



كليات التقنية العليا
HIGHER COLLEGES OF TECHNOLOGY

OVERVIEW OF THE HCT

Overview of the HCT

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

His Excellency envisioned a system of the highest quality that would be used to educate Nationals for the professional and technical careers necessary in a rapidly developing society.

In fulfillment of that vision, the Higher Colleges of Technology (HCT) was established in 1988 by Federal Law No 2 issued by the Late Sheikh Zayed bin Sultan Al Nahyan, may his soul rest in peace.

Today, the system of the HCT is the largest higher educational institution in the United Arab Emirates with the current enrollment exceeding 22,000 students.

The sixteen HCT men's and women's campuses offer an impressive range of instructional programs in the fields of Applied Media, Business, Computer Information Science, Engineering Technology and Science, Education, General Studies, Health Sciences and Military and Security with all HCT programs being delivered in English, excepting courses in Arabic and Emirati Studies.

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

Profile

Enrollment	22,037 students
Campuses	16
Academic & Supporting Departments	8
Graduates	53,083
Credentials	76,384

Our Vision

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

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.

Values

Creativity & Innovation, Accountability, Integrity, Excellence, Respect, Community Spirit, Service to Society.

Strategic Pillars

- **Technical Leaders:** HCT is the preferred choice for employers in high growth economic sectors seeking competent & skilled leaders in their technical specializations
- **No Emirati Left Behind:** HCT is an all Inclusive higher education provider offering Learning Opportunities for all Emiratis
- **Graduate Companies:** HCT is the hub of choice for student entrepreneurs and investors to connect, innovate, incubate, and venture

HCT Institutional Strengths

HCT's institutional strengths that differentiate it from other higher educational institutions in the UAE are:

- **commitment to educational access** - HCT is an access institution for the UAE built upon twenty-five years of producing high quality Emirati graduates who are prepared to enter the workforce and contribute to economic development and UAE society;
- **practical application of knowledge** - HCT is a national resource for connecting the practical application of knowledge to workforce needs and applications. This is the cornerstone of the HCT learning model and its educational philosophy;
- **the quality of our faculty and learning environment** - HCT faculty possess both academic qualifications and professional experience which combined with the HCT's state of the art teaching and learning resources, technologies and facilities provide students with a high class educational experience. The quality and high employment rate of its graduates are reflective of the quality of the faculty and the learning environment;
- **program accreditation** - HCT programs are internationally accredited by professional accrediting agencies;
- **linkages with business and the community** - HCT programs are continually aligned with the changing and emerging needs of business and industry; and are supported by state-of-the-art technologies. HCT campuses are also cultural and community centers that contribute to local culture, history and Emirati heritage;
- **graduate employment** - HCT's most consistent effectiveness measure is the high employment rate of its graduates who are in strong demand by employers across the UAE.

Governance and Organization

Governance

The Higher Colleges of Technology (HCT) constitute a federal independent academic corporate body for higher education established under Federal law no. 2 of 1988 and later reorganized under Federal law no. 17 of 1998. HCT confers degrees at the Bachelor, Higher Diploma and Diploma levels. The HCT operates as a system of 16 campuses for male and female students in urban and rural locations in five emirates. The headquarters are located in the city of Abu Dhabi.

The HCT is governed by a Board of Trustees which includes the Chancellor, H.E. Nasser Thani AlHamli, the President & CEO, Dr Abdullatif Al Shamsi, and other qualified and experienced members from various sectors in the UAE appointed by the Cabinet on the recommendation of the Chancellor. The Chancellor is Chair of the Board of Trustees and the legal representative of the System and is responsible for carrying out the decisions of the Board of Trustees. The President is the Chief Executive Officer and is responsible for the management of the HCT and the implementation of its regulations and resolutions. In addition, the President is responsible for developing an institutional culture of innovation as well as enhancing HCT's organisational performance.

Organisation

The HCT organisation includes a central administration with three main divisions, namely:

1. Strategy & Future led by the Vice President Strategy & Future,
2. Academics led by the Chief Academic Officer, and
3. Operations led by the Chief Operating Officer.

Academic Affairs

The Academic Affairs division headed by the Vice President Academic Affairs manages a number of key institutional roles. It provides academic leadership, academic policy and planning guidance, coordination and evaluation of instructional programs and processes, academic standards and assessment, and learning resources in support of the implementation of academic programs. It is also responsible for developing the research plan for HCT and for managing and monitoring faculty members' activities and building their research capabilities.

The Academic Affairs Division contains six academic faculty

divisions and one academic support division:

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

The Faculty Executive Deans provide academic leadership to ensure the quality of teaching, learning, evaluation and assessment. They manage academic resources to support all HCT campuses, and maintain and enhance the HCT's learner-centered environment.

Program Accreditation

The program accreditation division headed by the Program Accreditation Dean who assures the HCT programs complies with and maintains accredited status nationally and internationally. The Deanship also oversees the accreditation of new academic programs, continuous improvement to established programs, and external reviews. Institutional accreditation also falls under the remit of the Deanship.

Programs and Curriculum

The Programs and Curriculum Deanship is headed by the Programs & Curriculum Executive Dean and is responsible for ensuring quality in program development, undertaking periodic curriculum reviews and ensuring that they are in accordance with HCT policies and procedures. The Deanship also introduces systematic and standardized procedures for all type of program changes and oversees the change process ensuring compliance and synchronization with the Curriculum Management System (CMS) and Student Information System (SIS).

Industry Sponsored Programs

HCT is dedicated to the delivery of industry sponsored courses and programs to UAE nationals, offering Diploma, Higher Diploma and Bachelor degree credentials aimed at developing the workforce in a constantly changing environment. The objective is to serve the wider community of UAE nationals and expatriates by providing them with high caliber continuing education and to contribute to the

development of the country's workforce, ensuring individual and economic growth and sustainability.

Faculty Affairs and Scholar Activities

This division headed by the Faculty Affairs & Scholar Activities Dean is committed to supporting an active research community at HCT. The Deanship provides leadership in devising, implementing and monitoring the system-wide applied research agenda, thereby developing innovative research approaches towards building partnerships with industry and communities.

Education Technologies Division

The Education Technologies Division headed by the Vice President Education Technologies oversees three key areas: Digital Technologies, Knowledge Management and Intelligent Learning Systems. The Division is responsible for the sustainable provision of core Education Technologies services across all HCT campuses, in order to support academic research, teaching and learning and administrative services.

Key responsibilities include:

- Provide all faculty, staff, and students with needed connectivity and applications
- Provide appropriate technologies to support classroom-based, online, and blended teaching & learning
- Provide 24/7 access to library e-resources
- Promote the adoption and support the effective use of educational technologies to enhance student learning
- Support faculty to design and develop engaging learning experiences and effective digital interactive content
- Support professional development workshops and programs for faculty
- Develop, maintain and support Digital Applications
- Provide platform and tools for knowledge sharing and collaboration
- Provision of data and analysis services for better student outcomes
- Ensure implementation and smooth operations of state-of-the-art integrated digital applications and support business process automation
- Ensure that availability & capacity of digital technologies service assets align with business needs, UAE regulations and international standards
- Ensure all faculty, staff and students have access to

support and services 24/7

The Education Technologies Division works closely with the Faculty Executive Deans to support the HADEF initiative to develop the skills and knowledge of new HCT Emirati faculty. In addition, the department supports the institutional Learning Management and Course Management Systems, the use of eTextbooks in all academic programmes, and undertakes a variety of initiatives to improve the student learning experience.

Campus Operations

Each campus is headed by an Executive Director who is responsible for providing leadership to his/her campus within the HCT system. The Campus Executive Director is responsible for operations management at HCT campuses which includes student life, student support services, facilities and community relations.

Student Affairs

Student Affairs is responsible for directing, managing and overseeing student life activities across campuses with the aim of providing students with the best environment for success, while maintaining consistency across campuses.

Campus Academic Operations (CAO)

Campus Academic Operations undertake, manage and oversee all facets of academic operations required for the delivery of academic programs and curricula at a campus in order to deliver a quality learning experience for students. This Office has direct oversight of academic services and advising.

Campus Support

Campus Support is responsible for directing the planning, development and implementation of all non-academic support services at the campus related to student life.

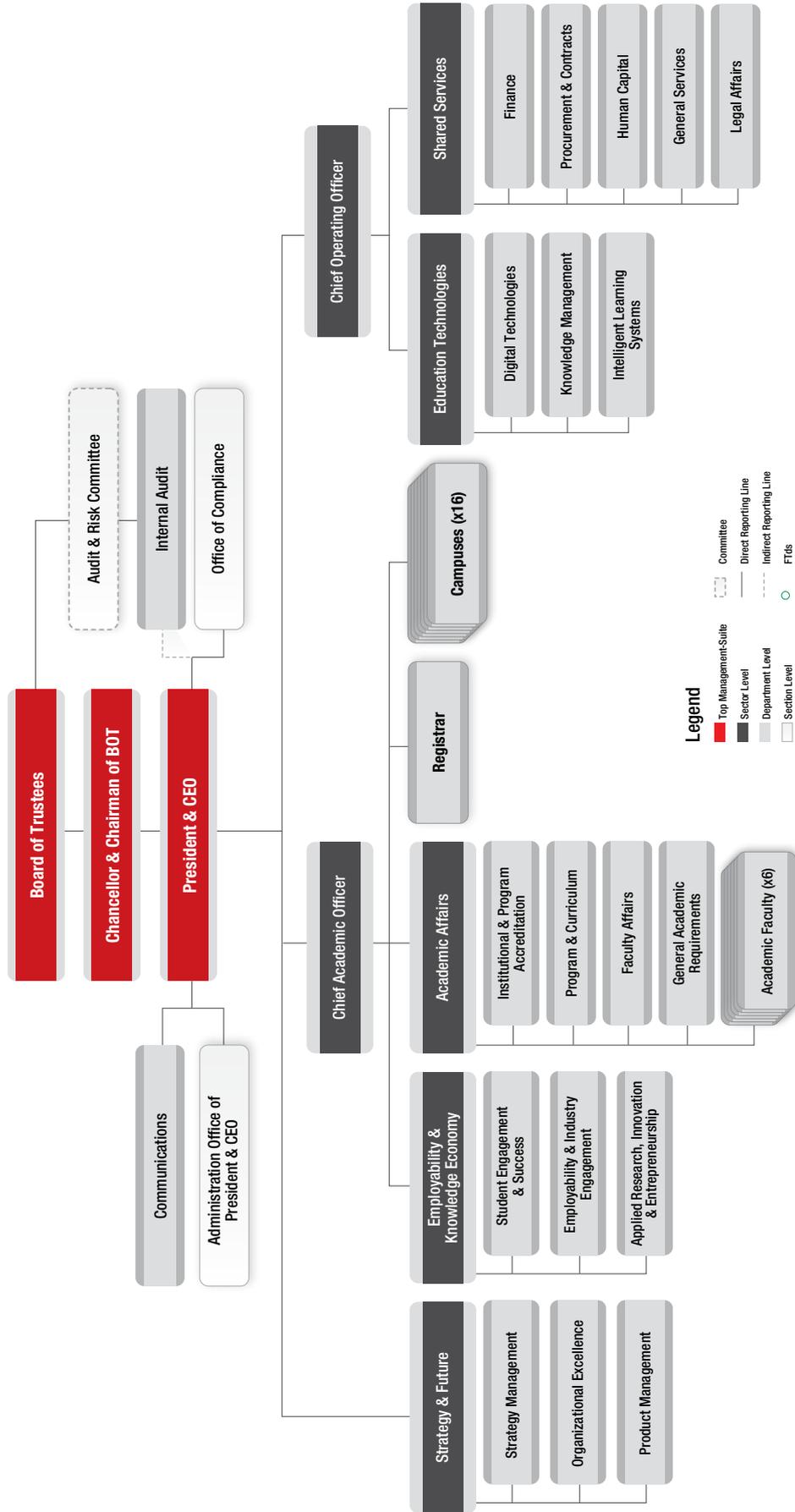
Strategy & Future Division

The Strategy and Future Division headed by the Vice President Strategy and Future comprises of three main areas including (1) Strategy Management, (2) Product Management, and (3) Organizational Excellence. Within the Strategy and Future function, the division is responsible for facilitating the formulation of HCT strategic and operational plans that are robust and future proof, ensuring strategic alignment at all levels, monitoring and reporting institutional performance, managing institutional risks, conducting institutional research, managing system wide strategic initiatives and international relations with peer applied educational institutions globally. When it comes to Product Management role, the

division targets to manage the creation of outputs from any knowledge intensive organisation. This includes creating the discipline and approach for turning activities into products, providing the expertise to support productization across the organization, and ensuring the appropriate funding and commercialization structures are in place (IP, governance, faculty and student ownership rights) to optimize on good ideas. With the above in place, the division strives to ensure the organization grows and develops in excellence in terms of Strategy Management, Quality Management and Organizational Excellence. Hence the division is also responsible for promoting a culture of governmental excellence and encouraging a systematic approach for service improvements and providing a basis for measuring future improvements to meet national and international requirements. The division also encourages the adoption, application and continuous monitoring and update of HCT policies, processes, procedures, and service level agreements.



HCT High Level Organization Structure



Higher Colleges of Technology Campus and Faculty Contacts

HCT has campuses throughout the UAE. Each campus has a Campus Director who is responsible for community relations and creating an effective learning environment at the local community level. In addition, each Faculty has an Executive Dean who is responsible for the academic integrity, quality and delivery of the programs under their leadership. The contact information for each is provided below:

HCT Campus	Founded	Director	Telephone	PO Box
Al Ain Men's	1988	Ms Hamsa Al Ammari	02-206-3222	17155
Al Ain Women's	1988	Ms Hamsa Al Ammari	02-206-3111	17258
Abu Dhabi Men's	1988	Dr. Aisha Abushelaibi	02-206-2444	25035
Abu Dhabi Women's	1995	Dr. Aisha Abushelaibi	02-206-2111	41012
Dubai Men's	1989	Dr. Hashim Alzaabi	02-206-4222	15825
Dubai Women's	1989	Dr. Hashim Alzaabi	02-206-4111	16062
Fujairah Men's	1989	Dr. Khaled Alhammadi	02-206-9222	4114
Fujairah Women's	2004	Dr. Khaled Alhammadi	02-206-9111	1626
Madinat Zayed Men's	2006	Mr. Taleb Alhebsi (Acting)	02-206-2555	58855
Madinat Zayed Women's	2006	Mr. Taleb Alhebsi (Acting)	02-206-2555	58855
Ras Al Khaimah Men's	1999	Dr. Yahya Al Ansaari	02-206-7222	4793
Ras Al Khaimah Women's	1993	Dr. Yahya Al Ansaari	02-206-7111	4792
Ruwais Men's	2007	Mr. Taleb Alhebsi (Acting)	02-206-2666	12389
Ruwais Women's	2007	Mr. Taleb Alhebsi (Acting)	02-206-2666	12389
Sharjah Men's	1993	Dr. Abdulla Al Suwajji	02-206-6222	7946
Sharjah Women's	1998	Dr. Abdulla Al Suwajji	02-206-6111	7947

HCT Academic Faculties	Executive Dean	Associate Executive Dean
Business	Dr. Ayesha Abdulla	Dr. Wiktor Patena
Computer Information Science and Applied Media		Dr. Nasser Nassiri Dr. Tina Gates
Education	Dr. Phil Quirke	Dr. Priti Verma
Engineering Technology and Science	Dr. Mohammad Aljarrah	
Health Sciences	Dr. Nezam Alnsair	
Military and Security	Dr. Hashim Alzaabi	

HCT Academic Support	Name	Title
Education Technologies	Dr. Jihad Moheidat	VP Education Technologies
Student Engagement & Success	Dr. Ahmed AlMulla	Student Engagement and Success Director
Employability & Industry Engagement	Eng. Abdu Rahman Al Jahoushi	Employability and Industry Engagement Director
Registry	Dr. Sameh Ghwanmeh	Registrar Director
General Academic Requirements	Mr. Rami Hamdan	GARD Director

Accreditation

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

The HCT has campuses located in the Emirates of Abu Dhabi, Dubai, Sharjah, Ras Al Khaimah, and Fujairah and has been licensed by the Commission for Academic Accreditation (CAA) of the Ministry of Education, United Arab Emirates to award degrees/qualifications in higher education.

In addition, a number of HCT programs are accredited by reputable international organizations such as ABET-ETAC, ACBSP, recognized by the Council for Higher Education Accreditation (CHEA) USA. A further number are accredited by internationally-recognized organizations from Australia, Canada, and the United Kingdom.

Please note that the previously-offered programs are being phased out and replaced by the new range of programs. The new programs have been submitted to the UAE's Commission for Academic Accreditation (CAA) for national accreditation. Most of these programs have been granted accreditation from the CAA, with a few remaining programs at the final stages of the approval process. Moreover, several new programs have already received international accreditation from globally renowned bodies including ABET-ETAC (Engineering Technology & Science), ACBSP (Business), CIPS (Computer Information Science) and HIMAA (Health Information Management Association of Australia).

Academic Framework

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

Course Credit Definition

HCT course credit units are granted in recognition that a course of study has been successfully completed as per the requirements of the relevant course outline.

The number of credit units assigned to each course is based on the amount of time that students are expected to spend under supervised delivery as well as independent study of the content in order to achieve learning outcomes.

The set number of credits for each course is specified in the course catalog. Most courses are one semester long which, if completed with a passing grade, carry the number of course credit units as specified.

Graduation Requirements

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

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

Disclaimer: Course information, content and prerequisites may be subject to change as a result of the HCT's commitment to a process of continual improvement in academic programs.

Students must comply with the most up-to-date course requirements

Passing Grade Requirement

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

General Studies Requirements

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

Bachelor Degree

To earn a Bachelor Degree from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0 in the overall baccalaureate coursework.
2. Complete at least 120 credit units including:
 - a. 33 credits of General Studies courses in specified areas;
 - b. a minimum of 60 units in a program major.
3. Complete all required courses for a program major.

Higher Diploma Exit Option

To earn a Higher Diploma from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0
2. Complete at least 90 credit units including:
 - a. required General Studies courses;
 - b. required core and elective units within a program major.
3. Complete all required courses for a program major.

Diploma Exit Option

To earn a Diploma from the HCT, a student must:

1. Have a minimum cumulative GPA of 2.0
2. Complete at least 60 credit units including:
 - a. required General Studies courses;
 - b. required core and elective units within a program major.
3. Complete all required courses for a program major.

* One credit Unit equals not less than 15 hours per semester.

Level	Generic Nomenclature	Principal Qualification titles used in the QF Emirates (each with its own profile)		
		Vocational Education and Training (VET)	Higher Education (HE)	General Education (G 12 – GE)
10	Doctoral Degree	—	Doctoral	—
9	Master Degree	Applied Master	Master	—
8	Graduate Diploma	Applied Graduate Diploma	Postgraduate Diploma	—
7	Bachelor Degree	Applied Bachelor	Bachelor	—
6	Diploma	Advanced Diploma	Higher Diploma	—
5	Diploma / Associate Degree	Diploma	Associate Degree	—
4	Certificate	Certificate 4	—	Secondary School Certificate (G 12)
3	Certificate	Certificate 3	—	TBA
2	Certificate	Certificate 2	—	—
1	Certificate	Certificate 1	—	—

Source: QF Emirates handbook

The Qualifications Framework for the Emirates (QFE)

Each Bachelor, Higher Diploma, and Diploma program has been aligned with the National Quality Framework of the Emirates. The QF Emirates is the UAE's National Qualifications Framework (termed the "Qualifications Framework for the Emirates" (QFE) to distinguish it from other countries). The QFE Framework also provides detailed information on the level of knowledge, skills, and competencies required of graduates in the UAE. The specific levels of learning attained by HCT graduates are aligned with the QFE levels appropriate to their program.

The Learning Model

The UAE Government is committed to 21st century nation-building through the provision of cutting-edge education to all Nationals who want to develop their potential.

The HCT aims to be a key educational pillar on which the modern nation is built. The HCT Hybrid Learning Model is a strategic framework through which the HCT mission is attained.

The HCT Learning Model is based on the following professional values:

- innovative practice;
- continuous improvement;
- professional integrity;
- efficiency and effectiveness;
- responsiveness to the needs of stakeholders.

It sets standards for the design of curricula, gives principles which should be followed in teaching and learning, and guidelines for assessment within the HCT.

Academic Learning Resources

Libraries

HCT libraries are among the best equipped in the Gulf region, housing extensive collections of electronic and print resources. HCT students, faculty and staff use the HCT web-based library catalog to access over 2, 500 000 eBooks, 159 000 ejournals, 116 databases and 357 730 print titles. HCT Libraries utilize a best practice user - driven acquisition process that allows students and faculty to order desired resources directly from the online library catalog.

The Library community also has access to over 360 000 books via LIWA (<http://liwa.ac.ae>), a shared catalog of the three federally funded UAE higher education institutions (HCT, United Arab Emirates University and Zayed University).

Librarians and library staff are essential to assist students and faculty. Each library provides individual and group instruction on topics ranging from general information to literacy skills and academic research.

eTextbooks, Instructional Software and Laboratory Materials

HCT is committed to being the pre-eminent technology-supported higher education institution in the UAE. Students are provided with resources appropriate to their program and year of study that support learning in and out of the classroom consistent with the Mission and Goals of HCT.

These resources may include:

- eTextbooks and other interactive electronic resources as selected by the teaching faculty; and
- Discipline specific instructional software
- Equipment and tools required for laboratory and other practical instruction including discipline-specific clothing/uniforms, hard hats, protective boots, etc.

Internet Resources and Services

Provision of access to Internet resources and services is intended to support the need for HCT students to develop the computer and information- seeking skills that are essential for the workplace and for lifelong learning.

Students are expected to equip themselves with tablet computers and/or laptops required to support their learning.

The HCT Internet access and electronic mail services are provided under the authority of the Chancellor and the President & CEO of the HCT in accordance with federal laws and regulations governing the use of these services. Users of the Internet are governed by the HCT Internet Access and Electronic Mail Policy.

HCT Services and Resources for Students

Student Services

Student Services at the HCT campuses involve the campuses' Academic Registry Services and Student Services departments, which work closely with Central Student Support Services. These departments ensure the academic integrity of HCT credentials, as well as students' access to a supportive campus environment. The departments' roles help to promote all students' personal well-being and academic success, as well as to prepare them to contribute to the ongoing development of the UAE.

The Campus Academic Registry Services departments provide all record-related services from admission, registration, official transcripts, course and examination schedules, student timetables and verification of graduation eligibility up to final credential award.

The Campus Student Services departments are responsible for supporting the different aspects of student life, starting with new student recruitment and orientation. The staff assist with financial aid services, student behavior, discipline and attendance issues, safety and security, counselling services, wellness and any special needs accommodations. They give guidance to students organizing student councils, peer tutoring, extra and co-curricular athletic and recreational activities as well as clubs and other special events. They also provide career services and organize alumni activities.

Alumni Association

There is an HCT Alumni Association which graduates are welcome to join. This association:

- helps graduates stay connected to each other;
- keeps graduates informed about the HCT international and national conferences and events;
- provides opportunities for lifelong learning;
- allows graduates to sign up for voluntary support; and
- provides career advice and opportunities with a directory of employers

Career Services

The HCT Career Services are staffed by specialists in career management and counselling, which place strong emphasis on career development in a constantly changing global workforce.

The activities of the HCT Career Centers include:

- assisting students to make informed career decisions, and provide career assessment opportunities;
- providing one-to-one counselling to help students match their interests with suitable careers;
- building relationships between the HCT, employers and business communities;
- organizing career-centered events, including summer orientation sessions for high-school students;
- posting employment listings received from employers in both the private and public sectors;
- assisting students in the search for employment and liaising between employers, graduates and students; and
- providing student-focused workshops on topics such as career planning, developing a positive professional attitude, CV and resume writing as well as job interview techniques.

Counselling Service

The HCT provides personal and academic counselling to help students with their classroom performance or social adjustment at the campus.

Campus Counselors are available to meet students who are having academic or personal problems that interfere with their classroom performance or social adjustment. Counsellors can help students find solutions to their problems and facilitate academic and personal growth.

Students are assigned an Academic Adviser at the start of each academic year. The adviser is usually a class teacher who will give academic advice and monitor progress.

Extra-curricular Activities

During the year, a wide variety of physical, social and cultural activities are available to interested students. Students are encouraged to make every effort to participate in these activities, which are designed to supplement and complement their classroom work, enhance their experience at the HCT, and provide a healthy balance in life.

In many cases, students organize or coordinate campus events such as film festivals, athletic and recreational competitions, health and wellness days, heritage and cultural displays, art shows and career fairs. These events develop individual and group initiatives, teamwork and leadership

skills. They provide the students with the opportunity to apply the skills they have learned, to support charitable causes and to demonstrate academic achievements.

Safety and Security

The HCT is concerned that all individuals the students meet are properly authorized to enter the campuses. All HCT campuses have security gates, with security personnel stationed at each entrance. These security officers allow only those who are properly authorized to enter the campus.

Security officers have the right to prevent female students from leaving the campus without permission, and to carry out random checks on student and staff vehicles.

All HCT security officers are appointed for the safety of the staff and students of the campuses, and should be treated with proper respect.

Fire Drills

In case of fire, each campus has procedures to follow. Students should learn the locations of emergency exits, fire alarms and fire extinguishers. In the event of a fire drill or emergency, students must follow the directions of teachers or security personnel.

Medical Cases

If a student is seriously ill and needs help, the teacher will call Student Services who will provide assistance and contact their family. An ambulance will be called if necessary.

Student Councils

Each campus has a Student Council to give the student body an effective means for providing input to the colleges so as to improve overall student life. The Student Councils are composed of students from the campuses, thus providing many opportunities for student growth and leadership development such as:

- planning and organising student activities;
- developing closer relationships between students and faculty;
- establishing a better atmosphere for learning;
- informing the campus of student needs and recommendations;
- developing leadership qualities; and
- improving student morale.

The name and organisational structure of councils and their membership may vary from campus to campus.

Student representatives from all the campuses also meet to elect a system-wide HCT Student Council. This committee represents the wider HCT student body, inside the country as well as abroad.

Students with Special Needs

Under the conditions outlined in HCT policy, reasonable academic accommodation is provided for students with special needs.

Students with special needs (e.g. physical, medical or learning difficulties) are eligible for appropriate support which could take the form of special equipment or materials, or additional time to complete course requirements. Students are required to provide appropriate medical documentation detailing their special need.

It is important that students contact the Student Services office at their campus as early as possible in order to obtain the necessary support.

Financial Aid

The HCT recognises that some students may need assistance with meals and transportation costs. Students who require such assistance are encouraged to contact their campus Student Services Supervisor or Campus Counsellor for details regarding financial aid.

Student Services can also assist in various ways, such as helping to organise temporary employment or providing equipment.

In addition, the HCT forms partnerships with employers who can provide opportunities to sponsor students to complete regular programmes. Sponsored students progress towards graduation with the support of employers in return for commitments specified in the sponsorship agreement.