

Regulations, Academic Policies and Procedures



Regulations, Academic Policies and Procedures

ADMISSION TO THE HCT AND PLACEMENT INTO PROGRAMMES

Admission and placement to all HCT credential programmes is subject to the following criteria being met:

GENERAL ADMISSION REQUIREMENTS

UAE Nationals are eligible for admission to the Higher Colleges of Technology (HCT), provided that they meet all the following four criteria:

- ▶ Possess a valid UAE National ID card (and valid UAE passport if enrolled in federally funded credential programme)
- ▶ Have reached 17 years of age before the start date in the academic year of admission
- ▶ Possess a valid medical certificate
- ▶ Have completed the Common Educational Placement Assessment (CEPA English) with a minimum of 150, and have passed the government secondary General School Certificate (GSC) of 70. or;
- ▶ Have completed the Common Educational Placement Assessment (CEPA English) with a minimum of 160, and have passed the government secondary General School Certificate (GSC) of 60.

Applicants are required to submit evidence of eligibility to NAPO before being granted admission to HCT.

PROGRAMME PLACEMENT CRITERIA

Bachelor of Applied Science Programme

Applicants who meet the general admission requirements and have achieved:

- ▶ CEPA English with a minimum of 180 or
- ▶ IELTS (Academic) overall band 5.0 or an accepted equivalency,

may enrol into a Bachelor of Applied Science programme.

Other Eligibility Conditions

- ▶ The successful completion of the Math II course, or its equivalent is an entry requirement for all Engineering Technology programmes; for all other Bachelor Programmes Math II or equivalent must be completed with a passing grade by the end of the first year of study

- ▶ In addition to the above requirements, each BAS programme may require additional programme-specific admission criteria.

Applied Diploma Programme

Applicants who meet the general admission requirements and have achieved:

- ▶ CEPA English: 160
- ▶ IELTS 4.5, or
- ▶ A minimum of 55% in Foundations Level 2 English course

Foundation Studies

Eligible applicants who do not meet the requirements for HCT programmes are placed into the Foundations which will assist students to meet the entry requirements for the Bachelor of Applied Science or Applied Diploma.

APPLICATION PROCEDURES

- ▶ A current High School who has fulfilled the NAPO Admission Eligibility Requirements and HCT Minimum Admission Eligibility Requirements and is included in the student census data within one year of secondary graduation date.

ADMISSION APPROVAL REGULATIONS

1. Approved applicants are those who have completed the application procedure at NAPO, who meet the HCT general admission and admission priority requirements (where needed), and who have been approved by the Chancellor of the HCT.
2. Approved applicants must confirm acceptance of the offer of admission by the confirmation deadline listed in the HCT Academic Calendar.
3. Students who confirm acceptance but who are “no shows” as of the end of the add/drop period in the semester of admission forfeit the offer and must reapply as a non-current student (one year absence) or, as a re-admission (more than one year absence).
4. **Inter-institutional transfers, re-admissions and non-current applicant** approvals will be finalised in order of priority after the confirmation of the approved current applicants.
5. Admission must be completed before the close of add/drop period of the relevant semester. instruction.

ENROLMENT AFTER A LEAVE OF ABSENCE

Students who wish to enroll after an interruption or graduation are classified by their campuses under one of the following statuses. Enrolment holds are placed on all students in the categories below, with the exception of those on deferred status.

DEFERRAL (RETURNING STUDENT, ADMISSION PRIORITY CATEGORY 1)

Applicable for

- ▶ Students who withdraw from or fail a course, or set of courses, in a given semester and are allowed by their college to put their programme on hold while they wait to repeat the course or set of courses in a subsequent term.

Note: The deferral can span up to two consecutive semesters, after which a re-enrolment hold is applied. Deferred students who re-enrol before the expiration of the deferral period are not required to apply for re-enrolment. The maximum deferral period is from the semester in which the failure or withdrawal occurred until the add/drop period of the second subsequent semester.

RE-ADMISSION (FORMER STUDENT ADMISSION PRIORITY CATEGORY 3)

Applicable for

- ▶ Students who deferred enrolment but who did not enrol before the expiration of the deferral period, or
- ▶ Students withdrawn without deferral in a given semester who did not return to enrolled status in the following semester. Students who were awarded an HCT credential and seek another at a higher level to obtain a Bachelor Degree, and did not return in the following two consecutive semesters.

RE-INSTATEMENT (RETURNING STUDENT ADMISSION PRIORITY CATEGORY 1 OR FORMER STUDENT, ADMISSION PRIORITY CATEGORY 3)

Applicable for

- ▶ Students who previously were required by their Colleges to withdraw without deferral from their programme, for academic or other reasons, and have appealed to resume their studies.

Note: Re-instatement is subject to approval of the Executive Dean based upon academic eligibility. A student who is dismissed from the HCT for breach of academic honesty is not eligible to apply for re-instatement.

Approvals for enrolments after an interruption are confirmed in order of priority, as defined in Enrolment Planning Policy and Procedure.

COURSE REGISTRATION

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

PROGRAMME DURATION

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

The duration of study is an additional four consecutive semesters above the full-time programme length. It is calculated from the date of first registration in the relevant programme major and includes all withdrawn periods. Students who do not complete their studies within the overall duration of the programme will be subject to academic dismissal. In extenuating circumstances, students who have exceeded the duration allowed may apply for an extension provided the application is submitted 3-6 months prior to the end of the duration of study period. Approval for extension is at the discretion of the College Director and the Executive Dean. Any extension is limited to two consecutive semesters. No further extension is permitted.

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

- ▶ Starts a new programme major as a result of transfer from one programme major to another; or
- ▶ Is re-admitted to a new programme major.

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

GRADE REPORTS AND UNOFFICIAL TRANSCRIPTS

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

OFFICIAL TRANSCRIPTS

A student may request an official transcript via student web services at any time, payment can be made at the college. Official transcripts may be forwarded on request to other educational institutions or employers.

GRADING AND ACADEMIC STANDING

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

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

GRADING SYSTEM

GRADE	RANGE	GRADE POINTS	EXPLANATION OF CODES
A	90 – 100	4	Achievement that is outstanding relative to the course and GPA requirements
A-	87 – 89	3.7	
B+	84 – 86	3.3	Achievement that is significantly above the course and GPA requirements
B	80 – 83	3	
B-	77 – 79	2.7	
C+	74 – 76	2.3	Achievement that satisfactorily meets the course and GPA requirements
C	70 – 73	2	
C-	67 – 69	1.7	
D+	64 – 66	1.3	Achievement that minimally meets the course requirements but may not meet the GPA requirement
D	60 – 63	1	
F	1 – 59	0	Achievement that does not meet requirements for course with normal grading mode.

COURSE CREDIT DEFINITION

HCT course credit units are granted in recognition that a course of studies has been successfully completed 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. For example: a standard Bachelor-level course is assigned 3 credit units, but this may vary based on the specific learning outcomes of the course, and the associated requirements from the students, or other factors. The set number of credits for each course is specified in the course outline. Most courses are one semester long, which if completed with a passing grade, carry the number of course credit

units as specified. Some courses are two semesters long, and credit units are awarded only upon the satisfactory completion of both semesters. Credit may not be given for completing the first semester only of a year-long course.

GRADE POINT AVERAGE

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

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

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

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

CUMULATIVE GRADE POINT AVERAGE

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

- ▶ Courses graded P/FL, AU, CC, I, IP, NG, NS, U and W
- ▶ Advanced standing grades (EX, TR, EL)
- ▶ Grades with an asterisk (*) and
- ▶ Grades in parentheses.

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

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

SEMESTER GRADE POINT AVERAGE

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

- ▶ Courses graded P/FL, AU, CC, I, IP, NG, NS, U and W
- ▶ Advanced standing grades (EX, TR, EL); and
- ▶ Grades with an asterisk (*).

ADVANCED STANDING

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

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

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

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

- ▶ 25% of the final year credit of two-year programmes

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

1. Exemption (EX)

Courses successfully completed in other HCT programmes

2. Transfer Credit (TR)

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

3. Experiential Learning (EL)

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

ACADEMIC STANDING

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

GOOD ACADEMIC STANDING

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

ACADEMIC WARNING

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

ACADEMIC PROBATION

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

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

ACADEMIC DISMISSAL

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

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

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

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

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

WITHDRAWAL

WITHDRAWAL FROM THE COLLEGE

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

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

TYPE OF COURSE	WITHDRAWAL PERIOD	FINAL DATE TO* WITHDRAW	TRANSCRIPT RECORD
One full semester course (except summer semester courses)	Within three weeks of beginning of the semester.	Semester One course: - before 18 Sep 2014 Semester Two course: - before 19 Feb 2015	No course record on transcript.
	After the first two weeks and up to the end of six weeks from beginning of the semester.	Semester One course: - before 23 Oct 2014 Semester Two course: - before 26 Mar 2015	W grade in that course shown on transcript.
	After six weeks from beginning of the semester.	Semester One course: - after 23 Oct 2014 Semester Two course: - after 26 Mar 2015	F grade in that course shown on transcript.
Summer Semester Course	Before completion of:	- 50% of the class	W grade in that course shown on transcript.
	After completion of:	- 50% of the class	F grade for that course shown on transcript.
Less than full semester course	Time period for withdrawal without penalty will be prorated.		

* Any changes to these dates will be announced on the HCT portal

PROGRESSION WITHIN PROGRAMME MAJOR

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

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

GRADUATION

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

GRADUATION REQUIREMENTS

COMPLIANCE

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

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

DOCUMENTATION

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

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

GRADUATION CEREMONY

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

Students who have met the programme requirements and been awarded will be issued with a Letter of Completion in the interim, pending the release of the credential at the Graduation Ceremony. The graduation date noted on the student transcript

indicates the date when all graduation requirements are verified as having been met.

STUDENT RECORDS

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

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

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Students of the Higher Colleges of Technology are responsible for meeting the highest standards in their academic, assessment and personal responsibilities. All potential, enrolled and former students have rights which are set out in the HCT policy on Student Rights and Responsibilities, which is available through the HCT portal.

STANDARDS OF STUDENT CONDUCT

Students of the System of Higher Colleges of Technology shall meet the highest standards in their conduct and academic work and adhere to the Student Rights and Responsibilities Policy. In particular, students are required to:

- ▶ Attend classes according to the HCT Attendance Policy, and participate actively.
- ▶ Be prepared for classes, and complete all assigned coursework on time.
- ▶ Remain in good Academic Standing.
- ▶ Meet the requirements for course and programme completion.
- ▶ Submit all examination and assignment work honestly without any form of cheating or plagiarism
- ▶ Ensure that their contact details in their student profile are current.

- ▶ Appropriately use email, social media and the internet as specified by the laws of the UAE, the student-signed internet agreement and the Student Email Account and Access to Portal Procedure
- ▶ Behave appropriately and thereby promote appropriate behaviour at all times.
- ▶ Observe the rules and regulations of the HCT System and the college campuses, follow staff directives and refrain from academic misconduct, including plagiarism and cheating.
- ▶ Provide valid documentation as required and never falsify documents or use such falsified documentation for any purpose connected to the HCT.
- ▶ Conduct themselves in a respectful, courteous and considerate manner in their dealings with the staff, visitors and other students.
- ▶ Never engage in bullying, harassment, physical or abusive conduct.
- ▶ Dress in an appropriate manner, in conformity with the cultural and religious values of the UAE community.
- ▶ Adhere to the highest standards of personal moral conduct.
- ▶ When off campus on trips, work placement or any other national or international occasion, conduct themselves always in an exemplary manner, which enhances the reputation of the HCT.
- ▶ Never deface, damage or misuse HCT property.
- ▶ Inform campus management of any visitor to the HCT and never extend an invitation without prior approval.
- ▶ Identify themselves when requested by a member of staff or college security and show an identity card if required.
- ▶ Never impersonate another student or allow another student to impersonate them, including claiming attendance for someone who is not present.

ACADEMIC DISHONESTY AND BEHAVIOURAL MISCONDUCT

A student, who commits a breach of any of the standards or Student Conduct, including unsatisfactory academic progress, shall be subject to one or more disciplinary measures. The initial measure imposed will depend on the seriousness of the breach. Measures

may include any of the following:

1. A warning. This may be spoken or in writing. Normally, no more than two such warnings will be delivered before other disciplinary measures are imposed.
2. Suspension or termination of a student's right to privileges and activities.
3. Cancellation of the results of an assessment (examination or assignment). In this case, the student may be deemed to have failed the course irrespective of their final course mark.
4. Suspension from classes for one term or semester or part thereof in one or more courses.
5. Application of hold on the release of student results, academic records or transcripts.
6. Termination from the Higher Colleges of Technology.
7. Cancellation of the award of a Graduate Master Degree, a Postgraduate Certificate or Diploma, a Bachelor Degree, a Higher Diploma, or Diploma.

In an examination or an assessed task, if a student is suspected of:

- a) Committing a breach of order and discipline
- b) Cheating or plagiarism, including submitting work specifically commissioned from another for a particular task

The Instructor or Head Invigilator shall follow applicable regulations relating to handling cases of possible academic misconduct as presented in the Invigilator Duties and Responsibilities Manual.

The Head Invigilator or Instructor shall attach a summary of the incident to the examination or assessed task papers and report it to the relevant Programme Chair and Executive Dean.

The Executive Dean shall appoint an impartial committee to investigate the incident, and inform the College Director of the investigation prior to its start. The Executive Dean will review the committee's report and if the charge of academic misconduct is upheld, the student may receive a failing grade for the examination or assessed task. A student may also be subject to additional disciplinary measures as per the ruling of the Executive Dean.

The Executive Dean shall ensure that all incidents are reported to the Deputy Vice Chancellor for Academic Affairs, who will make a recommendation to the Vice Chancellor.

Cheating is deliberately attempting to gain marks or academic credit dishonestly. Plagiarism is deliberately presenting another person's work as one's own without acknowledgment, and includes submitting work specifically commissioned from another for the purpose. (Refer also to Student Handbook and Academic Honesty Policy).

Cheating and plagiarism are serious offences and a student who is found guilty of either of these offences may be subject to dismissal from the Higher Colleges of Technology.

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

The Executive Dean shall designate, in consultation with the College Director, a member of staff as procedural adviser to students who are subject to disciplinary proceedings. Throughout the proceedings the student must be fully supported by the procedural adviser.

DEFINITIONS

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

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

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

- ▶ using a computer improperly during an assessment, such as by gaining access to unauthorised material; communicating with others during assessments; or using files of other users.

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

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

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

downloading information, pictures or charts from the Internet and inserting that material into your own document and submitting it as your own work without noting the source(s).

NON-ACADEMIC MISCONDUCT

Students are required to conduct themselves in an appropriate manner. There are rules concerning non-academic misconduct, which may include, but are not limited to:

- ▶ Conduct which causes injury to a person and/or damage to HCT property
- ▶ The unauthorised removal or possession of HCT property
- ▶ Conduct which disrupts the educational and related activities of other students or staff, including behaviour which brings into disrepute the reputation, academic standing of the HCT or the political, religious or cultural values of the UAE
- ▶ Knowingly providing false or misleading information to the HCT. If you are charged with academic or non-academic misconduct you will be subject to disciplinary measures. These rules are applicable to you while on, approaching or leaving the HCT campuses, HCT-sponsored or HCT-supervised events. If you are charged with misconduct, you are entitled to a hearing according to the HCT's guidelines and procedures. Please refer to the non-academic misconduct policy and procedure posted on the portal.

STUDENT APPEALS

APPEALS TO THE EXECUTIVE DEAN

A student who is found guilty of misconduct may appeal the decision in writing, to the Executive Dean, within 10 working days of notification of the decision. If the Executive Dean determines that the case requires further review, he/she may appoint a committee not previously involved in the matter, to conduct a review and present their report and recommendations. Following consideration of the committee's report, the Executive Dean will present the recommendation(s) to the Deputy Vice Chancellor - Academic Affairs, who will render a decision within 5 working days.

APPEALS TO THE VICE CHANCELLOR

Appeals may be made to the Vice Chancellor in cases of termination from the HCT and cancellation of the degree or diploma only after an appeal decision has been made by the Deputy Vice Chancellor Academic Affairs. If a student believes there has been a breach of correct procedure, he/she may appeal in writing to the Vice Chancellor with a rationale for the appeal, within two weeks of the date of the letter from the Deputy Vice Chancellor - Academic Affairs. The decision of the Vice Chancellor will be final.

ATTENDANCE POLICY

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

DISCIPLINARY MEASURES IMPOSED FOR BREACHES OF THE ATTENDANCE POLICY

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

- ▶ When a student returns after any absence, the course instructor will remind the student of the Attendance Policy and the serious consequences of poor attendance.
- ▶ When a student is absent for more than 5% (Foundation) or 10% (Undergraduate) of the time allotted to a course in which classroom attendance is required (e.g. more than four periods in an 80-period course), the campus will issue a written warning to the student regarding the poor attendance. The student will be encouraged to

seek counselling from a campus adviser.

- ▶ When a student is absent after receiving the first warning, and absences are more than 10% (Foundation) or 15% (Undergraduate) of the time allotted to a course in which classroom attendance is required (e.g. more than eight periods in an 80-period course), the campus will issue a final written warning indicating that further absences will result in the immediate. A copy of the letter is then placed in the student's file.
- ▶ A student who is absent after receiving a final warning will be given an opportunity to explain the absences and to present relevant documentation. Unless, in the opinion of the Executive Dean, there are extenuating circumstances, a failing grade will be recorded for the course and the student will not be allowed to continue in the course. The student will be informed of these actions in writing.

For courses that are scheduled in such a way that one absence results in a student exceeding 10% (foundation) or 15% (undergraduate) of the time allotted to a course, he/she will receive a verbal or written warning after the first absence and a final written warning after the second absence.

TRANSFERS

TRANSFERS BETWEEN PROGRAMME MAJORS

On the recommendation of the respective supervisors, students may transfer to another programme major within the same credential level with appropriate transfer of credits.

TRANSFERS TO THE HCT FROM OTHER HIGHER EDUCATION INSTITUTIONS

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

Students who have completed courses at another higher education institution and wish to transfer to the HCT must apply to the campus they wish to attend through the non-current applicant system. Their transfer request will be considered on an individual basis, provided they are in good academic standing in their current higher education institution.

Since there are significant programme content differences between higher education institutions,

students should be aware that such transfers are difficult and may result in them having to repeat some of the studies already completed. The final decision on the transfer application and the programme placement will be made jointly by the receiving HCT Campus and Academic Central Services.

AWARDS

GRADUATION AWARDS

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

- ▶ 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: highest Cumulative GPA system-wide, provided the Cumulative GPA is between 3.75 and 4.00.
- ▶ maintained at the individual campuses.

The achievement of 'Distinction', 'Distinction with Honours' and 'Distinction with Highest Honours' will be noted on the student's credential and transcript. If more than one student achieves the highest GPA in an individual programme major, then the appropriate number of awards will be made.

THE EXECUTIVE DEAN'S LIST

Students who achieve a Grade Point Average of 3.50 or above shall be placed on the Executive Dean's List for their Faculty.

Students in good standing on programmes who achieve a Grade Point Average of 3.50 or above in any semester while taking at least 15 credit units of classes are placed on the Executive Dean's List.

Records of the Executive Dean's List are published and maintained on each campus.

ABU DHABI INDUSTRY AWARDS

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

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

COMPANY AWARDS

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

NIKAI AWARD FOR OUTSTANDING STUDENT

This award recognises an outstanding graduating student who has made noteworthy contributions to extra-curricular activities and who has excelled in his/her area of study.