

HCT SERVICES AND RESOURCES FOR STUDENTS

Student Services

Student Services at the HCT campuses involve the campuses' Academic Services and Student Life departments, which work closely with Central Registry and Student Engagement and Success. These departments ensure the academic integrity of HCT credentials, as well as students' access to a supportive campus environment. The departments' roles help to promote all students' personal well-being and academic success, as well as to prepare them to contribute to the on-going development of the UAE.

The Campus Academic Services departments provide all record-related services from admission, registration, official transcripts, course and examination schedules, student timetables and verification of graduation eligibility up to final credential award.

The Campus Student Life departments are responsible for supporting the different aspects of student engagement and success, starting with new student recruitment, admissions and orientation. The Student Life departments assist with financial aid services, student behavior, discipline and attendance issues, safety and security, counselling services, wellness, cultural and mental growth and any accommodations for Students of Determination. They give guidance to students organizing student councils, peer tutoring, leadership programs extra and co-curricular athletic and recreational activities as well as clubs and other special events. In addition, Student Engagement And Success manages all mandatory student volunteering activities. The Department has also deployed and manages an updated version of Student Feedback System. Since the irruption of COVID-19 pandemic, the DigiCampus platform has been utilized to provide a wide range of Student Life activities and events.

Alumni Council

There is an HCT Alumni Council which graduates are welcome to join. This Council:

- helps graduates stay connected to each other;
- keeps graduates informed about the HCT international and national conferences and events;
- provides opportunities for lifelong learning;
- allows graduates to sign up for voluntary support, join mentorship and ambassadorship programs; and
- provides opportunities with a directory of employers

Career Services

The HCT Career Services are staffed by specialists in career management and counselling, which place strong emphasis on career development in a constantly changing global workforce.

The activities of the HCT Career Centers include:

- assisting students to make informed career decisions, and provide career assessment opportunities;
- providing one-to-one counselling to help students match their interests with suitable careers;
- building relationships between the HCT, employers and business communities;
- organizing career-centered events, including summer orientation sessions for high-school students;

- posting employment listings received from employers in both the private and public sectors;
- assisting students in the search for employment and liaising between employers, graduates and students; and
- providing student-focused workshops on topics such as career planning, developing a positive professional attitude, CV and resume writing as well as job interview techniques.

Counselling Service

The HCT provides personal and academic counselling to help students with their classroom performance or social adjustment at the campus.

Campus Counselors play a vital role in assessing special admissions cases in terms of degrees of impediment and availability of accommodations at HCT. They are available to meet students who are having academic or personal problems that interfere with their classroom performance or social adjustment. Counsellors can help students find solutions to their problems and facilitate academic and personal growth.

Students are assigned an Academic Adviser at the start of each academic year. The adviser is usually a class teacher who will give academic advice and monitor progress.

Extra-curricular Activities

Throughout the academic year, a wide variety of physical, social and cultural activities are available to interested students. Students are encouraged to make every effort to participate in these activities, which are designed to supplement and complement their classroom work, enhance their experience at the HCT, and provide a healthy balance in life.

In many cases, students organize or coordinate campus events such as film festivals, athletic and recreational competitions, health and wellness days, heritage and cultural displays, art shows and employability events. These events develop individual and group initiatives, teamwork, leadership, and employability skills. They provide the students with the opportunity to apply the skills they have learned, to support charitable causes and to demonstrate academic achievements. During COVID-19 pandemic a wide range of the extra-curricular activities were digitalized and continued to be offered on DigiCampus platform.

Safety and Security

The HCT is concerned that all individuals the students meet are properly authorized to enter the campuses. All HCT campuses have security gates, with security personnel stationed at each entrance. These security officers allow only those who are properly authorized to enter the campus.

Security officers have the right to prevent female students from leaving the campus without permission, and to carry out random checks on student and staff vehicles.

All HCT security officers are appointed for the safety of the staff and students of the campuses, and should be treated with proper respect.

During COVID-19 pandemic all precautions stipulated by UAE authorities to control spread of the pandemic were taken to ensure that all campuses were safe and secured for student, faculty members and staff.

Fire Drills

In case of fire, each campus has procedures to follow. Students should learn the locations of emergency exits, fire alarms and fire extinguishers. In the event of a fire drill or emergency, students must follow the directions of teachers or security personnel.

Medical Cases

When students at a campus are injured or feel unwell it is important they receive medical attention as soon as possible. The licensed nurse at the campus in conjunction with the medical care and first aid procedures will be able to determine suitable medical care & first aid provision.

If a student is seriously ill and needs help, the teacher or admin staff member will call the Student Life Office who will provide assistance and contact the student's family. An ambulance will be called if necessary.

Campus Student Councils

Each campus has a Student Council to give the student body an effective means of providing input to their campus management so as to improve overall student life. The Campus Student Councils provide many opportunities for student growth and leadership development such as:

- planning and organising student activities;
- developing closer relationships between students and faculty;
- establishing a better atmosphere for learning;
- informing the campus of student needs and recommendations;
- developing leadership qualities; and
- improving student morale.

Student representatives from all the campuses also meet to elect a system-wide HCT Student Council President. This committee represents the wider HCT student body, inside the country as well as abroad.

Students of Determination

Under the conditions outlined in the HCT policy, reasonable academic accommodation is provided to Students of Determination.

Students of Determination are eligible for appropriate support which could take in the form of special equipment or materials, or additional time to complete course requirements. Students are required to provide appropriate medical documentation detailing their special need.

It is important that students contact their Campus Counsellor as early as possible in order to obtain the necessary support.

Financial Aid

Financial Aid is a fully automated service through which HCT provides financial support to eligible, enrolled students facing financial challenges that might inhibit their ability to continue with academic studies. The financial aid is provided in various forms as listed below:

- Cash aid
- Laptop provision
- College transportation (this service is ceased during the pandemic)

Students who require such assistance are encouraged to submit their application online and contact their Campus Student Life Supervisor or Campus Counsellor for details regarding financial aid.

In addition, the HCT forms partnerships with employers who can provide opportunities to sponsor students to complete regular programs. Sponsored students progress towards graduation with the support of employers in return for commitments specified in the sponsorship agreement.

HCT Digital Communications Information

Use of Information Technology & Social Media

HCT provides an integrated learning environment, which incorporates the use of smart learning and modern technologies. Students must use these tools responsibly and effectively in their various educational activities and scientific research.

HCT students must abide by the conditions set out in the Student Code of Conduct, which details the responsibilities of users, and conditions of use, with respect to the Internet and social media platforms. Students will be held accountable for any abuse of these outlets, which may ultimately result in termination from the Higher Colleges of Technology.

Social media platforms allow individuals to communicate with potentially large audiences, which, given the interpersonal nature of social media, can blur the lines between a "personal voice" and an "institutional, or corporate, voice". Despite the immense opportunities of social media, there are significant legal and reputational risks involved. Therefore, all students using social media must understand that their comments can be used to reflect negatively on HCT.

Social Media platforms can be used by students for educational purposes as part of their courses whilst they are studying at HCT. Accordingly, all students using social media platforms must abide by the following guide and rules.

Student Code of Conduct for use of Social Media