كلّيـــات التقنيـــة العليـــا
HIGHER COLLEGES OF TECHNOLOGY

Student Handbook

2017-2018

HIGHER COLLEGES OF TECHNOLOGY

كلّيـــات التقنيـــة العليــا

Service to Society

Creativity & Innovation

Accountability

Community Spirit

Integrity

Respect

Excellence

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.

Student Handbook
Higher Colleges of Technology
2017-2018

Message from the Chancellor

As the Higher Colleges of Technology rapidly approaches its third decade of operation, the focus in this 2017-18 academic year must continue to be a strong commitment to providing our students with the highest quality, job-relevant, applied and technical education. This will enable us to nurture the next generation of work-ready graduates and allow us to maintain our mission to be the UAE's, and the region's, top-ranked higher education institution in this field.

The HCT is grateful to have the substantial support and patronage of our nation's leaders and we greatly appreciate their guidance and leadership which have helped the HCT to become a model of educational effectiveness and achievement; renowned for providing highly skilled and well-prepared graduates. This catalogue reflects the directives and initiatives of our nation's leadership, such as being aligned to the UAE Vision 2021, which seeks to strengthen the UAE's reputation as a knowledge society.

This catalogue provides an extensive list of programmes and courses offered by the HCT's core academic.

Divisions which cover a broad spectrum of industry-relevant fields of study which will appeal to many young Emiratis eager to pursue post-secondary studies. This publication also contains details of the various Foundations, General Studies and Emirati and Arabic courses which will greatly assist many HCT students as they pursue the next phase of their education.

This comprehensive guide is designed to assist every HCT student to gain the maximum benefit from their time at our campuses, experiencing a complete and holistic education. This information will enable the students to reach their full potential and ultimately make worthwhile contributions to the UAE and their respective workplaces and communities.

I extend to all HCT students undertaking studies my best wishes throughout this exciting year of learning, knowledge acquisition, experiences and achievements.

Mohammad Omran Al Shamsi
Chancellor, Higher Colleges of Technology

Message from the Vice Chancellor

I am pleased to introduce you to the Higher Colleges of Technology's comprehensive catalogue for the 2017-18 academic year, which will be a valuable aid for new and existing HCT students and their families, for faculty and staff members and for the broader community.

This complete catalogue fully details the programmes and courses in each of the Divisions being offered by HCT's colleges across the UAE, as well as providing our students with important dates and valuable information about the HCT's operational structures, policies, rules and regulations, its learning model and the services and resources it provides across all campuses.

The diversity of programmes offered in this catalogue indicates that the HCT is keeping pace with the needs of the United Arab Emirates' economy, by providing highly qualified and work-ready graduates. We must continue these endeavours to meet the requirements of society, and particularly employers, by offering the best quality, career-oriented academic and training programmes.

To achieve this we must ensure that all our courses are linked to industry needs and standards, no matter what the field, thus ensuring our students are receiving the appropriate experience in their field of choice so that they can seamlessly fit into the workplace.

As part of these processes the HCT is making steady progress with the CAA accreditation of its core academic disciplines, that will add to the various programmes which have been accredited from a number of prestigious international organisations.

We are also working closely with the National Qualification Authority (NQA) to ensure that all of HCT's academic programmes are aligned to the NQA's guidelines and the Emirates Qualification Framework (QF Emirates) so that we can provide our students with in-demand courses that will meet the needs of industry and employers. This will also lead to the international recognition of all qualifications delivered by the HCT.

At the HCT we are pleased to provide details of the many varied and exciting educational opportunities found in this catalogue, for all of our students to undertake throughout the UAE. I wish all HCT students, new and returning, great success in their studies throughout this year, as they strive for excellence in all that they undertake.

Dr. Abdullatif Al Shamsi
Vice Chancellor, Higher Colleges of Technology

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FOREWORD

Dear Student,

Congratulations on your admission to the Higher Colleges of Technology.

You should feel proud to be a student of the Higher Colleges of Technology. We are committed to ensuring that you are successful at the HCT, so we have produced this Student Handbook which explains what is expected of you as a student, what resources are available to you and how the system works.

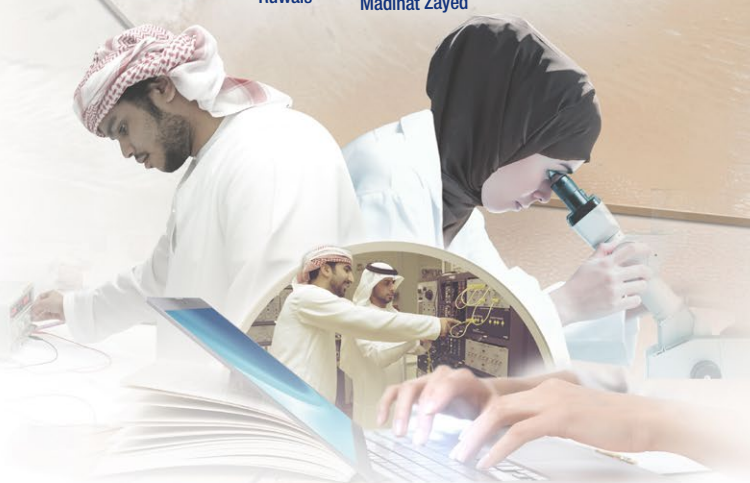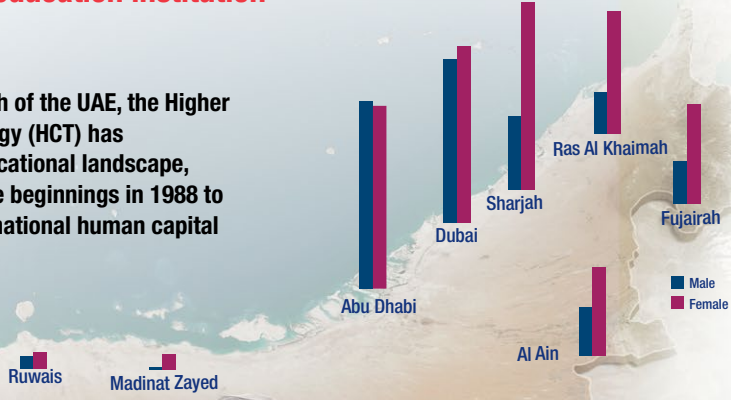Understanding what is expected of you will help you to be successful in your studies. Please read this book carefully and if you do not understand any part of these regulations, please speak to your Programme Chair or your teacher. You can also find more details on the rules and procedures on the student portal at http://portal.hct.ac.ae

Wishing you every success during your time at the Higher Colleges of Technology.

Higher Colleges of Technology
the UAE'S largest
applied higher education institution

Reflecting the growth of the UAE, the Higher Colleges of Technology (HCT) has transformed the educational landscape, starting from humble beginnings in 1988 to become the largest national human capital provider in the UAE

Ras Al Khaimah

Sharjah

Fujairah

Dubai

Abu Dhabi

■ Male
■ Female

Al Ain

Ruwais   Madinat Zayed

MALE **FEMALE**

23,473
STUDENTS

Largest student body in the UAE
with 43% market share

17
CAMPUSES

71
PROGRAMS

Throughout the nation
Workplace-focused courses

69,641
QUALIFICATIONS ISSUED

The largest alumni network
in the UAE

ABOUT HCT

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

His Excellency envisioned a system of the highest quality that would be used to educate Nationals for the professional and technical careers necessary in a rapidly developing society. In fulfillment of that vision, the Higher Colleges of Technology (HCT) was established in 1988 by Federal Law No 2 issued by the Late Sheikh Zayed bin Sultan Al Nahyan, may his soul rest in peace.

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

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

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

STUDENT SERVICES

From the time you are admitted into the HCT until the time you graduate, you will have access to a range of support services, facilities, and programmes at your campus. These are designed to help you attain personal growth and academic achievement. Services include providing you with academic information, academic advising, and personal and career counselling where needed. A range of co-curricular activities, extra-curricular activities, sport, health and wellness, and recreational facilities are also available. Financial aid and special needs services are offered to students who need assistance.

STUDENT WEB SERVICES

Internet and Student Email

You will have access to the Internet and email while at the HCT. Student Services staff will help you set up your username and password. It is your responsibility to keep your password secure and not misuse it. If you have lost or forgotten your password, please contact Student Services. Before you are given a password to access the Internet and your email account, you are required to sign the HCT Internet Access and Electronic Mail Policy form.

Users of the internet are governed by the HCT Internet Access and Electronic Mail Policy.

The HCT Website and Portal

The HCT website, www.hct.ac.ae, contains a wealth of useful information, including news items, links to the library, the academic calendar and more. You can also find the HCT Catalogue on the website. This has detailed information about your programme and the HCT's policies, procedures and requirements.

The HCT website also has a link to the HCT portal. You can access your email through the portal. You gain access to the portal with your username and password. This can be done using a computer inside the college, at home or anywhere with an Internet connection.

PERSONAL AND ACADEMIC INFORMATION
Personal Information

On admission you must provide the HCT with accurate information about your personal details, guardian and sponsor. Before the end of the second week in the first semester of admission, you must log into Student Self Service to confirm that the following details on record are accurate:

Personal information

- Full name
- Date of birth
- Gender
- National ID number
- Passport number
- Passport expiry date
- Marital status
- Mailing address
- Residence telephone number
- Emirates ID number

Guardian information

- Name of legal guardian
- Husband (for female students, if married)

Emergency contact information

- Name of person to contact in an emergency
- Address
- Telephone (residence) (office) (mobile)
- Relationship to you

Sponsor information (for sponsored students only)

- Name of sponsor (organisation)
- Name of immediate supervisor, position title
- Mailing address
- Telephone (office) (mobile)

Academic Information

You will receive academic information in written and electronic format at the start of and throughout the academic year. Academic information notices are posted in written or electronic format in the Student and Academic Services areas of every campus. Notifications are sent to your HCT student email address each semester.

While enrolled, your timetable, grades, and other information about your studies are provided to you on the Student Self Service. You can access the Student Self Service window on the portal.

Your username for Student Self Service is your student ID. Student Services will provide you with a password after admission. New students are invited to attend orientation and training to use the Student Self Service.

From Student Self Service, you can get the following information:

- Timetable
- Academic progress report
- Exam timetable
- Attendance record
- Student regulations and policies
- Methaq - Student Code of Conduct
- Programme information, course guide, and programme regulations
- Programme compliance information for graduation
- Student suggestions and complaints

Confidentiality and Consent to Release Personal and Academic Information

All information about you is treated as confidential while you are enrolled at the HCT. Your academic and personal information will not be released to anyone outside of the HCT without your written permission, with the exception of your legal guardian, the Ministry of Education and where required by law. On admission, and before the end of the second week of each semester, you are required to complete a Student Consent Form on Student Self Service to declare whether you give permission to the HCT to release your personal and academic information to parties other than your legal guardian. Note that you should discuss with your Student Services Supervisor the consequences if you wish to withhold consent.

LEARNING RESOURCES

Library

Your library is the place to go to read, study, work in groups, conduct research, and engage in other activities. At your library, you can watch a movie, learn to use new software and computer programmes, borrow books, e-books, magazines, DVDs, audio books and develop your learning and study skills.

Experienced and helpful staff in your library are there to help you with your research and learning needs. The library plays an important role in helping you to become a lifelong learner and addressing HCT's graduate outcomes - the skills you will acquire to prepare you to successfully enter the global job market. The HCT Library collection includes resources in a wide range of formats and subjects: books (paper, ebook, and audio books), newspaper and magazines (paper and electronic), and DVDs (documentaries and movies).

Your library welcomes you to come in, stay a while, and watch a movie, read the latest news, enjoy a good book or plug in your laptop and enjoy our wireless facilities. Printing, photocopying and scanning facilities are also available at your library.

HCT libraries are accessible online any time from any where. Check out your library at http://libraries.hct.ac.ae to access over 2 million e-books, 138,000 online journals and over 124 full text databases. As an HCT student, you can also request materials from other HCT campuses and through LIWA. LIWA is the unified catalogue for the libraries of the HCT, UAEU, and ZU. Check it out at www.liwa.ac.ae. Library staff can help you find the materials you need.

Independent Learning and Tutoring

Each college campus provides support for you to become an independent learner and to assist with your course work. A large selection of electronic resources are available in English, Mathematics, and programme-specific content. Specialised staff are available to provide personal assistance to enhance your learning.

E-Textbooks and Laboratory Materials

E-Textbooks and essential laboratory materials are provided by the Divisions, either free of charge, or for a fee as determined by the Chancellor. Students are expected to equip themselves with iPads, laptops and essential Apps required for classroom use. Instructional items provided by the college include:

- Essential e-Textbooks (students are required to pay for loss or replacement)
- Materials, equipment and tools required for laboratory and other practical instruction special clothing (e.g. uniforms, hard hats, protective boots, etc.) which become the property of the students to whom they are issued

COUNSELLING AND THE DETERMINED ONES

There are qualified and experienced Personal Counsellors & Career Counsellors available at your campus to help you if you have problems that interfere with your academic performance.

Personal Counselling

Your Personal Counsellor can help you find solutions to your problems and facilitate academic and personal growth with self-awareness, self-confidence, self-management, and interpersonal and life skills. Personal Counsellors are all qualified and experienced professionals who maintain confidentiality and yet help you overcome your challenges and focus on your holistic development.

MyHCT support for The Determined Ones

The HCT is committed to support The Determined students with their needs accommodation, to reach their full potential. If you have any special needs and/or specific learning needs and believe you require extra support, contact the College Counsellor or Student Services Supervisor as early as possible any time during the academic year and complete the online MyHCT The determined ones form for securing special accommodations. You will be required to provide the recent and relevant documentation of special needs from a qualified Medical Practitioner or other appropriate professional. You may mention the type of support that would be helpful for you and apply online. The support will be provided only after relevant approvals are received from authorities. You should follow up before the start of each semester to ensure the required support is available.

The information provided on the specific special needs of the student will be treated as confidential. In order to provide the special support necessary, limited information will be discussed with staff on a 'need-to-know' basis with the permission of the student.

Career Counsellors

Your Career Advisors can give you career information, advice and guidance to develop your academic and career goals. Your Career Advisors can also help you to find and apply for summer jobs, and jobs after you graduate.

Most colleges have a Career Centre and Career Adviser to help students in making career-related decisions, writing a resume, learning and practising job search techniques, working on interviewing skills, finding out about possible employment opportunities and identifying their own strengths.

The Employer on Campus program are held at your campus, where potential employers will be invited to meet students and inform them of job opportunities. Employment listings are posted at colleges to inform students of current positions available.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Throughout the year, the HCT offers a wide variety of physical, social and cultural activities. Make every effort to participate in these activities which are designed to supplement and complement your classroom work, enhance your HCT experience, and provide a healthy balance in your 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 Employer on Campus days. These events develop individual and group initiatives, teamwork and leadership skills. They provide students with the opportunity to apply the skills they have learned in their programmes and at the same time, support charitable causes and demonstrate academic achievements.

To view the HCT Calendar of main events and activities please visit http://events.hct.ac.ae/

STUDENT COUNCIL

The College Student Council is a student leadership group at each college which adheres to the Methaq Student Code of Conduct. The President of the College Student Council is elected by the student body in the campus. The College Student Council acts as a link between the students and campus management to improve student life. They plan and organise various activities and events throughout the year. All enrolled students are eligible to vote in the election of the President and other officials.

The College Student Council plans and implements a range of campus activities through regular meetings. College Student Council representatives of all the campuses also meet and elect a system-wide HCT Student Council. This Council represents the wider HCT student body nationally and internationally at educational institutions, conferences and student forums, advocates students' interests, participates in discussions of national and international issues related to students, and promotes communication between students and management.

If you are interested in joining any association or to become a member of your College Student Council, please contact your Student Services department.

STUDENT CLUBS

The HCT is committed to supporting student clubs to enhance the campus experience for students through their active participation in a wide variety of college activities. HCT campuses have several student clubs of various interests, sizes and purposes. Organizations range from sports clubs, theatre groups to cultural organizations and HCT Students Councils, and are an integral and active part of campus life. These groups provide students with a wealth of opportunities to develop and further enhance their leadership skills and interests.

FACILITIES

The HCT provides practical services and infrastructure at each campus, including parking on campus, a cafeteria, a Student Centre, study areas, prayer facilities, convenience and/or stationery stores, cash-point services, and ID provisions. Some areas of the campus are also monitored by CCTV cameras for safety and security. Lockers are available for the safe keeping of books and personal belongings. The campus is not responsible for lost items. Apply for your parking permit and locker on Student Self Service.

MYHCT FINANCIAL AID

HCT provides financial aid support to eligible, enrolled students facing financial challenges that might inhibit their ability to continue with academic studies.

Please fill the on-line form for MyHCT Finaincial Aid, providing all mandatory information and documents. Your campus Council and Financial Aid Committee meet twice in a semester to provide required support to financial aid students. The financial aid is provided in various forms as listed below:

- Cash aid
- Laptop provision
- College transportation
- Daily nutrition support
- HCT part time and summer employment
- Sartorial vouchers

Students who require assistance are encouraged to contact the college Student Services Department or College Counsellors for further details regarding financial aid.

myHCT
Student
Feedback
System
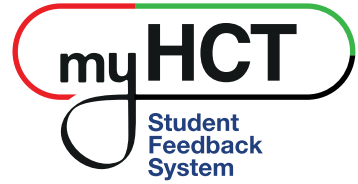
MYHCT FEEDBACK SYSTEM

HCT has provided an online interface for HCT students to provide feedback and receive a response within 48 working hours. Your feedback is valuable to us at HCT andwill 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.

Compliments

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.

Suggestions

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.

Complaints

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.

Inquiries

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.

AWARDS, BURSARIES AND SCHOLARSHIPS

Awards, bursaries and company scholarships are available to students who have achieved exceptional academic standards, and meet the specific application criteria required by sponsoring organisations. Through a range of awards, the HCT recognises outstanding achievements by students.

Graduation Awards

Students who graduate with Distinction, Distinction with Honours or Distinction with Highest Honours, provided they meet the following criteria in their programme or major canreceive the following awards:

TYPE OF AWARD	DESCRIPTION
Distinction	A Cumulative GPA between 3.50 and 3.74
Distinction with Honours	A Cumulative GPA between 3.75 and 4.00
Distinction with Highest Honours	The highest programme GPA system-wide, provided the programme GPA is between 3.75 and 4.00.

Awards & Scholarships

The HCT recognizes outstanding achievements by students through a range of awards, prizes and scholarships.

Chancellor's Awards

These awards are given to students who have made the most significant contribution to college life throughout the final academic year, while maintaining a grade point average (GPA) of 3.0 or above in each semester of their final academic year. One award is given in each of the academic programmes at every college.

Director's List

Students in good standing may be placed on the Director's List at the relevant campuses, which is published and maintained at the individual campuses. Students must achieve a GPA of 3.5 or above in order to be placed on the list. The minimum required credit hours vary with each programme and are detailed in the HCT Catalogue.

SAFETY

ThThe HCT provides a healthy and secure environment for the campus community and meets UAE Federal Labor Law Legal Requirement that specifies certain provisions for employees and students' safety and health care, stipulated under Article 91 to Article 101.

Accordingly, HCT is adhering to the following measures and procedures:

HCT provides all campus community with suitable protection against injuries which may occur at any moment, fire which may result from any malfunction such as short circuit. HCT is applying all precautionary measures specified by the Ministry of Labor.

a. Fire Prevention and Fighting

At each campus, detailed instructions related to fire prevention and fighting are displayed in each floor in a permanent and prominent place. Following the HCT Federal Labor Law Legal requirement, these instructions are in Arabic and English. Further, each campus has an emergency evacuation plan for its campus which is regularly tested. This evacuation plan is regularly tested by HCT facility Services Department.

b. Emergency Kits

As directed by the Ministry of Labor, at HCT, first aid kits containing medicines, bandages and other first aid material are available in a permanent and prominent place.

c. Cleanliness, ventilation, lighting, drinking water and bathrooms

At HCT, every place of work is kept clean and well ventilated, cleanliness is maintained through an outsourced top level facilities management company in the UAE. Also, all floors have adequate lighting, provided with water suitable for drinking, and bathrooms.

d. Medical Care

HCT provides all employee with medical care coverage up to the standard determined by the Ministry of Labor in consultation with the Ministry of Health through the best available third party administrator and health insurance company in the UAE.

e. Responsibility

Health and safety issues are the assigned responsibility of an appropriately trained campus administrator, policies and procedures relating to health, safety, and security are publicized in related documents, adhered to by all employees, and regularly evaluated by facility Department.

STANDARDS OF CONDUCT

The HCT wants you to get the most out of your time at the HCT, to be successful and contribute to the HCT's excellent reputation. You should be prepared to meet the high standards of the HCT and you should understand that by doing so you are helping to promote the HCT as a world leader in preparing students for employment. It is high standards such as these, as well as strong academic performances, that make employers welcome graduates of the Higher Colleges of Technology. The HCT has set out well-defined policies and procedures in the Methaq Student Code of Conduct to ensure these high standards continue. Severe penalties and action may be taken against you for a breach of these rules.

Please refer to Methaq for further detailed information at. http://www.hct.ac.ae/student-life/methaq-en

GRADUATION

To qualify for a Higher Colleges of Technology credential, you must successfully complete all of the requirements of your programme, such as minimum number of credits, required courses, work experience, English language assessments, and other requirements specific to your programme major. Also students are required to complete 100 hours of volunteering to be able to graduate.

The Graduation Eligibility Period is the period within which a student is eligible to graduate and to participate in the HCT official graduation ceremony. This period starts on the first day and ends on the last day of each academic year, including the optional summer session.

You will graduate from the college where you completed your programme. Your graduation ceremony will normally take place during the academic year following your graduation.

VOLUNTEERING PROGRAMME AT HCT

The Higher Colleges of Technology aims to incorporate 100 hours of voluntary work as a graduation requirement for all enrolled students which is aimed at supporting personal growth and behavioral maturity, including the enhancement of the national identity and social responsibility

The program is aligned to the UAE Government's vision to enhance citizenship of Emirati youth and to increase their involvement with community. The Volunteering Program will also enhance the social awareness among HCT students and lead them to undertake positive and effective roles in UAE society.

The voluntary work can be performed in a variety of ways that are designed to help others in the community. It will be made up of 25 hours in each of the four academic years. Volunteering hubs at your campus, formed by and driven by students can help you to achieve your targeted voluntarily hours in a timely manner.

More information is available in the HCT Volunteering Program Booklet at http://www.hct.ac.ae/student-life/volunteering-en

ACADEMIC POLICIES AND REGULATIONS

GRADING

Your performance in the courses you take will be reported in terms of the following grades. The Grade Point Average (GPA) is calculated at the end of every semester based on the grading system explained on the following pages. You will receive a final grade for a course only at the end of the semester.

Grade	Grade Points	Descriptor	Range
A A-	4 3.7	Achievement that is outstanding relative to the course and GPA requirements.	90 – 100 87 – 89
B+ B B-	3.3 3 2.7	Achievement that is significantly above the course and GPA requirements.	84 – 86 80 – 83 77 – 79
C+ C	2.3 2	Achievement that satisfactorily meets the course and GPA requirements.	74 – 76 70 – 73
C- D+ D	1.7 1.3 1	Achievement that minimally meets the course requirements but may not meet the GPA requirements.	67 – 69 64 – 66 60 – 63
F	0	Achievement that does not meet requirements.	0 – 59
grade*	N/A	A letter grade (A-F) followed by an asterisk is not computed in the GPA.	Uncalculated
P	N/A	Achievement that meets the course requirements, in courses graded pass/fail, but is not computed in the GPA.	Pass
FL	N/A	Achievement that does not meet course requirements, in courses with pass/fail grading mode.	Fail

Grade	Grade Points	Descriptor	Range
AU	N/A	A notation that indicates a course is taken without credit.	Audit
CC	N/A	A notation that indicates a course which is more than a semester in length, is continuing.	Continuing Course
CH	N/A	A grade that indicates a student has been granted credit.	Challenge
EL	N/A	A grade that indicates a student has been granted credit based on work or life experience, such as structured internships, volunteer work, travel, self-study, or training.	Experiential Learning
EX	N/A	A grade that indicates the student has been exempted from a course requirement on the basis of equivalent attainment other than transfer credit.	Exemption
I	N/A	A temporary grade that indicates the student has not completed all course requirements for medical reasons, or for extenuating personal circumstances such as bereavement.	Incomplete
IP	N/A	A notation that indicates the student is currently enrolled in the course.	In Progress
NG	N/A	A notation that indicates that no final grade will be recorded for the course.	Not Gradable
NS	N/A	A temporary notation that is assigned if the grade is not submitted by the last day of the semester.	Not Submitted
TR	N/A	A notation that indicates the student has been granted credit for equivalent courses at another accredited institution.	Transfer Credit
U	N/A	A notation that indicates the student did not meet all learning outcomes.	Unclassified
W	N/A	A notation that indicates the student has withdrawn during the time period allowed for withdrawal without penalty.	Withdrawal

GPA Calculation

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

Example

Course	Grade	Points		Credits	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 GPA

A course in which grades A,A-,B+,B,B-,C+,C,C-,D+,D, CH, EL, EX, or TR is received is counted towards programme compliance requirements.

- The grades of AU, CC, CH, EL, EX, I, IP, NG, NS, P, TR U and W are excluded from the GPA calculation.
- Any grade followed by an asterisk is not computed in the GPA calculation.
- WORK and PROJECT courses, and courses graded P/FL, are excluded from the GPA calculation.
- For repeated courses, only the highest course grade will be included in the programme Grade Point Average (GPA) calculation.

ACADEMIC STANDING

You must have a minimum Cumulative GPA of 2.0 to graduate from your programme.

At the end of each semester, an academic standing notation (Good Standing, Academic Warning, Academic Probation, or Academic Dismissal) will be placed on your academic record. These notations are permanent records and will not be removed. Full details of the Academic Standing Policy can be found at:

http://portal.hct.ac.ae/sites/pnp/cass/pages/lp208.aspx

Note: It is important to understand that the minimum Cumulative GPA of 2.0 for graduation may mean that you could pass all courses with D grades but not meet the graduation GPA requirement. If you receive a D grade in one or more courses in a semester, you may not have a high enough GPA for graduation. You should discuss the situation with your Programme Chair, who may arrange for you to repeat the course(s) where you received a D, to improve your programme GPA. If you are permitted to repeat, you may do so once only.

If you do not maintain a satisfactory rate of progress, you may be dismissed from your programme for academic reasons.

DURATION OF STUDY

For each programme there is a maximum time allowed for completion. If you do not complete the programme within the time allowed you will be subject to Academic Dismissal. Once you have enrolled in a programme (not including Foundations), you are allowed an additional four consecutive semesters above the full-time programme length, to complete your studies.

If you do not complete your programme within the allowed duration, in extenuating circumstances you may apply to your College Director for an extension. This must be done immediately following the end of the duration of study period. If you get an extension, it will be limited to no more than two consecutive semesters. No further extension is permitted.

WITHDRAWAL

If you wish to withdraw from the campus, you must apply for withdrawal at the Academic or Student Services offices and follow the procedure. If you wish to return to the campus, you must apply for re-enrolment which is subject to a place being available. The time when you withdraw from your course will affect your academic transcript. In exceptional cases, where the withdrawal is for medical or other special personal reasons, your campus Director may allow you to withdraw without penalty, and allow you to receive a W grade. Prior to withdrawal, you should discuss your withdrawal with the Programme Chair and get advice about how your withdrawal may affect you.

Full semester courses	Fall Semester 2017	Spring Semester 2018	Summer Semester One 2018	Summer Semester Two 2018
Last day to add a course	24 Aug. 2017	18 Jan 2018	28 May 2018	9 Jul 2018
Last day to drop a course with no course record shown on student's transcript.	24 Aug. 2017	18 Jan 2018	28 May 2018	9 Jul 2018
Last day to withdraw from a course without penalty.	28 Sep 2017	22 Feb 2018	7 Jun 2018	26 Jul 2018
A "W" grade will be awarded on student's transcript for the courses from which the student withdraws. The "W" grade will not affect student's GPA.				
Any withdrawal after will result in "F" grade being awarded on student's transcript				
*Less than full semester courses	Time period for withdrawal without penalty will be prorated in accordance with the Add/Drop policy.			

* These dates are subject to change and any changes to these dates will be announced on the HCT portal.

EXAMINATION PROCEDURES

Please read this section carefully and be sure you understand all the following rules. Please ask your academic adviser or the exam proctor if there is anything you do not understand.

Starting the Exam All exams will start on time. Students must be present 30 minutes before the exam starts, ensuring that they bring their HCT Student ID cards to access the examination room. Students who arrive late will not be allowed to take the assessment. Students who miss the exam will have to wait until the next time the exam is scheduled. Students who fail to show up after scheduled breaks will be required to re-sit both sections of the exam.

Leaving the Room

Students must spend at least 30 minutes in the examination room. Students who leave the room without permission will not be allowed to re-enter.

Students' Belongings

Students may use only the materials provided in the room. Nothing else, including telephones, may be brought into the examination rooms by students.

Talking

Talking is not allowed. All student work must be done in silence.

Questions

To get the attention of the proctor, students must raise their hands. Proctors will answer questions individually after the exam starts.
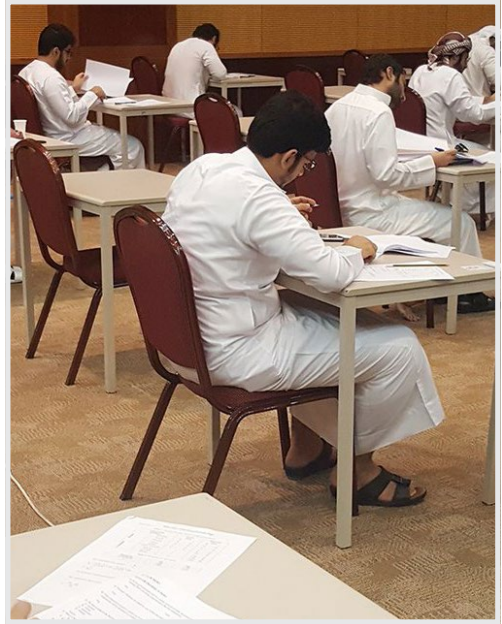
Cheating

Students accused of cheating will not be allowed to take additional exams and may be dismissed from the HCT (see Standards of Conduct: Disciplinary Measures).

Total Time Allowed

The proctor will explain the exact time limits of the exam. No extra time will be allowed after the exam has officially started. All students in the same programme at all colleges are given exactly the same amount of time to complete all exams.

Finishing the Exam

Students cannot take any exam materials out of the room. When the exam is finished the proctor will collect all materials, including scrap paper.

ENGLISH LANGUAGE STANDARDS

The HCT is an English-medium institution and all programmes at the HCT are delivered in English. You are required to meet specific English language standards in order to enter, progress or graduate from your programme.

English language standards are assessed using The Emirates Standardize Test (EmSAT). Specific programmes may have additional requirements, so please refer to the HCT Catalogue..

English Language Requirements

These are explained at: http://portal.hct.ac.ae/sites/pnp/cass/pages/lp237.aspx

ACCREDITATION AND BENCHMARKING

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

Higher education accreditation is the formal recognition by a recognised accrediting body that a university, college or school meets accepted standards in its educational programmes, curriculum, faculty, services and facilities. Institutional accreditation applies to an entire institution, while programme accreditation applies to a particular programme of study.

The HCT has campuses located in the

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

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

FLEXIBLE CAREER-ORIENTED PROGRAMS
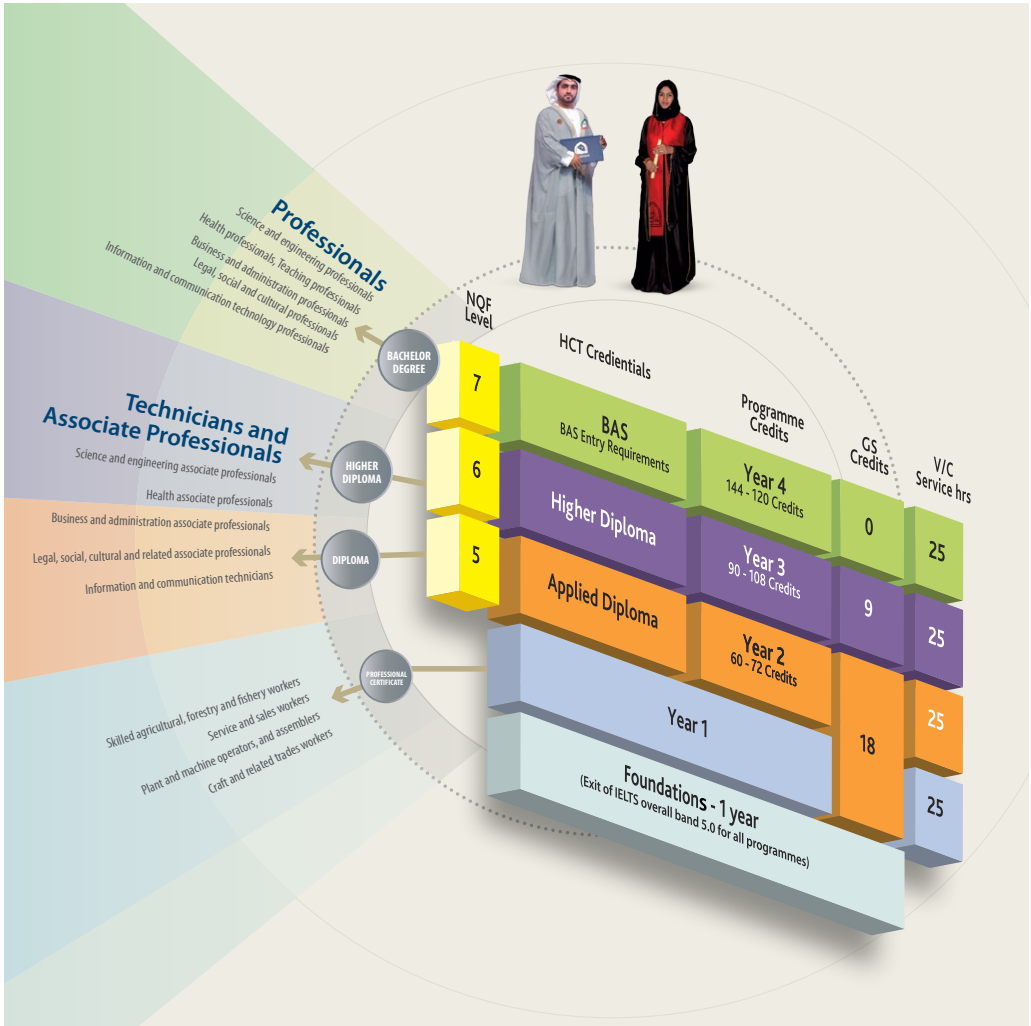
Multiple Pathways to Employment

HCT graduates awarded industry relevant credentials with employment exit flexibility at multiple levels

PROGRAMMES

APPLIED COMMUNICATIONS

BUSINESS

COMPUTER INFORMATION SCIENCE

EDUCATION

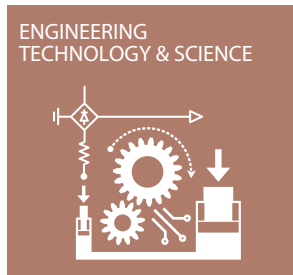**ENGINEERING TECHNOLOGY & SCIENCE**

HEALTH SCIENCES
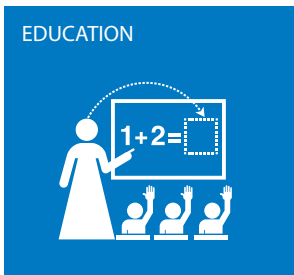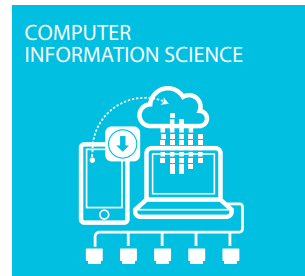
The HCT's extensive range of innovative and workplace-relevant programmes mix theory with practice in a hands-on,experiential learning environment, and are developed in consultation with leading UAE corporate and governmental employers.

All HCT programmes and courses are delivered in English and are regularly reviewed to ensure they are at the cutting edge of industry standards and technological change. HCT offers a wide range of Diploma and Bachelor programmes. Each of the core academic Divisions is led by an Executive Dean, who brings to the position a wide range of educational and managerial skills and expertise to ensure the programmes are operating at optimal levels. Students may be required to complete a Foundations year prior to entering their chosen programme major. The academic programmes are listed on the following diagram.

84 CHOICES OF PROGRAMS IN 2017

B BACHELOR
4 Years
51 concentrations

H HIGHER DIPLOMA
3 Years
19 choices

D DIPLOMA
2 Years
14 choices

APPLIED COMMUNICATIONS

	B	H	D
APPLIED MEDIA		H	
APPLIED MEDIA - CORPORATE COMMUNICATIONS	B		
APPLIED MEDIA - VIDEO PRODUCTION	B		
APPLIED MEDIA - GRAPHICS DESIGN	B		

BUSINESS

	B	H	D
ACCOUNTING	B	H	
ACCOUNTING (RISK MANAGEMENT)	B		
FINANCE & BANKING	B	H	
FINANCE & BANKING (ISLAMIC FINANCE)	B		
FINANCE & BANKING (INSURANCE)	B		
FINANCE & BANKING (STOCK MARKET)	B		
QUALITY MANAGEMENT	B	H	
QUALITY MANAGEMENT (LEAN MANAGEMENT)	B		
HUMAN RESOURCES	B	H	
HUMAN RESOURCES (TALENT MANAGEMENT)	B		
BUSINESS ANALYTICS	B	H	
BUSINESS ANALYTICS (BIG DATA MANAGEMENT)	B		
INTERNATIONAL BUSINESS	B	H	
INTERNATIONAL BUSINESS (GLOBAL TRADE)	B		
ENTREPRENEURSHIP	B	H	
ENTREPRENEURSHIP (INNOVATION)	B		
SUPPLY CHAIN MANAGEMENT	B	H	
SUPPLY CHAIN MANAGEMENT (PROCUREMENT)	B		

COMPUTER INFORMATION SCIENCE

	B	H	D
INFORMATION TECHNOLOGY (APPLICATION DEVELOPMENT)	B	H	
INFORMATION TECHNOLOGY (NETWORKING)	B	H	
INFORMATION TECHNOLOGY (SECURITY & FORENSICS)	B	H	
INFORMATION TECHNOLOGY (INTERACTIVE MULTIMEDIA)	B	H	
INFORMATION SYSTEMS (BUSINESS SOLUTIONS)	B	H	

EDUCATION

	B	H	D
EDUCATION	B		D
EDUCATION - EARLY CHILDHOOD EDUCATION	B		
EDUCATION - ENGLISH LANGUAGE TEACHING	B		
EDUCATION - PRIMARY EDUCATION	B		
EDUCATION - SCIENCE	B		
EDUCATION - MATH	B		

HEALTH SCIENCES

	B	H	D
NURSING	B		
SOCIALWORK	B		
PARAMEDICS	B	H	D
MEDICAL LAB TECHNOLOGY	B	H	
PHARMACY	B	H	
MEDICAL IMAGING TECHNOLOGY	B	H	
HEALTH INFORMATION MANAGEMENT	B	H	
VETERINARY SCIENCE	B		
DENTAL ASSISTANT			D

ENGINEERING TECHNOLOGY & SCIENCE

	B	H	D
AERONAUTICAL ENGINEERING TECHNOLOGY	B		D
AERONAUTICAL ENGINEERING TECHNOLOGY (STRUCTURES & DESIGN)	B		
AERONAUTICAL ENGINEERING TECHNOLOGY (STABILITY & CONTROL)	B		
AERONAUTICAL ENGINEERING TECHNOLOGY (PROPULSION SYSTEMS)	B		
AVIATION ENGINEERING TECHNOLOGY	B		
AVIATION ENGINEERING TECHNOLOGY (AIRFRAME AND AERO-ENGINES)	B		
AVIATION ENGINEERING TECHNOLOGY (AVIONICS)	B		
CHEMICAL ENGINEERING TECHNOLOGY	B		D
CIVIL ENGINEERING TECHNOLOGY	B		D
CIVIL ENGINEERING TECHNOLOGY (STRUCTURES)	B		
CIVIL ENGINEERING TECHNOLOGY (WATER & ENVIRONMENT)	B		
CIVIL ENGINEERING TECHNOLOGY (TRANSPORTATION)	B		
ELECTRICAL ENGINEERING TECHNOLOGY	B		D
ELECTRICAL ENGINEERING TECHNOLOGY (POWER)	B		
ELECTRICAL ENGINEERING TECHNOLOGY (ELECTRONICS)	B		
ELECTRICAL ENGINEERING TECHNOLOGY (COMMUNICATION)	B		
ELECTRICAL ENGINEERING TECHNOLOGY (CONTROL SYSTEMS)	B		
INDUSTRIAL ENGINEERING TECHNOLOGY	B		D
INDUSTRIAL ENGINEERING TECHNOLOGY (MANUFACTURING & SUPPLY CHAIN SYSTEMS)	B		
INDUSTRIAL ENGINEERING TECHNOLOGY (LOGISTICS & TRANSPORTATION SYSTEMS)	B		
LOGISTICS ENGINEERING	B		D
MARITIME ENGINEERING TECHNOLOGY	B		
MARITIME ENGINEERING TECHNOLOGY (NAVAL ARCHITECTURE)	B		
MECHANICAL ENGINEERING TECHNOLOGY	B		D
MECHANICAL ENGINEERING TECHNOLOGY (ENERGY & POWER)	B		
MECHANICAL ENGINEERING TECHNOLOGY (DESIGN & MANUFACTURING)	B		
MECHANICAL ENGINEERING TECHNOLOGY (DYNAMICS & CONTROL)	B		
MECHATRONIC ENGINEERING TECHNOLOGY	B		D
MECHATRONIC ENGINEERING TECHNOLOGY (ROBOTICS)	B		
MECHATRONIC ENGINEERING TECHNOLOGY (INDUSTRIAL AUTOMATION)	B		

Employment-focused, Community-driven Programs

HCT students have the flexibility to choose from several industry-relevant qualifications, coupled with multiple exit points

HCT ACADEMIC CALENDAR 2017-2018

This calendar notes important dates throughout the HCT academic year. The HCT year is divided into two main semesters - Fall and Spring, There is also a third optional summer session.

The calendar contains the final date by which you can add or drop a course, which is the end of the third week of the semester. You need to be sure that you make these changes during the add/drop period otherwise you might be penalised. The dates for withdrawal without penalty are provided in the following academic calendar..

To see the complete Academic Calendar, please go to: http://www.hct.ac.ae/academic-calendar

Fall 2017 (Semester 1, 201710)	
Sun 13 Aug, 2017	Faculty return
Mon 14 Aug – Wed 16 Aug 2017	New students' orientation and placement exams
Sun 20 Aug, 2017	Classes begin
Thu 7 Dec, 2017	Last day of classes
Sat 9 Dec to Sat 16 Dec, 2017	Final Exams – Semester 1
Sun 17 Dec, 2017 to Thu 4 Jan, 2018	Winter break for students
Wed 20 Dec, 2017 to Tues 2 Jan, 2018	Winter break for faculty
Spring 2018 (Semester 2, 201720)	
Wed 3 Jan, 2018	Faculty return
Thu 4 Jan, 2018	New students' orientation and placement exams
Sun 7 Jan, 2018	Classes begin
Sun 25 Mar to Thu 5 Apr, 2018	Spring break for students
Sun 25 Mar to Thu 29 Mar, 2018	Spring break for faculty
Sun 1 Apr, 2018	Faculty return
Sun 8 Apr, 2018	Students return from Spring break
Sun 6 May, 2018	Last day of classes
Mon 7 May to Mon 14 May, 2018	Final Exams – Semester 2

Summer I – 2018 (201730)	
Sun 20 May, 2018	Classes begin
Mon 25 Jun, 2018	Last day of classes
Tues 26 Jun & Wed 27 Jun, 2018	Final exams – Summer I
Sun 1 July to Thu 9 Aug, 2018	Summer break for faculty
Summer II – 2018 (201731)	
Sun 1 Jul 2018	Classes begin
Thu 2 Aug 2018	Last day of classes
Sun 5 Aug & Mon. 6 Aug, 2018	Final exams – Summer II
Fall 2018 (Semester 1, 201810)	
Sun 12 Aug, 2018	Faculty return
Sun 26 Aug, 2018	Classes begin

All Faculty are on Duty for either Summer Semester 1 or Summer Semester II

Religious and Public Holidays**	
Arafat Day	Thu 31 Aug, 2017
Eid al-Adha	Fri 1 Sep – Sun 3 Sep, 2017
Islamic New Year	Fri 22 Sep, 2017
Commemoration Day	Thu 30 Nov, 2017
Prophet's Birthday	Thu 30 Nov, 2017
National Day	Sat 2 Dec & Sun 3 Dec, 2017
Isra Wal Miraj	Fri 13 Apr, 2018

**Religious holidays are subject to confirmation

Notes on Academic Calendar

The HCT will offically announce closure on a Religious and/or Public holiday to students and staff.

Ramadan and Religious Holidays are based on the official Hijra Calendar from the Ministry of Justice & Islamic Affairs subject to confirmation.

HCT CONTACT DETAILS

HCT Campuses	Tel. Number	Fax Number	P.O.Box
Abu Dhabi Men's Campus	(02) 206 2444	(02) 445 1571	25035
Abu Dhabi Women's Campus	(02) 206 2111	(02) 641 3456	41012
Al Ain Men's Campus	(02) 206 3222	(03) 782 0099	17155
Al Ain Women's Campus	(02) 206 3111	(03) 782 0066	17258
Dubai Men's Campus	(02) 206 4222	(04) 326 0303	15825
Dubai Women's Campus	(02) 206 4111	(04) 267 3939	16062
Fujairah Men's Campus	(02) 206 9222	(09) 222 2113	4114
Fujairah Women's Campus	(02) 206 9111	(09) 228 1313	1626
Madinat Zayed Campuses	(02) 206 2555	(02) 884 9081	58855
Ras Al Khaimah Men's Campus	(02) 206 7222	(07) 221 1611	4793
Ras Al Khaimah Women's Campus	(02) 206 7111	(07) 221 0660	4792
Ruwais Campuses	(02) 206 2666	(02) 877 8158	58855
Sharjah Men's Campus	(02) 206 6222	(06) 558 5252	7946
Sharjah Women's Campus	(02) 206 6111	(06) 558 5353	7947

ADMISSIONS	GENERAL INQUIRIES
Registrar PO Box 32092 Abu Dhabi, UAE Email: HCT.admission@hct.ac.ae	Central Services PO Box 25026 Abu Dhabi, UAE Tel: +971 2 206 6666 Fax: +971 2 681 5833

WHERE TO FIND FURTHER INFORMATION

ASK ABOUT	CONTACT POINT
Academic Advice	Academic Adviser, Programme Chair and Academic Services and Advising
Activities	Student Services Office
Address Change	Student Self Service Portal
Authorisation ID card	Student Services Office
Campus Information	College Reception
Career Services	Career Advisor; Programme Chair
Complaints, Academic	Programme Chair or Suggestion and Complaint on Portal
Complaints, Student Life	Student Service office or Suggestions and Complaints portal
Computing	Campus IT Services
Counselling	Student Services Office
Special Needs Services	Student Services Office
Disciplinary Matters	Academic Services and Advising Office
Events	Student Services Office
Field trips	Programme Chair
Financial Aid	Student Services Office
Grades / Transcripts	Student Self Service Window / Academic
Healthcare	Nurse / Student Services Office
Lost & Found	Student Services Office
Lost ID card	Student Services Office
Parking	Student Services Office
Sports Information	Student Services Office
Student Publications	Community Relations Officer
Study Abroad	Academic Services Office; Programme Chair
Tutoring	Academic Services Office; Programme Chair
Withdrawal from Course / Campus	Academic Services Office
Work Experience	Work Experience Coordinator