



# Abu Dhabi Polytechnic

## Student Handbook

**June 2022**



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## Document Revision History

*Document name: Abu Dhabi Polytechnic Student Handbook*

Release #	Date	Revised by and reason for revision	Approved by	Approval Date
Rev 0 -1				
Rev 2	June 2013	Consolidation between Abu Dhabi Polytechnic and AAI AA Handbooks (Revised by Effectiveness and Assessment Manager)		
Rev 3	Oct 2013	P5 Updating mission statement (Revised Quality Assurance Coordinator and Effective and Assessment Manager)	Executive Committee	
Rev 4	Nov 2013	Addressing CAA review issue: P5 change degree to qualification P14 add 'for students travelling abroad for work experience. P26 replace 'already' with 'will have already received'. P28 amendment to number of Supplementary Assessments to be undertaken P39 Consolidate Admissions Requirements with General Catalogue, and Policy and Procedures Manual P31 replace neither/nor with either/or P40 Consolidation of Foundation entry requirements with information in General Catalogue P60 insert 'at both campuses, is seen'		
Rev 5	Dec 2013	Changes to number of credit hours re Academic probation Changes to penalty for FA and WF Changes to stipend	Executive Committee	19Dec 2013
Rev 6	June 2014	Changes to Academic standing, probation and dismissal	HOP AEET/ Student Services	27May 2014
Rev 7	Oct2014	Clarification of policies implemented AY2014 on excessive absence, withdrawal, and immediate remediation. Revised by HOP AEET.	Director	1 October 2014
Rev 8	Oct 2014	Change ADPoly to Abu Dhabi Polytechnic	Director	October 2014
Rev 9	March 2015	Addition of GCAA to all EASA references relating to attendance and examinations		March 2015
Rev 10	May 2015	Amendment to P7 re Respect for People	MD IAT/Director	May 2015
Rev 11	Nov 2015	Revision to MET Admissions requirements	HOP/MET/ERT	Nov 2015
Rev 12	Jan 2016	Inclusion of Technical support for student owned hardware and software	HOP/MET/ERT	Jan 2016

Release #	Date	Revised by and reason for revision	Approved by	Approval Date
Rev 13	April 2016	Move Information re Technical Support from Rev 12 at p69/70 to p8/9 P5 remove (Abu Dhabi Polytechnic) P11 change Director General to Managing Director, P12 change intakes to August and February P13 change ADP to Abu Dhabi Polytechnic, add detail on courses with Laboratory P14 update details on Textbooks, remove higher diploma P17 amendments to Academic probation P41 change ILETS to IELTS P43 Capital letters for Committee title, amend minimum pass grade for student Some general formatting issues throughout the document. P57- p59 changes to Student Finance Policy to Student Stipend Policy and Procedure.	HOP/AEET and SS Manager	April 2016
Rev 14	May 16	P46 To rectify ad omission from 2014 Inclusion of maximum periods of study at ADP for Diploma, Higher Diploma and Applied Bachelors	Director	May 2016 See email 18/5/16
Rev 15	Aug 16	Updating section on Academic Probation p17/18, Clarification on medical Excuses. Update on Attendance and Punctuality p11/12 – removal of some excuses re documentation etc. updating quarter to semester. Further amendment of Probation 17/18 to reduce Academic probation to 2 only	MD IAT/ Executive Committee ADP	August 2016 see emails July 2016 and August 2016
Rev 16	Sept 2016	Changes to withdrawal period during Semester 1-2 and Summer Semester p28/29	Per Academic Calendar	Emails Sept 16
Rev 17	Sept 2016	Changes to withdrawal period during Semester 1-2 and Summer Semester p28/29. Change to week 7 – S1,S2 and SS. Withdrawal from a semester p29.	Director	Emails 22 Sept 16, 26 Sept 2016. 27Sept 2016
Rev 18	Jan 30 2017	Changes amended by ADPAA to General Behavioral Violations p57.	Director	Emails 30 Jan 2017
Rev 19	Sept. 2017	Added numbering to manual sections Additional guidelines concerning the formation and conduct of clubs and associations have been added to Section 3.8	Director	28 Sept 2017
Rev 20	Nov-Dec 2018	QAC conducted a comprehensive review and revision of the Student Handbook to conform to current policies and practices	Director	9 Dec 2018
Rev 21	Jan 2020	Licensure/Accreditation Committee to address recommendations of the RLRT (Sept 2019)		



Release #	Date	Revised by and reason for revision	Approved by	Approval Date
Rev 22	August 2020	Updated with AY2020-2021 calendar	Deputy Director Academic Affairs	
Rev 23	Sept 2020	Section 3.4 Credit Transfer and Recognition of Prior Learning policy updated	Deputy Director Academic Affairs	16 Sept 2020
Rev 24	Nov 2022	Updated AY2022-2023 calendar	Deputy Director Academic Affairs	24 Nov 2022

## 0 Introduction

### 0.1 Purpose of the Handbook

The student handbook provides general information and guidance to students currently enrolled at Abu Dhabi Polytechnic. . It offers a resource for students seeking information about the university's codes, procedures, policies and activities. Please note that Abu Dhabi Polytechnic encourages students to access all available resources including web-related information as well as printed materials. Students should ensure that relevant links to the resources and services available are accessed to help them along the way.

### 0.2 ADPoly Vision

The vision of Abu Dhabi Polytechnic is to become the UAE preeminent institute in technical higher education, applied sciences and engineering technologies, and applied research.

### 0.3 ADPoly Mission

The mission of Abu Dhabi Polytechnic is to graduate Emirati technologists, scientists and engineers with accredited academic degrees and industrially recognized competencies through a dual education and training system to meet UAE's strategic needs.

### 0.4 ADPoly Institutional Goals and Objectives

The institutional goals and objectives of ADPoly are as follows:

Institutional Goal 1: To create a world-class career-based education system that will produce scientists, engineers, technologists and professionals needed for the industrial development of UAE.

- Institutional Objective 1: Provide ADPoly graduates with state-of-the-art learning and training skills in engineering technologies.
- Institutional Objective 2: Increase the number of Emirati students enrolled in Abu Dhabi Polytechnic

Institutional Goal 2: To create a highly skilled and highly productive workforce needed for a knowledge-based economy in order to fulfill industrial sectors' needs and requirements.

- Institutional Objective 1: Align the curriculum and proposed programs with labor market demands and requirements
- Institutional Objective 2: Advocate and fund applied research, innovation, and entrepreneurship in support of the Abu Dhabi vision 2030.
- Institutional Objective 3: Provide ADPoly graduates with an ability to engage in lifelong learning.

### 0.5 General Information

This handbook is designed to assist new students by providing relevant information on joining Abu Dhabi Polytechnic. Incoming students are given an orientation session in which they are provided with further information about their studies at Abu Dhabi Polytechnic, including a list of contact telephone numbers and e-mail addresses for members of the ADPoly staff.

The following sections outline the general information related to student enrollment and policy matters at Abu Dhabi Polytechnic.

## 0.6 Academic Calendar for 2022-2023

The ADPoly Academic Calendar AY2022-2023 was approved by the IAT BOT as follows:

### **First Semester (AY2022-2023)**

Mon	15 Aug 2022	Staff report to work (returning and new)
Mon-Fri	15-19 Aug 2022	New Student Orientation, Advising and Registration
Mon	22 Aug 2022	Semester 1 Classes Begin
Mon-Fri	22-26 Aug 2022	Makeup Exams
Mon-Fri	22-26 Aug 2022	Add/drop period
Fri	9 Sep 2022	Last Day for withdrawal without penalty
Mon-Fri	10-21 Oct 2022	Midterm Exams (Week 8)
Mon-Fri	14-18 Nov 2022	Early Registration for Semester 2 (Week13)
Mon-Fri	5-16 Dec 2022	Semester 1 Final Exams (Week 16)
Sun	18 Dec 2022	Final grades due
Mon-Fri	19 Dec 2022 - 6 Jan 2023	Winter Break (3 Weeks for Students)
Mon-Fri	19-30 Dec 2022	Winter Break (2 Weeks for Staff)

### **Second Semester (AY2022-2023)**

Mon-Fri	2-6 Jan 2023	New Student Orientation, Advising and Registration
Mon	9 Jan 2023	Semester 2 Classes Begin
Mon-Fri	9-13 Jan 2023	Makeup Exams
Mon-Fri	9-13 Jan 2023	Add/drop period
Fri	27 Jan 2023	Last Day for withdrawal without penalty
Mon-Fri	27 Feb 2023 - 10 Mar 2023	Midterm Exams (Week 8)
Mon-Fri	27 Mar - 7 Apr 2023	Spring Break (2 Weeks for students)
Mon-Fri	27-31 Mar 2023	Spring Break (1 Week for faculty)
Mon-Fri	3-7 Apr 2023	Staff PD Week
Mon-Fri	10-14 Apr 2023	Early Registration for Summer Semester (1)
Mon-Fri	8-19 May 2023	Semester 2 Final Exams (Week 16)
Sun	21 May 2023	Final grades due

### **Summer (1) Term (AY2022-2023)**

Wed	24 May 2023	Summer 1 Classes Begin
Wed-Fri	24-26 May 2023	Add/ Summer 1 Classes Begin drop period
Fri	2 Jun 2023	Last Day for withdrawal without penalty
Mon-Fri	12-16 Jun 2023	Midterm Exams (Week 4)
Tue-Fri	4-7 Jul 2023	Summer Semester 1 Final Exams
Sun	9 Jul 2023	Final grades due
Mon	10 Jul 2023	Summer (1) Break

### **Summer (2) Term ONT, Internship, Remedial Classes (AY2022-2023)**

Mon	10 Jul 2023	Summer 2 Starts
Fri	18 Aug 2023	Summer 2 OJT presentations and Remedial Classes tests
Sun	20 Aug 2023	Final grades due

### **Religious and public holidays:**

Official holidays *to be confirmed (tbc)* by the Management.

**All dates are subject to change.**

## 1. STUDENT RIGHTS & RESPONSIBILITIES

### 1.1 Policy

Abu Dhabi Polytechnic is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions among students and staff are based on mutual respect, fairness and fulfillment of obligations. Abu Dhabi Polytechnic clearly states the expectations which students may have of Abu Dhabi Polytechnic and which Abu Dhabi Polytechnic has of its students.

As stated, the rules and regulations have been put in place to ensure a safe and productive learning environment and community at Abu Dhabi Polytechnic. ADPoly students are required to abide by the *Abu Dhabi Polytechnic Code of Honor*. By enrolling at Abu Dhabi Polytechnic, students confirm that they have read, understood and agreed to abide by the terms and conditions of this code. Students are expected to be responsible and will be held accountable for their actions. Abu Dhabi Polytechnic acknowledges that students have rights and with that comes responsibilities.

#### **Students have the right to:**

- have their opinion heard relating to courses and teaching
- have their opinion heard in relation to individual concerns and grievances in a fair and compassionate way
- have a transparent process of review and appeal
- participate in university life via the Student Council and other student represented committees and organizations
- be dealt with in a confidential manner
- have equal opportunities regardless of any disability
- have personal security on the ADPoly campuses
- have confidentiality with regards to their views, beliefs, and political associations expressed during instruction, or advising unless disclosure is authorized by written consent

#### **Students can expect:**

- a high quality, engaging and supportive teaching, learning and research environment
- a clear and timely statement about course and program requirements
- assistance in their orientation and transition to university for advanced degrees
- fair assessment and helpful and timely feedback on their academic work
- changes to programs and courses, made during the normal period of enrolment, not to disadvantage them
- reasonable access to academic, general and support staff (via email, in person or by telephone)
- reasonable and equitable access to library, laboratory, internet, computing and general course resources
- courteous treatment in their interactions with ADPoly staff

- their personal information to remain confidential and to be released only with their consent and knowledge or when legally required, or when their personal safety or the safety of others is at risk
- reasonable access to Abu Dhabi Polytechnic's support mechanisms and policies
- grievances to be addressed in a timely and professional manner
- Abu Dhabi Polytechnic to provide a safe and healthy study environment

#### **Abu Dhabi Polytechnic expects students to:**

- work to the best of their ability
- participate actively and positively in teaching, learning, and training activities
- provide constructive feedback on the conduct of these activities
- respect the academic responsibility of Abu Dhabi Polytechnic to establish and maintain appropriate academic and professional standards in courses and programs
- comply with program and course requirements
- treat ADPoly staff with courtesy at all times
- adhere to the highest ethical standards
- not cheat, plagiarize, fabricate or falsify data or infringe copyright
- observe reasonable standards of behavior with respect to all ADPoly activities, thereby refraining from harassment or discrimination against other students and staff

##### **1.1.1 Respect for People**

This is considered paramount in Abu Dhabi Polytechnic. Students are expected to respect other people regardless of their gender, race, religion, nationality, or color.

##### **1.1.2 Respect for Property**

Equipment and furniture are provided to enhance students' learning environment. Any theft of, or damage to ADPoly property, or that of other individuals can result in disciplinary action, up to and including dismissal from Abu Dhabi Polytechnic.

##### **1.1.3 Respect for Academic Honesty**

Abu Dhabi Polytechnic is committed to creating a learning environment that is honest and ethical. The essential rules of academic honesty demand that students can only claim credit for their own work. Please refer to the Policy on Academic Misconduct.

Cheating harms the ADPoly community in many ways; the reputation of Abu Dhabi Polytechnic and the worth of ADPoly qualifications may suffer as a result.

Both cheating and plagiarism can occur in a number of situations, such as:

- in a homework assignment
- as part of an individual or group project assignment, students are to report instances in group work by others
- in an informal assessment activity
- in a formal testing situation
- using others' words taken from text-based or internet sources

The consequence of cheating and plagiarizing can result in dismissal from Abu Dhabi Polytechnic.

## 1.2 Student Disciplinary Panel

The ADPoly Director will convene and chair a panel to investigate allegations of academic or behavioral misconduct. The panel shall consist of:

- Director, Abu Dhabi Polytechnic (Chair)
- Head of applicable division (Vice Chair)
- Academic Adviser (Secretary)
- Two members of the faculty (nominated by the ADPoly Director)

The panel shall look into major offenses including recommendation for dismissals. The Chair may request presence of any relevant witnesses who may provide evidence as required. Decisions shall be based on majority votes. When there is a tie vote, the Chair's decision governs.

A copy of the Panel minutes and recommendation shall be submitted to the ADPoly Director for appropriate action within two working days. The ADPoly Director will render a final decision within two working days after receiving the Panel recommendation and send a copy of the decision to the Senior Coordinator for Student Services.

Students may request for reconsideration of the school decision to the ADPoly Director within five working days from informing the initial decision.

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

## 1.3 Policies Relating to the Use of Information Technology

Students are advised that the computers on campus are the sole property of Abu Dhabi Polytechnic and therefore can be monitored by staff. Use by students is a privilege and not a right.

The use of the internet is for academic purposes only and you should adhere to accepted standards of ethics and behavior.

The use of Abu Dhabi Polytechnic's information technology resources to receive or distribute improper or immoral materials is strictly prohibited.

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

### 1.3.1 Technical support for student-owned hardware and software

The ADPoly technical support team provides free support to students interested in using the Internet, E-Learning and Banner systems at Abu Dhabi Polytechnic. This includes students in classes, laboratories and ADPoly campuses in general, as well as students who reside off-campus. Listed below is a description of the types of services available and the limitations of these services.

### Services Include:

The technical support team provides, at no cost to the student, the following services:

- Access to the Internet via direct connection data ports in classes, computer labs, and other work areas throughout the campus.
- Access to the Internet via a wireless connection in the Library and on campus.
- Outlook compatible email with web access to email through the Internet.
- Printing through laser printers in the computer labs.
- Antivirus software and spy-ware software on campus.
- Technical assistance for configuring student-owned computers to connect to the data ports within Abu Dhabi Polytechnic.
- Technical assistance for configuring WIFI to connect wirelessly.
- Internet access to learning resources and information about grades, schedules, and demographic information.
- Access via ADPoly-owned computers to the following software programs and applications:
  - o Microsoft Office Suite (Word, Excel, PowerPoint, and Access)
  - o Library electronic resources (SIERRA)
  - o Internet Explorer
  - o Online access to library catalog and the materials available on line.
  - o Online access to students to conduct routine ADPoly business.
  - o Online access available to data banks, official policy documents, selected records for the use of students and faculty.

Note: Abu Dhabi Polytechnic automatically blocks access to Internet sites containing content not consistent with the mission and vision of Abu Dhabi Polytechnic.

### Support Limitations:

The ADPoly technical support team does not provide support for software programs and applications purchased, owned, or borrowed by individuals.

## 1.4 Attendance and Punctuality

Abu Dhabi Polytechnic expects students to take full responsibility for their academic work and progress. Success at Abu Dhabi Polytechnic depends largely on regular class attendance. Absence from instruction/lessons has been shown to be a contributing factor to failure or low academic achievement. Punctuality is mandated by employers, and as employees of IAT or one of its sponsors, it is expected that students adhere to strict attendance policy. Students experiencing personal difficulties and contributing to poor attendance or punctuality should seek support from their ADPoly adviser. Attendance is calculated on a per-course, per-module, and an overall course basis.

Students with excessive absence are excluded from formal assessment (final examinations). This exclusion results in failure of the unit assessed. Excessive absence is defined as absence that is greater than 15% of the total number of meetings of the course or module. For EASA/GCAA related courses, excessive absence is defined as absence greater than 10%. The table below shows three different absence stages and the consequences of reaching each of them.



### Academic Programs

Percent	Warning level	Remarks
0%-5%	Written warning	Attendance Notified to Sponsor and Monitored on Daily/Weekly basis
5%-10%	Final written warning	Sponsor Notified for every 1% increase in absence. Possible exclusion from assessment when 10% is reached
≥ 15%	Exclusion from assessment	Sponsor Notified of every unapproved absence up to limit of 15%. Exclusion from assessment and Fail due to Absence (FA) grade.

Students enrolled in EASA/GCAA approved courses should note that minimum attendance requirements are strictly monitored and subject to audit by EASA/GCAA. There are no excused absences. If the student exceeds 10% absence, he/she is given a Fail due to Absence (FA) grade in the EASA/GCAA related course. Individual modules require a minimum of 90% attendance. Modules are EASA based and are of varying lengths, depending on complexity and content. Each day consists of a maximum of 7 learning periods totalling 35 periods per week. One period is 50 minutes.

### EASA Approved Programs

Percent	Effect
≥ 5% of overall Approved Part 147 Training Course	Student will be issued with an EASA/GCAA 'Examinations Only' Certificate. Pt 66 Maintenance Experience requirements becomes <b>5 years</b> instead of 2 years
≥ 10% of Module	Student will be issued with an EASA/GCAA 'Examinations Only' Certificate. Pt 66 Maintenance Experience requirements becomes 5 years instead of 2 years. Same as above plus Student will not be permitted to sit module examination under ADPAA's Pt 147.

Absences within the above reflected percentages must be covered under mitigating circumstances. Some examples of acceptable mitigating circumstances are shown below.

Reasons for absence must be approved immediately on return to Abu Dhabi Polytechnic. Examples of reasons would include:

- *Death of an immediate family member (mother, father, brother, sister, son, daughter or grandparents)*
- *Other reasons at the ADPoly Director's discretion. The ADPoly Director reserves the right to require documentation upon request*

Note that where dismissal is recommended by the ADPoly Director, it will only be effective on approval by the IAT Managing Director.

#### 1.4.1 Lateness for Class

Students who arrive late for class cause considerable disruption to the learning of other students. The consequences of lateness for the student are:

- If a student is more than ten minutes late, they will be recorded as absent from class.
- If a student is less than ten minutes late for class, they will be recorded as a 'late' on the attendance sheet. Once the student accumulates three (3) lates, they are recorded as one unexcused absence.

**NB.** If a student is studying for a EASA/GCAA Program, the attendance requirement is 95%.

#### 1.4.2 Lateness for an Assessment

Students are expected to be on time for all types of assessments. However, upon discretion of the course instructor, a student may be permitted to conduct a classroom assessment such as a quiz up to ten minutes late. Thereafter, there will be no tolerance for further lateness and the student will receive a mark of zero for the assessment.

In the case of midterm and final examinations, students may be up to 15 minutes late for a midterm exam and up to 30 minutes late for the final exam with proper justification in either case acceptable to the Student Services Office. Thereafter, there will be no tolerance for further lateness and the student will receive a mark of zero for the assessment and will have to petition the ADPoly Director to be eligible for a make-up examination.

The above policies do not apply to special cases in which international standards or accreditation does not allow an assessment to be started late such as EASA/GCAA and NEBOSH exams.

#### 1.4.3 Medical Fitness

Should a student develop a medical condition that would prevent them from taking an active part in all learning activities, it may be necessary to withdraw them from the program. This will be done in full consultation with the student's parent or guardian.

## 2. ACADEMIC POLICIES & PROCEDURES

### 2.1 Academic Semester System

Abu Dhabi Polytechnic academic activities are based on the American model of education which uses the credit hour and semester system. Semester means duration of study approximately equivalent to sixteen weeks plus 1 week for examination. Each academic year consists of two regular semesters, referred to as S1 and S2, and a compulsory summer semester referred to as Summer Term. In a typical academic year, there is a two week winter break at the end of the first semester, a two week spring break in the middle of the second semester and a one week break at the end of the second semester. There is summer break following Summer Term which consists of up to 5 weeks. ADPoly accepts two intakes of students every year; in August for S1 and in January for S2.

### 2.2 Credit hour

Credit hours were determined based on accepted standards for semester-based programs of 15 hours of class lecture or 30 hours of laboratory per credit hour. Generally, a course valued at 3 credit hours meets for three hours of lecture weekly for a given semester; a 4-credit hour meets four hours a week for a semester, and so forth.

### 2.3 Rules and Regulations

Abu Dhabi Polytechnic has a set of policies to maintain educational standards. Students are responsible to ensure that they are familiar with the policies related to their time at Abu Dhabi Polytechnic. These policies include:

- Assessment Policy
- Academic Misconduct and Plagiarism Policy
- Student Appeals and Complaints Policy

Full information on these and other ADPoly policies can be found in the Policies and Procedures Manual available from the Student Services Office and also on the ADPoly website.

### 2.4 On Campus Behavior and Academic Performance

Abu Dhabi Polytechnic's Student Policies and Procedures provide guidance on acceptable standards of student behavior. The policy on Academic Misconduct, for example, states Abu Dhabi Polytechnic's expectations on how students should conduct themselves and identifies conduct that is contrary to these standards, such as cheating and plagiarism, as an academic misconduct. In addition, it states how Abu Dhabi Polytechnic will deal with allegations of academic misconduct.

Abu Dhabi Polytechnic expects students to:

- work to the best of their ability
- participate actively and positively in teaching, learning, and training activities
- provide constructive feedback on the conduct of these activities using the student's evaluation forms
- respect the academic responsibility to enforce its policies
- comply with the courses requirements
- respect ADPoly property and facilities

Abu Dhabi Polytechnic provides guidance on acceptable standards of student behavior in order to maintain educational standards for academics and students. Students are responsible to ensure that they are familiar with all policies relating to Abu Dhabi Polytechnic.

#### **2.4.1 Communication with Abu Dhabi Polytechnic Staff**

Students will be able to contact ADPoly staff during usual business hours by making an appointment or dropping in during staff office hours.

#### **2.4.2 Contribution in Class**

Students are expected to participate in class discussions. Participation is an integral component of classroom activities. Student contributions in the classroom are to be informed by reading and reflection on academic learning materials. Since student participation is an integral component of tutorials, inadequate participation in class discussions will be viewed as academic misconduct.

#### **2.4.3 Courses with Laboratory**

If a course has a laboratory component, students must pass the laboratory portion of a course in order to pass the course. In other words, students who fail the laboratory portion of a course will fail the entire course even if they pass the other course assessments.

#### **2.4.4 Classroom Behavior**

Students are expected to exhibit professional behavior in class and in the workshops. Respect is to be shown to all instructors and classmates. Disruptive or disrespectful behavior may result in dismissal from the class and counted as an unexcused absence. Students should make sure that their mobile phone is turned off before entering the class. If a mobile phone rings during the class session, the student may be asked to leave and given a first verbal warning.

#### **2.4.5 Student Identification**

Students will be issued with a student number and an ADPoly identification (ID) card. This ID card is to be carried by the student at all times when they are on the Abu Dhabi Polytechnic premises and on any field trips.

#### **2.4.6 Preparation for Class**

Students are expected to complete all preparatory reading and written work in a timely fashion prior to arriving in class. Since student participation is an integral component of tutorials, preparation for class is necessary.

Students are expected to complete homework as directed. The work should be completed on time. The course instructor should be contacted if an extension is needed.

#### **2.4.7 Textbooks**

Instructors are encouraged to provide licensed electronic course materials including textbooks. Some hardcopy textbooks/workbooks may be issued to the students at the start of each course or course series. Students are responsible for keeping them in good condition. If a student loses a textbook or workbook, they must purchase a replacement at their own cost.

#### 2.4.8 No Smoking Policy

There is strictly a no smoking policy anywhere in the vicinity (within 100 m) of ADPoly buildings. Abu Dhabi Polytechnic has been designated a Smoke Free Campus in line with IAT Policy. Students are expected to adhere to this rule.

#### 2.4.9 Dress Code

The Dress Code policy is applied to all students enrolled at Abu Dhabi Polytechnic and includes trainees attending professional training courses on campus. Dress, grooming and personal cleanliness standards contribute to the morale of all students and affect the business image ADPOLY presents to the local community. Therefore, students are expected to maintain a professional appearance and to follow the ADPoly dress code policy.

Students are expected to dress modestly at all times. The clothing must be clean, neat and tidy, and appropriate for the activities they will be undertaking.

Male students must wear the national dress of the UAE, with an ankle-length kandura robe and a ghutra head cover. Caps or other hats are not allowed to be worn. Excessively long hair as well as improper hairstyles are not permitted on campus.

Female students must wear the national dress of the UAE, consisting of a black abaya and a sheila head scarf. The abaya must not be transparent and should be the correct length. If female students are wearing pants or trousers underneath, the abaya must be closed. High heels should be no higher than 3cm. Light makeup is permitted. Wearing a niqab is not allowed on campus.

While working in laboratories, it is compulsory for all students to follow the safety guidelines in terms of dress. Personal Protective Equipment must be worn in accordance with section 5.4.6 of this handbook, which includes the use of closed shoes, goggles, a mask, gloves, and a lab coat. Staff and students must wear sleeves that can be folded back, so hands can be washed, and safety is ensured. Accessories that could constitute a hazard, such as neckwear and dangling jewelry, are not permitted in laboratories. It is the responsibility of the lab engineers/instructors to monitor the compliance of dress code in their labs and determine the proper and safe dress which suit the tasks in their lab.

Students arriving to the campus directly from their workplace are permitted to wear their complete work uniforms.

All students are required to maintain a high standard of hygiene while on campus. Nails should be trimmed to an appropriate length for working in a lab.

Examples of inappropriate dress include clothing that is too casual, such as jeans, too revealing, wrinkled or unkempt. Additionally, individuals not wearing the national dress correctly, when applicable, will be considered as inappropriately dressed. Students in breach of the dress code policy will be formally instructed to adhere to it. For the first instance of incompliance, students will be given a gentle reminder by a member of staff. For repeated offences, a verbal warning or corrective action will be taken, which may include a written warning.

The Health Safety and Environment (HSE) supervisor and his team are responsible for ensuring appearance is appropriate. The dress code policy cannot be all-inclusive. Consequently, when a decision regarding the appropriateness of dress is required in individual cases, it will be at the discretion of ADPoly management.

#### **2.4.10 Mobile Phones and Electronic Devices**

Abu Dhabi Polytechnic expects students to behave in such a way as to optimize learning. Mobile phones and other electronic equipment (iPods, MP3 player, radios, etc.) that are likely to be disruptive are not to be brought into class.

Students are to store their mobile phones out of sight and turned off. Using either a telephone or electronic device in class will be viewed as misconduct and disciplinary action will be taken. Students are not to take photographs of staff, students, or ADPoly property.

#### **2.4.11 Co-Educational Conduct**

Abu Dhabi Polytechnic is a co-educational college in which males and females attend the same lectures. However, students need to abide by the following rules while on campus:

- Males and females should sit on opposite sides of the classroom during lectures.
- If the instructor deems it appropriate, male and female students can work together in class but must remain under supervision throughout the lecture. However, no student will be required to work in a mixed group comprised of males and females.
- Male and female students should not gather in groups on campus, including in the car park and the coffee shops.
- If male and female students wish to form study groups in the library, they must receive permission from student services or the duty librarian to use both the main library room and study rooms. If mixed-group students wish to use the study rooms, there must be at least three students present. While working together, male and female students must be supervised by a member of staff.
- During events and extra-curricular activities, male and female students gathering must remain under the supervision of a member of staff.
- All students should adhere to the UAE's cultural norms of modesty while on campus.

#### **2.4.12 Behavior Off Campus**

Field trips and on-the-job training are important components of ADPoly programs. During these trips, students must follow off-campus rules and regulations. Students are expected to behave appropriately at ADPoly off campus activities, obeying rules of behavior laid down beforehand by trainers or trip sponsors, as well as the instructions of the ADPoly instructors or personnel on site.

#### **2.4.13 Procedure for Dealing with Misconduct**

A student can receive up to three (3) warnings per academic year for poor discipline as follows:

- 1st Warning: Verbal. May be issued by a tutor or adviser.
- 2nd Warning: Written. May be issued by the adviser or course instructor.
- 3rd Warning (Final): Written. May be issued by the ADPoly Director in conjunction with the course instructor.

After the issue of any warning, the student must meet with their adviser or an ADPoly Student Services officer to secure a pledge of good behavior. If the student fails to modify their behavior after the third and final warning, then the student will be dismissed. A student may appeal to an ADPoly Appeals Committee if they are dismissed. The Committee's decision is final.

#### **2.4.14 Privacy and Confidentiality**

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

In undertaking the normal business of teaching, learning, and training, Abu Dhabi Polytechnic collects, stores and uses personal information. While this information is treated with the highest standards of confidentiality and privacy, there are occasions when this information may be disclosed to third parties when required by law, or where necessary for the conduct of ADPoly business. For further information on privacy and confidentiality at Abu Dhabi Polytechnic, access the Personal Information Privacy Policy located in the Policy manual in the Academic Affairs office.

### **2.5 Work Experience Policy**

#### **2.5.1 Work Experience**

Work Experience is the term used to describe work that has to be carried out by students in order to complete the requirements of the course in which they are enrolled. Work experience could include activities such as apprenticeships, field studies, practical experience in manufacturing companies, electricity generation sites, airport or automotive companies, etc.

#### **2.5.2 Personal Behavior**

Students of Abu Dhabi Polytechnic undertaking a period of work experience are required to be aware of their personal responsibility to:

- obey the lawful and reasonable instructions of the organization with which they are undertaking the work experience program
- respect the security and confidentiality of any information that they may receive from that organization in the course of the work experience program
- maintain a standard of conduct befitting a student of Abu Dhabi Polytechnic

#### **2.5.3 Public Liability**

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

#### **2.5.4 Personal Protective Equipment**

Personal Protective Equipment, commonly referred to as "PPE", is equipment that is worn to minimize exposure to risks and hazards that can cause illness or injury in our laboratories and workshops, Polytechnic Abu Dhabi is responsible for the selection, use, issue, calibration, if needed, and maintenance of protective equipment.



Our protective equipment policy is a requirement for work in all laboratories and workshops, except those designated as computer labs. As a minimum, the PPE requirements include closed shoes, goggles, a mask, gloves, and a lab coat.

PPE must be considered the last resort to protect the user as all hazards should be removed/eliminated at source or the risk reduced. Where PPE is still required, e.g., identified by risk assessment, then the following must at least be considered in the provision:

- the PPE is appropriate for the activities being carried out;
- the PPE must be the correct fit and take any of the user's additional needs into consideration;
- the PPE is provided, regularly inspected and maintained at no cost to the user.
- additional PPE might be required as per instructions of MOE/DOH in case of communicable and infectious disease outbreaks.

### 2.5.5 Personal Property

A student's personal property is not covered by Abu Dhabi Polytechnic's Insurance at any time. If a student wishes to arrange cover for personal items they must do so at their own expense.

Abu Dhabi Polytechnic does not provide any medical insurance cover for students travelling abroad for work experience.

## 2.6 Academic Standing, Probation, and Dismissal Policy

To be in good academic standing, a student undertaking diploma, higher diploma, and bachelor studies must achieve a grade of at least a D in all units taken that are required for the program and have a cumulative grade point average (cGPA) of at least 2.0. Students who do not meet the minimum cGPA requirement will be placed on academic probation for the following semester based on the following criteria.

### 2.6.1 Academic Probation

*Academic probation* is the term used by Abu Dhabi Polytechnic for an official warning to the student that they must improve their academic achievement to avoid being dismissed. Students who are placed on academic probation are advised to seek assistance in order to improve their academic performance. Sources of assistance include ADPoly's Learning Resource Centre staff, the Tutoring Centre, and the academic staff responsible for the program and courses that the student is undertaking. Students who are on academic probation for multiple semesters may be dismissed from their program by an Academic Review Board. There will be no academic probation during the summer semester. Since academic probation is a warning, students are afforded a three-strike system with the following designations:

Academic Probation 1: assigned to a student after their first semester in which their cGPA falls below 2.0 and they were previously in good academic standing or after having completed at least 20 credit hours.



**Academic Probation 2:** assigned to a student upon receiving a GPA below 2.0 for a semester that was immediately preceded by a semester with a designation of Academic Probation 1. Students with this designation will be referred to an Academic Review Board to determine conditions for the student's continued enrolment in Abu Dhabi Polytechnic.

**Academic Probation Removal:** Once a student has increased their cGPA above 2.0, the academic probation will be removed.

**Failing a Course Three Times:** If a student fails a course three times (including F, FA and WF) and the course is required for their program, they will be dismissed from the program. The student may change to a different program me that does not include the course.

### **2.6.2 Academic Review Board**

An Academic Review Board (ARB) is an ad hoc committee convened by the Academic Affairs Committee on an as-needed basis. An Academic Review Board should consist of at least three members with the student's program head as the facilitator of the committee. At least two of the members should come from the student's academic division. Certain programs, such as the Higher Diploma in Nuclear Technology program, place requirements that the industrial partners should be represented on the ARB when an HDNT student is under review. Recommendations of the ARB are provided to the Academic Affairs Committee who in turn provides their recommendations to the Executive Committee for approval and implementation. Students have the right to appeal a decision of the Academic Affairs Committee as stipulated in the Student Appeals and Complaints Policy.

An Academic Review Board has the ability to review a student's academic file including transcripts and incident reports, to interview instructors, and to interview the student. An Academic Review Board may recommend actions by the student to address unsatisfactory student performance, may recommend removal from the student's program, or may recommend dismissal from Abu Dhabi Polytechnic.

### **2.6.3 Appeal against Removal or Dismissal**

A student who is removed or dismissed may lodge an appeal against such actions. Under the Student Appeals and Complaints Policy, the appeal must be in writing and be lodged with the appropriate program head and must set out the grounds of the appeal, and be accompanied by supporting documentation where relevant. The appeal must be lodged by the date specified in the notification of dismissal in order for the student to continue to study in the next semester in the event of a successful appeal.

The student will be given the opportunity to present their case with the ADPoly Director and the course instructor. The appeal may be lodged after the specified date up to six months from the date of the dismissal notification, in which case, if the appeal is successful, the student will have been prevented from studying for at least one semester.

### **2.6.4 Warning to Students at Risk**

Abu Dhabi Polytechnic may provide a warning to students whose performance in a semester is such that they may be at risk of falling out of good academic standing if their academic performance fails to improve. The record of the warning is not reported in the student's official academic transcript.

An application for readmission or for admission into a new program should be made at least three months prior to the commencement of the semester in which the student seeks to resume study.

Where an application for readmission following dismissal is not approved, the student may lodge an appeal. Under the Student Appeals and Complaints Policy, such an appeal is treated as an appeal against an admission decision.

## **2.7 Assessment Policy**

### **2.7.1 Philosophy of Assessment**

Assessment is the process of forming a judgment about the quality and extent of student learning demonstrated through achievement and performance during the course of study. Assessment inevitably shapes the learning that takes place that is, what students learn and how they learn it, and should reflect closely the purposes and aims of the course of study.

The aims of assessment also include:

- improving the quality of the curriculum (courses and programs)
- evaluating the effectiveness of the teaching process and facilitating continuing improvement
- improving and promoting subsequent learning through feedback that is clear, informative, timely and relevant
- formally certifying achievements for external audiences
- accountability to Abu Dhabi Polytechnic, accrediting bodies, employers and the wider community

Assessment methods may take a variety of forms. The key criterion for choice among methods should be appropriateness to the learning outcomes. Assessment should be criteria based rather than norm referenced, and may include individual or collaborative achievement or both. The requirements for student success should be made clear, and the overall strategy should be to develop in students the ability to evaluate the quality of their own work in order to equip them to function as professionals with a commitment to life-long learning.

Assessment practices within Abu Dhabi Polytechnic are based on the general principles of criteria based assessment. These are that the desired learning outcomes for a course of study are clearly specified; assessment tasks are designed to indicate progress towards the desired learning outcomes; and the assessment grade is a measure of the extent to which the learning outcomes have been achieved.

The standard of performance that is required for the award of a particular grade is a judgment that is based on the professional expertise of the various staff that contributes to the assessment process and is informed by experience with accepted standards, including, where appropriate, standards in other institutions. There is no pre-determined distribution of grades as the outcome of assessing a group of students.

### **2.7.2 Non-Academic Programs- EASA/GCAA Course Assessment**

The EASA/GCAA assessment system is based entirely upon EASA Part 66/GCAA (Engineering Licenses and Syllabus). Students enrolling on an EASA/GCAA approved program will be briefed of the EASA Pt 66/GCAA requirements and should be aware of and familiar of the EASA/GCAA Syllabus at all times.

Students will be issued with the relevant extracts of the curriculum manual at the beginning of each module. This is intended to allow students insight into the module learning objectives, methodology of assessment and program structure. Assessment is conducted at the end of each module in the form of a multiple choice exam and an essay portion required of few of the modules as shown in the table below. All modules are assessed by means of Multiple Choice Questions. In addition, three modules require the student to answer short 20 minute Essay questions. In the case of practical evaluation, the assessment process will be conducted throughout the practical training phase through direct observation or practical testing.

Each multiple choice question is given a choice of **up to 3 answers** (EASA/GCAA requirement). However, only one of them shall be the absolutely correct and expected answer. Questions are designed to be answered in 1 minute and 15 seconds (EASA/GCAA requirement) and students are not permitted to use a calculator or any other mechanical or electronic aids. The pass mark for ALL EASA/GCAA examinations and assessments is 75%.

EASA/GCAA Assessments cannot be compensated. You should be aware of the following EASA Pt 147/GCAA rules concerning multi-choice examinations:

- Any mock examinations will be conducted under the same rules as a final examination. Whilst the mock is reflective of the scope of the assessment it will not be directly reflective of the content of any Final Module Examination.
- You will not be allowed to keep any examination papers and you will not be given any mock examination papers for self study. Neither will you be able to view the corrected answer sheets after any examination. These requirements are derived from stringent EASA and GCAA regulations in order to protect the integrity of the examination process.
- During examinations you will not be able to use any materials outside those which you are given, and these must all be returned at the end of the examination.
- **No calculators are permitted.** (Now is a good time to start practising work without them)

At the time of going to print, the number and type of questions for each module and the time permitted for each examination are determined by Pt 66. However, these are a minima and Abu Dhabi Polytechnic has derived its own examination process that is approved by EASA/GCAA and is shown at the end of this section. Students are notified of any changes should they occur, and students should note that changes will be adopted.

### 2.7.3 EASA/GCAA Course Re-assessment Policy

Students who are unsuccessful at any EASA/GCAA MCQ or Essay assessment in one calendar year, will be afforded a **maximum of two re-assessments** in each module. Re-assessment in a module can take place no sooner than:

- 30 days **after the last attempt** providing the student is retrained in particular areas of weakness. Attendance at any retraining is mandatory and should the student not achieve 90% of the retraining offered then he/she will be considered to have not been retrained.
- 90 days **after the last attempt** if the student has not been retrained or failed to meet 90% attendance at any retraining offered.

- 12 months after the third attempt at a module examination.

Complete re-assessment of practical tasks (similar to examination) is, in many ways, impractical. To this end any re-assessment will be focused on the student's specific area(s) of failure. All EASA/GCAA re-assessment grades will, with the exception of 'Practical Assessment', be recorded as scored. Any re-assessment during Practical will attract a 'Bare Pass' - 75% mark.

## 2.8 EASA/GCAA Certification Requirements

EASA/GCAA permit the issue of two types of certificate; 'Examinations Only' and 'Full Training Certificate'. The former is awarded at the end of the approved EASA/GCAA course where a student has not achieved 95% overall attendance over the whole training program or has not successfully completed all approved examinations.

The 'Full Training Certificate' is awarded to students who: passed all modules of training with a minimum of 75% mark, demonstrated at least 95% overall attendance in the program, and have successfully completed all approved modules with a requisite minimum of 90% attendance in each module.

### 2.8.1 Listing of Required EASA Examination type and time allowed

- **EASA/GCAA Module 1- Mathematics:** 32 multi-choice and 0 essay questions. Time allowed 40 minutes.
- **EASA/GCAA Module 2- Physics:** 52 multi-choice and 0 essay questions. Time allowed 65 minutes.
- **EASA/GCAA Module 3- Electrical Fundamentals:** 52 multi-choice and 0 essay questions. Time allowed 65 minutes.
- **EASA/GCAA Module 4- Electronic Fundamentals:** B1.1 - 20 multi-choice and 0 essay questions. Time allowed 25 minutes. B2 – 40 multi-choice and 0 essay questions. Time allowed 50 minutes
- **EASA/GCAA Module 5- Digital Techniques /Electronic Instrument Systems:** B1.1 - 40 multi-choice and 0 essay questions. Time allowed 50 minutes. B2 - 72 multi-choice and 0 essay questions. Time allowed 90 minutes
- **EASA/GCAA Module 6- Materials and Hardware:** 72 multi-choice and 0 essay questions. Time allowed 90 minutes.
- **EASA/GCAA Module 7- Maintenance Practices:** B1.1 - 80 multi-choice and 2 essay questions. Time allowed 100 minutes plus 40 minutes for essays. B2 - 60 multi-choice and 2 essay questions. Time allowed 75 minutes plus 40 minutes essays.
- **EASA/GCAA Module 8- Basic Aerodynamics:** 20 multi-choice and 0 essay questions. Time allowed 25 minutes.
- **EASA/GCAA Module 9- Human factors:** 20 multi-choice and 1 essay questions. Time allowed 25 minutes plus 20 minutes for essay.
- **EASA/GCAA Module 10- Aviation Legislation:** 40 multi-choice and 1 essay questions. Time allowed 50 minutes plus 20 minutes for essay.
- **EASA/GCAA Module 11- Aeroplane Aerodynamics, Structures and Systems:** 132 multi-choice and 0 essay questions. Time allowed 165 minutes.
- **EASA/GCAA Module 13- Aeroplane Aerodynamics, Structures and Systems:** 132 multi-choice and 0 essay questions. Time allowed 165 minutes.

- **EASA/GCAA Module 14- Turbine Engines:** 28 multi-choice and 0 essay questions. Time allowed 35 minutes.
- **EASA/GCAA Module 15- Gas Turbine Engine:** 92 multi-choice and 0 essay questions. Time allowed 115 minutes.
- **EASA/GCAA Module 17- Propeller:** 32 multi-choice and 0 essay questions. Time allowed 40 minutes.

Passing grade in all modules and including essay is 75%.

## 2.9 Grading and Results

During the semester, course instructors communicate their evaluations of individual assessment items to students with reference to the criteria against which performance has been assessed. A grade is awarded by the course instructor that signifies the student's overall performance in the course. Students' results in courses are recorded using the following grades. The description that accompanies each grade is given as a guideline to assist comparability across Abu Dhabi Polytechnic, but these descriptions must be interpreted within the context of each course.

The grade point average (GPA) is calculated by adding the numerical value of each course grade multiplied by its credit hours for accumulated semester and dividing the total over the total credit hours for all semester. Courses in which a grade of P, I, or W are recorded, do not impact the cumulative GPA, i.e., these courses are not included in the calculation of the cumulative GPA.

Letter Grade	Grade	Quality Points
A+	95-100	4.00
A	90-94	4.00
A-	87-89	3.70
B+	84-86	3.30
B	80-83	3.00
B-	77-79	2.70
C+	74-76	2.30
C	70-73	2.00
C-	67-69	1.70
D+	63-66	1.30
D	60-62	1.00
F	< 60	0.00
FA (fail due to absence)	0	
WF (withdraw after deadline)	0	
P (pass)	Non-impacting	
NP (not pass)	Non-impacting	
I (incomplete)	Non-impacting	
W (withdraw)	Non-impacting	
T (transfer credit)	Non-impacting	

### 2.9.1 Assessments provided by Third Parties

Assessments provided by third parties (such as an industrial training providing during on-the-job training) for courses given academic credit are treated like transfer credits that provide academic credit for the course but does not impact the calculation of the GPA.

### 2.9.2 Failed Courses and Remedial Action

Due to the prescribed nature of the curricula of many programs and the critical nature of their occupation, students cannot graduate if they have failed a course. Students who have failed a course need to take remedial action to pass the course or they will be expelled from Abu Dhabi Polytechnic. Remedial action can take two forms. First, the student can take supplementary lessons and arrange with their course instructor for reassessment, such as taking examinations, or submitting homework or special projects. Once they pass the reassessment, their grade will change from an F to a D. Second, the student can retake the

course at their next opportunity. A student who retakes a course will have their old grade expunged and they will receive the new grade. Students who fail the same course three times may no longer use that course in their program. If that course is a core course of the program, then the student must change their program.

### **2.9.3 Submission of Assessment Items**

Students are required to submit assessment items by the due date, as advised in the course syllabus. Assessment items submitted after the due date will be subject to a penalty unless an extension of time for submitting the item is approved by the course instructor.

### **2.9.4 Requests for Extension**

Requests for extension of time to submit an assessment item must be made in writing to the course instructor. Where the request is made on medical grounds, an appropriate medical certificate must be submitted.

The request for an extension should be lodged by the due date for the assessment item. A copy of the extension request should be attached to the assessment item when it is submitted.

### **2.9.5 Penalties for Late Submission**

An assessment item submitted after the due date, without an approved extension, will be penalized. The standard penalty is the reduction of the mark allocated to the assessment item by 10% of the maximum mark applicable for the assessment item, for each day or part day that the item is late. Weekends count as one day in determining the penalty. Assessment items submitted more than five days after the due date are awarded zero marks.

The course instructor may vary provisions provided that any penalties to be imposed for late submission are approved by the relevant Academic and Assessment Committee in the context of approving the course syllabus and are conveyed to the student as part of the course syllabus.

### **2.9.6 Special Consideration**

Special Consideration is offered to students who can present documentary evidence that their performance in an assessment item was seriously affected or they were seriously disadvantaged on the grounds of illness, accident, disability, bereavement or other grounds. An application for Special Consideration is only applicable where the assessment item has been attempted. When students are unable to attempt the assessment item they may apply for deferred assessment or request an extension of time for the assessment. Applications for Special Consideration should be made in writing to the Course Instructor no later than three (3) working days after the assessment was due and should be accompanied by the appropriate documentary evidence attached. The Course Instructor will then make a recommendation to the ADP Director. A student who is granted Special Consideration in a program is eligible for the full range of grades available for that program.



## 2.9.7 Deferred Assessment

Students may apply for deferred assessment if they were prevented from performing an assessment item, such as an examination, text, seminar presentation, or other assessment activity scheduled for a particular date. The following would generally be considered acceptable grounds to approve a deferred assessment:

- on the grounds of illness
- accident
- temporary disability
- bereavement
- sporting or cultural commitment at state, national, or international representative level

Students applying for a deferred examination for this reason may also apply for an alternate sitting or other compassionate circumstances (for example, death of a family member or close relative, serious illness of a family member or close relative, involvement in an accident where this does not involve injury, significant and unexpected employment problems or pressures, significant relationship problems).

Approval to sit a deferred examination will not be granted where students could reasonably have been expected to avoid the circumstances of missing or performing poorly in an examination. The following would generally be considered unacceptable grounds to approve a deferred examination:

- misreading an examination timetable
- applications submitted after the three-day deadline
- holiday arrangements, including for international travel (booking a plane ticket prior to the end of semester examination period is not considered an adequate reason for a deferred examination)
- sporting or cultural commitment, other than at state, national, or international representative level

Applications may be rejected if there is reason to believe that a student is seeking to achieve an unfair advantage through deferred assessment. This judgment may be based on the particular circumstances of the application together with the student's academic record and history of deferred examination applications.

Requests for deferred assessment must be made on the form provided for this purpose and accompanied by appropriate documentary evidence. Requests for deferred assessment in respect of an examination must be lodged at with the course instructor no later than three working days after the date of the examination. Requests for deferred assessment in respect of other assessment items must be lodged with the course instructor no later than three working days after the date pertinent to the assessment item.

### Approval of Deferred Assessment

An application for deferred assessment shall be considered by the course instructor who approves or rejects the application. The course instructor notifies the chair of the Academic and Assessment Committee of the outcome of the deferred assessment application.

### Form of Deferred Assessment

Where the course instructor grants a student deferred assessment, this normally takes the form of a replacement assessment item or examination, in which case, the replacement



assessment item should resemble as closely as possible the original assessment item or examination and should carry the same percentage of total weighting for the course.

In exceptional cases, the Assessment Board may respond to an application for deferred assessment by giving special consideration through one or more of the actions previously described.

A student who is granted deferred assessment in a course is eligible for the full range of grades available for that course.

Documentation required supporting an Application for Special Consideration, Extension or Deferred Assessment.

Students applying for deferred assessment or special consideration on medical grounds must submit a medical certificate, completed by a registered medical or dental practitioner stating:

- the date on which the practitioner examined the student
- the severity and duration of the complaint
- the practitioner's opinion of the effect of the complaint on the student's ability to undertake the assessment item

A statement that the student was "not fit for duty" or was suffering from "a medical condition" will not be accepted unless the information required above is included.

Students applying for special consideration, extension or deferred assessment on other grounds must submit suitable documentary evidence, such as a bereavement notice, letter from employer, practitioner or professional, statutory declaration, copy of accident report.

Students who feel that their case for special consideration, extension or deferred assessment has been wrongly dismissed by the course instructor or manager, may appeal in writing against that decision to the ADPoly Director. The decision of the ADPoly Director is final.

### **2.9.8 Appeals against Award of Grade**

Students are encouraged to discuss with their instructors their performance in assessment items during a course. Where a student believes that an error has been made or an injustice done in respect of the grade awarded for a course, the student may request a review of the grade through the Grade Appeal Policy and Procedure. This request must:

- be made in writing on the appropriate form (Grade Appeal Notice Form) which is available from the Student Services Office
- state the grounds for the grade appeal request
- be lodged with the Student Services Office within one week (5 working days) of the date on which student grades are posted on Abu Dhabi Polytechnic's website (no appeal shall be accepted beyond the prescribed time)

All requests for review of grade shall be dealt with by an ad hoc Grade Appeal Subcommittee within the academic department of the course. The students and instructors will be notified of the Subcommittee's decision regarding the requested review of grade. If the Subcommittee's recommendation is to change the grade, then the Student Services Office will review the process and make the final decision to implement the grade change.

### 2.9.9 Adding, Dropping, and Withdrawing from Courses

Students should register for courses prior to the start of the semester. In order to register, students should see their academic adviser and select appropriate courses. In case of any complications or special circumstances, the student should seek the assistance of their program head.

**Within the first week of the academic semester**, students may add or drop courses without penalty. Courses dropped within the first week of the academic semester will not appear on the student's transcript. Afterwards, only under special circumstances and with appropriate approvals may a student add or withdraw from a course.

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

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

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

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

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

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

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

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

Students are not allowed to withdraw at all.

**Course withdrawal penalties:**

- No penalty if the course was dropped prior to the beginning of the semester or by the end of the 5th day of the third week of fall and spring semesters or by the end of the 5th day of the second week of the summer semester.
- 50% penalty of the course cost if the course was dropped between the first day of week 4 and the end of the 1st day of week 9 of fall and spring semesters or the first day of week 3 and the end of the 1st day of week 6 of the summer semester.
- 100% penalty of the course cost if the course was dropped after the end of the 1st day of week 9 and prior to the end of the 5th day of week 11 of fall and spring semesters or the end of the 1st day of week 6 and prior to the end of the 5th day of week 8 of the summer semester.

***Suggested course credit cost:***

The course cost is AED 1000/each credit hour.

If a student has withdrawn from all courses in a certain semester they are considered as postponing their study. This semester is calculated as first from the maximum period allowed for postponement (two [2] consecutive or three [3] intermittent semesters).

***Retaking passed courses:***

Students in good standing are allowed to retake courses that they passed with a D, D+, or C- but they must pay the per credit fee. Additional constraints: that this be limited to four courses, that it should not be allowed for more than three students over an AY, and that it should not be allowed for courses that are at full capacity.

## **2.9.10 Disposal of Assessment Material**

Course instructors are required to retain all uncollected assignments, portfolios and other assessment materials for a minimum of two years from the date of issue of results. At the completion of the two-year period, course instructors may destroy all assessment material except that material that relates to appeals that have not yet been finally determined.

## **2.9.11 Responsibilities of Course Instructors and Invigilators**

Course instructors are responsible for conveying to students clear advice about the aims and objectives of the course, the assessment requirements, the relationship between the assessment methods and the expected learning outcomes, the criteria against which individual assessment items are judged and their relative weight.

Course instructors are required to provide feedback to students on their performance in assessment items conducted during the semester. Instructors should give guidance to students and comment on work presented for assessment during the semester by written comments or other suitable means. Instructors should be prepared to discuss with students their performance in an examination.

### 2.9.12 Responsibility of the Academic Affairs and Assessment Committees

The Academic Affairs Committee is responsible to the Executive Committee for determining grades from individual course instructors. The Academic Affairs Committee is also responsible for dealing with individual student cases, monitoring results, and providing advice on student achievement with respect to their program.

The Academic Affairs Committee is responsible for determining final grades through:

- scrutinizing grade recommendations from course instructors to ensure comparability of standards and consistency with ADPoly policy
- consulting relevant course instructors regarding any queries concerning their recommended grades

The Academic Affairs Committee is also responsible for:

- determining the classification to be awarded to students who have satisfied the requirements for academic qualifications within Abu Dhabi Polytechnic
- approving the award of supplementary assessment
- determining the outcome of applications from students for special consideration and deferred assessment
- dealing with allegations of cheating and plagiarism as provided for in the policy on academic misconduct
- determining the recipients of prizes and awards
- recommending to the Awards Committee candidates for any academic prizes

The Academic Affairs Committee may modify the grades recommended by the course instructor. Where such modification is made on the basis of academic judgment, the course instructor will be consulted.

The chair of the Academic Affairs Committee is responsible for determining appeals from students against decisions in response to applications for special consideration and deferred assessment.

The Assessment Committee is responsible for:

- monitoring the outcome of assessment processes, identifying courses in which the outcomes are unsatisfactory and providing advice to the course instructors on actions to improve assessment outcomes
- providing advice to the management committee on the basis of assessment performance indicators about the need to review program structure and contributions of courses to a program
- providing advice to the academic advisers in relation to the review of student progress within their programs

### 2.9.13 Supplementary Assessment

The Academic Affairs Committee may, at its discretion, grant supplementary assessment to any student with a grade of fail whose overall performance in the course justifies it. The purpose of supplementary assessment is to provide the students with additional time for private study followed by the opportunity to demonstrate that the criteria for passing the course have been met.

The Academic Affairs Committee may, at its discretion, grant supplementary assessment where the student has failed the last course required to complete the requirements of the degree. To be offered a supplementary assessment under this provision, the student must have attempted all assessment items and attended any examination associated with the course and must apply to the Chair of the Academic Affairs Committee for the supplementary assessment within two weeks of the release of examination results.

A student will not be awarded a grade higher than "P" meaning "pass" for a course in which supplementary assessment is granted. A P grade replaces the F grade but does not count towards the calculation of the grade point average.

A student is allowed only one attempt at each supplementary assessment item. However, the number of supplementary assessments will be limited to one time per course given that the course is a requirement for Industrial Training or Graduation. In special cases and based on solid justification a remedial assessment can be given for some key courses. As a general rule, supplementary examinations are held at the beginning of the subsequent term before the Add Period ends. Students who feel that their case for Special Consideration, Extension, or Deferred Assessment has been wrongly dismissed by the Course Instructor may appeal in writing against that decision to the ADPoly Director or Chair of the Academic Affairs Committee. The decision of the ADPoly Director is final.

## **2.10 Policy on the Submission of Coursework**

### **2.10.1 Definition of "Coursework"**

"Coursework" is defined as "any work, in any medium, which is not undertaken in an examination room under supervision, but which is submitted by a student for formal assessment during her/his program of study."

Examples of coursework include, but are not limited to, reports (formal and informal), case studies, presentations, group work, interviews, in-class tests and role play.

In- class tests formally fall within the definition of coursework, but are governed by separate regulations.

### **2.10.2 Authorship and the Use of Previously Submitted Material**

Regulations to be followed by students:

- Students must cite sources to indicate material that is not their own work.
- All written coursework must be written by the students themselves and in their own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such. Similarly, any non-written coursework must be entirely the student's own work.

### **2.10.3 Avoidance of Plagiarism**

No student shall submit plagiarized work, see the Policy on Academic Misconduct for the definition of plagiarism.

#### 2.10.4 The Avoidance of Collusion

No student shall submit work based upon collusion, defined by Abu Dhabi Polytechnic as the use by one student, intentional or otherwise, of material produced by one or more other students, without specifying the authorship of that material.

##### *The Normal Avoidance of Material that has been Previously Submitted*

A student shall not be permitted to incorporate material that has been submitted by the student or any other person in support of a successful application for a qualification of this or any other education establishment or any other qualification-awarding body, except for the purpose of drawing attention, for reference purposes only, to such material, including calculations or the results of experimental work. Where such material is incorporated, the fact shall be recorded together with the title of the thesis or other work, the date of the award of the qualification and the name of the institution or other qualification-awarding body making the award.

#### 2.10.5 Guidance to be Provided

All instructors are expected to provide guidance to students specifying, in the context of their subjects, that:

- quotations from published and unpublished sources must be indicated and acknowledged clearly
- web-based materials must not be directly downloaded into an assignment and must be referenced fully like any other source material
- students must not incorporate materials/assignments purchased or acquired from internet sites or commissioned from sources which write assignments for payment (paper-mill sites)
- paraphrasing of material from others must be referenced clearly
- students should not normally incorporate materials previously submitted at this or any other institution towards the completion of an award, and any such inclusion must have been approved by a member of academic staff, and be referenced fully
- sources of illustrations, photographs maps and statistics must be acknowledged clearly
- (unless students have been instructed to produce a group assignment), students must produce work which is uniquely their own
- where work is done as part of a group, the submission sheet must include a list of all students who have contributed to this work
- reference to appropriate sources of information on plagiarism and good practice in the production of assignments

#### 2.10.6 Submission Dates and Extensions

##### *Publication of Submission Dates*

All course instructors should clearly publish:

- the submission dates for all coursework assignments
- the procedures by which coursework must be submitted

The submission dates and procedures should normally be published no later than the first teaching week for the unit.

### ***The Granting of Extensions***

The granting of extensions is at the discretion of the course instructor or course coordinator for courses with multiple instructors.

Any student who believes that they have genuine grounds for submitting coursework later than the published submission date should, before the published submission date, seek an extension from the course instructor.

Where a student does not seek an extension until on or after the published submission date, the request will only be granted by the course instructor if they deem there to be genuine grounds for submitting the work after the published deadline and the student's failure to seek an extension earlier.

Extended submission deadlines should normally allow for work to be marked before the deadline for the submission of grades.

All course instructors should establish a formal mechanism for recording extensions granted, so that an agreed record exists, and should operate a formal process for recording receipt of coursework.

Instructors should make it clear to students that if they are in genuine difficulties they should discuss an extension if appropriate.

## **2.10.7 The Conduct of In-Class Tests**

### ***Status***

In-class tests are formally regarded as coursework assessments, and are administered by the course instructors instead of the Student Services Office.

### ***Extensions***

Students who are unable to complete an in-class test at the scheduled time shall be entitled to seek an extension in accordance with the course instructor's policies. In exercising their discretion about whether to grant a request, the instructor is entitled to take into account the practicability of arranging a further sitting of a suitable in-class test. If setting an alternative class test is not practicable, students may be given an alternative type of assessment to undertake by the extended deadline.

## **2.10.8 Special Arrangements for Students with a Disability, Illness, Injury or Adverse Personal Circumstances**

Where it has been agreed that a student is entitled to special arrangements for formal examinations, it shall be assumed that, unless the student is informed in writing to the contrary, such arrangements also apply to In-Class Tests.



## 2.11 Policy on the Conduct of Exams

### 2.11.1 General Regulations

#### *Arrivals*

No student shall be permitted to enter the examination room after the lapse of 15 minutes for midterm exams and 30 minutes for final exams from the start of the examination. Students who arrive late within the allowed time must provide a justification acceptable to the on-site Student Services Office representative who will document it. No additional time will be allowed to students who arrive at the examination room after the start of the examination. There will be no late entry for GCAA/EASA exams. All GCAA/EASA and other standardized exams require adherence to strict prompt attendance of scheduled exams.

#### *Departures*

No student shall be permitted to leave the examination room either in the first 30 minutes from the start of the examination or in the last 15 minutes of the examination.

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

Irrespective of their departure time, students must not (a) leave the examination room until all their written work has been handed in or (b) remove from the examination room any answer books whether used or unused, mathematical tables or other data provided for use or other items of examination stationery except for non-returnable question papers.

### 2.11.2 Cheating and Other Examples of Academic Misconduct

Students are forbidden to:

- take to their desk in the examination room either any unauthorized book, manuscript, papers or other articles or any case, bag or other container in which books, manuscripts, papers or other unauthorized articles can be carried;
- make use of any of the types of material referred to above that were introduced into the examination room by either the student or another examinee;
- obtain, or endeavor to obtain, directly or indirectly, assistance in their work;
- give or endeavor to give, directly or indirectly, assistance to any other student;
- impersonate an examination student;
- allow themselves to be impersonated;
- write notes or rough work on any paper other than the answer books or question papers provided.

Where an invigilator suspects a student of academic misconduct, the following procedure shall be followed:

- (a) The other invigilator shall be informed. If both invigilators share the suspicion, they shall:
- remove and retain any unauthorized material;
  - report the matter to the Student Services Office, who shall have power either to exclude the student from the examination room or permit the student to finish the paper.



- (b) The student shall be informed before they leave the room that they are not required to admit to a breach of the regulations but they may submit a written statement if they so wish, to be forwarded to the Student Services Office.
- (c) At the conclusion of the examination, the invigilator shall prepare a joint report of all the circumstances, and forward this report to the course instructor and the Student Services Office. Based on the report, the Student Services Office may convene an ad hoc Academic Review Board or Student Disciplinary Committee to investigate the incident and determine the consequences for the student of the regulatory breach.

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

- A reduced or nil result for the assessment item affected by the academic misconduct
- An F (fail) grade for the course in which academic misconduct occurred
- Removal from the program; readmission to the program is at the discretion of the head of the division based on consideration of the student's case for readmission
- Dismissal from Abu Dhabi Polytechnic

In the event that an instructor, when marking examination scripts, suspects a student of academic misconduct, they shall make a full report to the Student Services Office and shall warn the student that this report is being made. The Student Services Office shall inform the student that they are not required to admit a breach of the regulations but they may submit a written statement to be forwarded to the course instructor.

### 2.11.3 Disruptive Behavior

Students are forbidden to:

- communicate with each other in the examination room;
- address enquiries to anyone other than an invigilator;
- smoke or consume alcohol in the examination room;
- leave mobile telephones or pagers switched on in the examination room;
- place mobile telephones or pagers on their desks;
- indulge in any behavior which, in the opinion of the invigilator, may disturb other students;
- indulge in any other form of conduct which may disrupt the smooth progress of an examination.

Where an invigilator suspects a student of breaching these regulations the following procedure will be applied:

- The invigilator will normally inform the student to discontinue the forbidden behavior. If the student does so, no further action will be taken. If, however, the student, in the same examination, subsequently engages in any of the behaviors listed above. The invigilator will require the student to leave the room.
- When the student has left the room, they will be informed by the invigilator that a full report will be made to the course instructor and the Student Services Office.
- The invigilator will inform the student that they may submit a written statement if they so wish, to be forwarded to the course instructor and the Student Services Office.

- At the conclusion of the examination, the invigilator will prepare a joint report of all the circumstances, and forward this report to the course instructor and Student Services Office, who will treat the matter according to the Policy on Student Discipline.

#### **2.11.4 Illness during an Examination**

In cases where a student complains of feeling unwell in a scheduled room, leaves the examination, and is unable to return to complete the examination, they will be required to submit a medical certificate to the Student Services Office, normally within three working days.

The invigilator should record the circumstances surrounding the student's withdrawal from the examination on the front cover of the examination book, and the Student Services Office shall inform the course instructor.

The course instructor shall be entitled to determine either that the student should be treated in the same way as a student who was absent from the examination, or that the student should be awarded a mark based on the work that had been completed.

#### **2.11.5 Open Book Examinations**

For all "Open Book" examinations, the relevant Head of Program or representative shall ensure that the students are informed, in writing, of the following:

- the title of the "Open Book" examination paper;
- the precise nature of the material which can be taken into the examination;
- that the material is for the students' personal use;
- that, apart from the students being allowed the use of certain specified material, the examination will be conducted in all other respects in accordance with the normal rules governing the conduct of examinations.

#### **2.11.6 The Use of Electronic Calculators in Examinations**

EASA and GCAA exams prohibit the use of any type of calculator. For non-EASA/GCAA exams, students are permitted to use their own "pocket size" electronic calculators, provided that they are silent in operation, and unless expressly disallowed from using them for specific examinations. Abu Dhabi Polytechnic shall not be responsible for the provision of (i) calculators in the event of a breakdown, (ii) power for their operation, or (iii) spare batteries.

## 3. STUDENT POLICIES & PROCEDURES

### 3.1 Student Administration Policy

This policy specifies the way in which Abu Dhabi Polytechnic through the Student Services Office will administer student enrolment in its programs.

#### 3.1.1 Scope

The following policy applies to students in all the programs of Abu Dhabi Polytechnic.

#### 3.1.2 Enrolment Status

A student is a person who has an active enrolment status in a program of Abu Dhabi Polytechnic. To have an active enrolment status, the student shall have:

- accepted an offer of admission to a program and shall have completed the enrolment procedures prescribed by Abu Dhabi Polytechnic
- completed any other procedures which may be required as a condition of enrolment
- completed the enrolment within the ADPoly prescribed deadline

#### 3.1.3 Continuity of Enrolment

A student is deemed to be currently enrolled from the date on which the student has completed the enrolment requirements until the first day of the next semester, unless one of the following applies:

- the student notifies the ADPoly Student Services Office that they are discontinuing enrolment or seeking leave of absence
- the ADPoly Student Services Office terminates the student's enrolment or excludes the student in accordance with the provisions of the policies of Abu Dhabi Polytechnic
- the student has completed all requirements of a program and is eligible to graduate
- the Residency Leave Policy applies.

The Residency Leave Policy allows students to take leave from a term without becoming inactive students if they are awaiting a course (such as on-the-job training) to start and they have verification and approval from their adviser that they have completed all other required courses up to that point in their study plan.

#### 3.1.4 Mailing Address, Communication between the Student and Abu Dhabi Polytechnic

A student is required to provide a reliable mailing address for correspondence with Abu Dhabi Polytechnic. Students are responsible for ensuring that the mailing address held in Abu Dhabi Polytechnic's Student Record System is the correct and current mailing address for them.

## 3.2 Study Program

A “program” is an approved course of study leading to an award from Abu Dhabi Polytechnic. A student is admitted to a program, undertakes study while enrolled in that program, and on successful completion of all program requirements is awarded the qualification to which the program relates.

“Registration” is the process of enrolling in classes. The office of the registrar is responsible for overseeing the registration process. All students will be assigned their course schedule by the registrar based on the program in which they are enrolled.

A “course” is a unit of academic work, normally undertaken over a single semester, in which the student enrolls and on completion of which the student is awarded a grade (such grades appearing on a student's academic record).

A student is not permitted to attend classes, access teaching materials, or engage in the teaching activities of the course unless enrolled in that course. Students are able to check their study program by means of the ADPoly website or by contacting the registrar's office.

## 3.3 Admission Policy

Abu Dhabi Polytechnic has two official admission intakes per year. These intakes are in the first and second semester of the academic year. A student who has completed their Secondary School education (or will complete their Secondary School education by the time they are to enroll in Abu Dhabi Polytechnic) and has an official transcript may apply.

All applications for admission have to be submitted through the Ministry of Education National Admissions & Placement Office (NAPO) system.

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

### 3.3.1 Admission Requirements

Grade 12 students from ADEK, MOE, ATHS and STS schools, in order to be eligible for studies at ADPoly, must meet the following admission requirements:

- An applicant to ADPoly must be a UAE citizen. Both male and female students can apply.
- Students with an overall average of 70% and above for the MOE and ADEC Advance stream are eligible for admission in both branch Abu Dhabi and Al Ain.
- Students with an overall average of 80% and above for the MOE and ADEC General Stream are eligible for admission in both branch Abu Dhabi and Al Ain.
- Students with an overall average of 70% and above for the ATHS & STS are eligible for admission in both branch Abu Dhabi and Al Ain
- An applicant must score 500 or above on EmSat.
- Applicants must have EmSat score 1100 or TOEFL 500/iBT 61, or IELTS (Academic) 5.0.

- An applicant needs to take an admission interview.
- An applicant must perform a medical check-up according to NAPO instructions.
- Military service certificate.

The following general documents are required for admission to Abu Dhabi Polytechnic:

- A completed application form
- An official Secondary School Certificate certified by the Ministry of Education
- A photocopy of the applicant's passport
- International standardized test of English (IELTS or TOEFL)
- A copy of UAE nationality documents
- A medical fitness certificate
- Six recent color photographs
- Any other diplomas, transcripts, or relevant documents

### ***Applicants holding a Foreign Secondary School Certificate***

Applicants who went to secondary school abroad should obtain a high school certificate awarded based on 12 years of study and accredited by the Ministry of Education. The applicant is required to provide the original Secondary School Certificate. Applicants who hold a non-UAE Secondary School Certificate must submit a Certificate Equivalency from the Ministry of Education.

### **3.3.2 Students holding a Foreign Secondary Certificate**

Applicants should obtain a high school certificate awarded based on 12 years of study and accredited by their ministry of education.

### **3.3.3 Orientation Program**

Orientation programs are arranged for all new students joining Abu Dhabi Polytechnic. Students are oriented regarding the facilities, general guidelines, and academic policies and procedures.

### 3.4 Credit Transfer and Recognition of Prior Learning Policy

In order to earn a degree from ADPoly, a student must earn credits that fulfill the program requirements for graduation which are distributed among general education requirements (college requirements), major program requirements, and electives, as defined by the study plan for each program. This policy addresses the awarding of credits for the recognition of prior learning. Newly enrolled students at ADPoly may be awarded credit and/or satisfy college requirements in the following ways:

- Placement examination
- Challenge examination
- Nationally and internationally recognized tests (EmSAT, IELTS, TOEFL, SAT, AP, IB, or any other certified exams recognized by ADPoly)
- Articulation agreement with another institution
- Transfer course credits from another accredited institution

#### Placement Examination

Placement exams serve to assess the needs and backgrounds of individual students preparing for college curriculum. Student performance in these exams is used to place entering students at the proper level of study in a given subject by minimizing the repetition of subjects already mastered while minimizing the possibility of students being inadequately prepared for certain courses. Placement exams measure skills in problem solving, as well as general knowledge in a subject field.

Placement exams may be taken before or at the time of matriculation at ADPoly. The test may be taken only once. The placement exams are organized and conducted by the Academic Support Department (ASD) in close cooperation with Student Services. ADPoly has the right to develop placement exams based on the academic needs of its programs.

#### Mathematics Placement Examination (MPE)

All students admitted to ADPoly are required to take the Math Placement Exam (MPE) prior to registration of courses. Exam results will be used to place students in the appropriate mathematics course which reflects their math understanding. The ASD at ADPoly uses exam results to check new students' math knowledge and skills. Hence, students should be placed at the right math level for them. Students will be placed into MATH100 (Pre-calculus) unless they pass the MPE with a score of 70% or higher. At this point, MATH100 will be waived and students will be given permission to register for MATH111 (Calculus I).

Note: The MPE qualifies students to sit for further challenge exams. Students who do not pass the MPE cannot sit for challenge exams for mathematics, physics and/or chemistry.

## English Placement Examination

The minimum English knowledge and skill requirements are EmSAT=1100 or IELTS score  $\geq 5.0$  or equivalent. English Skills (ENGL120) is a compulsory course for all students; however, this course can be exempted for students who are admitted to ADPoly with EmSAT $\geq 1300$  or IELTS  $\geq 6.0$  with all bands equal or above  $\geq 5.5$ . While, Academic English I (ENGL121) can be exempted for students who obtained EmSAT $\geq 1500$  or IELTS score  $\geq 6.5$  with all bands equal or above  $\geq 6.0$  or equivalent.

English language placement exams are required for students who obtained EmSAT or IELTS scores which fall below the specified admission criteria. Performance in one of these exams is used to determine which English course a student may enroll at ADPoly; results do not confer credit or satisfy other language requirements set by a program. Table 1 below shows the English courses exemption policy.

**Table 1. English courses exemption policy.**

Course Code	Course Name	Exemption Conditions
ENGL120	English Skills	EmSAT $\geq 1300$ or IELTS $\geq 6.0$ with all bands equal or above $\geq 5.5$ , or equivalent
ENGL121	Academic English I	EmSAT $\geq 1500$ or IELTS score $\geq 6.5$ with all bands equal or above $\geq 6.0$ or equivalent

## Challenge Examinations

Credit is available by optional challenge examinations at ADPoly to those students who have already studied certain subjects at the college level (Recognition of Prior Learning) or passed the placement exam. In the case of a course where both experimental and theoretical skills are involved, students may be required to fulfill the laboratory portion. College credit achieved by challenge examination is entered as units of credit on the student's official academic record. Letter grades are not assigned.

## Chemistry/Physics Challenge Exams

Students can earn credits for physics and chemistry courses according to the policy indicated in Table 2. They can sit for chemistry and physics challenge exams according to the following conditions:

1. The student must first pass the Math Placement Exam (MPE) or have earned a score on the EmSAT/SAT/AP/IB chemistry or physics exam as indicated in the Test Score Tables 2 and 3).
2. Next the student has to pass the chemistry/physics challenge exam with  $\geq 70\%$ .

## Calculus Challenge Examination

Students who passed the MPE or earned a score from nationally or internationally recognized exams as indicated in the Test Score Table 2 have the option to take a challenge examination in Calculus I and then Calculus II. The calculus challenge exams must be taken prior to matriculation and may be taken only by new or transfer students in the first semester of their enrollment at ADPoly.

## Introduction to Programming and Problem Solving Challenge Examination

Students who show prior learning capabilities in programming languages such as Python, Java, or equivalent which are aligned with the introductory programming course offered at ADPoly under the course name Introduction to Programming and Problem Solving (ICT110) or any equivalent course can sit for a challenge exam. The challenge exams must be taken prior to matriculation or in the first semester of their enrollment at ADPoly.

## Nationally and Internationally Recognized Tests

Nationally and internationally recognized tests include Emirates Standardized Test (EmSAT), International English Language Testing System (IELTS), Test of English as a Foreign Language (TOEFL), Scholastic Aptitude Test (SAT), Advanced Placement (AP), and International Baccalaureate (IB).

Students who request college credit or fulfillment of college requirements for EmSAT, IELTS, TOEFL, SAT, AP, IB and/or any other certified examinations taken in high school (i.e., before a student matriculates in at ADPoly) are asked to submit an official valid certification detailing their scores.

## Transfer Course Credits from other Institutions

Admitted students to ADPoly might transfer credits courses completed at other accredited (licensed) internal or external institutions for degree credit at ADPoly. Courses and credits earned at other institutions and accepted for transfer at ADPoly will be listed in the student's transcript and designated with a letter (TR). These credit courses will not be included either in student's GPA or cGPA.

Admitted students who are seeking to transfer credit courses must submit their valid attested documents including original credit courses transcript, course syllabi, and/or other evidence to the Student Services Office upon the acceptance at ADPoly by the second week of their first semester. The documents will be evaluated by the articulation committee toward credit course transfer by the department offering the course(s) within two weeks. The transferrable credit courses for undergraduate are courses completed at other accredited (licensed) institutions either with grade of at least C and above ( $\geq C$ ) or with Pass for Pass/Fail courses only. The maximum number of credit courses that might be accepted for transfer cannot exceed 50% of the total course credits required for graduation at ADPoly.



## General Conditions

- The placement and challenge exams' results will be valid for one academic year;
- Students transferring from other institutions (internal or external) into same program major, should provide valid documentations and are in a good academic standing (cGPA  $\geq$  2.0 out of 4.0 points scale, or equivalent);
- Students transferring from other institutions (internal or external) who are not in a good academic standing are allowed to transfer to a different program from the one which the student is transferring;
- The final decision to grant credit is at the discretion of ADPoly, and any units of credit awarded will appear on the student's official academic record with "TR";
- Credit grant can be given only once for same course even if it was taken at two different institutions;
- Transfer undergraduate credits are only granted for courses with an overlap of 80% or more of the course learning outcomes (CLOs) and in which the student earned a grade of C (2.0 on a 4.0 scale) or better; and has at least the equivalent or greater credit value to ADPoly's courses;
- Credits for training, internship, and capstone and graduation projects cannot be transferred;
- All credits awarded towards a degree by showing recognition of prior learning or taking courses out of the college (with prior ADPoly approval) and/or transferred from other institutions should not exceed 50% of the total number of credits which are required to complete a degree at ADPoly;
- ADPoly treats credits taken under an articulation agreement with another institution as transfer credit;
- Only students transferring from a federal or licensed institution in the UAE or a foreign institution of higher learning based outside the UAE (and accredited in the home country) are eligible for transfer credit;
- A timely written notification will be provided to the student, prior to registration, of transferability of credit, and how much credit is granted toward the degree program;
- The Academic Support Department (ASD) at ADPoly will provide regular updates of articulation tables and guidelines for accepted scores of nationally and internationally recognized exams that satisfy college requirements;
- Tables 2 and 3 below (Test Score Tables) provide a detailed list of accepted challenge exams and scores required to earn credit at ADPoly.

**Table 2. Recognition of Prior Learning for national and international certified exams.**

Subject at AD Poly	EmSAT Subject	EmSAT Score	SAT Subject	SAT Score	AP Subject	AP Score	IB Subject	IB Score	Course Credit
Chemistry I (CHEM111 and CHEM111P)	----	----	----	----	Chemistry	4	Chemistry (SL) or Chemistry (HL)	6 5	4
Pre-Calculus	EmSAT Math	>1500	Mathematics Level 2	>640	----	----	Mathematic Studies	6	4
Calculus I	----	----	----	----	Calculus AB or Calculus BC	4 3	Mathematic (SL) or Mathematic (HL)	6 5	7
Calculus II	----	----	----	----	Calculus BC	4	Further Math (HL)	5	10
Physics I (PHYS-111 and PHYS-111P)	----	----	----	----	Physics C-Mech	4	Physics - SL	6	4
Physics II (PHYS-112 and PHYS-112P)	----	----	----	----	Physics C-Mech and Physics C-E&M	4	Physics - HL	5	8

**References:**

EmSAT: <http://emsat.moe.gov.ae/emsat/Default.aspx>

SAT: <https://collegereadiness.collegeboard.org/sat>

**Benchmarking:**

1. Virginia Polytechnic Institute and State University, VA, USA.
2. California Polytechnic State University, CA, USA.
3. Rensselaer Polytechnic Institute, NY, USA.

Website: <https://bigfuture.collegeboard.org/find-colleges>

**Table 3. Criteria for English: Test Score Comparisons.**

<b>EmSAT*</b>	<b>IELTS*</b> International English Language Testing System	<b>CEPA</b> Common Educational Proficiency Assessment	<b>TOEFL</b> Test of English as a Foreign Language	<b>CEF</b> Common European Framework	<b>Cambridge</b>	<b>PTE</b> Pearson Test of English (Academic)
675	4 <sup>3</sup> limited	165 <sup>2</sup>	n/a	A1/A2 <sup>5</sup>	n/a <sup>6</sup>	<30 <sup>7</sup>
950-1075 <sup>1</sup>	4.5 limited	170	450 (139 CBT, 51 iBT) <sup>1</sup>	A2/B1	147-153 <sup>1</sup>	31-35 <sup>1</sup>
1100-1225	5 modest	175	500 (173 CBT, 61 iBT)	B1/B2	154-161	36-41
1250-1375	5.5 modest	180	530 (197 CBT, 71 iBT)	B2	162-168	42-49
1400-1525	6 competent	185	550 (213 CBT, 79-80 iBT)	B2	176-184	50-57
1625 <sup>2</sup>	6.5 competent	190	n/a	B2	n/a	58-65 <sup>7</sup>
1750	7 good	195	n/a	C1	n/a	65-72
1850	7.5 good	200	n/a	C1	n/a	72-78
2000	8 very good	205	n/a	C1	n/a	78-82
n/a	8.5 very good	210	n/a	C2	n/a	82-86
n/a	9 expert	n/a	n/a	C2	n/a	86-90

**\*Acceptable entrance to ADPoly (EmSAT=1100; IELTS=5.0), updated 7/2020**

1. Information retrieved from CAA (2017). "Standards for Institutional and Program Accreditation."
2. Interpreting CEPA Scores: FAQ - ws1.mohesr.ae. (n.d.). Retrieved September 7, 2016, from [http://ws1.mohesr.ae/cepa/Files/Interpreting\\_CEPA\\_Scores.pdf](http://ws1.mohesr.ae/cepa/Files/Interpreting_CEPA_Scores.pdf)
3. TOEFL and IELTS Score Comparison. (n.d.). Retrieved September 7, 2016, from [http://www.iau.la/download/TOEFL\\_IELTS\\_score\\_comparison.pdf](http://www.iau.la/download/TOEFL_IELTS_score_comparison.pdf)
4. Compare TOEFL® Scores. (n.d.). Retrieved September 07, 2016, from <https://www.ets.org/toefl/institutions/scores/compare/>
5. IELTS-Common European Framework. (n.d.). Retrieved September 7, 2016, from <http://www.ielts.org>
6. Comparing scores on Cambridge English: Advanced (CAE) and IELTS. (n.d.). Retrieved September 7, 2016, from <http://www.cambridgeenglish.org/images/28894-cae-comparing-scores.pdf>
7. Scores - Pearson. (2014). Retrieved September 07, 2016, from <http://pearsonpte.com/test-takers/results/>

### 3.4.1 Maximum period of study to earn an Abu Dhabi Polytechnic degree

Students are required to graduate upon completion of their program requirements. However, students may have cause to extend their expected normal period of study on an individual program for a variety of reasons. Abu Dhabi Polytechnic is flexible in making such arrangements but there is an expectation that students will complete their studies with an absolute maximum time period from initial registration, regardless of individual circumstances to ensure the currency of their knowledge, their competency and the quality of their degree/qualification. The following timescales will apply:

- Applied Bachelor; Maximum of 6 years
- Higher Diploma; Maximum of 4.5 years
- Diploma; Maximum of 3 years

Exceptions may be approved by the Managing Director based on individual case justification.

## 3.5 Student Disciplinary Policy

### 3.5.1 Actions Requiring Disciplinary Action

Examples of actions that may be deemed to warrant disciplinary action may include, but are not limited to, the following:

- Failure to attend classes
- Lateness
- Insolence to staff and other pupils
- Continual disruption in the classroom
- Willful damage to Abu Dhabi Polytechnic or personal property
- Disobedience of legitimate instructions given by any member of Abu Dhabi Polytechnic staff
- Inappropriate dress
- Inappropriate behavior
- Smoking in the vicinity of Abu Dhabi Polytechnic (within 100 meters of the campus)
- Continual lateness of project/syndicate work
- Using mobile phones in the classroom
- Taking mobile phones into an examination
- Academic dishonesty

Depending on the severity of the action, students are usually given verbal and then written warnings. The penalties for the actions above could include failure of a course, suspension from a term, or dismissal from ADPoly.

### 3.5.2 Denial of Registration

Registration is denied if all academic and/or administrative requirement have not been fulfilled prior to the start of the term. A student may be denied registration for any of the following deficiencies:

- Academic dismissal
- Incomplete admission documents
- Academic misconduct
- Disciplinary action

### 3.5.3 Appeals Procedure

An appeal against any decision must be made, in writing, to the ADPoly Director who will instigate Abu Dhabi Polytechnic's procedure as laid down in the appeals procedure.

## 3.6 Academic Misconduct Policy

### 3.6.1 Introduction

Students must conduct their studies at Abu Dhabi Polytechnic honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct which is contrary to these standards is academic misconduct, for which Abu Dhabi Polytechnic may penalize a student.

Specifically, it is academic misconduct for a student to:

- present copied, falsified or improperly obtained data as if it were the result of laboratory work, field trips or other investigatory work
- include in the student's individual work material which is the result of significant assistance from another person if that assistance was unacceptable according to the instructions or guidelines for that work
- assist another student in the presentation of that student's individual work in a way that is unacceptable according to the instructions or guidelines for that work
- cheat
- plagiarize (knowingly presenting the work or property of another person as if it were one's own)

*Plagiarism* is defined as the act of deliberately presenting another person's work as your own without acknowledgement. A student should therefore ensure that they acknowledge and appropriately reference all sources of information presented in their homework, presentations or projects. Students are expected to ask their teachers if there are any questions regarding what is or is not considered plagiarism.

Plagiarism is easily detected by electronic plagiarism detection tools. Experienced teachers are ever vigilant to this activity. Both cheating and plagiarism can occur in a number of situations:

- in a homework assignment
- as part of an individual or group project assignment, students are to report instances in group work by others

- in an informal assessment activity
- in a formal testing situation
- using others' words taken from text-based or internet sources

The consequence of cheating or plagiarizing can result in dismissal from Abu Dhabi Polytechnic. Examples of plagiarism include:

- word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, articles, thesis, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes or tapes) without clearly identifying their origin by appropriate referencing
- closely paraphrasing sentences or paragraphs from one or more sources without appropriate acknowledgment in the form of a reference to the original work or works
- using another person's ideas, work or research data without appropriate acknowledgment
- submitting work which has been produced by someone else on the student's behalf as if it were the work of the student
- copying computer files in whole or in part without indicating their origin
- submitting work which has been wholly or partially derived from another student's work by a process of mechanical transformation (for example, changing variable names in computer programs)

Program administrators and course instructors are to provide students with advice concerning accepted standards of academic conduct in the area of the program or course. They are to give particular attention to conventions on referencing and bibliography; and, the contribution of other students to assessment items which are meant to be the work of an individual student.

### 3.6.2 Penalties

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

- (a) A reduced or nil result for the assessment item affected by the academic misconduct
- (b) An F (fail) grade for the course in which academic misconduct occurred
- (c) Suspension from ADPoly for one or two terms
- (d) Removal from the program; readmission to the program is at the discretion of the head of the division based on consideration of the student's case for readmission
- (e) Dismissal from Abu Dhabi Polytechnic

Where a student has been found guilty of academic misconduct on more than one occasion and has previously been penalized as set out in above (a) through (c), the penalty shall normally be removal from the program as set out in (d), unless in the opinion of the relevant Academic Review Board there are mitigating circumstances.

### 3.6.3 Procedures

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

An academic staff member who has reason to believe that a student has committed some form of academic misconduct (this includes receiving a report on student misconduct from a laboratory or teaching assistant and/or an examination invigilator) may take one of the following courses of action:

1. Request the student to attend an interview with the academic staff member to discuss the alleged misconduct. On the basis of the interview, the academic staff member may decide to:
  - take no further action; or
  - provide the student with a warning together with advice about what is acceptable academic conduct; or
  - make a formal complaint of academic misconduct to the Student Services Office by setting out in writing the nature of the alleged misconduct and the evidence in support of the charge.
2. Without an interview, make a formal complaint of academic misconduct to the Student Services Office by setting out in writing the nature of the alleged misconduct and the evidence in support of the charge.

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

On receiving a complaint of academic misconduct against a student, the Student Services Office convenes an ad hoc Student Disciplinary Committee which may seek evidence concerning the matter from other sources. The Student Services Office shall advise the student of the complaint, including a description of the grounds for the complaint and a copy of all the evidence relevant to the matter.

Before determining the action to be taken concerning a complaint of academic misconduct, the Student Services Office must provide the student with the opportunity to respond to the complaint of academic misconduct. The response must be in writing and must be received within a week (five working days) of the receipt of notification of the complaint.

Having considered the complaint of academic misconduct in the light of the evidence and the student's response, the Student Disciplinary Committee may take one of the following actions:

- Dismiss the complaint of academic misconduct. In this case no documentation concerning the complaint shall be placed on file;
- Provide the student with a warning together with advice about what is acceptable academic conduct;
- Where satisfied that academic misconduct has occurred, the Student Disciplinary Committee may recommend a penalty as set out in the Penalties section;
- Where further investigation is needed to establish the facts of the case, the Student Disciplinary Committee may refer the matter to a meeting of the relevant Academic Review Board for a formal hearing.

In each case, the student shall be informed in writing of the decision of the Student Services Office, including the reasons for the decision.

### ***Dealing with Additional Complaints of Academic Misconduct***

During the course of consideration of a complaint of academic misconduct, if an additional complaint of academic misconduct is received, that complaint shall be dealt with fully in terms of the preceding section.

### **3.6.4 Formal Hearing Concerning Alleged Academic Misconduct**

The relevant Academic Review Board (hereafter referred to as the Board) may conduct a formal hearing into an allegation of academic misconduct. The student may attend the hearing or, if the student requests, participate in the hearing through telephone conferencing or similar facility.

If the student declines to attend the hearing (or participate by other means) the hearing shall proceed in the absence of the student.

The student may make a written submission to the hearing.

Neither the student nor any other person participating in the hearing is entitled to be legally represented.

Prior to the hearing, the Board shall provide the student with a copy of (or access to) all written materials and other evidence available to the Board.

The Board may call witnesses to give evidence at a hearing or may receive written statements of evidence. If the Board thinks it appropriate or if the student requests it, the Board may require persons to attend the hearing and answer questions. The student may ask questions of any witnesses in attendance at the hearing.

The student may make submissions to the Board after the evidence of all witnesses has been given. The student's submissions may be oral or in writing.

As an outcome of the hearing, the Board may take one of the following actions:

- Dismiss the complaint of academic misconduct;
- Provide the student with a warning together with advice about what is acceptable academic conduct;
- Decide that the student is guilty of academic misconduct and impose a penalty as set out in the Penalties section.
- The student shall be informed in writing of the decision of the Board, including the reasons for the decision.

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

Where a penalty of removal or dismissal, as provided for in (d) and (e) of the Penalties section, is applied, the Chair of the Academic Affairs Committee shall advise the Registrar for the purpose of recording the decision on the student's academic record. The academic record will bear the annotation "dismissed on (date) for disciplinary reasons."



## ***Appeal***

Where any penalty for academic misconduct is imposed as provided for in Penalties section, a student may appeal to the Executive Committee (or an Appeals Committee convened by the Executive Committee) under the provisions of the Student Appeals and Complaints Policy.

The student shall be informed of the right of appeal in the correspondence advising of the imposition of a penalty.

### **3.7 Student Appeals and Complaints Policy**

#### **3.7.1 General Principles**

The Student Complaints Procedure and the Academic Appeals Regulations are based on the principles that:

- Staff and students are expected to be fair and reasonable in matters relating to appeals and complaints.
- Students may consult any member of staff to discuss problems in complete confidence. Whilst a record of the discussion will be kept, this document will remain confidential and will not be disclosed to a third party without permission of the student in question. However, where a complaint is about an individual, the complaint cannot be investigated if the student does not wish the substance of the allegation to be made known to that individual.
- Procedures for complaints and the regulations for academic appeals are made widely available to all students and staff.
- Students who wish to complain or submit an appeal have the right to seek independent advice from the Student Services Office.
- Students must abide by Abu Dhabi Polytechnic's policies and procedures. They must not make complaints or submit appeals with the intent to abuse the system and they are not permitted to initiate more than one procedure simultaneously. Where cases are deemed to be an abuse of the system they will be refused and the appellant or complainant will be given an explanation as to why the application was an abuse of the process.
- Complaints and academic appeals will be dealt with as promptly as is reasonable given the need to bring together all necessary information. Where appeals or complaints are upheld, remedies will be implemented with reasonable expedition.
- Staff and students will be expected to adhere to stated deadlines. Failure on the part of the student to adhere to deadlines could result in a decision that an appeal or complaint is not considered.
- An informal resolution of the problem at department level will be attempted wherever possible.
- Evidence submitted in appeals and complaints must normally be paper based.
- Students have the right of recourse to a formal investigation where the matter cannot be resolved informally.
- Formal complaints and academic appeals will be investigated impartially by an ad hoc committee from outside the department from which the appeal rose. Members of staff

must not investigate any matter in which they have a material interest or in which any potential conflict of interest might arise.

- Students who complain or appeal may do so without fear or recrimination. In the case of appeals against assessment or classification, the outcome will not jeopardize the student's current assessment position.
- At the formal stage of both procedures, students have the right to receive a reasoned, written response from the Appeal Board, after all investigations and deliberations have been exhausted.
- An annual evaluation on complaints and appeals is carried out as part of the audit process.
- Anonymous complaints are not normally considered.
- Staff dealing with complaints or appeals must ensure that information is only disclosed to third parties on a need to know basis and that normally no information is disclosed to anyone from outside Abu Dhabi Polytechnic, including the student's military unit or commercial company, without express permission from the student. Abu Dhabi Polytechnic will be unable to take action on any complaint, if the substance of the complaint is being withheld at the student's request.
- It is only in exceptional circumstances that Abu Dhabi Polytechnic will investigate or take action in a complaint beyond the wishes of the complainant.
- Any member of staff named in a written complaint should be made aware of the complaint, normally by their course instructor. They should expect the complaint to be handled with discretion and confidentiality to be maintained. If the name of another student is cited in a complaint, confidentiality must be preserved whilst the member of staff investigating the complaint ascertains whether that student named is also party to the complaint.

### 3.7.2 Appeals

Appeals within Abu Dhabi Polytechnic can be defined as follows:

- Academic Appeals
- Disciplinary Appeals

### 3.7.3 Complaints

A complaint is an expression of dissatisfaction requiring a response. The complaints procedure should be used by all students for complaints about their supervision, teaching or assessments. General complaints or comments in respect of the day-to-day running of Abu Dhabi Polytechnic should be directed, in the first instance, to the Course Instructor through the teaching assistant.

### 3.7.4 Grounds for an Appeal

#### *Academic Appeal*

The purpose for an Academic Appeal is to allow students to apply for a reconsideration of a recommended grade for an assessment or course. A student who intends to appeal against

an academic decision must do so, in writing, to the ADPoly Director within one week (5 working days) from the original decision.

The student may appeal on any one of the following grounds:

- that the appellant was adversely affected by illness or other relevant factors of which he was previously unaware or which for a valid reason, he was unable to disclose to the decision-making body before the decision in question was made; and that there is reasonable doubt as to whether the decision making body would have reached the same decision had this information been known
- that in the case of a decision that there was a material defect in the assessment process
- that in the case of other academic decisions there was a material defect in the administration of the procedure

Appeals on other grounds shall be deemed inadmissible.

### ***Disciplinary Appeal***

A Disciplinary Appeal is to allow students to appeal, on specified grounds, against a decision of the Student Disciplinary Committee. A student who intends to appeal against a decision made by the Student Disciplinary Committee must do so, in writing, to the ADPoly Director within one week (5 working days) from the original decision.

A student who appeals should be aware that complete confidentiality cannot always be guaranteed if effective action is to be carried out. Therefore, the Appeal Form contains a disclaimer from the appellant, authorizing the investigating authority to consult others and share information on a need to know basis.

The student may appeal on any one of the following grounds:

- that there was a material procedural irregularity which rendered the process leading to the original decision unfair
- that the penalty imposed was too severe as being disproportionate to the charge
- that material of which the student could not reasonably have been expected to be aware at the time of the original decision casts substantial doubt upon the correctness of that decision

Appeals on other grounds shall be deemed as inadmissible.

### ***Appeals Committee***

The ADPoly Director will determine the nature of the appeal and arrange the board to consider the appeal. Appeal Boards members will be as follows:

Chair: ADPoly Director

Members: Head of Division

Members of Faculty

Decisions reached by the Appeals Committee will be communicated to the appellant, in writing, within seven days of the board being held.

Should the appellant feel dissatisfied with the appropriate action being taken by the Appeals Committee then the case is to be forwarded to the IAT for consideration by the Managing Director.

### 3.7.5 Student Complaints

Students who complain should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken on a complaint. Therefore, the appeal and complaints forms contain a disclaimer from the complainant, authorizing the investigating authority to consult others and share information on a need to know basis.

Student complaints should be resolved at department level, wherever possible, without the need to resort to formal proceedings. Therefore, staff who have contact with students should familiarize themselves with the *Students Appeals and Complaints Procedure*, to ensure that they are confident in how to implement effective solutions at local level. If, however, the problem cannot be resolved at a local level, the student may proceed to raise a formal complaint.

Where practicable, senior staff should avoid becoming involved in the early stages of a complaint or academic appeal because it may compromise their ability to be involved at a later stage.

Complaints or appeals will not normally be struck out by the Investigating Officer, because of minor deficiencies in the application.

### 3.7.6 General Behavioral Violations:

Each breach to ADPoly regulations, rules, and by-laws is considered a violation that necessitates discipline, in particular the following:

- a. Unauthorized usage of a user name or password to another individual.
- b. Using the computer or means of social media channels to send offensive messages or harassment.
- c. Using photographing cameras inside ADPoly campuses whether via mobile phone, laptop, or electronic gadgets in a way that abuses others or the institution's standing.

## 3.8 Student Activities Policy

### 3.8.1 Description of the Policy

The policy describes the activities students are involved in and the recreational services available to students.

Examples of such activities can be the following:

- Recreational Activities – Abu Dhabi Polytechnic aims to provide recreation facilities for students which will be announced on the student notice board annually.
- National Day Celebrations – Students perform for Abu Dhabi Polytechnic personnel, family members and VIPs on National Day. They begin preparations many months in advance. Announcements calling for student to participate will be placed on the student notice board in the Student Services Office.
- Marketing and Recruitment – Students are important ambassadors for Abu Dhabi Polytechnic. They are involved in open days and at study and career expos. Preparations run all year around depending on what function is being prepared for.

Announcements calling for students to participate will be placed on the student notice board and coordinated with the concerned managers.

- Conferences – Students will be provided with opportunity to attend and assist in conferences run by Abu Dhabi Polytechnic. Preparations begin many months in advance. Announcements calling for students to participate will be placed on the student notice board in the Student Services Office.
- Committees – Students are able to participate in Abu Dhabi Polytechnic affairs via the Student Council and other student represented committees and organizations. Students are introduced to the Council and other student organizations during Abu Dhabi Polytechnic orientation. Meetings are held regularly and announcements of meetings and activities are placed in student notice board.

### 3.8.2 Process

All proposed students' activities are discussed and agreed upon at the Student Council.

Recommendations concerning student activities, creation of clubs and associations as well as budgeting are submitted to the Student Affairs Committee for approval. The approved activities are announced to students and posted on the ADPoly website and/or campus boards.

Follow up of activities is done primarily by the Senior Coordinator of Student Services.

Abu Dhabi Polytechnic encourages students to meet and interact in extracurricular activities including student-operated media such as newspapers, newsletters, and radio and television programming. Abu Dhabi Polytechnic may even sponsor such activities. All student-operated media must have an Abu Dhabi Polytechnic staff adviser who is responsible for administrative oversight and pre-approval of media content.

## 3.9 Student Stipend Policy and Procedure

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

### 3.9.1 Policy

All UAE students enrolled in Academic Programs at Abu Dhabi Polytechnic are entitled to a monthly stipend during the academic year. Stipends are to encourage and assist students in their commitment towards achieving high quality education.

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

### 3.9.2 Procedure

A student's monthly stipend is awarded based on their grades (cumulative grade point average, cGPA) at the end of each semester.

The amount of a student's monthly stipend is indicated in the table below and is to be deposited in to student's bank account at the end of each calendar month.

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

Students staying in the ADPoly accommodation (who are from outside Abu Dhabi) will receive a minimum of AED 1,000.00 under any circumstances to meet their basic living expenses.

Grade	% Grade	cGPA Points	Stipend Amount (AED)
A+	95 – 100	4.00	3,000.00
A	90 – 94	4.00	3,000.00
A-	87 – 89	3.70	2,600.00
B+	84 – 86	3.30	2,300.00
B	80 – 83	3.00	2,000.00
B-	77 – 79	2.70	1,600.00
C+	74 – 76	2.30	1,300.00
C	70 – 73	2.00	1,000.00

This directive is effective beginning of Academic Year 2015-16 and overrides all other directives, memos or practices in this regard.

### 3.9.3 Process of stipend payments to Abu Dhabi Polytechnic students

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

- The full name of the bank account holder which must match the name given in the student's passport
- The complete International Banking Account Number (IBAN) to which the stipend amount will be credited
- The bank name, branch and swift code for Abu Dhabi Polytechnic Accounting Departmental use. Upon receiving the required details, payments are automatically set up to be credited to student accounts by the last working day of each month.

### 3.10 Residence and Dormitory Policy

Abu Dhabi Polytechnic aims to provide good quality accommodation to its students in premises currently based in Abu Dhabi. The accommodation is fully furnished and therefore places responsibility of care on the occupying students to maintain in at all times. Abu Dhabi Polytechnic has devised and informed all its students living in the official dormitory of the accommodation policy in force and provides updates to ensure the policy remains effective and meets our obligations in providing a service to benefit the students. The accommodation cost is met from the ADPoly budget and is provided to its students at zero cost.

#### 3.10.1 Student Rights in the Accommodation

The students provided official accommodations have the right to:

- Use the offered facilities of the accommodation which have been assigned or distributed by Abu Dhabi Polytechnic.

- Provide suggestions for improving the accommodation and the facilities.
- Participate in Abu Dhabi Polytechnic activities that are allowed by the management of Abu Dhabi Polytechnic.
- Nominate someone or himself for the election of student committees.
- Form student committees to participate in the accommodation to start their activities which are relevant to Abu Dhabi Polytechnic activities.
- Have representatives of students who shall be responsible for the coordination of organizing the sports, social, and intellectual club activities inside or away from the accommodation site.

### 3.10.2 Student Responsibilities in the Accommodation

The students must be responsible for:

- Keeping all premises and items in working order, if there is any problem or damage in the premises or residents' belongings, the students must report this to Abu Dhabi Polytechnic representatives on site.
- Damages or loss in their rooms and flats; which must be reported to the residence supervisor.
- The electrical devices/appliances inside the accommodation. If these are damaged because of misuse, they must replace them with new ones. They must not take the items outside the premises under any circumstances.
- About informing the site supervisor of the outbreaks of any infectious diseases.
- Abide by the safety rules and procedures to protect self and others.
- The keys provided for the residence. Doors or windows must not be broken in order to gain entry into the accommodation as the cost of repair or replacement will have to be borne by the student causing the loss.
- Maintaining the rooms in a clean and hygienic condition at all times.
- Returning all the keys and all items by the end of the academic year to the supervisor.
- Keeping noise to a minimum level and not disturbing their roommates.
- Keeping the rooms and flats clean.
- Allowing access for Abu Dhabi Polytechnic management to visit the premises and inspecting them at any time.
- Ensuring visitors do not misbehave in any way.
- Ensuring he does not violate the timings set for entry and departure from the official dormitories.

### 3.10.3 Prohibitions in the official accommodation

Students are strictly prohibited from:

- Not allowing unauthorized people to live in the accommodation.
- Carrying or keeping any kind of weapons in the accommodation.
- Using alcohol, drugs, smoking, and chewing Qat in the dormitories.



- Using electrical appliances/devices that are not allowed or if they are not officially authorized by Abu Dhabi Polytechnic management via the site supervisor.
- Writing (on doors or walls) and hanging pictures regardless of the reasons.
- Playing with electrical control boxes in the accommodation area.
- Cooking inside the rooms as all residents should cook in the kitchen only.
- Any display of irresponsible behavior and deeds violating the morals and Islamic culture of the United Arab Emirates.

#### **3.10.4 Penalties for violating the above terms and conditions**

Abu Dhabi Polytechnic reserves the right to take the following action if the terms and conditions laid out for occupying official accommodation are violated:

- Issuing a preliminary verbal warning when the violation is committed.
- Issuing a written warning to the student with a copy of the same communication being filed in the student official records.
- Levying of fines to recuperate the cost of any repair or replacing materials that have been damaged by the concerned student. This amount may also be deducted from the stipend being paid to the student by Abu Dhabi Polytechnic.
- A Final written warning designed to indicate the seriousness of the matter with a copy being sent to the parent of the student by the Student Services Office.
- Withdrawal of the student in question from official accommodation after briefing the ADPoly Director of the circumstances of the case and based on the report of the disciplinary committee of Abu Dhabi Polytechnic.



## 4. LIBRARY POLICIES & PROCEDURES

### 4.1 The Abu Dhabi Polytechnic Library (Learning Resource Centre)

The ADPoly libraries at both campuses are seen more as learning resource centres than traditional libraries, where students will have the opportunity to use resources, borrow material, and indulge in silent study.

#### 4.1.1 Vision

The vision of the library is to take a leading role in the fulfilment of Abu Dhabi Polytechnic's mission, vision and goals through:

- developing education and training programs to equip staff and students with the skills for lifelong learning;
- structuring systems and developing gateways to provide integrated, convenient and client-friendly access to resources;
- developing staff to become innovative information specialists, skilled in providing exceptional service; and,
- contributing to the development and enhancement of a knowledge based society.

#### 4.1.2 Mission

The library's mission is to facilitate access to quality resources and services for excellence in research, teaching and learning by:

- Delivering a range of services and technologies to enable the retrieval of needed resources, irrespective of their format or location and
- Providing leadership and expertise in navigating an increasingly complex and diverse information environment.

#### 4.1.3 Evaluation Process

Each ADPoly library will evaluate its collection and services on an ongoing basis in the following ways:

- Tracking daily statistics
- Using daily statistics to assist in the planning, functioning and management of the library services.

These figures are to be collated on a monthly basis.

#### 4.1.4 Annual Survey

An annual student survey is to be undertaken to evaluate client satisfaction. Results will be collated and stored by library staff and a report on findings submitted to the ADPoly Director and the Librarian will be responsible for recommending any changes to current practice in response to survey findings.

#### 4.1.5 Ongoing Training Sections Input

The library staff shall welcome input for both acquisition and weeding of material. This is done on an ad hoc basis as well as a formal basis periodically. The library staff also collaborates with the academic sections on an ongoing basis to identify material that is in high demand to ensure that students have access to these resources.

#### 4.1.6 Student Requests

Students may request additions to the collection. Forms for “Requests and Recommendations” are to be made available for students and all requests will be considered.

#### 4.1.7 Library Facilities

The ADPoly Library is located in the third floor of the Abu Dhabi main campus building. The library facilitates two group study rooms, a seminar room, and a reading corner. It accommodates 12 computers that connected to the internet and loaded with major software to meet our users’ needs of computer applications and to access our electronic resources. The library is using Sierra as its integrated library system and adopts the Library of Congress classification system for cataloging. All library holdings are searchable through online catalog, which is fully accessible over the Internet (<http://sierra-actvet.ankabut.ac.ae/>). All library resources and services are available online and accessible 24/7 via the library portal: <http://library.adpoly.ac.ae/>.

#### 4.1.8 Library Staffing

Abu Dhabi Polytechnic Library is managed by a professional Librarian who holds a Master degree in Library and Information Studies.

#### 4.1.9 Library Hours

Regular opening hours for ADPoly libraries:

Abu Dhabi Sunday - Thursday: 8:00 am to 6:00 pm

Al Ain Sunday - Thursday: 8:00 am to 4:00 pm

#### 4.1.10 Print Resources

The library print collection contains over 2500 print book volumes that cover most of the subjects related to Abu Dhabi Polytechnic programs. In addition to that, the library has a subscription to four daily print newspapers, two in English and two in Arabic.

#### 4.1.11 Electronic Resources

The library provides access to over 250 electronic journals and four databases. Access to databases include:

- IEEE All-Society Periodicals Package (ASPP)
- ACM Digital Library
- American Meteorological Society (AMS)
- Nuclear News
- OnePetro.

#### 4.1.12 Information Services

The following is a list of the main information services available at the Abu Dhabi Polytechnic Library:

- **Ask-a-Librarian:** Allows users to submit and get answers to their questions about AD Poly library collections and services, or about how to find information.
- **Document Delivery:** Allows faculty, students and staff to obtain journal articles and book chapters not available in the AD Poly Library collection.

- **Course Reserves:** Allows faculty members to put materials on reserve for courses, to ensure that all students enrolled in a course are able to get assigned materials.
- **Suggest a Purchase:** Allows AD Poly community to recommend purchases for the library collection.
- **Information Literacy Program:** Not all interactions of guiding users in finding what they need take place as one-to-one session at the Reference Desk. The task of showing users how to use the library is also accomplished through formal classroom teaching, and through library tours and orientations.
- **Interlibrary Loan:** Allows Abu Dhabi Library users to borrow books from other libraries and universities. Abu Dhabi Polytechnic Library mainly borrows books from other IAT libraries to fulfill any urgent need of print resources.

## 4.2 Eligibility of Borrowers

The following persons will be eligible users of the library and its facilities. This includes the right to borrow materials, subject to the rules set out in this policy document:

- Any person currently enrolled in a course at Abu Dhabi Polytechnic.
- Staff members of Abu Dhabi Polytechnic.

### 4.2.1 Student Borrowers

Students must present their Abu Dhabi Polytechnic ID card in order to borrow books or materials. This card is not transferable. Students are responsible for all items borrowed using their ID card, and must pay for any lost or damaged items borrowed in their name.

## 4.3 Orientation/Educational Programs

Identified as one of their priorities, the library staff will strive to provide students and training sections with information on the library and information literacy on an ongoing basis. This is done in the following ways:

- The Librarian provides a brief overview of the library for all new students attending on Orientation Day. All new students and staff are given a copy of the library brochure as part of their Abu Dhabi Polytechnic orientation pack.
- Brochures will be available for users to assist them with procedures and location of materials and other general information about the library (hours, staff, etc.).
- Reference assistance will be provided for users on an ongoing basis. This includes assistance with identifying appropriate material for studies/assignments and then locating this material within the library; accessing electronic resources such as the electronic database system as well as locating good information on the internet.
- Library shelving will be clearly marked with Dewey decimal classification to assist with easy location of materials for our students.
- Library staff will assist our users with locating information that is appropriate to their information needs.
- Students are encouraged to use information in a variety of formats depending on information needs. Formats include: books, journals, newspapers, online databases, e-books, Internet resources, video cassettes, and audio cassettes.

#### **4.4 Circulation of Materials (Borrowing)**

Circulation of materials is a basic function of the library. All students and staff of Abu Dhabi Polytechnic have borrowing privileges. Items are due for return on the date shown on the date due slip.

All returning items must be handed to a staff member at the circulation desk or placed in the return chute. Returning material should not be placed on shelves.

##### **4.4.1 Renewal of loans**

Borrowers may renew loans twice in addition to the original loan, provided the material is not overdue, or reserved for another user.

##### **4.4.2 Inter-library Loan and Cooperative Agreements between Libraries**

While the ADPoly libraries aim to build strong resource libraries for its students and training sections, it is important to have links with other institutions in order to fully support users.

The librarian maintains contact with other academic libraries in the region through both formal and informal networks.

#### **4.5 Library Current Awareness Services**

The library aims to provide current awareness to support the information needs of staff and students at Abu Dhabi Polytechnic.

E-mail messages are sent to the relevant person when new books they requested have arrived and are ready to borrow.

Each month a list of all new acquisitions is emailed to all staff. This list is also posted on the library website.

New books are prominently displayed.

Individual staff may be placed on email notification lists to be notified when journals relevant to their academic or research needs are received.

#### **4.6 Copyright**

The library abides by the fair use clause that states that 10 percent of any given work may be photocopied. With this in mind, the library does not condone the photocopying of entire works of books or journals. The library collection does not include any illegally photocopied text or journal.

#### **4.7 Code of Conduct for Library Users**

The rights and responsibilities of all library patrons are as follows:

- All users have a right to use the facilities of the library without undue distraction or disturbance.
- Within the precincts of the library, no person shall act in a manner that interferes with the comfort or convenience of other users.
- Abu Dhabi Polytechnic identification cards must be shown in response to any reasonable request from any member of staff who might require such identification in the course of their duties. Any library user, whether or not a member of Abu Dhabi Polytechnic, shall produce identification on request from a member of library staff.

- It is a condition of entry into the library that staff may inspect all bags, folders or other receptacles capable of containing library materials and their contents.
- No food is allowed in the library. Drinking water is allowed on the proviso that no damage is caused and all rubbish is deposited in bins provided.
- Talking is not permitted in reading areas: quiet conversation is allowed for the purpose of seeking assistance in the use of the catalogues or the collection.
- The reservation of seats or computers is not permitted.
- The library staff may remove books and other articles left unattended on chairs or tables in the library for more than twenty minutes. Articles left in these areas at closing time will be cleared away and sent to the Student Services lost property section. Abu Dhabi Polytechnic accepts no responsibility for personal belongings left in the building.
- No user shall deface, mutilate or destroy library materials: in addition to any penalty that may be imposed for such conduct; the person concerned shall be liable to pay for the full cost of repair or replacement of damaged materials.
- Users are responsible for all library materials borrowed in their name until such time as the items are returned to the library and deleted from the loans register. Borrowers will be charged the replacement cost of any item that is not returned.
- Users should obey any reasonable directions of library staff in enforcing this Code of Conduct.

#### **4.8 Code of Conduct in the Libraries and Other Public Space**

Users of the library and other public space should behave in a manner that does not inconvenience, offend or limit the rights of other users to have access to library materials, study space, and other information technology facilities and services.

This policy applies to all categories of users, including external borrowers and casual visitors.

##### **4.8.1 Standards to be observed within Information Services public spaces**

The Code of Conduct sets out the standards of behavior that members of the ADPoly community can reasonably expect when engaged in Abu Dhabi Polytechnic activities.

Users of the library facilities and services expect an environment that is conducive to study and research. Activities that disrupt such an environment are not acceptable. Such activities include:

- Creation of noise through loud conversations, use of mobile phones, etc.;
- Eating and drinking beverages other than water;
- Smoking;
- Theft of equipment or the property of others;
- Movement of furniture;
- Vandalism;
- Posting of notices without permission; and,
- Unauthorized presence in non-public or restricted areas.

Users of the library and services expect equitable access to equipment and facilities. Improper use or obstruction of access to such equipment and/or facilities, including the reservation of seats in study areas and the library, is not acceptable.

Users of library collections expect equitable and open access to these resources. Unauthorized removal, misplacement or mutilation of library resources or retention of overdue material is not acceptable.

Users leaving the library may be required to present for inspection any item in their possession or any bags, cases or other material brought into the library.

Users are expected to provide identification to staff acting in the course of their duties where a violation of the ADPoly policy is in question.

#### **4.8.2 Exclusion from the Library**

A person who breaches the above standards may be requested to leave the library. Persistent poor behavior may lead to exclusion from the library for one week or longer.

#### **4.8.3 Imposition of Penalty relating to Conduct**

In addition to exclusion from a library facility, a person may be penalized according to the misconduct procedures for staff.

#### **4.8.4 Appeals**

Any person upon whom a penalty has been imposed may appeal against that penalty using the appeal procedures for staff.

### **4.9 Library Lending Policy**

#### **4.9.1 Definitions**

"Item" includes any book, pamphlet, periodical issue (bound or unbound), newspaper, manuscript, film, videotape, CD, DVD, microfilm, microfiche, photograph, print, slide, monograph, thesis, cassette, photocopy, sound recording, musical score, map, laptop, DVD player, musical instrument, plan or any other recorded material, regardless of physical form, under the control of the Librarian. In Abu Dhabi Polytechnic, the terms *Library* and *Learning Resource Centre* are interchangeable.

#### **4.9.2 Eligibility**

The ADPoly staff and students are registered to borrow from the library. An ADPoly Student/Staff Card is also a library card.

Staff and students of other tertiary institutions and members of the public may make application to be registered as borrowers by completing and signing a registration form undertaking to comply with Library Lending Policies, and by providing identification, proof of address and where appropriate, proof of eligibility for a particular borrower category.

Upon acceptance of an application, a library card, identifying the holder's category as a borrower, will be issued. The card must be kept in a safe place and ensured that it is not used by any other party.

Registrations must be renewed annually. Registration may be cancelled or suspended before the expiry date for breaches of Library Lending Policies.

The Librarian or their representative may refuse an application for registration as a user when in the judgment of the ADPoly Director or that officer, such a registration would adversely affect services to ADPoly staff and students.

### 4.9.3 General Conditions of Loan

The Librarian has discretionary power to lend or refuse to lend any item at any time.

The Librarian may alter the loan period of any item at any time.

No person may remove an item from the library without a proper loan transaction having first been made.

A valid ADPoly Student/Staff or library card is required before any loan transaction is made.

Library cards are not transferable. In exceptional circumstances (e.g. a lecturer's research assistant or a representative of a borrower with a disability or illness) an authorized representative may borrow on a library cardholder's behalf, upon receipt of written authorization, and subject to the discretion of the librarian.

The library collects stores and uses borrower information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without the borrower's consent, except to meet government, legal and other regulatory authority requirements.

A borrower is responsible for the safe keeping and return of all items borrowed from the library and for the cost of repair or replacement of any item damaged or not returned.

Restrictions are placed on the number of loans a user may have at any one time.

### 4.9.4 Responsibilities of Library Borrowers

The ADPoly staff and students are responsible for maintaining accurate contact details through the ADPoly Portal. As in compliance with the contractual agreements, the affiliated ADPoly email is the main channel for communication concerning library borrowing.

All other borrowers need to notify the library of any change of address (postal and email) at the earliest opportunity.

The library should be notified immediately of the loss of an ADPoly Student/Staff or Library Card.

### 4.9.5 Loan Policies

Loan policies are shown in the following table. Overnight Loans or 2 Hour Loans are not available during Study and Examination weeks.

Overnight loans or 2 Hour Loans are not available during Examination weeks.

### 4.9.6 Renewals

Short and standard loan items may be renewed for a maximum of three additional loan periods. The new due date is calculated from the date on which the renewal is made.

The Librarian has the option of denying a renewal but will usually only refuse a request for such a renewal if:

- The item has been or is about to be recalled; or
- A hold has been placed by another borrower; or
- The maximum number of renewals permitted has been reached.

Loan policies for different borrower categories and different loan categories.

	Staff	Student
Maximum Number of Loans (all types)	10	6
Standard Loans Loan Period	28 days	14 days
Number of Renewals	5	3
<u>Short Loans</u> Loan Period	4 days	4 days
Number of Renewals	5	3
<u>2 Hour Loans</u> Number of Loans	3	2
Loan Period	2 Hours Also available for overnight loan 2 hours before closing	2 Hours Also available for overnight loan 2_hours before closing
Number of Renewals	0	0
Holds	5	3

#### 4.9.7 Recall on Borrowed Items

At the discretion of an officer authorized by the Librarian any item on loan may be recalled at any time, if it is required for the Reserve Collection or for another borrower. Recall notices specify a new due date for the item on loan, allowing a minimum seven-day loan period.

#### 4.9.8 Penalties for Overdue and Lost Items

When an item is returned after the due date, penalties apply as shown in the following table.



### Penalties for Overdue Items.

Loan Category	Penalty
2 hour loans	Suspension of borrowing rights immediately the item is overdue, plus a maximum of AED 50.00.
4 day loans	Suspension of borrowing rights immediately the item is overdue, plus a maximum of AED 25.00 per item.
14 day loans	Suspension of borrowing rights immediately the item is overdue, plus a maximum of AED 25.00 per item.
28 day loans	Same as for 14 day loans.
Recalled loans	Suspension of borrowing immediately the item is overdue, plus a maximum of AED 25.00 per item.

The penalty for items that are not returned is suspension of borrowing rights plus replacement costs.

Suspension of borrowing rights remains in effect until either all overdue items are renewed or returned and any outstanding debts are paid; or, replacement costs are paid for any item declared lost.

Borrowers are notified of overdue items.

#### 4.9.9 Appeals

Persons to whom penalties are applied may appeal either orally, or in writing, to the Librarian to waive or reduce the penalty, or to defer payment of any fine.

A person making such representations may appeal to the librarian against a decision relating to a penalty made by another library officer, and may appeal against a decision made by the librarian to the ADPoly Director whose decision shall be final.

## 5. HEALTH & SAFETY POLICY

### 5.1 Statement of Intent

Abu Dhabi Polytechnic recognizes, and is fully committed to its legal and moral health, safety, and environmental obligations. More than this, it is recognized that effective health and safety management is not “common sense” but is based on a common understanding of risks and how to control them brought about through good management. That development of a positive company safety culture is, therefore, essential to continued success.

Therefore as an integral part of its business process, Abu Dhabi Polytechnic will:

- develop and implement strategies, policies and processes that will help it to manage its responsibilities/obligations
- give high regard to employees, students, suppliers, members of the public, the general environment and others who may be affected
- demonstrate top-level commitment to this policy
- pro-actively measure company performance against this policy
- ensure an improving safety performance year on year

Specifically, Abu Dhabi Polytechnic will:

- comply with all relevant legislation as a minimum standard and, where none exists, set high standards with regard to their effect on students, employees, contractors, visitors and the public
- define key roles and responsibilities for Health, Safety and Environmental (HSE) management within the organization and train all students and employees in matters appropriate to their role
- provide and maintain safe-working environments that are without risk to health and welfare as far is reasonably practicable
- ensure that when new substances, plant, machinery, equipment, processes or premises are introduced they are appropriate to the task and adequate guidance, instruction and supervision are provided for safe methods of work to be developed
- identify, evaluate and manage the main occupational health, safety and environmental risks associated with our operations, products and services and reduce or eliminate significant adverse environmental effects wherever reasonably practical
- put safety before timescales and cost at all times
- train all students and employees to be aware of their own responsibilities in respect of health, safety and environmental matters such that they are aware of, understand the risks inherent within their tasks and are competent in the company procedures, e.g. safe systems of work, the use of personal protection equipment etc., that have been introduced to ensure their protection
- support any student or employee who takes a decision not to proceed with a task on safety grounds

- minimize the volumes of waste produced and develop a waste management strategy that promotes re-use, recovery and recycling for ADPoly waste streams
- encourage suppliers and contractors to meet all applicable ADPoly standards and, where possible, support them in meeting our wider objectives
- continuously improve our overall HSE performance through regular monitoring and review of our management systems
- provide an incident reporting and investigation mechanism through the Health and Safety Committee designed to identify adverse accident trends and the overall safety performance of Abu Dhabi Polytechnic
- provide suitable first aid and welfare facilities
- provide effective and appropriate emergency procedures
- make arrangements for consultation with employees on health and safety issues and the effective dissemination of information
- avoid the use of hazardous materials and products wherever possible
- promote the efficient use of resources and conserve energy throughout the business
- operate, as part of its annual performance process, a system that measures employee's safety performance on an individual basis (neglect of HSE requirements will be treated as seriously as any other disciplinary matter)
- ensure that Abu Dhabi Polytechnic's health, safety and environmental objectives are being fulfilled through auditing activities

## 5.2 Organization for Implementing Policy

Abu Dhabi Polytechnic recognizes that the responsibility for the organization of its health, safety and environmental issues rests with its Board of Trustees.

Abu Dhabi Polytechnic has therefore chosen, due to the high expectations of this policy and the importance of its success, to formally allocate responsibilities and authority to all levels of Abu Dhabi Polytechnic to implement this policy.

Abu Dhabi Polytechnic will ensure that every student and employee, regardless of their role, is trained so that they fully understand and accept their responsibilities and duties.

### 5.2.1 Responsibilities

#### ***Abu Dhabi Polytechnic Director***

The ADPoly Director is ultimately responsible for the Health, Safety and Environmental performance of Abu Dhabi Polytechnic.

#### ***Responsible Manager***

The Administrative Manager is responsible for the development, monitoring and review of this Policy, its supporting policies and procedures and the overall Safety Management Strategy within Abu Dhabi Polytechnic in the pursuit of the "positive safety culture" that the Polytechnic and its employees deserve.

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### ***Senior Management Committee***

The Executive Committee exercise overall control within all areas of Abu Dhabi Polytechnic to ensure compliance with this policy. Specifically, they must ensure that:

- sufficient financial resources are appropriately and effectively allocated
- they adopt and demonstrate good working practice
- all personnel have a good working knowledge of relevant health, safety and environmental legislation, the ADPoly Health, Safety and Environment Policy, and supporting policies and procedures that are relevant to the task they perform
- all personnel are given adequate information, instruction, training, supervision and equipment to carry out their tasks safely without presenting risk to themselves or others
- the ADPoly Risk Assessment process is implemented without delay and that action is taken to control any hazards identified and suitable control measures are recorded and implemented
- sufficient consideration is made of the health, safety and environmental risks associated with new products prior to purchase
- they set a personal example

### ***Safety Representative***

The Role of the Representative includes, but is not limited to:

- carrying out all necessary Risk Assessments as requested by the Health and Safety Committee
- keeping records of all assessments ensuring that all actions from the Risk Assessment are completed
- assisting the Health and Safety Committee in the investigation of Accidents and Incidents
- liaising with all personnel on matters in respect of Risk Assessments
- setting a personal example

### ***Employees***

Each employee will co-operate with the appointed personnel to achieve the HSE objectives. Specifically, each employee will:

- ensure that their work activities do not endanger themselves or other persons
- carry out their work activities in accordance with their training and instruction by using appropriate tools and equipment for their allocated tasks in particular specified by Abu Dhabi Polytechnic
- follow the ADPoly safe system of work and use safety equipment and protective clothing whenever and wherever necessary in accordance with training and instruction
- report to the Health and Safety Officer, their Line Manager, or the Health and Safety Committee any situation they consider or know to be unsafe including any loss or damage of safety equipment and protective clothing

- report to the Health and Safety Officer, their Line Manager, or the Health and Safety Committee hazardous situations and defects they encounter in premises, plant and equipment whether on Abu Dhabi Polytechnic or third party premises where Abu Dhabi Polytechnic activities are carried out
- consider and suggest means of eliminating existing hazards
- report to the Health and Safety Officer, their Line Manager, or the Health and Safety Committee all accidents and instances of ill health, discomfort or pain that they believe resulted from their work activities
- encourage new employees to adopt a positive attitude towards HSE
- not to recklessly interfere with or misuse anything provided in the interests of health and safety such as protective equipment

### ***Students***

Students attending courses at Abu Dhabi Polytechnic have an important part to play in the maintenance of a healthy safe working environment. Abu Dhabi Polytechnic therefore expects such students to:

- comply with all instructions as laid down by their instructors
- comply with any reasonable instruction imposed upon them by any member of the Executive Committee
- report all health, safety and environmental incidents to their instructor or a member of the Health and Safety Committee
- report details of any hazardous situations and defects within the premises that they have identified during their tasks or activities

### ***Non-Abu Dhabi Polytechnic Employees***

Contractors, consultants, and other third parties working for Abu Dhabi Polytechnic have an important part to play in the establishment and maintenance of healthy and safe working environments. Abu Dhabi Polytechnic therefore expects such contractors, consultants, and third parties to:

- comply with any reasonable instruction imposed on them by Abu Dhabi Polytechnic
- advise Abu Dhabi Polytechnic, in advance, of any aspect of their work that poses, or may pose, a health, safety or environmental risk to ADPoly employees, third parties or the general environment
- provide appropriate detailed risk assessments and/or method statements, prior to the commencement of work, that detail the safety precautions they have chosen to adopt to protect against the inherent risks within their tasks
- report all health, safety and environmental incidents arising from their work for Abu Dhabi Polytechnic, to their contact as quickly as possible
- report, to their contact, details of any hazardous situations and defects associated within Abu Dhabi Polytechnic premises or installations that they identify during their tasks or activities

## 5.3 Arrangements for the Implementation of this Policy

### 5.3.1 Risk Assessment

The fundamental basis for the health and safety of students and employees and the future success of Abu Dhabi Polytechnic is having a clear understanding of the risks involved in activities and by implementing suitable control measures. Therefore as a basic element of ADPoly policy, Abu Dhabi Polytechnic will:

- undertake risk assessments, to the requirements of the UAE Management of Civil Defense Regulations
- identify and address the HSE risks to students, employees, and others
- review assessments whenever changes in legislation, technology or working practices demand
- provide information to affected employees, contractors, etc. by appropriate means
- utilize the assessments in the employee development process where training needs are identified

Risk Assessment Forms are available from the Health and Safety Committee.

### 5.3.2 General Arrangements

To implement the control measures identified by risk assessment, arrangements have been made in the areas below. This section considers the arrangements for Abu Dhabi Polytechnic as a whole.

### 5.3.3 Fire Safety

To support the ADPoly responsibilities on fire safety the following arrangements have been implemented:

- hand held fire extinguishers have been provided throughout the ADPoly premises and appropriate employees have been trained in their use
- emergency procedures have been developed, that detail evacuation arrangements and alternative exit routes
- competent persons have been appointed, to help ensure employee and visitor safety during evacuations
- all employees are provided with information on the procedures with supporting information displayed at prominent locations throughout the building
- fire evacuation procedures are to be practiced twice a year

### 5.3.4 First Aid

First Aid facilities are available and arrangements have been made as follows:

- a nurse is employed by Abu Dhabi Polytechnic with a fully equipped First Aid Room
- Abu Dhabi Polytechnic has a clinic within the campus that will support as an immediate action in the event of an emergency
- details of First Aid facilities are displayed at prominent locations
- details of First Aid Trained personnel are displayed at prominent locations

- first aid materials are replaced when used or passed their Use by Date

Personnel who have special medical requirements are to notify HR when accepting the position of what and the frequency of their requirement. The Senior HR Officer is to inform the ADPoly Director of the person's name and medical requirement prior to their start date. The ADPoly Director is responsible for ensuring that all reasonably practicable assistance is given to ensure that all requirements can be met.

### 5.3.5 Employee Consultation

It is recognized that employees have a major role in the development of a positive safety culture. As such, to ensure that all employees are consulted in the following ways:

- The development of safety consultation meetings to the appropriate levels with employee representation.
- The use of site consultation arrangement that may be more relevant and effective.
- Whichever media is used the minimum standards of this policy must be maintained.

### 5.3.6 Incidents/Accidents

#### "Reporting"

Report Injuries, Diseases and Dangerous Occurrences to the Health and Safety Officer, Line Manager, or the Health and Safety Committee; who will implement short-term remedial measures, where appropriate, to protect others; and

Report the matter immediately to the Health and Safety Officer. Blank copies are held by the Health and Safety Officer.

#### "Investigation"

Abu Dhabi Polytechnic recognizes that where a health, safety or environmental incident has occurred, whether or not it has resulted in injury, it is essential to identify the root cause of the incident. This will enable Abu Dhabi Polytechnic to learn and further develop its policies, procedures and education to ensure a repeat of the incident does not occur. Therefore ALL employees are expected to:

- Report such incidents to the Health and Safety Officer or Line Manager, who, in turn, will report to the Health and Safety Committee who will implement short-term remedial measures, where appropriate, to protect others.
- The Health and Safety Committee in conjunction with the Health and Safety Officer is also expected to implement a suitable and sufficient investigation to identify the root cause and to ensure improvements are implemented without delay.

### 5.3.7 Display Screen Equipment

All employees of Abu Dhabi Polytechnic, who use Display Screen Equipment, as defined by the Health and Safety Regulations, will receive a Work Station Risk Assessment.

The format for this assessment will be determined by their position within Abu Dhabi Polytechnic and time spent, on a continuous basis, with Display Screen Equipment.

Those personnel who are defined as 'Habitual Users' will receive a full Risk Assessment that will be carried out by the ADPoly Director or his representative.

Those personnel who do not fall into this category will be required to complete a 'User Self Assessment' that is returned to the Medical Officer who will determine as to whether a full risk assessment is needed.

Both Full and Self-Assessment forms are to be filed and reviewed as necessary by the Health and Safety Committee.

A copy of DSE Assessments and User Tips is available from the Health and Safety Committee.

### **5.3.8 Control of Substances Hazardous to Health (COSHH)**

It is essential that ALL substances, whether chemical, biological or dust, used or planned to be used within Abu Dhabi Polytechnic by its students, employees or contractors are assessed to identify any potential health effects such that control measures can be implemented. Therefore all responsible personnel must ensure that:

- suitable assessments are carried out prior to the substance being purchased or at least prior to its usage and control measures are implemented
- contractors, who may utilize such substances, must ensure that the said companies provide assessments and that suitable measures are taken to protect the ADPoly employees, students, visitors and members of the public

### **5.3.9 Visitors/Members of the Public**

To ensure that visitors/members of the public are not put at unnecessary risk to their health and safety it is Abu Dhabi Polytechnic policy that:

- all visitors to Abu Dhabi Polytechnic premises are accompanied, at all times, throughout their visit by an Abu Dhabi Polytechnic representative
- work carried out in public areas, either by Abu Dhabi Polytechnic employees or contractors and consultants, is undertaken without risk to members of the public
- that equipment installed in public areas, by Abu Dhabi Polytechnic or its representatives, is safe and without risk to members of the public

### **5.3.10 Usage of Materials/Resources**

Abu Dhabi Polytechnic recognizes, and is committed to, a robust strategy that will enable the management of environmental impacts in a responsible manner and where appropriate pursue best business practice. In particular Abu Dhabi Polytechnic will:

- ensure that waste is minimized
- recycle all appropriate products
- use naturally sustainable resources wherever available (e.g. paper from sustainable managed forests)
- promote the efficient use of resources and conserve energy
- where disposal is required, ensure it conforms to licensing authorities' standards

### **5.3.11 No Smoking Policy**

Smoking is prohibited in the vicinity (within 100 m) of the ADPoly campus and in any ADPoly vehicle.



### 5.3.12 Contractor Management

Abu Dhabi Polytechnic accepts that it has special health, safety, and legal duties concerning the appointment of contractors to work on Abu Dhabi Polytechnic premises.

The Infrastructure Committee is to ensure that all contractors submit comprehensive health and safety procedures prior to the issuing of permits to work. All contractors working in or on behalf of Abu Dhabi Polytechnic are to be inducted in Health and Safety Arrangements prior to the commencement of work.

### 5.3.13 Welfare

In line with the workplace (Health, Safety, and Welfare) regulations and Abu Dhabi Polytechnic's commitment in providing a healthy and safe place of work, it is also committed to the welfare of its staff. This statement is supported by the provision of all appropriate facilities including the following:

- the provision of a good working environment, with all appropriate health and safety support facilities
- safe access and egress
- good housekeeping and general maintenance standards

In the provision of the above, all employees have the responsibility to ensure that such facilities are not abused or misused and are requested to support Abu Dhabi Polytechnic in maintaining such high general welfare facilities standards and also to report where such standards are not being maintained.

### 5.3.14 Disabled Access

There are identified disabled parking spaces at the front of the building near the entrance. These parking spaces must not be used by non-disabled personnel.

There is a ramp for wheelchair access in front of the main entrance.

In the event of a fire alarm being activated disabled personnel who are on the first floor are to wait for assistance at the top of the evacuation staircase.

In the event that the main entrance is out of action then identified personnel will be on hand to assist personnel to the alternative fire exits at the side of the building.

## 5.4 Specific Arrangements

This section considers arrangements for specific risks identified within Abu Dhabi Polytechnic.

### 5.4.1 Work Equipment

Work Equipment applies to the selection, maintenance, inspections, information, risk, instruction, and training of all equipment used in the workplace.

These regulations cannot be considered in isolation from other Health and Safety legislation. Abu Dhabi Polytechnic is committed to complying with the more specific regulations.

Equipment in use, by ADPoly employees, has been identified as follows, this list is not exhaustive and all personnel who are in doubt over any equipment are to contact their Line Manager prior to use:

- Display Screen Equipment

- Personal Protective Equipment
- Office Equipment
- Mobile Lifting Equipment
- IT Equipment
- Hand Tools
- Ladders/stepladders
- Machinery
- Fork Lift Truck
- Battery Charging

If in doubt then advice should be sought from the ADPoly Health and Safety Officer.

#### **5.4.2 Noise at Work**

Abu Dhabi Polytechnic recognizes its responsibility to ensure that all personnel, visitors, contractors and members of the public are not exposed to noise at or above the first action level (80 Db (A) 1 EP, d) or the peak actions.

As a guide, the first action level is exceeded with the noise level throughout the day is such that people have to shout to be heard clearly by someone about 2 meters away.

Where the level is at or above the first action level the Line Manager is to arrange for a Risk Assessment to be carried out

It will not always be necessary to produce a detailed assessment, for each member of staff doing similar jobs, a single assessment will suffice.

The ADPoly Director must review all assessments regularly to ensure that there have been no significant deviations from previous data

#### **5.4.3 Electrical Equipment**

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all students, employees or contractors who use, operate, maintain or install electrical equipment or installations.

Abu Dhabi Polytechnic has adopted the approved Code of Practice for electrical safety covering the use, testing and repair of electrical equipment installations and general electrical services. Staff, other than those that are qualified and employed to do so, should not interfere with any supply of electricity. A qualified person should examine all electrical apparatus brought into the company premises before use.

No person shall use any appliance unless qualified personnel have first tested it. All appliances will be regularly tested and records kept. Any defective appliance/cabling should immediately be reported to the ADPoly Health and Safety Officer and taken out of service until the fault has been rectified.

To ensure that electrical equipment is safe for use, the following arrangements have been made:

- Procurement control to ensure that quality suppliers are employed.

- Appropriate testing/inspection of equipment prior to usage and at specific intervals thereafter.

A copy of rules applying to Portable Appliance Testing is available from the Health and Safety Committee.

#### **5.4.4 Manual Handling**

Staff should ensure that manual handling activities are assessed to ensure that:

- the need to carry goods/equipment is minimized
- the activity is replaced with mechanical means where appropriate
- employees are provided with appropriate training to ensure they understand and recognize their limitations and the correct lifting technique is utilized in any manual handling activity

Where any manual handling is imposed or required for the movements of loads regarded to be excessive in weight, it may be necessary to arrange a Safe System of Work for the operations and the aforementioned Safe System of Work should be submitted to the operative performing the task.

The lifting of equipment should be conducted only when the employee or student feels satisfied that they are capable of lifting such weights. If an employee or student is in doubt about either their capability or the task they should seek advice from the ADPoly Health and Safety Officer or their Line Manager prior to commencement of work.

A copy of the Manual Handling Risk Assessment Forms is available from the Health and Safety Committee.

#### **5.4.5 Machine Safety**

Abu Dhabi Polytechnic has appointed competent persons to carry out specific Risk Assessments. Where an employee is in any doubt about any activity that they are involved in then advice should be sought from their Line Manager.

All operators are to ensure that machinery is only used for its designated purpose and that all safety rules are strictly adhered to.

All machinery faults are to be reported to the Facilities Officer as soon as possible; under no circumstances are operators to attempt to repair any machinery without an assessment being carried out by the Line Manager.

When work is completed it is the operator's responsibility for ensuring that the machinery is cleaned and left in a safe and tidy condition.

All machines must be turned off when not in use.

#### **5.4.6 Personal Protective Equipment (PPE)**

The Personal Protective Equipment at Work provides the requirements with regard to the selection, use, issue and maintenance of protective equipment.

PPE must only be used as a last resort as the hazard should be eliminated at source or the risk reduced. Where PPE is still required, e.g. identified by risk assessment, then the following must at least be considered in the provision:

- the PPE is appropriate to the task in hand

- the PPE must be personal and take into consideration the user's needs
- the PPE is regularly inspected at no cost to the user

#### 5.4.7 Mechanical Handling Equipment

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees or contractors who operate or maintain the Fork Lift Trucks (FLT), its accessories, and other mechanical handling equipment. All mechanical handling equipment is subject to an annual inspection, by a competent person. This includes all slings, chains, hooks and overhead cranes. Additionally:

- No-one is permitted to operate any equipment unless they have been fully trained and authorized to do so.
- The FLT's are not authorized to be used on the public highway.
- When using Lifting Chains the chains must be physically checked prior to use.
- DO NOT move a load that appears unsuitable.
- DO NOT carry passengers.
- DO NOT operate with the load raised, except at creep speed as part of a stacking or de-stacking maneuver.
- DO NOT lift personnel without use of a Working Platform.
- All overhead cranes must have the Safe Working Load displayed.

On the First Working Day of the Week, prior to use, all mechanical handling equipment is to undergo a maintenance check and report any fault/issues to the Facilities Coordinator.

#### 5.4.8 Use of Hand Tools

Abu Dhabi Polytechnic will ensure that all hand tools purchased are where possible, manufactured to a recognized standard and that they are fit for purpose. Wherever possible, tools should have safety features such as retractable blades for knives.

The main hazards when using hand tools are:

- eye injuries due to flying splinters or chippings from the tool or work piece
- injuries to the head or body caused by a flying hammer head
- cuts from a knife or chisel. These can be life threatening if an artery is severed
- injuries to the hand or body caused if a tool such as a spanner slips
- a head injury to a person underneath the workplace caused by a falling hand tool

Usage:

- always use tools properly, all hand tools have practical limitations and are designed for a certain range of jobs
- always choose the right tool for the job
- DO NOT use damaged or broken tools
- keep cutting tools such as chisels sharp so that they cut true without needing to be forced (always try to cut away from the body, hands, and arms when using cutting tools)
- carry cutting tools with the blade down and always cover the blade when the tool is not being used (never carry them in a pocket or belt)

- never leave a knife lying where it could fall or where someone might grasp hold of the blade
- never use a screwdriver as a chisel
- use the right sized spanner for the nut. Serious injuries can be caused by a spanner slipping off a nut
- use eye protection where there is a risk of flying particles
- use gloves where they may give necessary protection

#### Maintenance:

Check tools regularly for damage. Take any damaged or defective tools out of use promptly and report it to the course instructor. Some common things to look for are:

- broken hammer handles or heads
- spanners whose jaws are opening up
- cutting tools which are blunt, chipped or incorrectly ground
- cold chisels with mushroom heads
- files without handles

### 5.4.9 Use of Hazardous Substances

Abu Dhabi Polytechnic will ensure that all reasonable steps are taken to ensure the health and safety of all employees in respect of Hazardous Substances and Materials. To ensure that Abu Dhabi Polytechnic complies with Statutory Legislation the following procedures are to be strictly adhered with:

- all substances and or materials used or held within Abu Dhabi Polytechnic will be subjected to a COSHH Assessment prior to use
- all substances and materials are to be handled as instructed by the respective COSHH Assessment
- where designated, Personal Protective Equipment is to be worn at all times
- where the mixing of substances is necessary users must adhere to the instructions laid down in the Safety Data Sheets
- when not in use all containers are to be stored in the designated COSHH cabinet with their lids secured
- all spillages are to be curtailed and reported to the course instructor as soon as possible
- all empty/used containers are to be stored in the designated area

### 5.4.10 Young Workers

Young workers are defined, in law, as Young Persons. A Young Person is someone who has ceased to be a child but who has not attained 18.

Young Persons, whether apprentices or not, are likely to be less careful than adult trained workers, hence Abu Dhabi Polytechnic has a greater duty of care for their safety. All the statutory requirements lay great emphasis upon the need for safety consciousness, supervision and training in safe methods of work by young persons.

No young persons may work with certain specified machines unless they have been fully instructed as to the dangers and the precautions to be taken, they have received sufficient training in working the machine; and, they are under adequate supervision from a person who has a thorough knowledge and experience of the machine.

## **5.5 Supporting Policies and Procedures**

Abu Dhabi Polytechnic will publish and maintain policies and procedures in support of the arrangements detailed within this document. These form the basis of approved safe systems of work, etc., and facilitate the creation of healthy and safe working environments throughout Abu Dhabi Polytechnic.

These documents are available as follows:

- Staff Handbook
- Health and Safety Procedures Manual

## **5.6 Health, Safety, and Environment Assistance**

Abu Dhabi Polytechnic has appointed trained personnel to support Abu Dhabi Polytechnic's Health and Safety Policy and Procedures. All appointments are responsible to the Health and Safety Committee.

### **5.6.1 Safety Representative**

Each Abu Dhabi Polytechnic department has appointed a representative to support the Health and Safety Committee. This role is to carry out specific Risk Assessments in accordance with instructions laid down by the ADPoly Director.

The departmental safety representatives are to receive all necessary training required to carry out their responsibilities.

### **5.6.2 Other Competent Persons**

To support this policy other personnel have been appointed as below:

- First Aid trained personnel
- Manual Handling Trainer
- Fire Wardens

### **5.6.3 External Support**

Abu Dhabi Polytechnic has access to provide up-to-date advice on changes in legislation, detailed requirements of the Health and Safety at Work and to provide an Audit process.

Access to external support is through the ADPoly Director and the Health and Safety Committee.

## **5.7 Information and Education**

### **5.7.1 Management Responsibilities**

The organization of appropriate health and safety training for individual employees is a responsibility of the ADPoly Director. Abu Dhabi Polytechnic will ensure that their employees are provided with suitable and sufficient training/information:

- on being recruited

- on being exposed to new or increased risk arising from a change of responsibilities, internal transfer, introduction of new or changed work practices/equipment or new technology;
- for refresher training as appropriate to maintain competence

### 5.7.2 Training Programs

The ADPoly Health and Safety Officer will source appropriate training solutions to support this policy and the competencies/information required by the employees of Abu Dhabi Polytechnic. This will be either by the utilization of in-house resources or contract suppliers.

### 5.7.3 All Employee Induction

It is ADPoly policy that ALL new employees attend a "Safety Awareness" program to ensure that they have an acceptable level of Abu Dhabi Polytechnic relevant information as early as achievable within their employment. The program covers at least the following:

- legislative requirements
- Abu Dhabi Polytechnic policies and procedures
- incident reporting procedures
- responsibilities/accountabilities
- fire safety awareness
- health risks

All employees who are not attending an Abu Dhabi Polytechnic induction course immediately upon starting employment are to receive an induction as soon as possible.

The above also applies to temporary employees.

### 5.7.4 Technical Training

Various training programs are available, of which some are listed below. They provide necessary information together with measures of competence in the following:

- first aid
- fire wardens
- manual handling
- risk assessment
- DSE assessment
- COSHH assessment

### 5.7.5 Guidance Information

To support Abu Dhabi Polytechnic policies, procedures, and working environment, guidance information is continually produced and is available via the Health and Safety Committee.

Information of safety hazards, e.g. arising from an incident investigation or from information received from suppliers' etc., is distributed to relevant employees by the use of "Safety Bulletins".

### 5.7.6 Capabilities

The management of Health and Safety at Work requires that employers take into account individual's capabilities in health and safety prior to assigning tasks.

## 5.8 Management Responsibilities

Managers must ensure that the demands of any particular job do not exceed the employee's ability to complete the task without risk to themselves or others. This is achieved by reviewing the risks inherent within the tasks against the employee's training, knowledge and experience. Where additional training needs are identified they must be provided prior to the task being assigned.

## 5.9 Suppliers and Temporary Workers

### 5.9.1 Suppliers

The ADPoly Health and Safety Officer must ensure that contractors and consultants working within Abu Dhabi Polytechnic controlled premises or activities are provided with appropriate information identified from risk assessment. This information will detail known hazards and risks arising out of Abu Dhabi Polytechnic activities that they may be exposed to as they carry out their tasks.

### 5.9.2 Temporary Workers

Prior to engagement, temporary workers will be provided with:

- information on specific occupational skills or qualifications needed to safely carry out their tasks
- information on health, safety, and welfare issues relating to the tasks they will be assigned

Once appointed, temporary workers will be afforded the same standard of care for health, safety, and welfare as is afforded to the ADPoly permanent employees.

## 5.10 Public Safety

When members of the public visit locations or activities controlled by Abu Dhabi Polytechnic due care will be taken to ensure their safety.

Abu Dhabi Polytechnic will also, so far as is reasonably practicable, ensure that work carried out in public areas, either by its employees, contractors or consultants, is undertaken without risk to members of the public.

### 5.11 Auditing/Monitoring/Inspection

To ensure that the intentions of this policy are being implemented successfully, it is essential to carry out pro-active measurements of performance against the standards and policy contained therein. Therefore, the following methods are instigated:

- physical inspection of buildings/work areas
- monitoring of activities/performance standards by the Health and Safety Committee
- compliance audits against Abu Dhabi Polytechnic policy
- annual audits of the Safety Management System to ensure this policy is being implemented

Copies of Audit Sheets are available from the Health and Safety Committee.



### 5.12 Records

Certain types of records are maintained within Abu Dhabi Polytechnic to support this policy. These include the following:

- incident investigation records
- training records
- inspection records
- first aid reports
- audit reports
- risk assessments

### 5.13 Policy Development

It is Abu Dhabi Polytechnic's aim to set and maintain high standards for Health, Safety and Environmental Protection in the conduct of its affairs as these relate to employees and those affected by its activities. As such this and its associated policies are reviewed at least annually in accordance with ADPoly policy.

Comments are welcomed from anyone having constructive suggestions on improvements to the company's organization and arrangements set out in this policy and its associated policies/procedures. These should be addressed to the Health and Safety Committee.