

Emirates College of Technology

Student Handbook

2010/2011

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1. Welcome from the President

Dear Students,

I would like to welcome you to the Emirates College of Technology (ECT). Starting from 1993 until April 2004 ECT has been operating under the name of Emirates Institute of Technology (EIT) – accredited by the UAE Ministry of Education. However, in November 2003 the college obtained recognition of the UAE Ministry of Higher Education and Scientific Research, to operate in the field of Higher Education. In June 2004, ECT obtained initial accreditation for its Two-Year Diploma program in Business Administration and Computer Information Systems (Double Major) from the Ministry. In August 2007, ECT obtained the initial accreditation for its second program, i.e., Two-Year Diploma in Human Resource Management from the Ministry. In April 2008, ECT acquired the initial accreditation for its third program, i.e., Two-Year Diploma in e-Commerce and Marketing (Double Major) from the Ministry. In May 2008, ECT obtained the initial accreditation for two more programs, i.e., Two-Year Diploma in Accounting and Two-Year Diploma in Banking and Finance from the Ministry. In July 2008, ECT obtained the initial accreditation for its sixth program, i.e., Two-Year Diploma in "Computer Graphic Design and Animation" In May 2009, ECT obtained the initial accreditation for its seventh program, i.e., “Mass Communication and Public Relations”, offered in English. In addition to its existing programs, ECT intends to introduce, in the near future, more programs in various disciplines of study.

Through its double and single major programs in the UAE, ECT has combined information technology with various specialized fields of study in response to today’s local and global market place demands for hybrid individuals who understand the concerned specialized discipline and strategically utilize information technology to have a competitive edge. The programs offered in the UAE makes it quite easier and cost effective for many individuals who cannot afford studying abroad and wish to gain locally and internationally recognized degrees or Diplomas, or wish to study abroad at a certain stage.

Finally, I hope that you will benefit from joining ECT, and you will find it a challenging experience. I wish you every success.

President

Mohamed Al Mazroui

2. College Mission

The Emirates College of Technology derives its purpose from its mission statement which reads as follows:

College Mission Statement:

“The mission of Emirates College of Technology is to operate as a two-year college of higher education that prepares a diverse student population to enter the job market, transfer to senior colleges and universities, and achieve their professional and personal goals. Through its innovative and continuously improved programs and life long learning services, the college offers educational opportunities that strengthen the economic and social vitality of Abu Dhabi, the UAE and the region.”

3. College Goals:

To achieve its purpose and mission, Emirates College of Technology has set the following goals:

Goal 1: Offering Value-Added Programs and Services: ECT provides high quality, innovative and comprehensive programs and services that meet learning and occupational needs of students, employers, and society.

Goal 2: Focusing on Teaching and Learning: ECT is to be known for the quality of its teaching and learning and its commitment to academic standards.

Goal 3: Focusing on Students Success: ECT focuses on student success and prepares them for their successful entry into job market and/or transfer to senior colleges and universities.

Goal 4: Focusing on Faculty and Staff Success: ECT provides its faculty and staff with the necessary resources they need to be effective in an atmosphere of open communication, mutual respect, and accountability.

Goal 5: Fostering Safe and Supportive Work Environment: ECT fosters and promotes a safe and supportive work environment for its faculty, staff and students.

Goal 6: Developing and Strengthening Relations with Community: ECT continues to develop and strengthen ties with its diverse community by fostering stronger partnerships with community, business, educational, government and industrial organizations.

Goal 7: Promoting ECT Guiding Principles and Core Values: ECT continues to promote awareness, knowledge and appreciation for diversity and multiculturalism.

Goal 8: Developing Institutional Resources: ECT continues to develop its financial, human and other resources to effectively support its students, faculty, staff, programs and services.

Goal 9: Quality Assurance & Improvement: ECT strives toward excellence by continuously improving quality, effectiveness and responsiveness of its programs and services based on comprehensive evaluation and feedback from users of the programs and services.

Goal 10: Promoting Institutional Visibility and Image: ECT continues to focus on promoting its institutional visibility and image by increasing community awareness of its high quality and innovative educational offerings, services and programs.

4. History of Emirates College of Technology (ECT)

The Emirates College of Technology (ECT) was first established as the Emirates Institute of Technology (EIT) in early 1993. In 1993 EIT was recognized by the Ministry of Education to provide training in computing, management, language and university services in the UAE. In 1995 the EIT, in association with a number of international institutions began to offer academic programs that led to a double major diploma in business administration and computer information systems. This guaranteed the quality of the program offered to be at international standards.

In January 2001, the EIT was divided into two divisions: the short courses division and academic division. The short courses division is located in the old premises of EIT, while the diploma division is located in the old ZADCO office building in Khalidya-within a walking distance from the short courses division.

In November 2003, the academic section of EIT was recognized by the UAE Ministry of Higher Education and Scientific Research to operate in the field of higher education. In April 2004, the academic section of EIT was renamed as Emirates College of Technology (ECT). In June 2004, ECT obtained the initial accreditation for its Two-Year diploma program in Business Administration and Computer Information Systems (Double Major) from the Ministry.

In September 2005, ECT rented a new campus in Hamdan Street that has been especially designated for female students, while the old Campus has been assigned for male students only. However, in July 2008 ECT had to evacuate the males campus and to rent a new campus for female students in Defense street while male students have been assigned the Hamdan street campus ever since.

In August 2007, ECT obtained the initial accreditation for its second program, i.e, "Two-Year Diploma in Human Resource Management" from the Ministry.

In April 2008, ECT acquired the initial accreditation for its third program, i.e., "Two-Year Diploma in e-Commerce and Marketing (Double Major)" from the Ministry. In May 2008, ECT obtained the initial accreditation for two more programs, i.e., Two-Year Diploma in Accounting and Two-Year Diploma in Banking and Finance from the Ministry. In July 2008, ECT obtained the initial accreditation for its sixth program, i.e., Two-Year Diploma in "Computer Graphic Design and Animation" from the Ministry. In May 2009, ECT obtained the initial accreditation for its seventh program, i.e., "Mass Communication and Public Relations", offered in English.

5. Student Orientation Program

The student affairs deanship offices at ECT implement the student orientation program, coordinate the college's efforts to orientate, advise, test and register new students. Student orientation programs are offered in September for students enrolling for the first semester, and in February for those enrolling for the second semester. Each program is an eight-hour, two-day program.

5.1 GENERAL ACTIVITIES OF THE ORIENTATION PROGRAM

1. To provide new students with a structured, comprehensive introduction to ECT, the Dean of Student Affairs at ECT will meet with students and introduce them to ECT. He will also introduce the students to the regulations of the college by giving each of them a copy of the student handbook & explaining the key points such as attendance, GPA, cheating ...etc. Students will be provided with a brief description about the diploma programs and the courses they include. The Dean will introduce the students to the faculty of ECT, and the administrative staff.
2. To assist new students in their transition to the college, the Student Affairs Administrators and unit coordinators will explain the life of post-secondary education to the new students. The ECT academic advising and counseling systems will also be explained, by the Student Affairs Administrators.
3. To familiarize students with the campus environment and physical facilities, selected undergraduate students led by the student affairs administrators will accompany the students on a tour of the college. This will include facilities such as computer labs, classrooms, the library, lounges, management and administration offices, cafeteria...etc.
4. To introduce Students to the college services which will support their educational and personal goals, such as: library, information technology, academic units, alumni and student services, librarians, units coordinators and student affairs administrators will accompany students on a tour to explain these areas. Librarians will provide information to the students on the library facilities available to them. Both the librarians and the system administrator provide an orientation program on how to access the library and other facilities it provides such as the INFOTRAC Database, Internet access ...etc.

5. To facilitate initial academic advice, placement and proficiency testing, diploma structure and registration, the registrar will explain to new students, in brief, the importance and meanings of the services.

Special Sessions of Student Orientation Program:

A. **Library and Learning Resources Orientation Sessions:** The Library and Learning Resources Unit at ECT will arrange separate orientation sessions both at the Males and Females campuses for students ONCE during their First Year of Study and SECOND time during their Second Year of Study at ECT. In these orientation and training sessions the main focus will be on:

- Effective Use of Library and Learning Resources.
- Searching for information on Internet.
- Finding relevant books, journals, articles, etc.
- Finding right software to solve computing needs.
- Efficient use of databases.

5.2 INFORMATION TECHNOLOGY RESOURCES AND SYSTEMS ORIENTATION SESSIONS:

Information Technology Resources and Systems Unit at ECT will arrange separate orientation sessions both at the Males and Females campuses for students ONCE during their First Year of Study and SECOND time during their Second Year of Study at ECT. In these orientation and training sessions the main focus will be on:

- Effective use of IT resources and systems and support services at ECT.
- IT resources including hardware and software available to the students.

- IT resources and systems support services for students and various services can be utilized by the students.

5.3 ORIENTATION SESSIONS ON ACADEMIC OFFENCES INCLUDING PLAGIARISM:

Office of Student Affairs at ECT will arrange separate special orientation sessions both at the Males and Females campuses for students ONCE during their First Semester of Study and SECOND time during their Second Year of Study at ECT. In these orientation and training sessions the main focus will be on:

- Awareness of students concerning academic offenses including plagiarism.
- Penalties for various academic offences including plagiarism at ECT.
- Enforcement of ECT policies concerning academic offences.

6. ADMISSION AND REGISTRATION

6.1 ECT ADMISSION POLICY

Currently, ECT enrolls thirteen hundred students, with a capacity of 2500 students in both females' and males' campuses.

ECT takes into consideration the optimum student-teacher ratio, which must not exceed twenty five students to one instructor on average.

Students can apply for admission one month prior to the start of each semester. Admitted students will be notified two weeks after their submission of applications.

Continuing students are entitled to early registration one month before the beginning of next semester. All students will be notified of admission and registration policies each semester.

6.2 ADMISSION REQUIREMENTS

Students applying for admission to all ECT academic programs must be graduates with a U.A.E General Secondary School Certificate, or its equivalent, as stated in the admission requirements set in the Ministerial Decrees No. 200/year 2004 and No 133/year 2005 in addition to meeting the following Admission requirements:

6.2.1 SECONDARY SCHOOL CERTIFICATE

Submitting a certified UAE General secondary school certificate with a minimum score of 60% or its equivalent according to the regulations of the UAE Ministry of Education. However, students with scores of less than 60% can study in the Foundation program and should pass 5 courses namely, Arabic Language, IT, Mathematics, Study Skills and English Communication, along with a TOEFL score of 500 or equivalent before they study academic courses.

Students with Industrial, Applied Technology, Commercial and Agricultural Secondary School Certificates and with a minimum score of 65% can be admitted to ECT programs that are closely related to their fields of study and have to fulfill all other admission requirements. However, students with these certificates and with scores less than 65% can be admitted in the Foundation Program.

6.2.2 ADDITIONAL REQUIREMENTS

- Fill in an application and student information form.
- Provide a photocopy of his/her passport.
- Submit four photographs.
- Sign a written commitment in compliance of the ECT rules and regulations.
- Pay a non-refundable application fee of 2000 Dhs.
- Sitting for a thinking skills test.

6.2.3 PERSONAL INTERVIEW

Prospective students must go through an interview before the ECT Admission Committee determines the suitability of the applicant for ECT Academic Program on the following bases:

- The specific reasons for joining the ECT program.
- The student's academic background and future interests.
- English language proficiency.

6.2.4 PROFICIENCY IN ENGLISH

All new students have to provide a proof of their English proficiency through certified TOEFL or IELTS results equivalent to 500 or above, or 5.0 respectively; otherwise they may undertake a course of remedial or intensive English, but must achieve the required TOEFL or IELTS score (500 or 5.0, respectively) before they can proceed into their academic programs, However, students who will study in the “ Mass Communication and Public Relations” program in Arabic should submit a TOEFL certificate with a score of 400 or equivalent.

Students who are admitted in the Foundation Program at ECT and wish to pursue higher education also at ECT and have successfully completed the requirements of the (FP) should achieve 500, 5.0 or 61 or higher in the Institutional TOEFL, IBT test or IELTS, respectively. But if they intend to be enrolled at an academic program at an institution other than ECT they must achieve 61, 5.0 or higher in IBT test or IELTS, respectively, to receive the Foundation Certificate.

6.3. POLICY CONCERNING STUDENTS STUDYING PRE-COLLEGE ENGLISH (ESL) AT ECT

The students who are studying remedial English courses (ESL) at ECT, prior to achieving the required TOEFL 500 score, are eligible to register, provided that they fulfill all other admission requirements for ECT academic programs, in **Only Four ECT General Education Courses** namely; Islamic Culture, Information Technology skills I, College Mathematics, and Study Skills. Students are categorized according to their placement test /TOEFL results into the one of the five levels of remedial English. At each level of ESL courses, a student can register simultaneously into **One of the Four ECT General Education Courses** as specified above.

The following table summarizes how the Pre- College English (ESL) students will progress through their ESL courses and Four (4) allowed ECT General Education Courses.

ESL Level	Pre-College English Courses		College Courses		Total # of Hours / Week
	# of Study Hours	# of Hours / Week	Courses Allowed	# of Hours / Week	
ESL 100	96	12/ 8 weeks	1 GED Course	6 / 8 weeks	18
ESL 101	96	12/ 8 weeks	1 GED Course	6 / 8 weeks	18
ESL 102	96	12/ 8 weeks	1 GED Course	6 / 8 weeks	18
ESL 103	96	12/ 8 weeks	1GED Course	6 / 8 weeks	18
ESL 104	96	12/ 8 weeks	None	-	12

► **ESL 100 (12 hours of English per week)**

Duration: 8 weeks

Fresh students who score 0-30 in the placement test have to study English for 12 hours per week for 8 weeks along with one subject, namely; Islamic Culture. Upon the completion of ESL 100 students will appear for a Final Examination and will be promoted to the next level of ESL 101 for the other 8 weeks. The duration for the examination is not included in the number of study hours.

► **ESL 101 (12 hours of English per week)**

Duration: 8 weeks

Students who score 31-51 in the placement test have to study English for 12 hours per week for 8 weeks along with one subject, namely; Information Technology Skill I. Upon the completion of ESL 101 students will appear for a Final Examination and will be promoted to the next level of ESL 102 for the other 8 weeks. The duration for the Examination is not included in the study hours.

► **ESL 102 (12 hours of English per week)**

Duration: 8 weeks

Students who score 51-70 in the placement test have to study 12 hours of English per week for 8 weeks in parallel with one subject, namely; College Mathematics. Upon the completion of ESL 102 students should sit for the TOEFL or its equivalent. Students who score 450-499 will progress to ESL 103 for the other 8 weeks.

► **ESL 103: (12 hours of English per week)**

Duration: 8 weeks

Students who score 71 and above in the placement test have to study 12 hours of English per week for 8 weeks in parallel with one subject, namely; Study Skills. Upon the completion of ESL 103 students should sit for the TOEFL or its equivalent. Students who score 500 or above in TOEFL will be eligible for a full academic load. Students who are unable to clear the TOEFL will go to the intensive TOEFL program (ESL104).

► **ESL 104: (12 hours of English per week)**

Duration: 8 weeks

Students who are not able to pass the TOEFL requirements at level ESL 103 have to study 12 additional hours per week at level ESL 104 for 8 additional weeks. Those who pass the TOEFL requirements can be admitted at ECT College programs.

Note:

1. *A student who fails to score the required grade in any ESL level will have to repeat that same level.*
2. *A student who does not score 500 or above in the TOEFL after attending ESL103 will have to study ESL104.*
3. *A Student with a score of 60% or higher in the secondary school certificate will be eligible to attend in addition to ESL courses only four academic courses until he/she acquires the required TOEFL score.*
4. *A student who scores between 400 and below 500 in the TOEFL after attending ESL104 can register only in the Arabic Program(s) offered at ECT.*

6.4 TRANSFER POLICY

6.4.1 TRANSFERRING FROM OTHER COLLEGES OR UNIVERSITIES TO ECT

Students wishing to transfer from accredited colleges or universities must apply to the registrar's office in accordance with the following criteria:

- To submit a certified transcript issued by the University of Origin and to enclose the prospectus of the program they have been following.
- Each course being considered for transfer should have a number of credit hours not less than the equivalent course offered by ECT.
- The student should have passed the course considered for transfer purposes with grade C at least.
- The course content should match at least 75% of the corresponding course offered at ECT.
- Student should complete at least 50% of the program offered at ECT.
- No credit hours will be given for work experience.
- A transfer credit may be granted for a combination of two courses or more.

The ECT informs the student of the courses and number of credits given for him/her as transfer credits before joining any of ECT programs. In addition, students will be informed that they have to study at least 50% of any program at ECT in order to graduate.

6.4.2 TRANSFER CONDITIONS

- Students who transfer from other accredited colleges or universities with a GPA greater than 2.0 will be considered for admission.
- Transfer students with less than 2.0 GPA will be admitted to programs in fields different from the one from which students are transferring; and they will be placed under probation.
- The maximum course load of a student on probation is limited to 12 hours per semester.
- Students on probationary admission should score a GPA of 2.0 at the end of his/her first semester.
- Transfer students who passed the UAE secondary school certificate with a score less than 60% can be accepted at ECT under the following conditions:

- They should have spent a full academic year at any accredited colleges or universities.
 - Their Cumulative Grade Point Average (CGPA) must be 2.5 or above.
- To grant students the status of 'transferred students' they should have spent a full academic semester at any accredited college or university; and should have taken at least 12 credit hours at these institutions.
- Transfer students should provide an evidence of English Proficiency, i.e., a TOEFL score of 500 or equivalent (IELTS 5.0) to be admitted at ECT programs. Transfer students from western universities or colleges outside the UAE, which use English as a medium of instruction, can be admitted directly to the college, if they provide evidence that they were admitted at their respective institutions based on their TOEFL score of 500 or equivalent (IELTS 5.0).

6.4.3 TRANSFER CREDITS FOR ECT GRADUATING STUDENTS WHO WISH TO STUDY IN OTHER INSTITUTIONS

Conditions:

1. Only ECT graduating students, while studying at ECT, can transfer courses from other accredited educational institutions if these courses are not offered at ECT.
2. These students should not take more than 6 courses in a regular semester, or 3 courses in a summer semester at ECT including the courses to be transferred.
3. The maximum number of courses to be transferred is 2 courses only in any semester.
4. The content of any transferred course should not be less than 80% of the content of the equivalent ECT course.
5. Students should obtain a prior written approval from ECT management for any course to be transferred.

6.4.4. INTER PROGRAM TRANSFER CREDIT FOR ECT STUDENTS

ECT students can transfer credits among ECT existing programs in accordance with the following Table. All ECT admission and graduation requirements and policies will remain the same for all ECT transferred students among ECT existing programs.

Transferable Courses among ECT Programs

Revised Business Administration & Computer Information System	Human Resource Management	e-Commerce and Marketing	Accounting	Banking and Finance	Computer Graphic Design and Animation	Mass Communication and Public Relations
Information Technology Skills I (CIS 100)	Information Technology Skills I (CIS 101)	Information Technology Skills I (CIS 101)	Information Technology Skills I (CIS 101)	Information Technology Skills I (CIS 101)	Information Technology Skills I (CIS 101)	Information Technology Skills I (CIS 101)
Islamic Culture (ISC 100)	Islamic Culture (ISC 100)	Islamic Culture (ISC 100)	Islamic Culture (ISC 100)	Islamic Culture (ISC 100)	Islamic Culture (ISC 100)	Islamic Culture (ISC 100)
Microeconomics (ECO 201)	Microeconomics (ECO 201)	Microeconomics (ECO 201)	Microeconomics (ECO 201)	Microeconomics (ECO 201)	Microeconomics (ECO 201)	Microeconomics (ECO 201)
Business Organization and Management (MAN 101)	Business Organization and Management (MAN 101)	Business Organization and Management (MAN 101)	Business Organization and Management (MAN 101)	Business Organization and Management (MAN 101)	—	Business Organization and Management (MAN 101)
Organizational Behavior (MAN 202)	Organizational Behavior (MAN 202)	Organizational Behavior (MAN 202)	Organizational Behavior (MAN 202)	Organizational Behavior (MAN 202)	—	Organizational Behavior (MAN 202)
Accounting Theory and Applications (ACC 100)	—	—	Accounting Theory and Practice ACC 101+Computerized Accounting Systems (ACC 103)	Accounting Theory and Practice ACC 101+Computerized Accounting Systems (ACC 103)	—	—
Accounting Theory & Applications II (ACC 102)	—	—	Intermediate Accounting (ACC 104)	Accounting Theory & Practice II (ACC 102)	—	—
Business Statistics (STA 201)	Business Statistics (STA 201)	Business Statistics (STA 201)	Business Statistics (STA 201)	Business Statistics (STA 201)	—	—
Study Skills (SSR 101)	Study Skills (SSR 101)	Study Skills (SSR 101)	Study Skills (SSR 101)	Study Skills (SSR 101)	Study Skills (SSR 101)	Study Skills (SSR 101)
Communication (ENG 102)	Communication (ENG 102)	Communication (ENG 102)	Communication (ENG 102)	Communication (ENG 102)	Communication (ENG 102)	Communication (ENG 102)
Marketing (MKT 201)	Service Marketing (MKT 100)	Principles of Marketing (MAR 101)	Service Marketing (MKT 100)	Service Marketing (MKT 100)	—	Principles of Marketing (MAR 101)
College Mathematics (MTH 100)	College Mathematics (MTH 100)	College Mathematics (MTH 100)	College Mathematics (MTH 100)	College Mathematics (MTH 100)	College Mathematics (MTH 100)	College Mathematics (MTH 100)
Professional Ethics (PHI 200)	Professional Ethics (PHI 200)	Professional Ethics (PHI 200)	Professional Ethics (PHI 200)	Professional Ethics (PHI 200)	Professional Ethics (PHI 200)	Professional Ethics (PHI 200)
Natural Sciences (NSC 201)	Natural Sciences (NSC 201)	Natural Sciences (NSC 201)	Natural Sciences (NSC 201)	Natural Sciences (NSC 201)	Natural Sciences (NSC 201)	Natural Sciences (NSC 201)
Relational Database (CIS 202)	—	Relational Database (CIS 202)	—	—	—	—
—	—	Principles of Advertising (MAR 204)	—	—	Visual Communication (GDA109)	Advertising Principles and Techniques (MCPR 103)
—	—	—	Computerized Accounting (ACC 103)	Computerized Accounting (ACC 103)	—	—
—	—	—	Business Math (MTH 102)	Business Math (MTH 102)	—	—
Macroeconomics (ECO 202)	Macroeconomics (ECO 202)	—	Macroeconomics (ECO 202)	Macroeconomics (ECO 202)	—	—
Computer Programming Logic (CIS 102)	—	—	—	—	Computer Programming Logic Using C++ (CIS 102)	—
—	—	Introduction to Internet and Website Hosting (CIS 106) and Web Design (CIS 207)	—	—	Web Design (GDA 207)	—
Human Resource Management (HRM 101)	Human Resource Management (HRM 101)	—	—	—	—	—

Moreover, the following specific transfer credit policies will apply:

1. ECT students who are still studying and wish to change their major from one program to another the following policies will apply:
 - i. *If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.*
 - ii. *If their CGPA is less than 2.0, the courses with C grade or above will be accredited for them with their grades and with no change in their ID numbers.*
2. If students had withdrawn from any program and have applied for readmission into any program they can be readmitted as new students with new ID numbers and transferable courses with C grade or above will be accredited for them and will be granted (TC).
3. ECT graduates who apply to be admitted into any of ECT new programs, will be granted (TC) for all the transferable courses with C grade or above with new ID numbers.
4. Dismissed students can be readmitted into different ECT programs as new students with new ID numbers and their courses with C grade or above will be accredited for them and will be granted (TC).
5. Suspended students can continue their study at ECT in their respective programs after the suspension period or they can apply to extend their enrollment in different programs.

6.5 REGISTRATION

6.5.1 REGISTRATION PROCEDURE

Each student is assigned an advisor who advises him/her with regard to the courses he/she should register for. The advisor approves and signs the form.

Students must fill in the course registration form accurately. The student should sign the form himself/herself after the approval of the student's advisor. He/she submits it to the registrar to ensure that they have passed the prerequisite courses needed for any registered subjects. Advisors have access to the students' academic records through the registrar.

The approved registration forms will be sent to the accounts department to finalize student payments. Once payments are finalized, a copy is sent to the registrar to officially register the student.

6.5.2 STUDENT ACADEMIC LOAD

1. **A full time student** is allowed to register for 12-18 credit hours each regular semester. Students with CGPA of 3.7 or more may register 21 credit hours upon the approval of the Dean of Academic Affairs.
2. **A part-time student** is allowed to register for less than 12 credit hours per semester.
3. **A student on probation** is allowed to register for 12 credit hours. Priority is given to courses with F and /or D grade to be repeated.

6.5.3 DROP AND ADD

During the first two weeks of study, students can drop or add any course with the approval of the program Coordinator, without loss of fees. After the second week of study, students will not be permitted to drop any course but they will be permitted to add courses with permission from the Dean. Paid fees are non-refundable after the second week of drop and add period.

6.5.4 WITHDRAWAL FROM A COURSE

After two weeks of Drop and Add, students are allowed to withdraw from a course up to the last withdrawal day (end of the sixth week of the semester). They will receive "W (Withdrawal)" on their transcript. If a student withdraws after the sixth week, he/she will receive "F (failure)" on his /her transcript.

6.5.5 MINIMUM NUMBER OF STUDENTS REQUIRED FOR A COURSE

A minimum number of six students is required to run a course. ECT is not obliged to run a course if the number of registered students is less than six.

7. Academic Policies

7.1 DURATION OF STUDY

The minimum and maximum period of study in order to graduate from any of ECT programs is as follows:

1. Regular students must spend a minimum of three regular semesters plus two summer semesters.
2. Transferred students who are eligible to transfer a maximum of 50% of the credits required to graduate from the program must spend a minimum of two regular semesters.
3. The maximum period of study must not exceed 8 regular semesters plus 4 summer semesters i.e. four academic years after finishing the remedial English levels and obtaining the TOEFL score of 500. However, a one-year leave of absence may be added to this period due to uncontrollable circumstances.

7.2 ASSESSMENT OF STUDENTS

At the beginning of the semester the student should be aware of the following:

1. The number of assignments required for each course.
2. The number of exams in each course.
3. The length of each exam.
4. The due dates of assignments and projects.

7.2.1. Assessment Regulations

- Each course will end with a final examination of two hours duration, unless otherwise stated in the course outline.
- To pass a course, a student must achieve at least a 60% mark, i.e., to receive a “C” grade.
- A grade “C” corresponds to 2.0 credit points. A student should maintain a semester G.P.A. of at least 2.0 to remain in good academic standing, and a cumulative G.P.A of 2.0 in order to graduate (Please refer to the grading system for more details).

7.2.2. Exams

Most courses are subject to exams as well as coursework and assignments. The pass mark for the courses is 60. Failure in attending an exam results in zero mark unless the student provides an acceptable excuse to the Dean who approves a re-sit exam for the student.

7.2.3. Assignments and Projects

Assignments and projects should be handed over to the instructor on the due date. Late submission of assignments and projects will cause a reduction of 15% of the assignment or project mark per day of delay in submission unless the student has an acceptable reason approved by the instructor.

7.2.4. Exam Attendance/Punctuality:

Students should attend all exams. Zero marks will be given to students who fail to attend exams. In certain circumstances, where there is an acceptable reason for being absent such as sickness, an alternative date will be set to allow the student to re-sit the exam.

Students may refer to the relevant sections (6.10) of student handbook for details of assessments regulations and the course outlines for assessments methods for each course.

7.2.5. Re-sit Exams:

The student will not be allowed to re-sit an exam unless he/she furnishes the college with written evidence as follows:

- Sickness by providing a medical report stamped by the Ministry of Health.
- Death of a member of his/her family.
- Accidents (e.g. car accident).
- Natural causes such as heavy storms.

7.2.6. Cheating and Plagiarism

Cheating:

Cheating is defined as the attempt to gain marks dishonestly.

This includes passing or receiving information during an exam or an attempt to do so, using communication devices to store, pass or retrieve information or material during an exam. It also includes bringing in or attempting to bring in un-allowed sources of information to be used in the exam. Cheating also includes using, buying, selling, or stealing the content of an exam or any assignment.

Penalty of cheating varies according to the severity of the offence and it ranges from verbal warning to expelling from the college. For further details students should refer to the student handbook or ECT catalogue.

Plagiarism:

Plagiarism is defined as the use of other people's work without crediting the original author or without citing the source of the information. This includes submitting group work without mentioning the name of all contributors, submitting other student's work as that of one's own quoting without citation in assignment, papers, projects, case studies or any of the ECT related work.

Penalty of plagiarism varies according to the severity of the offence and it ranges from deducting marks from the assignment to expelling students from the college. For further details students should refer to the Student Disciplinary and Academic Dishonesty Policies.

7.3 ACADEMIC PROBATION

1. All ECT students must maintain a Cumulative Grade Point Average (CGPA) of 2.0 to be in good academic standing.
2. All ECT students who have CGPA less than 2.0 by the end of any semester will be placed on Academic Probation for the following semester. If students improve in the following semester and their CGPA attains the minimum level of 2.0, they will be reinstated to a good academic standing. However, this academic probation will be limited to One Regular Semester only. (i.e. the student will be given one chance only to improve his/her CGPA to 2.0 or more).
3. If any student on Academic probation, is not able to improve his/her academic performance by achieving the minimum required CGPA (2.0) during the probation period, the Admission committee headed by the Dean will decide whether to suspend or dismiss him/her according to the following criteria:
 - a. Students with CGPA less than 2.0, after the first probation will be suspended for one semester and can resume enrollment upon the consent of the admission committee provided that the CGPA of the student is not less than 1.5.

- b. Students with CGPA less than 1.5 will be dismissed from the college and may be readmitted upon approval of the admission committee after at least one semester from the date of dismissal.

7.4 FORGIVENESS POLICY

ECT has a "forgiveness policy" whereby a student may repeat a course in which he/she gets a grade of "D" or "F" only once where the grade is forgiven and not included in the CGPA. However, this forgiveness policy will be limited to two program courses only. If other courses are repeated, the old grades will be included in the CGPA.

7.5 ECT SUSPENSION AND DISMISSAL POLICY

The decision of suspension or dismissal necessarily depends on the circumstances of each case and the academic record of the student involved.

Suspension

Suspension is given for not more than one calendar year. The length of a suspension is to be specified precisely at the time the action is taken. A student who is suspended is ordinarily entitled to resume studies upon conclusion of the period of suspension, provided that he/she has satisfied all requirements imposed by the Dean when the original action was implemented.

Dismissal

Dismissal is a penalty invoked in cases of poor performance of students or serious infractions of rules and regulations, and when circumstances indicate that a student's association with ECT should be terminated in the interests of maintaining the standards of behavior and conduct normally expected in an institution of higher education.

7.6 READMISSION POLICY

Readmission after a period of interruption:

A student, in good standing, whose studies at the college are interrupted for no more than two years, must submit a formal readmission request to the office of the Registrar. This must be done at least one month before the beginning of the semester in which the student wishes to be readmitted.

Readmission after a period of Suspension:

After a period of academic suspension (one regular 16-week semester), a suspended student may resume his/her studies after signing a petition form, he/she will be placed on probation and be allowed to register for 12 credit hours only provided that he/she repeats three (3) to four (4) courses with “F” or “D” Grades.

Readmission after dismissal due to poor academic performance:

Dismissed students must submit an appeal to the Admission Committee. The Committee will assess the student’s situation and make the decision whether he/she is eligible for readmission or not. In this case the following procedure will be applied:

1. The readmitted student will have to repeat all courses with grades less than C. That is only courses with C grade or above will be considered (not to be repeated).
2. For readmitted students, their C and above grades should be recorded in their transcript as (Readmission); and will be included in their CGPA.

Readmission after dismissal due to a disciplinary action:

A student may appeal a disciplinary action decision by presenting an appeal, in writing, to the Dean of Student Affairs within two weeks of receiving notification.

7.7 GRADING SYSTEM

The following grading system is being currently implemented at ECT:

ECT Grading System

<i>Marks</i> (in percentage)	<i>Grade</i>	<i>Credit Points</i>	
93% - 100%	A	4.0	Outstanding Performance
90% - 92%	A-	3.7	
85% - 89%	B+	3.3	
80% - 84%	B	3.0	Good Performance
75% - 79%	B-	2.7	
70% - 74%	C+	2.3	
60% - 69%	C	2.0	Satisfactory Performance
50% - 59%	D	1.0	Unsatisfactory Performance
0% - 49%	F	0.0	Failure
	I		Course Incomplete
	W		Withdrawn from a given course without academic penalty
	EW		Enforced Withdrawal
	EX		Exempted from Course
	AU		Audited course, no credit
	TC		Transfer Credit
	*		Not included in program G.P.A
	NC		Non-credit course

7.7.1 How to Calculate your Cumulative GPA?

The awarded grades for the Diploma students who pass the required units will have an aggregate mark for classification purposes and will be computed as follows:

- Each course in the program is assigned a credit value (credit hours) on the basis of one credit for each contact hour per week. For example: Marketing (MKT 201) is considered a three credit hours course.
- The grade point for each subject is calculated by multiplying the credit hours of the course by the credit points received for that course.

- The Cumulative Grade Point Average is then determined by dividing the total number of grade points accumulated for all attempted subjects by the total number of credits of these courses.
- Every student’s record will contain a computation of the Cumulative Grade-Point Average (CGPA) for each semester individually (semester Cumulative GPA), and an accumulated Grade-point Average for the overall program i.e. all courses attended (CGPA).
- “To Calculate CGPA, ECT has a ‘forgiveness Policy’ whereby a student may repeat a course in which he/she earns a grade of “D” or “F” only **once** where the grade is forgiven and not included in the CGPA. However, this forgiveness policy will be limited to **two program courses only.**” If other courses are repeated the old grades will be included in the CGPA.
- The calculation does not include the units for which the student gets credit due to exemption. This exemption appears on the certificate as “EX” i.e. “Exempted”.
- Students must maintain a Cumulative G.P.A (CGPA) of at least 2.0 in order to be in good academic standing. A CGPA of at least 2.0 is required for graduation.

7.7.2 Explanations / Comments

Academic Standing	The student may be in one of the following academic standings at a given time: good standing, on probation or suspension.
Good Standing	A student who is not on probation or suspension.
Probation	A warning to the student due to unacceptable academic attainment.
Suspension	The act whereby ECT asks the student to leave the campus for a semester or more for reasons related to unsatisfactory academic performance or misconduct.
Credit	Described in semester credit hours. A credit is equivalent to 15 contact hours per semester. 2 to 3 laboratory / workshop clock hours are equivalent to 1 credit hour.
Exemption (EX)	Exemption from a course. Refer to English language Proficiency for details.
G.P.A.	Grade point average. Refer to the grading system for details.
Incomplete	The "I" symbol is a temporary grade given to the student in the following cases: <ul style="list-style-type: none"> ❖ The student has been performing satisfactorily, but for a reason beyond the student's control such as illness, he/she has been unable to complete the required work for the course before the end of the semester. ❖ A student who has achieved a standing in a course lower than the minimum required to pass may be rewarded an “I” grade when, in the opinion of the faculty member who is delivering

	the course, sufficient course objectives to obtain the required pass grade could be successfully completed within two weeks of the start of the next scheduled semester for the program in which the student normally is registered. The faculty member himself must take the initiative for the "I" grade. The "I" grade must be changed at the end of the two-week period after the commencement of the following semester.
Load	The total number of credits the student is registered for in a given semester.
Non Credit (NC)	The student is allowed or required to participate in the course on a non-credit basis.
Transcript	A certified copy of the student's permanent academic record on file in the Registrar's Office. The transcript lists each course that the student has taken, the final grade received and the G.P.A
Transfer Credit (TC)	Transfer credit is offered for the successful completion of a course(s) from an accredited institution beyond high school or grade 12. (Refer to transfer of credits for details). Courses that are transferred are not calculated in the GPA.
Withdrawal (W)	The act of officially leaving the ECT. Students may also withdraw from individual courses.
Enforced Withdrawal (EW)	Students are enforced to withdraw by recommendations of the Teaching and Learning Committee according to the rules and regulations of ECT.

7.8 DEAN'S HONORS LIST

The Office of the Registrar issues a dean's list of honor students at the end of each semester. To be placed on the dean's list, a student must:

- Have registered and completed a minimum of 12 credit hours in the semester
- Have at least a semester 3.7 GPA
- Have no failing or incomplete grades in any of his/her courses
- Be in good academic standing
- Have no disciplinary action against him/her

8. Students Records

ECT has developed elaborated policies concerning proper management of students records including effective record keeping and ensuring safety of the records as mentioned below:

Student Record Keeping and Information Release Policy

General Guidelines:

To respect the students' right to privacy, the release of student information, generally at ECT, is based on an authorization from the student. In response to third party queries, public records ONLY may be released, namely:

- Date of student enrolment.
- Program in which he/she is/was enrolled.
- Date when Certificate/Diploma was awarded.

Requests for mass listings of directory information will be denied. The contents of a student file will not leave the Registrar's office, nor will it be duplicated for any purpose.

Documents from other institutions such as High School certificates, university transcripts, which are submitted to support a student's application for admission or transfer credit, will be kept in the student's file as an integral part of his/her record. These documents will be the property of ECT and will not be returned back to the student.

Access by the Student:

Each student may, upon a written request, access his/her own record. ECT will not release any record if the student has an outstanding balance to be paid.

Access by College Personnel:

ECT administrative staff members, who have a legitimate requirement for access to the students' records, will be permitted to have access to these records.

Access by Third Party:

Each student may, upon a written request, ask for his/her own record to be released to a third party. ECT will not release any record if the student has an outstanding balance to be paid. Parents of dependent students can obtain access to the student's records without

the student's permission. For purposes of access to records, the ECT presumes until otherwise notified that students are dependents.

The following are additional guidelines for accessing students' records:

Authorized persons	Limits of information
The student	Full access to his/her own record
Registrar, Deans, ECT Director/Asst. Director, Head of Institutional Research and Quality.	Full access (with a written request)
Student Counselor & Student Advisor	Academic history (with a written request)
Accountant	Registration record (with a written request)
Medical officer	Personal data (with a written request)
Officials of other institutions to which students want to transfer	Academic history (Transcript) With a written request from the student
Persons or organizations providing students financial aids	Academic history (transcript) and personal data (with a written request)
Ministry of Higher Education	Full access
Parents or guardians	Full access to their dependant file
Others	With a written consent of students for specific information.

Students Records Security Policy:

ECT retains its students' records in a secure vault or fireproof cabinets. All documents saved in the student file are copied by a scanner and saved on a computer hard disk & CD's. Such documents include the application form, registration forms, student picture, transcripts, copy of certificates... etc. The students' hard copy files & the CD's are saved in fireproof cabinets. A copy of the CDs is kept in another campus. Back-up copies are updated weekly and are saved on CD's.

Students' Permanent Records:

Students' grades, personal data, transcripts, academic warnings, and probation notifications are considered as permanent records and should remain in their files.

Student Record Life Cycle: Policy of Retention and Disposal of a Student Record:

Hard copy records available in the students' files are saved for ten years after graduation and are permanently scanned and saved on CD's in a fireproof cabinet and kept permanently. Another copy of the CD's will be kept in a fireproof safe in another campus.

The paper record lists of students' grades and final results at the end of each semester will be kept with the registrar's office for ten years. These records will be scanned and kept on CD's permanently before their disposal. These records will be kept in electronic format as well and will be saved permanently.

The "final exam scripts and final projects "will be properly kept and securely stored for ten years and will be destroyed afterwards.

Maintenance, Updating and Security of ECT Students' Record:

Students are responsible for providing the correct address and contact numbers to the registrar's office. The permanent records are listed according to the names under which students were enrolled.

In order to update the student's information, he/she should notify the registrar's office of any changes in contact address or telephone numbers. The student may modify his/her name with a written request supported by an official document.

Records should be updated on semester basis to ensure the availability of the latest student's academic record.

9. Academic Advising at ECT

Each student at ECT is assigned to an advisor. The advisors recommend the courses that students should register for according to the list of courses to be offered, and according to the students' academic performance. The student is not allowed to register for more than 18 credits if his/her GPA is less than 3.7. The student who has a less than 2.0 GPA is not allowed to register for more than twelve credits in the following semester to improve his/her their GPA. The Dean of Academic Affairs should approve any registration for more than 18 credits.

Academic advising is provided each semester. Advisors are available throughout the year for academic counseling. Every student is assigned an Academic Advisor. The number of advisees for each advisor is limited to 25. Students should schedule appointments with their advisor every semester prior to registration.

The primary role of the advisor is to guide students in the selection of their courses. Students may drop a course or add a new course after counseling with the academic advisor. Students are expected to assume full responsibility for program planning and course selection to meet the diploma requirements. They are required to understand and follow the various program requirements and necessary requisites and sequencing of courses.

Advising Office Hours

The ECT offices are open from 8:00 a.m.-1:00 p.m. and from 5:00 p.m.-9:00 p.m. Sunday through Thursday. You may see your advisor during his or her posted office hours. Advising is an essential element of the academic educational process; considerable attention is given to that process by ECT in order to ensure effective learning.

PROGRAM ADVISING: INSRTRUCTION FOR STUDENTS

GETTING THE MOST FROM ACADEMIC ADVISING

Achieving educational and career goals depends upon your setting goals, making plans and taking appropriate action. The advising process helps you to plan for your success.

Take control of your life and education by becoming an active partner in the advising process.

A PARTNERSHIP FOR YOUR SUCCESS

Your diploma is an investment in your future. Take time to research, plan and make decisions. This is a key to your success.

Both you and your advisor have responsibilities that must be met to make the advising process successful. These responsibilities are listed below.

STUDENT RESPONSIBILITIES

- Attend the orientation days.
- Make decisions and plans for your education.
- Learn the requirements for your diploma. Read the relevant portions of the Student Handbook.
- Become familiar with college policies, procedures and deadlines.
- Be an active participant in the learning process.
- Satisfy the requirements for your diploma, and follow the policies and procedures of the college.
- Seek information and assistance as required.
- Be prepared when you seek advice.

PREPARATION FOR THE MEETING WITH YOUR ADVISOR

- Make a list of your questions.
- Make and bring with you a tentative class schedule if you intend discussing registration.
- Think about your academic and career goals. Bring any written academic and career plans you have made to review with your advisor.
- Bring paper and pen to take notes and keep a record of your contact advisor.
- Bring your ID.

ADVISOR RESPONSIBILITIES

- Assist you with making educational plans that are consistent with your goals.

- Clarify requirements, policies and procedures.
- Refer you to the appropriate sources of information and assistance.
- Help you to solve problems related to the college policies, procedures and requirements.
- Help you track your progress toward graduation.
- Assist you in exploring alternatives and options.

10. Student Guide to Success

Managing Your Time

Introduction:

You can increase the opportunities to execute your plans by improving your time management skills. You can plan and schedule time so as to achieve a balance of all aspects of life as well as to become successful.

The key to success is good organization, daily use of your prep agenda which will help you become better organized. Carry your prep agenda with you always; use it to plan and schedule all of your activities.

Remember, success at school will pave the way for many opportunities in the future.

Using your college agenda effectively:

In Class:

- Record all homework assignments on the day they are assigned. Be sure to include the due date.
- Write down test assignment and long-term projects, such as essays, on the day they're due as well as on the day they're assigned. A written reminder in-between is a good idea.
- Record assignment/test results on your record of achievement pages. This will assist you in determining which of your subjects require improvement and extra study time.
- Record upcoming events that you plan to attend.

After college/ At home:

- Arrange your work in order of priority.
- Commit yourself to a schedule and stick to it. Remember the personal goals you have set.
- Schedule your time in half-hour or hour blocks. Plan to spend more time on the subjects that require improvement.
- Take time to review your work two or three days before a test or quiz.
- Remember to schedule time for any long term project that you are working on, and for review of assignments/tests returned by your teacher.
- Transfer all unfinished tasks to a future date.
- Check off the assignments that you have completed or transferred.
- Review your weekly schedule and adjust it regularly as required.

Follow the above steps and you will certainly excel.

Strategies for success:

A strategy involves a plan to accomplish a certain goal. To achieve success, you need to use a variety of strategies. Check out the following pages as well as those on time management and goal setting to develop your plan.

Listen well:

- Concentrate on what's being said and tune out distracters.
- Ask questions if something is not clear.
- Be alert to the feelings and style of the speaker.
- Listen for meaning and ideas beyond the actual words said.

Take notes:

- Jot down important facts and ideas, only.
- Use your own words rather than the instructor's
- Keep notes organized by dating and numbering pages.
- Devise a retrieval system for your notes and stick to it.
- Learn note-taking techniques such as outlining and mapping.

Remember it:

- Review on a daily and weekly basis what you have learned in each subject.
- Summarize a chapter from a textbook, the contents of a lecture, or points of a discussion. This method will help you to remember more.
- Apply what you have learned as much as possible.
- Use all of your senses to help you learn.
- Apply the review approach: review, review, and review.

- Avoid overwhelming your brain with facts. Use memory aid techniques to trigger recall.

Choose the right place:

- Do your work in the same place (as much as possible).
- Ensure that your work space is well-lit to avoid eyes fatigue and sight worsening.
- Keep your working space uncluttered.
- Use a firm, straight chair.
- Avoid breaking your concentration through distracting sounds from radio or television. Find out what works best for you.

Go beyond:

- Homework is an extension of the work done at college .Its purpose is to apply and reinforce what you are learning. Make it a habit to do homework on every college day.
- When you are interested in a particular topic, do some home study.

Home study is the opportunity to explore a topic for personal enrichment. Be a life-long learner.

Evaluation – Test taking skills

Now that you have used your strategies for a while, it is time to put them to the test. Evaluation is meant to tell you and others what you have learned and how well you have learned it. Once you know that, you can adjust or reinforce parts of your strategies for success. Evaluation involves more than tests, quizzes and examinations. It also includes things such as; group work, student portfolios, lab reports, writing folders and other individual projects. Above all, it should include a measure of self-evaluation.

Here are some guidelines to help you deal with the most common and formal types of evaluation:-

Be prepared:

- Find out what kind of exam you are preparing for (e.g. essay-type or objective) and exactly what material will be in the test.

- Set up a study schedule to ensure that you cover the required material. Use your agenda to help you keep track.
- Avoid cramming. Complete your review well before the exam. Memorize essential facts and formulas.
- Arrange, in order of priority, a list of topics you are responsible for. Use this as your review guide.
- Prepare sample questions and try to answer them without consulting your notes.
- Get adequate rest before the exam and begin the day with a meal.
- Wear comfortable clothing. Have a sweater handy in case it is cool in the exam room.
- Come with all the equipment you will need (ruler, pencil, calculator, tissues and cough candies if you have a cold, etc.). Include an extra pen and pencil.
- Reduce exam stress: before an exam, relax. In the test room, breathe deeply and remind yourself that you are prepared.

Write-on:

- First, skim the whole exam paper and read the directions. Make sure all pages are there.
- Estimate how much time you should spend on each question. Let the value of each answer guide you.
- Boost your confidence by beginning with the questions that you can answer most easily.
- Underline key words such as discuss, compare, explain, contrast, list, describe and outline. Write your answer accordingly.
- Read questions several times to be absolutely sure that you understand **exactly** what is required.
- Organize your paragraph:
 1. Make a rough outline of the points to be included.
 2. Begin with a topic sentence that includes the key words of the question.

3. Support your statements with specific examples and detailed information.

4. Come to a conclusion by very briefly summing up your answer.

- Always write an answer in a paragraph form unless the question specifically calls for a list.
- Number your questions exactly as they appear on the examination paper. For example, do not change 2 to II or ii.
- If you run out of time while answering a particular question, leave some room and return to it later.
- Spare yourself enough time before the end of the examination period to review what you have written and to correct spelling, punctuation, and grammatical errors.

Be objective:

- Do not rush through questions in a panic. Pace yourself according to how much time you have allotted to each question.
- Answer the easiest questions first, then return to the ones you have left out. Sometimes the test may hint at some of the answers.
- Do not guess at answers unless there is no penalty for guessing.
- Before looking at the possible answers to a multiple-choice question, try to form the answer in your mind. Then look at the choices given.
- Do not change any answer that comes to mind first, unless you are absolutely sure that it is wrong.

Hint: be on the lookout for words that may provide a clue to the correct answer. Words like “seldom,” “generally,” and “tend to” often make a statement true; words like “always,” “never,” and “only” are more likely to make it false.

Career Preparation Guide

As you consider career choices and career planning, think of the community in which you live. Your community can be one of the best resources for information about

careers, monitors, counseling, financing and the like. Try to become informed by approaching your college counselor as well as other resource personnel in your area.

As indicated in the goal-setting section, you cannot expect to accomplish your career goals unless you make a plan. The sooner you begin to chart your direction, the more direct will be your course toward your career destination. This section of your agenda is designed to help you explore career possibilities and provide you with some tips on what can lead you to your destination.

ASSESS yourself

Employers are looking for the skills and attitudes you have: i.e. how you think, act and work with others.

Assess yourself in term of these categories:

- What interests and skills have you developed?
- What do you like best: working with people, things or ideas and information?
- What subjects really interest you?

A personal assessment will provide you with good clues as to the type of career options you should be considering.

EXPLORE possibilities

- Read about various career possibilities of interest to you
- Get experience by part-time work, volunteering and co-op education.
- “Shadow” someone in the job that you are looking at.
- Explore challenging options through apprenticeships, mentoring and career days.

It is not sound to base important decisions on one’s experience only; you are well advised to keep your options open and finish high school.

INFORM yourself

- What are the specific qualifications needed?
- What is the preposition in your community?
- What are the projected needs for this type of position in the future?
- What are the opportunities for personal and professional growth?
- What are the **working** conditions, such as scheduling, working alone or with others, outdoors or indoors, and so on?
- What are the workplace laws you need to know about?

The more knowledge you can secure about a chosen career, the more informed your decision will be and the greater your chance of success as well.

PREPARE yourself

- Make a resume and cover letter.
- Contact people for references.
- Compile a job - hunting plan including goals, contacts and schedules.
- Find out something about the companies you will be applying to; this may eliminate some from your list right away
- Being prepared will help boost your confidence for the next stage.

PRESENT yourself

- On paper: actual resume, cover letter or letter of application.
- In person: once you've secured an interview, remember some of the basics.
- To make yourself stand out from your competitions in the job market i.e you have to market yourself

COMPONENTS OF AN EFFECTIVE RESUME:

1. IDENTIFICATION: Full name, mailing address and telephone number.
2. OBJECTIVE: Describe the kind of job you are looking for. Be specific.
3. EDUCATION: School name, (expected) graduation date, GPA; special recognition for projects or awards received.
4. SKILLS: List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).
5. ORGANIZATIONS: Memberships and offices held in clubs. Show your ability to assume responsibilities and work with other people.
6. EXPERIENCE: Describe jobs by listing name of company, job title, dates employed and duties performed. Sometimes it is preferable to group jobs by category (such as food preparation).
7. PERSONAL INTERESTS: List hobbies and personal interests to help give a more rounded picture of yourself as well as providing conversation topics during the interview.

REFERENCES: State that references are available upon request or list three or four responsible adults and their phone numbers after gaining their permission.

11. Student Behavior at ECT – Institutional Guidelines, Rules, Policies and Procedures.

ECT like any recognized institution of higher education requires that its students must behave in a manner that is worthy of being a university student. In this regard, ECT has laid down comprehensive institutional guidelines, policies and rules for its students. These guidelines have been described in the following sub sections:

11.1. STUDENT RIGHTS AND RESPONSIBILITIES:

Students' Rights

- Students have the right to obtain quality education.
- Students have the right to be given the course outline at the beginning of each semester. The course outline indicates the number of credits, description of the course, objectives, learning outcomes, assessment and references that could be used as supplementary material.
- Students have the right to know: program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs.
- Students have the right to know the penalties for cheating and plagiarism and their consequences.
- Students have the right to know the attendance policy and the consequences of noncompliance.
- Students have the right to be notified of class cancellation immediately.
- Students have the right to expect that classes will start and end on time.
- Students have the right to be informed by the instructor of any changes of any rules pertaining to classroom procedures.
- Student grades are confidential.
- Students have the right to review their grades with the instructor.

- Students have the right to review any record that exists in their file.

Student's Responsibilities

- To follow the procedures to register, drop/add or withdraw from a course and/or program as outlined in the student handbook.
 - To arrive in class on time and to remain for the duration scheduled for classes and activities.
 - To appreciate the instructor's right to formulate and enforce attendance policy.
 - To consider the instructor's right to determine course content, methodology and evaluation.
 - To observe the instructor's right to set deadlines for assigned work and to be aware of penalties for failure to comply with these deadlines.
 - To submit their own work. Plagiarism is not tolerated at ECT.
 - To write tests and exams at the times scheduled by the instructors.
 - To assume responsibility for classes missed.
 - To follow and implement the regulations and policies of the institution.
- **Class Attendance**

Students are required to attend all classes on time for all registered courses. If a student misses a class, he/she should submit a written excuse to the Students' Affairs Administrator, otherwise he/she will be considered absent.

With regard to attendance and absence, the following are the rules and regulations that you should be aware of:

- A student who is late for more than ten minutes is counted absent (A).
- The student should inform the Student Affairs Administrator or the instructor if he/she is planning to miss a class.
- A student who misses a class without informing the Student Affairs Administrator is counted absent (A).

- If you are up to ten minutes late, you will be marked late.
- The instructor has the right to send you to the Students' Affairs Administrator if your name has been marked with (L) regularly/frequently.
- Latecomers must not disturb other students.
- A student will be awarded EW if his/her absence rate exceeds 30% including all sorts of approved absence.
- Absence with reasonable excuse is marked (E) in the attendance sheet.

Other Student Issues

The academic performance of a student can be affected by non-academic problems. The Dean of Student's Affairs is available to help the student in solving academic and non-academic problems.

- Be sure that you know your instructors.
- Be sure that you know the number of each lecture room, and lab.
- Instructors are available to assist students during office hours.
- Report to the Program Coordinator if you have any academic problems.
- Instructors have the right to prevent the student from attending the class if he is more than 10 minutes late.

All information needed by students will be posted on the notice board. The Final Exams timetable, which includes the subjects, times of the exams, semester and presentation dates, duration and level of subject will also be posted on the notice board.

11.2. STUDENT DISCIPLINARY POLICY:

1.0. Policy Statement:

ECT will ensure student discipline at its premises and not allow or tolerate any activities or behavior on part of its students that is not worthy of a respectable institution of higher education. More specifically, any academic or non-academic violations and offences indicated in this policy will invoke the relevant and appropriate penalties following the related procedures.

2.0. Disciplinary Violations and Offences

The violations and offences are listed in sub-section (2.1). These and possibly other disciplinary issues will invoke appropriate disciplinary action.

2.1. Violations and Offences:

Disciplinary violations and offences, which will be subject to disciplinary actions, are as follows:

1. Deliberate absence from compulsory lectures and activities according to ECT regulations.
2. Late submissions of assignments.
3. Any act that causes disturbance during a class or test.
4. Violating ECT rules and regulations (both academic and non-academic).
5. **Cheating**: cheating in exams, assignments, or projects. ***In all cases of cheating, ECT Policy of Academic Dishonesty will be applicable. For details, refer to ECT Academic Dishonesty Policy (see sec. "F" of ECT Policies & Procedures Manual) and the relevant procedures.***
6. **Plagiarism**: Plagiarism as an academic offence at ECT means presenting another person's work or ideas as one's own, without attribution. ***In all cases of plagiarism, ECT Academic Dishonesty Policy will be applicable. For details, please refer to ECT Academic Dishonesty Policy (see sec. "F" of ECT Policies & Procedures Manual) and the relevant procedures.***
7. Any act against religion, morality, or any act that defames the ECT or its staff such as:
 - Any act of blasphemy such as insulting the divine entity (God), the religion, the Quran or the prophets.
 - Stealing property from ECT, staff or students.
 - The consumption of alcohol or banned substances.
 - Any offense, either verbal or physical, against ECT staff or students.
 - Damaging or misusing the ECT property and resources or the property belonging to others including students, staff members and visitors.

- Accessing, using, exchanging or downloading offensive or illegal material such as insulting, racial and pornographic material.
8. Conveying false information to ECT, forgery or impersonation of a student in an exam.
 9. Forging any ECT documents or submitting any forged documents to ECT for admission into academic programs or for any other purpose
 10. Conviction of a felony or a crime.
 11. Destroying ECT property.
 12. Any insult directed to ECT staff or students.
 13. Taking photos in the females' campus without prior written approval from the ECT Director.
 14. Sexual/Racial Harassment: ECT is dedicated to having an environment free of sexual harassment where each individual is respected. Students are strictly banned from promoting or engaging in sexual or racial harassment against any person at ECT premises (owned or leased property). Sexual / Racial harassment of any student, faculty member, staff or visitor of ECT on ECT premises is strictly prohibited and will subject the offender to the relevant penalties.
 15. Copyright Violation: The copyright law deals with matters such as using printed materials, duplicating software, photocopying of copy-righted material or reproducing films or audio-visuials. ECT forbids theft or unauthorized use of documents and such materials in accordance with the UAE Federal Law No. 7 of 2002 regarding copyright and related rights. For further details, please see a copy of the UAE Federal Law No. 7 of 2002 in the ECT Library.

3.0. Penalties

Disciplinary actions could include one or more of the following penalties depending on the situation:

1. Verbal warning.
2. Giving written warning.
3. Student expulsion from classrooms.

4. Banning students from attending one or more lectures.
5. Banning students from participating in the activity which he/she previously abused.
6. Demanding substitution and/or repair of what has been damaged.
7. Cancellation of the examinations of one or more subject(s) in the semester in which the student committed a violation.
8. One week suspension from study.
9. Automatic award of Zero Marks in Cheating and Plagiarism Cases
10. Receiving "F (Fail)" Grade in the Course
11. Enforced Withdrawal "EW" in a Course
12. Suspension for one or more semester(s).
13. Final dismissal/expulsion from ECT.

4.0. Student Disciplinary Procedures

The following disciplinary procedure will apply in all cases of a disciplinary violation (*However, for all violations related to academic dishonesty including cheating, plagiarism, etc., the ECT Academic Dishonesty Policy and Procedures will be applied – for details refer to Academic Dishonesty Policy and Procedures*):

- 1) In case **any minor and first time** disciplinary violation is noticed by an instructor or a proctor in the classroom, a verbal warning should be given to the student by the instructor or proctor.
- 2) In case of a **minor but second time** disciplinary violation, the instructor or proctor should expel the student from the classroom and send a report to the Dean.
- 3) In case of **minor but third time** disciplinary violation, the instructor or proctor should: (a) expel the student from the classroom, (b) send a report to the Dean and (c) recommend the Head of Student Affairs to issue a written warning to the student. Upon receiving such recommendation from the instructor or proctor, the Head of Student Affairs will immediately issue a written warning to the student, and copy of this warning will go to the student's file.
- 4) In case any member of the ECT community (instructor or staff or student) who believes that a student is guilty of a breach (minor or

serious) of the college discipline or student behavior should refer the matter to the Dean.

- 5) The Dean should dismiss the referral, if the evidence is not sound; otherwise the Dean interviews the student and imposes one of a limited range of penalties such as verbal warning, written warning, banning from attending certain classes, etc., (as per sec. 3.0) if the breach of discipline is not serious; in case of serious breach of discipline, the Dean constitutes a disciplinary committee comprising senior staff members who are independent of the student and the case.
- 6) The disciplinary committee meets with the student; the case is prosecuted by the Dean or his/her representative; the person who made the allegation may appear as a witness; other witnesses may be called by either side; the committee may receive written evidence.
- 7) The student disciplinary committee may:
 - a) Dismiss the case, if it determines there is no breach of discipline;
 - b) Impose a penalty (one or more) from the list in **Section 3.0** above, as it sees fit, but based on "case history".
- 8) The student has the right to be accompanied at all times, for example, by his/her advisor.
- 9) The student may appeal against a penalty through the institution's appeals procedures.

5.0. Notification of Penalties:

Students will be notified of the penalties, in writing by the Head of Student Affairs. The dismissal notification for a student for mal-conduct and misbehavior is signed by the ECT President with a copy to student file.

6.0. The Disciplinary Policy Linkage with the ECT Strategic Plan

ECT strategic Plan (2007-2012) aims at achieving balanced and outstanding results for all stakeholders of ECT upholding a set of values to be practiced in the day to day operations of the college. Accordingly, robust disciplinary policies accompanying clear procedures will be required. In this context, the

significance of Student Disciplinary Policy is very high for ECT as an institution of higher education.

7.0. Annual Review of Student Disciplinary Policy and Procedures

ECT will perform an annual analysis of all cases concerning student disciplinary offences, violations, policies and procedures to gauge the effectiveness of policies and procedures concerning student discipline. The Academic Board at ECT will conduct a comprehensive review of student disciplinary offences, policies and procedures in the month of each September – beginning of a new academic year. In this regard, “historical data” of the preceding year will be used. The Board will make appropriate decisions to ensure academic integrity at ECT.

11.3. STUDENT ACADEMIC DISHONESTY POLICY

ECT has a clear policy against academic dishonesty including cheating, plagiarism and other academic offences as stated in the relevant sections of student disciplinary policy (sec. 'E' of ECT policies & procedures manual).

This policy of student academic dishonesty is linked to ECT student disciplinary policy (sec. 'E'). In all cases where student discipline related to academic integrity is violated at ECT, this policy of 'student academic dishonesty' will be applied along with its full operational procedures.

1.0. Policy Statement:

To protect its academic integrity, ECT will not tolerate any academic dishonesty or misconduct; therefore, any student found guilty of academic misconduct will invoke appropriate penalties following the relevant procedures.

2.0. Academic Offences:

- a) Cheating in exams
- b) Plagiarism
- c) Getting someone to produce all or part of the work submitted
- d) Others such as impersonation, presenting fake certificates, etc.

3.0. Penalties for Academic Offences

- a) Written warning

- b) Automatic Zero in the test/exam/assignment/project
- c) 'F' (Fail) Grade in the Course
- d) Student Suspension for One Semester
- e) Dismissal from the college

4.0. Procedures for Academic Offences

1. A faculty member who suspects that an academic offense has been committed should check with the Dean's office to determine whether the student has a previous offense and should then interview the student concerned. The case should be dismissed, if the evidence is not sound. A faculty member, who believes that there is a case to answer, and where the student admits guilt, and it is a first offense, may:
 - a. Impose a formal warning, if the offense is minor;
 - b. Impose a mark of zero for the work;
 - c. Refer the matter to the Dean for further investigation if the offense is serious. In all these cases, the faculty member should report the matter to the Dean. When the student does not admit guilt, or if there has been a previous offense (whatever the penalty), the Dean must refer the case to the academic offence committee;
2. The Dean constitutes an academic offence committee, for each case referred, comprising senior staff members who are independent of the student and the case. The academic offence committee meets with the student and the faculty member who made the allegation, who acts as prosecutor. The academic offence committee may:
 - a. Dismiss the case, if it determines there is no case to answer;
 - b. Impose an appropriate penalty as per **section 3.0**, as it sees fit, but based on "case history";
3. The student has the right to be accompanied at all times, for example by their advisor.
4. The student may appeal against a penalty through the institution's appeals procedures.
5. Refer to 'Process Flowchart for Disposal of Cases of Academic Offences at ECT' appended herewith with this policy for guidance purposes.

5.0. Important Definitions:

A. Cheating in Tests/Exams:

A1. Definition:

Cheating in exams or tests is an attempt to gain marks dishonestly and may include, but not limited to:

- Copying from another student's work.
- Using materials, in any shape or form, programming and graphic calculators, etc., not authorized by the College.
- Passing or attempting to pass information to another student during an exam or test.
- Knowingly or unknowingly using, buying, selling, or stealing the contents of an exam or test.
- Using communication devices during a test or exam.

B. Plagiarism

B1. Definition:

Plagiarism means someone presenting another person's work or ideas as one's own without proper citation. The following are the few examples of plagiarism:

- Submitting other individual(s)' work as that of one's own.
- Submitting Group-work with mentioning the names of all contributors.
- Quoting without proper citation in assignment, paper, project, case study or any of the course related work at ECT

B2. Turn-it-in Software

ECT has acquired Turn-it-in Software for checking plagiarism in the college. All students should submit hard copies of their written work (papers, assignments and reports) along with soft copies through the Turn-it-in system which is available online at www.turnitin.com. Each student should have a Turn-it-in account. Instructors must ensure that students are properly trained on how to use the Turn-it-in system.

Faculty members will check the students' written work through the Turn-it-in software. If they discover a high "Similarity Index" which is more than 25%, it will be considered

as plagiarism (as per section 2.0) and the procedures for academic offences outlined (as per section 4.0) in this policy will apply with the consequent penalty as listed in section 3.0.

C. Minor Academic Offences:

Examples of minor academic offences:

- Plagiarizing a few lines
- Taking a few notes to examination that are not related to the examination

D. Serious Academic Offences:

Examples of serious academic offences:

- Submitting a plagiarized work
- Taking related note(s) to examination
- Cheating in the examination
- Obtaining work from someone else
- Impersonating a student in examination

6.0. Notification of Penalties

Students will be notified of the penalties, in writing through the Dean of Student Affairs. The dismissal notification for a students' academic dishonesty and misconduct will be signed by the ECT President with a copy to the student file.

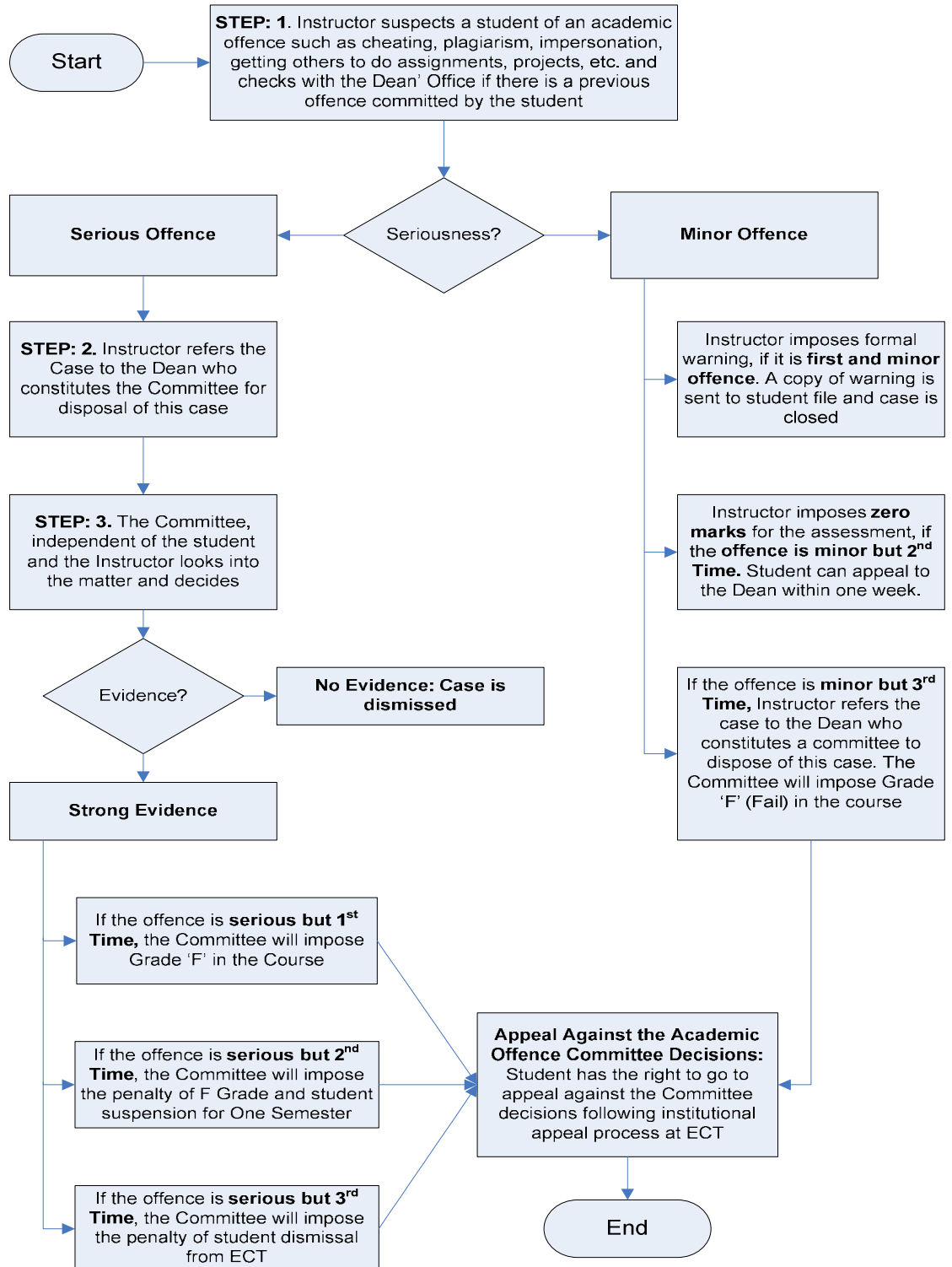
7.0. Academic Dishonesty Policy Linkage with ECT Strategic Plan

To ensure academic integrity of ECT as an institution of higher education and practice the values of ECT Strategic Plan (2007-2012), ECT Academic Dishonesty Policy is of crucial importance towards achieving its mission and vision.

8.0. Annual Review of Academic Offences, Policy and Procedures

To gauge the effectiveness of policies and procedures concerning academic offences, the Academic Board at ECT conducts a comprehensive review of academic offences, policies and procedures at the beginning of each academic year in the month of September. In this regard, “historical data” of preceding year is used. The Board makes appropriate decisions to ensure academic integrity at ECT.

Process Flowchart for Disposal of Cases of Academic Offences at Emirates College of Technology (ECT)



11.4. STUDENT GRIEVANCES PROCEDURE

1) **Definition of Student Grievance:** any violation of the **Student Rights**, as described in the section on *Students Rights and Responsibilities* in the **Student Handbook**, on the part of ECT Faculty or Staff will be considered as student grievance.

2) **Informal Resolution of Student Grievance:** For quick and informal resolution of the problem, there will be a person-to-person discussion between the student and the concerned faculty/staff member with the help of the student's advisor.

3) **Formal Resolution of Student Grievance:** In case, the student is not happy with the informal process of resolving the student grievance, he/she may choose to invoke the formal process of student grievance resolution at ECT. In this regard, a student will put his/her grievance in writing, especially referring to the student right being violated, to the Dean/Head of Student Affairs who will refer the matter to the administrator of the concerned department for investigation and recommendation of a proper solution of the problem. Finally, the decision of the concerned department head will be communicated to the student.

The student may lodge an appeal against this decision through the Office of Student Affairs. In such situation, the case will be referred to the ECT Student Affairs Committee who appoints an ad hoc Judicial Committee consisting of senior administrators, senior faculty members and student representatives from ECT Student Council. All the decisions are made in accordance with the ECT rules and regulations concerning student code of conduct.

11.5. STUDENT APPEALS:

A student will have the right to lodge *requests* for appeal against decisions related to an academic or disciplinary action by presenting an appeal, in writing, to the Dean of Student Affairs within two weeks of receiving notification. Such requests are investigated only when they are made on specific grounds. These might include, for example, “procedural irregularities” but exclude for example “academic judgment”. Requests which are lodged, but which *prima facie* do not appeal on specific grounds are rejected without investigation. Upon finding the *request* for appeal appropriate, the Dean refers the Appeal to Student Appeals Committee to dispose off.

11.6. STUDENT APPEAL HEARING PROCEDURE

1. An appeal to the Student Appeals Committee may be made by the student involved in decision appealed through the Dean of Student Affairs.
2. The Student Appeals Committee consists of the ECT Dean of Academic Affairs, Dean of Student Affairs, One Senior Faculty Member and ECT Student Council President. All these officials must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.
3. An appeal is timely only if taken within five (5) business days of the decision appealed. An appeal not made within the time limit will not be heard unless the committee sees a compelling reason.
4. An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer at ECT within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy which the person appealing is requesting from the Appeals Committee.
5. The student charged may have an advisor of the student's choice present at the hearing of the appeal. If the student's advisor is an attorney, the student must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.
6. The Conduct Proceedings Officer is responsible for notifying members of the Appeals Committee of the appeal and for setting a time and place for holding a meeting of the Appeals Committee. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Appeals Committee to the student(s) charged, the charging party, and other ECT personnel deemed appropriate by the Conduct Proceedings Officer.

7. The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the administrative contact history made in connection with the matter and will make these materials available to the Appeals Committee.
8. The Appeals Committee may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the ECT Code of Student Rights, Responsibilities and Disciplinary Procedures.
9. The Appeals Committee makes its determination based solely on the record of the student's hearing, facts that are presented to the Appeals Committee, and arguments before the Appeals Committee.
10. The purpose of the Appeals Committee is to decide if the findings and/or the sanction of the charges were so incorrect that the decision should be changed.
11. The Appeals Committee must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.
12. Any decision of the Appeals Committee is final.

12. Student Support Services

Academic

Student Academic Services are dedicated to provide students with educational opportunities in their formal classroom learning experience and to contribute toward their success in the program of study, as well as render administrative functions to students in order to enhance the teaching and learning processes.

Student Academic Services provide opportunities for the development of knowledge, attitudes and life skills to enhance students' life-long learning and in their ability to contribute to the society and modern world in which they are living.

Non-Academic

Student Services are dedicated to meet the non-academic needs of students and to uphold the overall mission of ECT. This includes institutional facilities, student activities services, student counseling services, etc.

12.1 LIBRARY, LEARNING RESOURCES AND IT SERVICES**Educational Resources**

ECT continuously updates its educational services and facilities deploying state-of-the-art information technology to support its students and faculty. The educational resources include the library, the learning resources, duly networked computer laboratories and the classrooms.

The Library (Learning Resource Center)

The ECT libraries occupy half of the 7th floor of the males' campus and on the basement of the females' campus. These libraries currently have more than 8000 titles in English and more than 800 titles in Arabic which comprise materials to support the curriculum and the general information needs of ECT. The majority of the library's holdings are in English; however, there are also materials available in Arabic. The library is student-oriented and provides quiet study areas and access to computers.

An online catalog system can be used to search for library materials. Using the library website, students and faculty have access to a number of on-line periodical indexes, full text journals and magazines. The computers in the library are also utilized to give computer sessions where students are taught how to use library resources. The library is connected to all parts of ECT via a local area network supported by hubs and routers in order to provide academic resources for all classes taught. Faculty members can access library resources from their classrooms to support the teaching/ learning process.

The library's collection is growing by approximately 500 entries per year to support the students and faculty.

Computerized Library Cataloging System

ECT has catalogued its collection of materials and organized its library to provide convenient and easy access to its collection and services, including the book-borrowing

system for its students, faculty, and staff. This is available through an in-house developed computerized library system.

The library computer system classifies books by author, title and subject and can provide statistical data about the collection of books available in the library. For example how many books are available on: Systems Analysis and Design, information systems...etc.

All books and materials are currently catalogued according to DEWEY classification system. Students and faculty members have access to a computerized classification system, where they can search for the material by the author, title or subject. The system also records all borrowings and returns of books or library materials.

Electronic Library

ECT has developed its Electronic Library to be accessed through the Internet. Registered students, staff and faculty members are allowed to use this facility. Through the electronic library; information will be provided such as: Dictionaries, online periodicals & documents, bibliographic sources, newspapers, teacher resources, resources to support specific courses in the program such as: English, Math, Management, Economics ...etc, online bookstores, popular search engines, Web sites and internet resources.

ECT has subscribed to international Databases to allow students through the WEB to create reading lists, course packs, study guides, special interest sites, bibliographies, training sites, full text from scholarly journals and journals of special interest, electronic journals directories.

Internet Facility

Internet facility is available to our students in the two libraries, in classrooms, and in all labs. There are more than ten computers available in each library for students use throughout the working day

Other Learning Resources

Newspapers

There are several newspapers available on a daily basis: Al-Itihad Arabic newspaper and the English newspaper “Gulf News” and "Khaleej Times" are the most prominent. Both are available for students and faculty in the library.

Periodicals, Scientific Journals and Serials

The library also has acquired hard copies of a selection of refereed periodicals in the areas of business administration, marketing, banking, finance, accounting, human resource management, IT, computer science, e-Commerce and English language to support research activities of its faculty and students.

Databases

ECT has acquired or subscribed to various CD-Rom and Online databases to support teaching and learning at ECT.

Electronic access to materials in the library and elsewhere

Students can have electronic access to materials in the library and elsewhere through: Local area network (LAN) being available in the library, computer labs and in the classrooms.

ECT web site that can be accessed by registered students to access valuable information from the library. Students can also access the electronic library, which is continuously being updated with new sites and facilities to support teaching and learning for all the courses offered.

Learning resources outside ECT:

Our students could also use the Cultural Foundation library in Abu Dhabi, which is available for the public and contains thousands of books, references and other resources. It also has reading areas and study rooms.

Photocopy Facilities:

The library in both ECT campuses has photocopy facilities that are currently available for students, faculty and staff. The main photocopy facility is also available to duplicate course materials prepared by the faculty members to the students.

Language/Computer labs:

ECT has fully equipped computer labs and one dual-purpose language/computer lab. Students and faculty can use the language/computer lab during their English courses to access various Internet sites in the English language and communications courses and to improve the students' grammar & vocabulary and sharpen their reading, speaking, listening, & writing skills. The computers are fully equipped with multimedia kits and headphones.

The same facilities are available in the library to enable students to work on their own during their free time, or when the language lab is occupied by other students.

All computers in the labs are connected through a local area network and can access library information and facilities as well.

Each student is responsible for his/her computer. The student will be charged if he purposely damages a computer or the software it has. In addition, a warning will be issued to the student who has done the damage. The student is also responsible for not keeping his password to himself only.

Borrowing Materials from the Library:

ECT Students, Faculty and Staff can borrow books and other permissible material from the ECT Library and Learning Resources Centre. The following policies and rules concerning library borrowing will apply:

- A. Students can borrow the library materials (books, software, video & audio tapes....etc.). Students can borrow the library materials if they have a valid ID card. Other forms of identification are not accepted.
- B. A maximum of two books/materials may be issued to students for a period of two weeks. Borrowing can be renewed for another week if the books / materials are not requested by others.
- C. No Student is allowed to take the library materials without filling a request form. Forms are available on the circulation desk.
- D. If books / materials are kept by a student after the due date, a fine of AED. 5/- per day will be charged.

- E. Students will be charged double price of the book if it is lost or damaged.
Marking or writing on the book is strictly not allowed. If students do so; they will be fined 300.00 AED per book/material in addition to payment for buying the new book or material.

12.2. ECT LIBRARY USERS' CODE OF CONDUCT

Library & Learning Resources Service at ECT aims to ensure that its users get the maximum benefit from its service and seeks to provide an enjoyable and pleasant environment which is friendly, safe, secure and relaxed. To achieve this objective, ECT Library has developed a code of conduct for its users. This code of conduct is a general statement covering the expected behavior of users of the Library. The users of ECT library are expected to abide by rules and regulations covering use of all types of library materials, computers, software and the academic network. The following sections describe the provisions of this code of conduct:

1.0. Users' Identification

- Carry your Student/User ID card at all times - this is an ECT Library requirement.
- Show your Student/User ID card to ECT Library Reception or Security staff when requested - failure to do so means you may be asked to leave the premises.

2.0. Awareness of ECT Library Opening Hours

- Please be aware of the opening hours of the Library.
- Stop using the facilities and leave promptly when asked to do so by Library staff.

3.0. Library Users' Behavior

- Treat the Library staff and other users with respect and courtesy.
- Refrain from shouting, using abusive, discriminatory, indecent or offensive language, comments and/or behavior, verbal or physical harassment.
- Contact a member of staff if you wish to complain about another user's conduct.

4.0. Noise

- Silence must be observed in the silent study area.
- Use group study rooms in the Library for group work.
- Avoid all noise and disturbance in the library and computer areas.

5.0. Mobile Phones

- Mobile phones must be switched off or at least set to silent mode before entering ECT Library premises.

6.0. Music

- Music will not be allowed in the Library using speakers.
- Music may be listened to in your personal lap top or the computers in the Library through headphones at low volume and must not be audible to others.

7.0. Eating and Drinking

- Eating and drinking is prohibited in all areas of ECT Library.
- No drinks and food must be taken out of bags in the Library.

8.0. Library Transactions

- No transactions may be undertaken without your Student/User ID card.
- As a user of ECT Library, you are responsible for all materials that have been issued to you; do not lend these to anyone else as you are responsible for all items on your record.
- Treat all library materials with due respect and care. You must not write, highlight or underline in books and you must not mutilate items.
- Return all borrowed items to enable fair usage by all users.
- Renew loans or return them within the specified time and when requested by a member of staff.
- Be prepared to pay any fines or charges incurred as per ECT Library borrowing policy. Failure to pay outstanding charges may result in withdrawal of services or the withholding of ECT grades/awards.

9.0. Theft and Vandalism

- When you leave ECT Library, make sure that all the books or other materials that you are carrying have been properly issued to you.
- If you are found in possession of material that has not been issued to you, this will be treated as a serious breach of the code of conduct.
- Refrain from misusing or damaging any furniture or equipment.
- If you discover that property belonging to The ECT Library has been vandalized, report it to a member of staff immediately.
- Vandalism of any ECT property or premises is subject to disciplinary action.

10. Computing Facilities

The users are not allowed to tamper with the security of the computers at ECT. As per security code of ECT computing facilities, the users are not allowed to download any un-authorized materials, software, etc. If you need to download any software in a computer in the Library that you need to support course, seek the permission first from the Library & Learning Resources Service Staff. All users of ECT Library are bound by the ECT Regulations for use of computing facilities when using all computing and networked facilities and external electronic resources.

12.3. ECT IMAGE PRODUCTION AND COPYRIGHT POLICY

1.0. Purpose:

ECT Library and Learning Resources Services are primarily provided to the users at ECT to support the college mission and vision which seeks that ECT will be recognized as a model college of higher education by all its stakeholders. With this core institutional direction in view, ECT Library has developed its Image Production and Copyright Policy. The main purpose of this policy is to ensure the lawful use of copyright-protected materials, protect ECT against the risk of copyright infringement, and regulate image production or photocopying at ECT Library facilities in accordance with the provisions of the UAE legislation on copyright issues.

2.0. Policy Statement:

ECT Library will allow its users image production or photocopy of any copyright-protected library material at its facilities ONLY in accordance with the provisions of the UAE Federal Law No. 7 of 2002 regarding copyright and related rights. For detailed information on the UAE copyright laws, a copy of the UAE Federal Law No. 7 of 2002 is available in both ECT Library premises in the males and females campuses.

3.0. Permissible Limits Under the UAE Federal Law No. 7 of 2002:

According to the UAE Federal Law No. 7 of 2002, use of copyright material for certain restricted purposes is permitted even without the consent of the author. These exemptions are for:-

1. Making a single copy for non-commercial personal use.
2. Single copies of works made by libraries or attestation centers provided the copy is made to preserve the original or to replace a lost, damaged or worn copy or at the request of a natural person for use in connection with studies or research.
3. Quoting short paragraphs, extract or analysis for the context of critique, discussion or communication. The author's name should be mentioned.
4. Performance of works at family gatherings or students performing works in education institutions.
5. Copying short extracts of a work in written or recorded form for education and information purposes, religious purposes or occupation training, provided that the copying is within reasonable limits and is used solely for the intended purpose. The name of the author should be mentioned.

4.0. Photocopying Rules in ECT Library Facilities

ECT library may make reproductions for library users (students, faculty, staff, administrators, etc.), provided the following criteria are met:

- ECT library will make one reproduction of an article from a periodical or a small part of any other work or book.
- The reproduction becomes the property of the library user.

- The library will NOT allow the reproduction of copyright material except for within the permissible limits according to **section 3.0** of this policy and only to be used for purposes of private study, scholarship and research.

5.0. Linkage of ECT Copyright Policy with Other ECT Policies:

ECT copyright policy is linked with ECT Student Disciplinary Policy and ECT Employees (faculty/staff) Disciplinary Policy. Any violation of ECT copyright policy by any offender (student/faculty/staff) will invoke disciplinary action against the offender according to the relevant disciplinary policy.

6.0. Procedures for ECT Copyright Policy

In the event of any violation of the provisions of ECT Copyright Policy, the following procedures will be applicable against the offender:

1. In case of an ECT student found violating the provisions of ECT Copyright Policy, the procedures of ECT Student Disciplinary Policy will be applied and the offender may get the penalty up to dismissal from the college. (For details, please refer to ECT Student Disciplinary Policy).
2. In case of an ECT employee (faculty/staff) found violating the provisions of ECT Copyright Policy, the procedures of ECT Employees (faculty/staff) Disciplinary Policy will be applied and the offender may get the penalty up to termination of service contract with the college. (For details, please refer to ECT Employees Disciplinary Policy).

7.0. ECT Copyright Policy Review:

ECT Copyright Policy provisions will be reviewed by the ECT Management in the month of September each year.

12.4. STUDENT ACTIVITIES:

Student Activities include sports activities, intellectual and cultural activities, entertainment and activities and student publications.

ECT Student Council

The student council at ECT is formed by an elected representative of each group of students at each level. The student council is responsible for representing the students

and supporting their rights, dealing with students' concerns, encouraging academic cooperation, coordinating students' activities and helping in the maintenance of a good reputation of ECT.

Student Council and Student Activities

The student council through the students' affairs office coordinates and organizes various student activities to promote physical fitness and sports among the students, to arrange and encourage intellectual and cultural activities and to undertake student publications for the information, education and entertainment of the students. Students are made aware of the student activities at ECT during the orientation program. Students are advised to contact the students' affairs office for details about such activities and how to participate in them.

Various Clubs at ECT

The students have the opportunity to join various clubs at ECT where they can participate in different types of activities of their choice. ECT faculty members sponsor these clubs and provide their guidance to the students. The clubs include:

ECT Writers' Club.
ECT Business Club
ECT Information Technology Club.
ECT Sports Club
ECT Cultural Club
ECT Blood Donors' Club

12.5. STUDENT COUNSELING SERVICES

ECT provides the following counseling services to students:

1. Student Personal Counseling:

The Student Counselors at ECT provide personal counseling to the ECT students concerning their personal, social and moral problems, which may cause hindrance in the way of the students' success. The personal counseling to students is provided by prior appointment with the Counselor during the college working hours.

2. Group Counseling:

The Student Counseling Department at ECT also arranges periodically group counseling sessions in each academic year. The announcement of such sessions, giving

the time, date and venue, is made via the college bulletin boards. The interested students register in advance to attend these counseling sessions on the due dates.

3. Student Career Counseling “Advising” and Job Placement:

ECT provides career counseling to its students regarding career information and planning, career development, testing and prospective job placement. ECT also provides assistance in developing career objectives and strategies for exploring career opportunities. Students are assisted through career workshops and employment fairs to communicate with prospective employers of ECT students and graduates. Career Counseling sessions at ECT are provided to ECT students and graduates on individual basis with prior appointment, while career counseling in groups is provided regularly. Please see the College Bulletin Board for announcement of dates, times and venues for these sessions.

12.6. JOB PLACEMENT – JOB OPPORTUNITIES

The Students Career Planning and Job Placement Advisor at ECT visits private sector companies, oil companies, and government departments. He/She provides them with information about our graduates and the programs offered. He/She encourages them to hire our graduates; and informs them that our diploma graduates have had the opportunity to work as programmers, systems analysts, network and computer support engineers, administrative assistants and assistant accountants.

Many of our graduates work for both the private and government sectors. They work for the National Bank of Abu Dhabi, Dubai Islamic Bank, Union Bank.. etc. Students also work for the oil industry companies like ADNOC, ZADCO, ADMA, ADCO whilst, some work for Etisalat, and the rest work for Ministries and other government departments such as Water and Electricity Authority.

Many students have been hired through direct contact with ECT.

ECT is currently offering six programs; namely the “Two-Year Diploma in Business Administration & Computer Information Systems”, the Two-Year Diploma Program in Human Resource Management (HRM), the Two-Year Diploma Program in e-Commerce and Marketing, the Two-Year Diploma in Banking and Finance, the Two-Year Diploma in Accounting, and the Two-Year Diploma in Computer Graphic Design and Animation. Such programs aim at producing individuals who combine computer & business knowledge in response to today’s local and global need for hybrid individuals

who understand the business process and are able to utilize information technology to have a competitive edge. The students have a wide range of job opportunities such as:

- Junior Programmers ▪ Junior Web Developers ▪ Data Entry Operators
- Business Analysts ▪ Junior Accountants ▪ Bank Clerks
- Marketing and Sales Representatives ▪ HR Assistants ▪ Administrative Assistants
- Executive Secretaries ▪ Recruitment and Staffing Assistants ▪ Contract Administration Assistants ▪ Training Assistants ▪ Employees Succession Assistants
- Employees Compensation Assistants ▪ e-Commerce Applications Developer
- Search Engine Optimization (SEO) Specialist ▪ Internet Business Analyst
- Online Marketing Supervisor ▪ Marketing Executive ▪ Marketing Research Assistant
- Assistant Financial Planning Officer ▪ Relationship Banker
- Assistant Credit Review Officer ▪ Commercial Bank Sales Representative
- Assistant Commercial Credit Officer ▪ Portfolio Management Assistant
- Accounting Clerk (in governmental sector) ▪ Cashier ▪ Junior Accountant
- Assistant Internal Auditor ▪ Managerial Accountant Assistant ▪ Bank Teller
- Book Keeper ▪ Store Keeper ▪ Visual Communicator ▪ Graphic Designer
- Advertising Designer ▪ Web Designer ▪ 2D and 3D Animator
- Printing Designer ▪ Journalism Designer ▪ Game and Entertainment Designer
- Images Manipulator

12.5. ALUMNI AFFAIRS

The ECT Student Affairs Department, through ECT Graduates' Club is responsible for maintaining contacts with ECT graduates and for keeping track of their location. In addition, it helps graduates get to know each other through regular meetings.

13. Other Services On-Campus

13.1. FINANCIAL AID (FEE WAIVER)

A student is eligible for **one** of the following:

- 50% waiver of the tuition fees if he/she is one of the top ten students of the high school General Certificate of Education. To continue receiving this waiver, the student should maintain a G.P.A. of 3.7 or higher.
- 10% reduction of tuition fees for students who receive a semester G.P.A. of 3.7 or higher.
- 10% waiver of the tuition fee is granted to a student who registers at ECT and who already has a brother or a sister studying at ECT.
- 10% waiver of the tuition fees (for the first semester only) if the student has an average equal to, or higher than, 90% in the high school General Certificate of Education results.
- 10% waiver of the tuition fees is granted to students in financial need.

13.2. DINING SERVICES

The ECT has a cafeteria on the 4th floor of the males campus and another one on the basement floor of the females campus. The student cafeteria offers sandwiches, snacks and beverages. The cafeteria has a separate section for female students.

13.3. PARKING AND TRANSPORTATION

Parking lots are available around the campuses for faculty, staff and students free of charge. In addition, adjacent parking buildings are available for a monthly fee.

13.4. PHOTOCOPY FACILITIES

The copy facilities are located on the 4th floor of the males' campus and on the basement of the female's campus. The copy facilities serve faculty, staff and students by offering its quality service at a reasonable price. The copy facilities include professional binding and stapling.

13.5. HEALTH SERVICES

In accordance with the medical insurance system in the UAE, all students have medical insurance cards which allow them to use the services of any hospitals or private medical centers in the country. Since the ECT campuses are located very close to several hospitals and private clinics, students can use these facilities any time they chose. In addition, ECT provides first aid services on its campuses for any emergencies; and ambulances can be called upon if the need arises which can be on campuses within minutes.

13.6. SPIRITUAL FACILITIES (PRAYER ROOMS)

ECT facilities include two prayer rooms that are available to students, faculty and staff during the whole day. One prayer room in the males' campus can be used by males and can accommodate one hundred persons. The other prayer room is in the females' campus for females and can accommodate forty persons. Students, staff and faculty are required to use these rooms for prayers and not to use the classrooms, library or other facilities for this purpose.

ECT Academic Calendar 2010/2011

Fall Semester	
26/9/2010	First Day of Classes
26/9-7/10/2010	Drop / Add Period
26/10/2010	New Students Orientation
24/10-6/11/2010	First Exam
14-18/11/2010	Eid Al Adha Holiday
2-3/12/2010	UAE National Day
7/12/2010	Hijri New Year's Day
28/11-11/12/2010	Second Exam
1/1/2011	New Year's Day
2-15/1/2011	Early Registration for Winter Semester
15/1/2011	Last Day of Classes
16-22/1/2011	Final Exam
23-29/1/2011	Students Holiday
Winter Semester	
30/1/2011	First Day of Classes
30/1-10/2/2011	Drop / Add Period
15/2/2011	Prophet Mohammed's (PBUH) Birthday
21-22/2/2011	New Students Orientation
27/2-12/3/2011	First Exam
3-16/4/2011	Second Exam
8-21/5/2011	Early Registration for Summer Semesters
21/5/2011	Last Day of Classes
22-28/5/2011	Final Exam
29/5-4/6/2011	Students Holiday
Summer I	
5/6/2011	First Day of Classes

5-11/6/2011	Drop / Add Period
19-25/6/2011	First Exam
28/6/2011	Isra & Miaraj Day
3-9/7/2011	Second Exam
9/7/2011	Last Day of Classes
10-16/7/2011	Final Exam
17-23/7/2011	Students Holiday
Summer II	
24/7/2011	First Day of Classes
24-30/7/2011	Drop / Add Period
7-13/8/2011	First Exam
21-27/8/2011	Second Exam
27/8/2011	Last Day of Classes
28/8-3/9/2011	Eid Al Fitr Holiday
4-10/9/2011	Final Exam

- **New academic year 2011/2012 will start on Sunday 18th of September 2011**