



POLICIES AND PROCEDURE MANUAL

Report REF.: PPM/001/2020

Fatima College of Health Sciences

Abu Dhabi (UAE) – June 2020

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Document Revision: FCHS Policy and Procedures Manual

Revision	Date	Revised by and reason for revision	Approved by	Approval Date
1	July 2016	<p>Reorganize the Policy and Procedural manual to ensure:</p> <ul style="list-style-type: none"> - Document Control. - Adhering to CAA requirements (Adhering to CAA suggestions and requirements for the re-licensure, pharmacy initial accreditation, RMI initial accreditation) - Adhering to CAA requirements (Response on License Renewal) - Adhering to CAA requirements (Response on FATIMA COLLEGE OF HEALTH SCIENCES post-graduate Programs) - Adhering to CAA requirements (Response on Morocco Nursing Program). <p>Revised by Mr Saleh Al Da'ajeh – Institutional Effectiveness Dept. / Institute of Applied Technology.</p>	Dr Daryl – FCHS, Director	August 1st, 2016
2	May 2017	Adherence to CAA Recommendation: Review Research Policy, Section 13. Revised by FCHS Director, FCHS Research & FCHS Research Ethics Committees		14/05/2017
3	August 2017	Revised by Dr Nasir Awad, Supervisor-Institutional Effectiveness Unit. Added FCHS Org Chart, added the approved course files check-list to course files policy, reviewed reference to attachments, replaced the word “school” with “college” where applicable. Added mission statement review/time frame adhering to CAA requirements in (section 2.6.2). Updated the document control and index.	Dr Daryl – FCHS, Director	31/08/2017
4	February 2022	<p>Undergraduate completion requirement policy updated to 23/03/2022</p> <ul style="list-style-type: none"> - To include the requirement for a professional certificate exam (HAAD) - Section 5.2.1 - Updating the office name “Office of the Registrar.” - Updating/adding sections: 5.1, table in 5.2, 5.9, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 7.1, 7.2 	Mohamed Albisher Sr. Manager-Student Services & Registrar Sr. Manager-IAT IE	23/03/2022
5	May 2022	Updated section of undergraduate completion requirement policy to include student study load ranges and excess credit hours can only be undertaken in final semester.		

Section 1: Mission Organization and Governance

1.1. Mission Development Policy

Policy Statement

Fatima College of Health sciences (FCHS) vision and mission statements are established through a process which involves interested parties from across the college system and throughout the community. FCHS reviews its vision and mission statements on a regular basis in an effort to maintain a positive, proactive and natural adaptability within our system. This document describes the systematic process for the periodic review and revision of the College's vision and mission statements and their implementation into all facets of FCHS functions.

Purpose

The main purpose of this Policy is to address a timely, organized and consistent process and procedure intended for the development, approval and review of FCHS Vision and Mission.

Scope

This policy applies to FCHS governance Board of Trustees and their delegates who are responsible for the development, revision, approval and implementation of the College's Vision and Mission statements.

Definitions

Vision: A vision is a statement which describes what the institution desires and aspires to be in the future.

Mission: A mission statement defines the purpose and the primary objectives of the College. It describes the approach to each of the stated objectives.

Policy

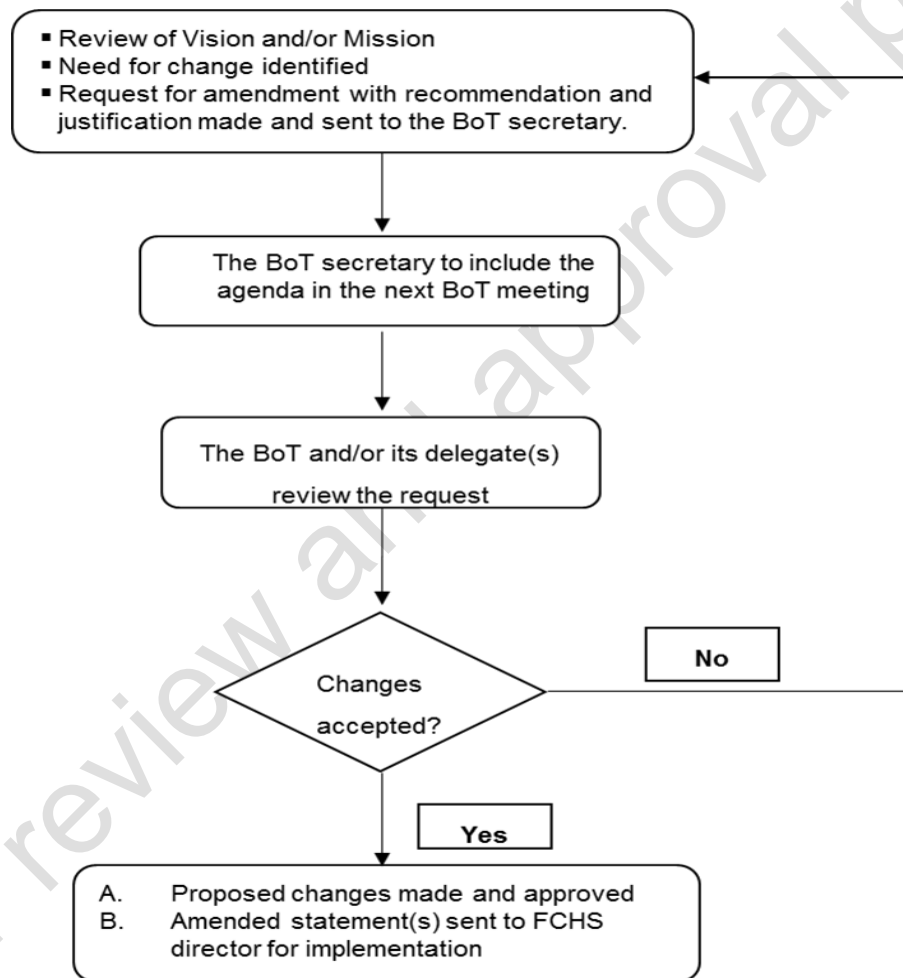
- FCHS Vision and Mission statements, development and review process shall be conducted at least once every five years and/or when appropriate.
- The Vision and Mission statements development and review process are the sole responsibility of the Board of Trustees (BoT) and/or their assigned delegate(s).
- The BoT and/or its delegate(s) may also initiate a review of the statements when deemed necessary for the interest of the college.
- Recommendation to review the Vision and Mission statements may be raised by any FCHS interested party, internal or external, through the appropriate management channels.
- Changes, amendments and review requests and/or recommendations should be sent to the BoT's Secretary to include in the Board meeting agenda via the FCHS Director.
- The communication and implementation of the FCHS's Vision and Mission, and the reviewed policy is the responsibility of the senior management (FCHS Director, Head of Academic Departments and Administrative Units Heads) within their areas of responsibility.
- The BoT Secretary shall maintain and ensure that any amended, revised, and reviewed Vision/Mission statements are archived in accordance to FCHS Records Retention policy.

Procedures

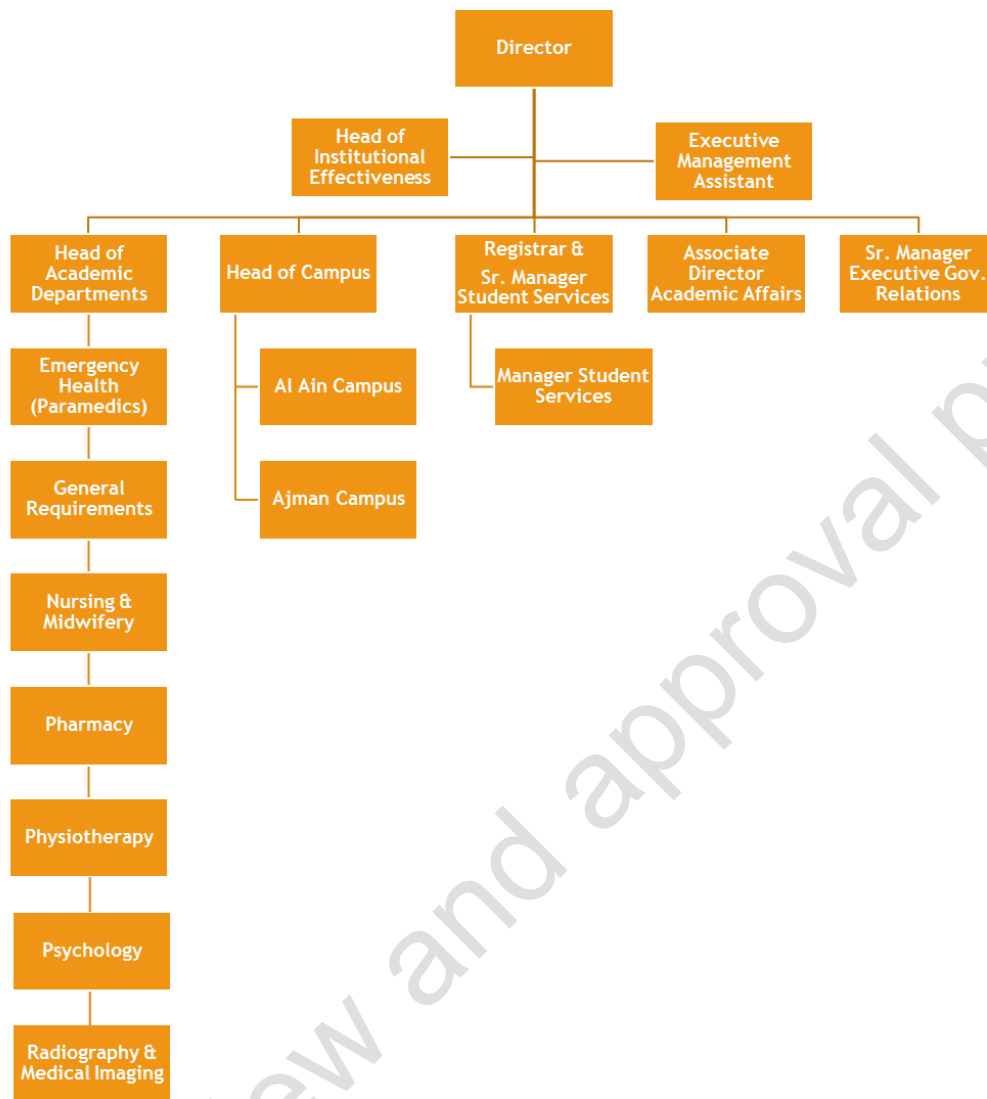
- When a need for amendment, change and revision of FCHS's Vision and/or Mission statement(s) has been identified, a request for modification including all the recommendations, justifications should be sent to the BoT Secretary via the FCHS Director's Office.
- The BoT Secretary shall place the request in the board meeting agenda.
- The BoT and/or its delegate(s) will review the needs, recommendations and justifications.
- If the BoT is persuaded, the necessary updates to the current statement(s) will be made and approved.
- The amended statement(s) will be sent to the Institute of Applied Technology (IAT) Managing Director and FCHS Director for implementation.

- If the BoT is not persuaded, then the request shall return back to the requested person, unit or program passing through the BoT Secretary for more clarifications.
- The requested person, unit or program shall review the needed change, recommendations and/or justifications and resend the request to the BoT Secretary via the FCHS Director's Office who will request to add to the agenda for the next BoT meeting.
- Refer to the Mission Development, Approval and Review Procedure flow chart below.

Vision/Mission Development, Approval and Review Procedure Flow Chart.



1.2. Organizational Structure of FCHS



1.3. Committees Formation Policy

Policy Statement

Fatima College of Health Sciences (FCHS) believes in the principle of openness, transparency and shared governance and in the commitment to staff involvement in the decision-making process.

Purpose

This policy aims to provide guidelines and clear mechanisms for committee formation and define the roles of standing and ad-hoc committees in FCHS Management.

Scope

This policy applies to the FCHS Director, academic and administrative Department heads and their delegate(s) who are responsible for the development of college-wide and/or departmental committees.

Definitions

Standing committee: is a permanent committee involved in continuous tasks with no defined expiry date and formed at the college level or at the departmental level.

Ad-hoc committee: is a temporary committee delegated to address a certain task or project and terminated when the task or project is completed.

Policy

- FCHS standing committees' structure shall be composed of a chair, co-chair (if needed) and representatives from different units/departments as needed.
 - It is the responsibility of the FCHS Director to form the college-wide standing committees.
 - The FCHS Director shall issue a written directive including the committee name, chair, co-chair (if applicable), members and terms of reference of the committee using the approved template in appendix 1 of this policy.
 - FCHS Director shall update and communicate the committees' structure and membership once per annum.

- The committee shall meet according to the requirements and as instructed by the directive.
- The committee chair/co-chair is responsible to develop the meeting agenda and communicate it with members in a reasonable time prior to the meeting.
- The committee chair/co-chair shall maintain all meeting agendas, minutes, and action plans, and provide a copy to the Director's Executive Committee (DEC) at the end of each academic semester.
- Any withdrawals from the committee shall be forwarded in writing to the FCHS Director for approval.
- Individual Departmental committees shall be formed according to department needs.
- Head of Departments shall nominate the members as appropriate and provide the names to the FCHS Director.
- List of FCHS standing committees is provided in appendix 2.
- Ad-hoc committees are formed based on the College needs. FCHS management shall be responsible for nominating the representatives and assigning the chair and duties of the committee.
 - Ad-hoc committees shall be dissolved after completion of their assigned duties.
- Committee Hierarchy: Committees have different functions and authorities therefore FCHS committees shall be distributed to four levels as follow:
 - Level 1 committees have the authority to approve and implement policies and procedures.
 - Level 2 committees recommend major policies and procedures to level one committee and implement, as authorized, approved policies and activities accordingly.
 - Level 3 committees are ad hoc committees that have special tasks. Level 3 committees conduct research and provide recommendations to Level 1 or Level 2 committees.
 - Level 4 committees are advisory committees (e.g. Student Council) that are self-

governing but provide significant information up to the highest level of management.

Procedures

Not Applicable

FCHS Standing Committees List

Committee		Level
1	Director's Executive Committee	L1
2	Academic Affairs Committee	L2
3	Curriculum Committee	L2
4	Quality Assurance Committee	L2
5	Ethics Committee	L2
6	Research Committee	L2
7	Examination Committee (formerly Assessment Committee)	L2
8	Clinical Coordination Committee	L2
9	Health & Safety Committee	L2
10	Academic Policies & Procedures Committee	L3
11	Continuous Professional Development Committee	L4
12	Student Disciplinary Committee	L4

1.4. By-laws of the Governing Body

FCCHS is an integral part of IAT. IAT Managing Director and Board of Trustees is the legal body responsible for FCCHS and for policy making. It oversees the functioning of FCCHS, both in terms of financial performance and operational and administrative aspects. The by-laws of the governing body are laid out in the latest version of the **IAT By-Laws**.

1.5. Policies on Board Appointments, Term of Office, and Replacement

The process for board appointments, term of office for board members and replacement of Board members are detailed in the **IAT By-Laws**.

1.6. Multi Campus Coordination Policy

Policy Statement

Fatima College of Health Sciences (FCCHS) as a multi campus institution shall ensure that students attending any campus receive an equivalent educational experience and achieve the same learning outcomes. This policy describes the process for coordinating among campuses, and policies that govern the relationships among administrators, faculty, staff, and students.

Purpose

To ensure an equal educational opportunity and experience for all students and staff across all FCCHS campuses.

Scope

This policy applies to all FCCHS staff and students.

Definitions

Not applicable.

Policy

- FCHS campus coordination
 - Coordination of academic and administrative matters throughout the different campuses of FCHS is the responsibility of the Director's Executive Committee (DEC).
 - Support services and administrative operations in the multiple campuses are managed and coordinated centrally by FCHS management and the Institute of Applied Technology (IAT).
 - Program coordination and academic related matters is the responsibility of the relevant Head of Department (HoD).
 - Each program shall assign an academic coordinator, laboratory coordinator, and clinical coordinator, in each campus if applicable, to facilitate the coordination of communication across campuses.
 - A program management committee, consisting of members from Section 5.1.4, will ensure the consistency and availability of all required learning resources across FCHS campuses. The committee shall be chaired by the relevant HoD.
- Program and study plan coordination
 - All programs offered at any campus of FCHS shall be identical across all campuses.
 - All FCHS campuses shall implement the same approved study plan for each program.
 - All program and course learning outcomes shall remain consistent across all campuses of FCHS.
 - Changes in any program or any course shall be reflected and implemented simultaneously in all other FCHS campuses.
 - Internship or clinical practicum shall be delivered in a consistent way throughout all campuses.
- Course and syllabi
 - Course title and course weight in terms of credit and contact hours shall remain identical according to the approved program study plan in all campuses.
 - Course syllabi shall be identical across all FCHS campuses with variance in course instructor and office hours'-related information.
 - Each course instructor shall be responsible for informing the students of any updates or changes in the course syllabus.

- The HoD and Course coordinator shall be responsible for ensuring proper course progression as identified in the course syllabus across all campuses.
- The program management committee shall be responsible for assuring that any course offered in any FCHS campuses shall have equal and necessary preparation and learning resources.
- Academic Schedule Coordination and Resources Utilization Management
 - Each HoD is responsible for preparing a proposed academic schedule and proposed resource utilization management plan depicting the availability of resources required.
 - Academic schedule and resource utilization from all campuses shall be prepared and finalized by HoD, the senior manager of student support services and the registrar.
 - The Academic schedule and resource utilization shall be approved by the Head of Academic Affairs, then HoD shall sign the final revised version of the proposed schedule and forward it to the registration department.
 - All FCHS campuses including the main campus are to announce their academic schedule at the same time.
- Assessments, Coursework, Grade, Outcome Assessment, and Course File
 - All assessments including exams, course work and other practical and online assessments shall measure the same course learning outcomes in all campuses.
 - Grades and evaluation criteria for courses and student work taught in different campuses shall be unified and the grade distribution shall conform to that stated in the course syllabus.
 - Final grades for students will be based on the same grading scale for all campuses according to FCHS by-laws and international norms.
 - Final exams for course taught in multiple campuses shall be unified and conducted on the same time.
 - For a certain unified exam or course work, the answer key and the correction/grading criteria shall be first identified and established by the course coordinator/instructor(s) and to be thereafter identical throughout all the campuses.
 - The Course coordinator is responsible for preparing and compiling the course file.
 - The HoD shall provide an equal opportunity to students enrolled in any clinical practicum at any of Fatima College of Health Sciences campuses in terms of facilities and other resources.

- Instruction Methods, Texts and Learning Resources
 - Course textbook and recommended reading materials of a given course shall remain the same across FCHS campuses.
 - Textbook and/or reading materials shall be accessible to all students across FCHS campuses.
 - FCHS is responsible and accountable to provide an equal opportunity for training and practical placement to all students enrolled in a training and/or practical placement course at any of FCHS campuses in terms of facilities and other resources.
- Quality Assurance and Institutional Effectiveness
 - All FCHS Campuses shall adhere to and implement the approved policies and procedures manual, and Institutional Effectiveness - Quality Assurance (IE-QA) Manual of the college.
 - All reports required from HoD and committees shall include data from all campuses.
 - The IE unit and the QA committee shall be responsible for implementing and supervising the application of quality assurance across all campuses.
- Security and Recreational Facilities
 - It is the responsibility of the facilities coordinator to assure that all FCHS campuses have an adequate and equal security systems and staff resources.
 - All staff and students shall follow the security guidelines outlined in the Faculty, Staff, and Student handbooks of FCHS.
- Information Technology
 - Equal information technology facilities, systems, and equipment shall be available and ready to be used by both faculty and students across FCHS campuses.
 - All faculty members in all FCHS campuses shall be provided with a laptop, workstation/office, and access to a printer, internet connection and telephone line.
 - All administrative staff, faculty, and students shall be provided with an orientation on how to effectively utilize the information technology facilities and equipment's upon joining FCHS.
- Library and Information Resources
 - All FCHS campuses shall be equipped with an appropriate learning resource center/

library.

- All FCHS libraries allocated in its campuses shall follow the same policies and procedures set to run and govern the main campus library.
- A librarian shall be allocated at each campus library to provide assistance to students in allocating, reserving, borrowing, and returning a textbook or learning material.
- In case a required learning material is not available in a certain campus, but is available in another campus, then the campus librarian shall request to have that copy delivered to the requested student within a period of 3 working days.
- All electronic databases, journals, and periodicals shall be available and accessible to FCHS students of any campus through the library e-catalogue. FCHS students shall be provided with access credentials to access library e-catalogue.

Procedure

Not Applicable

Section 2: Quality Assurance

2.1. Quality Assurance/Institutional Effectiveness Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is committed to promote academic and professional excellence in compliance with international standards and provide comprehensive and learner student-centered academic programs based on best practices. FCHS demonstrates its commitment to continuous quality assurance and quality enhancement in all aspects of its academic and administrative operations to meet the stakeholders' expectations. This shall be done by systematically evaluating the effectiveness and efficiency of all its activities in accordance with the college vision and mission.

Purpose

The purpose of this policy is to affirm FCHS's commitment to continuous quality enhancement and quality assurance and to provide a quality framework for reviewing and evaluating the quality of processes and procedures followed in order to accomplish the college objectives.

Scope

This policy applies to all FCHS community, including senior management, staff, students, and other interested parties.

Definitions

Not applicable.

Policy

- FCHS shall engage in an institutional effectiveness process and quality enhancement and assurance plan (QEAP) that concludes to which degree the College is operating within its mission and is meeting the goals and objectives proposed in the strategic plan.
- FCHS shall establish a quality framework to realize the College mission, goals and strategic priorities, and to meet its internal and external stakeholder's expectations.
- The quality framework shall include a strategic planning process, departmental operation planning, academic and administration department performance, outcomes assessment process, and a process for collecting, analyzing and reviewing internal and external stakeholders' feedback.
- The quality framework shall monitor and report on the quality of the college activities, systems, processes and outputs.
- The quality framework shall be supervised by the institutional effectiveness department (IED), which shall identify the reporting relationships across the college that support quality assurance and continuous improvement process.
- The quality framework shall ensure that the academic and administrative department activities, operations and budgets are aligned with the college's strategic objectives as articulated in the college strategic plan.
- FCHS shall develop and/or adopt a quality improvement model to address the quality assurance implementation process.
- FCHS shall have a systematic assessment process that articulates the way institutional effectiveness is conducted. This shall be clearly described in the QA/IE manual. The results shall be used to inform planning and budgeting and maintain continuous quality enhancement.
- All academic and administrative departments shall conduct an annual individual departmental operational plan (IDOP) and outcomes assessment process that are informed by the Quality Framework and are aligned with the budget processes.
- FCHS shall develop a process for identifying key issues that emerge from the outcomes assessment with a focus on student learning outcomes and/or the environment supporting the student learning process.
- FCHS shall evaluate its academic programs, courses as well as students, and

administrative services on the basis of evidence, and by benchmarking its performance against the best practices of other local, regional and/or international institutions.

- FCHS shall build up a unified schedule for reporting the departmental and institutional planning, in addition to budgeting processes across the academic year as stated in the planning policy.
- The quality assurance/institutional effectiveness policy shall be reviewed periodically and modified as needed to reflect changes in the College's mission, scope of services, and structure and/or modification of the institutional effectiveness process.

Procedures

Not Applicable

2.2. Planning Policy

Policy Statement

Fatima College of Health Sciences (FCHS) believes that planning with clear attainable goals and objectives is an essential component of its overall direction for building the desired future of the College. Planning and evaluations are systematic, interrelated processes which identify strategies with clear set of objectives, success indicators for achieving the goals and encompass all educational programs, administrative and educational-support functions.

Purpose

This Policy is intended to provide guidance and articulate responsibilities and process (es) to be followed by FCHS to develop, implement, and review the institution long-term strategic plans and short-term operational plans. In addition, the policy ensures the compliance of all academic programs and administration units' operational plans with the College mission, vision and strategic goals.

Scope

This Policy applies to the FCHS Director, all academic and administration units heads, staff, students and interested parties.

Definitions

Not Applicable

Policy

- Long term Planning
 - FCHS long-term strategic planning cycle shall be initiated every five (5) years.
 - The development of the strategic plan is the shared responsibility of the FCHS Director and the Director's Executive Committee (DEC).
 - The IAT Managing Director and/or Board of Trustees shall be responsible for the final revision and approval of the strategic plan.
 - The strategic plan shall outline the vital strategic objectives, priorities and targets of the college which include and specific plans for Community Engagement, Research and Scholarly Activity and Sustainability as well as strategic action plans to meet these objectives.

- The strategic plan shall provide overall guidance and direction for the college and serve as the groundwork for planning at all levels.
- The strategic plan shall comprise the vision statement, mission statement, and strategic goals intended to enable the college to accomplish its desired vision.
- Short term planning
 - All Academic and administrative departments and/or units shall create their own annual Individual Departmental Operation Plans (IDOP) that shall be aligned with the college strategic plan.
 - The IDOPs shall operate on a one-year cycle.
 - On an annual basis, each academic and administrative department shall evaluate the previous year's activities and shall use the evaluation results in planning for the next year.
 - The IDOP shall contain departmental mission and vision statement if applicable, desired outcomes and/or objectives that the department intends to accomplish in the upcoming academic year, projected budget and resources, summary of outcomes assessment tools and specific plans for Community Engagement, Research and Scholarly Activity and Sustainability.
 - All IDOPs shall be submitted to the Director's office not later than the 15th of June each academic year.
 - All IDOPs shall be reviewed, discussed and approved by the FCHS director not later than week 7 of the summer term.
- Outcomes Assessment:
 - The outcomes assessment is an ongoing process that shall be implemented from the first day of the academic year, and then desired outcomes and/ or objectives are assessed throughout the academic year.
 - All academic programs and administrative departments shall develop individual departmental outcomes assessment process(es) (IDOAP) derived from their IDOPs.
 - In addition to the planned desired outcomes and/ or objectives the IDOAP shall include a set of assessment (measurement) tools to measure the unit performance during the current academic year, and accordingly develop correction and corrective action plans to maintain continuous improvement in the unit performance.
 - All academic and administrative departments shall develop an annual departmental

report (ADR) that shall include Department Name, Executive Summary, Department Profile Summary, Goals for Current Academic Year, Budget for current academic year, Department Outcome Assessment results, Risk Assessment, Community Engagement Activities, and Summary of Achievements along with supporting documents. All shall be submitted to the ADAA and/or the FCHS Director office.

- The ADR shall include documentation that indicate whether the actions from the previous year's IDOP have been completed, partially completed and/or not completed.
- The ADR and the outcomes assessment results and findings along with the action plans shall be submitted to the Director's Office not later than the 15th of September of each academic year.
- The IED in collaboration with the quality assurance committee shall compile the departmental outcomes findings and action plans in a single institutional annual report (institutional effectiveness report) to be submitted to the Director's office for additional discussion and approval.
- The IED shall implement an audit process to monitor the departmental progress and compliance with the IDOPs and evaluate achievement of the departmental objectives. Audit findings shall be reported to the head of department (HoD) for follow up and action.
- The audit calendar shall be disseminated to the HoDs no later than week 2 of semester each academic year.
- If applicable the IE Auditor shall initiate an audit report (Non Compliance Report NCR) that will include all non-compliant incidents (NCI) within 5 working days from the audit and send it to the HoD with the Director's acknowledgment.
- The HoD and his/her team shall be responsible to develop the necessary correction, corrective and preventive actions to sort out the NCI(s) and report the action plan to the IED for further follow up within 10 working days from the NCR receipt.

- **Budgeting Process:**

- Each academic and administration department head shall be responsible for developing its budget at unit level. The budgeting process shall be aligned with the college strategic goals.
- Each HoD is responsible for the integration of the unit outcomes assessment findings

with budgeting requests according to the approved IDOP.

- All HoDs shall submit their financial needs through IDOP to the FCHS Director for approval and implementation.
- Based on the strategic priorities established for the next year the FCHS Director in collaboration with the DEC shall be responsible to review each unit's budget in order to formulate the college budget. The finance department shall implement the necessary actions.

Procedures

- Departmental Planning Procedure:

- All academic and administrative departments will create their own IDOP.
- All academic and administrative departments will submit their IDOPs to the Director's office on the 15th of June each AY.
- The Director will discuss and approve the IDOPs by the end of week 7 of the summer semester.
- If IDOPs are approved, the Director will inform the finance department. The finance department will take the necessary actions.

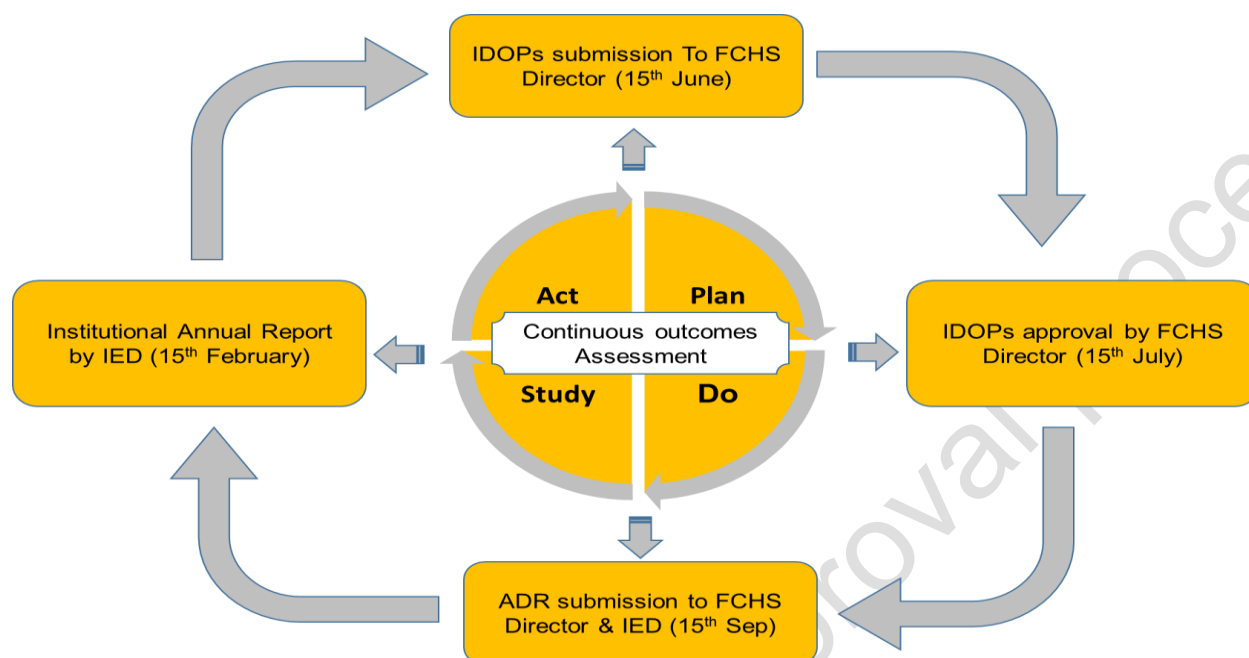
- Departmental Reporting Procedure:

- All academic and administrative departments will create their own ADR.
- All academic and administrative departments will submit their ADR alongside with the outcomes assessment results laterally with the action plans to the FCHS Director and IED no later than the 15th of September each AY.
- The IED in collaboration with the quality assurance committee will compile the Departments' outcomes findings and action plans in a single annual report (fact book), then submit to the Director's office for additional discussion and approval.

FCHS Institutional activities

Task to be performed		Months											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Internal Audit												
2	Strategic Action Plan Achievement Review												
3	FCHS Core Documents Update: Fact Book, Faculty/Staff Handbook.												
4	Student Handbook, Catalogue.												
5	FCHS Manuals Update: IE & QA Manual, Risk Management Manual and Policies & Procedures manual,												
6	Individual Department Operational Planning academic & administration Departments												
7	Annual Departmental Report & Program Effectiveness Report												
8	Risk Register, Assessment & Progress Report												
9	Employee Performance Appraisal Progress												
10	Course Files Archiving												
11	FCHS Surveys												
12	Institutional Effectiveness Annual Report												

FCHS Planning & Reporting Cycle



2.3. Policy Writing and Issuing Policy

Policy Statement

Fatima College of Health Sciences (FCHS) recognizes that policies serve as the promoter of the institutional mission, operational efficiencies, effectiveness, and excellence. This policy addresses FCHS commitment to ensuring that all policies shall be formatted, developed, approved, and issued in a consistent manner in compliance with the college's Mission.

Purpose

This policy is intended to:

- Address the manner of developing, writing, issuing and preserving FCHS policies and procedures.
- Ensure that FCHS stakeholders have an access to well established, standardized and easy understandable policies and procedures.
- Support the college's mission, vision and attain accountability by clearly identifying the responsible department for Policies reservation, writing, reviewing and updating.
- Mandate the manner by which all FCHS policies shall be:
 - Developed and maintained in a standardized format.
 - Approved formally by the authorized approval body.
 - Disseminated by the authorized approval body to all stakeholders involved.
 - Accessed easily by any interested party.

Scope

This policy applies to FCHS administrative units and academic department, in addition to students, and the staff who have a responsibility for developing, writing, reviewing, updating and disseminating college-wide policies.

Definitions

Policy: A policy is a set of general statements established to provide regulation, assistance and guidance including management direction to the college interested parties that describes the college's rules on a particular subject matter. Based on this, FCHS policies is considered as a basic principles which govern the College that dictates or restrains actions

and has wide institutional applications.

Procedure: A fixed, step-by-step sequence of activities or course of action (with definite start and end points) that must be followed in the same order to correctly perform a task and/or implement a policy, (see appendix 2).

Policy Owner: The Policy Owner is the applicable department, administrative unit, and/or Heads of Departments (HoDs) whose responsibility covers the policy matter.

Policy

- Policy Development

- When a need for a new policy is identified, the policy identifier department, and/or staff shall submit a policy proposal (appendix 1) to the FCHS Director's office through the FCHS Institution Effectiveness Unit (IEU) for review and initial authorization.
- If the proposal is approved, a draft policy shall be created following the FCHS approved policy format outlined in this policy.
- The policy owner is responsible for reviewing the policy draft and identifying possible impacts of the policy on FCHS stakeholders.
- After review and input of the policy owner, the Policy should be raised to FCHS Policy and Procedures Committee for discussion, then submitted to the FCHS Director for formal approval.
- Once the policy is approved and signed by the FCHS Director, the Policy Owner should forward the signed copy of the Policy to the IEU.
- The IEU or Director's Office are responsible for announcing the new policy to the FCHS institution, maintaining copies of signed policies including the new policies and updating the FCHS policy and procedures manual accordingly.
- When certain policies are due for review or revision, it is the IEU responsibility to remind and notify the policy owner.
- FCHS policies and procedures shall be reviewed at least once every two years, unless changes in the by-laws or the college's mission require a different revision date.

- Policy Format

- FCHS shall adapt a standardized policy format to guarantee uniformity and consistency. Therefore, FCHS policies shall be written according to the following format:
- Header: (mandatory element) shall include the following information:
 - I. Policy subject (Title).
 - II. Division/Dep.
 - III. Section.
 - IV. Reference number.
 - V. Issue date.
 - VI. Next revision date.
 - VII. Version.
 - VIII. Page number in the form of page X of Y.
- Policy statement and purpose: (mandatory element) is a statement that describes the main purpose of the policy.
- Scope: (mandatory element) is a statement that identifies all parties bound by the policy.
- Definitions: (if applicable) a set of explanation of terms and abbreviations used in the policy.
- Policy: (mandatory element) a set of general rules and management directions that labels the policy topics and may comprise of: duties and responsibilities assigned to designated department or staff as needed; and if applicable explicit authority to impose disciplinary actions and penalties, or other remedies when noncompliance with the policy takes place.
- Procedure: (if applicable) Procedure means a group of processes typically done in a standard order to achieve an objective/task.
- Effective, revision and issuing date(s): (mandatory element) this element points out the effective initiating date of the policy, and the next revision date, if applicable.
- Approval list: (mandatory element) this list is needed for initial approvals in addition to all subsequent updates. Approval list shall include the name, signature, title, date

of reviews and approvers.

- Revision history list: (mandatory element) this list is needed for any implemented update(s). The list shall include Revision number, date and reason for revision, name of reviewer, name of approver, approval date.
- The policy owner shall follow FCHS style format Ref No SLWP/001/2017 in term of font size, font type and line spacing.
- References : (mandatory element) a statement that gives information about a writer or a book, article, etc. showing where particular information was found.
- Policy and Procedure Manual Location
 - To ensure easy access to the college policies, FCHS shall maintain a unified policy and procedure manual in either print and/or electronic form, with the most updated/approved version of all policies.
 - FCHS shall maintain a soft copy of the manual in a shared folder, in addition to a hard copy placed in each academic HODs and administrative unit in-charge office.
 - To ensure staff awareness of the manual contents, it is the responsibility of HODs, administrative unit in-charge and their respective staff to read and understand FCHS policies, and sign on the signature sheet in the beginning of the manual.

Procedures

Not applicable

Section 3: The Education Program

3.1. Undergraduate Completion Requirement Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is committed to graduate healthcare professionals with the highest standards of knowledge, skills and professionalism and who are competitive both locally and internationally. This policy outlines the requirements for completing an undergraduate degree at FCHS, specifies the process to be followed by enrolled undergraduate students before their graduation and explains how the criteria for graduation, as accepted by the CAA in the program's accreditation, are applied.

Purpose

This policy aims to set out FCHS undergraduate completion requirements. It describes the principles, requirements and processes followed by the college to guide students to on-time degree completion.

Scope

This policy applies to admission and registration office, student services department, students, HoDs and academic advisors.

Definitions

Graduate: A student who successfully completed and accomplished all the requirements of the academic degree.

Policy

- A student shall fulfill the following requirements to obtain his/her degree:
 - The student has passed all the required and relevant courses according to the approved study plan of their major
 - The student satisfied the total number of credits for their degree
 - The student has achieved an overall CGPA of not less than 2.0

- The student has completed successfully any practice/placement components of the program
- The student has not exceeded the maximum number of years for graduation stated in this policy unless an exception is granted
- The student has spent the minimum study duration and time in learning for the degree
- The student must be registered at FCHS during his/her graduation semester
- Students have completed a volunteering 100 hours
- To be eligible for graduation, students shall satisfy each of the following total credit hours requirements as approved by the CAA in 2019/2020:
 - Starting from Spring 2022 semester, students (except psychology and Emergency Health “Paramedics” students) will undertake the HAAD exam, and results will be used as a benchmarking exercise to assist the academic departments to improve their program’s courses curricula. In the case of Emergency Health “Paramedics” students, they shall undertake the National Registry exam. Registrar will share as appropriate with the academic departments. IAT/FCHS will pay for the UAE National students to undertake the HAAD exam once only.
 - The HAAD exam is linked to an elective course from the program study plan, and students shall pass the HAAD or any relevant professional exam to pass the course as determined by the college.

Department	Major	Program(s)	Degree
Nursing	Nursing	Nursing (BSc), inclusive of Nursing Bridging	BACHELOR OF SCIENCE IN NURSING
Pharmacy	Pharmacy	Pharmacy (BSc)	BACHELOR OF PHARMACY
		Pharmacy (Higher Diploma)	HIGHER DIPLOMA IN PHARMACY
Emergency Health (Paramedics)	Emergency Health (Paramedics)	Emergency Health (Paramedics) (BSc)	BACHELOR OF EMERGENCY HEALTH (PARAMEDICS)
		Emergency Health (Paramedics) (Higher Diploma)	HIGHER DIPLOMA IN EMERGENCY HEALTH (PARAMEDICS)
Physiotherapy	Physiotherapy	Physiotherapy (BSc)	BACHELOR OF PHYSIOTHERAPY
		Physiotherapy (Higher Diploma)	HIGHER DIPLOMA PHYSIOTHERAPY
Nursing	Midwifery	Midwifery (BSc)	BACHELOR OF SCIENCE IN MIDWIFERY
Radiography & Medical Imaging	Medical Imaging	Medical Imaging (Bachelor)	BACHELOR OF MEDICAL IMAGING
	Radiography	Radiography (Higher Diploma)	HIGHER DIPLOMA RADIOGRAPHY

- The maximum and the minimum time for a student in which he/she may complete a degree program as per the Academic Progress Policy shall be:
 - The maximum period of study for full-time study in the Higher Diploma programs is $N \times 1.5$ years, where N is the number of years needed to complete the program on regular study plan
 - The maximum period of study for full-time study in the Bachelor programs is $N \times 1.5$ years, where N is the number of years needed to complete the program on regular study plan
 - The minimum number of semesters of enrollment for transfer students shall not be less than 50% of the program duration
 - The maximum number of credits for transfer students shall not be more than 50% of the program approved credit hours
 - The full-time study load for a student ranges from 12 -18 credit hours. Any excess credits are only permitted if the student is in their final semester and subject to approval of the HoD.

- Suspended semesters shall not be counted in the time allowed for students to complete their degree
- Students who failed one course during their last semester may re-sit their exam if it is the last course required for graduation.
- Students who failed more than one course during their last semester shall re-take the courses during the following term.
- If a failed course has been removed from the curriculum or is an elective, the student may meet graduation requirements by the substitution of another course only with the written approval of the HoD.
- Graduating students who completed all courses, but their CGPA is less than 2.0 shall be allowed one semester to raise their CGPA to 2.0 or more (see Academic Progress Policy) and may be extended as per the academic committee approval.
- The Office of the Registrar shall change the status of the student from active to “inactive due to graduation” student after ensuring that:
 - The name of the student is in the approved list of graduates
 - The individual report of the student is signed by the academic advisor and the HoD
 - The most recent personal data (filled in by the graduating student in the graduation form) are consistent with the existing ones on the system.
 - The student submitted his/her clearance sheet
- Students must satisfy all financial obligations to the FCHS within the time specified by the Registrar and approved by the Director. Certificates for graduation and transcripts will be withheld on past-due accounts and loans, when applicable.
- The Office of the Registrar shall be responsible for publishing the list of graduates to HoDs and the Director before the distribution of graduation certificates.
- Graduating students who completed all courses, but their CGPA is less than 2.0 shall be allowed one semester to raise their CGPA to 2.0 or more (see Academic Progress Policy) and may be extended as per the academic committee approval.
- The Office of the Registrar shall change the status of the student from active to “inactive due to graduation” student after ensuring that:
 - The name of the student is in the approved list of graduates
 - The individual report of the student is signed by the academic advisor and the HoD

- The most recent personal data (filled in by the graduating student in the graduation form) are consistent with the existing ones on the system.
- The student submitted his/her clearance sheet
- Students must satisfy all financial obligations to the FCHS within the time specified by the Registrar and approved by the Director. Certificates for graduation and transcripts will be withheld on past-due accounts and loans, when applicable.
- The Office of the Registrar shall be responsible for publishing the list of graduates to HoDs and the Director before the distribution of graduation certificates.

Procedures

- Once the program is awarded accreditation and/or substantive change approved from the CAA, each HoD shall send to the Office of the Registrar the approved study plan which contains the following:
 - The list of all courses in the curriculum.
 - The details of each course: course number, credit hours, contact hours of lectures, lab sessions, pre-requisite course(s) and level of study.
- The Office of the Registrar shall enter the program study plan on the Banner system and a printout study plan shall be submitted to the HoD for confirmation.
- At the end of the add and drop period of each semester, a records officer from the Office of the Registrar shall perform a degree audit by reviewing the academic records of graduating students and comparing them to the official study plan of the program. He/she shall verify that each graduating student has completed all the degree requirements.
- If there are any transfer credits or an extra course from outside the degree, a records officer from the Office of the Registrar shall map these courses to the degree requirements as per the HoD approval.
- Then, the Office of the Registrar shall send to the HoD a list of expected graduating students along with their transcripts, registered courses during that semester, and the pre-graduation degree audit checklist form to be signed by the academic advisor and HoD.
- For each graduating student, the academic advisor and approved by the HoD shall fill the pre-graduation degree audit checklist form to verify if the earned

courses along with the registered courses during the current semester cover all the requirements for graduation. The pre-graduation form shall then be sent to the Office of the Registrar.

- Well before the end of the semester, the records officer shall compare the results of his/her analysis with that of the academic advisor. In case of discrepancy, the records officer shall transfer the case to the HoD.
- Accordingly, the updated list of expected to graduate names and IDs for each program shall be compiled by the Office of the Registrar before the end of the semester.
- The Office of the Registrar shall request a valid passport copy from the expected graduate students whose passports are expired and to update Banner (SIS) , print the certificates, and transcripts as per the updated passport.
- At the end of the semester and once the grades are released, a records officer from the Office of the Registrar shall review and complete a degree audit to verify that each student has completed his/her degree requirements and didn't fail any course from the previous semester. Then, the records officer shall send to the HoDs the following:
 - A list of graduating students whose CGPA is 2.0 or more
 - A list of graduating students that completed all courses, but their CGPA is less than 2.0.
 - A list of graduating students who failed one or more courses during their last semester.
- The list of graduates and their certificates, transcripts, and checklists, are sent for approval from the college Director, the IAT Managing Director, and the Board of Trustees.
- Official transcripts and certificates are printed by the Office of the Registrar, then sent to the Registrar and the college Director for the signature.
- A records officer from the Office of the Registrar shall change the student status to "graduated" on Banner (SIS).
- A records officer from the Office of the Registrar shall add the date of graduation for each graduate on Banner (SIS), and the date shall be the last day of the final exam period.

- A records officer from the Office of the Registrar shall update the graduates' academic standing on Banner (SIS) according to their CGPA (Excellent, very good, good).

References And Related Documents

- Students Admissions Policy

3.2. Academic Progress Policy

Policy Statement

Fatima College of Health Sciences (FCHS) are expected to meet academic standards set by FCHS and demonstrate good academic progress. FCHS has a responsibility towards standardizing the eligibility criteria that allows a greater understanding and consistent application of policies & procedures regarding academic standing, probation and dismissal to identify students who may be unlikely to earn degrees due to their academic performance. Moreover, to meet the students' needs to have clearly articulated processes for being placed on or removed from probation, and/or dismissal.

Purpose

The purpose of this policy is to ensure that the determination of student academic standing, continued eligibility for enrollment, and academic progress functions are conducted in a manner that is consistent with academic principles, standards, and expectations of FCHS.

Scope

This policy applies to academic advisors, registrar, FCHS students and student's services department.

Definitions

Academic record: Record directly related to the education of a student and maintained by the Registrar's Office.

Academic standing: An indication of a student's accumulated performance, determined by academic regulations governing good standing, probation and dismissal.

Good Academic Standing: The academic standing of a student who maintains a cumulative grade point average.

Academic notification: A notification when the CGPA of a student reaches 2.0 or less for one semester.

Academic probation: The academic status of a student whose CGPA is less than 2.0 in a particular semester.

Academic dismissal: The removal of a student from the College for unsatisfactory academic achievement.

Administrative dismissal: a student who is permanently dismissed from FCHS for a very serious disciplinary reason. Permanently dismissed students are considered inactive students.

Student suspension: A suspension means students are removed from the college and/or the program temporarily for a period of time.

Course: A set of lectures and/or practicum designated by a course code and credit hours that is assessed, graded and applied to a qualification within an academic program.

Failing a Course: A grade assigned to an unsuccessful completion of a course using any one of the three following assessments:

- Fail (F): Inadequate understanding of the basic course content; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability and/or, failure to achieve some or all major and minor objectives of the course.
- Failure due to Absence (FA): An absence rate exceeding 15% of the total required course sessions in an academic term.
- Withdraw and Fail (WF): Withdrawing from a course after the deadline of the withdrawal period. The date of the WF demarcation shall be clearly specified before the start of the academic term.

Policy

- The academic standing status of FCHS students shall be evaluated at the end of each semester, excluding the summer term.
- At the end of each academic semester, each student's academic standing status shall be determined on the basis of the student's term and/or Cumulative Grade Point Average (CGPA) as one of the following: Good Academic Standing, Academic Probation, or Academic Dismissal.
- A student's academic standing status shall determine the student's eligibility to continue enrollment in a subsequent semester and/or to progress within the

FCHS program.

- A student with a CGPA of 2.0 or higher on a scale of 4.0 at the end of an academic semester is classified as in Good Academic Standing.
- The Registrar shall provide to students accurate and timely information about their academic standing status.
- The Registrar shall update the student's academic standing status after all grades including incomplete grades or grade corrections are posted.
- When the CGPA of a student drops to 2.0, a warning shall be communicated to the concerned student. The warning shall be issued by the Registration office at the end of each semester, excluding the summer term.
- Student who receives a warning shall meet with her academic advisor to discuss the warning and complete a development plan to ensure academic improvement and success.
- The first time an undergraduate student ends an academic semester with a CGPA below 2.0 after studying 21 credit hours, shall be placed on First Academic Probation.
- Students placed on academic probation shall be allowed to register in a maximum of twelve (12) credit hours in a regular semester and a maximum of three (3) credit hours in the summer term. Deviation from the stipulated maximum credits requires approval from the senior manager registration and student's services and the head of department (HoD).
- A student on academic probation must raise his/her CGPA to at least 2.0 within the next semester following receipt of the academic probation notice to be in 'Good' academic standing.
- A student whose CGPA is still below 2.0 at the end of the semester following the First Academic Probation, excluding summer term, shall be placed on Second Academic Probation.
- A student whose CGPA remains below 2.0 at the end of the semester following the Second Academic Probation, excluding summer term, can be transferred to another program or academically dismissed.
- If a student receives a Second Academic Probation with CGPA not less than 1.8 and is expected to complete the graduation requirements within one academic

semester he/she shall be given a chance for one semester to raise the CGPA to 2.0 otherwise he/she will be academically dismissed.

- Upon recommendation from Students Services Senior Manager and/or HoDs, an academically dismissed student with a CGPA not less than 1.8 shall be given an exceptional chance for one semester to raise the CGPA to 2.0, otherwise he/she will be academically dismissed with no further exceptions.
- An academic probation and/or dismissal shall be noted on the student's academic records.
- The summer term shall not be taken into consideration when evaluating a student's academic standing.
- Academic probation decisions shall be officially communicated by Registration office to all concerned students, HoDs and the College Director at the end of each regular semester.
- A student shall be academically dismissed from FCHS under the following circumstances:
 - Failing a course three times.
 - Failing to achieve the minimum CGPA 2.0 requirement for "Good Standing" by the end of the following semester after she/he placed on Second Academic Probation and/or Academic Dismissal.
 - Failing to achieve the minimum CGPA 2.0 requirement for "Good Standing" in three non-consecutive semesters.
 - Failing to meet graduation requirements within the appropriate period of study under the following circumstances:
 - The maximum period of study for full-time study in the Higher Diploma programs is $N \times 1.5$ years, where N is the number of years needed to complete the program on regular study plan.
 - The maximum period of study for full-time study in the Bachelor programs is $N \times 1.5$ years, where N is the number of years needed to complete the program on regular study plan.
 - The maximum period of study for full time study in the Bridging program in nursing and emergency health is $N \times 1.5$ years where N is the number

of years needed to complete the program on regular study plan.

- Academically dismissed students may apply for transfer and/or admitted to another program of study in FCHS. Transferred courses that are part of the student's new degree program shall not be included in the student's CGPA calculation.
- A student may appeal the academic dismissal decision to the Registration office within 5 business days of the official notification of the decision.
- Students seeking to appeal an academic dismissal shall submit a signed written appeal form to the Registration office in the Students Services dept. who shall review the case with the relevant HoD.
- The HoD and the committee shall consider and discuss the appeal requests within 5 working days from the receipt of the request and communicate their decision to the Director for approval. Student Services department shall inform the student about the final decision within 5 working days from the recipient of the approved decision.
- Once the dismissal is confirmed the student shall not be readmitted to any FCHS program.

Procedures

- The first time a student ends an academic semester with a CGPA below 2.0 points after studying fourteen (21) credit hours, she/he will be placed on "First Academic Probation".
- A student on academic probation must raise his/her CGPA to at least 2.0 points within a semester following receipt of the academic probation notice.
- A student on academic probation whose CGPA is below 2.0 points at the end of any semester following the "First Academic Probation" he/she will be placed on "Second Academic Probation".
- A student on Second Academic Probation whose CGPA is still below 2.0 points at the end of the following semester will be dismissed from the program and/or academically transferred to another program as described in Article 5.14 and 5.15 of this policy.

References and related documents

Not applicable

under review and approval process

3.3. Grading and Assessment Policy

Policy Statement

Assessment is the process of forming a judgment about the quality and extent of student achievement or performance, and therefore by inference a judgment about the learning itself. Assessment inevitably shapes the learning that takes place that is, what students learn and how they learn it, and should reflect closely the purposes and aims of the course of study.

Assessment practices within Fatima College of Health Sciences are based on the general principles of criteria-based assessment. These are that the desired learning outcomes for a course of study are clearly specified; assessment tasks are designed to indicate progress towards the desired learning outcomes; and the assessment grade is a measure of the extent to which the learning outcomes have been achieved. This policy specifies FCHS assessment philosophy and the general principles that guide the college's assessment practices.

Purpose

The purpose of this policy is to outline the FCHS assessment philosophy and the general principles that guide the college's assessment practices..

Scope

This policy applies to all FCHS staff and students.

Definitions

None

Policy

- Assessment methods may take a variety of forms: the key criterion for choice among methods should be appropriateness to the learning outcomes. Assessment should be criteria based rather than norm referenced and may include individual or collaborative achievement or both.
- The requirements for learner success should be made clear, and the overall strategy

should be to develop in students the ability to evaluate the quality of their own work in order to equip them to function as professionals with a commitment to life-long learning.

- Assessment practices within Fatima College of Health Sciences are based on the general principles of criteria-based assessment. These are that the desired learning outcomes for a course of study are clearly specified; assessment tasks are designed to indicate progress towards the desired learning outcomes; and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.
- The standard of performance that is required for the award of a particular grade is a judgment that is based on the professional expertise of the various staff that contributes to the assessment process and is informed by experience with accepted standards, including, where appropriate, standards in other institutions. There is no pre-determined distribution of grades as the outcome of assessing a group of students.
- Students are required to submit assessment items by the due date, as advised in the Course syllabus or by the course instructor. Assessment items submitted after the due date will be subject to a penalty unless an extension of time for submitting the item is approved by the course coordinator.

Extensions

- Requests for extension of time to submit an assessment item must be made in writing to the course leader. Where the request is made on medical grounds, an appropriate medical certificate must be submitted.
- The request for an extension should be lodged by the due date for the assessment item. A copy of the extension request should be attached to the assessment item when it is submitted.

Late submissions

- An assessment item submitted after the due date, without an approved extension, will be penalized. The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each day or part day that the item is late. Weekends count as one day in

determining the penalty. Assessment items submitted more than five days after the due date are awarded zero marks.

- The course coordinator may vary provisions provided that any penalties to be imposed for late submission are approved by the relevant Academic and Assessment Committee in the context of approving the course syllabus and are conveyed to the student as part of the course syllabus.

Deferred assessment

- Students may apply for deferred assessment if they were prevented from performing an assessment item, such as an examination, text, seminar presentation, or other assessment activity scheduled for a particular date. The following would generally be considered acceptable grounds to approve a deferred assessment:
 - on the grounds of illness
 - accident
 - temporary disability
 - bereavement
 - sporting or cultural commitment at state, national or international representative level
- Requests for deferred assessment must be made on the form provided for this purpose and accompanied by appropriate documentary evidence. Requests for deferred assessment in respect of an examination must be lodged at the section no later than three working days after the date of the examination. Requests for deferred assessment in respect of other assessment items must be lodged with the course coordinator no later than three working days after the date pertinent to the assessment item.
- An application for deferred assessment shall be considered by the course coordinator or nominee who approves or rejects the application. The course leader notifies the chair of the Academic and Assessment Committee of the outcome of the deferred assessment application.
- Where a student is granted the permission to perform a deferred assessment, this normally takes the form of a replacement assessment item or examination, in which case, the replacement assessment item should resemble as closely as possible the

original assessment item or examination and should carry the same percentage of total weighting for the course.

- In exceptional cases, the Assessment Board may respond to an application for deferred assessment by giving special consideration through one or more of the actions previously described.
- A student who is granted deferred assessment in a course is eligible for the full range of grades available for that course.
- Documentation required supporting an Application for Special Consideration, Extension or Deferred Assessment.
- Students applying for deferred assessment or special consideration on medical grounds must submit a medical certificate, completed by a registered medical or dental practitioner stating:
 - the date on which the practitioner examined the student
 - the severity and duration of the complaint; and
 - the practitioner's opinion of the effect of the complaint on the student's ability to undertake the assessment item.
- A statement that the student was "not fit for duty" or was suffering from "a medical condition" will not be accepted unless the information required above is included.
- Students applying for special consideration, extension or deferred assessment on other grounds must submit suitable documentary evidence, such as a bereavement notice, letter from employer, practitioner or professional, statutory declaration, copy of accident report.
- Students who feel that their case for special consideration, extension or deferred assessment has been wrongly dismissed by the course coordinator or senior manager of students and support services/registrar, may appeal in writing against that decision to the Head of Academic Affairs. The decision of the Head of Academic Affairs is final.

Appeals against award of grade

- Students are encouraged to discuss with teaching staff their performance in assessment items during a course. Where a student believes that an error has been made or an injustice done in respect of the grade awarded for a course, the student may request a review of the grade. This request must:

- be made in writing on the appropriate form
- state the grounds for the review request
- be lodged with the Senior Manager of Students and Support Services/ Registrar within 14 days of the date on which student grades are posted on the Abu college's website.
- All requests for review of grade shall be dealt with by the course coordinator then the Senior Manager of Students and Support Services/ Registrar. Students will be notified of the outcome of the requested review of grade by the course coordinator or the Students and Support Services/Registrar Senior Manager who will forward the recommendation back to the program head/ the Head of Academic Affairs. The Grade Appeal Form for the course coordinator and the Senior Manager of Students and Support Services can be obtained from their offices.
- A student who is dissatisfied with the outcome of the review of grade may lodge a formal appeal to the Head of Academic Affairs or the Appeals Committee (refer to Policy on Student Grievances and Appeals).

Disposal of assessment material

- Sections are required to retain all uncollected assignments, portfolios and other assessment materials for a minimum of five years from the date of issue of results. At the completion of the five year period, sections may destroy all assessment material except that material that relates to appeals that have not yet been finally determined.

Responsibilities of examiners and course coordinators

- Course coordinators are responsible for conveying to students' clear advice about the aims and objectives of the course, the assessment requirements, the relationship between the assessment methods and the expected learning outcomes, the criteria against which individual assessment items are judged and their relative weight.
- Examiners are required to provide feedback to students on their performance in assessment items conducted during the semester. Examiners should give guidance to students and comment on work presented for assessment during the semester by written comments or other suitable means. Examiners should be prepared to discuss with students their performance in an examination.

Responsibility of academic and assessment committees

- The Academic and Assessment Committee is responsible to the senior management committee for determining grades from individual course leaders in respect of all courses that are the responsibility of the sections. The Academic and Assessment Committee is also responsible for dealing with individual student cases, monitoring results and providing advice on student achievement, in respect of all programs that are the responsibility of that section.
- The Academic and Assessment Committee is responsible for:
 - Determining final grades
 - Scrutinizing grade recommendations from course coordinator to ensure comparability of standards and consistency with Fatima College of Health Sciences policy
 - Consulting relevant course coordinators regarding any queries concerning their recommended grades.
 - Determining the classification to be awarded to students who have satisfied the requirements within Fatima College of Health Sciences
 - Approving the award of supplementary assessment
 - Determining the outcome of applications from students for special consideration and deferred assessment
 - Dealing with allegations of cheating and plagiarism as provided for in the policy on academic misconduct
 - Determining the recipients of prizes and awards within the section
 - Recommending to the Awards Committee candidates for any academic prizes
- The Academic and Assessment Committee together with the Curriculum and Quality Committee are also responsible for:
 - Monitoring the outcome of assessment processes, identifying courses in which the outcomes are unsatisfactory and providing advice to the sections on actions to improve assessment outcomes
 - Providing advice to the management committee on the basis of assessment performance indicators about the need to review program structure and contributions of courses to a program

- Providing advice to the sections in relation to the review of student progress through programs for which the department is responsible
- The Academic and Assessment Committee may establish assessment panels to facilitate the business of the Academic and Assessment Committee. An assessment panel may carry out any of the functions of the College Board with the exception of dealing with allegations of cheating and plagiarism recommending candidates for any academic prize and determining appeals against decisions in response to applications for special consideration and deferred assessment.
- The Academic and Assessment Committee may modify the grades recommended by the course leader. Where such modification is made on the basis of academic judgment, the course coordinator will be consulted.
- The Academic and Assessment Committee may appoint an alternative examiner or examiners from within the college or external in order to provide advice on the assessment of a particular student or course. The functions of the Academic and Assessment Committee may be carried out executively by the chair of the Assessment Board.
- The chair of the Assessment Board is responsible for determining appeals from students against decisions in response to applications for special consideration and deferred assessment.

Procedures

Not applicable

References and documents

Not applicable

3.4. Examination Policy

Policy Statement

Examination is the process of forming a judgment about the quality and extent of student achievement or performance, and therefore by inference a judgment about the learning itself. Examinations inevitably shapes the learning that takes place that is, what students learn and how they learn it, and should reflect closely the purposes and aims of the course of study.

Purpose

The purpose of this policy is to outline the FCHS examination principles that guide the college's assessment practices.

Scope

This policy applies to all FCHS staff and students.

Definitions

None

Policy

- No candidate shall be permitted to enter the examination room after the lapse of 30 minutes from the start of the examination. No additional time will be allowed to candidates who arrive at the examination room after the start of the examination.
- No candidate shall be permitted to leave the examination room EITHER in the first 30 minutes from the start of the examination OR in the last 15 minutes of the examination.
- Candidates who complete their work during the last fifteen minutes shall remain quietly seated until the invigilator announces the end of the examination.
- Irrespective of their departure time, candidates must not (a) leave the examination room until all their written work has been handed in or (b) remove from the examination room any answer books (whether used or unused), mathematical tables or other data provided for use or other items of examination stationery except for non-returnable question papers.

- Students are forbidden to:
 - take to their desk in the examination room NEITHER any unauthorized book, manuscript, papers or other articles NOR any case, bag or other container in which books, manuscripts, papers or other unauthorized articles can be carried
 - make use of any of the types of material referred to above that were introduced into the examination room by either the candidate or another examinee
 - obtain, or endeavor to obtain, directly or indirectly, assistance in his/her work
 - give or endeavor to give, directly or indirectly, assistance to any other candidate
 - impersonate an examination candidate
 - allow themselves to be impersonated
 - write notes or rough work on any paper other than the answer books or question papers provided.
- Where an Invigilator suspects a candidate of breaching Regulations, the following procedure shall be followed:
 - The senior invigilator shall be informed. If the senior invigilator shares the suspicion, he or she shall:
 - remove and retain any unauthorized material
 - report the matter to the senior manager of students and support services/registrar or her/his representative), who shall have power EITHER to exclude the candidate from the examination room OR permit the candidate to finish the paper
 - The student shall be informed before s/he leaves the room that s/he is not required to admit to a breach of the regulations, but s/he may submit a written statement if s/he so wishes, to be forwarded to the course coordinator.
 - At the conclusion of the examination, the invigilators shall prepare a joint report of all the circumstances, and forward this report to the course coordinator, who shall prepare a report for consideration by the examiners. Based on the report, the relevant Exam Board shall be responsible for determining the consequences for the student of the regulatory breach. The consequences shall be within the following guidelines:
 - for an initial offence, the maximum penalty shall be that the student is awarded a fail grade, without the right to reassessment, for the module

or subject overall, but retains the right to redeem credits by retaking the module or taking an alternative module, subject to the constraint that the overall mark for the retaken/alternative module/subject would be capped at 50% (Pass).

- for a second or subsequent offence, the maximum penalty shall be that the student's studies are terminated, and the student is required to leave Fatima College of Health Sciences.
- In the event that an examiner, when marking examination scripts, suspects a candidate of having breached Regulation, she/he shall consult the relevant section coordinator or nominee. If the course coordinator or nominee considers that such a breach has occurred, s/he shall make a full report to the registry and shall warn the candidate that this report is being made. The course coordinator or nominee shall inform the candidate that s/he is not required to admit a breach of the regulations, but s/he may submit a written statement if s/he so wishes, to be forwarded to the senior manager of students and support services/registrar or representative. The Senior Manager of Students and Support Services/ Registrar shall prepare a report for consideration by the Examiners, which shall be considered in accordance with above.
- Students applying for a deferred examination for this reason may also apply for an alternate sitting or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems).
- Approval to sit a deferred examination will not be granted where students could reasonably have been expected to avoid the circumstances of missing or performing poorly in an examination. The following would generally be considered unacceptable grounds to approve a deferred examination:
 - misreading an examination timetable
 - applications submitted after the 3 day deadline
 - holiday arrangements, including for international travel. Booking a plane ticket prior to the end of semester examination period is not considered an adequate reason for a deferred examination
 - sporting or cultural commitment, other than at state, national or international

representative level

- Applications may be rejected if there is reason to believe that a student is seeking to achieve an unfair advantage through deferred assessment. This judgment may be based on the particular circumstances of the application together with the student's academic record and history of deferred examination applications.

Disruptive behavior

- Students are forbidden to:
 - communicate with each other in the examination room
 - address enquiries to anyone other than an invigilator
 - smoke or consume alcohol in the examination room
 - leave mobile telephones or pagers switched on in the examination room
 - place mobile telephones or pagers on their desks
 - indulge in any behavior which, in the opinion of the invigilator, may disturb other candidates
 - indulge in any other form of conduct which may disrupt the smooth progress of an examination

Illness during examination

Inability to complete an examination

- In cases where a candidate complains of feeling unwell in a scheduled room, leaves the examination, and is unable to return to complete the examination, s/he will be required to submit a medical certificate to the assessment staff in the Registry Office, normally within three working days.
- The invigilator should record the circumstances surrounding the student's withdrawal from the examination on the front cover of the examination book, and the internal examiner responsible for marking the script shall inform the program head, the senior manager of students and support services/registrar, and the Head of Academic Affairs.
- The Committee shall be entitled to determine EITHER that the student should be treated in the same way as a student who was absent from the examination, OR that the student should be awarded a mark based on the work that had been completed.

Completion of the examination after a break

- In cases where a candidate complains of feeling unwell in a scheduled room and leaves an examination but remains under supervision:
- Arrangements may EITHER be made for the examination to be continued in the Medical Center, (provided a Medical Officer certifies that, whilst the candidate is unable to sit the examination in the normal place, s/he is fit to do so at that venue);
- OR the candidate will be permitted to return to the examination room.
- (b) In cases described under (a) above, an invigilator will be required to enter in the candidate's answer book the time of departure and, where appropriate, subsequent return and to sign next to these entries.

Open book examinations

- For all 'Open Book' examinations, the relevant Head of Program or nominee shall ensure that the candidates are informed, in writing, of the following:
 - The title of the 'Open Book' examination paper
 - The precise nature of the material which can be taken into the examination
 - That the material is for the candidates' personal use
 - That, apart from the candidates being allowed the use of certain specified material, the examination will be conducted in all other respects in accordance with the normal rules governing the conduct of examinations.

Advanced publication of papers

- In the event of a written paper being published in advance of the date of an examination, the relevant course coordinator or nominee shall ensure that the candidates are informed, in writing, of the following:
 - The title of the paper
 - The date on which the paper will be available to candidates
 - The venue for collection of the paper by the candidates

The use of electronic calculators in examinations

- Candidates are permitted to use their own 'pocket size' electronic calculators, provided that they are silent in operation, and unless expressly disallowed from using them for

specific examination papers. Fatima College of Health Sciences shall not be responsible for the provision of:

- Calculators in the event of a breakdown
- Power for their operation
- Spare batteries

Role of academic staff in the running of formal examinations

- Assessment coordinators shall ensure that, for each examination, a member of academic staff (preferably the course Leader) who is knowledgeable about the contents of the question paper, arrives in the examination room at least 15 minutes before the scheduled start of the examination and remains for the first 15 minutes to:
 - ensure that the correct paper(s) are being taken, and check the paper(s) for any errors
 - inform the Invigilators of any amendments to be made
 - ensure that, where required, specialized stationery and supporting papers are provided
 - answer any queries about the question paper, and, before leaving the examination room, inform an Invigilator where s/he may be contacted in the college/ campus for the duration of the examination, in the event of questions from a candidate on the paper
- It is desirable that the course leader be able to be contacted by telephone throughout the duration of the examination.
- In a team teaching situation where different examiners contribute to assessment in a course, the course leader is responsible for ensuring that appropriate moderation processes are in place.

Security of draft examination papers and other unseen assignments

- Electronic copies of draft questions for formal assignments and draft examination papers should always be held on CD, DVD or Pen Drive. They should never be sent by E-mail, nor should they be put on shared drives. Disks should be stored only in a locked cabinet within a locked room. There should be no unnecessary electronic copies.
- Draft paper copies, e.g. prepared for transmission to the external examiner for comment,

must only be prepared immediately before dispatch and must be stored only in a sealed packet in a locked cabinet in a room that is always locked if/when it is left empty, even for brief moments. There should be no unnecessary paper copies.

Invigilation of examinations

- Invigilation shall be undertaken by staff specially recruited for this purpose, who shall be required, as part of their contract, to undertake formal invigilation training.
- It is the responsibility of the invigilators to supervise examinations in accordance with the normal conventions governing the Conduct of Examinations.
- All invigilators must be present in the examination room to which they have been appointed from twenty minutes before the start of the examination until all answer scripts have been removed from the examination room after the conclusion of the examination.
- Invigilators are responsible for the distribution of question papers before the start of each examination, for the collection of script answer books from each candidate and for checking and entering on the Room Report provided, the number of answer books collected.
- Under normal circumstances, at least two invigilators must remain in the examination room throughout the examination except when their invigilation duties require them to leave.
- At the time scheduled for the start of the examination an invigilator will:
 - make an announcement to the effect that candidates must satisfy themselves that they are in possession of the correct paper
 - ask candidates to carefully study the instructions at the head of the examination paper
 - make all other necessary announcements
- In the event of an invigilator suspecting a candidate of cheating, the invigilator shall act in accordance with afore stated policies and procedures.
- In the event of an invigilator judging that a candidate's behavior is disruptive, the invigilator will act in accordance with afore stated policies and procedures.
- Candidates wishing to make a temporary withdrawal from the examination room for personal reasons must be accompanied by an invigilator or by a person authorized by the invigilator.
- The invigilators will immediately inform the assessment coordinator (or her/his representative) of any unsatisfactory conditions which they consider detrimental to the

conduct of the examinations.

- Invigilators are expected to focus on their task of invigilation throughout their session in the examination hall

Absence from midterm and other course assessments

- Students who are absent from an exam or a quiz on the grounds of illness, accident, disability, bereavement or other compassionate circumstances will apply in writing for a deferred exam stating the reason (with evidence) for missing the exam. The application will be reviewed by the course instructor and forwarded to the Department Head to take a decision. The decision will then be forwarded to the course instructor who will give the deferred exams within one week of the missed date.

Absence from final exam

- The students who are absent from final exams on the grounds of illness, accident, disability, bereavement or other compassionate circumstances will be given an incomplete grade (IG). The student will apply in writing for a deferred exam stating the reason (with evidence) for missing the exam. The application will be reviewed by the course instructor and recommendations forwarded to Head of Department. If a deferred exam is permitted, the student will be required to sit for the exam during the supplementary and deferred period as indicated in the Academic Calendar. Students who miss an exam and do not present a legitimate reason will be awarded a zero grade for that exam.

Deferred assessment (incomplete grade)

- Students can apply for deferred assessment if they are prevented from performing an assessment item, such as an examination, test, seminar presentation, or other assessment activity scheduled for a particular date. The following would generally be considered acceptable grounds to approve a deferred assessment:
 - Illness
 - Accident
 - Temporary disability
 - Bereavement

- Sport or cultural commitment at state, national or international representative level. Students applying for a deferred examination for this reason may also apply for an alternate sitting.
- Other compassionate circumstance (for example, death of a family member or close relative, serious illness of a family member or close relative, trouble at work or extensive pressure)
- *Note: assessments are not deferred automatically and students seeking an extension must apply for an extension in accordance with the college's procedure.*

Supplementary assessment

- The Head of Department, at his/her discretion, may grant supplementary assessment to any student with a grade of Fail whose overall performance in the course justifies a supplementary assessment (Grades of not less than 57%). The purpose of supplementary assessment is to provide the students with a chance to put forth more effort to meet the passing criteria.
- The Head of Department, at his/her discretion, may grant supplementary assessment where a student has failed the last course required to complete the requirements of graduation. To be offered a supplementary assessment under this condition, the student must have attempted all assessment items, attended all examinations associated with the course, and must apply to the Chair of the Faculty Assessment Board for the supplementary assessment within two weeks of the release of examination results.
- In this condition, a student will not be awarded a grade higher than "D" for a course in which supplementary assessment is granted.
- A student is allowed only one attempt at each supplementary assessment item. As a general rule, supplementary examinations are held in the designated supplementary and deferred examination period as published in the college's Academic Calendar. Students should ensure they note the date on the calendar and examination timetable. Students, who feel that their case for Special Consideration, Supplementary or Deferred Assessment has been wrongly dismissed by the Course instructor, can appeal by submitting a petition to the Head of the relevant Program through their academic advisor. The decision of the Head of Department is final.

Repeating courses

- Students are permitted to repeat courses in which they scored a maximum (C+). The original grade and the new grade will appear in the transcript but the highest grade will be used in the calculation of the new CGPA.
 - Students should repeat all courses in which they obtained a failing grade.
 - To improve their CGPA or remove a probation status, students may repeat a course they have already passed with an average of no more than C+.
 - No course may be repeated more than once if a student has obtained a passing grade in it.
 - When a student repeats a course, the higher grade is used in the CGPA calculation.
 - In all cases, all courses taken and grades obtained by a student will be included in the academic record. Courses which are failed or repeated and do not count for purposes of calculating the CGPA will be indicated in the academic record with a special mark.
 - When a course is repeated, the credit hours allocated to it are calculated only once for purposes of graduation.
 - When there is a course with a clinical/lab and theoretical components, the student must pass both components. If the clinical/lab is the practical application of the theory, and the student fails one component, both components must be repeated. If the clinical/lab practice is independent of the theory component, only the component failed must be repeated. The course instructor or Head of Department has the final decision if the need to repeat a component is in question.

Procedures

- Where an invigilator suspects a candidate of breaching these regulations the following procedure will be applied:
 - The invigilator will normally order the candidate to discontinue the forbidden behavior. If the candidate does so, no further action will be taken. If, however, the candidate, in the same examination, subsequently engages in any of the aforementioned forbidden behaviors. The senior invigilator will order the candidate to leave the room.
 - When the candidate has left the room, s/he will be informed by the senior invigilator that a full report will be made to both course coordinator and the

- senior manager of students and support services/registrar;
- The senior invigilator will inform the candidate that s/he may submit a written statement if s/he so wishes, to be forwarded to the course coordinator and the senior manager of students and support services/registrar.
 - At the conclusion of the examination, the Invigilators will prepare a joint report of all the circumstances and forward this report to the Head of Academic Affairs, who will treat the matter according to the Policy on Student Discipline.
- Notwithstanding clause “a” above, the senior invigilator is empowered to judge that the behaviour is sufficiently disruptive to warrant the immediate removal of the candidate from the examination room. In these circumstances:
 - When the candidate has left the room, s/he will be informed by the senior invigilator that a full report will be made to the program head and the Head of Academic Affairs
 - The senior invigilator will inform the candidate that s/he may submit a written statement if s/he so wishes, to be forwarded to the program head and the Head of Academic Affairs.
 - At the conclusion of the examination, the Invigilators shall prepare a joint report of all the circumstances and forward this report to the Head of Academic Affairs, who will treat the matter according to the Policy on Student Discipline.

References and related documents

Not applicable

3.5. Curricula Approval and Revision Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is committed to providing high-quality programs and courses to its students based on a rigorous and coherent curriculum. FCHS also adheres to the standards of curriculum quality, coordination, requirements, revision and evaluation. The College embraces and encourages the regular reviewing, updating, and development of its courses, study plans and programs, in order to meet the program learning outcomes (PLO) as well as the FCHS graduate student outcomes/institutional goals (SO). This policy provides a rational and consistent framework that includes mechanisms for the creation, deletion and revision of the curricular and pedagogical substance of courses and sets out the procedures for the establishment and development of new curricula and study plans in a timely manner.

Purpose

This policy is intended to provide guidelines for changes in the current programs, new academic programs or new course offerings.

Scope

This policy applies to FCHS director, heads of departments (HoD), faculty and registration office.

Definitions

Substantive changes: Major changes in a curriculum or a program.

Non-substantive changes: Minor changes in a curriculum or a program.

Policy

- Academic departments shall conduct regular reviews to the academic programs which cover the curriculum, the learning outcomes, study plans, admission criteria, course delivery and learning resources.

- For every academic program leading to an FCHS credential, each program learning outcome shall be assessed at least once over a five-year cycle. A minimum of 25% of program learning outcomes shall be assessed biennially.
- FCHS shall form a College Curriculum Committee (CUC), the committee shall include a representative of each department in addition to the registrar and/or students' services representative when needed
- The common structure for all FCHS Curricula shall be applied
- Types of curricular changes:
- Substantive changes (major change) shall include:
 - Change to the title of an academic degree as it appears in the wall certificate.
 - Change to a program's total number of credit hours or the relative distribution of credit hours between compulsory and elective courses
 - Inclusion or elimination of a track/concentration
 - Change to the primary language of instruction in a degree.
 - Change or addition of program offering location.
 - Change in format of instruction or delivery, such as e-learning or remote delivery.
 - Change program admission requirements.
- Any Substantive change shall be approved by the college curriculum committee (CUC), the college academic affairs committee (ACC), the Associate Director of Academic Affairs (ADAA) and/or the college director.
- Program revision and review shall be done at the end of the academic year by the HoD, departmental curriculum committee (DCUC) and/or departmental academic committee (DACC) if applicable.
- It shall be the responsibility of the CUC to review and approve any major changes and/or updates coming from different academic departments regarding their curricula and study plans. Final approvals shall be endorsed by the ADAA and/or the college director.
- Decisions to offer, change, or cancel an academic program and/or change the curriculum and/or a study plan shall be done with input from the faculty, HoD and the ADAA and the college director.
- Curriculum change proposals shall be prepared by the HoD and referred to the CUC to ensure changes are compliant with the institution goals and national and

international standards.

- The CUC with collaboration with the ACC shall schedule regular meetings to discuss the curriculum review proposals submitted by the academic department requesting the change.
- If the curriculum modification proposal is approved, the decision shall be sent to the HoD to start preparing the self-study and the necessary documents to be submitted to the Commission on Academic Accreditation (CAA). The HoD shall submit the self-study along with all needed documents to the ADAA and/or college director for review and approval.
- Once the curriculum modification proposal is approved, the ADAA and/or director shall submit a signed substantive change application and attached documents to the Institutional Effectiveness Department (IED). The IED shall discuss and examine the application to ensure compliance with CAA substantive change standards and requirements.
- Non-substantive (minor) changes shall include modifications that can be managed at departmental level such as:
 - Change in course name or code.
 - Change in the term a course is offered.
 - Change in a course prerequisite.
 - Changes to course assessment strategies.
 - Textbooks changes recommendations.
 - Orders of courses taken through the curriculum.
- Course revision shall be done internally at the end of each semester when the course is offered.
- At the end of each semester, all faculty members and /or instructors shall fill and maintain course files, discuss all the problems and obstacles facing students and course delivery. Course coordinators shall submit a course evaluation report to the HoD for final approval (see Course File Policy #FCHS.PPM.3I.09).
- Proposals for course modifications and/or curriculum improvements shall be prepared and submitted by faculty members with proper justification and implications of change suggested to the HoD.
- The HoD shall study the merit of the suggested changes which shall be forwarded to the departmental curriculum committee for discussion and approval. Approvals

shall be sent to registration office for implementation in the Banner system.

- The HoD may involve all faculty in discussions regarding curriculum development proposals.
- Any suggestion for course and/or program modification needs evidence that the change will enhance the quality of the course, as defined by CAA standards, has contemporary relevance. Modifications shall include the feedback of the stakeholders, advisory board committee and the industry in general.

Procedures

- The steps for major (substantive) curricula review, modification and approval are listed below:
 - HoD will submit a curriculum development and/or change proposal to the CUC (see Appendix 1: Program Substantive Change Proposal).
 - The HoD and/or his/her representative, with support and documentation provided by the department, will attend a meeting with the CUC when the proposal is discussed.
 - After examining the proposal, the CUC submits its recommendation to the College Academic Committee (ACC) and ADAA and/or director for further review and final approval.
 - If the proposed change is approved, the HoD shall be notified and shall prepare a self-study along with all needed documents and submit it to the ADAA and/or college director for review and approval.
 - The ADAA and/or college director shall submit a written statement along with the final self-study, a signed substantive change application and attached documents to the institutional effectiveness department (IED).
 - The IED shall discuss and examine the proposal to ensure compliance with CAA substantive change standards and requirements, write its comments and either forward the application to the CAA or returns it to the ADAA for further corrections and actions.
 - Once the CAA decision is made and received, the IED shall inform the department HoD and the ADAA or FCHS director about the CAA decision.
 - Registration office will be notified subsequently.
- The steps for minor (non-substantive) curricula review, modification and

approval are listed below:

- At the end of each semester, the course coordinator in collaboration with all instructors teaching the same course will create a unified course evaluation report along with the suggested recommendations to improve the course by filling the course update proposal and submit it to the departmental curriculum committee (DCUC).
- The DCUC shall study the report and forward it to the HoD if applicable.
- The HoD and the departmental curriculum committee will examine, recommend and approve the proposal if applicable.
- Whenever applicable, registration office will be notified.

References and related documents

Program Substantive Change Proposal Form

Substantive Change Proposal

Guidelines for completion of the document:

These guidelines refer to the substantive changes in a curriculum.

The following information is required for all course change proposals.

- The form is to be completed by the HoD.
- All the sections of the form are to be filled as indicated below.
- The completed form, along with all supportive documents, should be submitted to the college curriculum committee (CUC) at the end of each academic year, for review and approval.

1. Department Name:

2. Type of Change(s) Suggested (indicate all that apply):

Change to the title of an academic degree as it appears in the wall certificate		Change or addition of program offering location.	
---	--	--	--

Change to a program's total number of credit hours or the relative distribution of credit		Change in format of instruction or delivery, such as e-learning or remote delivery	
Inclusion or elimination of a track/concentration.		Change program admission requirements	
Change to the primary language of instruction in a degree.		Other (please specify)	

3. Effective Date of Proposed Change(s):

AY:

Sem 1 Sem 2 Summer term

4. Academic Rationale:

Please indicate how the proposed change will contribute/enhance the academic objectives of the program

5. Proposed Information Change: (please add rows as required)

<i>Existing Information</i> (change from)	<i>Proposed Information</i> (change to)

--	--

Submitted by:

Name: _____ Signature: _____ Date: _____

Decision Outcome: (to be completed by the College Curriculum Committee)

☐

Approved

☐

Not Approved

☐

Further Discussion Required

Comments by the College Curriculum Committee:

Reviewed and Approved by the College Academic Committee (ACC):

Name of chair: _____ Signature: _____ Date: _____

Reviewed and Approved by the FCHS Director:

Name: _____ Signature: _____ Date: _____

Course Update Proposal Template

Course Update Proposal form

Guidelines for completion of document:

- a. These guidelines refer to the non-substantive changes in a curriculum.

- b. The following information is required for all course change proposals.
- Submission one (1) course change form per course.
 - Completion of the form by the course coordinator.
 - Filling all the sections of the form below as indicated.
 - Submission of the completed form, along with the amended course syllabus, and all supportive documents to the department curriculum committee, for review and approval.

under review and approval process

1. General information

Department Name:			
Course Title:		Course Code:	
Credit Value:	AY:	Semester: Sem1. Sem 2. Summer	

2. Recommendations of Previous Course Report:

Recommendations	Action Taken	Resolution

3. Type of Course Change(s) Suggested (indicate all that apply):

<input type="checkbox"/>	Course number	<input type="checkbox"/>	Order of the course in the curriculum
<input type="checkbox"/>	Credit value	<input type="checkbox"/>	Assessment strategy (please specify - <input type="checkbox"/> criteria/ <input type="checkbox"/> description)
<input type="checkbox"/>	Course title	<input type="checkbox"/>	Clinical component
<input type="checkbox"/>	Course description	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Pre/co-requisite	<input type="checkbox"/>	

4. Effective Date of Proposed Change(s):

AY:

Semester: ☐ Sem1. ☐ Sem 2. ☐ Summer

5. Academic Rationale:

Please indicate how the proposed change will contribute to the academic objectives of the course/program

6. Proposed Course Information: (please add rows as required)

Existing Course Information (change from)	Proposed Course Information (change to)

Submitted by:

Course Coordinator Name: _____ Signature: _____ Date: _____

Decision outcome: (to be completed by the departmental curriculum committee)

☐

Approved

☐

Not Approved

☐

Further Discussion Required

Comments by the Curriculum Committee:

Reviewed and Approved by the Head of Department:

Name: _____ Signature: _____ Date: _____

3.6. Course File Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is dedicated to setting up, enforcing and sustaining a course file management process. This policy sets out standards for the management of course files across all FCHS academic programs and ensures that course files are created, maintained and disposed of appropriately, taking full account of FCHS operational needs.

Purpose

This policy is intended to provide FCHS faculty and staff with guidelines and standards for course files preparation, update and review.

Scope

This policy applies to all FCHS heads of departments, faculty and staff.

Definitions

Course file: A course file is a document in the academic set-up which contains all the information required concerning the course lot, evaluation and overall results.

Policy

- All FCHS academic programs shall maintain updated course files for each course of instruction.

- Course files shall be created in electronic form on the LMS, Blackboard, and shall include the following information:
 - Syllabi for the current and previous offerings of the course if changes were implemented.
 - Copies of all instructor teaching materials.
 - Copies of all assessment instruments.
 - Instructor worked answers and marking schemes for all assessment instruments.
 - Examples from across the range of student performance of graded responses to all assessment instruments.
 - Student attendance data.
 - A comprehensive instructor review of the course (see Appendix 1).
 - Quantitative analysis of student performance during the course presentation (e.g., grade distributions).
 - Summary of student feedback on the evaluation of the course.
 - Course evaluation report which include completed by the course coordinator (see Appendix 2) which include;
 - Any recommendation and/or suggestions for changes in the course syllabus.
 - Course Learning Outcomes evaluation
 - Assessment Instruments.
 - Benchmark Indicator of successful achievement.
 - Assessment results
 - Recommendations for continuous improvement (extent to which learning outcomes were met; general comments on problems with the course).
- The course evaluation report shall be reviewed and signed by the departmental curriculum committee chair and the HoD.
- It is the responsibility of course instructors to maintain and update their course files on the LMS.
- At the end of the semester, each course file shall undergo a regular audit conducted by the departmental quality assurance committee.
- The Institutional Effectiveness Department (IED) shall conduct regular audits on course files to ensure adherence to the policy.

- HoDs are responsible for ensuring that the requirements of this policy is communicated effectively to their faculty.

Procedures

- Every semester each course instructor should complete all items required in the course on Blackboard.
- Each instructor must complete a course review report for his/her course and/or section(s) (see Appendix 1 & point 7 article 5.1 above), archive it in the course file folder and submit a copy to the course coordinator.
- The course coordinator shall compile the results of the faculty course review reports (see Appendix 1) and create an overall course evaluation report (see Appendix 2).
- The course evaluation report shall be submitted to the departmental curriculum committee chair and the HoD for review and approval.
- The signed and approved report shall be sent to all instructors teaching the same course for archiving in each course file.
- Each semester the departmental quality assurance committee will audit all course files and sign the audit check list.

References and related documents

Faculty Course Review Form

Course Code:		Course Name:	
Program: Major: <input type="checkbox"/> <i>Bachelor</i> <input type="checkbox"/> <i>Diploma</i>		AY: Semester:	
Campus:		Faculty Name: <input type="checkbox"/> <input type="checkbox"/>	
Curriculum Design, Content & Organization			
1.1. Is the course outline for this course relevant to the program? If No, please comment		Yes <input type="checkbox"/> No <input type="checkbox"/>	
1.2. Was there any duplication in the content of this course with other courses in the program? If Yes, please comment Comment:		Yes <input type="checkbox"/> No <input type="checkbox"/>	

1.3. Was student learning appropriate for this stage of the program? If No, please comment	Yes No
1.4. Is this course correctly sequenced within the program? If No, please comment Comment:	Yes No
What do you feel are the strengths of this course? -	
1.5. What improvements could be made to the learning outcomes in this course (NB: please suggest wording changes for any amendments to current learning outcomes):	
1.6. What is the rationale for the suggested changes?	
Teaching & Learning	
1.7. Are the teaching strategies detailed in the course outline appropriate for this course? If No, please comment Comment:	Yes No
Grade Data for this course 1.8. Are the assessment strategies detailed in the course outline appropriate, realistic and meaningful? If No, please comment. Comment:	Yes No
1.9. Suggest possible methods of improving student performance in this course:	
Resources	
1.10. Were the facilities provided for this course adequate? (e.g. laboratories, workshops, classrooms etc.) If No, please comment. Comment:	Yes No
1.11. Were the learning resources available for this course adequate? (e.g. textbooks, IT support, multimedia etc.) If No, please comment. Comment:	Yes No
1.12. Do you have a suggestion for an alternative resource/text for this course? If Yes, please give details. Alternate resource:	Yes No

1.13. Were the library facilities (PCs, Online Catalogue etc.) and resources (books, journals, online material etc.) adequate, relevant and useful? If No, please comment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comment:	
1.14. Please outline any practical concerns, e.g. timetabling, administrative or scheduling issues	
Other Feedback	
1.15. Further relevant feedback from stakeholders such as students, employers, etc.	
1.16. Any other comments?	

Course Evaluation Report

Department Name:

☐ ☐

Program/Major:

Important:

1. All course reports within the Program must be submitted by the Course Coordinator to the Head of Department **before** the last date of each semester, preferably at the Assessment Committee Meeting.
2. Course report summary of previous years need to be included in the course syllabus change request form, as supportive evidence.
3. A soft copy of the course report needs to be sent to the curriculum committee and a hard copy included in the course file.
4. The course report should include all items as listed below.
- 5.

Course Code: _____	Course Name: _____		
Program Level: _____	Credit hours: _____		
Semester: _____	Academic Year: _____		
Course Coordinator: _____		<input type="checkbox"/>	<input type="checkbox"/>
Campus Instructor(s):			
AUH: _____	AAN: _____	<input type="checkbox"/>	<input type="checkbox"/>
AJM: _____	ADF: _____		

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A. BRIEF COURSE DESCRIPTION (As per the course syllabus)

B. APPROPRIATENESS OF PRE-REQUISITES (as per course syllabus)

5.

6. Course Pre-requisite:

7. DO you think the pre-requisite is appropriate to the course:

8. Any Suggested Changes:

9. Rationale:

C. SUMMARY OF PREVIOUS COURSE REPORT AND ACTION TAKEN

(Copy from previous course report, as per section I of this report)

Recommendations	Action Taken	Resolution

D. ALIGNEMENT OF COURSE LEARNING OUTCOMES TO PROGRAM OUTCOMES

CLO/PLO Mapping	PLO 1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8
CLO 1: xxx								
CLO 2								

E. EXTENT TO WHICH THE SYLLABUS WAS COVERED

Planned Content (Themes/Modules):

Topics Taught		No. of Hours / Week	
Planned	Actual	Planned	Actual

Teaching/ Learning Strategies

Strategy	No. of Hours / Week	
	Planned	Actual
Lectures		
Laboratory Session		
Clinical placement		
Tutorials		
Others		

F. STUDENT COMPLETION OF THE COURSE

	No. of Students registered:	No. of Students completed:
Abu Dhabi		
Al Ain		
Ajman		
Al Dhafrah:		

Final Grades Summary (in percentage)

	Abu Dhabi	Al Ain	Ajman	Al Dhafrah
Maximum Marks				
Minimum Marks				
Mean				
Percentage Passed				
Percentage Failed				

G. APPROPRIATENESS OF TEXTBOOKS AND OTHER LEARNING RESOURCES

Resources	Appropriateness		
	YES	No	If no, suggestions for change
Textbook Resource			
Classroom/ Lab Facilities			
Clinical facilities			
Other			

H. APPROPRIATENESS OF ASSESSMENT INSTRUMENTS TO LEARNING OUTCOMES

Assessment Items	%	CLO1	CLO2	CLO3	CLO4	CLO5	CLO6	CLO7
Quizzes								
Midterm Exam								
Final Exam								
Assignment								
Clinical Placement								
Others								

- Amend the table according to assessment items of the course

I. EXTENT TO WHICH LEARNING OUTCOMES WERE MET (with evidence)

Analysis Reports from Blackboard

J. PLANNING FOR THE NEXT COURSE OFFERING

Student feedback:

Summary Recommendations (to be taken into consideration for the next time the course is offered):

Course Coordinator Name:

Signature:

Date:

Chair DCC Name :

Signature:

Date:

HoD Name :

Signature:

Date:

Course File Auditing Checklist

Course File Auditing Check List				
Department				
Course Name			Course Code:	
Course Coordinator				
Academic Year		Semester		
Content checklist		Yes	No	Comments
1	Syllabus for the current and previous offerings of the course if changes were implemented.			
2	Copies of all instructor teaching materials.			
3	Copies of all assessment instruments.			
4	Instructor worked answers and marking schemes for all assessment instruments.			
5	Examples from across the range of student performance of graded responses to all assessment instruments.			
6	Student attendance data.			
7	Instructor review report of the presentation of the course			
8	Quantitative analysis of student performance during the course presentation			
9	Student feedback on the evaluation of the course and instructor			
10	Course evaluation report			
11	Others			

Departmental QA Committee Signatures and Approvals			
Sign off	Name	Signature	Date
Committee Chair/Member			
Course Coordinator			
Head of Department			

3.7. Class Size Policy

Policy Statement

Fatima College of Health Sciences (FCHS) prides itself on providing an exceptional experience for students through excellence in teaching and learning and co-curricular activities. FCHS offers a supportive environment that enables students to engage readily with the learning experience and essential to this experience is student-to-student and student-to-instructor interaction. To ensure efficient use of resources and to enable a better learning environment FCHS is committed to maintaining a proper student-to-instructor ratio. This class size policy provides general guidelines for making decisions about minimum and maximum class size as well as class cancellations.

Purpose

The purpose of this policy is to provide guidelines for defining the minimum and maximum number of enrolled students within the capacity of a class.

Scope

This policy applies to academic departments, students, student services and registration department.

Definitions

Class/course: An academic activity required for a subject and can have different formats such as a lecture, tutorial, laboratory, seminar or clinical.

Lecture: Formal class in which lecturer presents program material (concepts and themes) to all students enrolled in a given subject.

Laboratory: A class where you do hands on work and is held in a laboratory space.

Tutorial: Usually less formal than a lecture, a tutorial is facilitated by a teaching staff and is run in smaller groups. A tutorial allows group discussion of lecture materials and readings, review of presentations and concepts related to the course. Debates on themes can be discussed in more detail.

Seminar: A class which combines elements of both lectures and tutorials and usually focuses

on a specialized subject area. In seminars, students are expected to participate in discussions and give presentations. They are often higher-level classes.

Clinical Practice: A class designed to give students a closely supervised opportunity to link theoretical knowledge gained in the classroom with patient care and develop psychomotor and critical thinking competences in an off-campus real work environment.

Policy

- FCHS adopts the credit hour system as a basis for its educational system and shall organize its educational process on a three-term basis composed of two 15-weeks semester and one 7-weeks summer term.
- Course enrollment limits shall be determined by:
 - The maximum number of students in which a high level of student learning can take place in that specific subject.
 - The instructional method (format) and mode.
 - The available seats in a classroom.
 - Other factors as deemed necessary such as safety, educational resources, etc.
- The maximum and minimum number of students to be enrolled in a course in any class shall be as follows:

Type of Class	Minimum enrollment	Maximum enrollment
College General Requirement (Lecture)	10	50
Specialized Courses (Lecture)	8	30
Laboratory (Psychomotor skills)	4	8
Laboratory (Experimental)	10	As per lab capacity
Clinical practicum	5	10
Tutorial	10	20
Seminar	10	20

- Classes and/or sections which have less students than the minimum enrollment shall be cancelled.
- Under particular circumstances, it may be necessary to exceed the limits mentioned above. Should an exception to this policy be necessary, approval must be given by the appropriate Head of Department (HoD).

- The HoD with notification to the registrar may offer courses below the minimum class size requirements when:
 - The course is required for graduation.
 - The course is required in a major and must be offered in the current semester to keep proper course sequence.
 - The course is newly established in a new degree program or support area.
 - Any other condition as specified by the HoD.
- At the end of the drop/add period, the registration department shall provide the class status reports to each HoD by email. The HoD shall review the section status report and send back a list of cancelled classes
- The registration department shall immediately notify the students by email that the class has been cancelled.
- If a faculty member has had a class cancelled due to low enrollment, the HoD, in consultation with the faculty member, will reassign the faculty members time to other courses or responsibilities.

Procedures

- At the end of the drop/add period, the registration department will provide the class status reports to each HoD by email.
- The HoD shall review the section status report and send back a list of cancelled classes and/or rational for low class size.
- Student services/registration department will immediately notify the students by email that the class has been cancelled.

3.8. E-Learning Policy

Policy Statement

E-Learning is becoming an increasingly mainstream feature of educational delivery. Fatima College of Health Sciences (FCHS) takes its responsibility very seriously to assure and maintain the quality of education opportunities available to students. FCHS increasingly encourages, develops, and uses new learning approaches including those categorized as *e-Learning*. The College is committed to ensure student success and enable students to attain their educational goals by supporting efforts to ensure that quality of online education and support services are available to learners through a variety of technology resources. This policy aims to provide a supportive, high-quality, and affordable educational experience that has a positive impact on students and FCHS community. FCHS will deliver an online educational experience that enhances access, meets students emerging needs and interests, as well as maintains the quality of the FCHS student experience.

Purpose

This policy is intended to provide general requirements and guidance on terms, roles, and responsibilities of e-Learning at FCHS.

Scope

This policy applies to all FCHS heads of departments, faculty, students and staff.

Definitions

Online Education: An educational environment in which online learners can access course-related or training-related materials, resources, and communication via synchronous (live interactive) or asynchronous (anytime-anywhere) delivery methods via web conferencing and/or a Learning Management System (LMS). Generally, instructors are not in the same location as the students they are teaching.

Online Learners: Students who receive the entire course content and/or programs virtually via web conferencing and/or via Blackboard (BB) Collaborate on Learning Management System.

Online Program: A program in which the entirety of the program is delivered virtually via the Learning Management System.

Online Course: A course in which all required contact hours are completed exclusively via the Learning Management System.

Asynchronous Mode: A type of course delivery in which interaction among students and between students and faculty are not occurring at the same time.

Blended Learning: A method of education that uses e-learning techniques, such as online course delivery through the web, discussion boards and e-mail, combined with traditional face-to-face lectures, laboratory session and where applicable clinical placements, seminars and tutorials.

Distance Learning: A way of learning remotely without being in regular face-to-face contact with an instructor in the classroom.

E-Learning: e-learning is a term applied to any form of learning which is electronically based, with an opportunity for students to interact with the faculty member(s) teaching the course.

Learning Management System (LMS): The infrastructure that delivers and manages instructional content, identifies and assesses individual and organizational learning or training goals, tracks the progress towards meeting those goals, and collects and presents data for supervising the learning process of an organization as a whole.

Policy

- E-Learning shall be a potential method employed by the FCHS Business Continuity Management strategy to allow prioritized activities of FCHS to continue to be delivered during time of unexpected and prolonged disruption and .
- The FCHS Director has overall decision-making authority and responsibility on the approval and use of the e-Learning strategy, development, implementation, evaluation, and improvement. The FCHS Director may delegate these responsibilities to administrators and heads of departments and/or to applicable FCHS institutional committees.

- The heads of departments are responsible for the implementation of the e-learning policy at the program and departmental level based on the direction of the FCHS Director. This includes the four processes of the strategy (Plan-Do-Review-Improve) for the programs and courses under their authority.
- The faculty shall be responsible to implement the e-learning policy at the course level based on the direction of their head of department. This includes the four processes of the strategy (Plan-Do-Review-Improve) at the course level.
- An E-learning Unit composed of one faculty member from each department (goal manager), the BB team, IT and IE shall be responsible for adding assessments and other course content and release to learning management system according to timetable schedule and shall strictly implement the e learning policy.
- Students shall abide by the e-learning policy. Students should be knowledgeable about the strategy and should work with the Student Services Office to ensure they have the minimum requirements including Learning Management System access and training to participate in e-learning as required in their courses.
- The Student Services Office shall support the administrative needs of students and faculty to implement the e-Learning policy including classroom capabilities in conjunction with facilities coordinator.
- The IT team shall support students and staff with regard to hardware (including sufficient server capacity and bandwidth) and software requirements on the needed devices (computers, tablets, etc.)
- FCHS will provide fundamental institute-wide training for all students and staff for E-learning.
- When e-Learning modes are implemented for a course at FCHS, the institution shall assure quality standards of equal rigor and quality to traditional on-campus delivery. This includes alignment with the courses' QFE levels, syllabus content and learning outcomes, class sizes, and the number of notional hours of study.
- E-learning and online teaching technology shall be used to provide relevant and timely coursework, information, and training to enhance the student learning experience by removing the barriers of both time and place.

- E-learning courses shall be consistent with the institutional mission, governed by the normal institutional policies and procedures and have learning outcomes and requirements consistent with on-campus offerings, and, like any other program or course, receive appropriate administrative oversight and budget support.
- Faculty shall be responsible for the appropriate design, development, implementation, and revision of online courses.
- Course syllabi, student learning outcomes and expectations, and course evaluations for online courses shall reflect standards and practices consistent with campus-based courses.
- Faculty are responsible for the integrity of all content used in online course materials, including accuracy, currency, and compliance all other FCHS policies and procedures.
- The development, review, change and approval of new course and/or program, regardless of delivery mode, shall follow the process outlined in the Curricula Approval and Revision Policy #FCHS.PPM.3G.07.
- All online courses in all academic programs, shall engage in institutional assessment efforts, including annual reports, annual continuous improvement reports, and academic program reviews or accreditation reviews, as appropriate.
- FCHS shall employ sound and acceptable practices for determining the amount and level of credit awarded for online courses, regardless of mode of delivery.
- To promote e-learning, students enrolled in online courses shall have remote access to scholarly information, resources, and research instruction through the LRC. Full-text databases, bibliographic indexes, shall be available on the library's website. The library shall provide a wide range of online resources and individualized research consultations by online chat, text, email, phone, or in person.
- Subject librarians shall be available to faculty teaching in the online environment, assisting them in acquiring online materials, providing library instruction sessions, and holding student research consultations.
- Students enrolled in online education courses shall have access to services comparable to those provided during campus-based courses, including, but not limited to academic support (e.g., academic advising, library), administrative support (e.g.,

- registrar, student financial services, financial aid), student services support (e.g., counseling, career services) and technical support.
- Students enrolled in online courses shall have access to procedures for resolving complaints, as described in the Student Handbook.
- FCHS shall ensure that students taking e-Learning courses have a formative assessment i.e. assessment that is primarily aimed at improving learning. This may be achieved in a number of ways:
 - by providing rapid feedback that helps learners to see how they can improve and what they must do to improve,
 - by providing opportunities for peer assessment, with appropriate understanding of the criteria or standards of performance required,
 - By providing opportunities for self-assessment, with appropriate understanding of the criteria or standards of performance required.
- As with traditional courses, assessment instruments used shall be varied and appropriate to assess learning outcome mastery. Summative assessments must follow the procedures determined by the Academic Affairs Committee and monitored by the College Examination Committee.
- The Examination Committee shall be responsible to review, approve, and monitor summative assessments under e-learning environments.
- All costs associated with this policy shall be covered by the FCHS operating budget.

Procedures

Not Applicable

Section 4: Faculty and Staff

4.1. Faculty and Professional Staff Role Policy

Policy Statement

Fatima College of Health Sciences is committed to ensuring that it has appropriately qualified faculty, administrative staff and technical staff, and a sufficient number of staff to achieve its mission. The College expectation is that the academics employed to teach will develop and maintain a portfolio of professional activities that reflects internationally recognized excellence in academia. These activities may include research, teaching leadership and or administrative leadership all exemplified by publication in academic peer reviewed journals and presentations at local, national, and international conferences.

Purpose

To ensure establish requirements for the profile of FCHS staff in order to realize its mission and vision.

Scope

This policy applies to all FCHS staff.

Definitions

Not applicable

Policy

Director

To serve as the chief administrator of Fatima College of Health Sciences in developing and implementing policies, Programs, and curriculum activities in a manner that promotes the educational development of each student and the professional development of each staff member. To carry out the policies and directives of the Institute of Applied Technology, in particular:

- Demonstrate high expectations for all students and staff and a commitment to providing the support required to attain them.

- Demonstrate high expectations for all students and staff and a commitment to providing the support required to attain them.
- Provide leadership for Fatima College of Health Sciences in areas of curriculum, teaching and learning, professional development, and quality assurance.
- Ensure a safe and nurturing environment for students, staff, and families.
- Design and implement a professional development strategy that addresses instructional improvement priorities defined by student achievement and the individual needs of staff members.
- Align the use of time, people, money, and materials to Fatima College of Health Sciences instructional priorities.
- Cultivate and sustain meaningful partnerships with industry, families and community members that support student achievement and wellbeing and lead to successful career outcomes.

Head of Department

The Head of Department (HoD) is responsible for ensuring the relevant program of study is coherent in its design, planning, management, delivery and assessment:

- Comply with EHS Policies, Programs and Procedures as per IAT/ADVETI EHSMS-General Framework and take responsibility for any aspect of EHS that they are involved in.
- Ensures that the curriculum meets the needs and standards of the relevant industry and that the program is equipped with the appropriate staff and facilities to meet this need.
- Ensures that student learning outcomes are not compromised through lack of resources, competencies or communication.
- Develops, monitors and applies sound management practices to assure all staff are properly assigned, supervised and evaluated, including undertaking performance reviews in line with IAT policy and practice.
- Plans and monitors the delivery program's academic courses and that the teaching staff fulfil their roles in a professional manner to ensure that all teaching and support activities are conducted to the highest standards.

- Is responsible for all aspects of academic and practical course programming and time-tabling, in conjunction with other Heads, and ensuring all training is conducted in accordance with the curriculum strategy and pedagogy and policies of the College.
- Is responsible for all aspects of academic and practical course syllabus, assessments, material development and ensures that all development and assessment is in accordance with the policies of the College or Academy.
- Ensures the timely production, approval and issue of academic and practical instructions, for the safe and efficient conduct of the program.
- Oversees the program quality control and internal and external validation processes and documentation.
- Ensures that all training is conducted in a dynamic, challenging, realistic and safe manner, in line with the training objectives.
- Oversees, manages, counsels and mentors staff in all aspects of their professional development where relevant and appropriate.
- Counsels, advises, encourages, interacts with students in the Program in all aspects of their personal development.
- Ensures the completeness of the documentation and record-keeping of the program delivery, staff and student achievement.
- Maintains excellent relations with external stakeholders of the Program.

Senior faculty teaching staff

Senior Faculty members are subject matter experts whose primary role is to teach courses in which they are experts to students in a practical learner centered environment and to ensure assignments assigned by the Head of Department is effectively accomplished. Every faculty member is encouraged to provide ideas and suggestions leading to continuous improvement of local teaching and learning practices and encourage alignment of Teaching, Learning, and Assessment practices with instructional and delivery methods, in line with related performance improvement:

- Where requested supervises Faculty Instructors in preparing of different tasks for courses according to the curriculum guidelines.

- Where requested supervises Faculty Instructors in preparing of different tasks for courses according to the curriculum guidelines.
- Teach courses effectively at different levels (i.e. Diploma, Higher Diploma, Bachelor and Postgraduate level).
- Assists the Head of Department in planning, coordinating and initiating projects scopes.
- Collaborates with the Senior Manager Quality Assurance, Senior Faculty Examinations and Curriculum and Senior Faculty of other departments.
- Assists the Head of Department in initiating and maintaining performance management of faculty staff (Performance Appraisal).
- Assists the Head of Department in coordinating quality assurance activities within the faculty.
- Assists the Head of Department in curriculum and syllabi evaluation.
- Assists the Head of Department in drawing up and maintaining students' performance records.
- Assists the Head of Department in writing technical reports and other documentation for use by staff.
- Assists in developing staff, monitoring work, and evaluating results to ensure that project and organizational objectives and operating requirements are met and are in line with the needs and mission of Fatima College of Health Sciences.

Faculty teaching staff

Faculty members are subject matter experts whose primary role is to teach courses in which they are experts to students in a practical learner centered environment and to ensure assignments assigned by the Head of Department is effectively accomplished. Every faculty member is encouraged to provide ideas and suggestions leading to continuous improvement of local teaching and learning practices and encourage alignment of Teaching, Learning, and Assessment practices with instructional and delivery methods, in line with related performance improvement standards:

- Teach courses effectively at different levels (i.e. Diploma, Higher Diploma, Bachelor or Postgraduate level).

- Collaborates with the Faculty Instructors of other departments in preparing common courses.
- Assists the Senior Faculty in coordinating quality assurance activities within the department.
- Assists the Senior Faculty in evaluating students' performance and keeping examination results.
- Prepares practical lessons and tasks for different courses.
- Assists the Senior Faculty in drawing up and maintaining performance records for students' and evaluating students' examination results.
- Assists the Senior Faculty in writing reports and other documentation for use by all staff.
- Assists Senior Faculty in drawing up of examination questions according to curriculum syllabi.
- Assists in developing staff, monitoring work, and evaluating results to ensure that course and organizational objectives and operating requirements are met and are in line with the needs and mission of Fatima College of Health Sciences.
- Acting as a student advocate where appropriate.
- Production of teaching materials for students.
- Development of course material with appropriate guidance from the Head of Department.
- Limited administrative functions primarily connected with taught courses.
- Recommending relevant changes to the curriculum committee as appropriate.
- Attendance at departmental meetings, faculty meetings, and membership in Fatima College of Health Sciences committees.

Course coordinator

Each course is required to have a duly appointed course coordinator for the coordination of the course (e.g., course planning, course design and development, course delivery, selection of educational resources, assessment, students' learning outcomes and course evaluation). The course coordinator must ensure that they develop and maintain a student-centered approach to course management. They also have a key role in assuring the quality of the College and facilitating student success:

- Conducts the course in a manner that is consistent with the course outline and College requirements.
- Leads and coordinates the teaching team.
- Organizes course content coherently and at a level appropriate to the student group and level of study.
- Provides students with advice concerning accepted standards of academic conduct.
- Ensures that hospital placements are conducted professionally and enhance student learning.
- Liaises with the HoD concerning course matters.
- Reviews the course and undertaking a course evaluation and submission to the HoD.
- Provides counselling to students on course related matters.

Procedure

Not applicable

References and related documents

FCBS Faculty and Staff Handbook

4.2. Faculty and Professional Staff policies

FCCHS is committed to providing a positive working environment in which employees feel that they are valued, treated fairly and given recognition for their contribution to the Institute's success. FCCHS aims to provide an environment that fosters good working relationships at all levels and offers flexible and supportive work practices. FCCHS is committed to providing employees with working conditions that comply with relevant legislation and which are comparable with industry standards. FCCHS adopts the **FCCHS Faculty and Staff Handbook** as well as the **IAT HR Handbook** to address the following aspects:

- Employment policies
- Appointments
- Legal Documentation and Visa Requirement
- Workforce Planning
- Competencies, Evaluation and Training
- Workload
- Salaries, Allowances and Benefits
- Employee Relations
- Disciplinary processes
- Staff grievances
- Termination of Employment
- Employee Personal Records

Section 5: Students

5.1. Undergraduate Admissions Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is committed to graduate healthcare professionals with the highest standards of knowledge, skills, and professionalism and who are competitive both locally and internationally. It, therefore, sets high standards in its admission criteria in order to attract, train and graduate the best candidates. FCHS admissions policy is based on the core principles of fairness, transparency and consistency.

Purpose

This policy aims to set out FCHS undergraduate admissions requirements. It describes the principles, requirements and processes followed by the college to select and admit new students.

Scope

This policy applies to new applicants, admission and registration office, student services department and other interested parties.

Definitions

Not applicable

Policy

- Application shall be open for UAE nationals and other nationalities in all FCHS campuses, excluding Ajman campus.
- FCHS shall publish the admission requirements and criteria annually.
- Applicants willing to enroll in any FCHS program shall fill in the admission application form and submit their documents to the Admissions and Registration office and shall indicate their order of preference for majors on the application form.
- Applicants shall be accepted in one major according to the student's preference,

secondary school score and depending on the capacity of the college and/or the program.

- Applicants shall satisfy the following basic admission requirements:
 - Completion of secondary education or an equivalent level and have had at least 12 years of schooling with the required score.
 - Applicants holding a UAE secondary school certificate shall apply for admission to one of the FCHS undergraduate programs, in accordance with the conditions and standards set by the college.
 - Applicants holding a non-UAE secondary school certificate shall apply for admission to one of the FCHS undergraduate programs, in accordance with the conditions and standards set by the college.
 - All applicants shall have a proof of English Language proficiency including EmSAT or academic IELTS, with a minimum score of 1100 or an overall band score of 5 respectively.
- Submission of an application does not mean that an applicant is admitted and enrolled in the college and/or program.
- Applicants who did not meet the English language proficiency requirement may be enrolled in the English Foundation program prior to admission in a degree program.
- An offer of admission acceptance shall be valid for the semester for which an applicant applies for. If an applicant is offered an admission but is unable to register, she/he shall request in writing to defer the admission for the next semester.

Procedures

- Applicants shall submit the following documents along with the application form:
 - Attested copy of UAE secondary school certificate or its equivalent.
 - Attested and equivalency letter from the UAE Ministry of Education for applicant who attended school inside/outside UAE.
 - Valid passport copy for UAE nationals (applicant and parents).
 - Valid passport with residence visa page for non-UAE nationals (applicant and parents).
 - Valid copy of emirates ID (applicants and their parents).
 - True copy of English Language Proficiency certificate.

- A medical fitness certificate.
- Six recent color photographs.

Minimum Admission requirement for UAE secondary school Graduates

#	Program	Secondary school stream	Minimum Average for Admission	
			Non-UAE Nationals	UAE Nationals
1	Nursing	Advanced	90 %	70%
		General	N/A	80%
		ATHS	N/A	80%
		STS	N/A	80%
2	Pharmacy	Advanced	90 %	80%
		General	N/A	N/A
		ATHS	N/A	75% -Hhealth Science and Advanced Science clusters
		STS	N/A	80% Health Science cluster
3	Physiotherapy	Advanced	90 %	80%
		General	N/A	N/A
		ATHS	N/A	75% -Health Science and Advanced Science clusters
		STS	N/A	80% Health Science cluster
4	RMI	Advanced	90 %	80%
		General	N/A	80%
		ATHS	N/A	75% - Health Science and Advanced Science clusters
		STS	N/A	80% Health Science cluster
5	Emergency Health	Advanced	90 %	75%
		General	N/A	80%

		ATHS	N/A	70% - Health Science and Advanced Science clusters
		STS	N/A	75% Health Science cluster
6	Psychology	Advanced	90 %	80%
		General	N/A	N/A
		ATHS	N/A	75% - Health Science and Advanced Science clusters
		STS	N/A	80% Health Science cluster

Minimum Average Score for Non-UAE secondary school holders

#	Program	Secondary school stream	Minimum Average for Admission	
			Non-UAE Nationals	UAE Nationals
1	Nursing	Scientific stream	90%	70%
		Literary stream	Not qualified	80%
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	C	C
2	Pharmacy	Scientific stream	90%	80%
		Literary stream	Not qualified	Not qualified
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	B	B
3	Physiotherapy	Scientific stream	90%	80%
		Literary stream	Not qualified	Not qualified
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	B	B
4	RMI	Scientific stream	90%	80%
		Literary stream	Not qualified	Not qualified
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	B	B
5	Emergency Health	Scientific stream	90%	75%
		Literary stream	Not qualified	85%
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	C	C
6	Psychology	Scientific stream	90%	80%
		Literary stream	Not qualified	Not qualified
		British Certificates (IGCSE, GCSE, GCE)	A minimum grade of C in science subjects	
		American system	B	B

5.2. Transfer Admissions Policy

Policy Statement

Fatima College of Health Sciences (FCHS) considers the recruitment of students as a critical step in the achievement of the college strategic goals and objectives. This policy sets out FCHS rules for transfer admissions of enrolled students in a federal licensed and accredited undergraduate or graduate degree programs at another university, college, or equivalent educational institution in the United Arab Emirates and/or recognized foreign higher education institution. This policy also deals with transfer students between FCHS programs.

Purpose

The purpose of this policy is to provide guidelines for transfer admissions into FCHS undergraduate programs.

Scope

This policy applies to academic departments, students, student services and registration department and other interested parties.

Definitions

Transfer student: A person who has attended other university, college, or other postsecondary educational institution(s) and who applies for admission to FCHS to receive FCHS credit for coursework completed at the previous institution(s).

Change of major: Transfer within FCHS programs.

Policy

Change of Major

- A student enrolled in any FCHS program may change to another major if he/she satisfies the conditions stated below:
- The student has completed at least one semester at FCHS.
- The student meets the conditions for admission into the new program of choice as mandated by the FCHS admissions policy.

- Student shall possess a minimum cumulative grade point average (CGPA) of 2.5 or above.
- Application for change of major shall not be accepted from students in their third year or above.
- A student shall not change his/her major more than once during the period of study.
- Applications for change of major shall be submitted to the students services office during the add/drop week (1st week) of each semester excluding the summer term.
- Student's services office shall check eligibility criteria for admission to the new major.
- The student's services office shall send the application to the respective Head of Departments for approvals.

Transfer from other universities or higher education institutions

- Students from a federal or licensed institution in the UAE or a recognized foreign institution of higher education shall be eligible for admission by transfer.
- Applicants shall meet the FCHS admissions criteria of the program to which he/she is to transferring.
- Transfer applicants shall not be subject to disciplinary dismissal in the previous education institution.
- All transfer students shall meet the English Language proficiency requirements of FCHS.
- Transfer students shall submit official transcripts of credit(s) earned from all institution(s) of higher education previously attended before admission to FCHS along with a detailed description of the courses attended to the FCHS Office of Admissions.
- Applicants who are in good academic standing (a minimum CGPA average of 2.0 on a 4.0. scale, or equivalent) shall be eligible for transfer to FCHS undergraduate programs.
- The maximum credit hours that shall be accepted for transfer within the framework

of the study plans at the College is 50% of the total program credits. The College shall transfer credits only for courses relevant to the degree that provide equivalent learning outcomes.

- Applicants who conceal prior attendance at other institutions or falsify information shall be subject to immediate rejection.

Course work Equivalency

- Only coursework at a grade level of C (2.0 on a 4.0 scale or the grade that corresponds to “Merit/Good” for institutions using a different grading scale or equivalent) or higher and relevant to the degree shall be considered for credit transfer.
- Courses shall bear at the same number of credit hours or higher as the course at FCHS.
- Two or more courses can be combined to equal one FCHS course credits.
- The course content shall be equal to approximately 75-80% of the FCHS course content.
- FCHS shall not accept credit twice for substantially the same course taken at two different institutions.
- The grades that a student has received in the accepted courses for transfer/equivalency shall not be counted while calculating the students GPA or CGPA. Transfer credits shall be entered on the student transcript with a grade of “TR”.
- Transfer of credits for clinical training shall be accepted only when clinical training is done in the UAE.
- Request for credit transfer / equivalency shall be submitted to registration office along with official attested transcript and detailed course description stamped by the host institution.
- Transfer students shall be informed in writing by students services department of the results of the equivalency application and which courses are approved.

Procedures

Change of major:

- Student will fill the change major application to students services office.
- Students services office shall check eligibility criteria for admission to the new major.
- Application shall be sent to the HoD for the new program.
- The HoD will review the student's record and take the necessary decision.
- The HoD will exclude the unnecessary courses from the student's new study plan.
Decision shall be communicated to the student services office, who shall notify the student.

Transfer from other universities or higher education institutions to FCHS:

- The Applicant will fill the FCHS transfer admissions application.
- If the applicant is accepted to the college, he/she needs to fill and submit the course equivalency Form along with the transcript (s), course description and outline to the Admissions and Registration offices.
- The admissions office shall determine transfer credit eligibility.
- Documents will be submitted to the FCHS equivalency committee.
- FCHS equivalency committee will forward the relevant documentation to the Head of Department who will respond to the registration office within 3 working days or before the end of the drop/add period.
- The registration office will include the approved transferred credits in the student academic report.

5.3. Advanced Standing Policy & Recognition of Prior Learning Policy

Policy Statement

The recruitment of students to Fatima College of Health Sciences (FCHS) is a critical step in the achievement of the college strategic goals and objectives. FCHS acknowledges that learning occurs in many different contexts and settings. This policy describes the circumstances and conditions under which FCHS recognizes credits awards for courses completed with good academic standing and prior learning at other recognized institutions in the UAE and overseas.

Purpose

This policy is intended to describe FCHS recognition of credits for courses completed with good academic standing at prior institutions.

Scope

This policy applies to FCHS students, admission personnel and the registration department.

Definitions

Advanced Standing: is acknowledgment of prior study granted towards a degree, based on prior study or work experience. This is expressed in the form of a specified number of credits or terms towards a degree at FCHS. IF advanced standing is recognized, the length of the degree may be reduced.

Prior Learning: relevant programs or courses undertaken within the workplace, professional organizations or other training contexts that has taken place prior to admission to a program at FCHS. This includes portfolio development, challenge exams, completion of advanced secondary school courses such as A-levels or IB, etc.).

Course transfer: transfer of credit hours for courses which have been successfully completed at another university/college other than FCHS.

Policy

- FCHS does not offer credits for advanced academic standing and/or award credits for the completion of portfolios, completion of advanced secondary school courses such

as A-Level or International Baccalaureate, etc.

- FCHS does not grant credit for life experience or for study at non-collegiate or non-accredited post-secondary institutions.
- FCHS does not offer credits and/or course exemption by challenge examination.
- For transfer credit, refer to the Transfer Admission Policy.

Procedures

Not applicable

5.4. Student Records and Information Release Policy

Policy Statement

Fatima College of Health Sciences (FCHS) is committed to adapt the practices of developing and implementing effective management systems that ensure integrity, confidentiality, security and accurate interpretation of institutional records. The integrity, confidentiality and security of students' record information continues to be one of the highest priorities of the College. This policy outlines how FCHS maintains the confidentiality of students' records and describes the institution's responsibility for the confidentiality and management of student records.

Purpose

This policy aims to set out consistent and auditable standards for the management of student's records to ensure their confidentiality, integrity and availability to authorized users. This policy shall help the College to meet its duty of care to its students and to comply with the legal obligations including the CAA regulations.

Scope

This policy applies to registrar, students, academic and related administrative units and other interested parties.

Definitions

Student Record (SR): Collection of information and documents which contain information directly related to students submitted in support of a student's admission to the College.

Student: Any person who is currently or was enrolled in a course or program at FCHS.

Policy

- FCHS shall create and maintain an official record for each student. The student record (SR) shall be created at the time of admission and shall be maintained throughout the duration of the student's enrollment as the official record of the student's academic transactions, performance and achievements.

- The student's academic record is a comprehensive permanent record of the student and shall be retained by the College indefinitely.
- Each student admitted to the FCHS shall be assigned a unique Student Identification Number which shall be associated with all of that student's records throughout her entire relationship with the College.
- Student Records (SR) shall include at least the following types of information:
 - Student personal and relevant identifying information such as name, date and place of birth, nationality/citizenship status, address and contact information, unique University identification number and other related information as appropriate.
 - Admission information such as name(s) of secondary school(s), secondary school academic record including academic program, courses taken, grades, and grade averages, admissions and/or enrollment-related testing information, dates of enrollment and academic record at other post-secondary institutions, and related information.
 - Transfer credit information including names and dates of attendance at other postsecondary institutions, courses taken, credit hours and final grades earned, degrees, diplomas, and other awards, and related information.
 - Academic performance information such as academic transcript including courses registered, credit hours attempted and earned, final grades in individual courses, courses designated as honor courses, courses completed and credit hours earned through proficiency if applicable, withdrawals and leaves of absence, changes in final grades and related information.
 - Disciplinary information, if applicable, including summary facts, nature, and duration of any academic disciplinary actions taken, and related information.
 - The summary of the student's academic record (SAR) is represented by the academic transcript that shall be recognized as the transactional certification of the student's performance and academic status.
 - The academic transcript shall include:
 - The course of study, including degree(s) earned and appropriate identifying information,
 - All final grades for all degree-credit courses in which the student officially enrolled.

- Term and cumulative grade point averages (GPA).
- Course and credit hours transferred from other institutions.
- All final grades excluded from the calculation of either the term or cumulative GPA and shall be denoted.
- Academic probation or dismissals for academic performance and/or academic misconduct reasons. Dismissal for non-academic reasons shall be included in the academic transcript without specifying the reason.
- Any other information that conform and reflect the distinctive institutional policies and student needs.
- Students' academic transcript shall be available to the student in English language.
- The Student Information System (SIS) is the official warehouse of student academic records, and shall be the definitive source of evidence for official students' academic information.
- FCHS shall be the custodian of the SIS and the custodian of student academic records data.
- Only the registration office authorized personnel shall be responsible and able to modify student information in the SIS.
- Faculty, staff and students might be authorized to have access to the SIS to perform certain student transactions as appropriate. Any request to access the SIS shall get the approval the Registrar.
- Faculty members in instructional roles may be granted access during time specified by the office of the Admissions and Registration to enter grades.
- SIS access shall be granted only to individual users. Direct access to SIS by third parties and/or group or shared accounts for access to SIS shall not permissible.
- Individuals granted access to SIS shall be obligated to:
 - Ensure the security of personal SIS access information assigned to or created by the user including user IDs and passwords.
 - Ensure the accuracy and legitimacy of all student academic record transactions performed.
 - Not allow any other third-party individual to use the user's own

authorization to access SIS.

- Protect the confidentiality of student academic record according to established policies.
- Not disclose student academic records or information to any individual or organization outside the college.
- Failure to comply with the required responsibilities for SIS access may result in revocation of the user's SIS access, and certain violations of these obligations may result in disciplinary action.
- FCHS may maintain non-academic student records in other departments interacting with students. The use, confidentiality, and access to such records shall be determined by the department responsible for the service, activity, or function involved.
- All student records shall be considered confidential. Only the student, immediate family, director, head of department and Registrar may review student records.
- FCHS shall safeguard the privacy and confidentiality of student records information. Individuals with access to protected SR have an affirmative responsibility not to release any information to any third party. Personnel with access to SR shall obtain a prior written consent from the student before releasing any information. This consent must specify the information that is to be disclosed and provide the names and addresses of the individuals or institutions to which disclosure is to be made.
- FCHS may disclose routine information without prior written consent from the student. Such information includes only the following items: student's name, degree received, major of study, awards received and participation in officially recognized activities and sports.
- General identifying information (Directory Information) about the student and his or her enrollment status such as address, contact information, and related general information shall not be released to a third party without the prior consent of the student.
- A student has the right to inspect and review all documents contained in her record or request change or update to her personal data.

- If a student has initially specified that directory information may be released to a third party, the student has the right to choose to restrict the release of directory information at any time by written request to the Registration Office.
- FCHS reserves the right to disclose student's records to the student's immediate family and to the private or public authority sponsoring the student without a student approval.

Procedures

Not applicable

5.5. Career Service Policy

Fatima College of Health Sciences (FCHS) career guidance will help all academic levels to achieve the objectives of their career plans, such as choosing the right career, helping pursue the right courses, and deciding on the right specialization at the College and Training Institutes. These actions guide students in choosing a suitable career which enhances their aspirations, personalities, ambitious and future goals, while simultaneously preventing wrong decision which can leave students wishing they had taken a different path.

Whether one is looking for career problem solving or changing a major, career guidance can help in smoothing out this important path of transition. Fatima College of Health Sciences Career Guidance services:

- Vocational orientation and career information
- Job interview (brochure)
- Curriculum Vitae (CV) (examples)
- Clinical courses (undergraduate students)
- Warehouse careers (graduates students)
- Workshops

FCHS adopts the **FCHS Student Handbook 2021** which addresses all details about the career service.

5.6. Student Finance Policy

Policy Statement

Fatima College of Health Sciences (FCHS) tuition fees schedule for non-national students is program, degree, and year level specific. Tuition fees include books only and exclude any other expenses such as transportation, laptops, internship abroad, etc. The annual tuition fees can be paid in total or in instalments at the beginning of each academic semester.

Purpose

This policy sets out the tuition fees for non-national students for undergraduate degree programs.

Scope

This policy applies to students and staff at FCHS.

Definitions

None

Policy

- Tuition fee payments are due within the timeframes established by the Office of the Registrar.
- Students will be provided with a statement of fees for a full academic year described as per single term balance, where students may opt to pay for only one academic term at a time.
- Regardless of payment arrangements, all students are ultimately responsible for the full payment of their fees. Failure to do so by the prescribed deadlines may result in the Loss of a seat in the student's program.
- Failure to pay fees by prescribed dates shall result in additional fees being charged.
- Students may also be denied access to resources, facilities, grades, transcripts, further
- Registration and/or convocation activities and credentials until fees are paid.
- Tuition fees refunds shall be granted to students who apply in writing to withdraw from a course or a program within the timeframes determined and communicated by the Office of

the Registrar as per the following scheme:

- 100% refund for withdrawal applications submitted during the “Add & Drop” period.
- 50% refund for withdrawal applications submitted before the deadline of “Withdrawal without Academic Penalty”

Procedures

Not applicable

5.7. Student Disciplinary Policy

Policy

Policy Statement

Fatima College of Health Sciences (FCHS) has clear expectations of the behavior of its students, and will take action to address inappropriate behavior or misconduct which does not meet these.

Purpose

This policy sets out the process which are applied to disciplinary action for students.

Scope

This policy applies to students and staff at FCHS.

Definitions

Disciplinary: concerning or enforcing discipline

Misconduct: unacceptable or improper behavior

Policy

- A student commits misconduct if she:
 - Threatens or abuses other students, staff or college property.
 - Possesses or carries any weapon or explosive on FCHS campus, or disturbing the college environment by false alarm.
 - Engages in behavior that may be considered as sexual harassment of another or others, whether or not of the same sex.
 - Knowingly and without proper consent or authorization has in his possession the property of the FCHS, another student or staff member.
 - Knowingly and without proper consent or authorization removes, uses, misappropriates, or sells the property of the FCHS, another student, a staff member, or other persons.
 - Misuses, damages or alters any firefighting or other safety equipment on FCHS campus.
 - Enters the facilities or uses the property of the FCHS 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.
- Intentionally causes or attempts to cause disruption or obstruction of teaching disciplinary proceedings, or other activities.
- Knowingly furnishes false or misleading information.
- Forges, alters, falsifies, fabricates, misrepresents or misuses documents, records of the FCHS or instruments of identification of the FCHS.
- Interferes with, attempts to or improperly influences the student discipline procedures the FCHS.
- Engages in activities to promulgate political, religious or cultural views in any manner or medium that are incompatible with the values of the UAE.
- Any student, faculty or staff member who has reason to believe that a student has committed some form of behavioral misconduct may place a formal complaint in writing to the Chair of the Student Discipline Committee. The complaint will contain:
 - Date, time, and location of the perceived behavioral misconduct
 - Detailed description of the perceived behavioral misconduct
 - Name of other witnesses, including contact information and the College ID Number if applicable
 - Name and contact information of person(s) filing complaint

Procedure

- On receiving a complaint of behavioral misconduct against a student, the Chair of the Student Discipline Committee (SDC) may seek evidence concerning the matter from other sources. The Chair of the SDC shall advise the student of the complaint, including a description of the grounds for the complaint and a copy of any evidence relevant to the matter.
- Before determining the action to be taken concerning a complaint of behavioral misconduct, the Chair of the SDC must provide the student with the opportunity to respond to the complaint of behavioral misconduct. The response must be in writing and must be received within 14 days of receipt of notification of the complaint. Having considered the complaint of behavioral misconduct in the light of the evidence and the

student's response, the Chair of the SDC may take one of the following actions:

- Dismiss the complaint of behavioral misconduct. In this case no documentation concerning the complaint shall be placed in the students' file.
- Where satisfied that behavioral misconduct has occurred, the Chair of the SDC may impose warnings as set out in the Criteria for Warnings.
- Refer to the student counsellor for follow up/counselling.
- Where further investigation is needed to establish the facts of the case, the Chair may refer the matter to a meeting of the Student Discipline Committee for a formal hearing.
- In each case, the student shall be informed in writing of the decision of the Chair of the SDC, including the reasons for the decision, the right to appeal and a copy of this policy.

Criteria for issuing a warning for student behavioral misconduct

Verbal warning

- The oral warning is recorded and the student is notified that the warning is recorded as a verbal warning
- Non-commitment to the official dress code of the college
- Eating and drinking in the classrooms
- Causing inconvenience and disturbance to other students
- Misuse of facilities (toilets, car parking, etc.)
- Using phones in the classroom
- Students leaving the campus without a Student Services Officer's notification from the guardian

Written warning

- Non-compliance with the appropriate appearance or grooming
- Disrespect and use of abusive language toward other colleagues
- Repeating the behavior that induced the verbal warning

Final warning

- Disrespect toward the college staff
- Smoking on campus or facilities

- Distributing any obscene materials
- Theft and vandalism
- Repetition of previous violations

Dismissal from College

- Possession of any tool classified as a weapon
- Fighting and physical assault
- Consumption, possession or distribution of alcohol and drugs
- Sexual harassment and imitating the opposite gender

Student Discipline committee (SDC)

- Fatima College Student Services Manager will convene and chair a committee to investigate allegations of behavioral misconduct. The committee shall consist of:
 - Manager of Student Services (Chair)
 - Supervisor Student Services
 - Registrar
 - Counsellor (Secretary)
 - Two Faculty Members
- The committee shall look into major offenses including recommendation for dismissals. The Chair may request the presence of any relevant witnesses or faculty member who may provide evidence as required. Decisions shall be based on majority votes. When there is a tie vote, the Chair's decision will prevail.
- A copy of the Committee minutes and recommendation shall be submitted to the Fatima College of Health Sciences Director for appropriate action within three working days. The Director will render a final decision within two working days after receiving the committee recommendation and will send a copy of the decision to the Manager of Student Affairs and Head of applicable Program. The student may request for an Appeal of the decision to the Director within five working days from receiving the decision.
- All decisions for dismissal must be approved by the IAT Managing Director.
- Where any warning for behavioral misconduct is imposed as provided for in Criteria for Warning, a student may appeal to the Fatima College of Health Sciences Board (or an Appeals Committee convened by the Fatima College of Health Sciences Board) under the

provisions of the “Policy on Student Grievances and Appeals.

- The student shall be informed of the right of appeal in the correspondence advising of the imposition of a warning/dismissal.

References and related documents

FCHS Student Handbook 2021

5.8. Student Activities Policy

Fatima College of Health Sciences (FCHS) FCHS campuses possess –state-of-the-art gymnasiums and workout facilities. Gymnasiums and other recreational facilities have been purpose-built throughout the system to enrich FCHS students' experience. Student Centers provide a facility for recreation. Varieties of physical, social, and cultural activities are planned during the academic year. Students may organize events through the faculty and student services staff. Other activities can also be organized through the student council. Activities are planned to complement classroom activities and develop leadership skills and teamwork. Currently there is no student run media, students maybe submit photos or videos of events to the Student Services department which will upload them on the official the college's official accounts on social media platforms.

FCHS adopts the FCHS Student Handbook which provides details about these activities.

5.9. Student Rights and Responsibilities Policy

Policy Statement

Fatima College of Health Sciences is committed to supporting the exercise of any right guaranteed to individuals by FCHS and to educating students relative to their responsibilities.

Purpose

This policy sets out the rights and responsibilities of students at FCHS

Scope

This policy applies to students and staff at FCHS.

Definitions

None

Policy

- Students have the right to:
 - Express their individual opinion regarding teaching performances through the process of course teaching and evaluations.
 - Have their opinion heard in relation to individual concerns and grievances in a fair and equal way.
 - A transparent process of review and appeal.
 - Participate in the College life via student representative committee.
 - Experience freedom from discrimination based on disability.
 - Experience personal security on the College campuses.
 - Experience confidentiality with regards to their academic records, personal and disciplinary records expressed in the course of instruction, advising, or counselling unless disclosure is authorized by written consent.
- The below stated students' expectations are what Fatima College of Health Sciences commits to provide:
 - A high quality, engaging and supportive teaching, learning and research environment.
 - A clear and timely statement about course and program requirements.

- An admission system that is fair and equitable and in accordance with published criteria.
- Assistance in their orientation and transition to College life.
- Fair assessment and helpful and timely feedback on their academic work.
- Feedback on their courses will be sought regularly, and that students may inquire as to the outcomes of such reviews.
- Not to be disadvantaged by changes to programs and courses, made during the normal period of enrolment.
- Reasonable access to academic, general and support staff (via email, in person or by telephone).
- The College to seek and welcome their feedback on matters relating to the learning environment.
- Reasonable and equitable access to library, laboratory, internet, computing and general course resources.
- Treatment with courtesy in interactions with College staff.
- Their reasonable needs to be respectfully addressed, regardless of gender, ethnicity, religion, age, background, or disability.
- To be able to participate fully in the College's activities free from harassment and discrimination.
- Personal information to remain confidential and to be released only with their consent and knowledge, when legally required, or when their personal safety or the safety of others is jeopardized.
- Reasonable access to the College's support mechanisms and policies.
- Grievances to be addressed in a timely and professional manner.
- A safe and healthy study environment provided by the College.
- Fatima College of Health Sciences expectations of students:
 - Follow the proper lines of communication in the College in regard to complaints and appeals.
 - Work to the best of their ability.
 - Participate actively and positively in teaching, learning and research activities.
 - Provide constructive feedback on the conduct of these activities.
 - Respect the academic responsibility of the College to establish and maintain

appropriate academic and professional standards in courses and programs.

- Comply with program and course requirements.
- Treat College staff with courtesy at all times.
- Adhere to the highest ethical standards.
- Respect the academic honesty norms and work accordingly by abstaining from cheating, plagiarizing, fabricating or falsifying data or infringing copyrights.
- Demonstrate reasonable standards of behavior with respect to all College activities, thereby refraining from harassment or discrimination against other students and staff.
- ☐ Demonstrate respect for difference.
- Commit themselves to the deadlines of the Academic Calendar with respect to admission and registration rules.
- Act as role models in all functions.
- Abstain from any activity that may harm the College's reputation.
- Respect the property and conserve it as it is provided to enhance their learning and education, therefore, any act of vandalism shall entitle the doer for a disciplinary action which might lead to complete dismissal.
- Abide by the conditions of Fatima College of Health Sciences Student Handbook and policies, and accept sanctions applied for failing to do so.

Procedures

Not applicable

References and related documents

FCHS Student Handbook 2021

5.10. Student Counseling Policy

Policy Statement

Fatima College of Health Sciences is committed to supporting all their students throughout the course of their studies.

Purpose

This policy sets out the personal counseling services available to students at FCHS

Scope

This policy applies to students at FCHS.

Definitions

None

Policy

- FCHS academic advisers provide the opportunity for students to discuss issues and concerns related to personal development, stress and time management as well as other needs to achieve to their fullest academic potential.
- Student Services have students' counselors whose primary focus is to help students overcome their academic and social problems and to be aware of other programs at FCHS. Counseling may be offered to students who have academic or personal problems that might interfere with their classroom performance or social functioning. Counselors will be able to help students find solutions to their problems and enhance their development at the academic and/or personal level.
- The Student Council is an officially recognized organization in which students run for office. It advises FCHS administration on the enhancement of student facilities and activities to enhance the student experience in terms of both teaching & learning, and cultural enrichment.
- The Student Council is a self-governed advisory committee and all the recommendations are submitted to the FCHS Director's Executive Committee or other relevant committees for comment/approval.
- All students are encouraged to participate in the election of their representatives to the

Student Council. Elections are normally monitored by FCHS Student Services. Positions to be run for:

- President
- Vice President
- Secretary
- Treasurer
- Public Relations Officer
- Council Members (5) to represent each Specialization
- Students wanting to run for Student Council must have the following minimum qualifications:
 - A minimum GPA of 2.5
 - An outgoing personality
 - Good Communication Skills
 - Ability to think flexibly
 - A creative mind
- Student Council responsibilities include:
 - Working with the staff and management in the College
 - Communicating and consulting with all the students in the College
 - Involving as many students as possible in the activities
 - Planning and organizing activities for the year with approval of management
 - Approve new student clubs and oversee their sub-budget
 - Oversight of all student clubs under the direction of Student Services staff
 - Management of the budget and any funds raised by the Council
- The Student Council organizes students to work with staff to provide athletic, cultural, and organizational activities. The group also addresses and manages student issues pertaining to resources and the learning environment.
- Students are encouraged to form and join clubs recognized by the Student Council such as professional and scientific societies, clubs, and sports, etc., depending on the student's interest.
- If a student or faculty is interested in starting a club such as Photography, English, or Art, they are encouraged to approach a Student Council member to begin the discussions

Procedures

Not applicable

References and related documents

FCHS Student Handbook 2021

under review and approval process

5.11. Health Services Policy

Fatima College of Health Sciences provides a First Aid service with a Registered Nurse. The clinic is open 8am - 4pm. The RN attends to minor complaints, while injuries and major complaints are sent to a nearby hospital. If a student is experiencing a medical emergency, first aid will be provided, the family notified and an ambulance will be called to the College and the student taken to hospital accompanied by a nurse

FCHS Student Handbook provides details of this.

5.12. Academic Advising Policy

Policy Statement

Fatima College of Health Sciences is committed to supporting students in their academic work throughout the course of their studies. FCHS provides a robust collaboration between the student service and academic advisors to provide a holistic development in the students' educational process.

Purpose

This policy sets out the academic advising services available to students at FCHS

Scope

This policy applies to students at FCHS.

Definitions

None

Policy

- Each student is assigned an academic advisor who offers help and advising to the student throughout their study in Fatima College of Health Sciences.
- Academic advisor can be contacted by email or during office hours on campus.
- The student may obtain advice from their course instructors and their technical division faculty. In addition, tutors and learning advisers are available and can advise students on issues related to academic writing, exam preparation, time management, and other academic skills.
- Learning advisers can help students improve the structure of written assignments, organize ideas, develop arguments, and understand the expectations of Fatima College of Health Sciences. Their focus is on helping students develop strategies to independently revise their own work and manage their study.
- Student Services refer the student to advisors who provide academic advising.
- Academic advisors also advise on learning support for students who may be at academic risk. However, any student absenteeism or misconduct cases that require attention towards counselling are referred to the student services department.

- Every student joining FCHS is assigned an academic advisor from the first year. The role of the first year advisor is to assist the student with choosing the right course, adapting to the FCHS environment and student work culture, as well as guidance on the completion of required courses as per the program study plan. The student is also assigned a departmental academic advisor for further assistance with questions regarding the major of choice.
- Students can also obtain academic advice from their course instructors. In the first year, students enroll in a program called the first year experience where a group of students meet with their first year advisors in group sessions and discuss issues related to academic writing, exam preparation, time management, and other academic skills.
- A first year seminar is offered to help students develop strategies to navigate the transition to college and to learn how to manage their study.

Procedures

Not applicable

References and related documents

FCHS Student Handbook 2021

5.13. Academic Integrity Policy

Policy Statement

Students must conduct their studies at FCHS honestly, ethically and in accordance with FCHS accepted standards of academic conduct. Any form of academic conduct, which is contrary to these standards, will be considered as academic misconduct, for which FCHS may penalize a student.

Purpose

This policy is intended to promote academic integrity among FCHS students

Scope

This policy applies to students at FCHS.

Definitions

None

Policy

- All students are expected to adhere to high standards of academic integrity. Academic dishonesty may include:
 - Using unauthorized notes of another student and presenting it as their own work
 - Presenting another student's assignment as one's own
 - Plagiarizing the work of others and submitting it without giving proper credit and referencing

Academic misconduct

- Cases in which an academic misconduct is considered are:
 - Present copied, falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work.
 - Plagiarize (knowingly presenting the work (wholly or partially) or property of another person as if it were one's own).
 - Include in the student's individual work material, which is the result of significant assistance from another person if that assistance was unacceptable according to the

instructions or guidelines for that work.

- Assist another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work.
- Cheat; in exams, quizzes, or any form of assessment

Plagiarism

- Plagiarism is defined as the act of deliberately presenting another person's work as your own without acknowledgement. A student should therefore ensure that they acknowledge and appropriately reference all sources of information presented in their homework, presentations or projects. Students are expected to ask their instructor if there are any questions regarding what is or is not considered plagiarism.
- Plagiarism is easily detected by electronic plagiarism detection tools. Experienced teachers are ever vigilant to this activity. Both cheating and plagiarism can occur in a number of situations:
 - In a homework assignment
 - As part of an individual or group project assignment, students are to report instances in group work by others
 - In an informal assessment activity
 - In a formal testing situation
 - Using others' words taken from text-based or internet sources. The consequence of cheating or plagiarizing can result in dismissal from FCHS

Examples of plagiarism

- Word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes or tapes) without clearly identifying their origin by appropriate referencing. Even with adding the reference, in these cases where words were copied exactly, quotation marks have to be placed on the beginning and the end of the copied sentence.
- Closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works.
- Using another person's ideas, work or research data without appropriate acknowledgment.

- Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student.
- Copying computer files in whole or in part without indicating their origin

Academic misconduct relative to examination

- Cheating includes the following behavior:
 - Take into the examination room any unauthorized items such as mobiles, electronic devices, books, manuscripts, papers or other articles.
 - Make use of any of the above-mentioned items in the examination room.
 - Obtain directly, or indirectly, assistance in their work.
 - Give direct or indirect assistance to any other student.
 - Impersonate an examination student.
 - Allow themselves to be impersonated.
 - Write on any paper other than the answer booklet or question papers provided.
- Where a proctor suspects a student of academic misconduct, the following procedure shall be followed:
 - The senior proctor shall be informed. If the senior proctor shares the suspicion, they shall:
 - Confiscate and retain any unauthorized material.
 - Report the matter to the course instructor, who will have the power to either expel the student from the examination room or permit the student to finish her exam.
 - The student under suspicion should be informed before she leaves the room that she could appeal by submitting a petition to the Academic Committee.
 - At the conclusion of the examination, the proctor should prepare a joint report of all the incidents and forward this report to the course instructor and examination committee. Based on the report, the Examination committee shall be responsible for determining the consequences of the student misconduct.

The consequences should be within the following guidelines:

- For an initial offense, the maximum penalty should be that the student is given a failing grade (F) in the subject in concern.

- For a subsequent offence, the maximum penalty could lead to student's expulsion from FCHS.
- If an instructor suspects cheating while marking an exam, he should discuss the issue with the proctor in charge at the time of the exam. If the instructor is convinced with the incident of cheating, he should file a report to the Head of Department and inform the student of the decision.
- If the student under suspicion wants to appeal, she/he should submit a petition to the Academic Committee through her Academic Advisor.

Disruptive behavior during examinations

- Students are forbidden to:
 - Communicate or share any information with each other in the examination room.
 - Bring food or drinks to the examination room.
 - Leave mobile telephones or electronic devices switched on in the examination room.
 - Place mobile telephones or electronic devices on their desks.
 - Indulge in any behavior which, in the opinion of the proctor, may disturb other students.
 - Indulge in any other form of conduct which may disrupt the smooth progress of an examination.
- Where a proctor suspects that a student is not following the examination rules and regulations, he/she should:
 - Ask the student to stop her misbehavior. If the student does so, no further action will be taken. If, however, the student keeps violating the exam rules and regulations, the senior proctor will ask the student to leave the examination room.
 - The proctor will also inform the student that a report will be filed to the course instructor and if she wants to appeal, she can submit a petition to the Academic Committee through her Academic Advisor.
 - At the conclusion of the examination, the proctor will prepare a joint report of all the incidents and forward this report to the course instructor. The course instructor will forward the report to the Head of Department to take an action regarding the academic issue, and to the Student Committee (SDC) to take an action according to Student Discipline Policy.

Disruptive behavior during examinations

- On receiving a complaint of academic misconduct against a student, the Chair of the Academic and Assessment Committee may seek evidence concerning the matter from other sources. The Chair of the Academic and Assessment Committee shall advise the student of the complaint, including a description of the grounds for the complaint and a copy of all the evidence relevant to the matter. Before determining the action to be taken concerning a complaint of academic misconduct, the Chair of the Academic and Assessment Committee must provide the student with the opportunity to respond to the complaint of academic misconduct. The response must be in writing and must be received within 14 days of receipt of notification of the complaint. Having considered the complaint of academic misconduct in the light of the evidence and the student's response, the Chair of the Academic and Assessment Committee may take one of the following actions:
 - Dismiss the complaint of academic misconduct. In this case no documentation concerning the complaint shall be placed in the students' file.
 - Provide the student with a verbal warning and with advice about what is an acceptable academic conduct.
 - Where satisfied that academic misconduct has occurred, the Chair of the Academic and Assessment Committee may impose a penalty as set out in Penalties section.
 - Where further investigation is needed to establish the facts of the case the Chair may refer the matter to a meeting of the Academic and Assessment Committee for a formal hearing.
 - In each case, the student shall be informed in writing of the decision of the Chair of the Academic and Assessment Committee, including the reasons for the decision once the Director of the College approves it.

Dealing with additional complaints of academic misconduct

- During the course of consideration of a complaint of academic misconduct, if an additional complaint of academic misconduct is received, that complaint shall be dealt with along with the previous one.

Penalties

- Penalty refers to the consequence faced by the student following the academic misconduct. On determination that academic misconduct has occurred, the penalty, may be imposed resulting in one or more of the following:
 - Reduced or nil result for the assessment item affected by the academic misconduct
 - Deduction of 500 AED from the monthly stipend
 - Final warning
 - A fail grade for the course in which academic misconduct occurred
 - Dismissal from enrolment in the program for a specified period.
- Dismissal from the program where readmission to the program is at the discretion of the FCHS director, based on consideration of the student's case for readmission.
- Where a student has been found guilty of academic misconduct on more than one occasion and has previously been penalized as described above, the penalty shall normally be dismissal from the program, unless in the opinion of the relevant Assessment Board there are clear mitigating circumstances. Copy of Penalties decision should be kept in the student's file in student Services department.

Procedures

Not applicable

References and related documents

FCHS Student Handbook 2021

5.14. Student Appeals Policy

Policy Statement

Fatima College of Health Sciences is committed to supporting students should they wish to make an appeal against a decision that has been made. An academic appeal is a formal request from a student asking the University to review a decision relating to progression, assessment or academic awards

Purpose

This policy provides a framework for the appeal of a FCHS decision relating to students which ensures that appeal processes are transparent, consistent and fair.

Scope

This policy applies to students at FCHS.

Definitions

None

Policy

Appeals against award of grade

- Students are encouraged to discuss their performance in assessment items during a course with the teaching staff. Where a student believes that an error has been made or an injustice done in respect of the grade awarded for a course, the student may request a review of the grade.
 - The appeal process starts with a student filling out the appropriate grade review form while setting the grounds for the review request and submitting it to the students services office
 - The application will be sent to the relative department
 - The Head of Department shall send the request to the departmental examination committee where review of the grade will be done by two faculty members. The committee shall submit its recommendation to within one week from its formation and the decision shall be considered final.
 - According to the grade status after the appeal the academic status of the student will be

reconsidered if any change occurs on the student grade i.e. academic probation or dismissal will be reviewed.

Appeal against dismissal/exclusion

- A student who is dismissed may appeal against dismissal. The appeal must be in writing and forwarded to the Registrar who forwards it to the Director by supporting documentation where relevant. The appeal must be sent no later than 2 weeks of the decision of dismissal. The Director shall interview the student along with the Head of Department and give his/her decision within 14 days of the appeal.

Appeal against penalization due to academic misconduct

- Where any penalty for academic misconduct is imposed as provided for in the Penalties section, a student may appeal under the provisions of the Student Grievances and Appeals policy. The student shall be informed of the right of appeal in the correspondence advising of the imposition of a penalty.

Procedures

Not applicable

References and related documents

FCHS Student Handbook 2021

5.15. Student Grievance Policy

Policy Statement

Fatima College of Health Sciences is committed to providing a fair environment of integrity and respect for all students and endeavors to foster the values of openness, honesty, tolerance, and responsibility in social and moral, as well as academic, matters. If a student considers that a decision of the college or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the student charter or the college's rules and policies, a grievance may be filed.

Purpose

To provide equitable and orderly processes to resolve grievances by students.

Scope

This policy applies to students and staff at FCHS.

Definitions

Grievance: A written complaint filed by a staff member against another staff member alleging a violation of college policy or established practice.

Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

Policy

- All Fatima College of Health Sciences students has the right to deposit a valid grievance claim to address unresolved issues. All grievance claims will be treated with confidentiality, in the event of the need to consult with other parties not directly involved with the grievance, to obtain pertinent information, both the grievant and the respondent will be notified.
- Before initiating a formal grievance, the student should discuss the matter in dispute with the person against whom the student has a grievance and seek a mutual resolution of concerns. The student may be encouraged to return to this informal level of resolution at any time during this procedure.

- If an informal resolution does not resolve, the students must submit a complaint to the Student Affairs Manager to initiate the formal grievance. This may be communicated verbally, however, it must be placed in writing before any review or other action takes place.
- Following consideration by the Student Affairs Manager, one of three determinations will be made and the student will be notified in writing:
 - Allegations not subject to grievance policy
 - Allegations are concerning staff member misconduct (refer to HR)
 - Allegations warrant further investigation
- In the decision a grievance warrants further investigation, a copy of the student grievance procedure will be included in the written notification given to the student.
- In the decision a grievance is not subject to the grievance policy, the written notification to the student will contain information on the appeal process.
- Any sexual harassment by/toward staff or students at FCHS will be subject to disciplinary action.
- Harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran's status or any factor prohibited by law is strictly prohibited

Procedures

- When a grievance is raised with the Student Affairs Manager, the written complaint should include:
 - Details of the complaint
 - Details and results of attempted informal resolution
 - Any relevant documents.
- The written complaint should be submitted as soon as possible after the student knows of the problem.
- If the student is unable to reach the Student Affairs Manager, they may submit it to the Registrar who will direct it to the Student Affairs Manager.
- The decision made by the IAT Managing Director is final.

References and related documents

FCHS Student Handbook 2021

5.16. Student Dress Code Policy

Policy Statement

Fatima College of Health sciences believes that the work attire should complement an environment that reflects a professionally operated organization, as students' appearance contributes to FCHS culture and reputation. Students are expected to present themselves in a professional manner that results in a favorable impression by the institution's interested parties. This policy addresses specific expectations and includes guidelines for dress and appearance of FCHS students.

Purpose

To provide FCHS students with dress code guidelines that will convey a culturally appropriate positive and professional image internally and external to the College.

Scope

This policy applies to students and at FCHS.

Definitions





Not applicable

Policy

- UAE and GCC nationals shall wear black Abaya and Sheila in an appropriate manner while maintaining the head covered at all times. 'Niqab' or any form of facial cover is not permitted for security reasons.
- During clinical placement, students should wear the designated FCHS uniform as stated in the FCHS clinical manual.
- During laboratory sessions, students shall wear the designated uniform and/or lab coat, at all times, as stated in the departmental laboratory manual.
- Lab coat must not be worn in classrooms, library, auditoriums, canteens and student centers.
- Non-UAE/GCC national students who chose not to wear the UAE national dress shall wear dress or skirt with an ankle hemline. Blouse or top should be worn up to the neckline and shoulders and upper arms to be covered up to the elbow.

- All students shall wear full shoe or sandals. No high heels are permitted to be worn on campus.
- All students shall wear closed shoes for all clinical practices and laboratory sessions.
- The monitoring of the student compliance to the dress code policy shall start upon entry to the campus gate.
- Strict compliance to this policy shall be observed at all times, on and off-campus, with full respect to the principles of decency and modesty and a manner of dressing with sensibility to the national cultural norms and religious traditions of the UAE.
- Students who are in violation of this dress code policy with no justification shall be reported to the student services department and shall receive a warning letter that will be filed in their records.
- Students who are in violation of this dress code policy with no justification shall be denied access to classroom, laboratory and / or clinical placement.
- If dress code violations are repeated more than three times, students will be denied access to the campus.
- The following is considered inappropriate clothing/appearance:
 - National dress of any other country than GCC
 - Excessive use of strong perfume, make-up and jewellery
 - Visible religious symbols
 - Jeans or cropped/capri pants
 - Any clothing that reveals the form i.e. tight fitting or transparent
 - Low cut or cropped tops
 - Uncovered tattoos
 - Niqab or any facial cover
- Clothing must be clean and dry

Example of dress code

Female	Male
<ul style="list-style-type: none"> - Sheyla & abaya - Students uniform - Lab coats in designated areas 	<ul style="list-style-type: none"> - Dishdasha, Gutra and Eql (✓). - Hamdaniya (✗) 
<ul style="list-style-type: none"> - Loose trousers or skirts (long or 3 quarters) with a jacket and/or long-sleeved blouse/shirts 	<ul style="list-style-type: none"> - Polo shirts with collar, and appropriate customary trousers 

Procedure

- Students who are in violation of this policy with no justification shall be subject to the following penalties:
 - Any student found to be in breach of the dress code policy will not be allowed to enter the campus.
 - Verbal warning for the first violation and student shall sign a commitment to comply with the approved dress code.
 - Written warning for the second time violation and parents will be informed and shall sign an acknowledgment of the warning.

- Final warning and dismissal for one semester or more based on each case for the third time violation. Fees shall not be refundable if the student is not UAE national.
- Repeating the violation more than three time shall lead to dismissal from the college.

References and related documents

FCHS Student Handbook 2021

Section 6: Library Policy, Procedures and Regulations

6.1. Circulation of Materials Policy

Policy Statement

The aim of the FCHS Learning Resource Centre is to provide excellence and comprehensive resources and quality services in support of the learning, teaching, and research requirements of the institution. Hence, FCHS Library, as a key information provider, strives to offer the best possible library services in different formats: print books, online resource, CD-ROMs, magazines, etc. FCHS Library encourages students, staff, faculty and all interested parties to use its facilities, materials and services to fulfill their educational, research, cultural, and recreational needs.

Purpose

This policy aims to regulate the circulation of all materials by format and by type of borrower.

Scope

The LRC circulation of materials policy applies to all types of resources and active library patrons including alumni and external borrowers.

Definitions

LRC: Learning Resource Center

Alumni: FCHS graduates

External Borrowers: All active and registered borrowers from other affiliated institutions

Patron / Clientele / Borrower: Library users who obtain materials on loan from the library

Reference Collection: Resources contain specialized and general biographies, dictionaries, directories, encyclopedias, and statistical sources that are shelved separately and precede the general reference collection. The reference collection is constantly updated with new editions of standard reference tools. This collection comprises materials published in the past five years only, making the most current health sciences information readily available to all library patrons.

Reserve Materials: any selection of materials identified and requested by the faculty to be on reserve section for a certain period of time.

Policy

General Circulation

- FCHS borrowers such as, student, faculty and staff shall present their FCHS ID card at the Circulation Desk when checking-out library materials.
- External borrowers shall present a valid FCHS library card at the Circulation Desk.
- FCHS library card and other ID's are non-transferable. Borrowers shall personally visit the library to check-out materials. Any borrower who lend their IDs to another borrower will be revoked and the card holder and borrower will be banned from checking-out materials for one (1) month.
- All borrowers are held responsible for all checked-out items under their account.
- Action shall be taken against any user who does not conform to circulation policy. The library reserves the right to remove borrowing privileges and ban any disruptive user from the library premises.

Circulation of Materials for Students

- Students may borrow a maximum of five (5) books for (1) one week and can be renewed for another one week if not on hold, on reserve or and/or on recall status.
- Loans of videos, CDs and tapes shall be limited to three (3) items of each type and can be borrowed for one week. These items are not renewable.

Circulation of Materials for Faculty

- Faculty may borrow unlimited number of materials for each academic semester. Materials on loan to faculty shall be subject to recall if another user requests for the item.
- The faculty shall be notified and given one week to return the item to the LRC. Recalled items can be reclaimed after two (2) weeks.
- Loans of videos, DVDs, CDs and tapes shall be limited to five (5) items of each

type and can be borrowed for one week. These items cannot be renewed.

- Collections that are for in-library use only can be borrowed for one week after consultation with a librarian.
- Faculty may borrow selected journals, limited to three (3) items for three (3) days.

Circulation of Materials for Staff

- Staff may borrow up to three (3) items for one week and can be renewed if not on on- hold, reserve, or recall status.

5.4.1. Loans of videos, CDs and tapes shall be limited to three (3) items of each type and can be borrowed for one week. These items cannot be renewed.

Circulation of Materials for External Borrowers

- External borrowers from affiliated institutions may only checkout print book for one (1) week and cannot be renewed.
- A deposit of 100.00 dirhams per item shall be collected. The amount will be refunded upon returning of the checked-out item.

Textbooks-On-Loan

- Students shall collect all the required textbooks during the distribution schedule set by the library.
- Students account shall be cleared to receive the new required textbooks for the new enrolled courses.
- Textbooks are included in the tuition and shall be issued to paying students and will not be collected back.
- Non-paying students shall return all the issued textbooks on or before the final examination or after dropping the course.

Reserve Material for Reserve Section

- Faculty shall fill up the Reserve Placement Request Form.
- Faculty members shall determine the loan period for individual reserve items.

- All items on reserve section are for in-library use only:
 - Materials that are part of the collection
 - A photocopied article from a periodical, a chapter from a book, a short essay, a short story, a short poem, a chart, a graph, a diagram, a drawing, a cartoon, a picture
 - Faculty's personally owned materials
 - Student projects
 - Lecture notes / staff created guides
 - Course notes.
- Most photocopied articles should not be left on reserve for more than one semester
- Personally owned materials shall be accepted for Reserve status with the understanding that items are placed at owner's risk and shall be listed in the Reserve Book Room must be processed.

Reference Collection

- Reference Collection contains specialized and general biographies, dictionaries, directories, encyclopedias, and statistical sources that are shelved separately and precede the general reference collection. The reference collection is constantly updated with new editions of standard reference tools. This collection comprises materials published in the past five years only, making the most current health sciences information readily available to all Library patrons.
- All reference collections are for in-library use only.

Recall for Checked-out Materials

- Items that circulate for one (1) month shall be recalled after 21 days if another patron requests the item.
- Items shall be recalled after 7 days from date of issue if another patron requests the item.
- The recalled item automatically receives a new due date and a notice shall be sent to user requesting for the return of the item.
- If the item is not returned by the new due date, it is subject to overdue fines.
- When the item is received, the patron who requested the item shall be notified and the item shall be picked up at the circulation desk within 3 days.

Renewal of Library Materials Policy

- All circulating materials can be renewed on or before the due date written on the due date slip attached on the book or advised by the librarian.
- Borrowers shall renew the items by either bringing the resources to the circulation desk, telephoning the library during the normal hours of operation or by logging in to the user's library account from the library portal.

Returning of Checked-Out Materials

- Faculty member who will be away for extended period, such as sabbatical leave or long vacation shall return all checked-out materials before the scheduled leave of absence.
- Textbooks on-loaned to non-paying students must be returned on or before the final examination day or on the beginning of the new semester.
- All checked-out materials shall be returned on or before the due date written on the due date slip attached on the book to avoid blocking the library account that will be automatically blocked from the library system (Sierra).

Lost and Damaged Library Materials Policy

- All patrons such as faculty, staff, students and external borrower shall be responsible for all library materials checked-out under their account.
- Any lost or damaged item shall be replaced with the latest edition of the book. Librarian shall advise the patron on what kind of resources will be accepted in replacement to the lost item.

Procedures

Activation of Library Account

- Patrons shall bring FCHS ID Card, official registration form or class schedule at the Circulation Desk.
- External and Alumni Borrowers shall bring the original company ID and Emirates

ID and a letter from the librarian at the Circulation Desk.

- External and Alumni borrowers shall fill the FCHS library card at the circulation desk.

Borrowing Procedure

- Student who shall collect the required course textbooks present an FCHS ID Card, official registration form or class schedule at the circulation desk.
- Faculty and staff shall present FCHS ID card at the circulation desk.
- External and alumni borrowers shall present the FCHS library card at the circulation desk.

Renew Library Materials

- Borrowers can renew the checked-out items by either bringing the materials to the circulation desk, telephoning the library during the normal hours of operation or by logging in to library account from the library portal.
- If the item is already due, the borrower shall visit the library to manually renew the items.

Reserve Library Materials

- Faculty who want to reserve a library collection or personal material shall visit the circulation desk to fill-up a reserve item form.

Recall for Checked-out Materials

- Patrons who need a checked-out material shall visit the library circulation desk and fill-up the recall form.
- The librarian will recall the item from the first borrower.
- When the item is received, the patron who requested the item will be notified and the item shall be picked up at the circulation desk within 3 days.

Returning of Checked-Out Materials

- All checked-out materials shall be returned at the library circulation desk.

6.2. LRC Code of Conduct Policy

Policy Statement

FCCHS Learning Resource Center (LRC), as a key information provider, strives to offer the best library experience and provide a safe and appropriate environment within the library, which allows all FCCHS community to use library facilities to the fullest extent during regularly scheduled hours. FCCHS believes the use of the library facilities and resources is a basic right extended to support learning and promote academic success. Ensuring a pleasant and productive environment for study and research for all users requires that each user of the library follow certain standards and rules of library behavior to best serve all library users and staff. This policy describes the ethical rules and regulations governing the use of the library facilities and resources and sets down a number of standards and obligations relating to the conduct and behavior expected from the library users

Purpose

This policy aims to ensure that LRC maintains a conducive place for study, research and work and encourages positive behavior in line with the FCCHS vision, mission, and values.

Scope

The LRC code of conduct applies to all library users including alumni and guests.

Definitions

LRC: Learning Resource Center

Alumni: Graduates of Fatima College of Health Sciences.

Policy

- All users shall observe silence and do not disturb others who are studying in the LRC.
- Users shall not portray disruptive behavior in the LRC.
- Mobile phones shall be on a SILENT MODE and mobile phone conversations shall be conducted outside the LRC.
- Library equipment and furniture shall be used in an appropriate manner.
- Students shall maintain a clean atmosphere and remove personal items, papers, water

bottles and litter when leaving the center.

- Study space or group study room shall not be reserved with unattended personal belongings. Unattended belongings will be endorsed to the lost and found of the college.
- Users shall use earphones or headsets when listening or watching academic videos or podcasts.
- Users that fail to observe these rules shall be subject to the FCHS disciplinary action policy and shall be asked to leave the LRC.
- Photography shall not be permitted in FCHS library.

PROCEDURES

Not applicable

6.3. Equipment and Software Technical Support Policy

Policy Statement

Equipment and software technical support are provided throughout Fatima College of Health Sciences. FCHS is committed to delivering a high standard of technology support for all staff, students and visitors.

Purpose

This policy aims to support FCHS staff and students with the use of information and communications technology.

Scope

This policy applies to students and staff at FCHS.

Definitions

Not applicable

Policy

- FCHS operates an on-campus library from an 8:00am – 4:00 pm schedule.
- Students may access services and librarian staff during usual business hours.
- An option to access electronic resources is available 24 hours off campus. Students receive introduction to the library during orientation week.
- The list of collections are available from the librarian and is composed of textbooks, E-books, multimedia collections, online databases including research journals and learning tools.
- IT support is available on each campus (IT.Support@fchs.ac.ae).

Procedures

Not applicable

References and related documents

Not applicable

Section 7: Physical and Technology Resources

7.1. Health and Safety Policy

Loss Control is a combination of the principles and procedures which underpin Occupational Health and Safety, Asset Management and Accident Prevention. Unlike the traditional approach to OH&S. Loss Control takes a pro-active approach to both the prevention of loss to assets, facilities, equipment and personnel, and the procedures for ensuring a swift return to normal business should such losses occur.

In this section the following will be covered:

- IAT Loss Control policy
- Organizational lines of responsibility
- Loss Control principles
- Health, safety and welfare
- Protective clothing
- Visual display screen equipment
- Machinery –safe handling principles
- Visitors and contractors
- Risk Assessments

Loss control addresses the occupational health, welfare and safety of all staff and visitors of an organization by putting in place systems and processes that identify hazards and risks before they materialize, and by developing plans and strategies to minimize the impact that they may have should they occur. Loss control procedures acknowledge that losses through carelessness or forces majeure ('Acts of God') can have many causes and most of these can be predicted with good planning, constant observation, and total involvement by all staff and visitors.

For further details, refer to the latest ***FCHS Health, Safety and Emergency Policy and Procedures Manual***.

7.2. Data Security Policy

Policy Statement

Fatima College of Health Sciences data assets and information technology resources are vital and must be managed accordingly to ensure their integrity, security and availability for lawful educational purposes. This document is intended as a high-level information security policy statement for use by all staff, students and users of the college's information technology resources.

Purpose

The purpose of this policy is to ensure the provision of reliable and uninterrupted IT services; the integrity and validity of data; an ability to recover effectively and efficiently from disruption; and the protection of all the college's IT assets including data, software and hardware.

Scope

The Policy applies to all users of the college's information technology resources, including those who install, develop, maintain, administer and use those systems and applications.

Definitions

Not applicable

Policy

Information Security

Access Management

- All users of the college's information technology resources must be authorized to access the appropriate systems and their resources. Access is controlled and monitored in accordance with Fatima College of Health Sciences policy. The elements involved in controlling and monitoring access include identification, authorization and authentication.

Identification

- All system users are assigned a unique ID to use in accessing the Fatima College of Health Sciences systems and applications. User IDs are not to be shared. Users

are responsible for maintaining the security of their IDs and all activity occurring under those IDs. User's IDs are issued in accordance with approved standards. In special circumstances, temporary generic accounts may be approved by the FCHS Director – Senior Manager Students and Support Services/ Registrar.

Authorization

- Only those users who have valid reasons (as determined by System Custodians) for accessing the Fatima College of Health Sciences systems and information are granted access privileges appropriate to their educational and/or business requirements. Access is granted by means of a computer account, which also serves as identification. Accounts are issued in accordance with approved standards.

Authentication

- Authentication ensures an identity. Each ID requires a technique, usually a password, for validating identity. Standards apply to all systems requiring authentication.

Account Management

- All System Custodians must regularly review their schedule of delegated authority, to determine who is authorized to use the system and their level of authorization. System Custodians must also determine who should be able to get network access from off campus or remote locations.
- At a minimum, a six-monthly review of all system access levels of users should be carried out. The System Custodians should ensure any non-compliance as a result of this activity is addressed as a matter of priority. All records of non-compliance must be kept until all matters arising from non-compliance have been resolved.
- When employees terminate employment or change positions within Fatima College of Health Sciences, Human Resource department should effect any necessary changes to roles and access privileges in the appropriate system and according to established business processes

Privileged users access

- Certain system users have high-level access rights, enabling them to access any data stored on the college information technology systems. These staff members can be generically termed System Administrators. Staff with high-level access rights

should abide by the Code of Ethics promulgated by the UAE IT regulations. System Administrators found guilty of breaching this Code of Ethics may be subject to disciplinary action as recommended by the relevant Manager.

- Contractor and third-party access are permitted only if agreed to by the Systems Custodian and a full-time employee sponsors the individual. These parties must comply with access control standards which require, at a minimum, that a unique user ID identify each user. This ensures that only authorized individuals receive access to systems. All temporary accounts should have an expiration date based on contract completion date

Asset Security Management

Server & system backup

- All critical information of Fatima College of Health Sciences must be backed up on a regular basis. Frequency of backup is determined by the frequency with which the data changes and the effort required to recreate the information if lost. Standards apply to the backup of data from all systems deployed and utilized in Fatima College of Health Sciences. Any request for backup of business data is based on client requirements as detailed in the Request for Backup form.

Personal computer and mobile device backup

- All critical information of Fatima College of Health Sciences should be stored on centrally maintained corporate networked disc storage. Any other data stored on desktops, laptops and other mobile devices becomes the responsibility of the user to ensure it is backed up on a regular basis. Frequency of backup is determined by the frequency with which the data changes and the effort required to recreate the information if lost.

Recovery

- All backups of critical data must be tested periodically to ensure that they support full system recovery. System Administrators must document all restore procedures and test these on a regular basis, at least annually. Backup media must be retrievable within 24 hours, 365 days a year. Standards apply to the recovery of data from all systems.

Off-site storage

- Off-site is synonymous with “out of the building”. The off-site storage location must provide evidence of adequate fire and theft protection and environmental controls. A formal Service Level Agreement (SLA) must exist with the off-site storage provider and a site visit should be undertaken on an annual basis.

Data retention

- Custodians of Fatima College of Health Sciences data are responsible for defining and documenting the length of time data must be retained. The retention period, legal requirements, responsible parties, and source of legal requirement should be specified. System Administrators are responsible for ensuring that these requirements are adhered to.

Business continuity

- As part of the Risk Management Framework a Disaster Recovery Plan should be prepared and tested for all of the college’s major systems. The testing strategy to be implemented will be influenced by the importance of the system to the college’s business operations and the ability to recover the system within agreed timeframes.
- A copy of the plan should be stored offsite in a secure manner to ensure that the plan can be implemented in the case of a disaster. A review of any major disruption to information services should be undertaken to identify the cause of the disruption and where appropriate adjust the plan and/or procedures to minimize the risk of the event occurring again.

Security

All major information assets must be accounted for and have a nominated custodian who is responsible for the implementation and management of this policy in relation to those assets.

Physical security

- Access to secure areas, including computer rooms, the PABX room, network equipment rooms and any associated service facilities, is restricted to authorized Fatima College of Health Sciences staff, through the use of passwords, locks or access-control devices. Access to these facilities is governed by college’s access policies. All wiring closets are secured in order to prevent any damage and to stop unauthorized attempts to connect

to data outlets and to prevent snooping.

Data security

- Different types of data require different levels of security. Fatima College of Health Sciences classifies data into three categories: Public, Proprietary and Restricted. It is the System Custodian's responsibility to establish authentication and authorization guidelines for custodial data. Please note that:
 - Public data can generally be made available or distributed to the general public
 - Proprietary data is for internal use (this also to be validated at campus level, college level, or IAT level) and not for external distribution
 - Restricted (moderately to highly sensitive) data is to be used only by individuals who require it in the course of performing their responsibilities, or data, which is protected by Federal and/or Emirate legislation. Restricted data can only be deleted with the permission of the System Custodian.
- Staff should be aware of their legal and corporate responsibilities concerning inappropriate use, sharing or releasing of information to another party. Any third party receiving proprietary or restricted information must be authorized to do so and that individual or their organization should have adopted information security measures, which guarantee confidentiality and integrity of that data.

Software security

- Software for the purpose of this policy document is defined as the programs and other operating information used by, installed on, or stored on Fatima College of Health Sciences owned computer systems or storage media (such as floppy disks, backup tapes, CD- ROM). This definition also includes portable devices that can be directly, indirectly, or remotely and are able to communicate with an owned information system.
- To comply with legislation and to ensure ongoing vendor support, the terms and conditions of all licensing agreements must be adhered to. All software and other applicable materials must be licensed (as required) in an appropriate manner.
- In order to comply with licensing regulations and to prevent software piracy, the purchasing and licensing of software and other applicable materials should, where appropriate, be carried out through IAT - IT Services. Details of the purchaser, approver

and installer must be logged, traceable and auditable.

- All software, including patches, upgrades or new versions, should be tested, archived and documented before being put into production systems. This transition should be under migration and version control and incorporate change management principles. Control measures should also be in place for maintaining and accessing program and system source libraries.
- All operational software should be maintained at current versions or at a level supported by the supplier. In special circumstances, a non-current version of software for a legacy system may be retained for compliance purposes. Processes should also be in place to ensure that information systems development and operational environments for critical systems are separated logically from each other.
- Software development policies and procedures should be co-developed by IT Services and the appropriate Fatima College of Health Sciences element, especially for use by project development teams consisting of staff from IT and business areas. In particular, additional attention is paid to ensure that the security controls of audit trails and activity logs are built into applications for the validation of data and internal processing.

Email security

- All email users should be aware of their responsibilities as described in the use of the college Information Technology Resources Code of Practice. Unsolicited email can become a serious issue for Fatima College of Health Sciences, affecting performance of the mail delivery infrastructure and productivity of the user. To reduce the level of unsolicited messages, email that meet one or more of the following criteria will be blocked or rejected:
 - Malformed email
 - Email with an attachment identified as a significant risk
 - Email that exhibit a significant level of unsolicited email characteristics

Instant message security

All email users

- All instant messaging users should be aware of their responsibilities as described in the Use of the Information Technology Resources Code of Practice.
- In addition, IM applications can expose security vulnerabilities that can become channels for malware distribution. Users should be cautious when sending and/or receiving instant messages with attachments.

Mobile equipment/wireless device security

- With the proliferation of mobile and wireless devices throughout the college, it is essential that special usage policies and procedures be developed governing the use and access of such devices (e.g. Palm Pilots, mobile phones, Laptops). In particular, Fatima College of Health Sciences ensures that the physical security and use of its assets and the sensitivity of information access are clearly addressed in this usage policy.
- In addition, and where appropriate, device timeouts should be implemented to lockdown devices and minimize the risk of unauthorized access to the device.

Security Breach Notification & Reporting

Security breaches

- A security breach is defined as any action or event in contravention to the provisions of this Information Security Policy; actions or events that contravene the provisions of policy established by organizations of which the college is a member; and/or actions or events deemed a security breach by Emirate or Federal Police organizations.
- The guidelines listed under “notification” below, should be applied during the course of an actual or potential security breach.

Notification of a security breach

- The following steps are listed in the order that they should be taken. Once a breach is confirmed, the responsible officer/ system custodian should take these steps as urgently as possible. If a particular step is not appropriate to the breach, then the officer/ system custodian should ignore it and move to the next step. The Sr. Manager of Students and Support Services/ Registrar should be notified immediately.
- If the security breach involves a possible breach of an Emirate, the country or international

law, then the Manager or delegate will notify Director of the college for further action.

- If any of the college element is involved, then that element should be notified as soon as possible, preferably via the Head of Element or approved element representative.
- If an organization or person external to the college is involved in any capacity, then the Director should be contacted to report the breach to a relevant authority.
- If an organization or person external to the college is involved as a potential victim, then that organization or person should be advised as soon as possible.

Reporting a security breach

- The person authorized by the Senior Manager, to carry out the technical investigation of a security breach must adhere to the process detailed below. A report of the incident should be prepared for the Senior Manager. Once approved, the report should be submitted to the Head of the relevant element outlining the following details (where possible):
 - General nature of the security breach
 - General classification of people involved in the security breach, (such as external client, privileged staff member)
 - Computer systems involved in the security breach
 - Details of the security breach
 - Impact of the security breach
 - Unrealized, potential consequences of the security breach
 - Possible courses of action to prevent a repetition of the security breach
 - Side effects, if any, of those courses of action.
- Where appropriate, remedial action should be taken on the basis of this report. In particular, significant IT risks should be identified.

Unauthorized access attempts

- This includes anything from harmless exploration to hacking in order to gain access to information. Unauthorized access also includes gaining access to computer systems for future use (e.g. extortion).
- All unauthorized access attempts must be noted and logged. The Audit Trail/System Access Log must be reviewed regularly, exception reports generated and inspected by the System Administrator and appropriate action taken. A copy of the report of unauthorized

access attempts must be produced and kept for future reference.

Enforcement

- Fatima College of Health Sciences considers any breach of security to be a serious offence and reserves the right to copy and examine files or information resident on or transmitted via the college's information technology resources. Students deemed to be in breach of security are subject to disciplinary action as documented in the college's Student Misconduct Policy.
- Staff deemed to be in breach of security are subject to disciplinary action available under industrial provisions. Offenders may also be prosecuted under Emirate, Federal and International laws.
- Students and Support Services Department may confiscate computer equipment, temporarily remove material from websites or close any account that is endangering the running of the system or that is being reviewed for inappropriate or illegal use.

Awareness and Communication

- It is essential that all aspects of information security, including confidentiality, privacy and procedures relating to system access, should be incorporated into formal staff induction procedures and conveyed to existing staff on a regular basis.
- Each employee, on commencement of employment, should be made aware that they must not divulge any information that they may have access to in the normal course of their employment. Staff must also be made aware that they should not seek access to data that is not required as part of their normal duties.
- System Administrators should be properly trained in all aspects of system security prior to supporting these systems.

7.2. Appropriate Use of Technology Resources Policy

Policy Statement

Fatima College of Health Sciences ensures the effective protection and proper usage of the computer systems within Fatima College of Health Sciences. The Information Technology (IT) investment of Fatima College of Health Sciences is considerable, and the dependency on computer technology in the delivery of Fatima College of Health Sciences services is high. The IT Policy will assist in maintaining systems at operational level. Contraventions of the IT Policy could seriously disrupt the operation of Fatima College of Health Sciences and any breaches will be treated seriously.

Purpose

The purpose of this policy is to ensure the appropriate use of technology resources in FCHS.

Scope

The Policy applies to all users of the college's information technology resources, including those who install, develop, maintain, administer, and use those systems and applications.

Definitions

Not applicable

Policy

Computer Systems

Network

- Network management, administration and maintenance within Fatima College of Health Sciences are the responsibilities of the IT Department. Access to and usage of the Servers is restricted to authorized IT staff only.

Hardware (PCs, laptops, blackberries, printers, modems etc.)

- The requirement for IT equipment will normally be identified within the context of an IT strategy for Fatima College of Health Sciences and more specifically within a planned program of PC replacement.
- The installation, configuration and maintenance of computer equipment are the

responsibilities of the IT Department.

- Computer equipment registers will be maintained by the IT Department to ensure full tracking of equipment. Eventually the inventory will be kept in ERP for future tracking.
- The Senior IT Manager will liaise with Senior Operations Manager to ensure adequate insurance cover for all computer equipment. The IT Department will ensure all the staff aware of any restrictions and limitations.
- Requirements for new hardware should be discussed in advance with the Senior IT Manager to assess the detailed specification.
- The deployment of new equipment or re-deployment of existing equipment is undertaken by the IT Department after consultation with Department Managers/ Campuses and Program Heads.
- The relocation of hardware within or out of the Fatima College of Health Sciences premises should be discussed with the Senior IT Manager in advance to ensure valid reason for relocation, determine the most appropriate means of relocation and to ensure computer equipment registers and insurance policies are updated.
- The security and safekeeping of portable and other equipment used outside the Fatima College of Health Sciences offices is the responsibility of the staff member using it.
- All members of staff are responsible for the proper usage, care and cleanliness of the computer equipment they use. Managers should ensure that staff maintains the cleanliness of their machines.
- Problems with hardware should be reported to the Help-Desk of IT Department in accordance with established IT Help Desk procedures.
- Cost of fixing any damaged HW will be covered by the HW warranty or IAT, unless the damage is found to be by a misuse from the user "Student/Staff". In this case the cost will be deducted from the user financial allocations.

Software and software applications

- The requirement for IT equipment will normally be identified within the context of an IT strategy for Fatima College of Health Sciences and more specifically within a planned software upgrade program.
- The installation, configuration and support of all software and software applications used within Fatima College of Health Sciences are the responsibility of the IT Department.
- Software, including screensavers, must not be installed by users without prior authorization

from the IT Department. This includes programs downloaded from the Internet.

- Fatima College of Health Sciences will treat the installation of unlicensed software by users as a serious breach of the IT Policy.
- Software license registers will be maintained by the IT Department/ to ensure compliance.
- Software disks will be kept securely by the IT Department.
- Requirements for new software/software applications should be discussed in advance with the Senior IT Manager to assess the detailed specification and implications.
- Problems with software should be reported to the HelpDesk of IT Department.
- Requests for modifications, enhancements and upgrades of existing software applications should be discussed with the IT Manager.

Data/electronic information

- Data Management should be in accordance with the data management policies and procedures of Fatima College of Health Sciences.
- Department Managers/Heads are responsible for maintaining the quality of the computer-held data processed by their staff.
- The individual user is responsible for the quality of the computer data they have personally processed.
- Department Managers/Heads are responsible for ensuring compliance with Data Protection with regards to data processed within their Departments.
- In conjunction with the nominated Data Protection Officer of the organization, the IT Manager will keep abreast of data protection legislation, advice accordingly and ensure applications and databases are registered in accordance with the legislation and internal organizational data management policies.
- All information/data held on the organization's systems is deemed the property of Fatima College of Health Sciences.
- As a condition of employment, staff consent to the examination of the use and content of all data/information processed and/or stored by the staff member on the organization's systems as required.

Back-up

- The IT Department is responsible for ensuring the implementation of an effective back-up strategy for server-held software and data.
- Users of networked desktop PCs should avoid storing data on their local hard drives. Data

so stored may be lost if a problem develops with the PC, and the IT Department may not be able to assist in its recovery. Data should be stored within the file directory (folder) structure used by the office.

- Remote and laptop/notebook PC users must ensure they back up their data regularly. The IT Department will provide advice and assistance.

Anti-virus protection

- The IT Department is responsible for the implementation of an effective virus security strategy. All machines, networked and standalone, will have up-to-date anti-virus protection.
- The installation of anti-virus software on all machines is the responsibility of the IT Department.
- The IT Department will ensure the upgrade of the anti-virus software on networked desktop PCs.
- Remote users and users of portable machines will get assistance from IT in the upgrade of anti-virus software in accordance with specified mechanisms agreed with the IT Department, e.g. Internet updates.
- Staff should virus-scan all media (including floppy disks, zip disks and CDs) before first use. The IT Department will provide assistance and training where required.
- On detection of a virus staff should notify the HelpDesk of IT Department who will provide assistance.
- Under no circumstances should staff attempt to disable or interfere with the virus scanning software.

Telephone usage policy

- Desk telephones are provided to enable staff members to perform their duties and to conduct the business of Fatima College of Health Sciences. Where there is a direct business need, a mobile phone will be provided by Fatima College of Health Sciences, who will pay for network access and work related calls. The Director must approve any business requirement of a mobile phone.
- Local calls made from desk landline phones are totally at the discretion of the staff member and it is the responsibility of each staff member to ensure calls are appropriate to their work and are conducted expeditiously.
- National calls are provided to those who have permission from upper management with justification for their needs except the directorate staff.

- While international calls access are provided to the Directors only, any other request for international access is subject to approval from the respective Director.
- Telephone service is provided by IT Department, so user should fill in a request form for this service with full details.
- IT Department has the privilege to Monitor and track calls of all users, in order to provide the upper management with a report for financial use.
- IAT provides SIM cards and a Black Berry for the senior staff members due to the business nature as per HR policy.

Computer Users

Health & Safety

- Health and safety with regards to computer equipment and computer work stations should be managed within the context of the general and any specific health & safety policies and procedures within Fatima College of Health Sciences. The IT Department will provide Advice.
- Campus Management is responsible for ensuring health & safety legislation and procedures with regards to computer equipment are implemented within their Departments.
- The IT Manager will keep abreast of IT-related legislation and advise accordingly.

Training

- It is the responsibility of Campus Management to ensure appropriate computer training for their staff. The IT Department can advise on computer-related training.

User Accounts

- Campus Management should notify the IT Department of new members of staff in advance to allow the creation of network and e-mail accounts and system permissions.
- Human Resources should notify the IT Department of the departure of staff to allow the deletion of network and e-mail accounts.

Passwords

- The IT Department will ensure password is part of the security strategy of Fatima College of Health Sciences- IT system.
- Users should change their passwords when prompted by the system in the case of networked machines or on a regular basis for standalone machines.

- All Staff are responsible for the security of their password which they should not divulge, even to colleagues.
- Problems with passwords should be reported to the HelpDesk of IT Department.

System Usage

- Users should ensure their computers are fully shut down and turned off at end of business day.
- Computers should be locked or shut down when left unattended for any significant period of time.
- With regards to file management, Campus Management and/or departments will determine the top-level folders/directories and associated permissions for their department and inform the HelpDesk of IT Department. The IT Department will create or modify the folders accordingly.
- Within their respective top-level folders, staff should create sub-folders in accordance with their own departmental guidelines but cannot create new top-level folders.

Email/Internet

Email

- Fatima College of Health Sciences e-mail system is a core business application. It should not be used for political, business or commercial purposes not related to the college.
- Fatima College of Health Sciences IAT e-mail system must not be used to send illegal or inappropriate material.
- Limited personal use of E-mail is permitted. Management should ensure there is no abuse of this privilege.
- It is a condition of employment that all staff consent to the examination of the use and content of their E-mail accounts as required.
- Global distribution lists should be used appropriately. E-mail to all staff (spamming) should be used only when appropriate.
- E-mail copies to administrators in levels higher than your direct line-manager are not acceptable. Staff should ensure that they only copy their direct line-manager and other team members (if any).
- Staff should minimize the number of messages in their E-mail in-box to ensure maximum efficiency of the delivery system. Folders should be set up and messages filed accordingly.

- Staff should utilize the archiving facility within the E-mail system in accordance with current guidelines.
- Confidential material sent by e-mail should be so marked but sent only with caution.
- Fatima College of Health Sciences retains the right to access and view all E-mail sent and received by the E-mail system. This right is exercised solely through the IT Department on the instructions of the Managing Director.
- Students will have mail quota of 200 MB, Staff will have mail quota of 400 MB with exceptions based on official assignments. Quota size is to be increased in the near future for both students and staff.

E-mail groups

Establishing a LISTSERV list

- List content must reasonably reflect the responsibilities, field of expertise, research, or study of the list sponsor as it relates to their function at Fatima College of Health Sciences.
- List sponsors and owners are expected to abide by all computing resource usage policies put forth by Fatima College of Health Sciences.
- E-mail groups should be created based on business use only. Each member has the right to create his own group if the number of contact from 1-20. If the required group contains large number of contacts more than 20, the request should go to IT department in order to create a distribution list.

List Sponsorship/Ownership:

- Only permanent faculty/staff of Fatima College of Health Sciences may sponsor a list. List owners are responsible for adequately communicating to the list membership (usually in the form of a charter/welcome message sent to all new subscribers) the guidelines for list posting. Owners should also ensure that their subscribers are aware of certain important list configuration settings (e.g., who can post, who can subscribe, etc.).
- List owners are responsible for ensuring appropriate membership, as related to Fatima College of Health Sciences functions.
List owners are responsible for updating the subscriber list and removing or suspending invalid or problematic addresses.
- Institutional/College lists (i.e. announcements, news) will be maintained by the Information Technology Services LISTSERV manager (IT HelpDesk).

List Content and Copyright:

- List subscribers, owners, and all others with list posting privileges and are expected to observe all applicable copyright restrictions when posting any material that is not their own. The use of a mailing list to distribute any material (including binary files) in violation of copyright or licensing is strictly prohibited.

List Expiration and Renewal:

- All lists, except for class lists, expire on a yearly basis at the end of each spring semester (the week after the end of final exams). Class lists expire at the end of each semester (the week after the end of final exams). Lists that are less than three (3) months old at the time of expiration will not expire until the end of following semester or academic year, whichever applies.
- All list owners will be notified by e-mail at least four weeks prior to the expiration date. In order to renew a list, the list owner must reply to the notification stating his/her intent to renew the list.
- If after two expiration notices the list owner has not declared intent to renew, the list will be deleted.

List Removal and Deletion:

- A list may be deleted at any time by the LISTSERV manager at the request of the list sponsor.
- Information Technology Services reserves the right to delete lists that:
 - are misused
 - do not comply with established policy
 - pose a threat to system security or integrity. In such cases, the LISTSERV manager will attempt to notify the list sponsor and/or primary owner prior to the deletion of the list.

Internet

- Access to the Internet is provided for business purposes. Limited personal use is permitted and is to be restricted to lunch breaks and periods out with working time.
- Staff should not make inappropriate use of their access to the Internet. They must not use Fatima College of Health Sciences systems to access pornographic, illegal or other improper material.
- Staff should not subscribe to chat rooms, dating agencies, messaging services or other on-line subscription Internet sites unless they pertain to work duties.
- Programs, including screensavers, must not be downloaded from the Internet without

authorization from the IT Department.

- Fatima College of Health Sciences retains the right to monitor Internet usage by staff. This right is exercised solely through the IT Department and, where relating to a specific member of staff, only on instructions from a member of Directorate.
- It is a condition of employment that all staff consents to the examination of the use and content of their Internet activity as required.
- Abuse of Internet access will be dealt with severely relative to seriousness.
- Minor abuse will lead to removal of the privilege of access from an individual's workstation.

Contravention of the IT Policy

- Staff should be aware of their responsibilities under the Data Protection Act, Computer Misuse Act (that Computer Users shall not, by any wilful or deliberate act, jeopardize the integrity of the computing equipment, its systems programs or any other stored information to which they have access) and the Copyright Design and Patents Act. The IT Department will provide guidance where required.
- Contravention of Fatima College of Health Sciences IT Policy or any act of deliberate sabotage to Fatima College of Health Sciences- IAT computer systems may be considered a disciplinary offence.
- If there is reason to suspect that laws or Fatima College of Health Sciences policies have been, or are being violated, or that continued access poses a threat to a facility, other account holders, normal operations, or the reputation of Fatima College of Health Sciences, access privileges of any individual may be withdrawn or restricted.
- Following due process Fatima College of Health Sciences may take one or more of the following actions against anyone whose activities are in violation of the law or of this policy:
 - Restrictions or loss of access to any or all of the computing facilities and services at Fatima College of Health Sciences.
 - Legal action that could result in criminal or civil proceedings.
 - In the case of students, disciplinary action under the Council regulations for Student Academic Dishonesty and/or Non-Academic Student Discipline and Appeals.
 - In the case of employees, disciplinary action up to and including termination.

Section 8: Fiscal Resources

As a body wholly owned by the Abu Dhabi government, FCHS has a responsibility for sound financial management and close budget control. The latest IAT Finance Department Policies and Procedures Manual is used by Abu Dhabi Polytechnic in relation to financial matters, including the following:

- General financial provisions
- Levels of authority
- Finance committee
- Financial system
- Financial records
- Internal audits
- Bank, credit card and petty cash
- Purchasing
- Revenue
- Inventory

Section 9: Public Disclosure and Integrity

9.1. Conflict of Interest Policy

With the broad range of professional and personal interests pursued by senior managers and the Board of Trustees members there is likelihood that conflicts of interest may be encountered when participating in the Institute's and/or its subsidiaries decision making processes. Typical issues around which conflicts of interest may arise include the following:

- The recruitment of staff or employment of contractors.
- Undertaking projects or entering into partnerships.
- Representing the Institute and/or its subsidiaries in other forums.

A conflict of interest can be expected to arise if:

- It is likely that the performance of the individual's duties as a Board member could be prejudicially influenced by any other interests (private, personal or professional) that person may have; or
- It is likely that the Board member's participation as a member of the Board is prejudicially influenced by the interests of the organization the member is representing.

Fatima College of Health Sciences expects that members of the Board of Trustees will be mindful of potential conflicts of interest (or the likely perception of a conflict) and declare a conflict of interest before it arises. Appropriate action can then be taken in consultation with other Board members, for example by withdrawing from a particular selection panel or declining to take part in decisions being taken regarding certain issues.

Minutes of meetings should note where, when and by whom such declaration of real or potential conflicts of interests are made. The Secretary to the Board of Trustees should be mindful of the need to not forward the minutes of meetings to Board of Trustees

9.2. Intellectual Property Policy

Policy Statement

Fatima College of Health Sciences ensures to protect and commercialize intellectual property while:

- ensuring that the transmission of knowledge into the wider community is not unreasonably constrained
- dealing fairly and equitably with staff, students and other contributors
- recognizing and respecting the contribution of staff (and students who assign ownership of their intellectual property to the college) through sharing of financial rewards and attribution
- acknowledging that students who are not staff own the intellectual property that they create and only under certain circumstances will the college require students to assign the ownership of their intellectual property to Fatima College of Health Sciences.

Purpose

The purpose of this policy is to ensure the protection and commercialization of intellectual property of FCHS.

Scope

This policy applies to all staff, students, and stakeholders of FCHS.

Definitions

Not applicable

Policy

This IP Policy has the following effect:

- Except as provided in this IP Policy and the IP Procedures, the college asserts and does not waive its rights to the ownership of intellectual property, including intellectual property referred to in section 3.0 of this IP Policy, created by all staff while employed

by the college and in the course of their employment by Fatima College of Health Sciences.

- Fatima College of Health Sciences will own all intellectual property, including intellectual property referred to in section 3.0 of this IP Policy, that is devised, made or created.
- by all visitors to Fatima College of Health Sciences who have access to the college confidential information (or confidential information of a third party where the Fatima College of Health Sciences is bound to maintain the confidentiality of that information) where the Visitor utilizes that confidential information for the further development of existing intellectual property or to develop new intellectual property.
- by all students of the Fatima College of Health Sciences who, as a consequence of their involvement or intended involvement in research with commercial potential being undertaken at the college, will have access to the college's confidential information (or confidential information of a third party where Fatima College of Health Sciences is bound to maintain the confidentiality of that information) where the student utilizes that confidential information for the further development of existing intellectual property or to develop new intellectual property.
- by all persons engaged by the college as contractors (including without limitation persons engaged under contracts for services, consultants and subcontractors), during the course of or incidentally to that engagement.
- Fatima College of Health Sciences rights under this IP Policy in relation to any particular intellectual property are subject to and may be modified by:
 - any express waiver or modification by the Director by agreement in writing with the Person whose rights are affected by the waiver or modification;
 - the conditions of any contract by which Fatima College of Health Sciences is bound; and
 - any express waiver under this IP Policy, including sections 4.0 and 6.0,
 - provided that to the extent of any inconsistency between these instruments, the documents have priority in the order set out above.

The intellectual property claimed by Fatima College of Health Sciences

- The intellectual property of which Fatima College of Health Sciences claims ownership under sections 2.1 and 2.2 of this IP Policy includes (without limitation) intellectual property in relation to:
 - patentable and non-patentable inventions, together with field and laboratory notebooks relating to such inventions
 - registered and unregistered designs, plant varieties and topographies
 - databases, computer software, firmware, courseware, and related material
 - works generated by and/or with computer equipment or software, except where specifically exempted under other provisions in this IP Policy
 - Fatima College of Health Sciences-commissioned works
 - Confidential information associated with each and every item listed in this section 3.0
 - Copyright in works and materials except for those specifically excluded by this IP Policy.

Scholarly works and creative works; rights waived and license rights

- References to scholarly works or creative works are references to such works created by staff while employed by Fatima College of Health Sciences and in the course of their employment by the college.
- Fatima College of Health Sciences waives its rights to the ownership of intellectual property in scholarly works and creative works created by staff.
- Fatima College of Health Sciences expects staff to acknowledge the college in all scholarly works or creative works and in any form of communication or publication of those works.
- This waiver is subject at all times to Fatima College of Health Sciences reserving to itself a non-exclusive, royalty free, perpetual, irrevocable, world-wide license (including the right to sub-license) to use, reproduce, adapt, exploit, distribute, broadcast, perform, communicate to the public or exercise any other rights in intellectual property in scholarly works or creative works for educational or research purposes or for the purposes of promoting Fatima College of Health Sciences, whether or not the staff member who created the works remains an employee of Fatima College of Health Sciences, and the staff member grants to the college license rights.
- Fatima College of Health Sciences' license:
 - is subject to the staff member's moral rights in the Scholarly Work or Creative Work,

and

- is also limited by any transfer of intellectual property in a Scholarly Work or Creative Work by the staff member to a publisher or recording company where this is a necessary condition for publication or broadcasting, for instance for publication of a scholarly article in a journal or the release of a sound recording, provided that the staff member must notify Fatima College of Health Sciences of the limitation.

Scholarly works and creative works; rights asserted

- Fatima College of Health Sciences asserts and does not waive its rights to the ownership of intellectual property in scholarly works and creative works created by a staff member while employed by Fatima College of Health Sciences and in the course of their employment by the college
- Where the scholarly works and creative works are U-commissioned works, or are brought into existence in the course of the creation of such works.
- Where the staff member creates the scholarly works and creative works by the use of Fatima College of Health Sciences resources beyond the level of Fatima College of Health Sciences
- Resources and salary are commonly provided by Fatima College of Health Sciences to staff
- Where the scholarly works and creative works are the subject of contractual obligations pursuant to which Fatima College of Health Sciences is bound to grant interests in intellectual property to other persons, or are brought into existence in the course of the creation of such works
- To the extent that the scholarly works or creative works incorporate intellectual property owned by Fatima College of Health Sciences
- To the extent required, the staff member grants Fatima College of Health Sciences ownership of the intellectual property in these works to the extent provided above.
- If Fatima College of Health Sciences requests a copy of the scholarly works and creative works owned by or licensed to Fatima College of Health Sciences or intellectual property in relation to which Fatima College of Health Sciences wishes to assess its rights, the staff member must provide a copy to Fatima College of Health Sciences as soon as reasonably possible after the request.
- Fatima College of Health Sciences rights under these sections are subject to the staff member's moral rights in the scholarly works and creative works.

Education materials created by staff: rights asserted and rights waived

- References to educational materials in this section are references to such materials created by a staff member while employed by Fatima College of Health Sciences.
- Fatima College of Health Sciences asserts and does not waive its rights to the ownership of intellectual property in educational materials.
- To the extent that those educational materials are created or developed by staff employed by Fatima College of Health Sciences.
- With a view to commercialization.
- By the use of Fatima College of Health Sciences Resources beyond the level of Fatima College of Health Sciences. Resources and salary commonly provided by the Fatima College of Health Sciences to staff.
- To the extent that the educational materials incorporate intellectual property owned by Fatima College of Health Sciences.
- To the extent required, the staff member grants the Fatima College of Health Sciences ownership of the intellectual property in these works to the extent provided in the above paragraphs.
- For other educational materials not falling within this section created by staff, Fatima College of Health Sciences waives its rights to ownership of the intellectual property, subject at all times to:
 - Fatima College of Health Sciences reserving to itself a non-exclusive, royalty free, perpetual, irrevocable world-wide license (including the right to sub-license) to use, reproduce, adapt, exploit, distribute, broadcast, perform, communicate to the public or exercise any other rights in intellectual property in the educational materials for the educational and research purposes of Fatima College of Health Sciences or for the purposes of promoting for Fatima College of Health Sciences,
 - Whether or not the staff member remains an employee of Fatima College of Health Sciences; and Fatima College of Health Sciences reserving the right to request and retain a copy of the educational materials for its own use and to meet record-keeping requirements, and the staff grants to Fatima College of Health Sciences the license rights set out in this section.
- If Fatima College of Health Sciences requests a copy of the educational materials owned

by or licensed to Fatima College of Health Sciences under this section or intellectual property in relation to which Fatima College of Health Sciences wishes to assess its rights, the staff member must provide a copy to Fatima College of Health Sciences as soon as reasonably possible after the request.

- Fatima College of Health Sciences' rights under this section are subject to the staff member's moral rights in the educational materials.

Intellectual property created by students

- Subject to the remainder of this section, students own all intellectual property that they generate and, for the sake of certainty, students own the copyright in their theses.
- A student will not own intellectual property that he or she generates where the student has entered into a written agreement binding the student to assign his or her intellectual property to Fatima College of Health Sciences.
- Students may not, without Fatima College of Health Sciences consent, grant rights to intellectual property inconsistent with those provisions of this section which entitle Fatima College of Health Sciences to rights in intellectual property generated by students.
- Except any ownership of intellectual property in any thesis generated by a student, Fatima College of Health Sciences asserts and does not waive its rights to the ownership of intellectual property generated by students:
 - in the course of employment by Fatima College of Health Sciences, if the students are also staff (except as provided in the exceptions for ownership of staff intellectual property in this IP Policy),
 - where the student is also a staff member and the subject matter of his or her study is also the work for which the staff member is employed by Fatima College of Health Sciences, in which case the college as employer will own any intellectual property the member of staff creates in his/her course of study (except as provided in the exceptions for ownership of staff intellectual property in this IP Policy); or
 - to the extent that the intellectual property incorporates intellectual property owned by Fatima College of Health Sciences.
- Students grant Fatima College of Health Sciences a non-exclusive, royalty free, perpetual, irrevocable, world-wide license (including the right to sub-license) to make available for consultation, loan, or copying, at the discretion of Fatima College of Health Sciences, any

copy of a thesis subject to any pre-existing lawful confidentiality agreement binding the student.

- Where a student's supervisor makes a contribution to intellectual property, and Fatima College of Health Sciences is entitled to ownership of the intellectual property in the supervisor's contribution, the intellectual property will be owned jointly by the student (who is not a staff member), and Fatima College of Health Sciences (as the supervisor's employer), as tenants in common.
- Where a student participates in a research team whose members include staff, and Fatima College of Health Sciences is entitled to ownership of the intellectual property in the staff's contribution, the intellectual property arising from or created or developed by the research team will be owned jointly by the student (who is not a staff member), and Fatima College of Health Sciences (as the staff's Employer), as tenants in common, subject to any contract to which Fatima College of Health Sciences is bound and which has implications for the ownership of the intellectual property.
- The proportions of the intellectual property owned by the student and Fatima College of Health Sciences respectively as a result of the above sections will be determined:
 - by agreement between the student and Fatima College of Health Sciences; or
 - if Fatima College of Health Sciences gives 30-days notice to the student and the student and Fatima College of Health Sciences are unable to agree on the proportions within those 30 days, by the Director.
- Where students undertake research that is publicly funded (that is, the research is not funded by an industry collaborator); and has no commercialization horizon or objective, Students will own their interest in the intellectual property that they create or develop, subject to any written agreement or arrangement that the student might enter into with Fatima College of Health Sciences or another Person concerned.
- Where it is proposed that a student participate in research projects which are funded by industry collaborators; or have commercialization horizons or objectives, the student must, prior to commencing work on the project, assign their interest in the intellectual property that they create or develop to Fatima College of Health Sciences. This is necessary to enable Fatima College of Health Sciences to meet its legal obligations with industry collaborators, and to commercialize the intellectual property.
- Students may seek to obtain the assistance of Fatima College of Health Sciences, through

its Director, Institute of Applied Technology-Managing Director, and BOT, to commercialize their intellectual property, and for this purpose volunteer to assign their intellectual property to Fatima College of Health Sciences.

- If a student is required to assign, or volunteers to assign, his or her intellectual property to Fatima College of Health Sciences, the terms of the assignment must be in writing and provide that:
 - the student will share in net financial proceeds arising from commercialization by Fatima College of Health Sciences, if any, with all other joint creators or inventors, and any other parties whose ownership of intellectual property is governed by any contracts to which Fatima College of Health Sciences is bound;
 - the student will retain copyright in the student's thesis
 - the student must not be impeded in submitting a thesis for examination and completing requirements for the award of a degree or other relevant award
 - the student will be encouraged to submit academic papers to scholarly journals, subject to any necessary delays to protect the intellectual property before finalizing of patents
 - the student must maintain confidentiality in relation to the project
 - the student will obtain independent legal advice in relation to the assignment document
 - if a student is unable to afford legal expenses for that advice, Fatima College of Health Sciences will pay for that advice, up to an amount approved by the Director and will be entitled to make the first call on any income arising from commercialization of that intellectual property for recovery of such payment.
- Fatima College of Health Sciences cannot require a student to assign any of his or her intellectual property in order to qualify for enrolment or to remain enrolled in a course.
- Students are free to choose not to engage in research or a project that requires them to assign any intellectual property. If a student chooses this option, Fatima College of Health Sciences will endeavor to support the student in developing and undertaking an alternative research project which is of equal academic merit, which is not funded by an industry collaborator and is not commercially focused.
- If Fatima College of Health Sciences requests a copy of the student intellectual property owned by or licensed to Fatima College of Health Sciences under this section or intellectual property in relation to which Fatima College of Health Sciences wishes to assess its rights, the student must provide a copy to Fatima College of Health Sciences as soon as

reasonably possible after the request.

- Fatima College of Health Sciences rights under this section are subject to the students' moral rights in the student intellectual property.

Moral rights

- Fatima College of Health Sciences acknowledges the moral rights of its staff and students. Where it permits the use of intellectual property created by staff or students or endeavours to cause the creator's authorship to be clearly and prominently identified in former staff or students for Fatima College of Health Sciences functions, it will use its reasonable accordance with long-standing codes of good academic practice unless the individual concerned has expressed an alternative form of attribution that is made known to Fatima College of Health Sciences in writing and agreed to by the officer of Fatima College of Health Sciences responsible for the implementation of the relevant part of this IP Policy.
- Where the intellectual property is co-authored by two or more individuals, and the co-authors have entered into a relevant agreement in respect to their moral rights in the work, Fatima College of Health Sciences will use its reasonable endeavors to respect the arrangements set out in the agreement according to its terms, provided that Fatima College of Health Sciences has been advised of these terms in writing.
- Where changes need to be made to later editions incorporating the intellectual property and other authors are involved, Fatima College of Health Sciences will use its reasonable endeavors to cause appropriate forms of attribution to be provided. Before the intellectual property is used or changed in a way that has not been expressly or by implication approved by the staff or student or former staff or student concerned, the college will use its reasonable endeavors to obtain their approval.

FCHS confidential information

- Students, staff and visitors who receive or develop Fatima College of Health Sciences confidential information must, unless expressly otherwise agreed with Fatima College of Health Sciences:
 - keep all Fatima College of Health Sciences confidential information strictly secret and confidential;

- not make any use whatsoever of Fatima College of Health Sciences confidential information except for the purpose for which Fatima College of Health Sciences confidential information is disclosed to them;
- take such steps as are reasonable to preserve the confidentiality and secrecy of Fatima College of Health Sciences confidential information; and
- not make copies or duplicates of Fatima College of Health Sciences confidential information except to the extent that it is reasonably necessary for the purpose for which Fatima College of Health Sciences confidential information is disclosed to them; and
- not reveal any of Fatima College of Health Sciences confidential information to any person whatsoever except for those persons who have a need to know Fatima College of Health Sciences confidential information for the purpose for which Fatima College of Health Sciences confidential information is disclosed to the student, staff member or Visitor.
- The obligations under the above section shall remain in effect indefinitely.
- Despite the above, the obligations of confidentiality under this IP Policy do not extend to information that (whether before or after this IP Policy) becomes effective:
 - is rightfully known to or in the possession or control of the recipient and not subject to an obligation of confidentiality on the Person who receives or develops Fatima College of Health Sciences confidential information;
 - is public knowledge (otherwise than as a result of a breach of this IP Policy or any other confidentiality obligations on the Person who receives or develops Fatima College of Health Sciences confidential information); or the Person who receives or develops Fatima College of Health Sciences confidential information is required by law to disclose, to the extent that the law requires it to be disclosed.
- Obligations of Staff, Students and Visitors in relation to Intellectual Property
- Staff, students and visitors must take reasonable care when developing and dealing with Fatima College of Health Sciences intellectual property to minimize the risk of:
 - infringing the intellectual property of other persons
 - exposing Fatima College of Health Sciences to any claims from or liability to other persons
 - conflicts between agreements dealing with intellectual property

- do all things reasonably necessary to assist Fatima College of Health Sciences in protecting, securing, confirming and perfecting its ownership of intellectual property, including executing any documents and providing assistance to Fatima College of Health Sciences in obtaining statutory registration of intellectual property in its name where appropriate.

Status of IP Policy

- This IP Policy applies as amended by the BOT from time to time, has effect as an exercise of the BOT's powers to manage and control Fatima College of Health Sciences affairs and property, and is also incorporated in any contractual terms governing Fatima College of Health Sciences relationship with any persons, including but not limited to the conditions of employment for staff and employees, enrolment for students, and appointment of visitors.
- To the extent, if any, that this IP Policy purports to have the effect that a Person grants rights in respect of or an interest in any intellectual property to Fatima College of Health Sciences, or Fatima College of Health Sciences grants rights in respect of or an interest in any intellectual property to a Person, the grant will be deemed to have been made in writing signed by the grantor. Part or all of any provision of this IP Policy that is illegal or unenforceable may be severed from this policy and the remaining provisions of this policy continue in force.
- All intellectual property created by staff, students and visitors on or prior to the date on which this IP Policy is approved by the BOT, is intellectual property governed by the terms of Fatima College of Health Sciences' intellectual property policy in force at that time.
- Unless the intellectual property has been assigned or otherwise dealt with by Fatima College of Health Sciences, a creator may, by notice in writing to the Director, apply for this IP Policy, in lieu of any previous intellectual property regime, to apply to the intellectual property created by that creator prior to the date referred to above. Any assignment by Fatima College of Health Sciences will only take place if agreement is reached between the Director and the creator and upon such terms as are agreed in writing between them.

Dispute resolution

- The resolution of disputes under this Policy is to be dealt with quickly and fairly. The intent of this clause is to resolve any matters in dispute through mediation rather than legal proceedings. Where a staff member, student, contractor or visitor involved in the creation, development or ownership of intellectual property disputes ownership and rights under this policy this is to be raised, in the first instance, with the Director of Fatima College of Health Sciences.
- If the dispute cannot be resolved by Fatima College of Health Sciences Director or the matter(s) is not resolved within 14 days, the dispute will be referred to the Institute of Applied Technology Managing Director. The Director, or his/her nominated Officer, will attempt to resolve the dispute by mediation or appoint an independent expert in the area of Intellectual Property to investigate the matters in dispute and recommend a resolution to the Institute of Applied Technology Managing Director. The Managing Director will then make a determination within 30 days.
- Failing resolution, within a further 14 days, either party may commence legal proceedings to resolve the dispute.
- All matters associated with the resolution of disputes under this clause will be held confidential.

9.3. Publications Policy

Fatima College of Health Sciences produces a range of publications, some for sale while others available free of charge. For example, conference papers and reports may be published if there is a significant demand for them. A publication may be the result of a specific project or as part of a larger project and will therefore be identified as part of the project planning process.

A style guide is available to assist staff with referencing Fatima College of Health Sciences publications, however approval must be granted by the staff member's supervisor before any material is published on behalf of Fatima College of Health Sciences or bearing the college's logo.

Fatima College of Health Sciences has in-house design and printing capability however the supervisor's permission must be gained prior to sending anything to print. This means that approval timeframes must be factored into the planning processes.

Section 10: Research and Scholarly Activities

10.1. Ethical Issues Policy

Policy Statement

Fatima College of Health Sciences (FCHS) supports and fosters a variety of research activities that staff and students participate in. Integrity in work is at the core of high quality research and effective science. This policy lays out the rules and guidelines for the ethics evaluation and approval of faculty, staff, and student research.

Purpose

This policy aims to provide a framework that includes mechanisms and standards for ethical review of research projects undertaken in FCHS. It aims to set out clearly the roles and responsibilities of stakeholders involved in the approval process to ensure fair and proportionate review of research proposals conducted at or under the auspices of FCHS.

Scope

This policy applies to all staff and students registered at the College, participants in the research, the wider public community and the environment that may be impacted by the research. This Policy is of direct relevance to all those who host, conduct, participate, manage, professionally support or disseminate the results of research conducted on behalf of FCHS.

Definitions

Not applicable

Policy

- A Research Ethics Committee (REC) shall be formed to ensure that research work involving human or animal objects follows specified research national and international ethical standards and guidelines.

- The REC shall develop and apply policies and guidelines in accordance with all applicable national and international ethical standards.
- Academic members of the FCHS community shall have the responsibility to act in accordance with the UAE law, in addition to cultural norms as well as FCHS standards and procedures.
- All research projects at FCHS shall adhere to the highest ethical standards and any research study involving humans, animals and plants which has the potential to raise significant ethical concerns shall be submitted to the REC committee for independent ethical review.
- Research projects that contain any human, animal and plant recruitment participants, access to data and/or collection of human biological materials, shall be submitted to the REC committee for independent ethical review.
- All research projects conducted at FCHS that require ethical approval shall obtain a Certificate of Ethical Clearance (CEC) (see Appendix 1) from the REC before initiating the project. This requirement is applicable to both funded and non-funded projects.
- Until CEC is first given to any potential study involving human participants, the researcher shall not:
 - Commence or proceed to conduct such research
 - Use any FCHS resources or equipment for such study, including instructional spaces in affiliated teaching hospitals
 - Accept or utilize any funds made accessible to these researchers for such work.
- If a research project requires a number of different approvals from various officials or committees and other relevant agencies/authorities, ethics approval and all other required approvals to such research project shall be obtained before the research project is undertaken.
- A researcher who plans to conduct research involving human participants, animal and plants shall:
 - Be familiar with all policies and procedures and the most current version of the Abu Dhabi Health Research Council (AD-HRC) regulations and ethics principles related to research.
 - Submit an ethical approval application form (see Appendix 2) for such research project to the REC for review and approval of its ethical acceptability prior to the

start of recruitment of human participants, access to data, and/or collection of human biological materials, and shall include in such proposal all details reasonably required by the REC in order to enable the committee to discharge its duties.

- Conduct all REC approved research projects in accordance with:
 - Any determinations respecting such research made by the REC that has continuing oversight of such research, comply with and maintain in good standing any ethics approval issued by the REC for as long as is required
 - The AD-HRC key research ethics principles and regulations
 - FCHS policies and procedures governing security and privacy, and all other applicable policies and procedures.
 - Other relevant legal obligations (including provincial, national and international laws and regulations), policies, standards (including professional and institutional standards) and guidelines, where applicable to a particular area of research or to the funding of such research.
- Promptly report to the Research committee (RC) and/or REC the occurrence of any unanticipated issue or event during the course of the implementation of the approved research project that may result in an increased level of risk to Human Participants involved in the research project, or that has other ethical implications that may affect the welfare of such Human Participants.
- Promptly submit a change in study form to the REC and the RC with details of any proposed changes to the research project (see Appendix 3).
- Ensure that any proposed changes to an approved research project are approved by the REC prior to implementation of the changes, except when such changes are required to be made in order to eliminate immediate hazards to human participants involved in such research project and/or to implement minor logistical changes.
- Notify the REC and RC when the research project concludes.

Procedures

- The researchers prepare the research proposal and consult the research committee if needed.

- The researchers shall answer the question “does your research involve human or other sentient subjects or human tissue?”
- If the answer is “NO”, there is no need to apply for ethical approval.
- If the answer is “YES”, the researcher/s should complete the ethical approval application form (see Appendix 2) and submit directly from their formal emails to the ethical committee via email (fchs.ethics@fchs.ac.ae).
- Student researchers (including staff carrying out research in a student capacity) must submit the ethical form through their supervisor’s email. Supervisors have the responsibility to check students’ applications and to forward them to the ethical committee.
- The chair of the ethics committee reviews each application generally and check if all required documents were submitted.
- The chair of the ethics committee shall send the application to the ethics committee members.
- Staff applications will be reviewed by a minimum of two staff members. The ethics committee members should submit an individual review form (see Appendix 4) to the chair of the committee. The chair of the committee then sends the committee joint evaluation report to the researchers (see Appendix 5). The initial reviewing process takes a maximum of four weeks.
- Students’ applications shall be reviewed by one member of staff. The ethics committee members shall submit an individual review form to the chair of the committee. The chair of the committee then sends the committee joint evaluation report to the researchers. The initial reviewing process takes a maximum of four weeks.
- The ethical committee will review each application carefully. The results will be as following:
 - If the study has low risk, a letter of ethical approval by the committee will be sent and the project shall begin immediately.
 - If the study has moderate risk, the researcher shall explain for a panel how he/she will manage the ethical risk created (Complete section 4 – 6 of the form). The ethical committee might require further documents. The researcher MUST wait for ethical approval before the start of the project.

- If the study has high risk, the researcher shall justify and explain how he/she will manage the ethical risk created (Complete section 4 - 6). The researcher shall be invited to present the research proposal to the ethical committee members (15 minutes presentation with panel discussion). The ethical committee might require further documents. The researcher MUST wait for ethical approval before the start of the project.
- If the committee find major issues in research methodology, they will send the application to the research committee for revision.
- After completion of all requirements of the REC, the chair of the committee will send the Certificate of Ethical Clearance (see Appendix 1) to the principal investigator.
- For details about the ethical approval process refer to the ethical approval process flowchart

Certificate of Ethical Clearance

Ethical Approval Letter

Date

Main Researcher name

Address details

Dear ...(**researcher name**),

Re: Ethics approval for research – Research Ethics application (include number**)**

Study Title	
REC reference	
Application submission number:	
Approval date	
Expiry date	
FCHS REC Decision	

The FCHS Research Ethics committee members reviewed the above application received on (include date)

The following documents were received electronically:

1. Application for Ethical Approval (REC version FCHS-REC-APF-001-2019-20)
2. Full research proposal of study
3. Information sheet for research
4. Participant consent form
5. Healthcare Professionals Patient Safety Assessment research tool

The Committee reviewed the application and on the basis of the information described in the application form and the accompanying documents, the members agreed that the research depicts a low risk which should not raise any reasonable concerns for objection.

A favorable opinion is subject to the following conditions being met prior to the start of study:

1. *Sections 3 and 4 in Application form - Responses to 5, 6, 15, 16 needs review*
2. *Section 2 of the application form needs to include all researchers*
3. *Proposal - does not provide details of hypothetical scenarios; demographics do not appear aligned to UAE; research tools*
4. *That the execution of data collection and all other aspects of the research is in accordance with good research practice as specified in the FCHS Research Policy (# FCHS.PPM.10A.02)*

This **approval in principle** is based on the information provided and should any substantial amendments to any aspect of the study change, then it is incumbent on the investigators to notify the FCHS REC.

Statement of compliance

The Committee (Directive Number 06/2017) is constituted in accordance with the FCHS Director arrangements (6th December 2017) and the Terms of Reference for Research Ethics Committees (March 2017). The REC complies fully with the Research Policy, FCHS Research Policy (# FCHS.PPM.10A.02) and the international and local standards for research involving human subjects.

After ethical review

Now that you have completed the application process, please familiarize yourself with the Research Policy (# FCHS.PPM.10A.02).

Please quote this number in all correspondence: **FCHS/RECA/006/2017-18**

The Committee looks forward to the revised application within 3 months of the above date.

With the Committee's best wishes for the success of this project

Yours sincerely.

Signature

.....

Chair, FCHS Research Ethics Committee

Appendix 2: Ethics Flow Chart

ETHICAL APPLICATION FORM

(RESEARCH PROJECTS INVOLVING HUMAN PARTICIPANTS/DATA/MATERIAL)

(Registration No.: FCHS-EC/APF-TEMPLATE/AY2019-20)

The FCHS Research Ethics Committee (REC) accepts applications for ethical approval of research projects using this official form. The applicant must fill-in all required data in the following pages by ticking the necessary boxes and placing texts into the spaces provided. Spaces will automatically adjusted according to your input. Please send the completed form and supporting documents, where necessary, to the ethical committee email fchs.ethics@fchs.ac.ae.

SECTION 1: DETAILS OF THE RESEARCHER AND THEIR RESEARCH

Researcher details	
Principal Investigator	
Email Address	
Are you: Please select one	<input type="checkbox"/> Undergraduate Student (UG) in FCHS <input type="checkbox"/> Postgraduate Student (PGS) in FCHS <input type="checkbox"/> Member of FCHS staff <input type="checkbox"/> Member of FCHS staff carrying out Master/Doctorate research <input type="checkbox"/> Undergraduate Student (UG) out of FCHS <input type="checkbox"/> Postgraduate Student (PGS) out of FCHS
Department (for students or staff in FCHS)	<input type="checkbox"/> <i>Psychology</i> <input type="checkbox"/> <i>Emergency Health</i> <input type="checkbox"/> <i>GRD</i> <input type="checkbox"/> <i>Nursing</i> <input type="checkbox"/> <i>Pharmacy</i> <input type="checkbox"/> <i>Physiotherapy</i> <input type="checkbox"/> <i>RMI</i> <input type="checkbox"/> <i>Administrative</i>
Name of Institution where you study or work (for students or staff from outside FCHS)	
Students Details (this section is applied for UG and PGS only)	
Student ID	
Course/programme title	
Name of the main supervisor	
Email of the main supervisor	
Did you get approval from your supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Research Details	

Title of research project	
Name and institutional affiliation of any research collaborators	
Date of application	
Start date of proposed research	
Provide a brief description of the research proposal, inclusive of the background, aims and objectives, research hypothesis, methodology, data collection method and data analysis. (a maximum of 500 words)	
Please explain the potential value of your research to society and/or the economy and its potential to improve knowledge and understanding (up to 100 words)	
Does this project also require approval from a different ethics committee or institution/organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give full details including names, contact details, status of application.	

Details of Co-investigators:

Principal/Co-investigator	Full Name	Title	Department	Staff or Student FCHS number	Contact details	
					Email	Phone
Select...						
Select...						
Select...						
Select...						
Select...						

Start Date		Duration / End Date	
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SECTION 2: RESEARCH ETHICS CHECKLIST

Please, answer ALL the questions in the following checklist:

No.	Ethical questions	YES	NO
1.	Involve human participants?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Utilize data that is not publically available?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Create a risk that individuals and/or organisations could be identified in the outputs?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Involve participants whose responses could be influenced by your relationship with them or by any perceived, or real, conflicts of interest?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Involve the co-operation of a 'gatekeeper' to gain access to participants?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will the participants be financial rewarded or receive other incentives other than reasonable expenses	<input type="checkbox"/>	<input type="checkbox"/>
7.	Involve the possibility that any incidental health issues relating to participants could be identified?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will the research induce psychological distress and/or psychological discomfort?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Take place outside of the country where you work and/or are enrolled to study?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Cause a negative impact on the environment (over and above that of normal daily activity)?	<input type="checkbox"/>	<input type="checkbox"/>

11.	Involve genetic modification of human tissue, or use of genetically modified organisms classified as Class One activities? ¹ .	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the research involve the collection of DNA samples or stem cells or human tissue?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Involve medical research with humans, including clinical trials or medical devices?	<input type="checkbox"/>	<input type="checkbox"/>
14.	Involve the administration of drugs, placebos or other substances (e.g. food, vitamins) to humans?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Cause (or have the potential to cause) pain, physical or psychological harm or negative consequences to humans?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Involve the collection of data without the consent of participants, or other forms of deception?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are any participants under 16 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
18.	Relate to military sites, personnel, equipment, or the defence industry?	<input type="checkbox"/>	<input type="checkbox"/>
19.	Risk damage/disturbance to culturally, spiritually or historically significant artefacts/places, or human remains?	<input type="checkbox"/>	<input type="checkbox"/>
20.	Contain research methodologies you, or members of your team, require training to carry out?	<input type="checkbox"/>	<input type="checkbox"/>
21.	Risk being construed as encouraging terrorism or inviting support for proscribed organisations and/or contain extremist views that risk drawing people into terrorism or are shared by extremist groups	<input type="checkbox"/>	<input type="checkbox"/>
22.	Involve you or participants in a) activities which may be illegal and/or b) the observation, handling or storage (including export) of information or material which may be regarded as illegal?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Require ethical approval from any recognised external agencies (Social Care, Ministry of Justice, Ministry of Defence)?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Involve individuals who lack 'capacity to consent' or considered as vulnerable group?	<input type="checkbox"/>	<input type="checkbox"/>
25.	Involve processing special category data including personal data which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a person, and data concerning health or data concerning a person's sex life or sexual orientation.	<input type="checkbox"/>	<input type="checkbox"/>
26.	Will the safety of the researchers be compromised?	<input type="checkbox"/>	<input type="checkbox"/>
27.	Does the research involve the use of ionizing radiation?	<input type="checkbox"/>	<input type="checkbox"/>
28.	Does the research involve the ingestion of harmful foods or liquids or drugs?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: APPROVAL PROCESS

The ethical committee will review each application carefully. The results will be as following:

1. If you answer all the questions with 'NO', this means that your study has low risk. In this case, you will receive a letter of ethical approval by the committee and then you can start your research immediately.
2. If you answer any of the questions 2 – 11 with 'YES', but you answered 'NO' to all other questions, this means that your study has moderate risk. In this case, you need to explain for the panel how you justify and will manage the ethical risk created (Complete section 4 - 6). The ethical committee might require further documents. You need to wait for ethical approval before you start your research.
3. If you answer any of the questions 12 – 28 with 'YES', this means that your study has high risk. In this case, you need to explain for the panel how you justify and will manage the ethical risk created (Complete section 4 - 6). You might be invited to present your research proposal to the ethical committee members (15 minutes presentation with panel discussion). The ethical committee might require further documents. You need to wait for ethical approval before you start your research.
4. If the committee find major issues in research methodology, they will send the application to the research committee for revision.

SECTION 4: RISK MANAGEMENT

If you answer any of the questions with 'YES', please explain for the panel how you justify and will manage the ethical risk created. Your research is in the Moderate risk category.

The risk	How you plan to deal with it?

SECTION 5: DECLARATION BY INVESTIGATORS

I, _____, as principal investigator, do hereby declare and confirm that:

<ol style="list-style-type: none"> 1. I have read and understood, and commit to observe the guidelines of the FCHS Policy on Ethical Standards for Research involving Human Participants; 2. I accept responsibility for the project procedures as outlined in this application; 3. I accept responsibility of my duty and obligation to the rights of the participants and researchers; 4. I have advised of all possible types of risks related to this project which may arise; 5. I confirm that I, and/or researchers have the necessary experience and qualifications to conduct the research set out in this application; 6. I confirm that I, and/or researchers have the necessary means and method to deal with emergencies related to this research. 7. I will ensure that any untoward or adverse effects as a result of the research is communicated to the Chair of the FCHS Ethics Committee 8. I will communicate the start, completion and termination of the study the Chair of the FCHS Ethics Committee and the participants. 9. I am fully aware that failure to provide exact and accurate information will jeopardise the execution of this research. 	
<p>* Applicant Declaration: By sending this form from my FCHS e-mail account, I confirm that I will undertake the research as detailed here. I understand that I must abide by the terms of my ethical approval and that I may not amend the research without further ethical approval. I also confirm that the research will comply with all FCHS ethical guidance, all relevant legislation and any relevant professional or funding body ethical guidance.</p> <p>* Supervisor Declaration: By sending this form from my FCHS e-mail account, I confirm the statements in the Applicant Declaration and that I will supervise the research as detailed in the application.</p>	
E-signature(s)	Date

SECTION 6: CHECKLIST

(WHERE A FULL APPLICATION FOR ETHICAL APPROVAL IS REQUIRED)

Please complete the checklist and attach it to your full application for ethical approval

Check the following before submission of the form: (N/A = not applicable)	Applicant			Committee use only		
	Yes	No	N/A	Yes	No	N/A
The form is correctly completed and all questions have been	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The full research proposal is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant Information Sheets are correct and attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informed Consent Form is attached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All investigators have signed and dated the application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All research tools, (e.g. surveys, questionnaires, interview/focus group schedules, data sheets) to be used in collecting data are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- * Staff researchers must submit the ethical form directly to relevant committee via email fchs.ethics@fchs.ac.ae.
- * Student researchers (including staff carrying out research in a student capacity) must submit the ethical form through supervisor email.
- * Supervisors have the responsibility to check students' applications and to forward them to the ethical committee.

Thank you for completing the research ethics application form

Change of Study Form

APPLICATION FOR AMENDMENTS/CHANGES TO RESEARCH FORM

(Registration No.: **FCHS-EC/APF-TEMPLATE/AY2019-20**)

This form is the means by which minor or major changes in a research study is/are reported to the FCHS Research Ethics Committee for approval. Please complete this form and send it to the ethical committee email fchs.ethics@fchs.ac.ae

RESEARCH PROJECT

Principal Investigator			Contact No.	
			Email	
Reference No.				
Project Title				
Department	<input type="checkbox"/> Psychology	<input type="checkbox"/> Emergency Health	<input type="checkbox"/> GRD	<input type="checkbox"/> Nursing
		<input type="checkbox"/> Physiotherapy	<input type="checkbox"/> RMI	<input type="checkbox"/> Administrative
	<input type="checkbox"/> External:	Provide details		

PROPOSED CHANGE(S)

Please indicate the changes that you are seeking for REC approval. Tick all that applies.

<input checked="" type="checkbox"/>	Changes in study personnel [e.g. principal investigator(s), supervisor(s)]
<input type="checkbox"/>	Changes in research topic (please attach new research proposal)
<input type="checkbox"/>	Changes in research protocol (e.g. number of participants, investigation site, funding, research instruments)
<input type="checkbox"/>	Changes in the proposed time for start/finish
<input type="checkbox"/>	Others (please specify)
	Click here to enter text.

DESCRIPTION OF CHANGE(S)

Briefly describe the change(s) you are requesting.

Click here to enter text.

Individual Ethics Reviewer Form

Ethics Reviewer Form

Study title:				
Does the study explore a sensitive topic that requires specialist consultation? (Please highlight)				
<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:				
Feedback on the rationale of the study – please provide a detailed account on the purpose, aim, objectives and research questions. Is it original and are they achievable in line with the intended approach?				
Feedback on the methodology of the study – Please consider the methodology, methods, access to the field, consent, assent, information given to the participants pre and post involvement in the study. Has data analysis and the reliability/validity[trustworthiness] been considered by the researcher?				
Reviewer's Feedback	<input type="checkbox"/> Low Risk	<input type="checkbox"/> Moderate Risk	<input type="checkbox"/> High Risk	<input type="checkbox"/> Return to Research Committee
Please provide detailed reviewer feedback to the Chair for consideration:				

Name of reviewer:	
Signature:	
Date:	

Ethics Committee Joint Outcome on Research

Ethics Committee Joint Outcome

Joint Committee Outcome

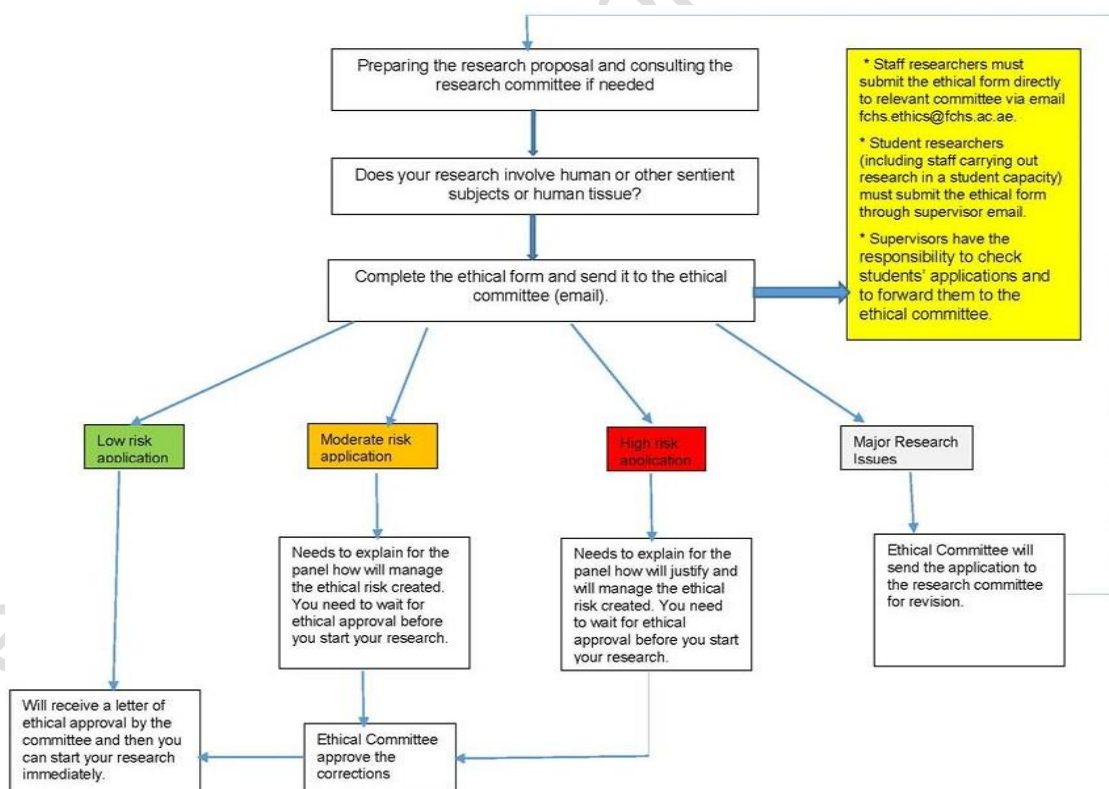
Research Application Outcome	EC Reviewer 1 Name and signature	EC Reviewer 2 Name and signature
Approved: dd/mm/yyyy		
Modify: dd/mm/yyyy		
Rejected: dd/mm/yyyy		

Chair of Committee signature:

Date:

Committee Evaluation (For office use only)					
Reference No.		Receiving Date	dd/mm/yyyy	Completion Date	dd/mm/yyyy
Study Title					
Principle researcher					
Committee Feedback	<input type="checkbox"/> Low Risk	<input type="checkbox"/> Moderate Risk	<input type="checkbox"/> High Risk	<input type="checkbox"/> Return to Research Committee	
Committee Comments					

Ethics Approval Flow Chart



10.2. Research Support Policy

It is the responsibility of the College and Head of Department/Program there are training and development provisions to enable faculty to gain the necessary research skills for current roles, career development and to support student research aspirations and skills development.

It is the responsibility of the College and Head of Department/Program to ensure that there is a specific, responsible, and appropriately qualified supervisor of each new researcher in the College. The Head of Department/Program has to ensure that new researchers undergo mentoring from an experience researcher. The Head of Department/Program has the responsibility to keep the ratio of supervisors to researchers sufficiently low enough to permit effective intelligent academic communication and continuous effective oversight over research.

Each new researcher should be provided with all written material on applicable government and institutional guidelines for the conduct of research, including those covering ethical requirements for studies on human or animal, those requirements relating to confidentiality, and occupational health and safety matters. Supervisors should provide guidance in all matters of good research practice. The supervisor must ensure, as far as reasonably possible, the validity of research data obtained by a new researcher under her or his supervision.

Section 11: Community Engagement

11.1. Community Engagement Policy

Globally there is a realization that institutions of higher learning should engage more closely with the communities within which they are situated. FCHS's mission and vision undertakes to ensure that teaching and research excellence is at the service not only of its students and scholars but the wider community. FCHS commits itself in its mission statement, to the "advancement of knowledge that is socially and ethically relevant, and applying that knowledge to the scientific, technological and social-economic development of our nation and the wider world".

FCHS adopts the ***IAT Community Engagement Policy***.