.

DISCIPLINARY MEASURES FOR BREACH OF ACADEMIC HONESTY

Cheating and plagiarism: Immediate permanent dismissal from the Higher Colleges of Technology with a permanent record on the student's academic transcript. A student dismissed for breach of academic honesty is not eligible to apply for re-instatement.

STUDENT APPEALS

APPEALS TO THE COLLEGE DIRECTOR

If a student is subject to disciplinary measures (except in cases of termination from the HCT and cancellation of the degree or diploma), they may appeal the decision by presenting an appeal in writing to their College Director within one calendar week of the date they are notified of the decision in writing.

If their College Director determines that the case requires further review, he may appoint a committee, not previously involved in the matter, to conduct a review and present their report and recommendations.

The decision of the Director, following consideration of the report, shall be final.

CASES OF DISMISSAL FROM THE HCT AND CANCELLATION OF THE DEGREE OR DIPLOMA

In the case of Dismissal, if the appeal is denied by the College Director and the student believes that there has been a breach of correct procedure, the student has the right to make a final appeal to the Provost, who will rule on procedural grounds only. The decision of the Provost is final in all cases. No further appeals may be made.

Students who are dismissed for breach of academic honesty may appeal within two weeks of the date on the dismissal letter by writing to the Vice Chancellor with a rationale for the appeal. The decision of the Vice Chancellor is final.

TRANSFERS

TRANSFERS BETWEEN PROGRAM MAJORS

On the recommendation of the respective supervisors, students may transfer to another program major within the same credential level with appropriate transfer of credits. Such transfers may result in the student having to repeat some of the courses already completed.

TRANSFERS TO THE HCT FROM OTHER HIGHER EDUCATION INSTITUTIONS

Students who have successfully completed UGRU at UAE University, or the Academic Bridge Program at Zayed University, qualify for direct entry to an HCT Bachelor program subject to space availability.

Students who have completed courses at another higher education institution and wish to transfer

to the HCT must apply to the college they wish to attend through the non-current applicant system. Their transfer request will be considered on an individual basis, provided they are in good academic standing in their current higher education institution.

Since there are significant program content differences between higher education institutions, students should be aware that such transfers are difficult and may result in them having to repeat some of the studies already completed. The final decision on the transfer application and the program placement will be made jointly by the receiving HCT Campus and Academic Central Services.

AWARDS

GRADUATION AWARDS

Students graduate with Distinction, with Distinction with Honors or with Distinction with Highest Honors, provided they meet the following criteria in their program or major:

- ▶ Distinction: a Cumulative GPA between 3.50 and 3.74;
- ▶ Distinction with Honors: a Cumulative GPA between 3.75 and 4.00;
- ▶ Distinction with Highest Honors: highest Cumulative GPA system-wide, provided the Cumulative GPA is between 3.75 and 4.00.
- ▶ maintained at the individual colleges.

The achievement of 'Distinction', 'Distinction with Honors' and 'Distinction with Highest Honors' will be noted on the student's credential and transcript.

If more than one student achieves the highest GPA in an individual program major, then the appropriate number of awards will be made.

THE DIRECTOR'S LIST

Students who achieve a Grade Point Average of 3.50 or above shall be placed on the Director's List at their college.

Students on one-year post-Higher Diploma BAS, BSc, BPharm and BEd top-up programs must maintain a cumulative Grade Point Average of 3.50 or above with a minimum of 15 credits for classes completed.

Students in good standing on four-year BEd, BAS and BSc programs who achieve a Grade Point Average of 3.50 or above in any semester while taking at least 20 hours of classes are placed on the Director's List.

Records of the Director's List are published and maintained at the individual colleges.

ABU DHABI INDUSTRY AWARDS

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

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

COMPANY AWARDS

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

FULBRIGHT SCHOLARSHIPS FOR GRADUATES

The UAE Fulbright program provides funding for up to two years of graduate study, such as a master's or doctoral program, in the United States of America. Fulbright Scholarships will be awarded to applicants who demonstrate academic excellence, strong English language skills, leadership qualities, and a commitment to improving cross-cultural relations through international exchange. Applicants must also express a desire to use skills gained in the United States to serve the UAE upon completion of their studies.