



كلية فاطمة للعلوم الصحية  
FATIMA COLLEGE OF HEALTH SCIENCES

# STUDENT HANDBOOK

Academic Year 2017-2018

Fatima College of Health Sciences  
Abu Dhabi (UAE) - November 2017

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## Document Revision Form

Document Title - FCHS Student Handbook

Revision No.	Date	Revised by and Reason for Revision	Approved by	Approval Date
1	July 2013	Kerry Morrell and Kimberly Cullen; updated for first approval	Dr. Mohammed Hag-Ali	25 July 2013
2	April 2014	Student Services revisions		
3	May 2014	Added Postgrad Diabetes info and MSc Renal Nursing info	Dr. Mohammed Hag-Ali	3 July 2014
4	Feb 2015	CAA revisions		
5	Sept 2016	Ann Bailey updated for new academic year, BOT Directives on Tuition and Transportation fees, Stipends and CAA revisions	Dr Daryl A Cornish, Director, FCHS	Sept 2016
6	25 Sept 2016	Ann Bailey updated for new academic year, re withdrawal changes page 29	Humaid Al Nuaimi see email 25 Sept 2016	25 Sept 2016
7	26/27 Sept 2016	Ann Bailey updated Handbook post editing by Director FCHS.	Dr Daryl A Cornish, Director, FCHS/ Humaid Al Nuaimi see email	26/27 Sept 2016
8	12 Oct 2016	AB updated page 49, 15.3 details for students who exit after Diploma wanting to return to complete their studies	Humaid Al Nuaimi see email 12 Oct 2016	12 Oct 2016
9	13 Nov 2016	Ann Bailey updated Handbook with updated information P 20 – Description of Non-credit courses, P29 -Update section on Course Withdrawal penalties, Grading Table p38, Stipend details p50, Update p62 18.11.1/2 re Access to website.	Ashraf Mahmoud Saleh Abdelhadi / Humaid Al Nuaimi	13 Nov 2016
10	8 May 2017	Dr Corrien Van Belkum added the Mission Statement and FCHS Goals & Objectives	Dr Daryl A Cornish, Director	15 May 2017
Issue 2, Revision 1	28 August 2017	Dr Nasir Awad, Supervisor- IE Unit. Added FCHS Org Chart, academic calendar AY 2017-18, added an approved residency leave policy, updated information pertinent to FCHS-LRC textbooks section (3.2.6), tuition fees section (5.2), and admission statement section (4.1). Updated the document control and index.	Dr Daryl A Cornish, Director	31 August, 2017

Document Title	FCHS Student Handbook	Date	29 <sup>th</sup> August, 2017
Issue No.	02	Revision No.	01 <i>Controlled When in Red</i>

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## 1.0 Introduction

Fatima College of Health Sciences (FCHS) is a post-secondary educational entity under the Institute of Applied Technology (IAT). It was founded in 2006 with a vision to be a provider of excellence in health sciences education in the United Arab Emirates. The College aims to meet the UAE growing need for skilled healthcare professionals.

The College started by offering the Bachelor of Science in Nursing Degree program in 2007 and since then expanded to offer more than 10 Health Science programs at the Bachelor and Higher Diploma levels. The Nursing program is based on a curriculum from Griffith University in Australia. In addition to the regular Bachelor of Science degree, the Department of Nursing offers a bridging program for current practicing diploma level nurses. The program is designed to graduate local students in the nursing field and to upgrade the education of the diploma level nurses currently employed in the health sector. The College has a mandate to help the health sector in Abu Dhabi, and UAE in general, to satisfy its needs by graduating well educated and trained nurses.

Based on the UAE market demand for health occupations, FCHS partnered with Monash University in Australia to offer the following Health Sciences programs: Bachelor & Higher Diploma in Pharmacy, Physiotherapy, Radiography & Medical Imaging and Emergency Health (Paramedic). The FCHS programs enrich students with the knowledge, skills, and values to advance in the health profession, to meet the health care delivery demands, and work in a variety of settings with diverse patients, families and communities. Graduates are prepared to assume operational, supervisory, managerial and/or educational positions. In addition, successful completions of these programs allow students to pursue graduate and post graduate education in the health care field.

Currently FCHS offers all the programs in the main Abu Dhabi and Al Ain campuses. The Common Year undergraduate preparatory program and the Nursing BSN are offered at the Ajman and the Western Region campuses. FCHS believes that each student has the ability to achieve their goals through the College's supportive environment, innovative programs and opportunities to work with high quality academics from within the college or abroad through our partner universities. As part of the College, students will have access to administrators, counsellors, facilitators, lecturers and senior academic faculty.

We look forward to supporting you throughout your time at Fatima College of Health Sciences.

### 1.1. Purpose of the Handbook

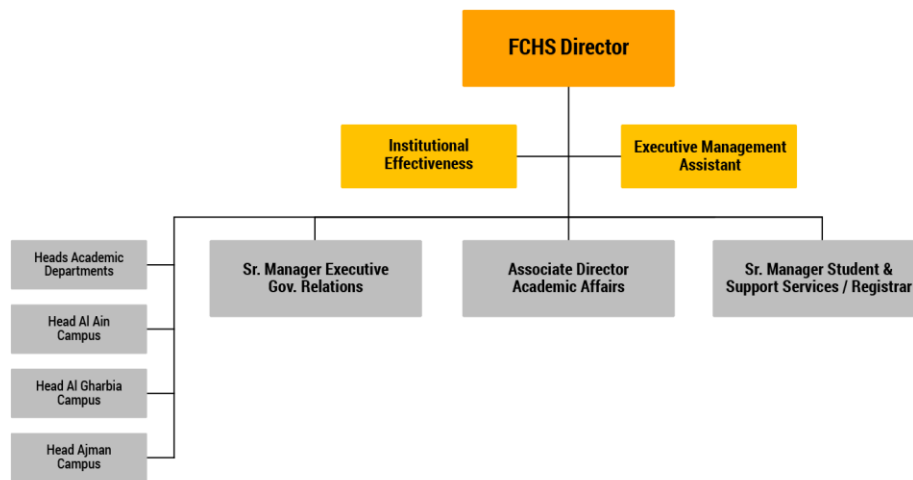
This handbook should be used as a guideline for FCHS students to provide information on conduct and on the academic and college policies/ procedures.

### 1.2 FCHS Organizational Chart

FCHS offers programs that reflect the principles and philosophies set by the College's vision and mission.

## ORGANIZATION CHART

Fatima College of Health Sciences



*Fatima College of Health Sciences organizational chart is approved by the IAT-BOT, decision No. 11, May 2016.*

### 1.3 Vision

Fatima College of Health Sciences aims to be a preeminent and leading provider of qualified national healthcare academics and professional regionally, through the pursuit of excellence in teaching, research and community service.

### 1.4 Mission

FCHS is committed to promote academic and professional excellence compliant with international standards, providing comprehensive and learner student-centered health sciences academic programs based on best practice, FCHS will graduate knowledgeable, and skilful and innovative professionals who will contribute effectively to the healthcare sector in the UAE.

A culture of research will be established through fostering an enquiry-based ethos and contemporary facilities to ensure that the needs of the students, health sector and community is scientifically addressed.

***Fatima College of Health Sciences is committed to:***

- Educate, train, and graduate health care professionals and scientists.
- Provide state-of-the-art educational and research environment and to utilize state-of-the-practice instructional and training methods and services.
- Grant qualifying certificates for graduating students completing their graduation requirements in accordance with national qualifications requirements.
- Provide educational and health care professional consultancy services.
- Consolidate the continuous development of knowledge-based economy of the United Arab Emirate by offering multiple educational programs and degrees in health care discipline

### **1.5 FCHS Key Values**

In pursuit of its mission, Fatima College of Health Sciences maintains the following key values for its day-to-day operations and code of conduct:

- **Innovation:** Empowerment of employees, encouragement of creative thinking and collaboration with institutions to enhance their effectiveness and ability to manage the ongoing change.
- **Flexibility:** Ability to proactively respond to all labor market changes and evolutions.
- **Professionalism:** Ethical values and results oriented in order to provide optimal work experience.
- **Excellence:** Develop a quality management system to better control, manage, and continually improve the dynamic elements that are considered critical to policy and in the performance of its activities.
- **Integrity:** Adhere, in its relationship with all stakeholders, to our policies and standards with honesty, openness, transparency, accountability, and consistency.

### **1.6 FCHS Goals**

The FCHS Goals derived from the FCHS Mission's commitment statements and include the following:

- Goal 1:** Deliver high quality education and training in order to produce competent and highly skilled employment ready graduates, health care professionals and scientists.
- Goal 2:** Provide state-of-the-art educational and research environment and to utilize up-to-date instructional and training strategies as defined by institutional research, institutional and program effectiveness and research output.
- Goal 3:** Grant qualifying certificates to graduating students who have met the requirements of nationally accredited programs in accordance with the national qualifications' standards.
- Goal 4:** Engage stakeholders to ensure professional alignment of education and health care services through bi-annually advisory committee meetings where stakeholders provide the chair.
- Goal 5:** Scan the market and develop new programs as needed for the sustainable future of the UAE healthcare workforce.



## 1.7 FCHS Objectives

Derived from the FCHS Vision, Mission, Goals and FCHS Strategic Plan 2016-2020, the FCHS Objectives, including the target statements for each objective, are as follows:

**Objective 1:** Increase the number of Emirati students enrolled in Health –Care disciplines throughout its campuses.

*Target statements:*

- By the end of year 2020, total student enrolment in each entity of Fatima College of Health Sciences will reach 90% of the Fatima College of Health Sciences' full capacity.
- Ongoing and by 2020 Fatima College of Health Sciences will continue to increase the number of graduating students.
- Ongoing and by 2020, Fatima College of Health Sciences will continue to increase the quality of its educational and training services.

**Objective 2:** Align curriculum and programs to meet labour market of Health-Care sector needs and requirements.

*Target statements:*

- By the end of 2020, Fatima College of Health Sciences educational and training programs will be complying by 100% with the Commission of Academic Accreditation (CAA) accreditation standards' and will adhere to the national and international qualification/certification requirements.
- From the commencement of academic year of 2016/2017 Fatima College of Health Sciences will establish additional strategic relationships with key stakeholders from the healthcare sector to work towards fulfilling Health Care sector demands and requirements.
- From the commencement of academic year of 2016/2017 Fatima College of Health Sciences will increase the number of professional development events and social extracurricular activities.

**Objective 3:** Increase the Emiratization ratio in the Fatima College of Health Sciences.

*Target statements:*

- By the end of 2020, Fatima College of Health Sciences will continue to increase the opportunities for national manpower to join their administrative and academic staff.
- By the end of 2020, Fatima College of Health Sciences will continue to decrease the turnover rate and to increase the professional development opportunities for national manpower employees.

**Objective 4:** Reduce the overhead operational cost and the cost per student

*Target statements:*

- By the end of 2020, Fatima College of Health Sciences will reduce the cost per student.
- By the end of 2020, the Fatima College of Health Sciences will continue to decrease operational expenses and increase the rate of achieved revenues.

## 2.0 FCHS ACADEMIC CALENDAR

### Directive (10)/2017

#### FCHS and AD Polytechnic Academic Calendar AY 2017/2018

##### Semester 1 (2017-2018)

Sun	20 Aug 2017	Staff report to work (previous and new)
Wed	23 Aug 2017	<b>Semester 1 Classes Begin</b>
Wed-Sun	23-27 Aug 2017	Add/drop period
Thu - Sun	31 Aug - 3 Sep 2017	Observing Arafat and Eid Al Adha (TBC)
Thu	21 Sep 2017	Last day for withdrawal without penalty
Friday	22 Sep 2017	Hijri New Year (TBC)
Sun - Thu	15 - 19 Oct 2017	<b>Midterm Exams (Week 8)</b>
Sun - Thu	12 - 16 Nov 2017	Early registration for Semester 2 (Week 12)
Thu	30 Nov 2017	Martyrs' Day
Thu	30 Nov 2017	Prophet's Birthday (TBC)
Sat - Sun	02 - 03 Dec 2017	UAE National Day
Sun - Thu	10 - 14 Dec 2017	<b>Semester 1 Final Exams (Week 16)</b>
Sun - Sun	17 Dec 2017 - 6 Jan 2018	Winter Break (3 weeks students 2 weeks staff)

##### Semester 2 (2017-2018)

Tue	02 Jan 2018	Staff Return
Sun	07 Jan 2018	<b>Semester 2 Classes Begin</b>
Sun - Tue	07 - 09 Jan 2018	Add/drop period
Thu	25 Jan 2018	Last Day for withdrawal without penalty
Sun - Thu	25 Feb - 1 March 2018	<b>Midterm Exams (Week 8)</b>
Sun - Thu	25 Mar - 05 Apr 2018	Spring Break (2 weeks students 1 week staff)
Sun - Thu	08 - 12 Apr 2018	Early registration for Summer
Sun	1 Apr - 05 Apr	Staff PD week
Friday	13 Apr 2018	Israa & Miaraj (TBC)
Sun - Thu	6 May - 10 May 2018	<b>Semester 2 Final Exams (Week 16)</b>

##### Summer (2017-2018)

Sun	13 May 2018	<b>Summer Classes Begin</b>
Sun-Tue	13 - 15 May	Add/Drop period
Thu	31 May 2018	Last Day for withdrawal without penalty
Sun-Thu	3 - 7 June 2018	<b>Midterm Exams (Week 4)</b>
Thu-Sun	14 - 17 June 2018	Eid Al Fitr (TBC)
Sun - Thu	24 - 28 June 2018	Early registration for semester 1, AY 18-19
Sun - Tue	27 - 28 June 2018	<b>Summer Final Exams (Week 7)</b>
Sun	1 July 2018	Summer Break
Sun	12 Aug 2018	<b>All faculty return</b>
Sun	19 Aug 2018	<b>All students return</b>

TBC: To be confirmed

- End -

Directive 10/2017

FCHS and AD Polytechnic Academic Calendar

### **3.0 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 a list of staff contact telephone numbers.

The following sections outline general information related to student enrolment and policy issues.

### **3.1 Student Charter**

FCCHS 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/trimester for the new students. Various aspects pertaining to the students, their relation with administration, instructors and peer students will be discussed.

### **3.2 Privacy and Confidentiality**

FCCHS' commitment to individual rights, ethical standards, and social justice includes commitment to the appropriate collection, storage and use of information, and to the protection of the privacy of personal information.

In undertaking the normal business of teaching, learning, and training, FCCHS collects, stores, and uses personal information. While this information is treated with the highest standards of confidentiality and privacy, there are occasions when this information may be disclosed to third parties when required by law, or where necessary for the conduct of FCCHS business.

#### **3.2.1 Students' Rights**

Students have the right to:

1. Express their individual opinion regarding teaching performances through the process of course teaching and evaluations.
2. Convey individual concerns and grievances in a fair and equal way.
3. Participate in the College life via student representative committee.
4. Experience freedom from discrimination based on disability.
5. Experience personal security on the FCCHS campuses.
6. Experience confidentiality with regards to their academic records, personal and disciplinary records expressed in the course of instruction, advising, or counselling, unless disclosure is authorized by written consent.

### **3.2.2 Students' Responsibilities**

FCCHS'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 FCCHS Student Handbook and policies, and accept sanctions applied for failing to do so.

### **3.2.3 Students' Expectations of FCCHS**

Students' expectations of FCCHS:

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.

### **3.2.4 Medical Fitness**

FCFS 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.

### **3.2.5. Student Identification**

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

### **3.2.6 Textbooks**

Textbooks/workbooks are issued to the students at the start of each course or course series. Students are responsible for keeping them in good condition. At the end of each semester/trimester of the academic year, students are required to return textbooks back to the LRC (Library). If a student loses a textbook, they must purchase a replacement at their own cost.

## **3.3 Student Discipline for Behavioural Misconduct**

### **3.3.1 Reporting Student Behavioural Misconduct**

Any student, faculty or staff member who has reason to believe that a student has committed some form of behavioural misconduct may place a formal complaint in writing to the Chair of the Student Discipline Committee. The complaint will contain:

- a. date, time, and location of the perceived behavioural misconduct
- b. detailed description of the perceived behavioural misconduct
- c. name of other witnesses, including contact information and FCFS ID number if applicable
- d. Name and contact information of person(s) filing complaint

### **3.3.2 Dealing with Student Behavioural Misconduct**

On receiving a complaint of behavioural misconduct against a student, the Chair of the Student Discipline Committee (SDC) may seek evidence concerning the matter from other sources.

The Chair shall advise the student of the complaint, including a description of the grounds for the complaint and a copy of any evidence relevant to the matter. Before determining the action to be taken concerning a complaint of behavioural misconduct, the Chair must provide the student with the opportunity to respond to the complaint of behavioural 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 behavioural misconduct in the light of the evidence and the student's response, the Chair may take one of the following actions:

- a. Dismiss the complaint of behavioural misconduct. In this case no documentation concerning the complaint shall be placed in the students' file.
- b. Where satisfied that behavioural misconduct has occurred, the Chair may impose warnings as set out in the Criteria for Warnings (section 3.3.3).
- c. Refer to the student counsellor for follow up counselling
- d. Where further investigation is needed to establish the facts of the case, the Chair may refer the matter to a meeting of the Student Discipline Committee for a formal hearing.

In each case, the student shall be informed in writing of the decision of the Chair.

### **3.3.3 Criteria for Issuing a Warning for Student Behavioural 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.)
- e. Using phones in the classroom
- f. Students leaving the campus without a Student Services Officer's notification from the guardian

#### **2. WRITTEN WARNING - 500AED DEDUCTION FROM MONTHLY STIPEND**

- 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. Students leaving the campus without a Student Services Officer's notification from the guardian
- e. Repeating the behaviour that induced the verbal warning

#### **3. FINAL WARNING - 500AED DEDUCTION FROM MONTHLY STIPEND**

- 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

##### **3.3.4 Student Discipline Committee (SDC)**

Fatima College Student Services Manager will convene and chair a committee to investigate allegations of behavioural 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 major offenses including recommendation for dismissals.

The Chair may request the presence of any relevant witnesses or faculty member who may provide evidence as required.

Decisions shall be based on majority votes. When there is a tie vote, the Chair's decision will prevail. A copy of the Committee minutes and recommendation shall be submitted to the 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 Affairs and Head of applicable Program. The Manager of Student Affairs will inform the student in writing of the decision and their right to appeal the decision.

All decisions for dismissal must be approved by the IAT Managing Director.

##### **3.3.5 Appeal of a Behavioural Misconduct Warning/SDC Decision**

Where any warning for behavioural misconduct is imposed as provided for in Criteria for Warning section (3.3.3), 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.

The student may request a copy of the complete appeals' policy, found in the FCHS Policy and Procedure Manual - 5F: Student Disciplinary Policy.

##### **3.4 Student Grievance**

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.

### **3.4.1 Definition**

A grievance is the lodging of a complaint originating from a perceived injustice.

An appeal is a request to review and possibly change a decision that has been issued.

### **3.4.2 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. 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.

### **3.4.3 Initiation of Complaint/Formal Grievance**

If an informal resolution does not result:

1. The student must submit a complaint to the Student Affairs Manager to initiate a formal grievance.
2. The grievance may be communicated orally; however, it must be in writing before any review or other action takes place.
  - A. The written complaint should include:
    - a) details of the complaint,
    - b) details and results of attempted informal resolution, and
    - c) Any relevant documents.
  - B. The written complaint should be submitted:
    - a) as soon as possible after the student knows of the subject problem,
    - b) to the Student Affairs Manager, and
    - c) If unable to reach the Student Affairs Manager, may submit to the Registrar who will direct it to the Student Affairs Manager.

### **3.4.4 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

Written notification of the decision will be given to the student.

- A. In the decision a grievance warrants further investigation, a copy of the student grievance procedure will be included in the written notification given to the student.
- B. In the decision a grievance is not subject to the grievance policy, the written notification to the student will contain information on the appeal process.

## **3.5 Policies for the 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 behaviour. 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.



### **3.6 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.

#### **3.6.1 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 Director, FCHS and/or IAT Managing Director's discretion.

The Managing Director reserves the right to request additional documentations.

#### **3.6.2 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, she will be considered absent for that class.
5. If a student is absent for 5% of the total teaching hours in the semester/trimester she will be given a first written warning.
6. If a student is absent for 10% of the total teaching hours in the semester/trimester she will be given a second written warning. (UAE National Students will receive a deduction of AED 500 from their stipend)
7. If absences reach 15%, the Student Counselor shall issue a final written warning and the student shall be barred from sitting for the final examination and receives the mark of (WF). (UAE National Students will receive a stipend deduction of AED1000 for each subject, providing that the deduction shall not exceed one month's award.)

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.

All such cases shall be reported to the Registrar's Office.

8. All absences, whether with or without an excuse, are calculated as part of allowable absences.
9. It is the student's responsibility to obtain the course materials covered during her absence. All assignments and independent study forms must be completed.
10. 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). 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.

#### **4.0 Academic System**

The College academic activities are based on the American model of education which uses the credit hour and semester/trimester system. Semester/Trimester means duration of study approximately equivalent to 16 weeks. Each academic year consists of two regular semesters/trimesters, referred to as semester/trimester one and semester/trimester two. A summer session may also be offered by the college if the need arises.

The College study unit is the credit hour, which represents a course pursued for one period of one hour weekly during one semester/trimester of 16 weeks. Generally, a course valued at 1-credit hour meets for one period weekly for a given semester/trimester; a 3-credit hour meets three periods a week for a semester/ trimester, and so forth. Furthermore, one laboratory credit hour, meets two periods per week and one clinical credit hour, meets three periods per week.

#### **4.1 Admission and Registration**

Fatima College of Health Sciences aspires to have international recognition for its Health Sciences Programs. The governance structure and physical facilities of Fatima College of Health Sciences are designed to accommodate for the needs of both genders, males and females students. FCHS ensures that students attending any of our campuses receives an equivalent educational experience and achieve the same learning outcomes, however FCHS currently admits male students under special circumstances such as in the case of the paramedic program. This policy is reviewed as necessary by FCHS governing body of the IAT.

A student who has completed her secondary education and has an official transcript may apply to be admitted to the college. Applications for admission to semester/trimester 1 or 2 should be received according to the designated dates announced at the beginning of that semester/trimester. An offer of admission is only valid for the semester/trimester for which a student applies. If the student is offered an admission but is unable to register, the applicant may request in writing to defer the admission for the next semester/trimester. Admission consideration shall depend upon availability of seats and course offerings.

All students entering FCHS should fulfil the English qualification by obtaining overall band 5.0 in IELTS or CEPA score greater than or equal 180. Students with CEPA score between 175 & 179 will be admitted to common year conditionality subject to submit the required IELTS 5.0 by the end of the semester. National students who fail to obtain IELTS band 5.0 or its equivalent will be admitted to the Foundation Program to be prepared for the college entrance. They will be placed into two stages based on their CEPA scores.

Applications for admission should be received by 21 August for locals and 7 August for non-locals to be considered in the regular pool of applicants in order to allow time for entrance examinations and admission interviews. However, students may be considered up to July 1 for the first semester of the academic year (starting in September) intake, and December 1 for the second semester (starting in January) intake, although such students may end up on a waiting list if there number are not enough to constitute a reasonable class size.

An offer of admission is only valid for the semester for which a student applies. If the applicant is offered an admission but is unable to attend, the applicant may request in writing to postpone the admission for the next admission cycle. Admission consideration shall depend upon availability of seats, program offerings, and other considerations such as sponsor concurrence for certain programs.

#### **4.1.1 Foundation Program and its Admission Requirements**

This one year program (two semesters + summer semester) provides National students with foundation level competencies in English. The program uses an English medium curriculum to prepare them to get an Academic IELTS (band 5.0) or equivalent, which constitutes the minimum entrance band for FCHS programs. Admission Requirements for the foundation program are:

1. For Science stream students an overall average equal to or above 70%.
2. For Literary stream students an overall average equal to or above 80%.
3. CEPA score between 150 to 174
4. Medical fitness certificate.
5. Passing placement test and Security clearance.

#### **4.1.2 Admission to FCHS**

Admission to FCHS is composed of two stages:

Stage 1: Students who fulfilled the admission requirement to enter FCHS are admitted to the common year program. Student Services contacts the new students via phone and SMS congratulating them and asking them to come in and sign the acceptance letter and attend the orientation day.

Stage 2: Students - placement to the specialty program based on the criteria of their program choice, their percentage in high school, study stream (Science, Arts, etc.), CGPA after finishing the GRU pre-requisite for the career program in the common year and the availability of seats. Student Services notifies them via phone and SMS of their admittance.

#### **4.1.2.1 General Documents Required for Admission to FCHS**

1. Filled application form: UAE nationals through NAPO website and non-national students to physically complete.
2. A secondary high school certificate or its equivalent, attested by Ministry of Education/Abu Dhabi Education Council (ADEC).
3. Admission to Nursing, Physiotherapy, RMI or Emergency Health: IAT Secondary Certificate or a high school with a minimum percentage of  $\geq 70\%$  for science track. FCHS may consider high school certificates in art/literary track with a minimum percentage of 80%.
4. Admission to Pharmacy: IAT Secondary Certificate or a high school with a minimum percentage of  $\geq 80\%$  for science stream. FCHS may consider high school certificates in art/literary stream with a minimum percentage of 85%.
5. Original copy of English Proficiency Test (IELTS or TOEFL) - IELTS or equivalent Academic score  $\geq 5.0$ . And TOEFL  $\geq 500$  or iBT  $\geq 61$ .
6. UAE applicants with a lower score may join the Foundation Program.
7. Medical clearance is required for admission.
8. UAE National and non-national females only may enrol.
9. There are no application fees.

#### **4.1.2.2 Students Holding a Foreign Secondary School Certificate**

1. Should have completed at least 12 years of studies upon obtaining the High School Certificate which is authenticated by the ministry of education of the country from which the certificate was obtained.
2. Students who have obtained a British certificate (IGCSE, GCSE) should have completed at least 7 courses with not less than a C grade.
3. Students who have obtained AS level with GCE certificate should have a minimum of D grade in the courses taken.
4. Students who have obtained (A) level should have a minimum of E grade in the courses.

#### **4.1.3 Specific Admission Requirements into Common Year and Academic Programs (including IELTS requirements for entry to program and progression to Year 4)**

##### **4.1.3.1 Common Year (General Requirements Program)**

Each student is required to successfully pass the Common Year before entering their program. The Common Year is designed to give students a breadth of knowledge and understanding across the major disciplines of general sciences, information technology, humanities and basic health skills. It is also designed to consolidate skills which students need for acquiring knowledge on their own.

##### **4.1.3.2.1 GRU Study Plan Description**

GRU students will be offered 12 credited subjects in the first and second terms. These subjects include: Biology, Physics, Chemistry, Mathematics, English for Health Professions, Basic Health Skills, in addition to Psychology, Introduction to Research and Statistics, and Islamic Culture.

#### **4.1.3.1.2 Description of Non-Credit Subjects**

GRU offers students two non-credited subjects which are ICLT

- 1- GRU1131-ICLT1, GRU1231-ICLT2 are offered to GRU students who aim to improve their IT skills. Students with an IC3/ICDL (English or Arabic) certificate are exempted from ICLT-1 and ICLT-2. F grades cannot be exempted and student should repeat the course.

#### **4.1.3.2 English Language Requirement for Higher Diploma and Bachelor Degrees**

##### **➤ FCHS Higher Diploma Degrees**

##### **➤ Bachelor's Degree**

If by the time registration for Year 4 occurs and a student has not achieved one of the required results listed above, she will not be able to register for Year 4.

#### **4.1.3.2 Bachelor of Science in Nursing Degree (Nursing Program)**

The Bachelor of Science in nursing degree is a 147 credit hours program (including Common Year/GRU credit). Admission Requirements are:

1. For Science stream: students an overall average equal or above 70%.
2. For other streams: students and overall average equal or above 80%.
3. IELTS (or equivalent) Academic band 5.0.
4. Admission is open for Females only.
5. Passing medical exam.
6. Passing placement test and Security clearance.
7. A CGPA of 2.0 or above at the end of Common Year.

#### **4.1.3.3 Bachelor of Science in Nursing Degree (Bridging Program)**

This program is offered in 62 credit hours, and upon successful completion, students will graduate with a Bachelor of Science in Nursing. It takes students 4-6 semesters/trimesters to graduate depending on if the student registered in full time or part time study.

Admission Requirements for post-registration are the following:

1. Diploma in Nursing from an institution accredited and equated by the Ministry of Higher Education and Scientific Research in UAE.
2. Valid UAE Nursing Licensure and currently working in UAE health institutions.
3. Any student may transfer credits to Fatima College.
4. Passing placement test and Security clearance.

#### **IELTS (or equivalent) Academic band 6.0.4.1.3.4 Bachelor of Pharmacy**

The Pharmacy program is designed as a Higher Diploma and a Bachelor degree Program.

The Higher Diploma is three years plus Common Year (108 credit hours). The Bachelor of Pharmacy is an extra two years (177 credit hours).

Admission Requirements for Bachelor of pharmacy are the following:

1. For Science stream students an overall average equal or above 80%.
2. For other streams students and overall average equal or above 85%.

3. IELTS (or equivalent) Academic band 5.0.
4. Admission is open for Females only.
5. Passing medical exam.
6. Passing placement test and Security clearance.
7. A CGPA of 3.0 or above at the end of common year.

Students who have not achieved the required test scores will have one year to achieve the required result. However, during this time they will not be registered students at FCHS. Therefore they will not be able to take any courses at the College. Students should be concentrating on their English skills.

If the next August has passed (one year), and the student has not submitted revised IELTS/TOEFL scores, she will be considered withdrawn from the College. If the required results are submitted more than one year later, the student will have to meet with the Director and Pharmacy Head of Department to discuss re-entry options.

#### **4.1.3.5 Bachelor of Physiotherapy**

The Physiotherapy program is designed as a Higher Diploma degree and a Bachelor degree. The Higher Diploma is three years plus Common Year (103 credit hours). The Bachelor of Physiotherapy is an extra two years (161 credit hours).

Admission Requirements for the Bachelor of Physiotherapy are the following:

1. For Science stream students an overall average equal or above 70%.
2. For other streams students and overall average equal or above 80%.
3. IELTS (or equivalent) Academic band 5.0.
4. Admission is open for Females only.
5. Passing medical exam.
6. Passing placement test and Security clearance.
7. A CGPA of 2.5 or above at the end of common year. A CGPA between 2.0-2.4 will be evaluated for admission on individual basis.

Students who have not achieved the required test scores will have one year to achieve the required result. However, during this time they will not be registered students at FCHS. Therefore they will not be able to take any courses at the College. Students should be concentrating on their English skills.

If the next August has passed (one year), and the student has not submitted revised IELTS/TOEFL scores, she will be considered withdrawn from the College. If the required results are submitted more than one year later, the student will have to meet with the Director and Physiotherapy Head of Department to discuss re-entry options.

#### **4.1.3.6 Bachelor of Radiography & Medical Imaging**

The Radiography and Medical Imaging program is designed as a Higher Diploma degree and a Bachelor degree. The Higher Diploma is three years plus Common Year (97 credit hours). The Bachelor of Radiography and Medical imaging is an extra two years (149 credit hours).

***Admission requirements for the Radiography and Medical Imaging are the following:***

1. For Science stream students an overall average equal or above 70%.
2. For other streams students and overall average equal or above 80%.
3. IELTS (or equivalent) Academic band 5.0.
4. Admission is open for Females only.
5. Passing medical exam.
6. Passing placement test and Security clearance.
7. A CGPA of 2.5 or above at the end of common year.

Students who have not achieved the required test scores will have one year to achieve the required result. However, during this time they will not be registered students at FCHS. Therefore they will not be able to take any courses at the College. Students should be concentrating on their English skills.

If the next August has passed (one year), and the student has not submitted revised IELTS/TOEFL scores, she will be considered withdrawn from the College. If the required results are submitted more than one year later, the student will have to meet with the Director and RMI Head of Department to discuss re-entry options.

**4.1.3.7 Bachelor of Emergency Health (Paramedic)**

The Emergency Health program is designed as a Higher Diploma degree and a Bachelor degree. The Higher Diploma is three years plus Common Year (103 credit hours). The Bachelor of Pharmacy is an extra one year (135 credit hours).

Admission Requirements for the Bachelor of Health Emergency are the following:

1. For Science stream students an overall average equal or above 70%.
2. For other streams students and overall average equal or above 80%.
3. IELTS (or equivalent) Academic band 5.0.
4. Admission is open for females only
5. Passing medical exam
6. Passing placement test and Security clearance
7. A CGPA of 2.5 or above at the end of common year A CGPA between 2.0-2.4 will be evaluated for admission on individual basis.

Students who have not achieved the required test scores will have one year to achieve the required result. However, during this time they will not be registered students at FCHS. Therefore they will not be able to take any courses at the College. Students should be concentrating on their English skills.

If the next August has passed (one year), and the student has not submitted revised IELTS/TOEFL scores, she will be considered withdrawn from the College. If the required results are submitted more than one year later, the student will have to meet with the Director and EH Head of Department to discuss re-entry options.

#### **4.1.4 Transfer within FCHS Undergraduate Degree Programs**

Please note sub-sections 4.1.4.1 and 4.1.4.2 below.

##### **4.1.4.1 Students in Good Academic Standing (CGPA 2.0 or above)**

1. Ensure all entry requirements of the desired Degree Program are met
2. Submit completed Change of Campus/Program form to the Registrar's Office

##### **4.1.4.2 Students Not in Good Academic Standing (CGPA below 2.0 with completion of >25 credit hours)**

1. Ensure all entry requirements of the desired Degree Program are met
2. Submit to the Desired Program Degree Head:
  - a. a letter (in English) stating
    - i. their transfer desire
    - ii. reasons for the transfer
    - iii. reasons for not maintaining academic good standing
    - iv. plan for regaining academic good standing,
  - b. a transcript with most current semester/trimester grades posted
  - c. a letter of recommendation from student advisor
3. Completed Change of Campus/Program Form to the Registrar

All student requests for transfer must be submitted no later than 2 weeks prior to the first day of the fall semester/trimester registration period.

With-in ten working days of the receipt of the transfer request, the Head of the desired transfer Program will notify the student of the decision.

#### **4.1.5 Transfer from Other Accredited Institutions**

Students who have already finished some courses in any accredited/recognized institution inside UAE or abroad may submit official attested transcripts of the College from which the student is transferring along with that College's registration course detailed syllabus and description of the course(s), together with an attested original Secondary School Certificate. Transcripts and syllabi will be submitted to Fatima College administration who in turn will submit the documents to the College Academic Committee for approval. Credit will be awarded for courses based on case by case basis and abiding by the credit transfer policy. Once approved, a student will receive a TR for the transferred courses on the transcript.

Students applying for the program for credit transfer should fulfil the following conditions:

1. All transfer students are required to meet the admission requirements of the program and provide full detailed transcripts and course descriptions stamped by their previous institute.
2. Students are requested to submit attested official transcript of the college they studied in previously, in addition to an attested photocopy of the General Secondary School Education.
3. Undergraduate credits for a course are only transferred if the student has at least earned a grade of 2.0 in that course on a scale of 4 or its equivalent.
4. Clinical training credits are only considered for transfer if the student attained at least (2.0 on a scale 4) given separate from theoretical course and a proper method of assessment was used. Furthermore, the course should be taken in an institution within the UAE.



5. Students are granted a maximum transfer of 50% of the total number of credits required for the Bachelor programs.
6. The grades achieved in the prior study are not included in the transcript and are not included in the calculation of grade point average. They are referred to as transferred courses in the transcript with a grade of TR (Transfer) next to the course.
7. The Academic Committee, in collaboration of the academic affairs & registrar's office determine the credits to be granted and raise recommendations to the Director for approval.
8. Where an application for credit based on prior complete or incomplete formal study is approved by Head of Program, this becomes a credit precedent which is applied to subsequent credit application.
9. Applicants for credit who are dissatisfied with the outcome of the credit application may request a review of the decision. Such a review request must be accompanied by a full statement concerning the basis for the review. A request for a review of a credit decision is lodged with the Head of Program, who will review the initial decision in terms of this credit policy. Where the basis of the review request relates to the academic judgment of the equivalence of prior study, learning or experience to a program or course, the Head of Program will make the recommendations to the Director who makes the final decision and sends it back to the registrar.

#### **4.1.6 Non-Degree Student Admission (for Bridging Students)**

1. Students granted admission with non-degree status may register in some courses offered at the College, provided that the Head of Department approves and ensures that the student has the required background.
2. Non-degree status students should only register through the Registrar's Office.
3. Credits earned by non-degree students will be transferred to their records should they later be admitted as regular students.
4. Non-degree students are allowed to register for a maximum of 10 credit hours per semester/trimester.

#### **4.1.7 Cross-Institutional Study**

##### **4.1.7.1 Out-Going Cross-Institutional Students**

Students can apply to the Office of the Registrar and upon the Head of Department's approval can enrol in cross institutional study in the following cases:

1. A student fails a prerequisite course and the course is not offered at the College in the next semester/trimester.
2. A student requires 9 credits to graduate but at least 3 credits of these are not offered at the College in the next semester/trimester.
3. Maximum credits for out-going students are 12 credit hours for both reasons together.
4. Where the College is not offering courses in a particular area and these courses are offered by other institutions.
5. Where the College is not offering courses in a particular area during summer and these courses are offered by other institutions.

When the above mentioned conditions are met, the student has to communicate with the other institute and bring the complete detailed syllabus officially stamped from the college to help the curriculum committee take the decision.

#### **4.1.7.2 Incoming Cross-Institutional Students**

A student who is enrolled in an award program at another institution may apply to the Registrar's Office within two weeks prior to the beginning of the semester/trimester to register the courses at FCHS College for credit towards her program. The application must be accompanied by documentation from the student's home institution that the course(s) which the student seeks to register at FCHS are approved for the purpose of fulfilling the requirements of the student's program.

Approval to register the required courses is given if these courses are not restricted and prerequisites are met in addition to availability of space in the section enrolment.

#### **4.1.8 Registration**

Registration is the process of enrolling in classes. Each student admitted will receive the FCHS Student Handbook and FCHS 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 by the Registrar. Students registering on-line using the Banner System should do so in consultation with their academic advisors, and as per the schedule announced by the College Registrar.

##### **4.1.8.1 Registration Procedure**

1. Registration dates will be mentioned in the College academic calendar.(see Section 2 Student Handbook)
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/trimester for the students and taking the course or not determines the student's graduation status.

Please note that students will not be able to register for Year 4 (including Common Year) of any FCHS undergraduate program if they do not meet the IELTS policy. This policy is stated within each program on pages 20-25. Students are responsible for reading and understanding the FCHS IELTS policy. Any questions should be directed to their Advisor within their program.

##### **4.1.8.2 Add/Drop Courses**

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.

1. 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.
2. Students are allowed to add/drop courses during the first week of each semester/trimester.

3. Prior to the end of the fifth day of the 3<sup>rd</sup> week of fall and spring semesters / to the end of the fifth day of the 2<sup>nd</sup> week of the summer semester:

Students may only drop courses without penalty. The withdrawal procedure is initiated with a request to the Student Services Office. The withdrawal is non-punitive and the student will be given a grade of "W" (withdraw) on their transcript. A "W" grade does not impact either the GPA for the semester or the cumulative GPA, i.e., these courses are not included in the calculation of the grade point average.

4. **Prior to the end of the first day of the 9<sup>th</sup> week of fall and spring semesters / to the end of the first day of the 6<sup>th</sup> week of the summer semester:**

Students may withdraw from a course with a financial penalty. The withdrawal procedure is initiated with a request to the Student Services Office. The withdrawal is non-punitive and the student will be given a grade of "W" (withdraw) on their transcript. In order to withdraw, the student must meet the following conditions:

- Number of credit hours remaining after withdrawal should not be less than 15 credit hours.
- Students who are not on academic probation cannot withdraw if they will have below 12 credit hours. If the withdrawal will drop a student on academic probation below 12 credit hours then they need the AD Poly Director's approval.
- Students must have a valid reason such as poor performance; however, the drop should not unjustifiably delay their program.
- Students who have been absent for 15% of the course will have already received an FA and they may not withdraw from the course.
- Students who want to withdraw because they missed an assessment but had a valid excuse should not withdraw but first seek to have a late assessment without penalty.

5. **After the first day of the 9<sup>th</sup> week and prior to the end of the 5<sup>th</sup> day of the 11<sup>th</sup> week of fall and spring semesters / the first day of the 6<sup>th</sup> week and prior to the end of the 5<sup>th</sup> day of the 8<sup>th</sup> week of the summer semester:**

Students are allowed to withdraw with an increased penalty. If a student withdraws during this period, the student will be given a grade of "WF" (withdraw and fail). A "WF" grade has the same impact on the GPA as an "F" grade. After the student retakes the course and passes, then the "WF" grade will no longer be included in the calculation of the cumulative GPA.

6. **After the end of the 11<sup>th</sup> week of fall and spring semester / the end of the 8<sup>th</sup> week of the summer semester:**

Students are not allowed to withdraw at all.

7. **Course withdrawal penalties:**

- No penalty if the course was dropped prior to the beginning of the semester or by the end of the 5th day of the third week of fall and spring semesters or by the end of the 5th day of the second week of the summer semester.
- 50% penalty of the course cost if the course was dropped between the first day of week 4 and the end of the 1st day of week 9 of fall and spring semesters or the first day of week 3 and the end of the 1st day of week 6 of the summer semester.

- 100% penalty of the course cost if the course was dropped after the end of the 1st day of week 9 and prior to the end of the 5th day of week 11 of fall and spring semesters or the end of the 1st day of week 6 and prior to the end of the 5th day of week 8 of the summer semester.
8. Students interested in adding or dropping courses should do that online during the designated periods of add/drop.
  9. 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.
  10. In performing the add/drop process, the study load maximum and minimum limits are applicable.

#### **4.1.8.3 Withdrawal from Courses – see 4.1.8.2 above**

1. Withdrawal from a course means removal of the course from the student's registration, after the period declared for adding/dropping courses has ended.
2. Students are permitted to withdraw from courses after filling and submitting the appropriate withdrawal form from the Registrar's Office.
3. Rules regarding maximum and minimum load shall be applicable in all cases.
4. If a student has withdrawn from all courses in a certain semester/trimester, she is considered as postponing her study.

This semester/trimester is calculated as first from the maximum period allowed for postponement (two [2] consecutive or three [3] intermittent semesters/trimesters)

5. If the student is not able to attend classes and the last withdrawal date has passed and/or her absence reaches 15% of the total semester/trimester credit hours, a student is considered Withdrawn with Failed due to Absence and "WF" is recorded on their transcript.

#### **4.1.8.4 Denial of Registration**

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

1. Academic dismissal.
2. Incomplete admission documents.
3. Academic misconduct.
4. Disciplinary action.

### **5.0 Academic By-Laws**

#### **5.1 Study Load**

The study load for a student depends primarily on student program status at the College (full time or part time). The full time study load for a student ranges from 12 credit hours to 18 credit hours. It may reach 19 credit hours if there is a subject with one credit hour. The study load for a student may be increased to 21 credit hours subject to the approval of the Department Head. This increase is granted in the following circumstances:

1. If the CGPA of the student is more than 3.7 on a scale of 4.
2. If the registered load leads to graduation in the same semester/trimester of registration.

3. If the student will graduate in the next semester/trimester of registration and the courses that the student is in need of to graduate are only offered in the current semester/trimester.

## 5.2 Tuition Fees for Non-UAE Nationals

***FCCHS Tuition fees schedule for non-national students per program, degree, and year level.*** Tuition fees include other expenses such as transportation, internship abroad, etc. The annual tuition fees can be paid in total or in instalments at the beginning of each academic semester/trimester.

1. Applicability of the tuition fees
  - a) For Non-Locals Students
  - b) Locations : Abu Dhabi, AL Ain & Ajman Campuses
  - c) Western Region & Morocco not included
  - d) Tuition fee for students whose mother is local is not applicable

### 5.2.1 FCCHS Tuition Fees Schedule for Non-national Students

Program	Common Year	Pharmacy	Radiography & Medical Imaging & Physiotherapy	Nursing & Paramedic	Post Graduate and Master
<i>Duration</i>	<i>One year</i>	<i>+4 years</i>	<i>+4 years</i>	<i>+3 years</i>	<i>2 years</i>
Annual Tuition Fees	60,000 AED	60,000 AED	60,000 AED	60,000 AED	60,000 AED
Per Credit	2000 AED	2000 AED	2000 AED	2000 AED	2000AED

### 5.2.2 Tuition Concession

FCCHS tuition fees policy recognizes academic achievement for non-national students both regular and bridging students by awarding tuition concession commensurate with the student's cumulative grade point average (CGPA) during the Common Year and regular program study years.

Common Year: Based on the CGPA score and a base annual cost per student of 60,000 AED, tuition concessions are as follows:

Year	Common Year Fees	Scholarship
Common Year Semester 1	20,000AED	50% scholarship with High School Average =>90%
Common Year Semester 2	20,000AED	Scholarship based on Semester 1 GPA
Common Year Semester 3	20,000AED	Scholarship based on Semester 2 GPA

Program Years: Based on the CGPA score and a base annual cost per student of 60,000AED

**The tuition concessions are as follows:**

Student Cumulative GPA	Concession Rate	Tuition Fees in AED
CGPA $\geq$ 3.6	75%	15,000 AED
CGPA - 3.0 to 3.59	50%	30,000 AED
CGPA - 2.5 to 2.99	25%	45,000 AED
CGPA < 2.5	0%	60,000 AED

***Transportation fees of AED 2000 for Semester 1 and 2 and AED 1000 for Semester 3 (summer) are applicable for all campuses***

***FCHS is not offering sponsorship nor fees exemption for any cases.***

### **5.2.3 Payment of Fees**

1. Tuition fee payments are due within the timeframes established by the Office of the Registrar. Semester fees can be paid in two instalments, each instalment not less than 50%, First instalment before the end of first academic week, second installment before the end of the 11<sup>th</sup> academic week.
2. Students will be charged a maximum of 60,000AED per academic year, even during semester 3. If they exceed this amount they will not be charged any additional amount.
3. For the summer semester students will pay according to registered credit hours based in the directive credit hours' cost if they didn't take the full load in the first and second semesters, discount rate is applied according to CGPA.
4. Students will be provided with a statement of fees for a full academic year described as per single term balance, where students may opt to pay for only one academic term at a time.
5. Regardless of payment arrangements, all students are ultimately responsible for the full payment of their fees. Failure to do so by the prescribed deadlines may result in the loss of a seat in the student's program.
6. Failure to pay fees by prescribed dates shall result in additional fees being charged.
7. Students may also be denied access to resources, facilities, grades, transcripts, further registration and/or convocation activities and credentials until fees are paid.
8. Tuition fees refunds shall be granted to students who apply in writing to withdraw from a course or a program within the timeframes determined and communicated by the Office of the Registrar as per the following scheme:
  - a. 100% refund for withdrawal applications submitted during the "Add & Drop" period
  - b. 50% refund for withdrawal applications submitted before the deadline of "Withdrawal without Academic Penalty"

### **5.3 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 taken into account in calculating the GPA and CGPA. English is the language of instruction at FCHS in all courses.

The minimum credit hours required for graduation differ from one program to another. All credit hour totals listed contain both the 36 credit hours from the Common Year and the credit hours required to receive a Higher Diploma or Bachelor degree.

1. Nursing: Bachelor of Science in Nursing is 147 credit hours and the Nursing Bridging program is 62 credit hours.
2. Pharmacy: The Higher Diploma is 108 credit hours. The Bachelor is 177.
3. Physiotherapy: The Higher Diploma is 103 credit hours. The Bachelor is 161.
4. Radiography & Medical Imaging: The Higher Diploma is 97. The Bachelor is 149.
5. Emergency Health (Paramedic): The Higher Diploma is 103 credit hours. The Bachelor is 135.
6. Renal Nursing: The MSc is 36 credit hours.

#### **5.4 Assessment Submission**

Students are required to submit assignments by their due date, as directed in the course outline. Assessment items submitted after their due date will be subject to a penalty, unless the student submits an extension of time for submitting the assignment request. This request will be forwarded to the Course Instructor who will then decide whether an extension is granted. The standard penalty is the reduction of the mark allocated to the assignments by 10% for each day or part of a day that the item is late. Weekends count as one day in determining the penalty.

Requests, for extension of time to submit an assignment, must be made in writing to the Course Instructor. Where the request is made on medical grounds, a certified (attested) medical certificate must be submitted.

The instructor must receive the request for an extension by the due date for the assignment. A copy of the extension request will be attached to the assignment when it is submitted.

#### **5.5 Policy on the Conduct of Exams**

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

#### **5.6 Arrivals and Departures**

##### **5.6.1 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.

##### **5.6.2 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.

Students who complete their work during the last fifteen minutes should remain quietly seated until the proctor announces the end of the examination.

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

1. 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 certificate to the instructor, normally within three working days.
2. 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

Irrespective of their departure time, students **must not:**

1. Leave the examination room until all their written work has been handed in.
2. Take from the examination room any answer booklet (whether used or unused), mathematical tables, other data provided for use or other items of examination stationery except for non-returnable question papers.

## **5.7. Academic Misconduct**

### **5.7.1. Cheating and Other Examples of Academic Misconduct**

Students are **forbidden** to:

1. Take into the examination room any unauthorized items (such as mobiles, electronic devices, books, manuscripts, papers or other articles).
2. Make use of any of the above mentioned items in the examination room.
3. Obtain directly, or indirectly, assistance in their work.
4. Give direct or indirect assistance to any other student.
5. Impersonate an examination student.
6. Allow themselves to be impersonated.
7. 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. Based on the report, the relevant Academic 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 should submit a petition to the Academic Committee through her Academic Advisor.



### **5.7.2. Disruptive Behaviour**

Students are **forbidden** to:

1. Communicate or share any information with each other in the examination room.
2. Bring food or drinks to the examination room.
3. Leave mobile telephones or electronic devices switched on in the examination room
4. Place mobile telephones or electronic devices on their desks.
5. Indulge in any behaviour which, in the opinion of the proctor, may disturb other students.
6. Indulge in any other form of conduct which may disrupt the smooth progress of an examination.

Where a proctor suspects that a student is not following the examination rules and regulations, he/she should:

1. 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.
2. 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.
3. 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 Disciplinary Committee (SDC) to take an action according to Student Discipline Policy.

### **5.8 Open Book Examinations**

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

1. The topic of the “Open Book” examination paper
2. The allowed material which can be taken into the examination

Although it is an open book exam, the exam rules and regulations still apply.

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

Students are allowed to use calculators unless otherwise specified on the exam booklet or instructed by the exam proctor.

### **5.10 Absence from midterm exams or major quizzes**

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

### **5.11 Absence from final exams**

The students who are absent from final exams on the grounds of illness, accident, disability, bereavement or other compassionate circumstances, will be given an incomplete grade (IG). The student will apply in writing for a deferred exam stating the reason (with evidence) for missing the exam.

The application will be reviewed by the course instructor and recommendations forwarded to Head of Program. If a deferred exam is permitted, the student will be required to sit for the exam during the supplementary and deferred period as indicated in the academic calendar. Students who miss an exam and do not present a legitimate reason will be awarded a zero grade for that exam.

### **5.12 Deferred Assessment (Incomplete Grade)**

Students can apply for deferred assessment if they are prevented from performing an assessment item, such as an examination, test, seminar presentation, or other assessment activity scheduled for a particular date.

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

1. Illness
2. Accident
3. Temporary disability
4. Bereavement
5. Sport or cultural commitment at state, national or international representative level. Students applying for a deferred examination for this reason may also apply for an alternate sitting.
6. Other compassionate circumstance (for example, death of a family member or close relative, serious illness of a family member or close relative, trouble at work or extensive pressure)

Note: assessments are not deferred automatically and students seeking an extension must apply for an extension in accordance with the FCHS procedure.

### **5.13 Special Consideration**

Special Consideration is offered to students who can present documentary evidence that their performance in an assessment item was seriously affected or they were seriously disadvantaged on the grounds of illness, accident, disability, bereavement or other grounds.

An application for Special Consideration is only applicable where the assessment item has been attempted. When students are unable to attempt the assessment item, they can apply for a deferred assessment or request an extension of time for the assessment.

Applications for Special Consideration should be made in writing to the Head of Program no later than three (3) working days after the assessment due date and should be accompanied with the appropriate documentary evidence. The course instructor will then make a recommendation to the Head of Program. A student who is granted Special Consideration in a program is eligible for the full range of grades available for that program.

### **5.14 Supplementary Assessment**

The Head of Program, at his/her discretion, may grant supplementary assessment to any student with a grade of Fail whose overall performance in the course justifies a supplementary assessment (Grades of not less than 57%). The purpose of supplementary assessment is to provide the students with a chance to put forth more effort to meet the passing criteria.

The Head of Program, at his/her discretion, may grant supplementary assessment where a student has failed the last course required to complete the requirements of graduation.

To be offered a supplementary assessment under this condition, the student must have attempted all assessment items, attended all examinations associated with the course, and must apply to the Chair of the Faculty Assessment Board for the supplementary assessment within two weeks of the release of examination results. In this condition, a student will not be awarded a grade higher than "D" for a course in which supplementary assessment is granted.

A student is allowed only one attempt at each supplementary assessment item. As a general rule, supplementary examinations are held in the designated supplementary and deferred examination period as published in the FCHS's academic calendar. Students should ensure they note the date on the calendar and examination timetable.

Students, who feel that their case for Special Consideration, Supplementary or Deferred Assessment has been wrongly dismissed by the Course instructor, can appeal by submitting a petition to the Head of the relevant Program through their academic advisor. The decision of the Program Head is final.

## **6.0 Repeating Courses**

Students are permitted to repeat courses in which they scored a maximum (C+). The original grade and the new grade will appear in the transcript but the highest grade will be used in the calculation of the new CGPA.

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

## **7.0 Grading and Results**

During the semester/trimester, individual examiners communicate their evaluations of individual assessment items to students with reference to the criteria against which performance has been assessed. (A) grade is awarded primarily by the instructor and approved by the relevant Department Assessment Board and signifies the student's overall performance in the course. Students' results in courses are recorded using the grades described below. The description that accompanies each grade is given as a guideline to assessors' comparability across the College, but these descriptions must be interpreted within the context of each course.

The marking scheme that will be adopted from semester 1 2016-17 onwards is appended below: The minimum passing letter grade is D. The table below represents the proposed letter grades and their percentage and grade point equivalence for the academic year 2016-2017.

*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
PC	60-100		Pass Course
WF			Withdrawal Fail
TR			Transfer Credit
EX			Exemption
T			Pass Placement or Challenge Exam

The grade point average (GPA) is calculated by adding the numerical value of each course grade multiplied by its credit hours for that semester/trimester and dividing the total over the total credit hours for the same semester/trimester. The accumulative grade point average (CGPA) is calculated by adding the numerical value of each course grade multiplied by its credit hours for accumulative semesters/trimesters and dividing the total over the total credit hours for all semesters/trimesters. Courses in which a grade of WF, I/IG, or TR are recorded but do not impact the GPA or CGPA. The CGPA is rounded to the nearest two decimal digits.

Names of distinguished academic full time students shall be listed on the Honour List (Semester/Trimester GPA 3.70-4.00) and on the Merit List (3.30-3.70).

1. *Excellent (A) – has a numerical value of 4.00*

Complete and comprehensive understanding of course content; development of relevant skills to a comprehensive level; demonstration of an extremely high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor objectives of the course.

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 4<sup>th</sup> week of the beginning of the semester/trimester).
10. *Withdraw (WF) - No numerical value is assigned*  
The student has withdrawn from the course before the last day of the withdrawal period (before the 4<sup>th</sup> week of the beginning of the semester/trimester).
11. *Incomplete (IG) - No numerical value is assigned*  
This is a temporary grade until the supplementary or 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.

If the incomplete grade is not removed after the second week of the following semester/trimester, then the student will receive F on her transcript.

If the student passes the course, then the incomplete grade is removed and the student's grade is entered into the semester/trimester the student has studied.

## **8.0 Credit Transfer from Other Institutions to the College**

The Academic Committee, upon the recommendation of the Program Head, may decide to permit a student to transfer from another recognized institution of education or a program to FCHS's programs in accordance to the following conditions:

1. The student has spent a minimum of two semesters/trimesters or one academic year at a recognized institution by the Ministry of Higher Education and Scientific Research Abu Dhabi, and her CGPA is not below 2.00 out of 4.00.
2. If the transferred student has the CGPA less than 2.0, she will be accepted with a conditional admission.
3. The student meets the conditions for admission into the FCHS, as well as the conditions of the Degree Program of choice.
4. There are vacancies available in the student's Degree Program of choice, after the FCHS and individual Degree Program admission conditions are met.
5. The maximum number of credits a student may transfer must not exceed 50% of the total hours required for graduation.

The Academic Committee may, upon the recommendation of the Program Head, approve the transfer of a student fulfilling all conditions except that of the average in her secondary school certificate. Program Head may transfer credit for all or some of the courses taken in the transferring institution, provided that the grade in each course is not less than C.

Transferred courses must match at least 70% of the course content of the FCHS courses.

Prior to their admission, transfer students will be informed in writing of transferred courses approved by the Head of Program. The transfer courses will be conferred upon receipt of official transcripts. Transfer credits are entered on the student transcript and student academic plan with a grade of "TR". The transferred courses are credited as hours but no grade points are assigned, thus they are not used in computing the student's Cumulative Grade Point Average (CGPA). Students transferring from other institutes shall not benefit from their academic record if they have discontinued their studies for a period of four regular semesters/trimesters or more.

## **8.1 The Steps of Course Equivalency**

1. Students fill and submit the course equivalency Form with course description and outline to the Registrar office
2. Documents submitted to the concerned Department (Making sure the selected courses has a grade not less than C)
3. The documents are reviewed by concerned department (making sure transferred courses must match at least 70% of the course content of the FCHS courses)
4. Head of Program approves courses transfer and submits it to the Registrar Office

## 9.0 Academic Probation

1. An undergraduate student who has studied more than 25 Credit hours and has a cumulative GPA of less than 2.00 at the end of a semester/trimester will be placed on first academic probation for the following semester/trimester. Students who receive the first academic probation must remove the probation status within the following two semesters/trimesters.
2. 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/trimester. 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.
  - d. The student must repeat failed courses within 2 semesters/trimesters 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. The student may not take a course unless she passes all specified pre-requisite(s) of the course. If a student took a course and sat for all the exams but failed (F), she can take a course that depends on this course; if the student was failed because of absence (FA), then the pre-perquisite(s) should be taken first.
  - f. If a student fails to remove the first academic probation within the following semester/trimester, then the student is placed on a second academic probation.
  - g. If the student fails to remove the second probation and her CGPA is still less than 2.00, then the student will receive a third academic probation.
3. A student will be dismissed from the College upon the recommendation of the Academic Committee in the following cases:
  - a. If the student receives two consecutive academic probations.
  - b. If the number of academic probations reaches five throughout the entire period of the student's study.
4. The Registrar shall inform the Student Affairs' Officer and the concerned department of the decision to place the student on academic probation or to dismiss her from the

College. The Student Affairs' Officer will inform the student. A copy of either decision shall be kept in the student's file.

### **10.0 Summer Semester/Trimester and Academic Probation Policy**

Where a student undertakes one or more courses in the summer semester/trimester, 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/trimester, the student is allowed to register up to 9 credit hours only.

### **11.0 Grade Appeals**

1. All grades of students should be known to them and each component should be acknowledged as seen by the student.
2. Any concern regarding grades shall be conveyed to the instructor of the course
3. A student seeking further review may submit an application form to reconsider the grade to the Head of Program through the Registrar's Office within **14 days** of the declaration of the final results.
4. The Head of Program shall form a committee of at least three faculty members, one of whom taught the course.
5. The committee shall submit its recommendation to the Head of Program within 3 working days from its formation. The decision of the Head of Program shall be considered final in determining the grade of the appealing student.
6. According to the grade status after the appeal, the academic status of the student will be reconsidered.

### **12.0 Academic Dismissal**

A student is subjected for dismissal if she:

1. Has a cumulative average less than 2.00 at the end of a semester/trimester and received two consecutive probations prior to this semester/trimester and finished less than 75% of the requirements of the degree. 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.
2. 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.

#### **12.1 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.

#### **12.2 Readmission Following Academic Dismissal**

1. A student who is dismissed may apply for readmission to the program from which she was dismissed, providing that at least one year has elapsed since the dismissal was



imposed. An application for readmission following dismissal or for admission to a new program is not automatically approved. However, if the dismissal was on the grounds of conduct, the student will not be eligible for readmission.

2. An application for readmission, following dismissal for admission into a new program, will be assessed by the Director on the advice of the Head of Program. The Director will consider factors such as changed circumstances, academic and/or vocational performance since dismissal, maturity and motivation in order to be satisfied that the person concerned has a reasonable chance of success in the program.

### **13.0 Student Records, Privacy and Confidentiality**

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 destroyed.
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 Assignments are kept only for one semester/trimester if the student does not pick them up and then they are shredded.

#### **13.1 Confidentiality of Student Records and Performance**

Student information and academic performance is confidential material and will only be disclosed to staff who need to know. In addition, a student's academic performance will only be discussed with the student concerned and their parents, guardians or sponsor. Parents and family play an important role in supporting students enrolled in tertiary studies. Parents are able to meet with staff and discuss their child's academic life. Parents, guardians and sponsors should contact FCHS receptionist for advice about who it is best to speak with and to make an appointment. Parents, guardians and sponsors should not enter a classroom or any other teaching area without first making contact with the students' services and obtaining approval.

### **14.0 Academic Misconduct and Disciplinary Measures**

#### **14.1 Academic Integrity**

All students are expected to adhere to high standards of academic integrity. Academic dishonesty may include:

1. Cheating on examination or assessment item
2. Using unauthorized notes of another student and presenting it as their own work
3. Presenting another student's assignment as one's own
4. Plagiarizing the work of others and submitting it without giving proper credit and referencing

#### **14.2 Academic Misconduct**

Fatima College of Health Sciences identifies the following actions as academic misconduct:

1. Cheating on an examination or assessment item.
2. Plagiarising - that is, knowingly present another person's work as if it were one's own - in an assignment or dissertation

3. Presenting falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work
4. Assisting another student in the presentation of their individual work in a way that is unacceptable according to the instructions or guidelines

#### **14.2.1 Definition of 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.

#### **14.2.2 Detection of Plagiarism**

Plagiarism is easily detected by electronic plagiarism detection tools (e.g. Turnitin). 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.

#### **14.2.3 Examples of Plagiarism include:**

1. 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.
2. 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.
3. Using another person's ideas, work or research data without appropriate acknowledgment.
4. Submitting work which has been produced by someone else on the student's behalf as if it were the work of the student.
5. Copying computer files in whole or in part without indicating their origin.

### **14.3 Procedure for Disciplinary Measures**

#### **14.3.1 Making a Complaint of Academic Misconduct**

An academic staff member who has reason to believe that a student has committed some form of academic misconduct\* may take one of two following courses of action:

1. Request the student to attend an interview with the academic staff member to discuss the reported misconduct. On the basis of the interview, the academic staff member may decide to:
  - a. Take no further action; or

- b. Provide the student with a verbal warning together with advice about what is an acceptable academic conduct; or
    - c. Make a formal complaint of academic misconduct to the Chair of the relevant Assessment Committee or other relevant committee by setting out in writing the nature of the alleged misconduct and the evidence in support of the charge.
  - 2. Without an interview, make a formal complaint of academic misconduct to the Chair of the relevant Academic and Assessment Committee by setting out in writing the nature of the alleged misconduct and the evidence in support of the charge.
- (\* This includes receiving a report on student misconduct from a third party such as an examination invigilator)

#### **14.3.2 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.

#### **14.3.3 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.

#### **14.3.4 Penalties**

On determination that academic misconduct has taken place, the penalty which may be imposed on the student is one or more of the following:

1. A reduced or nil result for the assessment item affected by the academic misconduct.
2. Deduction of 500 AED from the monthly stipend (See 3.3.3 Criteria for Issuing a Warning)
3. Final Warning (See 3.3.3 Criteria for Issuing a Warning)
4. A fail grade for the course in which academic misconduct occurred.

5. Dismissal from enrolment in the program for a specified period.
6. 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.

#### **14.3.4.1 Recording of Penalty**

Where a penalty of exclusion, as provided for in points five and six of the Penalties section, is applied, the Chair of the Academic Committee shall advise the Registrar for the purpose of recording the decision on the student's academic record. The academic record will bear the annotation "excluded on (date) for disciplinary reasons."

#### **14.3.4.2 Appeal of a penalty**

Where any penalty for academic misconduct is imposed as provided for in Penalties section, a student may appeal to the FCHS Board (or an Appeals Committee convened by the FCHS Board) under the provisions of the "Policy on Student Grievances and Appeals." The student shall be informed of the right of appeal in the correspondence advising of the imposition of a penalty.

### **15.0 Period of Study**

The minimum and maximum periods of studying at the College are:

1. The minimum period of study in the Higher Diploma programs is 6 semesters/trimesters.
2. The maximum period of study for full time study in the Higher Diploma programs is 11 semesters/trimesters.
3. The minimum period of study in the Bachelor programs is 8 semesters/trimesters.
4. The maximum period of study for full time study in the Bachelor programs is 14 semesters/trimesters.
5. In Nursing (Bridging), the minimum period of study is 4 semesters/trimesters.
6. The maximum period of study for full time study in the Nursing (Bridging) is 7 semesters/trimesters.

#### **15.1 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.

## **15.2 Postponement of study/Residency Leave Policy**

The residency leave policy pertains to students that request an interrupt in their education for a short period (a semester or more) while being enrolled as full time students at ADPoly or FCHS. The residency leave is an academic leave from studies petitioned by a student with documented evidence in support of the petition.

The policy is as follows:

1. A student requesting a residency leave has to be a full time active student enrolled in a degree program and has completed at least one semester of studies at ADPoly or FCHS.
2. A student requesting a residency leave can petition for a maximum of three semesters of total leave during his studies in which the leave does not extend more than two consecutive semesters (summer sessions excluded).

## **15.3 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 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.

## **16.0 Honour List**

Outstanding students will be recognized by the College after each semester/trimester as following:

1. Students achieving a semester/trimester GPA of 3.7-4.0 (FCHS) or 6.7-7 (GU) will be placed on the College Honour's List.
2. Students achieving a semester/trimester GPA of 3.3-3.69 (FCHS) or 6.3-6.9 (GU) will be placed on College Merit List

## **17.0 Graduation**

FCHS confers degrees and issues certificates and degrees to students to that effect. All candidates eligible to graduate are expected to have attained a minimum CGPA of 2.00. Potential graduates are expected to fill out application forms for graduation during the registration period of their last expected semester/trimester and to send the application to the Admission's Department.

Student eligibility to graduate depends on confirmation that she has met the requirements for her degree, she does not have any outstanding fees or cross institutional credit, and that she is not sitting a supplementary exam, a deferred exam or Summer Semester/Trimester courses.

The graduation is a celebration of the transition from student to graduate. Graduation ceremonies are the official occasion when the College recognizes the students' achievement by awarding them their degrees. Ceremonies allow students to share this special occasion with their fellow students, staff, family and friends.

### **17.1 Conferral of Degree**

All students who have finished the graduation requirements are expected to graduate and are eligible for conferral of degrees.

All students graduating from Fatima College of Health Sciences are expected to submit the following documents to the Ministry of Higher Education and Scientific Research:

1. Secondary Certificates
  - a. Students graduating with a UAE Secondary Certificate need to submit a certified copy of the Secondary Certificate.
  - b. Students graduating from outside the UAE need to submit original Secondary Department Certificate along with a certified copy and the certificate equivalence.
2. Students transferred from other universities need to submit:
  - a. A certified transcript of records.
  - b. A certified copy of the Secondary Certificate.

## **18.0 Student Information and Services**

### **18.1 Academic Advising**

Each student is assigned an academic advisor who offers help and advising to the student throughout their study in FCHS. Also, the student may obtain advice from their course instructors and their technical division faculty.

In addition, tutors and learning advisers are available and can advise students on issues related to academic writing, exam preparation, time management, and other academic skills. Learning advisers can help students improve the structure of written assignments, organize ideas, develop arguments, and understand the expectations of FCHS. Their focus is on helping students develop strategies to independently revise their own work and manage their study.

### **18.2 National Student Stipend Policy and Procedure**

Fatima College of Health Sciences has a well-structured and competitive Student Finance Policy whereby in addition to imparting education at zero cost to all its admitted national students, it also provides for monthly scholarship payments (stipends) that are credited to the bank account of every eligible student on a monthly basis.

#### **18.2.1 Policy**

All UAE students enrolled in Academic Programs at Fatima College of Health Sciences are entitled to a monthly stipend during the academic year. Stipends are to encourage and assist national students in their commitment towards achieving high quality education.

This stipend is limited to the students who are not sponsored by any government or non-government agency for their study. Stipends will be for 11 calendar months from September, every Academic year.

### 18.2.2 Procedure

A student's monthly stipend is awarded based on their grades (cumulative grade point average, cGPA) at the end of each semester starting at the second semester. The amount of a student's monthly stipend is indicated in the table below and is to be deposited in to student's bank account at the end of each calendar month.

New students will receive AED 1,000.00 per month for their first semester.

Grade	% Grade	cGPA Points	Student Performance	Stipend Amount (AED) Nursing, Paramedic	Stipend Amount (AED) Physio, RMI, Pharmacy
A+	95 – 100	4.00	Exceptional	3,000.00	3,000.00
A	90 – 94	4.00	Excellent	3,000.00	3,000.00
A-	87 – 89	3.70-3.99	Excellent	2,600.00	2,600.00
B+	84 – 86	3.30-3.69	V. Good+	2,300.00	2,300.00
B	80 – 83	3.00- 3.29	V. Good	2,000.00	2,000.00
B-	77 – 79	2.70 – 2.99	V. Good-	1,600.00	1,600.00
C+	74 – 76	2.30-2.69	Good+	1,300.00	1,300.00
C	70 – 73	2.00- 2.29	Good	1,000.00	1,000.00

*This directive is effective beginning of Academic Year 2016-17 and overrides all other directives, memos or practices in this regard.*

### 18.2.3 Process of stipend payments to Fatima College of Health Sciences students

Shortly after registering at the college, students are required to open a bank account in their own name and obtain an official letter from any operating bank in the United Arab Emirates. The bank letter must clearly display:

- The full name of the bank account holder which must match the name given in the student's passport
- The complete International Banking Account Number (IBAN) to which the stipend amount will be credited
- The bank name, branch and swift code for Fatima College of Health Sciences Accounting Departmental use. Upon receiving the required details, payments are automatically set up to be credited to student accounts by the last working day of each month.
- Student will be payable only for stipend from the month she submit the IBAN, otherwise arrear or previous months stipend will not be paid.
- Foundation, MSc Renal Nursing, GHQ Sponsored, Bridging students, Mother Locals & Marsooms should NOT be eligible for stipend.

### **18.3 Career Counselling**

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, while simultaneously preventing wrong decision which can leave students wishing they had taken a different path.

Whether one is looking for career problem solving or changing a major, career guidance can help in smoothing out this important path of transition.

*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

### **18.4 Personal Counselling**

A student's academic career will be filled with challenges inside and outside the class room. If those challenges become difficult, the Student Counsellor is available to talk, help find solutions for problems, and assist with resources. These resources will most often help you with decision making, skill building, or management of difficult problems, all of which will help you stay successful and on track with your degree requirements. Some examples or problems the counsellor can help with are:

1. Not attaining passing grades on assignments or exams
2. Signs of stress such as frequent colds and flu, difficulty sleeping, sleeping too much,
3. Feeling tired all the time, frequently not wanting to go to class, family problems, pressure to succeed, frequent stomach upset, feeling mad most of the time, feeling afraid of failing, etc.

The student counselling office is open 8 am to 4 pm.

### **18.5 Dining**

At the moment, due to low number of students, there is only one vendor for dining. However, once the numbers of student enrolments are increased, FCHS will offer a variety of menus and venue options to best fit each individual lifestyle, schedule, budget, and dietary need.

### **18.6 Dress Code**

All FCHS students will wear the FCHS lab coat (over the national dress or non-national dress clothing) when attending classes at the College. GCC Nationals may wear the national dress of their country with the exception of 'Niquab' or any form of facial cover which may not be worn for security reasons. Students who chose to wear UAE National dress should ensure that it is worn in the appropriate manner. If the GCC National Dress is not worn, students are to observe the following guidelines:

1. Dress moderately at all times:



- a. Blouse or top which covers the upper arms and with high neck-line. Students, with laboratory classes, must wear sleeves that can be folded back so that hands can be washed thoroughly and safety ensured in the laboratories.
  - b. Dress or skirt with hem line well below the knee, and top with high neckline and shoulders and upper arms covered. Students, with laboratory classes, must wear sleeves that can be folded back so that hands can be washed thoroughly and safety ensured in the laboratories.
  - c. Full Shoe or Sandals, no High Heels- to ensure safety, students must wear closed shoes for all Laboratory classes.
2. Clothing must be clean, neat and tidy.
  3. The following are considered as inappropriate clothing/appearance (not exclusive):
    - a. The National dress of any other country than GCC
    - b. Poor grooming
    - c. Poor body hygiene
    - d. Excessive use of strong perfume or make-up
    - e. Visible religious symbols
    - f. Dirty or un-ironed clothing
    - g. Jeans or cropped/Capri pants
    - h. Any clothing that reveals the form i.e. tight fitting or transparent
    - i. Low cut or cropped tops
    - j. Excessive Jewellery
    - k. Uncovered tattoos
    - l. Obvious absence of undergarments
    - m. Niquab or any facial cover
    - n. High-Heels
  4. Required dress for laboratories:
    - a. 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.
    - b. 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)
    - c. Safety glasses and gloves must be used when you are instructed to do so.
    - d. Long hair must be contained or tied back.
    - e. 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.

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

Students who are required to wear specialist clothing whilst performing their duties, whether this is within a workshop, medical or sports environment, should ensure that in addition to the

clothing meeting the decency and professionalism requirements, the garments should be fit for purposes in terms of health and safety. In these instances, the hair and jewelry should conform to the health and safety requirement of the environment.

### **18.7 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.

#### **18.7.1 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

#### **18.7.2 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.

### **18.7.3 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.

### **18.7.4 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.***

## **18.7.5 Specific Professional Requirements**

### **18.7.5.1 Nursing**

Students enrolled in the BSc in Nursing 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 centres
- **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 varnish, acrylic nails or long nails; heavy perfumes; heavy make-up; jewellery other than a plain wedding band and ear studs; mobile phone; shoes with lace, net or heels; and, wrist watches.

### 18.7.5.2 Pharmacy

Students enrolled in the Bachelor of Pharmacy 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
  - FCHS uniform top and trousers or skirt or culottes
  - Students may choose to wear a skirt/culottes rather than trousers. Skirts/culottes must be 3 inches off the floor and skirts must not restrict stride or movement.
  - Clean flat heeled closed shoes with non-skid soles should be worn during laboratory sessions and clinical placements to encourage personal and patient safety. Noise producing shoes will not be permitted in laboratory and clinical settings.
  - Clean, wrinkle free (ironed) white lab coat with long sleeves over the FCHS uniform
  - Shayla/ scarf or hair longer than shoulder length must be secured firmly to prevent it falling forward.
  - Plain wedding band and ear studs as the only jewellery
  - Excessive use of cosmetics and make up should be avoided and these are not permissible during aseptic/laboratory preparations.
- 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
  - Pocket notebook
- No sunglasses are permitted in laboratories and in clinical areas.
- Ensure that uniforms and lab coats are NOT worn in public areas on the way home, e.g. shopping centers

**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.

### **18.7.5.3 Physiotherapy**

Students enrolled in the Bachelor of Physiotherapy 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
  - FCHS uniform top with trousers or skirt or culottes – trousers or culottes are recommended due to the activities related to Physiotherapy.
  - Students may choose to wear a skirt/culottes rather than trousers. Skirts/culottes must be 3 inches off the floor and skirts must not restrict stride or movement.
  - Clean flat heeled closed shoes with non-skid soles should be worn during laboratory sessions and clinical placements to encourage personal and patient safety.
  - Open-toed shoes are not allowed, open heeled shoes may be worn by therapists involved in mat work. Stockings, socks, knee highs or nylons must be worn at all times.
  - Clean, wrinkle free (ironed) white lab coat with long sleeves over the FCHS uniform where this is allowed in laboratory/clinical placement areas.
  - Shayla/ scarf or hair longer than shoulder length must be secured firmly to prevent it falling forward.
  - Plain wedding band and ear studs as the only jewellery
  - Excessive use of cosmetics and make up should be avoided
- 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
  - Notebook
- No sunglasses are permitted in laboratories and in clinical areas.
- Ensure that uniforms and lab coats are NOT worn in public areas on the way home, e.g. shopping centers

**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

#### 18.7.5.4 Radiography/Medical Imaging

Students enrolled in the Bachelor of Radiography & Medical Imaging 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
  - FCHS uniform top and trousers or skirt or culottes
  - Uniform top should have sectioned pocket for radiographer equipment – pen, marker, TLD – so these do not fall out during activities
  - Students may choose to wear a skirt/culottes rather than trousers. Skirts/culottes must be 3 inches off the floor and skirts must not restrict stride or movement.
  - Clean flat heeled closed shoes with non-skid soles should be worn during laboratory sessions and clinical placements to encourage personal and patient safety. Noise producing shoes will not be permitted in laboratory and clinical settings.
  - Clean, wrinkle free (ironed) white lab coat with long sleeves over the FCHS uniform where this is allowed in clinical placements
  - Shayla/ scarf or hair longer than shoulder length must be secured firmly to prevent it falling forward.
  - Plain wedding band and ear studs as the only jewellery
  - Excessive use of cosmetics and make up should be avoided
- 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
  - Pocket notebook
- No sunglasses are permitted in laboratories and in clinical areas.
- Ensure that uniforms and lab coats are NOT worn in public areas on the way home, e.g. shopping centers

**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

#### 18.7.5.5 Emergency Health/Paramedic

Students enrolled in the Bachelor of Emergency Health (Paramedic) 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
  - FCHS uniform top with trousers are to be worn for all laboratory sessions due to the activities related to Paramedics.
  - Uniform shirt will be long sleeved, collared with cuff tabs at the elbow. Multiple pockets are required.
  - Trousers will be multiple pocket and have a belt.
  - Black ankle boots are required, with toe protection
  - White shayla (breathable fabric) tucked into the uniform shirt or hair securely tied back to prevent this falling forward
  - Warm-up jacket to match uniform trousers
  - Plain wedding band and ear studs as the only jewellery
  - Excessive use of cosmetics and make up should be avoided
- Wear and display FCHS student ID badge
- Wear a clean uniform every day (top, bottom & Shayla)
- Acquire the following equipment:
  - Black and red pens
  - Pen torch
  - Stethoscope
  - Shears
  - Pocket notebook
- No sunglasses are permitted in laboratories and in clinical areas.
- Ensure that uniforms and lab coats are NOT worn in public areas on the way home, e.g. shopping centers

**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.

### **18.8 Health and Safety of Students**

Health and safety is important at FCHS. There is a Facilities Manager in each campus that has responsibility for the evacuation drills are done, 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.

### **18.9 Extracurricular Activities and Recreational Facilities**

In the main campuses (Al Ain and Abu Dhabi) both have gymnasiums and workout facilities. The premises also contain tennis, volleyball, and basketball nets. In addition, the Al Ain campus has a building that is designated as the student union, which contains table tennis facilities, billiards tables and a mosque. It is anticipated that the Abu Dhabi campus will have a student union area as well.

The Student Council, officially recognized student body by FCHS (see section 18.15 for more information on the Student Council), is responsible for organizing students to work with staff through extracurricular activities. A variety of physical, social, and cultural activities are planned during the academic year. Students may organize events through the Student Council. Activities are also planned to complement classroom activities and develop leadership skills and teamwork.

### **18.10 Computer Labs**

FCHS has 4 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.

### **18.11 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.

#### **18.11.1 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

### **18.12 Health Services**

FCHS provides medical care for students during the day. Minor complaints are attended to by the FCHS nurse. Injuries and major complaints are sent to a nearby hospital.

### **18.13 Mobile Phones and Electronic Devices**

FCHS expects students to behave in such a way as to optimize learning. Mobile phones and other electronic equipment (iPods, MP3 players, mini disc players, radios, etc.) that are likely to be disruptive are not to be brought into class and not to be used in the library.

Students are to turn their mobile phones off and store them out of sight. Answering, texting, or using either a telephone or electronic device in class will be viewed as misconduct and disciplinary action will be taken.

### **18.14 Office Hours**

Students may access faculty and staff during usual business hours by making an appointment or dropping in during posted Office Hours.

### **18.15 Smoking Policy**

FCHS is a smoke free zone; therefore, smoking is prohibited in all its premises.

### **18.16 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 Board 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
- 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.

## **19.0 Work Experience Policy**

### **19.1 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.

### **19.2 Personal Behaviour**

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

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

### **19.3 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.

### **19.4 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.

### **19.5 Personal Health and Accidents**

FCHS does not provide any medical insurance coverage.