



كليات التقنية العليا  
HIGHER COLLEGES OF TECHNOLOGY

# ACADEMIC POLICIES

A full listing of the HCT Academic Policies and procedures is available at:

<https://portal.hct.ac.ae/sites/policies/SitePages/Academic%20Policies.aspx>

# Academic Program

## Transfer of Credits from Other Institutions

Students entering the HCT may have already completed some course work at other institutions of higher education within and outside of the United Arab Emirates or may hold professional qualifications relevant to their chosen program of study.

In recognition of this, a student may be awarded credit towards their Bachelors, Higher Diploma and Diploma from credit earned outside of the HCT depending on the recognition of the other institution and evidence of learning completed.

Since there are significant program content differences between higher education institutions, students should be aware that such transfers are difficult and may result in the student having to repeat some of the studies already completed and meet some additional requirements. The final decision and the year and program placement will be made by the HCT in consultations with appropriate academic departments.

*Students may be given credit for:*

- Courses completed at Zayed University or UAE University. Note: Successful completion of UGRU at UAE University or Academic Bridge at Zayed University is accepted for direct entry to an HCT credential
- Courses completed at other UAE institutions accredited by CAA
- Courses completed at overseas institutions accepted as being of equivalent standing

Students should be aware that transferred credits may not exceed 50% of the total credential program credit and no 4000-level final year courses may be transferred. The grades the student obtained in transferred courses do not enter into the student's GPA calculation at HCT.

Please note that students must have achieved a minimum grade of Grade C or equivalent to be eligible for a transfer of credits.

## English Language Requirements

To enter a Bachelors, Higher Diploma or Diploma program at the HCT, students must have achieved an EmSAT English score of at least 1100 or IELTS 5.0 overall. Students who have not achieved the equivalent of EmSAT 1100 may be admitted to a program, but will have to complete 1-2 prerequisite English Communication courses (listed on page 276) before enrolling in program courses where the medium of instruction is English.

IELTS results are accepted only from HCT approved testing centers, and test dates are required to be within the 2 year validity period.

# Admission and Enrolment

## Eligibility Requirements

### Federally-Funded Students

UAE Nationals and children of UAE Nationals are eligible for admission to HCT, provided that they meet all of the following three criteria:

- Possess a valid Emirates ID, UAE National ID card, and a valid UAE passport (or other passport if mother is a UAE passport holder) if enrolled in a federally funded credential program.
- Have reached 17 years of age before the start date in the academic year of admission.
- All male students should have completed the National Service or exempted from National Service.
- Have passed the General School Certificate (GSC), or hold equivalent qualifications, and the Emirates Standardized Test (EmSAT) or equivalent.

*The Admission Priority Categories for funding students at the federal universities is as follows:*

#### Admission Priority One

1. Current female high school graduates who have earned the required averages that make them eligible for admission to Federal Higher Education Institutions.
2. Male high school graduates who have completed the national service requirements and have earned the required averages that make them eligible for admission to Federal Higher Education Institutions.
3. Current male high school graduates exempted from National Service.
4. Current students in Federal Universities and Colleges (including internal transfer and returning students within one year).

#### Admission Priority Two

1. Male and female high school graduates who are non-current students for a period not exceeding three years from the date of their high school graduation.
2. Male and female students who ceased their post-secondary studies for a period not exceeding three years.

#### Admission Priority Three

1. Male and female high school graduates who are non-current students for more than three years from the date of their high school graduation.

2. Male and female students who ceased their post-secondary studies for more than three years.

### Self-sponsoring Students

- Certain categories of student who are not eligible for admission to HCT, but meet the academic criteria, may qualify for HCT admission, provided they pay their own tuition fees as specified below:

#### Criteria for students paying their own tuition fees

- Non-Emirati high school students with an average of 85% and an IELTS score of 5.5 / EmSAT-English score of 1250 or equivalent.
- Children of full-time academics working at HCT in accordance with similar admission criteria for expatriate students.
- UAE Nationals who have already received an academic credential and are interested in pursuing their studies to earn another credential from HCT.

#### Tuition Fees for Expatriate Students (Self-Sponsored Students)

- Admission Application Fee, Cash AED 250 non-refundable.
- Registration fees for courses:

#### Tuition Fees

Academic Department	Fee for full-time student per semester (12-18 credit hours)	Fee per credit hour (for hours less than 12 or more than 18)
Engineering Technology and Science, Health Sciences, Computer Information Science, Applied Media	AED 36,750	AED 2,500 per credit
Education, Business	AED 30,000	AED 2,100 per credit

## Entry Requirements

Admission and placement in all HCT credential programs is subject to the following criteria:

### GENERAL ADMISSION REQUIREMENTS

Applicants who meet the following requirements are eligible to apply for admission to the Higher Colleges of Technology according to the admission policy and regulations for the relevant programs:

- They have passed the government General School

Certificate (GSC) or its equivalent with a minimum average of 60%.

- They have completed the Emirates Standardized Test – EmSAT in English or equivalent.

In accordance with the following mechanisms and criteria:

**FIRST: ACCELERATED TRACK “APPLIED BACHELOR PROGRAMS”**  
(ALLOWS STUDENTS THE OPPORTUNITY TO COMPLETE THEIR PROGRAM REQUIREMENTS FASTER)

**A. MoE Graduates of the Elite Stream or equivalent.**

**B. MoE Graduates of the Advanced Stream or equivalent, fulfilling the following criteria:**

1. Minimum GSC overall average of 90%
2. Minimum EmSAT-English score of 1250 or equivalent.

**SECOND: APPLIED ACADEMIC TRACK: “APPLIED DIPLOMA/ HIGHER DIPLOMA/ BACHELOR” PROGRAMS**

**A. MoE Graduates of the Advanced Stream or equivalent, fulfilling the following criteria:**

1. 60% for non-Engineering Technology programs.
2. Minimum GSC overall average of 70% for Engineering Technology programs.
3. Minimum EmSAT-English score of 650 or equivalent for other programs.

**B. MoE Graduates of the General Stream or equivalent, fulfilling the following criteria:**

1. Minimum GSC overall average of 70% for non-Engineering Technology programs.
2. For Engineering Technology programs:
  - a. Minimum GSC overall average of 80%.
  - b. Minimum EmSAT-Math score of 800.
  - c. Minimum EmSAT-Physics score of 750 OR minimum EmSAT-Chemistry score of 600.
  - d. Minimum EmSAT- English score of 650 or equivalent.

**C. MoE Graduates of the General and Advanced Streams or equivalent with EmSAT-English score < 650 and GSC overall average  $\geq$  85%.**

**D. Admission Criteria for Bachelor of Education (Early Childhood):**

- a. Minimum GSC overall average of 70% for Advanced Stream and 75% for General Stream or equivalent.
- b. Minimum EmSAT-Arabic score of 800 .
- c. Minimum EmSAT-English score of 1100 or equivalent.
- d. Passing admission interview.

**THIRD: PROFESSIONAL CAREER TRACK “ENJAZ / DIPLOMA”**

Available for MoE Graduates of the Advanced and General Streams, or equivalent at HCT, except campuses in the Emirate of Abu Dhabi.

**Important Note:**

1. Private High School Graduates are treated as per MoE issued equivalencies..

## Enrolment after an Interruption

Students who wish to enroll after an interruption or graduation are classified by their campuses under one of the Categories below.

**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 must 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-enrollment hold is applied. Deferred students who re-enroll before the expiration of the deferral period are not required to apply for re-enrollment. 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.

**Readmission** (former student, Admission Priority Category 2 OR 3)

Applicable for:

- Students who deferred enrollment but who did not enrol before the expiration of the deferral period. Students withdrawn without deferral in a given semester who did not return to “enrolled” status in the following semester.
- Students who were awarded HCT credential and seek another at a higher level and did not return in the following semester.

**Reinstatement** (returning student, Admission Priority Category 1 or former student, Admission Priority Category 2 OR 3)

Applicable for:

- Students who previously were required by their college to withdraw without deferral from their program for academic or other reasons and have applied to resume their studies.

# Registry

## Duration of Study

The HCT requires that work towards a particular credential is completed within a set period of time. This is because knowledge in particular fields changes, and learning often involves building knowledge from idea to idea and from course to course.

The Duration of Study for a student enrolled in a credential program is a maximum of four consecutive semesters, excluding summer sessions, above the program length stated in the student's Catalog Term. The student must complete his/her studies within this period to be eligible to graduate.

National service period is not counted within the program duration.

A student will be subject to dismissal upon academic grounds if he/she exceeds the Duration of Study without being granted an extension.

A student with extenuating circumstances that will require him or her to exceed the Duration of Study may apply for an extension, and, if approved, the extension period begins in the semester immediately following the end of the normal Duration of Study. An extension is normally limited to two consecutive semesters. A student may apply for an extension only once.

The Duration of Study period allowed for inter-institution transfer students is decided on an individual basis.

## Grading and Academic Progress

### Grading

Students enrolled in courses in HCT programs are graded according to the table below.

Grade Point Averages are calculated at the end of every semester on a scale from 0.00 to 4.00.

- Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of grade points earned by the total number of credits of courses taken in the program.
- Semester Grade Point Average is calculated by dividing the total number of grade points earned in the semester by the total number of credits of all courses taken in the semester.

The following grades are used in grade points calculations

Descriptor	Grade	Grade Points	Range
Achievement that is outstanding relative to the course and GPA requirements.	A	4	90 – 100
	A-	3.7	87 – 89
Achievement that is significantly above the course and GPA requirements.	B+	3.3	84 – 86
	B	3	80 – 83
	B-	2.7	77 – 79
Achievement that satisfactorily meets the course and GPA requirements.	C+	2.3	74 – 76
	C	2	70 – 73
Achievement that minimally meets the course requirements but may not meet the GPA requirements.	C-	1.7	67 - 69
	D+	1.3	64 - 66
	D	1	60 – 63
Achievement that does not meet requirements.	F	0	0 – 59

### Grade Appeals

*A student may appeal against a grade on the basis of one of the following:*

- Procedural grounds, including failure to follow correct procedure, mistaken identity, aggregation errors, and addition errors.
- Bias in the marking e.g. the marker(s) were prejudiced against the student or the student's beliefs.
- Arbitrary marking i.e. the work was not evaluated on its academic merit against the approved marking scheme/rubric.
- Inappropriate assessment i.e. the assessment does not match what was taught in the course.

### Academic Progress

#### Bachelor, Higher Diploma and Diploma Programs

*Students should be aware of the following:*

- A minimum CGPA of 2.0 is required for graduation. Appeals to the CGPA graduation requirement will not be accepted.
- A student is in Good Academic Standing if s/he maintains a CGPA of 2.0 or higher.
- A student is placed on First Academic Probation if his CGPA falls below 2.0, after accumulating at least 21 CH of study.

- A student on Academic Probation whose CGPA is below 2.0 at the end of semester following the First Academic Probation will be placed on Second Academic Probation.
- If a student fails to achieve a CGPA of 2.0 by the end of the semester following the Second Academic Probation notice, the student is subject to Academic Dismissal from the HCT.
- If a student seeks to transfer to another program while on Academic Probation, s/he has a maximum of two semesters in the new program to attain a CGPA of 2.0. If s/he does not achieve a CGPA of 2.0 at the end of the second semester of the new program, s/he is subject to academic dismissal.
- Summer terms are not counted in the calculation of the Academic Probation periods.

### English Communications

- Three English Communications credit bearing (pass/fail) courses shall be added to the GS course offerings.
- EmSAT exam scores will be used as a criterion to waive some/all, of the pass/fail GS courses.
- After the first EmSAT placement, no further EmSAT attempts will be accepted for the purposes of exempting courses. Progress will be contingent upon passing the required English communications courses.
- A student who receives a grade of F must repeat the course
- A student can repeat any pass/fail GS course once only

### Graduation

To qualify for a Diploma, Higher Diploma or Bachelor's degree, a student is required to successfully complete the required number of credits and courses specific to the program with a minimum cumulative GPA of 2.0.

The student is also required to meet the English language requirement for that program. Additionally, for graduation requirements students must complete 50 hours of volunteering for Diploma, 75 hours of volunteering for Higher Diploma and 100 hours of volunteering for Bachelor Degree.

Students must also meet the residency requirement that a minimum of 50% of the program credit requirements have been completed at the HCT. Courses taken while enrolled in another program at HCT, but which did not lead to the award of a credential, will be accepted as contributing to the residency requirement.

# Student Support Services

## Academic Honesty

The Higher Colleges of Technology (HCT) is committed to creating a learning environment that is honest and ethical with the awareness that students come from a variety of academic backgrounds where understanding of academic honesty and ethical principles varies.

Faculty, Program Chairs, Executive Deans and College Directors are responsible for explaining the HCT policy to all students and to ensure that students are aware of the types of behavior that will be considered as a breach of conduct, understand their responsibilities related to academic honesty, are aware of the disciplinary measures that could be imposed in cases of breach of conduct and their consequences.

Students are expected to conduct their academic activities fairly and honestly with particular emphasis on avoiding cheating and plagiarism.

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:

- A student sharing or showing answers to another student during a test or other forms of assessment.
- A student copying anything done by another student and submitting it as his/her own.
- A student giving another student access to his/her electronic files, and allowing him or her to use that work as his or her own.
- A student telling another student what is on a test he or she will take later.
- A student bringing to an assessment information or materials that are not allowed, even if they are not used.
- A student reading a test, examination or assessment before he/she should have access to it.
- A student allowing another person to take a test, examination or assessment for him/her.
- A student taking a test, examination or assessment for someone else.
- A student using a computer improperly during an assessment, such as by gaining access to unauthorized material, communicating with others during assessments, or using files of other users

Plagiarism is deliberately presenting another person's work as one's own without acknowledging the original source. Examples of plagiarism may include, but are not limited to, the following:

- A student using the work of someone else, or changing some words and keeping the same structure and the same meaning without noting the source(s), and submitting it as his/her own work.
- A student taking text from many other sources and putting the pieces together as one document and submitting it as his/her own work, without noting the source(s).
- A student downloading information, pictures or charts from the internet and inserting that material into his/her own document and submitting it as his/her own work without noting the source(s).

If a student is suspected of cheating or plagiarism, the responsible Executive Dean of the Academic Department will appoint an impartial committee to investigate the incident. If the student is considered to be in breach of conduct, the Executive Dean will then determine the type of breach and apply the appropriate disciplinary measure.

A student found guilty of having committed acts of academic dishonesty may be subject to one or more disciplinary measures up to dismissal from the HCT as outlined in Article 33 of the Student and Academic Regulations.

A student who is dismissed from the HCT for breach of academic honesty may appeal within two weeks of receiving the disciplinary decision to the Vice President Academic Affairs. The decision of the Vice President Academic Affairs after reviewing the case is final.

Please note that in cases of dismissal on academic grounds, for breach of the academic honesty do not carry the right of appeal once the records leading to dismissal have been verified and confirmed to be correct.

## Copyright Policy and Guidelines

The main objectives of the HCT Copyright Policy and Guidelines are:

- to ensure compliance with the provisions of UAE Federal Law No. 7, 2002 and any other laws and regulations, to the extent that is applicable to the HCT.
- to establish and protect HCT ownership of all HCT

produced materials; as per policies and guidelines that will be approved by the HCT's Board of Trustees.

- to provide guidelines in determining establish procedures and processes for the application principles for interpretation of the law implementation of the relevant copyright laws, regulations and policies, to the extent that is applicable to the HCT.

## Student Conduct

The HCT is committed to ensuring the welfare and safety of students and staff and the good reputation of the institution. Students are expected to act with integrity while on, approaching, or leaving HCT campuses or HCT sponsored or supervised events. In cases where students are found to be in breach of good conduct, disciplinary action may be taken up to termination from the HCT and/or the cancellation of a credential awarded.

The HCT identifies three types of misconduct.

### Misconduct in Relation to Persons

A student commits misconduct in relation to a person when the student –

- Uses physical or mechanical force to cause fear, alarm or bodily harm to another person, or endangers the health, welfare, or safety of another student, a staff member, or others.
- Willfully, maliciously and repeatedly follows or attempts to make unwanted contact with another person.
- Engages in bullying another student, a staff member, or others. Bullying includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, or substantially interferes with the academic requirements or responsibilities of a student. It is presumed that bullying is a forced activity regardless of the apparent willingness of an individual to participate in the activity.
- Possesses or carries any weapon, firearm, or explosive on HCT campus, or falsely reports a bomb, fire, or other emergency.
- Uses electronic or other devices to make an audio or video record of any person while on HCT campus without the person's prior knowledge or express consent, when such a recording is likely to cause injury, distress, or damage to reputation.
- Engages in inconsiderate or reckless behavior while in charge of a vehicle and endangering the life or wellbeing of others.

- Engages in behavior that may be construed as sexual harassment of another or others, whether or not of the same sex.

- Threatens to do any of the above.

### Misconduct in Relation to Property

A student commits misconduct in relation to property when the student –

- Knowingly and without proper consent or authorization has in his possession the property of the HCT, another student or staff member.
- Knowingly and without proper consent or authorization removes, uses, misappropriates, or sells the property of the HCT, another student, a staff member, or other persons.
- Willfully or maliciously damages or destroys property of the HCT or property owned or in the possession of another student, a staff member or other persons.
- Obtains the property of the HCT or of another student, staff member or other persons by misrepresentation or fraudulent means.
- Misuses, damages or alters any fire fighting or other safety equipment on HCT campus.
- Enters the facilities or uses the property of the HCT or property of another person without proper consent or authorization.
- Commits theft of electronic information, or gains or attempts to gain unauthorized access to computer and other electronic resources.
- Threatens to do any of the above.

### Misconduct in Relation to the Orderly Processes of the HCT

A student commits misconduct in relation to the orderly processes of the HCT when the student –

- Intentionally causes or attempts to cause disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other HCT activities.
- Knowingly furnishes false or misleading information to the HCT.
- Divulges confidential or personal information relating to any HCT matter, staff member, or student.
- Forges, alters, falsifies, fabricates, misrepresents or misuses documents, records of the HCT or instruments of identification of the HCT.
- Interferes with, attempts to or improperly influences the established student discipline procedures of the HCT.
- Fails to comply with a penalty imposed or outcome agreed to under this or other policies of the HCT.



- Engages in activities to promulgate political, religious or cultural views in any manner or medium that are incompatible with the values of the UAE.
- Threatens to do any of the above.

### Disciplinary Process

Allegations of student misconduct are investigated by the Campus Director.

A student alleged to have committed misconduct is entitled to a hearing. The Student is entitled to have an advisor during a formal investigation and administrative hearing. The advisor may be a staff member of the student's choice within the HCT community, who is not a student. Students also have the right to appeal against disciplinary sanctions (probation to dismissal) imposed by a college in all cases of non-academic misconduct.

Records of the complaint, proceedings, and disciplinary sanction are retained on the student file and in the Banner Student Record System where appropriate.

Termination from the HCT and/or the cancellation of a credential awarded may be imposed by the Vice President Academic Affairs after reviewing the case. The decision of the Vice President Academic Affairs is final.

The disciplinary sanction of cancelling a credential awarded is to be imposed only if it is proven that a graduate or former student has forged, altered, or falsified HCT credentials, or instruments of identification of the HCT.

## Student Rights and Responsibilities

The HCT wants students to get the most out of their time at the HCT, to be successful and to contribute to the HCT's excellent reputation. Students should be prepared to meet the high standards of the HCT and should understand that by doing so they 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 our graduates.

### All HCT students, when enrolled, have the right to:

- Appropriate opportunities for learning to pursue the educational goals of their courses.
- Opportunities to discuss and express any views which are relevant to the subject matter of courses and which are not contrary to the religious, political, cultural and moral values of the UAE.
- Reasonable use of campus facilities.
- Join appropriate campus organisations and engage in recreational activities, subject to reasonable conditions

which may be imposed to regulate the timeliness of requests, the appropriateness of the space assigned and time of use, and to ensure proper maintenance of the facilities.

- Privacy and not to have their photographic image taken or published without consent, other than in official HCT publications.

### All HCT students, potential students, and former students, have the right to:

- Freedom from discrimination for students with determined medical, physical or other needs.
- Security for their persons on the HCT campuses.
- Confidentiality with regards to their views, beliefs, and political associations expressed in the course of instruction, advising, or counselling, unless disclosure is authorized by written consent.
- Exemption from disciplinary action that affects their status as students except for academic discipline, and discipline under rules and regulations that shall be fully and clearly disclosed in advance of alleged violations.
- Clear notice of the nature and cause of any disciplinary charges, and the right to an impartial hearing.

### All HCT students are responsible for:

- Directing their efforts toward learning the content of all courses in which they are enrolled.
- Participating fully in classroom learning activities.
- Engaging with their best efforts in all assignments and assessment activities and to submit these as prescribed by the instructor or other staff of the HCT.
- Participating fully in educational activities outside the classroom, such as field trips, that form part of a course in which the student is enrolled.
- Contributing to the best of their abilities to creating an environment that is conducive to the educational objectives of the HCT.
- Upholding the good name of the Higher Colleges of Technology as an organisation and as a community and the reputation of all its staff and students, in any communications within or outside the HCT.

A student who is found to be in breach of their responsibilities may face disciplinary action up to and including dismissal from the HCT.

## Student Feedback

If a student has a feedback (compliments, suggestions, complaints, and inquiries), the student should use the MyHCT Support – Student Feedback available on the Portal and MyHCT App. The student may also approach a relevant staff member who can help register the student's feedback. The HCT will ensure that each feedback is addressed in a fair, objective and unbiased manner, and that the student receives an appropriate response in a timely manner.