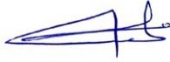







كلية فاطمة للعلوم الصحية
FATIMA COLLEGE OF HEALTH SCIENCES

STUDENT HANDBOOK

2024- 2025

APPROVALS				
	Name	Designation	Signature	Date
Prepared By	Maha Alshamsi	Manager Students Services		Nov 2024
Prepared & Reviewed By	Abdulla Aljneibi	Supervisor Students Services		Feb 2024
Reviewed & Approved By	Prof. James Barnes	Associate Director Academic Affairs FCHS		Feb 2024

REVISION HISTORY				
Rev . #	Date & Reason for Revision	Revised by	Approved by	Approval Date & signature
1	Feb 2024- Updating the admission section, to reflect the new admission policy.	Abdulla Aljneibi	Prof.Lisa Pratt	21\02\2024
2	Feb 2024-Updating the students' academic standing section, to reflect the new students academic standing policy & Adding the FCHS list of misconduct and penalties to the book.	Maha Alshamsi		
3				

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Welcome to FCHS

Dear Students,

Congratulations on your admission to Fatima College of Health Sciences (FCHS). We are delighted to welcome you to the FCHS family. Our commitment is to ensure that your academic journey is both enriching and successful.

This Student Handbook provides you with essential information about how the college operates, the resources available to support you, and what is expected from you as an FCHS student. Please read it carefully, and should you need any clarification, do not hesitate to contact your Academic Advisor, Course Instructor, or the Student Services Department. Additional details and updates are also available on the FCHS website.

We wish you every success in your studies and hope your time at FCHS will be rewarding, inspiring, and memorable.

About Fatima College of Health Sciences

Established in 2006, Fatima College of Health Sciences is a higher education institution regulated by the Abu Dhabi Centre for Technical and Vocational Education and Training (ACTVET). The College was founded with a vision to become a leading provider of health sciences education and research in the region and to meet the UAE's increasing need for highly skilled healthcare professionals.

FCHS currently serves approximately 2,500 students of diverse nationalities across four campuses: Abu Dhabi, Al Ain, Ajman and Al Dhafra. The College offers seven undergraduate programs:

- Nursing
- Pharmacy
- Physiotherapy
- Radiography & Medical Imaging
- Emergency Health
- Psychology
- Midwifery

In addition, FCHS provides two vocational diplomas accredited by the National Qualification Centre (NQC). English is the primary language of instruction, with the exception of Arabic courses.

At its core, FCHS believes the UAE requires a world-class, internationally recognized health education institution that contributes to the nation's medical, educational, cultural, and economic development. Through education and training, FCHS aims to advance the health and well-being of the community by preparing qualified professionals who can serve locally and globally.

FCHS is proud of its internationally recognized faculty, who are dedicated to delivering quality teaching and learning while preparing graduates for professional opportunities both in the UAE and abroad. Alongside teaching, faculty and staff are committed to serving the institution and society, aligning with the College's mission to enhance the well-being of the UAE.

Admission to FCHS programs is open to female students of all nationalities who meet the entry requirements. Selection is based on academic ability, demonstrated interest in the chosen field, and alignment with the College's vision, mission, values, and strategic goals.

Governance

FCBS is part of the Institute of Applied Technology (IAT), established in 2005 through a Royal Decree issued by the late His Highness Sheikh Khalifa bin Zayed Al Nahyan, may his soul rest in peace, the former President of the UAE and Ruler of Abu Dhabi. The establishment was initiated by His Highness Sheikh Mohammed bin Zayed Al Nahyan, the current President of the UAE and Ruler of Abu Dhabi, who envisioned IAT as a world-class career and technical education system designed to prepare the scientists, engineers, and healthcare professionals needed to build a knowledge-based economy.

IAT operates as a corporate body with full financial and administrative independence. It encompasses secondary schools, vocational institutions, colleges, academies, and other specialized centers of learning. Its mission is achieved through best practice teaching methods, a modern curriculum, and access to state-of-the-art facilities.

FCBS is overseen by the IAT Managing Director, Dr. Ali Almarzooqi, and governed by the IAT Board of Trustees, which is comprised of distinguished leaders from government, academia, and industry.

FCHS vision, mission and values

FCHS vision

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

FCHS Mission

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

FCHS Values

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

Innovation

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

Excellence

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

Professionalism

Commitment to professional appearance, language and behavior Promote tolerance, ethical values and goal-oriented graduates

Sustainability

Integrate sustainable practices into all aspects of planning and operations

General Information

This handbook provides FCHS students with essential information to help them enroll, progress, and succeed at the College.

Academic Calendar

The academic calendar is issued to students and faculty prior to the beginning of each academic year (AY). It is also published on the FCHS website under *Student Services* → *Academic Services*.

Student Charter

FCHS is committed to providing an equitable and enriching environment that fosters academic achievement. Interactions between students, faculty, and staff are guided by **mutual respect, fairness, and fulfillment of obligations**.

The **Student Council** serves as the representative body that communicates student expectations and concerns.

At the beginning of each semester, FCHS conducts an **orientation program** for new students. This event introduces them to the College community and explains their relationship with administration, instructors, and peers.

Academic System

FCHS follows a **semester and credit hour system**. Each academic year consists of two regular semesters and one summer term:

- A regular semester lasts approximately 15–16 weeks.
- A summer term lasts approximately 7 weeks.

The **credit hour** is the basic unit of study:

- 1 credit hour = one 50-minute class per week for a semester.
- 1 laboratory credit hour = two periods per week.
- 1 clinical credit hour = three periods per week.

Language of Instruction

English is the official language of teaching and assessment at FCHS. Proficiency in English is required for both admission and graduation. Courses such as Islamic Studies, Arabic, and UAE Studies may include Arabic content but are taught in English to accommodate non-Arabic speakers.

Student Identification

Each student is issued an FCHS ID card with a student number. The ID card must be:

- Worn at all times on campus.
- Carried during clinical placement training.
Students will not be allowed to enter the campus without presenting their ID card to security personnel.

Textbooks

Students officially enrolled in courses will be provided with required textbooks (physical or electronic).

- Physical textbooks must be returned to the library by the final exam or at the start of the following semester.
- Students with unreturned books will not receive new ones.
- Lost books must be replaced at the student's own expense. Use of Information Technology

Computers and internet facilities on campus are the sole property of FCHS and may be monitored by authorized staff.

- Internet access is for academic purposes only.
- Students must adhere to accepted standards of ethics and behavior.
- Using FCHS IT resources to access, share, or distribute improper or immoral materials is strictly prohibited.

Violations of IT policies may result in disciplinary action, including suspension of computer privileges, suspension from studies, or dismissal from the College.

Medical Fitness

Medical fitness is a mandatory requirement for admission and for participation in clinical placements.

- Students who develop a medical condition that prevents active participation in learning may be withdrawn from the program, following consultation with the student's parent or guardian.
- Vaccinations are required before clinical rotations in hospitals and are coordinated by the campus nurse.

Degrees and Diplomas

FCHS offers a range of accredited undergraduate bachelor degrees in the following seven disciplines:

- 1- Nursing (NRS)
- 2- Emergency Health (Paramedics) (EHS)
- 3- Pharmacy (PHA)
- 4- Physiotherapy (PHY)
- 5- Radiography and Medical Imaging (RMI)
- 6- Psychology (PSY)
- 7- Midwifery (BSM)

In addition, FCHS provides exit points for students to obtain a Higher Diploma in the following disciplines:

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

Furthermore, FCHS offers Diploma degrees in the following areas:

- 1- Diploma in Emergency Health (Paramedics)
- 2- Diploma in Health Care Assistant

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

Nursing:

Bachelor of Science in Nursing - 127 credit hours

Bachelor of Midwifery – 120 Credit hours

Pharmacy:

Bachelor in Pharmacy - 166 credit hours.

Higher Diploma in Pharmacy - 94 credit hours.

Physiotherapy:

Bachelor in Physiotherapy - 138 credit hours.

Higher Diploma in physiotherapy - 109 credit hours.

Radiography & Medical Imaging:

Bachelor in Medical Imaging - 137 credit hours.

Higher Diploma in Radiography - 100 credit hours

Emergency Health (Paramedics):

Bachelor in Emergency Health (Paramedic) - 133 credit hours.

Higher Diploma in Emergency Health (Paramedic) - 110 credit hours.

Diploma in Emergency Health (Paramedic) - 72 credit hours.

Psychology:

Bachelor's in Psychology - 125 credit hours.

Health Care assistant:

Diploma in Health Care Assistant – 90 credit hours.

Admissions

Admission to FCHS is competitive and based on fairness, transparency, and consistency.

Key Points:

- Open to female UAE nationals and non-nationals who meet entry criteria.
- High school certificate required (with minimum scores depending on program and curriculum).
- Pharmacy program has higher entry requirements.
- Conditional admission available if minimum subject scores are not met.
- Diploma/Higher Diploma programs (NQC) are open to UAE nationals with passing high school certificates.
- Age limits apply (25 years for Bachelor, 26 years for Diploma/Higher Diploma).

Applicants are accepted into one major depending on their preference, school score, and program capacity.

High School Certificate:

- High School Requirements:
 - Graduation no later than 3 years for nationals and 2 years for expatriates (Bachelor programs).
 - Maximum age: 25 years (Bachelor) / 26 years (NQC Diploma/Higher Diploma).
 - Minimum scores by curriculum are summarized in the following tables:
- Table: Bachelor Programs (except Pharmacy) – see following table for details.
- Table: Bachelor of Pharmacy – see following table for details.
- Table: NQC Diploma/Higher Diploma – see following table for details.

General Admission Requirements and Alternatives:

Bachelor's program (Direct Admission)

Subject	Curriculum/Test	Minimum Required Score/Grade
English	High school curriculum English score	<ul style="list-style-type: none"> • 80% • AP: 3 points • IB: 4 points
	High school curriculum	<ul style="list-style-type: none"> • Elite: 75% • Advanced: 80% • General: 85%
Mathematics Chemistry or Biology or Physics	AP (Advanced Placement)	2
	A-Level	C
	IB (International Baccalaureate)	4
	SAT	550
	Other curricula	80%
	High school curriculum	<ul style="list-style-type: none"> • Elite: 75% • Advanced: 80% • General: 85%
	AP	2
	A or O-Level	C
	IB	4
	Other curricula	80%

Pharmacy program (Direct Admission)

Subject	Curriculum/Test	Minimum Required Score/Grade
English	High school curriculum English score	80%
	Academic IELTS	5
	TOEFL iBT	61
Mathematics	High school curriculum	Elite/Advanced: 80%
	AP (Advanced Placement)	2

	A-Level	C
	IB (International Baccalaureate)	4
	SAT	625
Two science subjects are required from the following:	High school curriculum	Elite/Advanced: 80%
	AP	2
	A or O-Level	C
Physics, Chemistry, Biology	IB	4

NQC Diploma/Higher Diploma Programs only for UAE nationals (Direct Admission)

Subject	Curriculum/Test	Minimum Required Score/Grade	Alternatives
English	High school curriculum English score	<ul style="list-style-type: none"> • 75% • AP: 3 points • IB: 4 points 	<ul style="list-style-type: none"> • Academic IELTS 4.5 • TOEFL iBT: 45
Mathematics	High school curriculum score	70%	SAT: 450

Bachelor's program (Conditional Admission)

Subject	Curriculum/Test	Minimum Required Score/Grade
English	High school curriculum English score	80%
	Academic IELTS	5
	TOEFL iBT	61
Mathematics	High school curriculum	<ul style="list-style-type: none"> • Elite: 70% • Advanced: 75% • General: 80%
	Other curricula	75%
Chemistry or Biology or Physics	High school curriculum	<ul style="list-style-type: none"> • Elite: 70% • Advanced: 75% • General: 80%

	Other curricula	75%
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Transfers

FCCHS permits new students to transfer from an undergraduate degree program in another university, college, or equivalent educational institution in the UAE and/or a recognized foreign higher education institution, provided they meet the transfer criteria. FCCHS also allows students to transfer from one FCCHS program to another.

- **Transfer from other universities or higher education institutions to FCCHS:**

Students from a federal or licensed institution in the UAE or a recognized foreign institution of higher education shall be eligible for admission by transfer.

Applicants should meet the FCCHS admissions criteria of the program to which he/she is transferring to.

Transfer applicants shall not be subject to disciplinary dismissal in the previous education institution.

All transfer students shall meet the English Language proficiency requirements of FCCHS.

Transfer students shall submit official transcripts of credit(s) earned from all institution(s) of higher education previously attended before admission to FCCHS along with a detailed description of the courses attended to the FCCHS Office of Admissions.

Applicants who are in good academic standing (a minimum CGPA average of 2.0 on a 4.0. scale, or equivalent) shall be eligible for transfer to FCCHS undergraduate programs.

The maximum credit hours that shall be accepted for transfer within the framework of the study plans at the College is 50% of the total program credits. The College shall transfer credits only for courses relevant to the degree that provide equivalent learning outcomes.

Transfer credits from another higher education accredited institution may be accepted for all or some of the courses that the student has completed successfully, on the condition that her final grade in any of them is not less than (C).

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

- **Students with Diploma in Nursing and Emergency Health:**

The FCCHS admission policy is an integral part of this policy and used for the admission of nationally

recognized prior learning students to FCHS. The minimum acceptable student's Cumulative Grade Point Average (CGPA) in prior learning achievement is 2.5 for direct FCHS admission.

Students must also submit an English proficiency score in the form of:

- IELTS (5.0)
- TOEFL iBT (61)
- High School English score (80%)

Students with a CGPA below 2.5 may be considered for admission through one of the following alternative pathways:

- Professional Experience in a Related Field – A minimum of one year of work experience in a field directly related to the program they are applying to during which they received specialized instruction in their field; or
- Broader Professional Experience with Entry Exam – At least one year of work experience in any engineering, health sector or management field, coupled with successful completion of a placement admission exam; or
- Professional Certification – Holding a professional certificate in the field relevant to the program of application.

As per Recognition of Prior Learning (RPL) and admission policy criteria, FCHS may recognize prior learning and can award students College-level course credits towards advanced standing in their respective program if they have completed advanced subjects or an additional NQC qualification in high school. For this recognition, students are responsible to fill out the "Advanced Standing Credit Calculation" form in the admission office and attach related original transcripts or copies of authorized transcripts or any other documents as required by the FCHS. The form should be submitted in the first semester in which a student is enrolled.

Tuition Fees, Financial Regulations and Scholarships

Tuition Fees, Financial Regulations, and Scholarships

Non-UAE Nationals Tuition Fee Structure

- FCHS follows a credit-hour fee system in addition to charging other college-related expenses.
- The tuition fee per credit hour is AED 2,500 per semester.

- If a course is repeated, the student will be charged AED 2,500 per credit hour for that course.
- If a course is dropped during the first semester the 3rd week, the fees will not be refunded, but may be **transferred to the next semester**.

Admission Fees

- A one-time admission fee of AED 1,000 is payable in cash upon admission.
- This amount is included in the overall student fees.
- If the application is declined, the AED 1,000 will be refunded.

Tuition Fees

- Students in Remedial; Nursing Bridging Program; Mother local and Marsoom holder are not eligible to receive stipends.
- Tuition fees include books only.
- Expenses such as transportation, lab coats, uniforms, laptops, internships, and other costs are excluded and must be covered separately.

Non-UAE Nationals

Non-UAE Nationals

- Non-UAE national students are financially responsible for their enrollment and related expenses.
- All outstanding financial obligations must be settled before registering for the next semester

The following table summarizes of the fees applicable to non-UAE national students at FCHS:

Admission Fees (AED)	Tuition Fees / Credit Hour (AED)	Other Expenses (AED)
1,000	2,500	Bus Fees: – 2,000 AED (1st & 2nd semester) – 1,000 AED (Summer semester)

Procedures for Tuition Payments:

Step	Action
1	Register for tuition fees, transportation, and installment form (if required) within the first week of the academic term.
2	Make tuition fee payments through direct deposit or bank transfer to FAB. Account details are available from the Admissions Office.
3	Submit the payment receipt and installment plan (if applicable), together with the tuition fee form, to the IAT Finance Office.
4	Return all copies of financial documents to the FCHS Registration Office.
5	Students have two weeks from the completion of the add/drop period to pay the full tuition fees. Failure to clear dues may result in suspension of enrollment and ineligibility to attend exams.
6	Students may choose to pay their fees in two installments but must obtain approval from the Student Services Manager if an extension is needed.

UAE Nationals

UAE Nationals

- UAE national students may access external sponsorships based on contracts signed between the granting entity, the student, and the College.
- It is the responsibility of the student to comply with the terms and conditions set out in these contracts.
-
- Sponsorship agreements often include guaranteed employment upon completion of the academic degree.
- Examples of sponsoring entities include:
 - Cleveland Clinic Abu Dhabi
 - Abu Dhabi Police

Scholarships/stipend

UAE National Students only – Stipend Policy

- FCHS provides a monthly stipend for all UAE National students enrolled in academic programs to encourage and support them in achieving high-quality education.
- Students in Remedial; Nursing Bridging Program; Mother local and Marsoom holder are not

eligible to receive stipends.

- Stipends are awarded based on the previous semester’s CGPA and are deposited into students’ bank accounts at the end of each calendar month.
- Stipends are payable for eight months each academic year:
 - **Semester 1:** September, October, November, December
 - **Semester 2:** February, March, April, May
- **No stipend** is provided during the summer term.
- **New students** receive AED 1,000 per month for their first semester.
- Students who exit with a Diploma or Higher Diploma and return for a bachelor's degree are not eligible.
- Stipends are typically limited to students who are not under external sponsorship.

Requirements

- Students must provide their IBAN by:
 - **September 10** (for Semester 1 joiners)
 - **January 31** (for Semester 2 joiners)
- No payment will be made until the IBAN is provided under student name.
- Any missed months are forfeited if IBAN is not submitted on time.

Stipend Amounts

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

Al Dhafra region international students' scholarship

Fatima College of Health Sciences offers the following scholarships to support qualified international students in Al Dhafra region enrolled in undergraduate programs on a full-time basis. The college reserves the right to make changes to the published scholarship benefits and conditions without prior notice.

Scholarship eligibility is assessed as part of the admission process, and applicants are not required to submit a separate scholarship application. The number of available scholarship slots is limited. The priority will be for high achieving students based on the high school average first and then based on the date of submitting a complete application. International students are evaluated and mapped to a specific scholarship Tier based on academic merit and other relevant factors, aligning with Fatima College of Health Sciences strategic priorities, rules, and regulations. Meeting the minimum eligibility criteria does not guarantee a scholarship award.

Tier I

- Full coverage of tuition fees, for (30% of the total applications based on the rules above).

Tier II

- Partial waiver of tuition fees.
- 50% of the tuition fees, for (30% of the total applications based on the rules above).

All sponsored students are required to maintain a CGPA of 3.0 or above throughout their studies at Fatima College of Health Sciences to maintain their scholarship status. If sponsored students' CGPA is lower than 3.0, they will be required to pay the full tuition fees for the registered semester and lose their scholarship status. Students can recover their scholarship if they raise their CGPA to 3.0 or above. International students can be accepted to Fatima College of Health Sciences in Al Dhafra region without a scholarship and will be required to pay the full tuition fees. The total number of seats are limited, and priority will be determined based on the rules and regulation of the College.

Conditions for Eligibility and Stipend Deductions

Conditions for Eligibility

- Students must follow the standard study plan and meet all of the following criteria:
- Pass all courses with no more than one "FA" in the previous semester.

- Maintain a **CGPA of 2.0 or higher**.
- Be a **full-time registered student**, enrolled in at least 12 credit hours per semester (except for last semester graduating students).
- Graduate within the **standard study period**.

Deductions from Stipend (Absenteeism)

- A stipend deduction will be applied for absenteeism, with a maximum of one month deduction per course:
- **10% absences** → Second warning + AED 500 deduction for each affected course.
- **15% absences** → Automatic FA grade + AED 1,000 deduction for each affected course.

Non-UAE National Students – Concession Policy

Non-UAE national students are eligible for **one** of the following concession options.

Students may not combine or benefit from more than one concession

1. Academic Concession

- Awarded based on the **cumulative grade point average (CGPA)** in the regular study years.
- Applies only to the total degree credits of the enrolled program.
- Credits taken beyond program requirements are not covered.
- Tuition concession is provided as per the approved rate table (available at Student Services).

2. Staff Family Concession

- Children of staff working in IAT, ADVETI, or ACTVET are eligible for a 50% tuition concession.

3. Special Concession (Aldhafrah Campus)

- Fees are determined by college policy and may change based on management approval.

- Students should contact Student Services for the latest details.

CGPA / Category	Academic Concession	Staff Family Concession
CGPA \geq 3.6	50%	50%
CGPA 3.0 – 3.59	30%	–

Registration

Key Points:

- Registration is completed online, with approval from academic advisors.
- Students must meet with their advisor before registering to confirm course selection.
- Add/drop of courses is allowed during designated periods with advisor approval.
- Withdrawal deadlines are set in the academic calendar, with penalties for late withdrawals.
- Students must maintain a full-time study load (12–18 credits) unless on probation.
- Courses may be repeated under specific rules to improve CGPA or remove probation.
- Students may not register if under academic dismissal, incomplete admission/fees, or disciplinary action.

Students are responsible for knowing registration deadlines and meeting requirements in order to progress in their programs.

Appendix: Detailed Registration Rules

Registration Procedures

- Dates are published in the academic calendar.
- Class schedules are posted on the College Banner system.
- Students must consult academic advisors before registering.
- Registration is conducted online by students themselves.
- Students with questions should contact the Registrar's Office.
- Poor academic performers require advisor signature on registration form.
- Prerequisites must be completed before enrolling in higher-level courses (except in the last semester, when required for graduation).

Add/Drop Courses

- Add/drop is permitted during the first week of each semester (or as stated in the academic calendar).
- Students may add/drop only with advisor approval.
- Minimum load: 12 credits 1st and 2nd semester; 3 credits in 3rd, for students with CGPA 2 and

above.

- Students cannot withdraw during final exam period.
- Students registered for 12 credit hours or less are not permitted to drop courses.
- Withdrawals appear on transcript as follows:

Period	Drop Allowed	Transcript Grade	Financial Penalty
Weeks 1–2 (1 st & 2 nd semester)	Drop Allowed	WW	No Payment
Week 1 (3 rd semester)	Drop Allowed	WW	No Payment
Weeks 3–10 (1 st & 2 nd semester)	Drop Allowed	WP	50% (750 AED per credit hour)
Week 2 (3 rd semester)	Drop Allowed	WP	50% (750 AED per credit hour)
Weeks 11–end of semester (1 st & 2 nd semester)	Drop Allowed	WP	100% (1500 AED per credit hour)
Week 3 onward (3 rd semester)	Drop Allowed	WP	100% (1500 AED per credit hour)
after Week 10 of semester (1 st & 2 nd semester)	Drop Allowed	WF	100% (1500 AED per credit hour)
After Week 3 (3 rd semester)	Drop Allowed	WF	100% (1500 AED per credit hour)

Note: *WW* = Withdrawal without penalty, *WP* = Withdrawal with penalty, *WF* = Withdrawal Fail

Denial of Registration

Registration may be denied for:

- Academic dismissal (including transfer or failing a course three times).
- Incomplete admission documents.
- Unpaid fees.
- Academic misconduct or disciplinary action.
- Failure to complete all academic/administrative requirements.

Repeating Courses

- Students may repeat a passed course (grade \leq C-) once to improve CGPA or remove probation. Highest grade counts toward CGPA.
- Students must repeat all failed courses.
- Both original and repeated grades remain on transcript.
- Credit hours are only counted once for graduation purposes.
- No course may be repeated after graduation requirements are met.

Study Load

- **Full-time load:** 12–18 credits per semester; 3–6 credits in summer.
- **Probation load:** limited to 12 credits (regular semester) and 3 credits (summer).
- **Maximum load** (with Director's approval): up to 21 credits in semester 1 or 2, or 9 credits in

- summer.
- Approval requires:
 - CGPA > 3.7, or
 - Graduation in the same semester, or
 - Graduation in the following semester where required courses are only offered now.
 - Part-time students: max 12 credits per semester.

Attendance and Punctuality

Regular attendance and punctuality are essential for success at FCHS.

Key Rules:

- Students must attend all classes, labs, tutorials, clinical training, and exams.
- Arriving late by less than 10 minutes counts as "late" (3 latest = 1 absence).
- More than 10 minutes late = absence.
- Absence penalties:
 - 5% → First warning
 - 10% → Second warning (+ AED 500 stipend deduction for UAE nationals)
 - 15% → Final warning, AED 1000 stipend deduction (UAE nationals), barred from final exam, grade = **FA**.
- Absence above 20% with valid reason → withdrawal (W) without penalty.
- Students must request permission to leave campus during teaching hours.
- Leave of absence allowed (up to 3 semesters, max 2 consecutive) with documented reasons and approval.

Students are responsible for managing attendance and should seek support from advisors or counselors when facing personal difficulties.

Appendix: Detailed Attendance Policy

General Rules

- Students must attend all scheduled lectures, labs, tutorials, clinical training, and exams.
- Attendance is tracked through the **Banner system**.

Lateness

- < 10 minutes late → marked as "late."
- 3 late arrivals = 1 unexcused absence.
- 10 minutes late → recorded as absent.

Absence Warnings and Penalties

- **5% absence** → First warning.

- **10% absence** → Second warning. UAE national students: AED 500 stipend deduction.
- **15% absence** → Final warning issued by Student Counselor.
 - UAE national students: AED 1000 stipend deduction.
 - Student barred from final exam, grade recorded as **FA** (failure due to absenteeism).
 - Course must be repeated.

Absences Due to Personal Difficulties

- Students should contact advisors or counselors promptly if personal difficulties affect attendance.
- Documentation must be provided upon return.
- Students absent for >20% of course hours with valid reason → **withdraw (W)** without penalty.

Leaving Campus During Teaching Hours

- Students may not leave campus during teaching hours without written guardian permission and approval from Student Services.

Leave of Absence

- Students may request up to **3 semesters of leave** (max 2 consecutive, excluding summer).
- Requirements:
 - Must be a full-time active degree student.
 - Must have completed at least 1 semester at FCHS.
- Approval needed from advisor, Head of Department, and Student Services.

Assessments, Grading and Results

Assessments

Most undergraduate courses include examinations as part of the assessment requirements.

Students should always consult their course outlines, which provide details about the topics, time, date, place, and duration of examinations.

Examination Rules

- Exams are subject to FCHS policies, which are communicated through Student Services each term.
- Students must present their valid FCHS student ID to invigilators; otherwise, they will not be permitted to take the exam.
- **Arrivals:** Students will not be admitted if they arrive more than 10 minutes after the exam has started. No extra time will be given.
- **Departures:** Students may not leave the exam venue during the first 50% of the exam duration.
- Unauthorized materials (e.g., mobiles, notes, bags, textbooks, electronic devices) are strictly prohibited.
- Materials permitted will be specified in the exam timetable and on the exam paper.

Illness during an Examination

- If a student feels unwell during an exam, they may be escorted to the clinic to see the nurse.
- If the student is unable to return, they must submit a medical report to the instructor within two working days.
- The proctor will record the incident and inform the course instructor.

Missing an Exam

- Students who miss a final exam with a valid justification will receive an Incomplete Grade (IG) and must sit a make-up exam in the first week of the following semester.
- Acceptable grounds for a deferred exam include:
 - Illness (with a medical report)
 - Accident
 - Temporary disability
 - Bereavement

- Approved sporting/cultural commitment at emirate, national, or international level
- An attested report must be submitted to Student Services within 48 hours of the exam date.
- Missing a deferred exam or failing to provide justification results in a zero grade.
- For midterms and in-semester exams, excuses must be submitted to the course instructor within 48 hours. Deferred exams require Head of Department approval.

Open Book Examinations

- Course instructors will notify students in writing about the topics covered and permitted materials.
- Even in “Open Book” exams, all exam rules and regulations still apply.

Use of Electronic Calculators in Examinations

Students can use calculators unless otherwise specified on the exam booklet.

Assessment Submission

- All assessments must be submitted by the due date as indicated in the course outline.
- Late submissions will incur penalties unless an extension is approved by the faculty.

Grading and Results

- Grades are awarded by the course instructor, reviewed by the course coordinator, and approved by the Head of Department.
- Grades reflect overall performance and are recorded using the FCHS undergraduate grading system.
- Descriptions accompanying grades serve as general guidelines for comparability across the College.

Grading Description

A course grade is expressed in letters that correspond to academic level descriptors. The distribution of letter grades and GPA calculations is summarized in the following table:

Distribution of Letter Grades and the calculation of the corresponding 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
WF			Withdrawal Fail
NOT INCLUDED IN CALCULATING THE CGPA			
I or IG			Incomplete Grade
P			Pass Course
NP			Not Pass Course
EX			Exemption
TR			Transfer Credit
W			Withdrawal
WW			Withdrawn without Penalty
WP			Withdrawn with Penalty

Description of Grade

Grades at FCHS reflect students' overall performance in a course. Each grade corresponds to a numerical value (GPA points) and a descriptive level of achievement.

Excellent

- **A (4.00)**

Comprehensive understanding of course content; development of skills to a highly competent level; exceptional interpretive and analytical ability; full achievement of course objectives.

Very Good

- **B+ (3.30)**

Very high understanding of course content; advanced skill development; very strong interpretive and analytical ability; achievement of all major and minor objectives.

- **B (3.00)**

High understanding of course content; strong skill development; solid interpretive and analytical ability; achievement of major objectives, though some minor objectives may not be fully achieved.

Good

- **C+ (2.30)**

Good understanding of most basic course content; skills developed to a good level; good interpretive and analytical ability; achievement of major objectives, with some minor objectives not achieved.

- **C (2.00)**

Satisfactory understanding of most basic course content; skills developed to a satisfactory level; adequate interpretive and analytical ability; achievement of major objectives, with some minor objectives not achieved.

Satisfactory

- **D+ (1.30)**

Limited understanding of course content; insufficient skill development; inadequate

interpretive and analytical ability; achievement of some major objectives, most minor objectives not achieved.

- **D (1.00)**

Minimal understanding of course content; weak skill development; inadequate interpretive and analytical ability; achievement of a few major objectives, most objectives not achieved.

Fail

- **F (0.00)**

Inadequate understanding of course content; failure to develop skills; lack of interpretive and analytical ability; failure to achieve major and minor objectives.

Administrative Grades

- **FA (Failure due to Absence, 0.00)**

Assigned when a student reaches 15% absence rate in a semester/trimester or withdraws after the official withdrawal period (after week 4).

- **WP (Withdrawal with Penalty)**

No GPA value. Assigned when a student withdraws after add/drop but before the official withdrawal deadline (week 4). A financial penalty applies.

- **IG (Incomplete Grade)**

No GPA value. Temporary grade given when a student misses the final exam with valid justification. Must be resolved by the second week of the following semester. Student is responsible for completing deferred assessments.

- **TR (Transfer Credit)**

No GPA value. Transfer courses accepted toward degree requirements but excluded from GPA calculation. Recorded on transcript as per FCHS transfer policy.

- **WW (Withdrawal without Penalty)**

No GPA value. Assigned when a student withdraws after add/drop and before the end of week 4. No financial penalty applies.

- **W (Withdrawal)**

No GPA value. Assigned when a student withdraws from a course with a specific reason approved by management.

Calculating the GPA and CGPA

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

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

The cumulative grade point average (CGPA) is calculated using the official GPA formula.

- Courses with grades of **IG (Incomplete)** or **TR (Transfer Credit)** are excluded from the calculation.
- The CGPA is rounded to two decimal places.

Example:

A GPA of 3.4331 is rounded to 3.45.

Student Academic Standing

The academic standing of FCHS students is evaluated at the end of each semester, excluding the summer term.

- A student's status is determined based on the **term GPA** and/or **cumulative GPA (CGPA)**.
- Academic standing determines eligibility for continued enrollment and progression within the program.
- Undergraduate students with a **CGPA of 2.00 or higher** (on a 4.0 scale) are considered in **Good Academic Standing** and eligible to graduate.
- NQC qualifications can be marked and articulated to the CAA-accredited program grades.

Categories of Academic Standing:

- Academic Honors
- Good Academic Standing
- Academic Probation
- Academic Dismissal
- Administrative Dismissal

The following table summarizes the academic standing levels based on CGPA:

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

Student Academic Standing – Probation and Dismissal

A student whose cumulative GPA (CGPA) falls below **2.0** is placed on **Academic Probation** and cannot graduate until they regain Good Academic Standing.

- **Academic honors standing** is a recognition of excellence and is recorded on the student's transcript.
- Both the cGPA and semester GPA are rounded to two decimal places (third decimal ≥ 5 rounds up; ≤ 4 rounds down).
- The Registrar's Office provides timely information about academic standing after grades are finalized.

- Students can view their academic standing each semester through the self-service portal and their transcript.

Academic Probation

- First time CGPA falls below **2.0** → **First Academic Probation**.
- Must meet with advisor and counselor to create an improvement plan.
- Registration limits while on probation:
 - **Regular semester:** 9–12 credit hours
 - **Summer term:** Maximum 3 credit hours
 - Any increase requires approval from advisor, HoD, and Director/Registrar.
- Students must repeat failed or low-grade courses (F or D).
- Pass/Fail courses are not allowed while on probation.
- Advisors monitor student progress closely.
- Students return to **Good Standing** once CGPA \geq 2.0.

Second Academic Probation

- If CGPA $<$ 2.0 after the semester following the first probation (excluding summer) → **Second Academic Probation**.
- Students advised to transfer to another program.
- Registrar notifies student of probation and dismissal risk.

Academic Dismissal

- Applied if CGPA remains $<$ 2.0 after the semester following second probation (excluding summer).
- Also applies if:
 - Failing the same course **three times**.
 - Remaining on probation for **three consecutive semesters**.
 - Failing to graduate within the maximum study period ($N \times 1.5$ years).

Exceptions and Appeals

- Students with CGPA **1.80–1.99** may be granted one exceptional semester if recommended by advisor, HoD, Registrar, and Director.
- Students on second probation with a **semester GPA \geq 3.0** may be given one extra semester.
- Appeals must be submitted within **5 working days** of dismissal notice.
- Appeals are reviewed by advisor, HoD, Registrar, and Director; final decisions shared

within **2 working days**.

Administrative Dismissal

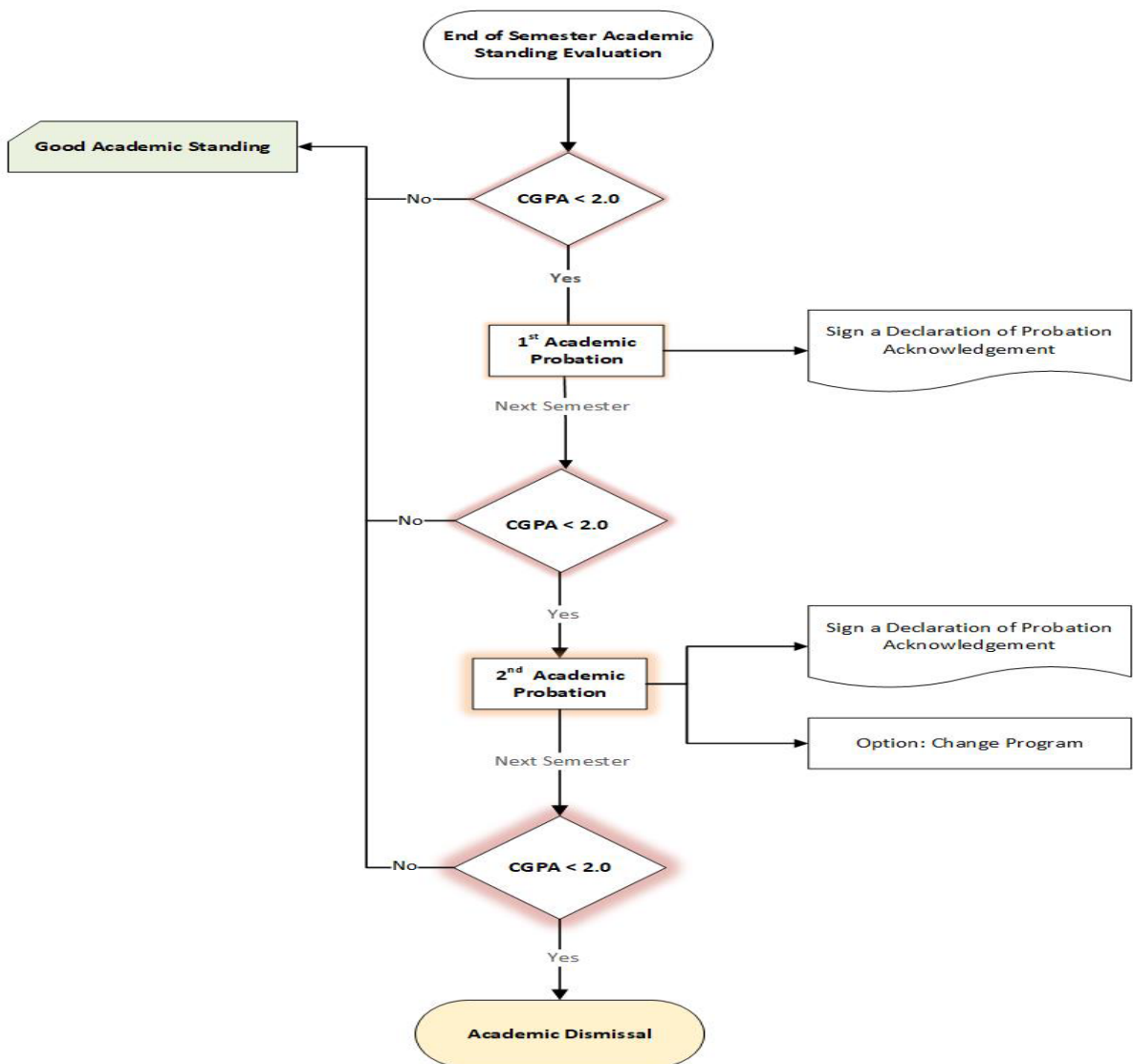
- Exceeding the allowed postponement period (2 consecutive or 3 intermittent semesters).
- Failing to meet conditional admission requirements.
- Misconduct that harms FCHS reputation.

Standing Status	Condition	Next Step / Action
Good Standing	CGPA \geq 2.0	Eligible to progress & graduate
First Probation	First semester with CGPA < 2.0	Limited credits (9–12), repeat failed courses, advisor support
Second Probation	CGPA still < 2.0 after following semester	Advised to transfer program, warning of dismissal
Academic Dismissal	CGPA < 2.0 after second probation OR other violations	Removal from program (possible appeal/exception)
Administrative Dismissal	Exceeding postponement limit, misconduct, unmet conditions	Permanent dismissal

Academic standing procedure

1. The first time a student completes **15 credit hours or more** and ends the semester with a **CGPA below 2.0**, the student will be placed on **First Academic Probation**.
2. Students on First Academic Probation must raise their **CGPA to at least 2.0** by the end of the following semester (excluding the summer term).
3. If the **CGPA remains below 2.0** after the semester following First Academic Probation, the student will be placed on **Second Academic Probation**.
4. If the **CGPA is still below 2.0** after the semester following Second Academic Probation, the student will be **academically dismissed from FCHS**.
5. Students may **appeal an academic dismissal** by submitting a written appeal to the Registrar's Office **within 5 working days** of the official notification.

Student's Academic Standing



Student Records

- All records related to academic integrity are kept in a confidential file with the Head of Department for a minimum of seven (7) years after the student leaves the college. After this period, records are archived electronically and secured under ACTVET cybersecurity measures.
- All student grades are permanently stored at the Registrar's Office in a secure location, updated regularly. The College Director and Heads of Departments may have read-only access.
- Hard copy assignments are kept only for one semester or academic year, then disposed of

confidentially.

Access to Student Records

- Upon admission, students must provide personal and academic data.
- Students may request corrections if inaccurate information is recorded.
- Students alone have access to their own records. Records will not be released without the student's written consent.

Transcript of Academic Record

- Official transcripts are issued by the Registrar's Office upon student request.
- Unofficial transcripts are available through the student self-service portal.

Duration of Study

- The maximum study duration for Higher Diploma, Bachelor, and Bridging programs is $N \times 1.5$ years, where N is the standard duration in the program's study plan.
- Postponed semesters are not included in the calculation.

Extension

- Students may request an extension by submitting an Extension Request Form to the Registrar's Office.
- The Academic Committee reviews the case and may recommend an extension.
- The College Director may grant an extension of one or two semesters if exceptional circumstances are proven and completion within that period is expected.

Degree Requirements for Graduation

To be eligible for graduation and to receive an official certificate, students must:

- Complete volunteering/community service hours as follows:
 - Bachelor programs: minimum of 100 hours
 - Diploma/Higher Diploma programs: minimum of 50 hours

Note: Certificates will not be issued until all required volunteering hours are completed and recorded.

- Be registered at FCHS during their graduation semester.
- Achieve a minimum CGPA of 2.0.

- Meet the required credits for their program (Bachelor, Higher Diploma, Diploma).
- Provide proof of English proficiency (e.g., IELTS Academic 6.0 or equivalent).

Continuation of Study

- Diploma graduates who exit and later wish to continue may return on a part-time basis.
- Students must provide evidence of:
 - Relevant work experience and job role.
 - IELTS Academic 6.0 or equivalent (as per admission requirements).
- Continuation is subject to Head of Department recommendation and Student Services Manager approval.

Readmission

- Students who withdraw for personal reasons after completing at least one semester may apply for readmission.
- The request must explain the reason for withdrawal and justification for return.
- Approval requires:
 - Confirmation of previous Good Academic Standing.
 - Approval by the Student Services Manager.
- Readmission is allowed only once and only into the program where the student was previously accepted.

Student Affairs and Support Services

FCCHS is committed to supporting students throughout their academic journey by providing a range of services.

Available services include:

- Academic and personal support from Student Services staff.
- Library and IT resources.
- Academic advising and counseling.
- Career guidance and extracurricular opportunities.
- Health services, dining, and transportation.
- Facilities for prayer, safety, and recreation.
- Student Council representation and club activities.

These services help students succeed academically, develop personally, and enjoy a positive campus experience.

Office Hours

FCCHS operates Monday–Thursday, 8:00 a.m. – 4:00 p.m., and Friday 7:30 a.m. – 12:00 p.m. Students may access faculty and Student Services during these hours by appointment or walk-in.

Library

- FCCHS operates an on-campus library from an 8:00 a.m. – 4:00 p.m. Monday to Thursday, and Friday 7:30 a.m. – 12:00 p.m.
- Open during office hours; electronic resources available 24/7.
- Collections include textbooks, e-books, multimedia, online journals, and research tools.
- Orientation to library resources provided during the first week.

IT Support

- Provided under ACTVET policies.
- Orientation given to all new students.
- IT support is available on each campus and via email (page 41).

Academic Advising

- Each student is assigned an advisor in first year.
- Advisors guide course selection, study plans, and adjustment to college life.
- Advisors also provide support for at-risk students.

- First-Year Seminar program helps students build skills in writing, time management, and exam preparation.

Personal Counselling

- Counselors help with personal development, stress, time management, and social adjustment.
- Confidential counseling provided for academic or personal problems that may affect performance

Career Guidance

- Services include vocational orientation, job interview prep, CV support, Alumni Career Day, and workshops.
- Helps students connect education to career planning and employment.

FCHS Career Guidance services include:

1. Vocational orientation and career information
2. Job interviews (brochure)
3. Curriculum Vitae (CV) (examples)
4. Alumni Career Day
5. Workshops

Extracurricular Facilities, Activities and Groups:

- Gymnasiums, recreational facilities, and student centers are available.
- Activities include sports, cultural events, and leadership opportunities.
- Student Council oversees clubs and organizes events.
- Students may propose new clubs through the Student Council.

Student Council

- Official student body elected annually.
- Positions include President, Vice President, Secretary, Treasurer, Public Relations Officer, and specialization representatives.
- Responsibilities: advise administration, organize activities, oversee clubs, and manage student issues.
- Eligibility: minimum CGPA 2.5, good communication, creativity, and leadership skills.

Dining

Cafeterias and cafés available on all campuses with options for varied dietary needs.

Health Services

Campus nurse provides daytime care; serious cases referred to nearby hospitals.

Transportation

- Bus services available between residences, campuses, and clinical placements.
- Non-UAE national students pay transportation fees (AED 2000 for semesters 1 & 2, AED 1000 for semester 3).

Prayer Rooms

Prayer facilities available on all campuses.

Privacy and Confidentiality

Student information is confidential; only shared with staff on a need-to-know basis.

Mobile Phones and Electronic Devices

Devices must be turned off in class unless permitted by the instructor.

Health and Safety of Students

- Safety equipment, signage, and drills are maintained.
- Crisis management and lab safety manuals provided.
- Students must read and sign lab safety manuals before participation.

Computer Labs

To be used strictly for academic purposes; misuse results in penalties.

Student Access of Information through the FCHS Website

- Students can access schedules, grades, transcripts, and attendance via the FCHS website under “e-services.”
- Step-by-step instructions are provided for login and navigation.
- To access any student information, students can use the directions below:
 1. Go to 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"
 - a. Enter your user windows login username & password Click on Student and Financial Aid
7. Click on Registration to view or print your Schedule
8. Click on Student Records to view Transcript or Final Grades
9. Click on Student Attendance Action to view Absenteeism Percentage
10. Click on Student Attendance Tracking Details to view the Attendance and Absence Daily Recording for each class.

Work Experience

- Includes clinical placements, labs, internships, and field studies.
- Students must: obey workplace instructions, respect confidentiality, and maintain professional conduct.

Personal Behaviors

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

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

Public Liability

Students covered by FCHS insurance for third-party claims during approved work experience.

Personal Property

FCHS does not insure student personal property.

Personal Health and Accidents

FCHS does not provide any medical insurance coverage.

Students Services Contact Information

Fatima College of Health Sciences (FCHS) is committed to supporting students throughout their academic journey. Each campus provides a Student Services Office with designated staff who may be contacted for academic, administrative, and personal support within working days. Office hours, email addresses, and phone numbers are published at the beginning of each semester and are available on the College website.

In addition, students have access to Technical Support Services. The IT team provides assistance with:

- Access to the college network, email, and online platforms.
- Configuration of personal devices for Wi-Fi and e-learning systems.
- Use of licensed software applications on campus.

Note: Support is limited to FCHS systems and platforms. Personal software or unauthorized applications are not covered.

Web site: www.fchs.ac.ae

Student Services email : officestudent.services@fchs.ac.ae

Campus	phone	Admission email	IT help desk
Abu Dhabi	+971 2 5078765	AD.Admission@actvet.gov.ae	IT.AUHFCHS@actvet.gov.ae
Alain	+971 3 7035500	AA.Admission@actvet.gov.ae	IT.Support@actvet.gov.ae
Ajman	+971 6 7017200	AJM.Admission@actvet.gov.ae	it.helpdesk@fchs.ac.ae
Aldhafra	+971 2 8986915 +971 2 8986916	DHF.Admission@actvet.gov.ae	IT.AUHFCHS@actvet.gov.ae



Students Rights and Responsibilities

Student's Rights

Students have the right to:

- A safe, respectful, and inclusive learning environment.
- Equal educational opportunities without discrimination.
- Access to clear and timely information on course requirements, grading, and assessment.
- Fair processes for appeal, complaint, and grievance resolution.
- Confidentiality regarding personal information, except where disclosure is legally required or necessary for safety.
- Representation through the Student Council and participation in decision-making committees.
- Access to academic advising, career guidance and counseling.
- Timely and fair feedback on academic work.
- Freedom to express ideas and feedback respectfully.
- Personal safety and protection of rights on campus.

Students' Expectations of FCHS

Students can expect FCHS to:

- Provide high-quality, engaging, and supportive teaching and learning.
- Offer academic advising, career guidance and counseling.
- Ensure program or course changes do not disadvantage enrolled students.
- Provide reasonable access to faculty, staff, laboratories, libraries, and resources.
- Communicate policies, schedules, and academic requirements in a timely manner.
- Maintain fairness, transparency, and professionalism in all student related processes.

FCHS Expectations of Students

Students are expected to:

- Act with honesty, integrity, and responsibility.
- Attend classes regularly and participate actively.
- Submit original work and avoid plagiarism or cheating.
- Treat staff, peers, and community members with respect.
- Follow FCHS rules, policies, and UAE laws.
- Use college property and resources responsibly.
- Maintain a professional appearance and adhere to the dress code.
- Comply with health, safety, and clinical placement requirements.
- Contribute positively to the learning environment and college community.

Misconduct

Students are expected to act with integrity and follow FCHS rules. Misconduct falls into three main categories:

1. Academic Misconduct

Examples include:

- Plagiarism (using others' work without acknowledgment).
- Cheating in exams, quizzes, or assignments.
- Collusion (unauthorized group work on individual tasks).
- Fabricating or falsifying data, information, or documents.

2. Exam Misconduct

Examples include:

- Using unauthorized materials or electronic devices.
- Communicating or receiving help during an exam.
- Impersonating another student.
- Disrupting the exam environment.
- Lacking exam questions or participating in leaking exam or in any way.

3. Behavioral Misconduct

Examples include:

- Harassment, discrimination, or disrespectful behavior.
- Damage to property or misuse of college facilities.
- Theft, forgery, falsification of documents, or misuse of resources.
- Disrupting teaching, learning, or other college activities.
- Violating the dress code or health and safety rules.
- Entering the facility or property of others without authorization.

Penalties may include written warnings, grade penalties, suspension, or dismissal depending on severity.

Procedure

- Alleged misconduct is referred to the Student Disciplinary Committee (SDC).
- The SDC investigates and makes recommendations.
- Students will be informed in writing of the decision and their right to appeal.
- Appeals must follow the procedures outlined in the Appeals and Grievances section.

Detailed Misconduct Rules and Procedures

1. Academic Misconduct

Includes but is not limited to:

- Presenting falsified or improperly obtained data as original work.
- Copying or submitting work of others without acknowledgment.
- Receiving unacceptable assistance on individual assignments.
- Assisting another student to commit misconduct.
- Submitting work produced by someone else.
- Self-plagiarism (reusing own work from previous semesters).

Plagiarism Examples:

- Word-for-word copying without quotation marks and references.
- Paraphrasing without proper acknowledgment.
- Using another person's ideas or data without credit.
- Copying digital or electronic content without citation.

Detection:

Plagiarism is monitored using detection tools and faculty review.

2. Exam Misconduct

Examples include:

- Using mobiles, devices, books, or unauthorized notes.
- Communicating or sharing answers during the exam.
- Impersonating another student.
- Leaking exam questions.
- Writing on unapproved materials.
- Bringing food or drinks (except water).

Procedure for Proctors:

1. Ask the student to stop the misbehavior.
2. If continued, report to senior proctor.
3. Confiscate unauthorized items if confirmed.
4. Expel student from exam if necessary.
5. File a joint report to the SDC.
6. Student Services notifies the student of the penalty.

3. Behavioral Misconduct

Examples include:

- Threatening or abusing students, staff, or property.
- Possessing weapons or explosives.
- Sexual harassment.
- Theft, misappropriation, or selling property without consent.
- Misusing or damaging safety equipment.
- Unauthorized entry into facilities.
- Cyber misconduct (hacking, unauthorized access).
- Furnishing false information or forgery.
- Political, religious, or cultural propaganda incompatible with UAE values.

Dealing with Additional Complaints

If additional complaints arise during an investigation, they will be considered together with the original case.

5. Student Disciplinary Committee (SDC)

Composition:

- Manager of Student Services / Registrar (Chair)
- Supervisor Student Services
- Counsellor (Secretary)
- Two Faculty Members

Process:

- Investigates minor and major offenses.
- Can recommend penalties including dismissal (Appendix 1).
- Timeline: no more than 10 working days from allegation to hearing.
- Decisions for dismissal require approval by the FCHS Director.

Dress Code

Students must dress modestly, neatly, and in line with UAE cultural values and professional healthcare standards.

Key Rules:

- Clothing must be clean, neat, and appropriate for academic or clinical activities.
- For GCC nationals: the black abaya and black Sheila are required; the abaya must remain closed, and the Sheila must cover the hair.
- Inappropriate clothing include jeans, cropped pants, short skirts, tight/transparent clothing, low-cut/cropped tops, clothing exposing the back/waist, uncovered tattoos, niqab/face covers, flashy hair colors, excessive makeup, jewelry, or strong perfumes.
- Shoes must be flat, closed, and safe (no high heels).
- Jewelry must be minimal (plain watch, small ear studs, plain wedding band). No face or body piercings.
- Students must wear their official FCHS name badge at all times.
- Clinical and laboratory sessions have stricter dress and safety requirements.
- Violations result in escalating penalties: verbal warning → written warning (parents informed) → dismissal for repeated offenses.

All students represent FCHS and are expected to uphold professional standards at all times.

A. General Guidelines of Proper Attire

Name Badge

- The official FCHS name badge must display first and last name with picture ID and be visible at all times.

Basic Uniform

- Style specified by each department.
- Top with FCHS logo above the heart.
- Skirts must be 3 inches from the floor and not restrict movement.
- Uniforms must be clean, pressed, and properly fitted.
- Shayla color is determined by department or clinical site.

Shoes

- No high heels; shoes must not make noise at heel strike.
- Stockings or socks must be worn at all times.

Jewelry

- No hazardous or distracting jewelry.
- Only plain watch, plain wedding band, and one small stud per ear allowed.
- No tongue, nose, or eyebrow piercings.

General Appearance / Grooming

- Must maintain professional hygiene.
- No cleavage, midriff, back, or buttocks exposed.
- White undershirt may be worn under uniform.
- Shayla must be clean and secured.
- Hair must be neat, clean, and tied back.
- Makeup minimal; no flashy hair colors.
- Nails short and natural; no nail polish or artificial nails.
- No strong perfumes due to allergic reactions.

B. Dress Code for Laboratories

- Lab coats worn inside labs only.
- Protective closed footwear required.
- Safety glasses and gloves used when instructed.
- Long hair tied back.
- Headscarves must be tucked or pinned back for safety.
- Shoes must have enclosed toe and heel; non-slip soles recommended.
- Not allowed: nail polish, acrylic nails, heavy makeup, heavy perfumes, jewelry beyond plain band/studs, mobile phones, lace/net/heeled shoes.

C. Dress Code for Clinical Placement

- Students must wear full official uniform at all times.
- Improperly dressed students may be removed from clinical settings.
- Uniform requirements:
 - Approved top and trousers (or skirt in permitted areas).
 - White skivvy and white sheila/scarf.
 - Black or white flat, fully enclosed shoes.
 - Fob watch, plain wedding band, small ear studs.
 - Light makeup only.
 - Clean uniform daily.
- Must wear and display student ID badge.
- Required equipment: pens (black & red), fob watch, pen torch, stethoscope, pocket notebook.
- Uniforms must not be worn in public places on the way home (e.g., shopping malls).

D. Dress Code Violation Penalties

- **First violation:** Verbal warning; student signs commitment.
- **Second violation:** Written warning; parents informed.
- **Third violation:** Final warning; dismissal for one semester or more (fees non-refundable for non-UAE nationals).
- **More than three violations:** Permanent dismissal from the college.

Appeals and Grievances

Students have the right to appeal or file grievances if they believe they have been treated unfairly.

1. Appeals

Students may appeal in the following cases:

- Against awarded grades.
- Against exclusion or dismissal.
- Against penalties for academic or behavioral misconduct.

Guidelines:

- Appeals must be submitted in writing of the decision.
- Grounds for appeal include procedural errors, unfair treatment, or new evidence.
- Appeals are reviewed by the Appeals Committee, and the decision is final.

2. Grievances

Students may raise grievances regarding non-academic matters (e.g., facilities, services, treatment by staff).

- **Informal Resolution:** Students should first try to resolve concerns directly with the person or office involved.
- **Formal Grievance:** If unresolved, a written complaint may be filed with Student Services.

All appeals and grievances will be treated fairly, confidentially.

Detailed Appeals & Grievance Procedure:

1. Appeals

a. Appeals against Award of Grade

- Must be filed within 5 working days of grade release.
- The student must provide written justification with supporting evidence.
- The Appeals Committee reviews the case and may uphold, adjust, or reject the appeal.

b. Appeal against Exclusion/Dismissal

- A written petition must be submitted to Student Services.
- The Appeals Committee investigates and decides.
- Decisions are final unless procedural errors are identified.

c. Appeal Against Penalty Due to Academic or Behavioral Misconduct

- Students may appeal penalties imposed by the Student Disciplinary Committee.
- Grounds include new evidence, disproportionate penalty, or procedural error.

2. Student Grievance Procedure

a. Informal Resolution

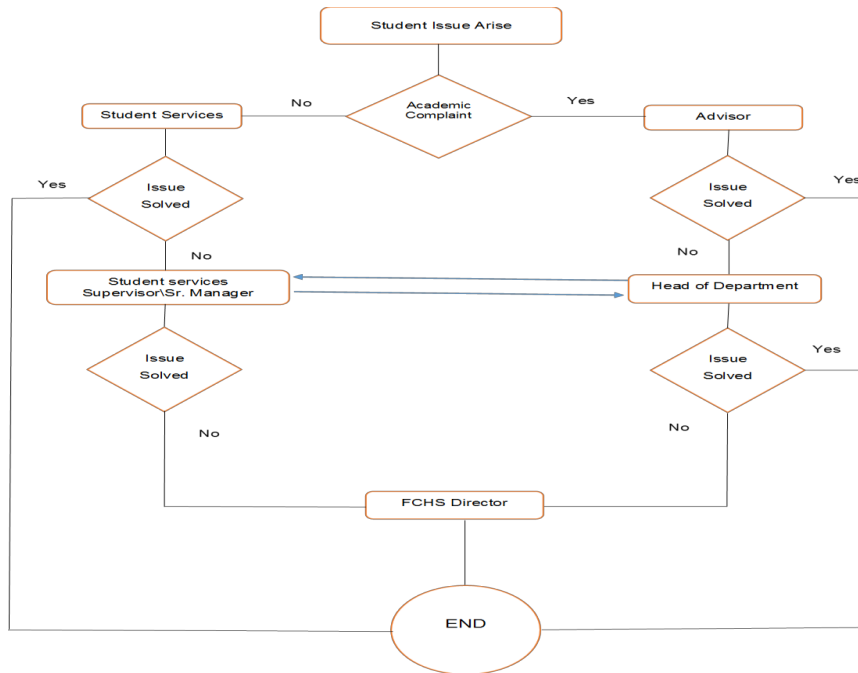
- Students are encouraged to discuss concerns directly with the faculty or staff member involved.
- If resolved, no further action is needed.

b. Formal Grievance

- If unresolved, students may file a written grievance with Student Services.
- The grievance must clearly state the issue, date, and requested resolution.
- Student Services refers the matter to the appropriate committee for review.

c. Investigation & Decision

- The committee may request additional evidence or witnesses.
- A decision will be communicated in writing.
- Students dissatisfied with the outcome may escalate the case to the College Director.



Appendix (1)

FCHS list of misconduct and penalties

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
1	Entry through the main gate not designated for students	Verbal warning	Written warning and must leave the campus	Written warning	Written warning and must leave the campus	Final written warning	Temporary suspension	Repeat the violation after the third time, the student is dismissed from college
2	Attempting to cheat directly or indirectly and of all kinds or using electronic devices or mobile phones in exams and in any assignments	Failing the course, obtaining F grade, receiving written warning	Temporary dismissal, obtaining F grade, receiving written warning	Dismissed from college	-	-	-	
3	Cheating or assisting others in cheating directly or indirectly, or using electronic devices or mobile phones in exams and in any assignments	Failing the course, obtaining F grade, and dismissed from college	-	-	-	-	-	
4	Leaking exam questions or participating in it in any way	Temporary suspension	Dismissed from college	Dismissed from college	-	-	-	The decision is made by Student behavior oversight committee
5	Non-compliance with college dress code and general appearance: A heavy coating (makeup), flashy and colored abaya, not wearing the hijab (Sheila) in a decent way, and placing it on the shoulder. Long nails, Flashy hair colour (including high lights/ lowlights) strange haircuts, long hair for male student and non-compliance with the national dress for males "Kandora and Ghutra", Tattoo, face piercing, low personal hygiene and bad smell, strong perfume smell that causes disturbing other. Invisible Student ID	Verbal warning	Written warning and must leave the campus	Written warning and leave the campus	Written warning and leave the campus	Final warning and leave the campus	Temporary suspension	Dress code is allowed during the training/work period only Repeat the violation after the third time, the student is dismissed from college
6	Imitating the opposite gender, In clothing and appearance, such as hairstyles and makeup for male students	Dismissed from college	-	-	-	-	-	

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
11	Abuse of political, religious or social symbols in the country	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
12	Broadcasting or promoting extremist beliefs, excommunication, atheistic or offensive ideas and beliefs to the religious, political or social systems of society	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
13	Insulting religions or others, or provoking everything that causes sectarian strife on campus or contrary to the spirit of tolerance	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
14	Use of fireworks of any kind (causing smoke and/or loud noise, etc.)	Temporary suspension	-	Dismissed from college	-	-	-	The decision is made by Student behavior oversight committee
15	Possession or use of firearms, blades, or the like on campus, on the bus, or in various college activities	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
16	Conviction of the student by the court in any legal case	-	-	-	-	-	-	The decision is made by Student behavior oversight committee on a case by case basis
17	Wearing headphones or making a phone call while talking to faculty, staff (student services) or during a lecture, exam, tutorial, labs., clinical, etc.	Verbal warning	Written warning	Written warning	Final warning	Final warning	Temporary suspension	Repeat the violation after the third time, the student will be dismissed from college
18	Misuse of any electronic devices such as tablets and others during a lecture, exam, tutorial, labs., clinical, etc.	Verbal warning	Written warning-	Written warning	Final warning	Temporary suspension	Dismissed from college	

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
19	Hacking or attempting to hack electronic devices	Temporary suspension	-	Dismissed from college	-	-	-	
20	Smoking of all kinds on campus premises or during college activities, inclusive of vaping or mist of any kind	Temporary suspension	Dismissed from college	Dismissed from college	-	-	-	The decision is made by Student behavior oversight committee
21	Entering unauthorized places and facilities	Verbal warning	-	Written warning	-	Final warning	Temporary suspension	Repeat the violation after the third time, the student will be dismissed from college
22	Eating or drinking in unauthorized places (e.g. classrooms, laboratories, prayer rooms, etc.)	Verbal warning	Volunteer work	20 hours deduction from volunteer work (Fazaa)	Written warning	Final warning	-	Volunteer work is not counted from the volunteer hours required of the student • repeat the violation after the third time, the student is under suspension
23	Misuse of college ID card between students (E.g. Identity Theft / Impersonations) to enter & exit college	Final warning	-	Temporary suspension	-	Dismissed from college	-	
24	Leaving college before class schedule (Exit college without green card and /or permission)	Verbal warning	-	Written warning	-	Final warning	-	Repeat the violation after the third time, the student is under Temporary suspension
25	Using campus parking area without prior permission	Verbal warning	Written warning	Written warning	-	Final warning	-	Repeat the violation after the third time, the student is under Temporary suspension
26	Providing false malicious complaint(s) against employee(s)	Temporary suspension	-	Dismissed from college	-	-	-	The decision is made by Student behavior oversight committee

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
27	Using college transportation without prior registration or fees payment	Verbal warning and payment of the amount due	-	Written warning and payment of the amount due	-	Final warning	-	Repeat the violation after the third time, the student is under Temporary suspension
28	Providing incorrect testimony and / or information with the purpose of misleading investigation	Temporary suspension	-	Temporary suspension	-	Dismissed from college	-	The decision is made by Student behavior oversight committee
29	Physical abuse to an employee or a student	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
30	Consumption, possession or distribution of alcohol, drugs, or any illegal material and / or attending to the college intoxicated	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
31	Distributing any obscene materials through email account and / or network	Dismissed from college	-	-	-	-	-	The decision is made by Student behavior oversight committee
32	Collecting charity for any purpose - in campus without prior permission	Written warning	Final warning	Final warning	Temporary suspension	Temporary suspension	Dismissed from college	The decision is made by Student behavior oversight committee
33	Degradation of facilities (E.g. Leaving or throwing food waste, paper tissue, etc.)	Verbal warning	Volunteer work	Written warning and volunteer work	-	Final warning and deduction of 20 hours of volunteer work (Fazaa)	-	Repeat the violation after the third time, the student is under Temporary suspension
34	Student gatherings and / or partying without prior permission from student services dept. (includes gathering of male and female students)	Verbal warning	-	Written warning	-	Final warning	-	Repeat the violation after the third time, the student is under Temporary suspension

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
35	Disrespecting security guards (E.g. refusing to follow instructions received by security guards)	Written warning	Final warning	Final warning	Temporary suspension	Temporary suspension	Dismissed from college	
36	Causing inconvenience and disturbance to others (E.g. Talking and / or laughing loudly in unallocated places)	Verbal warning	-	Written warning	-	Final warning	Temporary suspension	
37	Damages, break, vandalizing and/ or misuse any of the campus property	Written warning and pay the amount of damages	-	Pay the amount of damages and Temporary suspension	-	Pay the amount of damages and dismissed from college	-	
38	Disrespecting bus driver (E.g. Inappropriate talk, giving orders)	Verbal warning	Written warning	Written warning	Final warning	Final warning	Temporary suspension	Repeating the violation after the third time, the student Will be dismissed from college
39	Stealing and / or covering up stolen property of others	Dismissed from college	-	-	-	-	-	The decision is made by the Student behavior oversight committee
40	Bringing, possessing, displaying and promoting unauthorized material, (Physical, media or electronic) that violate / offend public morality	Dismissed from college	-	-	-	-	-	The decision is made by the Student behavior oversight committee
41	Incitement or agreeing on committing any acts of violence or quarrels against others on campus	Final warning	Temporary suspension	Temporary suspension	Dismissed from college	Dismissed from college	-	The decision is made by the Student behavior oversight committee
42	Non-compliance during the investigation to comply with the process and showing inappropriate attitude towards student behavior oversight committees	Temporary suspension	Dismissed from college	Dismissed from college	-	-	-	

Misconduct Type		1 st Offence		2 nd Offence		3 rd Offence		Comments
		The bare minimum	The bare maximum	The bare minimum	The bare maximum	The bare minimum	The bare maximum	
43	Misuse of college ID card (E.g. Identity Theft / Impersonations) to persons that are not students	Temporary suspension	-	Dismissed from college	-	-	-	
44	Misuse of communication tools, social media, or photography for the illegal or immoral purposes, which offends the college, its employees, or others inside or outside the campus	Written warning	Final warning	Final warning	Temporary suspension	Dismissed from college	-	
45	Providing incorrect and / or misleading medical information and not informing student service dept. about the updates regarding medical health condition, if any	Written warning	Temporary suspension / Dismissed from college	-	Dismissed from college	-	-	If first time offence, medical/health report is reviewed and the decision is made by Student behavior oversight committee
46	Failure to adhere or comply with the appropriate escalation for student complaint policy and procedure (student grievances) or suggestions	Written warning	-	Final warning	Temporary suspension	Temporary suspension	Dismissed from college	Repeating the violation after the third time, the student will be dismissed from college

In case of Temporary Suspension:

- The temporary suspension is for one semester, not including the summer semester.

Committee's Right:

- The committee has the right to permanently dismiss the student in case of repeating the same violation more than three times.

Student Behavior Oversight Committee:

- If the violation is not included in the code of misconduct and penalties, the misconduct and penalty shall be assessed by the student behavior oversight committee.

Notification

- The student and guardian(s) shall be notified when the penalty is issued.