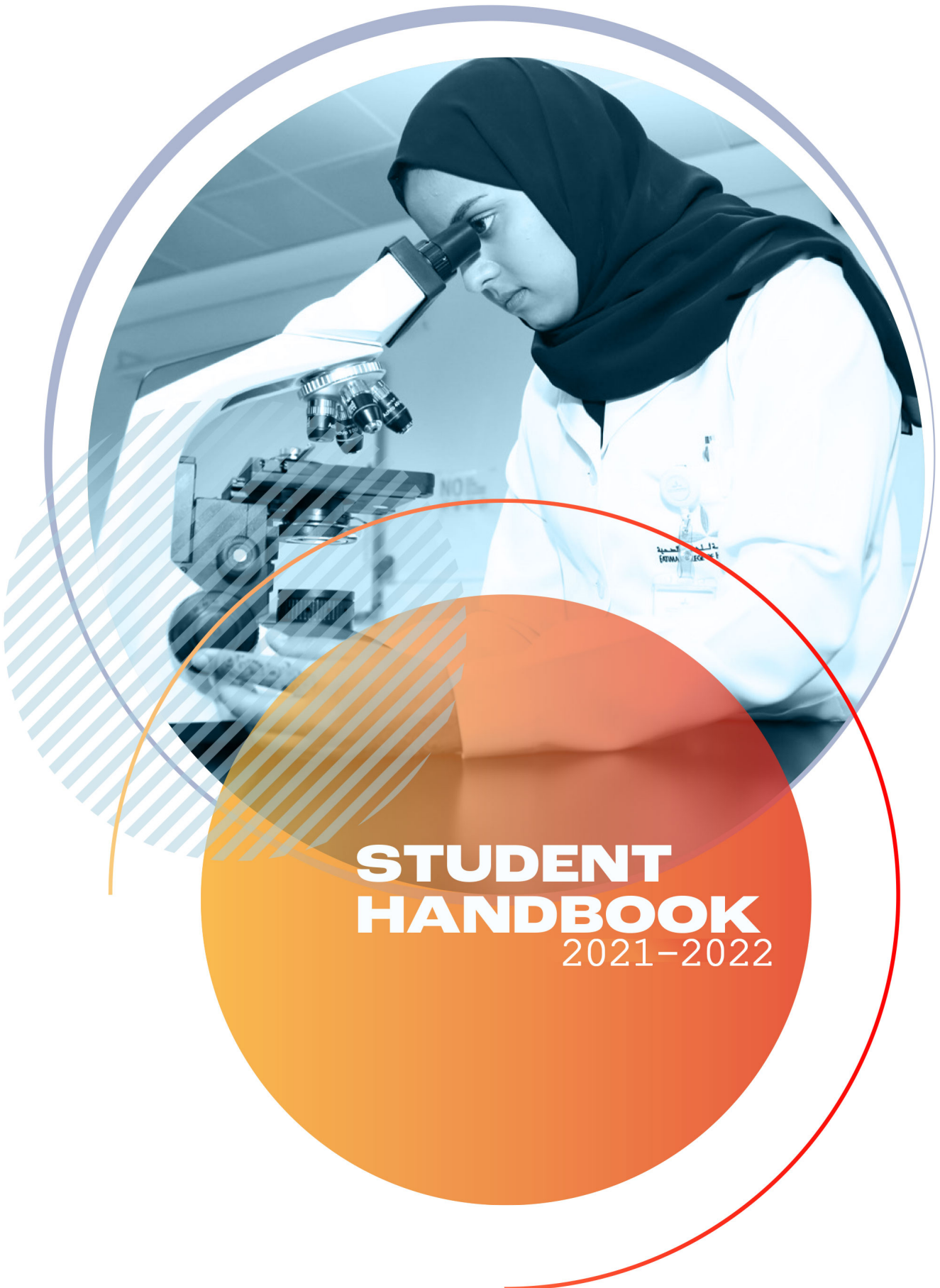




كلية فاطمة للعلوم الصحية  
FATIMA COLLEGE OF HEALTH SCIENCES



# STUDENT HANDBOOK 2021-2022

# Student's Handbook




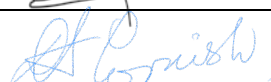
## 2021-2022

REF: FCHS.SSD.Version2021

Fatima College of Health Sciences

Abu Dhabi (UAE) – January 2021

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REVISION HISTORY				
Rev. #	Date & Reason for Revision	Revised by	Approved by	Approval Date
1	Sep 2020, periodical review	See above	FCBS Director	

## Table of Contents

<b>1.</b>	<b>About Fatima College of Health Sciences .....</b>	<b>6</b>
1.1.	Introduction .....	6
<b>2.</b>	<b>Purpose of the Handbook .....</b>	<b>7</b>
2.1.	FCHS Academic Calendar .....	7
2.2.	General Information .....	7
2.3.	Student Charter .....	7
2.4.	Academic System .....	8
2.5.	Medical Fitness .....	8
2.6.	Student Identification .....	8
2.7.	Textbooks .....	8
2.8.	Use of Information Technology .....	8
<b>3.</b>	<b>Admission and Registration .....</b>	<b>9</b>
3.1.	Language of Instruction .....	9
3.2.	Programs and Degrees .....	9
3.3.	English Foundation Program .....	9
3.4.	Admission Requirements .....	10
3.4.1.	Procedures .....	12
3.4.2.	Documentation Required .....	12
3.5.	Tuition Fees and Financial Regulations for Non-national Students .....	14
	Tuition Fees structure: .....	14
3.6.	Tuition Fee Waiver and Scholarships .....	15
3.6.1.	Internal Scholarship .....	15
3.6.2.	Stipend for UAE nationals .....	15
3.6.3.	External Scholarships .....	16
3.1.	Tuition Refund: .....	17
3.2.	Procedures for Tuition Payments .....	17
3.3.	Registration .....	18
3.8.1	Registration Procedure .....	18
3.8.2	Add/Drop Courses .....	18
3.8.3	Denial of Registration .....	20
<b>4</b>	<b>Study Load .....</b>	<b>20</b>
<b>5</b>	<b>Attendance and Punctuality .....</b>	<b>21</b>
5.1.	Attendance .....	21
5.2.	Class Attendance and Lateness .....	21
<b>6</b>	<b>Leave of absence .....</b>	<b>22</b>
<b>7.0</b>	<b>Students Transfer .....</b>	<b>23</b>
7.1	Transfer within FCHS Program .....	25
7.2.1	Change of Major: .....	25
<b>8</b>	<b>Academic Measures .....</b>	<b>26</b>
<b>9</b>	<b>Duration of Study .....</b>	<b>27</b>
<b>10</b>	<b>Extension .....</b>	<b>27</b>
<b>11</b>	<b>Degree Requirements for Graduation .....</b>	<b>27</b>
11.1.	Continuation of Study .....	27
11.2.	Readmission .....	28
<b>12</b>	<b>Examinations and Assessment .....</b>	<b>28</b>
12.1.	Examination Procedures .....	28
12.1.1.	Policy on the Conduct of Exams .....	28
12.1.2.	Exam Arrivals and Departures .....	28
12.1.3.	Illness during an Examination causing Inability to Complete an Examination .....	29
12.1.4.	Missing an Exam .....	29
12.2	Open Book Examinations .....	30
12.3	Use of Electronic Calculators in Examinations .....	30
12.4	Assessment Submission .....	30

<b>13</b>	<b>Grading and Results</b>	<b>30</b>
13.1.	Grading Description	31
13.2.	Calculating CGPA	33
<b>14</b>	<b>Academic Standing, Progression, Probation and Dismissal</b>	<b>34</b>
14.1.	Good Academic Standing	34
14.2.	Academic Probation and Dismissal	34
14.3	Summer Semester and Academic Probation	35
14.4	Warning to Students at Risk	35
14.5	Appeal against Academic Dismissal	36
<b>15</b>	<b>Student Records</b>	<b>36</b>
15.1.	Access to Student Record	36
15.2.	Transcript of Academic Record	36
<b>16</b>	<b>Academic Misconduct</b>	<b>36</b>
16.1.	Academic Misconduct	37
16.1.1.	Plagiarism	37
16.1.2.	Detection of Plagiarism	37
16.1.3.	Examples of Plagiarism include:	37
16.2.	Academic Misconduct relative to Examination	38
16.3.	Disruptive Behaviors during Examinations	39
16.4.	Dealing with a Complaint of Academic Misconduct	39
16.5.	Dealing with Additional Complaints of Academic Misconduct	40
<b>17</b>	<b>Penalties</b>	<b>40</b>
<b>18</b>	<b>Appeal</b>	<b>41</b>
18.1.	Appeals against Award of Grade	41
18.2.	Appeal against Dismissal/Exclusion	41
18.3.	Appeal against Penalization due to Academic Misconduct	41
<b>19</b>	<b>Student Affairs and Support Services</b>	<b>41</b>
19.1.	Office Hours	42
19.2.	Library & IT Support	42
19.3.	Academic Advising	42
19.4.	Personal and Career Counselling	42
19.5.	Career guidance	43
19.6.	Student Council	44
19.7.	Extracurricular Facilities, Activities and Groups	45
19.8.	Dining	45
19.9.	Health Services	45
19.10.	Transportation	45
19.11.	Prayer Rooms	45
19.12.	Privacy and Confidentiality	45
<b>20</b>	<b>Mobile Phones and Electronic Devices</b>	<b>46</b>
<b>21</b>	<b>Smoking Policy</b>	<b>46</b>
<b>22</b>	<b>Dress Code</b>	<b>46</b>
22.1.	Required dress for laboratories	46
22.2.	Dress Code Violation Penalty	47
22.3.	Clinical Dress Policy	47
22.3.1	Purpose	47
22.3.2	Policy	48
22.3.3	Scope	48
22.3.4	Procedure	48
	Appropriate attire – General Guidelines for all Students and Faculty	49
	General Appearance / Grooming	49
22.3.5	Specific Professional Requirements	50
22.4.	Health and Safety of Students	51
22.5.	Computer Labs	51
22.6.	Student Access of Information through the FCHS Website	51
22.6.1.	Accessing FCHS Website for Student Information	51
<b>23</b>	<b>Work Experience Policy</b>	<b>52</b>

23.1.	Work Experience.....	52
23.2.	Personal Behaviors.....	52
23.3.	Public Liability .....	52
23.4.	Personal Property .....	52
23.5.	Personal Health and Accidents.....	52
<b>24</b>	<b>Students Rights and Responsibilities .....</b>	<b>53</b>
24.1.	Student's Rights .....	53
24.2.	Students' Expectations of FCHS .....	53
24.3.	Student Conduct .....	54
24.4.	Behavioral Misconduct.....	54
24.5.	Disciplinary action in case of Misconduct .....	55
24.6.	Criteria for Issuing a Warning for Student Behavioral Misconduct.....	55
24.7.	Student Discipline Committee (SDC).....	56
24.8.	Appeal Behavioral Misconduct Warning .....	57
<b>25</b>	<b>Student Grievance .....</b>	<b>57</b>
25.1.	Informal Resolution .....	57
25.1.1.	Initiation of Complaint/Formal Grievance .....	58
25.1.2.	Review by Student Affairs Manager .....	58
<b>26</b>	<b>Student Services Contact Information .....</b>	<b>59</b>

## 1. About Fatima College of Health Sciences

### 1.1. Introduction

Fatima College of Health Sciences (FCHS) is a higher educational institution regulated by the Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET). It was founded in 2006 with a vision to be a provider of excellence in health sciences education in the United Arab Emirates (UAE). The College aims to meet the UAE growing need for skilled healthcare professionals.

FCHS currently serves approximately 3,000 students from diverse nationalities at four campuses in Abu Dhabi, Al Ain, Ajman and Al Dhafra. FCHS provides six academic programs: Nursing, Pharmacy, Physiotherapy, Radiology and Medical Imaging (RMI), Emergency Health (Paramedic) and Psychology. The language of instruction is usually English with Arabic in a few situations and the degree programs are available to students of all nationalities.

The management of FCHS firmly believe that UAE society needs a first-class, globally recognised health education institution that can contribute to the progress of the nation's medical, educational, cultural and economic interests. As such, FCHS seeks to foster the well-being of the nation through the education of its citizens who wish to take advantage of the opportunities and offerings made available at the institution. FCHS is a robust institution where scholarships and applied research are respected for their promotion of the health, economic and social welfare of the UAE, as well as for their role in delivering the most up-to - date knowledge and current technologies to the student population.

FCHS is, first and foremost, an organisation where teaching and learning are of utmost importance. The Faculty is of international standing and strengthens the successful learning of FCHS students, training them for career opportunities in the UAE and internationally. Service to the institution and the society is part of the responsibility of everyone in the institutional community to support the college's general mission and improve the well-being of the UAE and its citizens.

Admission to FCHS programs is open to students from all nationalities who qualify the admission criteria, and is based on academic ability and interest in a field of study in the context of the FCHS philosophy, vision, mission, core values, strategic goals, and objectives.

FCHS Vision, Mission and Core Values are:

- **FCHS vision**

To be the leading provider of health sciences education and research in the region.

- **Mission**

- Offer flexible, dynamic and culturally sensitive curricula that foster student centered learning and provide skillful and ethical healthcare graduates.
- Conduct clinically relevant health research that promotes innovation, creativity, critical thinking and industrial impact.
- Promote services that empower the population to make informed health decisions.

- **Values**

- ✓ **Innovation**

Promote a culture of creativity that responds to the developing healthcare needs of the UAE

- ✓ **Excellence**

Embed a culture of quality to deliver outstanding teaching, research and personal performance

- ✓ **Professionalism**

Commitment to professional appearance, language and behavior

Promote tolerance, ethical values and goal-oriented graduates

- ✓ **Sustainability**

Integrate sustainable practices into all aspects of planning and operations

## **2. Purpose of the Handbook**

This handbook should be used as a guideline for FCHS students to provide information on conduct and on the academic and college policies/ procedures.

### **2.1. FCHS Academic Calendar**

The academic calendar will be sent to the students and faculty prior to the beginning of each Academic Year (AY).

### **2.2. General Information**

The College provides an orientation day for new students and their families. During the orientation session, students will be provided with further information about the College, including students' advisors names. The following sections outline general information related to student enrolment and policy matters.

### **2.3. Student Charter**

FCHS is committed to an equitable and enriching environment for students. This environment fosters academic achievement, where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations. Fatima College of Health Sciences' Student Council expresses the expectations of both the College and the students.



An orientation event will be conducted at the beginning of each semester for the new students. Various aspects pertaining to the students, their relation with administration, instructors and peer students will be discussed.

## **2.4. Academic System**

The college's academic activities are based on the American model of education, which uses the credit hour and semester system. Each academic year consists of two regular semesters and a summer term. One semester means that duration of study is approximately equivalent to 16 weeks. The duration of study of the summer session is equivalent to 7 weeks. The college study unit is the credit hour, which represents a course pursued for one period of one hour weekly during one semester of 16 weeks. Generally, a course valued at 1-credit hour meets for one period of 50 minutes weekly for a given semester; a 3-credit hour meets three periods a week for a semester and so forth. Furthermore, one laboratory credit hour meets two periods per week and one clinical credit hour meets three periods per week.

## **2.5. Medical Fitness**

FCHS provides a well-rounded educational system where health activities play a major part. Should a student develop a medical condition that would prevent her from taking an active part in all learning activities, the Academic Committee may withdraw her from the program. This will be done in full consultation with the student's parent or guardian.

## **2.6. Student Identification**

Students will be issued a student number and FCHS identification (ID) card. This ID card is to be worn by the student at all times when they are on the FCHS premises and carried with them on any clinical placement training. In addition, students will not be allowed to enter the campus without showing their college ID to the security personnel.

## **2.7. Textbooks**

Students shall be officially enrolled to receive the required course textbooks. All textbooks shall be returned on or before the final exam or at the beginning of each semester. Students who have unreturned textbooks from previous semesters will not receive the new ones. Circulation of Materials Policy # FCHS.PPM.6A.01 will be strictly implemented, and the student must purchase a replacement at their own cost.

## **2.8. Use of Information Technology**

Be advised that the computers on campus are the sole property of FCHS and therefore can be monitored by staff. Their use by students is a privilege and not a right. The use of the internet is for academic purposes only and students should adhere to accepted standards of ethics and behavior. The use of FCHS information technology resources to receive or distribute improper

or immoral materials is strictly prohibited.

Students in violation of such policies will be subject to disciplinary action with penalties ranging from suspension of computer and network privileges, to suspension or dismissal from FCHS.

### **3. Admission and Registration**

#### **3.1. Language of Instruction**

English is the official language of instruction at FCHS and mastery of English is expected for admission and graduation. All courses are taught and examined in English with the exception of non-English content courses such as Islamic Studies. However, this course is taught in English for non-Arabic students.

#### **3.2. Programs and Degrees**

FCHS offers six accredited undergraduate bachelor degrees as they mentioned below:

1. Nursing
2. Emergency Health (Paramedics)
3. Pharmacy
4. Physiotherapy
5. Medical Imaging
6. Psychology

A Bachelor of Psychology degree was introduced in the 2019-2020 academic year.

FCHS has exit points where students can obtain a Higher Diploma in the below-mentioned disciplines:

1. Emergency Health (Paramedics)
2. Pharmacy
3. Physiotherapy
4. Radiography

#### **3.3. English Foundation Program**

FCHS offers a non-credit English Foundation Program designed to enhance the spoken and written English of students and get them to the level required for admission at FCHS.

Any UAE national applicant with an EMSAT score lower than 1100 and more than or equal 900, is not permitted to directly enroll into FCHS undergraduate programs. The English Foundation Program spans two academic semesters with the aim of providing students with foundation level competency in the English language. At the end of the program, students are eligible to sit for the English proficiency exam EmSAT or IELTS. Upon achieving the required score, students are directly admitted into the desired undergraduate program of choice, should the criteria of admissions be met.

### 3.4. Admission Requirements:

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. Application shall be open for UAE nationals and other nationalities in all FCHS campuses, excluding Ajman campus.

All students applying for undergraduate admission to the College need to have one of the secondary school certificates recognized below.

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:**

1. Completion of secondary education or an equivalent level and have had at least 12 years of schooling with the required score.
2. Admission to all Bachelor degrees require an Emirates Standardized Test (EmSAT) minimum score 1100, or the equivalent band 5.0 in the International English Language Testing System (IELTS) Academic, and a successful interview in English.
3. 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 as described in Table1.

*Table 1: FCHS Minimum Average Score for the UAE secondary school certificate holders*

SN.	Program	Secondary school stream - MOE and ATHS, Minimum Average Score		
		Elite	Advanced	General
1	Nursing	70	70	80
2	Pharmacy	80	85	NA
3	Physiotherapy	75	80	90
4	Radiography & Medical Imaging	75	80	85
5	Emergency Health (Paramedic)	75	75	80
6	Psychology	75	80	85

\* Programs average scores changes according to the study type for the ATHS students.

4. 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 as described in table 2.

*Table 2: FCHS Minimum Average Score for Other secondary school certificate holders*

SN	Program	Other Secondary Certificates, Minimum Average Score				
		GCC	IB	IGCSE, GCSE, GCE	American system	ADNOC Schools
1	Nursing	90	5	C	70	80
2	Pharmacy	90	5	C	85	85
3	Physiotherapy	90	5	C	80	80
4	Radiography & Medical Imaging	90	5	C	80	80
5	Emergency Health (Paramedic)	90	5	C	75	80
6	Psychology	90	5	C	80	80

*Table 3: EmSAT Admission Criteria*

Program	EMSAT Scores
<ul style="list-style-type: none"> <li>Pharmacy Program</li> </ul>	<ul style="list-style-type: none"> <li>EmSAT <math>\geq</math> 1100 in Math, and in any 2 of 3 subjects (Physics, Biology, Chemistry).</li> <li>An EmSAT of 900 - 1100 in any Math and Science subjects requires the student to undertake a zero level course.</li> <li>EmSAT Arabic <math>\geq</math> 800</li> </ul>
<ul style="list-style-type: none"> <li>Other programs (Nursing, Physiotherapy, Radiography &amp; Medical Imaging, Emergency Health, Psychology)</li> </ul>	<ul style="list-style-type: none"> <li>EmSAT <math>\geq</math> 1100 in Math, and in any 2 of 3 subjects (Physics, Biology, Chemistry).</li> <li>An EmSAT of 800 - 1100 in Math, and of 700-1100 in any of the 3 Science subjects requires the student to undertake a zero level course.</li> <li>Taking EmSAT Arabic.</li> </ul>

5. UAE 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 5.0 respectively.
6. Admission consideration shall depend upon availability of seats, program offerings, and students' ability to academically meet the admission criteria. Offers of admission are only valid for the semester for which a student is accepted. If an applicant is admitted but is unable to attend, the applicant may request postponing the admission for the next admission cycle.
7. Submission of an application does not mean that an applicant is admitted and enrolled in the college and/or program.

8. 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.
9. The IAT-MD with the recommendation of the College Director is to issue the detailed College-Level table of courses recognized for Advanced Standing and Articulation Agreements for FCHS, after consultation with the CAA/NQC as relevant.
10. The IAT-MD is authorized to interpret the policy and provide any individual exception for Admission with the recommendation of the College Director.

#### **3.4.1. Procedures**

- Emiratis Applicants must submit a completed National Admissions & Placement Office (NAPO) application form available at the Ministry of Education website. International students must fill an admission application form and submit their documents to the Admissions Office at the College and indicate their order of preference for majors and degrees on the application form.
- Applicants meeting the admission criteria shall be accepted in a particular major/degree program according to the student's preference, and the capacity of the college and/or the program. Further, international applicants will be accepted on a competitive base up to the percentage authorized by the Board of Trustees.
- An offer of admission shall be valid for the semester for which an applicant applies. If an applicant is offered an admission but is unable to register, she/he shall request in writing to defer the admission to the next semester.

#### **3.4.2. Documentation Required**

Emirati and International applicants shall submit the following documents:

- For Emirati students, a completed NAPO application form.
- For all applicants, a filled out college application form.

- Original or attested High School Certificate from Ministry of Education. If the secondary high school curricula studied is an international one, then an equivalency has to be obtained from the Ministry of Education in UAE and submitted along with the transcript. The High School Certificate should not be more than 3 years old for Emiratis and for the same year for International students.
- Applicants Maximum age is 24 years old.
- Copy of EmSAT score, or an IELTS overall score or equivalent certificate, as pertinent to program/degree applied for.
- Medical Fitness Certificate (To be submitted upon enrollment).
- For Emiratis, copy of Identity Card and Passport issued by the United Arab Emirates. For International Students, copy of Identity Card and valid Passport with Residence Visa for applicant and his/her father & mother (Family book is required for National Mother).
- Copy of Birth Certificate.
- Certificate of good Conduct (from MOI)
- (4) Personal Photo.
- For Emiratis, IBAN letter is required from the bank (applicant's account).
- 10% international applicants only will be accepted on a competitive base.

Applicants to the Bridging program for Nursing must further have a diploma in Nursing and provide the following:

- A minimum EmSAT English score of 1400, or a minimum IELTS Academic overall of 6.0, or equivalent
- A certificate of experience for no less than 2 years
- A no objection letter from the work place.

### 3.5. Tuition Fees and Financial Regulations for Non-national Students

#### Tuition Fees structure:

In addition to other expenses, FCHS runs under a completely credit-based fee scheme. FCHS retains the right, if considered necessary, to raise school fees and other costs. All expatriate students who enroll for a course have a financial responsibility to FCHS. Students are responsible for all expenses paid by FCHS. Failure to attend classes is not a dismissal from the school or curriculum. Students may only be able to apply for the next semester after they have paid all of their financial obligations.

The following table summarizes the FCHS fee structure for expat students:

Institution	Admission fees (AED)	Tuition Fees /Crd. (AED)	Other Expenses(AED)	Concession Rate	
FCHS	1,000 (Non Refundable)	2,500	Bus Fees (2000 AED in 1 <sup>st</sup> and 2 <sup>nd</sup> Sem.) (1,000 AED. summer Sem.)	CGPA $\geq$ 3.6	50%
				CGPA - 3.0 to 3.59	30%

Children of staff working in IAT, ADVETI or ACTVET are eligible for 50% discount.

Student can't avail themselves of a discount in more than one category.

#### Application and Registration Fees

Registration and application fees for undergraduate programs are AED 1,000. The fee can be paid in cash in one installment upon admission and is part of the included Student's fees. The application and registration fee is non-refundable, except if the application is declined, in which case the balance of AED 1,000 will be refunded to the student.

The fee structure for the academic year depends on the credit hours taken, with each credit hour fee being 2,500 AED per semester. In case of repetition of a course, the student will need to pay 2,500 AED per credit hour. If a student drops a course during the first semester, then the fee would not be refunded, but instead it would be transferred to the next semester.

#### Payment Terms

Students need to pay AED 1,000 in advance as a deposit to enroll in the FCHS.

Upon admission, the student can pay full school fees within two weeks from the completion of the Add / drop period. The student service dept. has the authority to take the required steps against any student who has not resolved his or her due balance of college tuition, including suspension of enrollment and ineligibility to attend exam sessions.

The student has the option of paying school fees in (2) installments, the student should obtain

the approval of the student service manager in case of extension the installments.

### 3.6. Tuition Fee Waiver and Scholarships

#### 3.6.1. Internal Scholarship

#### 3.6.2. Stipend for UAE nationals:

- All UAE National students enrolled in Academic Programs at Fatima College of Health Sciences (FCHS) are entitled for a monthly stipend during the academic year. Stipends are to encourage and assist students in their commitment towards achieving high quality education.
- Student's stipend will be for 8 calendar months starting from September, every academic year. Emirati students will be paid a stipend for four months per semester:
  - a. First Semester: September, October, November, and December.
  - b. Second Semester: February, March, April, and May.

#### **Stipend Amounts:**

Grade	% Grade	GPA Points	Student Performance	Stipend FCHS (Nursing)	All FCHS Stipend programs except Nursing
A+	95-100	4.0	Exceptional	5,000	3,000
A	90-94	4.0	Excellent	5,000	3,000
A-	87-89	3.7 - 3.99	Excellent-	4,500	2,600
B+	84-86	3.3 3.69	V. Good+	4,000	2,300
B	80-83	3.0-3.29	V. Good	3,500	2,000
B-	77-79	2.7 - 2.99	V. Good-	3,000	1,600
C+	74-76	2.3 - 2.69	Good+	2,500	1,300
C	70-73	2.0 - 2.29	Good	2,000	1,000

#### **The stipend is subject to the following conditions:**

- Students should follow the standard study plan and perform well to be eligible. This requires:
  - a. Passing all his/her courses with no more than one "FA" in the previous semester.
  - b. Maintaining CGPA equal to or higher than 2.0
  - c. Being a full time registered student, normally enrolled in no less than 30 credit hours per academic year; except graduating students



- d. Graduate within the normal study period for the program so that Semesters beyond the normal duration will be without a stipend. This applies only for the class of 2019/2020 onwards.
- All new students will receive AED 1,000 per month for their first Semester.
- Students who exit with the Diploma or Higher Diploma and return back for the Applied Bachelor are not eligible for the stipend.
- This stipend is normally limited to students who are not sponsored. If the sponsored (high performing) student receives a scholarship that is less than FCHS stipend, he/she would only receive the difference in the stipend amount.
- Students in Foundation; Nursing Bridging Program; are not eligible to receive stipends.

Deduction for Absenteeism:

A monthly deduction shall be applied to student's stipend due to absenteeism for each course and not exceed one-month deduction as follows:

- 10% Absences: 2<sup>nd</sup> Warning - AED 500/- deducted for each course.
- 15% Absences: Fail Absent - AED 1,000/- deducted for each course up to the stipend amount.

**PROCEDURE:**

- Monthly students' stipend is awarded based on their previous semester's cGPA.
- The amount of students' monthly stipend is indicated in the table below and is to be deposited in to students' bank account at the end of each calendar month.
- Stipend will be paid from the month IBAN is provided. If a student fails to provide the information by 30 September (Semester 1 joiners) or 31 January (Semester 2 joiners) of that academic year, no stipend payment will be made until the IBAN is provided and the previous months' stipend will be forfeited.
- If student is registered after generating the stipend on a specific month, the student will not be eligible for stipend on that month.

### **3.6.3. External Scholarships**

External scholarships are available to UAE national students. External scholarships are governed by contracts signed between the scholarships granting entity, the student and the college. Students need to abide by the terms of the contracts.

- ❖ Entities granting external scholarship guarantee employment of the student after conferral of the academic degree.

Examples of entities offering scholarships include but are not limited to Cleveland Clinic Abu Dhabi and Abu Dhabi Police.

### - Non-UAE Nationals:

1. FCHS recognizes academic achievement for non-UAE national students by awarding tuition concession commensurate with the student's cumulative grade point average (CGPA) during the regular program study years. Children of IAT employees will benefit from scholarship as well.
2. Scholarships are provided for the total degree credits of the program in which students are enrolled. Credits beyond the total credits of the program will not count towards the rates given in the table below:

Institution	Admission fees (AED)	Tuition Fees /Crd. (AED)	Other Expenses(AED)	Concession Rate	
FCHS	1,000 (Non Refundable)	2,500	Bus Fees (2000 AED in 1 <sup>st</sup> and 2 <sup>nd</sup> Sem.) (1,000 AED. summer Sem.)	CGPA $\geq$ 3.6	50%
				CGPA - 3.0 to 3.59	30%

Children of staff working in IAT, ADVETI or ACTVET are eligible for 50% discount.

Student can't avail themselves of a discount in more than one category.

3. Tuition fees include books only and exclude any other expenses such as transportation, lab coats, uniforms, laptops, internship abroad, etc.

### 3.1. Tuition Refund:

Tuition fee refunds shall be granted to students who apply in writing to withdraw from a course or a program within the timeframe determined and communicated by the Office of the Registrar according to the following policy:

- ❖ 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"
- ❖ No refund will be granted after the "withdrawal without penalty" period.

### 3.2. Procedures for Tuition Payments:

In order to pay tuition, students are required to:

- ❖ Sign a tuition fee form.
- ❖ Sign up for tuition fees, transportation & instalment form if needed by the first week of the term.
- ❖ Direct deposit and bank transfer to FAB. Account details to be obtained in admissions Office.

- ❖ Submit the payment receipt to the IAT Finance office with a copy of the installment if any, as well as the tuition fee form.
- ❖ Return all copies of the financial documents to FCHS Registration office.

### 3.3. Registration

Registration is the process of enrolling in classes. Each student admitted will receive a student handbook and the college catalogue, which includes all required information for the program of choice. The office of the registrar is responsible for overseeing the registration process. All students are expected to register for their courses in the time designated in the academic calendar. Prior to online registration, students need to meet with the academic advisor who provides educational guidance and assists by recommending courses and determining appropriate education solutions according to the student's background, level of competence, and academic progress. The approval of the academic advisor on the registration plan is essential.

FCHS allows students to use the early enrollment period to choose courses in consultation with their academic advisors. The early enrollment period is laid out in the academic calendar. Warned students and students who have not gained from the early registration process can register during the registration week (see academic calendar).

#### 3.8.1 Registration Procedure

1. Registration dates will be mentioned in the College academic calendar.
2. Class schedules will be posted on the internet or on the College notice boards prior to the registration periods.
3. Students should consult with their academic advisors before registering their courses.
4. Registration process will be executed online by the students themselves.
5. Any registration queries from the students should be directed to the Registrar's Office.
6. Academic advisors are assigned to help students in their academic pursuits and to ensure that the requirements are fulfilled in the student study plan.
7. Students with poor academic achievements will not be allowed to register without the signature of their academic advisors on the registration form.
8. Students may not take any course without taking its pre-requisite unless it is the last semester for the students and taking the course or not determines the student's graduation status.

#### 3.8.2 Add/Drop Courses

The add/drop processes are designed to enable students to review and evaluate their courses after the completion of the regular registration process as notified by the Registrar's Office. Students are allowed to add or drop courses following the registration week. Add means the

addition of new courses that were not included in the regular registration. Drop means removal of a course included in the regular registration.

Students can add / drop courses only with the agreement of their academic advisers. Students who add and drop courses within the accepted time would not lose the fees charged for the cancelled courses. When adding / dropping courses, students should keep in mind that the minimum amount of credit hours for which they can enroll is (9) nine. The academic calendar determines the time allotted to drop out classes without impacting the student's academic record, but without paying any fees. The academic calendar also states the last date of withdrawal from the class without refund of tuition. In this case, the course appears in the transcript with the letter "W" without having any effect on the measurement of the Grade Point Average semester or the CGPA.

### **Procedure for Add/Drop**

The following points highlight the procedure to add/drop a course:

- ❖ Students interested in adding or dropping courses should refer first to their academic advisor to evaluate their present study plan as well as academic achievement and accordingly apply for the add/drop online during the designated periods for this process.
- ❖ Students who were unable to add/drop courses online due to system problems can do so through the Registrar's Office. This requires the add/drop form be completed and signed by their academic advisor.
- ❖ Maximum and minimum study load are applicable here.

### **Conditions to Add/Drop a course and course withdrawal**

Students are allowed to add/drop courses online during the first week of each semester.

- ❖ Students may drop courses without penalty in the period detailed in the academic calendar (prior the 3rd week of the regular semester and the 2nd week of the summer term). The withdrawal procedure is initiated with a request to the student services office upon the academic advisor's approval. The withdrawal is non-punitive and Withdrawn late without penalty (WW) appear in the student's transcript.
- ❖ Students may withdraw from a course with a financial penalty, 50% of courses fees, if withdrawal occurs in the 9th week of the regular semesters and during the 6th week of the summer term as detailed in the academic calendar. The withdrawal procedure is initiated with a request to the Student Services Office. The withdrawal is punitive and withdrawn with penalty (WP) appear in the student's transcript.
- ❖ Students may withdraw from a course with a financial penalty, 100% of courses fees, if

withdrawal occurs between week 9 and 11 for a regular semester and weeks 6-8 of the summer semester. The withdrawal procedure is initiated with a request to the Student Services Office. The withdrawal is punitive and withdrawn with penalty (WP) appear in the student's transcript.

- ❖ If the student drops during the period after week 11 of the regular semester and week 8 of the summer term, the student will be given a grade of "WF" (withdraw with fail).

### 3.8.3 Denial of Registration

Registration is denied if all academic and/or administrative requirements have not been fulfilled prior to the start of a semester. A student may also be denied registration for one or all of the following:

1. Academic dismissal (academic transfer or three times failure).
2. Incomplete admission documents.
3. Academic misconduct.
4. Disciplinary action, incomplete fee payment (if applicable).

## 4 Study Load

**Full-Time Status:** Students are considered to be on a full-time study load when their registration status ranges from a minimum of 12 credit hours to 18 credit hours per semester.

The student's "Study Load" is the amount of credit hours he or she is enrolled for during the semester. For the fall and spring semesters, the study load ranges from 9 to 18 credit hours, where one credit hour corresponds to one lecture hour or two hours of practical study per week, lasting 15 weeks. The study load for the summer semesters ranges from three to six credit hours. In the following situations, students may raise their study load to a maximum of twenty-one credit hours in the fall and spring semesters or to 9 credit hours in summer subject to the approval of the senior manager student service and Department Head:

- If the CGPA of the student is more than 3.7 on a scale of 4.0.
- If the registered load leads to graduation in the same semester of registration.
- If the student will graduate in the following semester of registration and the needed courses are offered only in the current semester.
- If the student's CGPA is below 2.0 or the student is under probation, the study load is restricted to less than 12 credits in fall and spring semesters, and 3 credit hour in summer semester.
- **Summer Term** – Students can register a maximum of six credit hours during the

summer. Exceptions can be made for a maximum of an additional 3 credits for students in their final graduation semester or term.

- **Part-time students** - are expected to take no more than 12 credit hours depending on their study plan and program studied.

## 5 Attendance and Punctuality

FCHS expects students to take full responsibility for their academic work and progress. Success at FCHS depends largely on regular class attendance. Absence from class has been shown to be a contributing factor to failure or low academic achievement.

### 5.1. Attendance

Students shall attend all theoretical lectures, laboratory hours and practical training sessions. They shall also participate in research sessions and sit for all examinations required in the course in which they are enrolled.

If a student is experiencing personal difficulties that are contributing to poor attendance or punctuality, they should seek support from their respective Counsellor.

Reasons for absence must be provided immediately on return to the college. Examples of reasons would include:

1. Death of a family member
2. Other reasons at the Student Service Manager, FCHS and/or Director's discretion.

The Director reserves the right to request additional documentations.

### 5.2. Class Attendance and Lateness

Students registered in FCHS programs are expected to attend and to be prepared for all classes. Attendance records will be taken into account if a student applies for any special consideration. Attendance records will be kept on the student information system called Banner. The following rules are applied:

1. Students are expected to be on time for all classes, lectures, laboratories, tutorials and practicum.
2. Attendance will be taken during the add/drop week of classes.
3. If a student is less than ten minutes late for class, they will be recorded as a 'late' on the attendance sheet. Once the student accumulates three (3) late attendances, they are recorded as one unexcused absence.
4. If a student is more than ten (10) minutes late to a class, they will be considered absent for that class.
5. If a student is absent for 5% of the total teaching hours in the semester they will be given a first written warning.

6. If a student is absent for 10% of the total teaching hours in the semester they will be given a second written warning, and (500 AED) will be deducted from the student's stipend for the (national students) .
7. If absences reach 15%, the Student Counselor shall issue a final written warning, (1000 AED) will be deducted from the student's stipend for the (national Students), the student shall be barred from sitting for the final examination and receives the mark of (FA) Failure due to absenteeism in their record and have to repeat the course.
8. If the absence is caused by a cause acceptable to the Academic Committee, the student may be given the mark withdrawal (W) on their transcript.
9. All such cases shall be reported to the Registrar's Office.
10. All absences, whether with or without an excuse, are calculated as part of allowable absences.
11. It is the student's responsibility to obtain the course materials covered during their absence. All assignments and independent study forms must be completed.
12. In all cases (with legitimate excuse), students absent for more than 20% of the credit hours will be asked to withdraw (W) from the course without penalty.

Students must remember that academic success reflects a range of factors including hard work, quality courses, resources, attendance and students' contribution in class.

Students are NOT permitted to leave the campus during teaching hours (per student's schedule), unless if the student has a written approval permission from the student's guardian. A student needing to leave campus during teaching hours (per student's schedule) will obtain permission from a Student Affairs' Officer. However, when a group of students need to leave, approval from the Head of Campus is required and a Student Affairs' Officer will coordinate the release by communicating with the students' families.

## **6 Leave of absence**

The residency leave is an academic leave from studies petitioned by a student with documented evidence in support of the petition. To be eligible for a leave of absence:

- ❖ The student has to be a full-time active student enrolled in a degree program
- ❖ The student has to have completed at least one semester of studies at FCHS.

Students can petition for a maximum of three semesters in total during their course of study in which the leave does not extend more than two consecutive semesters with summer session excluded. Students should approach their advisor as well as the student's services to receive the leave of absence petition and get the appropriate approvals.

## 7.0 Students Transfer

FCHS allows new students to transfer from another federal licensed and accredited undergraduate degree programs at another university, college, or equivalent educational institution in the United Arab Emirates and or recognized foreign higher education institution. It also allows to students transfer from one FCHS programs to another. Criteria for transfer is outlined below.

### - Transfer from other universities or higher education institutions to FCHS:

- ❖ Students from a federal or licensed institution in the UAE or a recognised 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 transferring to.
- ❖ 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.

### • Transfer from other universities or higher education institutions to FCHS procedure:

- ❖ The Applicant will complete the FCHS transfer admissions application.



- ❖ If the applicant is accepted to the College, he/she needs to complete and submit the Course Equivalency Form along with the transcript(s), course description and outline to the Admissions and Registration Office.
  - ❖ The Admissions Office shall determine transfer credit eligibility.
  - ❖ Documents will be submitted to the FCHS Equivalency Committee.
  - ❖ The 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.
- **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 higher and relevant to the degree shall be considered for credit transfer.
    - ❖ Courses shall bear 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 and credits thereto.
    - ❖ The course content shall be equal to approximately 80% of the FCHS course content.
    - ❖ FCHS shall not accept credit more than once for substantially the same course including when taken at 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 in an equivalent program of study.
    - ❖ 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.

## 7.1 Transfer within FCHS Program

### 7.2.1 Change of Major:

A student enrolled in any FCHS program may change to another major if:

- ❖ The student has completed at least one semester at FCHS.
- ❖ The student meets the conditions for admission into the new program of choice.
- ❖ The student possess a minimum cumulative grade point average (cGPA) of 2.0.
- ❖ Applications for change of major shall not ordinarily be accepted from students in their third year or above.
- ❖ A student may not change major more than once during the period of study.
- ❖ Students must submit the change major before the end of Week 2 of the desired semester of transfer.
- ❖ The 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 heads of department for consideration.

#### • Change of major procedure:

- ❖ Students must submit the change major application to the Student Services Office before the end of Week 2 of the desired semester of transfer.
- ❖ In the case of students with a CGPA < 2.0 the completed application must be accompanied by a letter (in English) to the Head of Department specifying:
  - Their motivation to change major.
  - Their reasons for not maintaining good academic standing.
  - Their plan for regaining academic good standing.
  - A letter of recommendation from their current student advisor.
- ❖ The Student's Services Office shall check the eligibility criteria for admission to the new major.
- ❖ Valid applications will be sent to the respective heads of department (both the old and the new departments) for consideration.
- ❖ Upon approval by both the respective heads of department and Student Services the application to change major is approved.
- ❖ Student Services shall communicate the approved change of major to the student and the status of the student in the student management system will be updated accordingly.

#### • Change of Campus:

- ❖ A student enrolled in any campus may apply to change to another campus but that is not a right and permission will be granted only if this does not affect the operational needs

of Fatima College of Health Sciences and is justified in the determination of both the Department and of Student Services.

- ❖ Applications for change of Campus shall be submitted to the students services office during the add/drop week (1st week) of academic semester 1 or semester 2. Applications will not be accepted outside of these times except when authorised by the Director.
- ❖ Only one change of campus request may be made by each student.

- **Change of Campus procedure:**

- ❖ The student must submit the completed Change Campus Application to Student's Services in Week 1 of Semester 1 or Semester 2.
- ❖ The Student's Services Office shall send the application to the respective Head of Department (or delegate) for academic consideration.
- ❖ If approved by the respective Head of Department (or delegate) the justification of the application will be considered by the Manager of Student Services (or delegate).
- ❖ The outcome of the application will be communicated to the student and the respective Head of Department by the end of Week 2. The status of the student in the student management system will be updated accordingly

## **8 Academic Measures**

All courses taken by a student are entered into the student's record. All grades of credit courses attained by the student are considered while calculating the GPA and CGPA.

The minimum credit hours required to receive a Higher Diploma or Bachelor degree differs from one program to another as described below:

1. Nursing:
  - I. Bachelor's of Science in Nursing - 127 credit hours
  - II. Nursing Bridging program - minimum 64 credit hours
2. Pharmacy:
  - I. Bachelor's in Pharmacy - 160 credit hours.
  - II. Higher Diploma in Pharmacy - 96 credit hours.
3. Physiotherapy:
  - I. Bachelor's in Physiotherapy - 138 credit hours.
  - II. Higher Diploma in physiotherapy - 109 credit hours.
4. Radiography & Medical Imaging:
  - I. Bachelor's in Radiography & Medical Imaging - 137 credit hours.
  - II. Higher Diploma in RMI - 100 credit hours.

5. Emergency Health (Paramedic):
  - I. Bachelor's in Emergency Health - 133 credit hours.
  - II. Higher Diploma in Emergency Health- 110 credit hours.
6. Psychology:
  - I. Bachelor's in Psychology - 125 credit hours.

## 9 Duration of Study

The maximum period of study for full time study in the Higher Diploma, bachelor's degree and the bridging programs is equivalent to  $N \times 1.5$  years, where N is the number of years needed to complete the program on regular study plan. Postponing semesters are not including in calculation of duration of study.

## 10 Extension

The students may request for extension by submitting the Extension Request Form to the registrar office. The Academic Committee might recommend to the Director who in turn may grant an extension of the maximum period for completing the program where he or she is satisfied that exceptional circumstance affected the student's progress in the program, and that the student has an expectation of completing the program within one or two semesters/trimesters. The period of extension must be specified in each case.

## 11 Degree Requirements for Graduation

Fatima College of Health Sciences (FCHS) is committed to graduate healthcare professionals with the highest standards of knowledge, skills and professionalism, who are competitive both locally and internationally.

Any student at FCHS will have to fulfil the below requirements in order to be eligible for graduation from the College.

- Community Service: Students have completed a 100 hour volunteering
- The student must be registered at FCHS during his/her graduation semester
- EmSAT English score of 1400 or its equivalent score in Academic IELTS, band 6.0.
- Minimum CGPA of 2.0.
- Completion of required credits for Bachelor and Higher Diploma degree (as specified by each program study plan).

### 11.1. Continuation of Study

Those students who graduate, and exit the college after completing their Diploma, but wish to return to the college can complete their studies (higher degree) on a part time basis. However, these students need to show that their work experience and job role is commensurate with the level of study to which they are progressing. Further, the student needs to provide evidence that they have achieved IELTS Academic band 6.0.

The student can continue their study upon the Head of Department's recommendation, upon reviewing the student's academic record, then the approval of the student's services manager if the student fulfill the admission requirements.

### **11.2. Readmission**

- For the students who stop their education in the college for a personal reasons, after studying one course or more they can request for the re-admission by filing re-admission form request explain the reason to quit the college and showing their commitment to continue their education again.
- Student's service manager may approve the student request after checking the student's record and ensuring that the student was in a good academic standing previously.
- The student will be approved to re-admission in the same program where she was accepted in previously.
- The student can request the re-admission only for one time.

## **12 Examinations and Assessment**

### **12.1. Examination Procedures**

Most of the courses offered at the undergraduate level contain examinations as part of the assessment requirements. Students should consult relevant course outlines, which will detail the topics, time, date, place, and duration of the examination. Materials permitted in an exam will be specified in the examination timetable and on the Examination Paper. A student is required to have her/his Student Identification card to the exam room or will be denied entry to the exam.

#### **12.1.1. Policy on the Conduct of Exams**

Some courses contain examinations as part of the assessment requirements. Exams are subject to FCHS policies. Students should consult relevant course guides which will detail the content topic, time, date, place, and duration of the examinations.

#### **12.1.2. Exam Arrivals and Departures**

##### **Exam Arrivals**

Students will not be permitted to enter the examination room after the lapse of 30 minutes from

the start of the examination. Extra time will not be given to students arriving late.

### **Exam Departures**

Students will not be allowed to leave the examination room within the first 30 minutes from the start of the examination and in the last 15 minutes of the examination. However, Students who complete their work during the last fifteen minutes should remain quietly seated until the proctor announces the end of the examination.

#### **12.1.3. Illness during an Examination causing Inability to Complete an Examination**

- ❖ If a student feels ill during an exam, she can be excused to leave the examination room and go to the clinic to see the nurse. If the student is unable to return to complete the examination, she will be required to submit a medical report to the instructor, normally within two working days.
- ❖ The proctor will record the circumstances surrounding the student's withdrawal from the examination on the front cover of the examination booklet, and the internal examiner responsible for marking the exam will inform the course instructor.
- ❖ The course instructor is entitled to determine whether the student can be treated as absent and assign a makeup exam or award a mark based on the work that has been completed

#### **12.1.4. Missing an Exam**

Students missing a final exam and present a legitimate reason shall be given an incomplete grade and are requested to take the make-up exam in the first week from the following semester.

The following would generally be considered acceptable grounds to approve a deferred assessment:

- Illness provided with a medical report
- Accident
- Temporary disability
- Bereavement
- Sporting or cultural commitment at emirate, national or international representative level with a prior approval.

The student should present an attested report for the unattended exam day. The report must be submitted to the students' service within 48 hours from the exam date. Thereafter, the student will be granted to sit the deferred exam only upon the approval of the college's student service department. This exam usually takes place during the first week of the following academic semester. A student who misses the deferred exam or not present a legitimate reason will be given zero grade.

The students who are absent from final exams and approved to sit for deferred exam, will be given an incomplete grade (IG).

For the midterm exam and other exams during the semester, the student should submit the excuse for the course instructor within 48 hours from the exam date. Thereafter, the student may be granted to sit for a deferred exam only upon the approval of the Head of Department.

### **12.2 Open Book Examinations**

For all “Open Book” examinations, the relevant course instructor should ensure that the students are informed, in writing, of the following:

- ❖ The topic of the “Open Book” examination paper
- ❖ The allowed material which can be taken into the examination although it is an open book exam, the exam rules and regulations still apply.

### **12.3 Use of Electronic Calculators in Examinations**

Students can use calculators unless otherwise specified on the exam booklet or instructed by the exam proctor.

### **12.4 Assessment Submission**

Undergraduate students are required to submit assessment items by the due date, as directed in the course outline. Assessment items submitted after the due date will be subject to a penalty unless an extension of time is awarded by the faculty.

## **13 Grading and Results**

During the semester, individual examiners communicate their evaluations of individual assessment items with reference to the criteria against which performance has been assessed. FCHS comprises of six academic departments which include General Requirement Department, Nursing Department, Pharmacy Department, Physiotherapy Department, Radiography and Medical Imaging (RMI) Department, Emergency Health (Paramedics) Department and Psychology Department, which offer different courses to the students depending on the curriculum structure and respective study plan.

A grade is awarded by the instructor of each course, discussed and approved by the relevant course coordinator and department head. The grade signifies the student's overall performance in the course. Students' results in courses are recorded using the FCHS undergraduate grading system. The description that accompanies each grade is given as a guideline to assist comparability across the College, but these descriptions must be interpreted within the context

30

of each course.

### 13.1. Grading Description

A course grade is expressed in letters reflecting academic level descriptors, as indicated in the tables below.

*Table 1. Distribution of Letter Grades and the calculation of the GPA*

Grade	Grade in %	GPA Points	Student Performance
A+	95-100	4.00	Exceptional
A	90-94	4.00	Excellent
A-	87-89	3.70	Excellent -
B+	84-86	3.30	Very Good +
B	80-83	3.00	Very Good
B-	77-79	2.70	Very Good -
C+	74-76	2.30	Good +
C	70-73	2.00	Good
C-	67-69	1.70	Good -
D+	63-66	1.30	Satisfactory
D	60-62	1.00	Satisfactory
F	<= 59	0.00	Fail
FA			Failure for lack of attendance
I or IG			Incomplete
P	60-100		Pass Course
NP			Not Pass Course
WF			Withdrawal Fail
TR			Transfer Credit
EX			Exemption
W			Withdrawal
WW			Withdrawn without Penalty
WP			Withdrawn with Penalty

NOT INCLUDED IN CALCULATING THE GPA
<u>LETTER GRADE</u>
(WW) Withdrawn without Penalty
(WP) Withdrawn with Penalty
(W) Withdrawal
(IG) Incomplete Grade
(TR) Transfer Credits
(EX) Exempted
(P) Pass
(NP) Not Pass



## Description of Grade

1. Excellent (A) – has a numerical value of 4.00 Comprehensive understanding of course content; development of relevant skills to a competent level; demonstration of an extremely high level of interpretive and analytical ability; and achievement of the course objectives.
2. Very Good (B+) – has a numerical value of 3.30 Very high level of understanding of course content; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the course.
3. Very Good (B) – has a numerical value of 3.00 High level of understanding of course content; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major objectives of the course; some minor objectives not fully achieved.
4. Good (C+) – has a numerical value of 2.30 Good understanding of most of the basic course content; development of relevant skills to a good level; good interpretive and analytical ability and achievement of all major objectives of the course; some minor objectives not achieved.
5. Good (C) – has a numerical value of 2.00 Satisfactory understanding of most of the basic course content; development of some relevant skills to a satisfactory level; adequate interpretive and analytical ability and achievement of all major objectives of the course; some minor objectives not achieved.
6. Satisfactory (D+) – has a numerical value of 1.30 unsatisfactory understanding of the basic course content; lack of development of relevant skills to a satisfactory level; inadequate interpretive and analytical ability and achievement of major objectives of the course; most minor objectives not achieved.
7. Satisfactory (D) – has a numerical value of 1.00 Unsatisfactory understanding of the basic course content; lack of development of some relevant skills to a satisfactory level; inadequate interpretive and analytical ability and achievement of major objectives of the course; most minor objectives not achieved.
8. Fail (F) – has a numerical value of zero (0.00) Inadequate understanding of the basic course content; failure to develop relevant skills insufficient evidence of interpretive and analytical ability, and failure to achieve some or all major and minor objectives of the course.
9. Withdraw with Failure due to absence (FA) – has a numerical value of zero (0) Reaching 15% absence rate of the total required classes in the semester/trimester or withdrawing from the course after the last day of the withdrawal period (after the 4th week of the beginning of the semester/trimester).
10. Withdrawn with penalty (WP) - No numerical value is assigned – The student can withdraw

from the course before the last day of the withdrawal period (before the 4th week of the beginning of the semester, otherwise a withdrawal with financial penalty is applied).

11. Incomplete (IG) - No numerical value is assigned, this is a temporary grade until the deferred assessment is completed. This is usually granted when a student misses only the final exam and submits an appropriate justification. The incomplete grade needs to be removed by the second week of the following semester/trimester. It is the student's responsibility to follow up with the instructor concerned and to sit for any required supplementary or deferred assessment.
12. Transfer credit (TR) - Transfer courses are evaluated and accepted towards degree credit, but are not included in the GPA. Transfer credits are registered on the student's transcript as a summary of credit hours accepted at FCHS as per transfer policy and articulation policy.
13. Withdrawn without penalty (WW) - No numerical value is assigned – The student can withdraw from the course after the last day of add/drop period and before the end of 4th week of the beginning of the semester without financial penalty).
14. Withdraw (W) - No numerical value is assigned – The student can withdraw from the course based on a specific reason approved by the management.

### 13.2. Calculating CGPA

The term grade point average (GPA) is calculated by using the formula below:

$$\text{GPA} = \frac{\text{Total (course Grade Point for this semester} \times \text{course credit hour)}}{\text{total Semester Credit hours}}$$

The cumulative grade point average (CGPA) is calculated by using the formula below. Courses in which a grade of IG or TR are recorded but do not impact the CGPA. The CGPA is rounded to the nearest two decimal digits.

$$\text{CGPA} = \frac{\text{Total (course Grade Point for all courses} \times \text{course credit hour for all courses)}}{\text{total Credit hours for all courses}}$$

## 14 Academic Standing, Progression, Probation and Dismissal

At the end of each academic semester, each student's academic standing will 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 at the end of an academic semester will determine the student's eligibility to continue enrollment in a subsequent semester and to progress within the degree program.

Program Grade	Bachelor	Higher Diploma	Diploma
	CGPA	CGPA	CGPA
Honor	3.70 - 4.00	3.70 - 4.00	3.70 - 4.00
Excellent	3.50 - 3.69	3.50 - 3.69	3.50 - 3.69
Very Good	2.80 - 3.49	2.80 - 3.49	2.80 - 3.49
Good	2.00 - 2.79	2.00 - 2.79	2.00 - 2.79
Fail	Less than 2.00	Less than 2.00	Less than 2.00

### 14.1. Good Academic Standing

An undergraduate student with a Cumulative Grade Point Average CGPA of 2.00 or higher (on a scale of 4) at the end of an academic semester is classified as in Good Academic Standing.

### 14.2. Academic Probation and Dismissal

Where a student undertakes one or more courses in the summer semester, the probation and exclusion provisions shall NOT be applied. Instead, a student might take the summer courses to enhance her CGPA and remove the probation status. During the summer semester, An undergraduate student who has studied more than 14 Credit hours and has a cumulative GPA of less than 2.00 at the end of a semester will be placed on first academic probation for the following semester. Students who receive the first academic probation must remove the probation status within the following two semesters.

1. A student on academic probation must observe the following rules:
  - a. The maximum study load for a student on probation is 12 credits. However, the load may be increased to 15 credit hours, upon the recommendation of the student's academic department and in coordination with the Registrar's Office, if this can lead to the graduation of the student in the same semester. The maximum study load may also be increased to 13 credit hours if one of the courses taken is a 4-credit course or is a 1 credit required lab course.
  - b. If a student has a GPA less than 2.0, she should repeat the courses in which her final grade was a D or F before attempting to register for new courses. If a student has received a D or F in more than 1 course, she needs to repeat however many of those

courses until her GPA is 2.0 or higher. For example, if a student has taken 4 courses and received 3 Ds and 1 F and she repeats 2 of the 4 courses resulting in higher final grades that pull her GPA to a 2.0 or above then she does not have repeat the other 2 courses.

- c. The student must register through the academic advisor. Students on probation are not given access for on-line registration, and the student is allowed to register up to 9 credit hours only.
  - d. The student must repeat failed courses within 2 semesters from receiving the failed grades. The student may also have to repeat courses with grade equal or below "C-", as advised by her academic advisor, to remove a probation status or to increase her CGPA.
  - e. If a student fails to remove the first academic probation within the following semester, then the student is placed on a second academic probation.
  - f. If the student fails to remove the second probation and her CGPA is still less than 2.00, then the student will receive a written warning that highlights the low level of academic achievements.
2. A student will be dismissed from the College upon the recommendation of the Academic Committee if the student receives two consecutive academic probations and finished less than 75% of the requirements of the degree.
  3. Students who have finished more than 75% of the requirements of the degree may be given another chance according to the recommendation from the Academic Committee.
  4. A student who is dismissed is not permitted to attend classes or undertake study in the program from which she is dismissed. However, the student can register for another degree with lower admission requirements within the College.
  5. The Registrar shall inform the Student Record Officer and the concerned department of the decision to place the student on academic probation or to dismiss her from the College. The Student Record Officer will inform the student. A copy of either decision shall be kept in the student's file.

#### **14.3 Summer Semester and Academic Probation**

Where a student undertakes one or more courses in the summer semester, the probation and exclusion provisions shall NOT be applied. Instead, a student might take the summer courses to enhance her CGPA and remove the probation status. During the summer semester, the student is allowed to register up to 6 credit hours only.

#### **14.4 Warning to Students at Risk**

FCHS may provide a warning to students whose performance is at a level inappropriate to good academic standing, the student is at risk of being given an academic standing of probation or excluded if their academic performance fails to improve. The record of the warning is reported in the student's official academic transcript, student's file and college's records.

#### **14.5 Appeal against Academic Dismissal**

A student who is dismissed may appeal against dismissal. The appeal must be in writing and forwarded to the Registrar. The registrar will forward it to the Director with supporting documentation where relevant. The appeal must be submitted no later than 2 weeks after the dismissal decision. The Director can interview the student along with the Head of Department. The decision of the Director is final.

### **15 Student Records**

1. All records related to academic integrity shall be kept in a confidential file in a secure area and kept with the Head of Program. The records shall be kept for a minimum of 7 years after the student leaves the college. After this time period all records will be archived electronically, protected by ACTVET cyber security measures.
2. All grades of students shall be kept at the Registrar's Office indefinitely. The files shall be kept in a secure place and updated regularly. The College Director and Head of Programs may have read-only access to the records.
3. Students hard copy assignments are kept only for one semester or one academic year and then they are disposed of confidentially, if the student does collect their documents.

#### **15.1. Access to Student Record**

Upon admission to FCHS, the student is required to submit personal and academic data. The student has the right to notify the Registrar in case of any incorrect information recorded. The student alone has access to her respective records. Without students consent the student record will not be provided to anyone.

#### **15.2. Transcript of Academic Record**

Copies of the student official transcript will be issued at the student's request by the Registrar's office. An unofficial transcript can also be available to the student from the student self-service portal.

### **16 Academic Misconduct**

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.

## **16.1. 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.

### **16.1.1. 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.

### **16.1.2. Detection of 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:

1. In a homework assignment
2. As part of an individual or group project assignment, students are to report instances in group work by others
3. In an informal assessment activity
4. In a formal testing situation
5. Using others' words taken from text-based or internet sources. The consequence of cheating or plagiarizing can result in dismissal from FCHS.

### **16.1.3. Examples of Plagiarism include:**

- ❖ 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.

## **16.2. 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:

1. The senior proctor shall be informed. If the senior proctor shares the suspicion, they shall:
  - a. Confiscate and retain any unauthorized material.
  - b. 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.
2. The student under suspicion should be informed before she leaves the room that she could appeal by submitting a petition to the Academic Committee.
3. 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:*

- a. For an initial offense, the maximum penalty should be that the student is given a failing grade (F) in the subject in concern.
- b. For a subsequent offence, the maximum penalty could lead to student's expulsion from

FCHS.

- c. 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.
- d. If the student under suspicion wants to appeal, she/he should submit a petition to the Academic Committee through her Academic Advisor.

### **16.3. Disruptive Behaviors during Examinations**

1. 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.

2. 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.

### **16.4. Dealing with a Complaint of Academic Misconduct**

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:

1. Dismiss the complaint of academic misconduct. In this case no documentation concerning the complaint shall be placed in the students' file.
2. Provide the student with a verbal warning and with advice about what is an acceptable academic conduct.
3. 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.
4. 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.

#### **16.5. 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.

### **17 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 students Services department.

## **18 Appeal**

A students' written request seeking an exception to a college grade, exclusion, dismissal or Penalty.

### **18.1. 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.

### **18.2. 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.

### **18.3. 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.

## **19 Student Affairs and Support Services**

This section deals with the various aspects of support services provided to FCHS students by the academic and support staff. The college is committed to facilitating the needs of the students

and providing them with the complete support required to achieve excellence. Student Services department strives to help students stay committed to their education and provide assistance in their academic well-being. Orientation is provided to all new students enrolling into FCHS.

### **19.1. Office Hours**

FCHS operates on an 8:00 a.m. – 4:00 p.m. schedule. Students may access faculty and student services staff during usual business hours by making an appointment or dropping in during posted office hours. Staff contact will be shared with students during orientation week.

### **19.2. Library & IT Support**

FCHS operates an on campus library from an 8:00 a.m. – 4:00 p.m. 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. FCHS IT is under the regulations and policies of Abu Dhabi Center for Technical and Vocational Education and Training (ACTVET). All students are given orientation on IT and are expected to abide by the regulations and policies of ACTVET.

IT support is available on each campus and by emailing [IT.Support@fchs.ac.ae](mailto:IT.Support@fchs.ac.ae).

### **19.3. Academic Advising**

FCHS provides a robust collaboration between the student service and academic advisors to provide a holistic development in the students' educational process. Academic advisor can be contacted by email or during office hours on campus. Student Services refer the student to advisors who provide academic advising. Academic advisors also advises 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. In addition, students can 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.

### **19.4. Personal and Career Counselling**

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.

### **19.5. Career guidance**

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 FCHS and Training Institutes. These actions guide students in choosing a suitable career which enhances their aspirations, personalities, ambitious and future goals.

Career guidance can help in smoothing out this important path of transition.

FCHS Career Guidance services:

1. Vocational orientation and career information
2. Job interview (brochure)
3. Curriculum Vitae (CV) (examples)
4. Clinical courses (undergraduate students)
5. Warehouse careers (graduates students)
6. Workshops

## 19.6. Student Council

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.

#### **19.7. Extracurricular Facilities, Activities and Groups**

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.

#### **19.8. Dining**

FCHS offers a wide range of food to students and staff that fit each individual lifestyle, schedule, budget, and dietary need. Each campus has a modern student lounging area, a cafe and a cafeteria.

#### **19.9. Health Services**

FCHS provides medical care for students and staff during the day. Minor complaints are attended to by the FCHS Nurse. Injuries and major complaints are sent to a nearby hospital, under the supervision of the campus Nurse.

#### **19.10. Transportation**

Transportation is provided from the students' residence to the college and back to the residence, as well as from the college to the clinical placements and back to the college, ensuring student safety.

Non-UAE national students requesting college transportation are required to pay an additional fee of 2000 AED for the first and second semester and 1,000 AED for the third semester during the time of admission.

#### **19.11. Prayer Rooms**

FCHS provides prayer rooms on campus for students during the day.

#### **19.12. Privacy and Confidentiality**

Student information and academic performance is confidential material and will only be disclosed

to staff on the basis of need-to-know. In addition, a student's academic performance will only be discussed with the student concerned. In the case of an emergency, parents, guardians and sponsors should contact the FCHS receptionist, who will assist with finding the student. Parents, guardians and sponsors should not enter a classroom or any other teaching area without first contacting the receptionist.

## **20 Mobile Phones and Electronic Devices**

FCHS expects students to behave in such a way as to optimize learning. Mobile phones and other personal electronic devices are not to be used in the classroom unless requested from the instructor. Otherwise, students are to turn their mobile phones off and store them out of sight.

## **21 Smoking Policy**

Smoking and usage/distribution of any kinds of drugs is prohibited on all FCHS premises.

## **22 Dress Code**

Students are expected to always dress modestly. Clothing must be clean, neat and tidy. Students are expected to wear clothes that are appropriate for the activities they will be undertaking and in line FCHS Dress Code policy FCHS.PPM.5Q.19 which can be obtained from StudentServices.

The following are considered as inappropriate clothing/appearance (not exclusive):

- The national dress of any other country than GCC
- Excessive use of strong perfume, make-up and jewelry
- 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
- Niquab or any facial cover
- Poor grooming
- Dirty or un-ironed clothing
- Obvious absence of undergarments
- High heels

### **22.1. Required dress for laboratories**

- a. For health and safety matters, lab coats are to be worn inside the labs only and not on other college premises.
- b. The students should wear laboratory coats with sleeves rolled up. Long sleeves impair the ability to wash hands and may become soiled (or contaminated). Sleeves are especially problematic when washing with soap and water following contact with body fluids or with a patient colonised or infected with *Clostridium Difficile*.
- c. Protective footwear, covering the toes, the upper surface of the foot and heel must be worn (thongs, sandals or high-heeled shoes are not permitted)
- d. Safety glasses and gloves must be used when you are instructed to do so.

- e. Long hair must be contained or tied back.
- f. Headscarves - where a scarf or a veil is worn as part of religious observance, students must ensure that the flow of the garment does not interfere with work practice. Therefore shaylas, hijabs, and any garment worn over the head must be tucked into another piece of clothing or pinned back.

## **22.2. Dress Code Violation Penalty**

Any student deemed to be inappropriately presented either in dress or hygiene will be sent to the Students Services' Officer to remedy the issue. Repeated offenders will be dealt with under disciplinary procedures.

- Students who are in violation of this policy with no justification shall be subject to the following penalties procedure by Student Services Department:
- 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.

## **22.3. Clinical Dress Policy**

This policy has been developed so that uniforms of FCHS Students and Clinical/Teaching Faculty conform to the expected standards of the SEHA and other UAE facilities where students undertake clinical placements. As guests of these facilities, and as representatives of FCHS and health professions, all have a responsibility to maintain a uniform standard that projects professionalism and creates a positive image in the community.

### **22.3.1 Purpose**

- ❖ To provide guidelines for all Students and Clinical/Teaching Faculty of FCHS, the following are the established minimum Dress Code and Appearance Standards.
- ❖ To protect the safety of patients by ensuring that the uniform and dress code of FCHS Students and Clinical/Teaching Faculty complies with Infection Control, Human Resources and Environmental Health and Safety Department requirements.
- ❖ To provide guidance on the standard uniforms to be provided to all FCHS Students and Clinical/Teaching faculty according to dress code policies of clinical facilities.
- ❖ To ensure prompt identification and differentiation of role and profession within clinical placement contexts.



The following factors have been considered in defining this policy:

- ❖ Respect for the cultural requirements of the United Arab Emirates
- ❖ Patient Safety
- ❖ Staff Safety
- ❖ Public Safety
- ❖ Infection Control
- ❖ Job Responsibilities

### **22.3.2 Policy**

The appearance of FCHS Students and Clinical/Teaching Faculty involved in Clinical Placement reflects on the image that patients, visitors, and the community have of the Hospital Department or other facility, and of Fatima College.

All Students and Clinical/Teaching Faculty shall adhere to the uniform dress code and appearance standards expected while in practical labs on campus and in clinical settings in the community, and uphold the standard and image the College wishes to convey to patients, relatives and members of the public.

The following principles shall be supported and promoted in order to adhere to this policy:

- ❖ Health, safety and well-being of patients.
- ❖ Health, safety and well-being of staff.
- ❖ Infection Control
- ❖ Public confidence and professional image
- ❖ Job responsibilities

All Students and Clinical / Teaching Faculty shall be provided the appropriate number and style of uniforms in order to meet health and safety requirements.

Specific attire related to professional role, for example prescribed shayla colour and shoes, may vary depending on the clinical areas in which students are placed. This policy complements and does not replace any other approved policy describing Student or Faculty Dress Code at FCHS.

### **22.3.3 Scope**

This policy shall apply to all Students and Clinical/Teaching Faculty of Fatima College of Health Sciences in practical/skills laboratory spaces on campus, and in clinical placement settings.

### **22.3.4 Procedure**

The FCHS uniform is to be worn when the student is assigned for clinical laboratory practice or clinical experience in the health care facilities.

## Appropriate attire – General Guidelines for all Students and Faculty

### ➤ **Name Badge**

- ✓ The official Fatima College name badge should bear the first and last name of the student/faculty. It should also identify the person with picture ID. The name badge should be worn at all times and in clear view.

### ➤ **Basic Uniform**

- ✓ FCHS Students must adhere to the policies for wearing of the uniforms. It is the student's responsibility to be appropriately attired for laboratory and clinical experiences.
- ✓ The uniform style is specified by each FCHS department as per specific guidelines below.
- ✓ The basic uniform consists of a uniform top with the FCHS logo permanently affixed above the heart (upper left quadrant of the shirt). Students may choose to wear a skirt/culottes rather than trousers. Skirts/culottes must be 3 inches off the floor and must not restrict stride or movement.
- ✓ Uniforms should be clean, pressed, hemmed and properly fitted and maintained.
- ✓ Certain clinical agencies have specific dress codes that will need to be followed by students assigned to the agency.
- ✓ The color of the shayla will be determined by the approved uniform specifications for each profession and agency.

### ➤ **Shoes**

- ✓ Shoes must be clean, white or black with minimal accent colors. Shoes must have enclosed toe and heel. Open toe shoes are not allowed.
- ✓ Shoes with non-slip soles and flat heels are recommended; however low heels may be allowed if appropriate. Shoes with heels should not make a noise at heel strike.
- ✓ Stockings, socks, knee highs or nylons must be worn at all times.

### ➤ **Jewelry**

- ✓ Any jewelry that would present a hygiene or safety hazard is not to be worn.
- ✓ A plain watch with a second hand is required. Wedding bands may be worn.
- ✓ Other jewelry including ornate hair accessories or jewelry for body piercing should not be visible or distracting. Earrings must be small and one per ear.
- ✓ No tongue, nose, or eyebrow jewelry allowed.
- ✓ Visible tattoos should be concealed.

## General Appearance / Grooming

- ✓ Appropriate, adult hygiene is expected of students in order to present a professional image to the community and avoid patient discomfort.
- ✓ No cleavage, midriff, lower back, or buttocks should be visible upon bending or other

position changes.

- ✓ A plain, long sleeved, white crew or turtle neck shirt may be worn underneath the uniform top.
- ✓ Shaylas are to be clean and firmly secured so they do not fall forward.
- ✓ Hair is to be clean and secured so that it will not fall forward.
- ✓ Make-up should be minimal.
- ✓ Fingernails must be short, natural, and well groomed. No nail polish or artificial nails are to be worn.
- ✓ Strongly scented body products must not be worn due to potential patient allergic reaction or other physical responses.

*Students must be professionally dressed in full uniform whilst in Clinical Labs and on Clinical Placement. A student who is improperly dressed/groomed may be asked to leave laboratory/clinical setting. Any questions regarding approved variations of appropriate attire for a profession in particular hospital departments or other UAE facilities should be addressed to the immediate supervisor or manager of the hospital department or facility.*

### 22.3.5 Specific Professional Requirements

Students enrolled in the FCHS programs are required to dress in uniform for:

- **All Clinical Laboratory Sessions**
- **All Clinical Placements**

*Students are required to:*

- Obtain a minimum of two full uniforms from the Student Services Department
- Wear approved uniform without alteration or addition
  - Grey uniform top and trousers (or skirt in approved areas)
  - White skivvy
  - White Sheila/scarf
  - Black, flat & fully enclosed shoes
  - Fob watch
  - Plain wedding band and ear studs as the only jewellery
  - Light makeup only
- Wear and display FCHS student ID badge
- Wear a clean uniform every day (top, bottom & Shayla)
- Acquire the following equipment:
  - Black and red pens
  - Fob watch
  - Pen torch
  - Stethoscope
  - Pocket notebook
- Ensure that uniforms are not worn in public areas on the way home, e.g. shopping

centers

- **NOTE:** Students may choose to wear a skirt rather than trousers. Skirts must be 3 inches off the floor and must not restrict stride or movement.
- **ATTENDANCE:** 100% attendance is required for clinical labs and clinical placements. Clinical-make up requirements will need to be completed for missed attendance at either clinical labs or clinical placement.
- **NO:** Lab coats; nail polish, acrylic nails or long nails; heavy perfumes; heavy make-up; jewelry other than a plain wedding band and ear studs; mobile phone; shoes with lace, net or heels; and, wrist watches.

#### 22.4. Health and Safety of Students

Health and safety is important at FCHS. There is a Facilities Coordinator in each campus who has responsibility for evacuation drills are conducted, checking the first aid kits, the fire extinguishers and other safety equipment, ensuring the proper signs noting evacuation routes and assembly points are in every classroom and hallway, updating the crisis management plan and the master plan of the building and following the approved health and safety policy. Each laboratory class has a health and safety manual that students must read and sign before participating in experiments and/or lectures. The manual outlines the disposal of lab materials, safe techniques and procedures and responding to emergencies amongst other topics. Faculty and/or laboratory specialist will give an induction for health & safety prior to all laboratory sessions.

#### 22.5. Computer Labs

FCHS has number of computer laboratories that are used for the students where they take classes in these labs. In addition, the library has 25 computers with internet access that are reserved for student use. Computer labs are to be used strictly for academic purposes. Any student that misuses the computer will expose herself for a penalty that could lead to dismissal from the college.

#### 22.6. Student Access of Information through the FCHS Website

Students may access their class schedule, transcript, final grades, attendance and absenteeism percentages through the FCHS website.

##### 22.6.1. Accessing FCHS Website for Student Information

Because of the confidentiality of the student information available through the website. Students accessing their class schedule, transcript, final grades, and attendance or absenteeism percentages through the FCHS Website will follow the directions below:

1. Go to [www.fchs.ac.ae](http://www.fchs.ac.ae)

2. Click on Fatima College of Health Sciences - Home
3. Click on “e-services”
4. Click on Faculty and Student Self Service
5. Click on Fatima College of Health Science English
6. Click on “Enter secure area”
5. Enter your user windows login username & password Click on Student and Financial Aid
6. Click on Registration to view or print your Schedule
7. Click on Student Records to view Transcript or Final Grades
8. Click on Student Attendance Action to view Absenteeism Percentage
9. Click on Student Attendance Tracking Details to view the Attendance and Absence Daily Recording for each class

## **23 Work Experience Policy**

### **23.1. Work Experience**

Work Experience is the term used to describe work that has to be carried out by students in order to complete the requirements of the course in which they are enrolled. Work experience could include activities such, field studies, clinical placements, laboratory work, internship in a health institute, or other related setting.

### **23.2. Personal Behaviors**

Students of FCHS, undertaking a period of work experience, are required to be aware of their personal responsibility to:

- obey the lawful and reasonable instructions of the organization with which they are undertaking the work experience program;
- respect the security and confidentiality of any information that they may receive from that organization in the course of the work experience program; and
- Maintain a standard of conduct benefiting a student of the FCHS.

### **23.3. Public Liability**

Students are indemnified for their legal liability in respect of third party claims for damages to property or injury to persons while undertaking approved work experience.

### **23.4. Personal Property**

A student's personal property is not covered by FCHS insurance at any time. If a student wishes to arrange coverage for personal items, they must do so at their own expense.

### **23.5. Personal Health and Accidents**

FCHS does not provide any medical insurance coverage.

## **24 Students Rights and Responsibilities**

### **24.1. Student's Rights**

All FCHS students, potential students, and former students, have the right to:

1. Express their individual opinion regarding teaching performances through the process of course teaching and evaluations through feedback and surveys that are conducted every semester.
2. Convey individual concerns and grievances in a fair and equal way.
3. Experience freedom from discrimination based on disability.
4. Experience personal security on the FCHS campuses.
5. Experience confidentiality concerning their academic records, personal and disciplinary records expressed in the course of instruction, advising, or counselling, unless disclosure is authorized by a written consent.
6. Exemption from disciplinary action that affects their status as students except for academic discipline, and discipline under rules and regulations that shall be fully and clearly disclosed in advance of alleged violations.

### **24.2. Students' Expectations of FCHS**

1. A high quality, engaging and supportive teaching, learning and research environment.
2. A clear and timely statement about course and program requirements.
3. An admission system that is fair and equitable and in accordance with published criteria.
4. Assistance in their orientation and transition to College life.
5. Fair assessment and helpful and timely feedback on their academic work.
6. Feedback on their courses will be sought regularly, and that students may inquire as to the outcomes of such reviews.
7. Not to be disadvantaged by changes to programs and courses, made during the normal period of enrolment.
8. Reasonable access to academic, general and support staff (via email, in person or by telephone).
9. Reasonable and equitable access to library, laboratory, internet, computing and general course resources.
10. Treatment with courtesy in interactions with College staff.
11. Their reasonable needs to be respectfully addressed, regardless of gender, ethnicity, religion, age, background, or disability.
12. To be able to participate fully in the College's activities free from harassment and discrimination;
13. 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.

14. Free access to the College's support mechanisms and policies.
15. Grievances to be addressed in a timely and professional manner.
16. A safe and healthy study environment provided by the College.

### **24.3. Student Conduct**

FCHS's expectations of its students:

1. Follow the proper lines of communication in the College in regard to complaints and appeals.
2. Work to the best of their ability.
3. Participate actively and positively in teaching, learning and research activities.
4. Provide constructive feedback on the conduct of these activities.
5. Respect the academic responsibility of the College to establish and maintain appropriate academic and professional standards in courses and programs.
6. Comply with program and course requirements.
7. Treat College staff with courtesy at all times.
8. Adhere to the highest ethical standards.
9. Respect the academic honesty norms and work accordingly by abstaining from cheating, plagiarizing, fabricating or falsifying data or infringing copyrights.
10. Demonstrate reasonable standards of behavior with respect to all College activities, thereby refraining from harassment or discrimination against other students and staff.
11. Commit themselves to the deadlines of the academic calendar with respect to admission and registration rules.
12. Act as role models in all functions.
13. Abstain from any activity that may harm the College's reputation.
14. 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.
15. Abide by the conditions of FCHS Student Handbook and policies, and accept sanctions applied for failing to do so.

### **24.4. Behavioral Misconduct**

A student commits misconduct if she:

1. Threatens or abuses other students, staff or college property.
2. Possesses or carries any weapon or explosive on FCHS campus, or disturbing the college environment by false alarm.
3. Engages in behavior that may be considered as sexual harassment of another or others, whether or not of the same sex.
4. Knowingly and without proper consent or authorization has in his possession the property

- of the FCHS, another student or staff member.
5. 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.
  6. 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.
  7. Commits theft of electronic information, or gains or attempts to gain unauthorized access to computer and other electronic resources.
  8. Intentionally causes or attempts to cause disruption or obstruction of teaching disciplinary proceedings, or other activities.
  9. Knowingly furnishes false or misleading information.
  10. Forges, alters, falsifies, fabricates, misrepresents or misuses documents, records of the FCHS or instruments of identification of the FCHS.
  11. Interferes with, attempts to or improperly influences the student discipline procedures the FCHS.
  12. Engages in activities to promulgate political, religious or cultural views in any manner or medium that are incompatible with the values of the UAE.

#### **24.5. Disciplinary action in case of Misconduct**

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.

#### **24.6. Criteria for Issuing a Warning for Student Behavioral Misconduct**

##### **1. VERBAL WARNING**

The oral warning is recorded and the student is notified that it is recorded as an oral warning:

- a. Non-commitment to the official dress code of the college
- b. Eating and drinking in the classrooms
- c. Causing inconvenience and disturbance to other students
- d. Misuse of facilities (toilets, car parking, etc.)

##### **2. WRITTEN WARNING**

- a. Non-compliance with the appropriate appearance or grooming
- b. Disrespect and use of abusive language toward other colleagues
- c. Using phones in the classroom
- d. Repeating the behaviour that induced the verbal warning



### 3. FINAL WARNING

- a. Disrespect toward the college staff
- b. Smoking on campus or facilities
- c. Distributing any obscene materials
- d. Theft and vandalism
- e. Cheating attempt or assist in the cheating (see Academic Misconduct 14.2 & 14.3.4)
- f. Repetition of previous violations

### 4. DISMISSAL FROM THE COLLEGE

- a. Possession of any tool classified as a weapon
- b. Fighting and physical assault
- c. Consumption, possession or distribution of alcohol and drugs
- d. Sexual harassment
- e. Imitating the opposite gender

#### **24.7. 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:

- a. Senior Manager of Student Services / Registrar (Chair)
- b. Supervisor Student Services
- c. Counsellor (Secretary)
- d. Two Faculty Members

The committee shall look into all minor and major offenses including recommendation for dismissals. The timescale from allegation to committee hearings shall not exceed 10 working days.

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 FCHS 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 Services and Head of applicable Program. The Manager of Student Services will inform the student in writing

of the decision and their right to appeal the decision. All decisions for dismissal must be approved by FCHS Director.

#### **24.8. Appeal Behavioral Misconduct Warning**

An appeal is a request to review and possibly change a decision that has been issued whether minor or major offences. When any warning for behavioral misconduct is imposed, a student may appeal to the Director within 5 working days of being given notice of the decision.

The appeal will be heard by the Misconduct Appeal Committee, which is appointed by the Director, FCHS. As soon as is practicable, after the committee has reached a decision, it must communicate in writing the decision to the student and to the Director, FCHS.

### **25 Student Grievance**

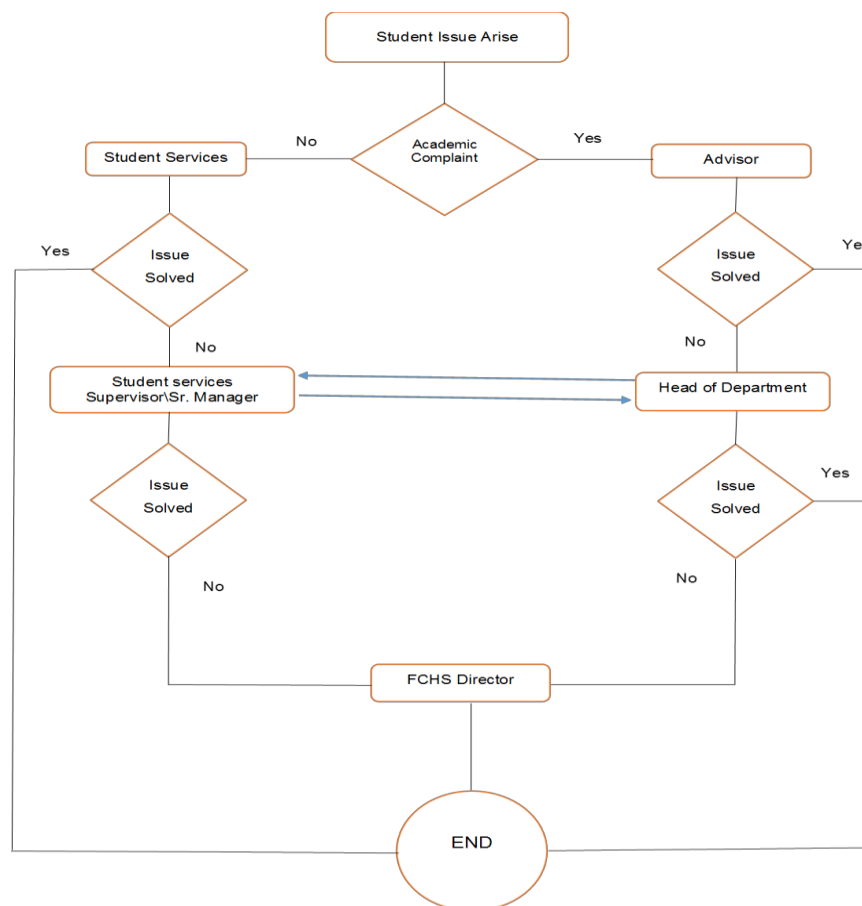
A grievance is the lodging of a complaint originating from a perceived injustice. If a student considers that a decision of the College or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter or the College's rules and policies, a grievance may be filed in line FCHS Student Grievance policy. The Student Services Manager will advise the student(s) on the associated policies if a formal written complaint is submitted by a student.

#### **25.1. Informal Resolution**

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. An arbitrator can also be nominated by FCHS management. The student may be encouraged to return to this informal level of resolution at any time during this procedure. It is the College's belief that most grievances can and will be resolved at this level.

Student complaints can be academic or none academic, and FCHS provides guidance to resolve such a matter if they arise.

The below flow chart provides guidance to seek an informal resolution:



### 25.1.1. Initiation of Complaint/Formal Grievance

If an informal resolution does not result then the student must submit a complaint to the Student Affairs manager, to initiate a formal grievance. The grievance may be communicated orally; however, it must be in writing before any review or other action takes place. The written complaint should include details of the complaint, details and results of attempted informal resolution, and any relevant documents. The written complaint should be submitted as soon as possible after the student knows of the subject problem, to the Student Affairs manager. The complaint must be emailed to Student Affairs Manager and the Head of Department of their respective academic program.

### 25.1.2. Review by Student Affairs Manager

The Student Affairs Manager shall read the complaint and make one of three determinations of the grievance:

- A. Allegations Not Subject to Grievance Policy
- B. Allegations are Concerning Staff Member Misconduct (refer to HR)
- C. Allegations warrant further investigation

A written notification of the decision will be given to the student.

## 26 Student Services Contact Information



Abu Dhabi Campus – Phone: +971 2 5078765

Al Ain Campus – Phone: +971 3 7035500

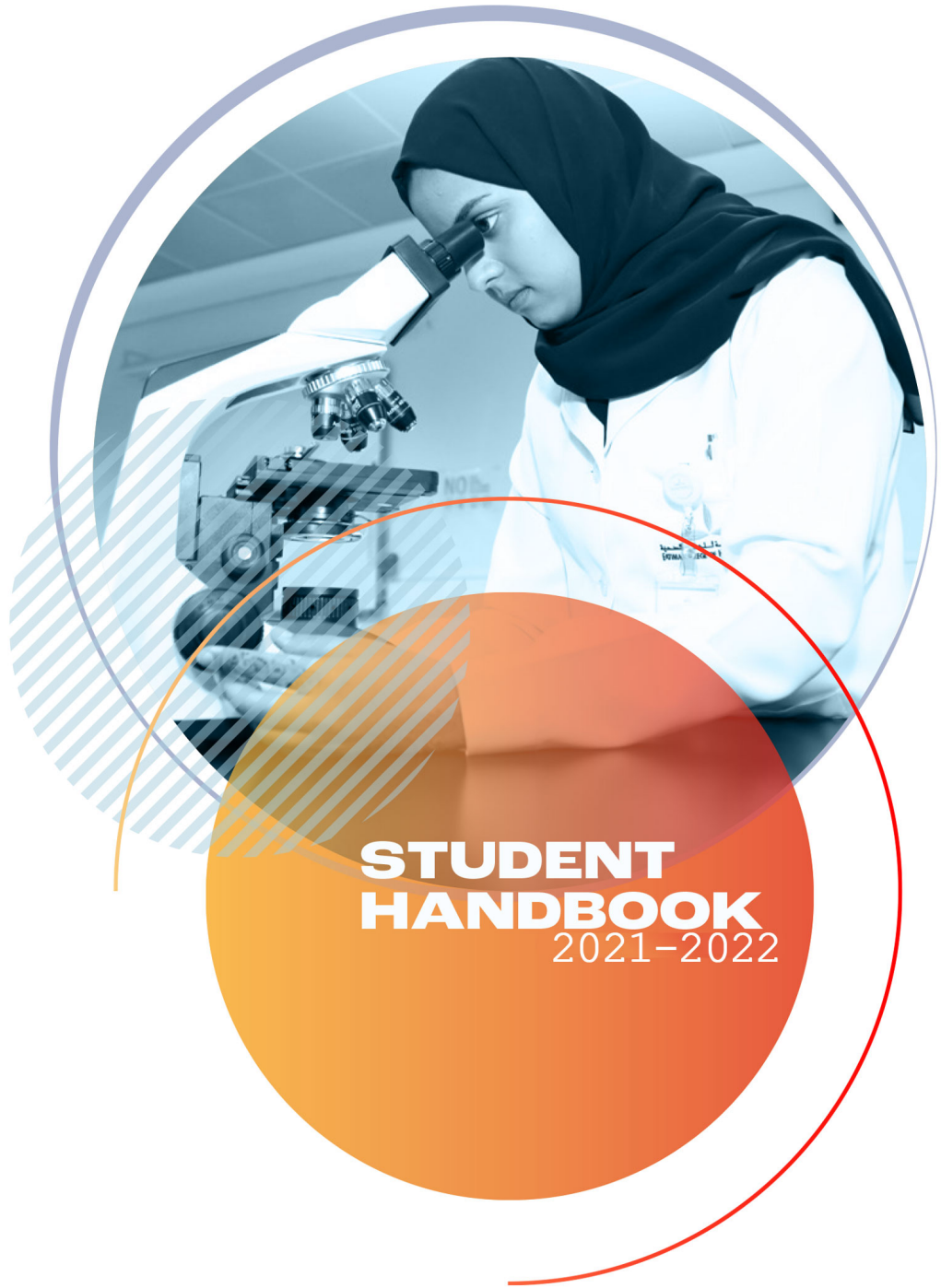
Ajman Campus – Phone: +971 6 7017200

Al Dhafra Campus – Phone: +971 2 8986914

Website: [www.fchs.ac.ae](http://www.fchs.ac.ae)

Student Services Email: [Student.Services@fchs.ac.ae](mailto:Student.Services@fchs.ac.ae)

Registration Office Email: [Student.Registration@fchs.ac.ae](mailto:Student.Registration@fchs.ac.ae)



# STUDENT HANDBOOK 2021-2022