



كليات التقنية العليا  
HIGHER COLLEGES OF TECHNOLOGY

HCT  
2.0

## METHAQ Student Code of Conduct





كليات التقنية العليا  
HIGHER COLLEGES OF TECHNOLOGY

### Our Vision

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

### 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.

Community Spirit



Service to Society



Creativity & Innovation



Accountability



Respect



Integrity



Excellence





**Methaq**  
**Higher Colleges of Technology**  
2017-2018





# Methaq: Student Code of Conduct

## Higher Colleges of Technology 2017 - 2018

The Higher Colleges of Technology seeks to prepare national graduates who have the technical and creative knowledge and skills to support the country's efforts to achieve excellence.

The objective of the HCT Student Code of Conduct booklet is to clarify the rights and responsibilities of the students, and the college expectations from them, in order to help students achieve success during their study.

Students and their parents should read this booklet carefully. In the case of any misunderstanding of the colleges' systems or rules, please contact Student Services department.

The HCT requires all students to sign this document to acknowledge receipt and understanding of the Student Code of Conduct. This booklet is an official Higher Colleges of Technology document which has been approved and ratified by the HCT Board of Trustees through:

<b>Decision no.</b>	2017
<b>Dated</b>	10 August 2017



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# 1. STUDENT RIGHTS

## **Whilst enrolled, students have the following rights:**

- To have opportunities for learning to pursue the educational goals of their courses
- To have reasonable use of campus facilities as deemed appropriate by HCT
- To join appropriate campus organizations and engage in recreational activities, subject to reasonable conditions
- To have personal freedom and privacy in conformity with the colleges' regulations and rules
- To enjoy freedom from discrimination
- To enjoy security of themselves whilst on HCT campuses
- To receive clear notice of the nature and cause of any disciplinary charges, and the right to an impartial hearing
- To have support and guidance in accordance with their needs





## 2. STUDENT RESPONSIBILITIES

### 2.1 Relationship with other Students



- You must respect other students and not engage in any behaviour that causes them physical or emotional harm. The penalty for any form of physical violence or threat of physical violence is immediate suspension/dismissal.
- You must not use any verbal, written or electronic means to harass, threaten, or intimidate another student.
- You must not spread rumours or falsely accuse any student of anything that brings harm to their reputation.
- You must not engage in any behaviour that endangers the health or safety of any person in the college.
- You must not engage in any kind of inappropriate physical contact with another student or display inappropriate/excessive affection.
- You must not steal the property of another student. Any form of stealing will result in immediate dismissal.
- You must not use or take without permission the property of another student.
- You must not take or circulate any image of another student without their permission.
- You must not use the college to sell anything to other students without the prior permission of the college management.
- You must not sign any college documents that require your guardian's signature. Doing so can result in immediate suspension or dismissal.

## 2.2 Relationship with Teachers and Staff

- You must show respect to all the college's teachers and staff including cleaners and security staff.
- You must obey instructions given to you by any member of the college's teachers and staff.
- You must produce appropriate identification documentation when asked to do so by any member of the college's staff, including security guards.
- You must ensure that your personal and family contact information held by the college is current and accurate. The provision of false information will result in disciplinary action.
- You must not attempt to bribe or give gifts to any member of the college's staff.
- You must not communicate with the college's staff in an inappropriate manner, including sending inappropriate e-mails, letters, or anonymous notes.
- You must not disrupt any activity being conducted by a staff member anywhere on campus, such as the college's corridors, classrooms, and the ILC including the college's corridors, classrooms, and the ILC.



## 2.3 Compliance with College Regulations

- You must dress in UAE national attire, in conformity with the cultural and religious values of the community.
- You must not behave in a manner that may damage the reputation of the college or the HCT.
- You must not leave the college during the time you are supposed to be in the college unless you have permission to do so from the college's Student Services department.
- You must not smoke at HCT campuses.
- You must not bring unauthorized individuals (e.g. children, sisters and friends) into the college.
- You must not assist students to leave the college without permission.
- You must not deface and/or damage college property. This includes equipment, physical structures such as walls and floors, bulletin boards, furniture, etc.
- You must not remove any of the college's property without appropriate permission.
- You must not alter, change or forge in any manner official college documents, including transcripts, timetables, exit permits, IDs etc.
- You must not allow any other student or person to use any of your personal college documents (e.g. green card).
- You must not use the Internet to download, view, or show any inappropriate materials.
- You must not use mobile phones in any prohibited area.



- You must not post printed materials anywhere in the college without the approval of Student Services.
- You must follow college rules and expectations when participating in activities outside the college e.g. field trips, travel, work placement, etc.
- You must not bring to the college any unauthorized materials, such as animals.
- You must not receive deliveries, including gifts and food.
- You must not allow any other student to drive your car in the college.
- You must not drive your car in any manner that threatens the safety and wellbeing of others.
- You must park your car only in the authorized areas.

### 3. ATTENDANCE POLICY



A. As part of its continuous efforts to foster students' academic performance and achievement, the Higher Colleges of Technology (HCT) has established a set of procedures for the implementation of student attendance. This set of procedures is expected to support students' commitment to study life.

B. Students having excused absences, and within allowed limits, will be given an opportunity to make up for all the missing classes, assignments and assessments. The procedures have been established in accordance with the following terms:

1. Students are required to attend all classes and exams for the subjects that they are enrolled in during the academic semester.
2. Students are not allowed to exceed 15% as an overall rate of absence in all the subjects that require class attendance throughout the academic semester.
3. An absence rate exceeding 15% in each subject, will result in failure due to absence, with an F grade.

C. HCT will consider students' cases of absence with valid reasons, and enable students to make up classes or assessments, as follows:

#### **1. Student absence less than 15%:**

A student with a valid reason for an absence and providing necessary documents as evidence to support the approval will be eligible for:

- a) Academic support to cover all the missing classes;
- b) Academic support to relevant tasks to be completed for academic submissions for compensating missing assessments and or exams

#### **2. Student absence exceeding 15%:**

A student with a valid reason for an absence and providing necessary documents as evidence to support the approval will be dropped from the course with the following provisions applying:

- a) The student will receive a Withdrawal grade and not a Fail grade on the course
- b) The student's term GPA or cumulative GPA will not be affected
- c) The student will be given another chance to register for the same subject in the upcoming academic semesters

### 3. Extenuating circumstances eligible for additional 5% absence:

Any student who has been absent due to extenuating circumstances mentioned below is eligible to apply for a 5% additional absence, but only in the event the total absence will not exceed 20% after the increase is included.

- a) Extenuating circumstances shall

include reasons of Hajj Leave, Maternity Leave etc.

b) In exceptional occasions (in accordance with the preceding term), a report will be submitted to the College Board explaining the student's case, in order to assist with reviewing the circumstances and the supporting documents showing evidence of absence. The College Board will then submit its recommendation to make the appropriate, and final, decision on the case submitted

Note: The percentage of allowed absences has been allocated only for those students who have exceptional excuses and is not considered an acquired right to all students.

Following is a sample calculation for the number of classes missed per week with an average absence percentage and the level of warning to the student.

Percentage of Absence	Number of Missed Week per course	Level of warning
5%	1	First warning
10%	2	Final warning
15%	2.5	Drop from Course

Disclaimer: Please note number of weeks or hours may vary depending on the nature and schedule of the course.

## 4. STUDENT CONDUCT PROCEDURES

You must conduct yourself in an appropriate manner. If you do not meet the personal and academic standards of conduct during assessments, disciplinary measures may be taken. These may include:

- A verbal warning
- A written warning
- Temporary Suspension
- Termination
- Suspension or termination of a student's right to privileges and activities
- Cancellation of the award of a degree



## 5. USE OF INFORMATION TECHNOLOGY AND SOCIAL MEDIA

The HCT provides an integrated learning environment which incorporates the use of smart learning and modern technology. Students must use these tools responsibly and effectively in their various activities and scientific research.

Students must also abide by the conditions set forth in the HCT Code of Conduct, which states the responsibilities of the user and conditions of use of the Internet and social media. Students will be held accountable for any abuse of use and this may ultimately lead to termination from the Higher Colleges of Technology.



## 6. ACADEMIC HONESTY

The HCT requires you to be honest and ethical in your pursuit of learning. You must refrain from all forms of academic dishonesty.

**Cheating** is the deliberate attempt to gain marks or academic credits dishonestly, or helping others to do this. Examples of cheating may include, but are not limited to, the following:

- Sharing or showing answers during a test or other forms 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/her to use your work as his/her own
- Telling another student what is on a test he/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 are officially allowed to
- Allowing another person to take a test, examination or assessment for you
- Taking a test, examination or assessment for someone else
- Using a computer, mobile phone, tablet or other devices 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 your own without acknowledging the original source. Examples of plagiarism may include, but are not limited to, the following:

- Using the work of someone else, 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 other sources and putting the pieces together as one document and submitting it as your own work, without noting the source(s)
- 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)

## 7. DISCIPLINARY ACTION

There are six (6) basic disciplinary actions. However, additional penalties may be added based on the nature of the violation and as the college administration deems appropriate.

Types of Disciplinary Actions	Measures Taken	Duration
A verbal notice or warning	Giving a verbal notice or warning and adding it to student's file	NA
A written warning	<ul style="list-style-type: none"> <li>• Issuing warning message</li> <li>• Guardian notification</li> <li>• Student pledge</li> <li>• Head of Department notification</li> <li>• A signed copy kept in student's file</li> </ul>	One academic year
Temporary suspension	<ul style="list-style-type: none"> <li>• Issuing suspension message</li> <li>• Guardian meeting</li> <li>• Student acknowledgment</li> <li>• Program Executive Dean notification</li> <li>• A signed copy kept in student's file</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate suspension, not exceeding one full semester</li> <li>• Receiving a failing grade in all classes</li> </ul>
Final termination	<ul style="list-style-type: none"> <li>• Issuing final termination message</li> <li>• Guardian meeting</li> <li>• Student and Guardian Notification</li> <li>• Deputy VC for Academic Affairs</li> <li>• Notification</li> </ul>	Final termination
Suspension or termination of privileges and activities	<ul style="list-style-type: none"> <li>• Issuing warning message</li> <li>• Suspension of specified privileges</li> <li>• Guardian notification</li> <li>• Student signature</li> <li>• A signed copy kept in student's file</li> </ul>	One term or academic year
Decision to withdraw qualification	Qualification is withdrawn after graduation in case of proven cheating, plagiarism or ethical violations during years of study	NA



## 8. BEHAVIOURAL VIOLATIONS

**Warning:** The objective of warnings is to urge students to pay attention to their mistakes and not to repeat them. A warning may amount to a penalty in case of repeated violation or failure to comply with the Student Code of Conduct.

Violation	Disciplinary action
Threats, verbal abuse or moral intimidation	Warning
Destruction or removal of any college property	Warning
Smoking	Warning
Photographing/filming students/staff inside the college without prior permission	Warning
Non-compliance with the UAE formal attire and decency	Warning
Improper use of e-communications networks	Warning
Distribution of unauthorized leaflets or publications inside college	Warning
Phone misuse inside college	Warning
Bringing unauthorized animals and materials to college, which may threaten the safety of persons or property	Warning
Lack of respect for others	Warning



**Suspension or termination of privileges and activities:** This aims to deter students from the misuse of the privileges given to them and respect their right and the rights of others.

Violation	Disciplinary action
Destruction of property	Suspension or termination of privileges and activities
Bringing unauthorized persons to college without prior permission	Suspension or termination of privileges and activities
Failure to comply with security and safety measures and driving of vehicles without required permits in college	Suspension or termination of privileges and activities
Not representing the college properly at external activities or student activities organised by the student council or college clubs	Suspension or termination of privileges and activities



**Temporary suspension or final termination:** The temporary suspension of a student aims to give the student an opportunity to review his/her mistakes and rectify them within a period not exceeding one semester. However, the student will receive final termination from the college if the violation committed causes a threat to others or does harm to the public interest.

Violation	Disciplinary action
Fighting and all forms of physical violence	Suspension or termination
Sexual harassment	Suspension or termination
Defamation of others using social media	Suspension or termination
Theft	Suspension or termination
Bribery	Suspension or termination
Cheating	Suspension or termination
Insults and foul language	Suspension or termination
Dissemination of indecent material	Suspension or termination
Possession and use of intoxicating substances or narcotics or promoting them	Suspension or termination
Possession or use of any tool that can be classified as a weapon	Suspension or termination
Plagiarism	Suspension or termination
Breach of public morality	Suspension or termination
Forgery	Suspension or termination

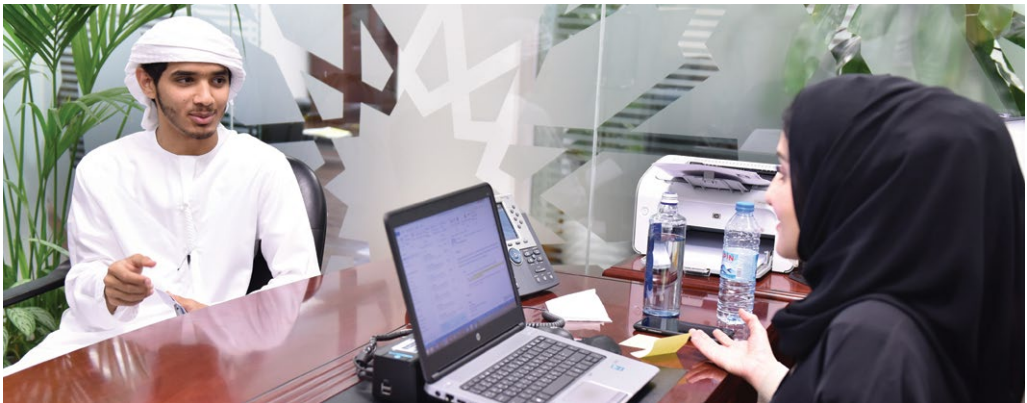
**HCT follows clear procedures in the investigation of disciplinary violations as follows:**

1. Notification of violation to the Student Services office (fill in form)
2. Attach supporting documents, if any
3. Student Services Supervisor to collect initial evidence and write summary of the incident
4. Student Services Supervisor to send initial report to the College Director
5. College Director to decide whether to form a committee to investigate the case
6. Committee to investigate the incident and make recommendations to the College Director
7. Student notified of the outcome of the investigation and the decision made
8. Student reminded of his/her right to appeal

## 9. STUDENT APPEALS

In cases involving behavioral disciplinary action, the student has the right to appeal in writing to the concerned official within ten working days of the date of notification of the decision to the student or guardian. In cases where the student makes an appeal, a neutral committee will be formed to conduct the necessary review and submit its report and recommendations in this regard within three working days.

Types of disciplinary actions	Appeal message to be sent to
A verbal notice or warning	NA
Written warning	College Director
Suspension or termination of privileges and activities	Executive Dean of Student Services
Temporary suspension	Deputy VC for Academic Affairs
Final termination	VC of the Higher Colleges of Technology
Decision to withdraw qualification	Chancellor of the Higher Colleges of Technology



## 10. MYHCT FEEDBACK SYSTEM



HCT has provided an online interface for HCT students to provide their feedback and receiving the response within 48 working hours. Your feedback is valuable to us at HCT and will help in improving our services, performance and productivity. We appreciate your feedback and will use it to evaluate changes and make improvements in our services. You can submit following types of feedbacks for various categories.

<b>Compliments</b>	If you are happy with the level of service or assistance we have provided you, please let us know. It helps us to know that we are delivering our services effectively. It also gives us with an opportunity to recognize our team members who provide high-quality service. Your compliments will be recorded and referred to the relevant staff and management.
<b>Suggestions</b>	We see suggestions, ideas, and comments as opportunities to continually enhance and improve our services to you. Your suggestions and comments are valuable to us and will be considered as part of our ongoing activities to improve our services.
<b>Complaints</b>	We are committed to providing services to the best of our abilities, but we understand that issues or problems may arise from time to time. If you have any problems, issues or complaints with the services we provide to you don't hesitate to share those with us. We can learn, improve and grow from your feedback.
<b>Inquiries</b>	We are eager to hear from you and assist with your inquiries. If you have any questions or doubts about the system or services please feel free to contact us. We are here to fully serve and guide you.

Alternatively you can also contact your college has a Student Services staff member who is trained to respond to your through face-to-face contact, by telephone or by email.

## 11. STUDENT PLEDGE TO UPHOLD THE HCT “METHAQ” STUDENT CODE OF CONDUCT

I hereby acknowledge that I have read and understood everything stated in the **Methaq” Student Code of Conduct** booklet and pledge to abide by all the provisions contained therein.

Student name:	
Signature:	
Guardians:	
Date:	

A copy of the signed acknowledgment is kept in the student’s file at the college’s Student Services Department.