



الكلية الأروبية الدولية
EUROPEAN INTERNATIONAL COLLEGE

STUDENT POLICY MANUAL

Academic Year

2017 - 2018

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1 Student Admission Policy

1.1 Undergraduate Admission Policy:

European International College (EIC) intake policy for all Undergraduate Programs allows applicants to be admitted to EIC as following:

- Fall Semester of Each year
- Spring Semester of Each year
- Summer Semesters of Each year

In order to be admitted to European International college undergraduate programs, the following documents must be submitted to the office of Admission as per the deadlines mentioned in the Academic Calendar

1.1.a Admission Terms and Conditions

- All programs offered by EIC are accredited by the Ministry of Education, Higher Education Affairs in the United Arab Emirates.
- Applicants are admitted based on their qualifications as approved by Ministry of Education, Higher Education Affairs.
- Applicants are encouraged to apply prior to the deadline mentioned in the Academic Calendar to EIC. Last week for submitting application for new students is one week after the add/drop week schedule.
- Students are granted admission for the specific semester for which they apply and, if they fail to join that semester, they will have to follow a new admission procedure the next semester, unless otherwise advised by the EIC admission office.
- The language of instruction for all taught programs at EIC is English; proficiency in English language both oral and written is an important factor in determining the success of the student in the EIC.
- European International College (EIC) has the right to reject admission if applicants provide forged documents to claim eligibility for admission. EIC also reserves the right to deny a request for readmission from a student with a history of deception.
- For transfer student please refer to Admissions requirement section.

1.1.b General Undergraduate Admission Requirements:

A completed Admission application form. (All parts of the application form must be carefully completed.)

- Attested copies of High School's certificate and transcripts as approved by the Ministry of Education, Higher Education Affairs;
- Students who obtained their secondary school certificates from outside the UAE have to meet the minimum admission requirements set by the UAE Ministry of Higher Education and Scientific Research. Their credentials must be certified by the Ministry of Education, the Ministry of Foreign Affairs, and the UAE Embassy in the country of origin. Only subjects classified as academic will be accepted for admission consideration.
- Six recent passport photos
- Valid copy of Applicant's Passport and Valid Residence Visa copy (for expats only)
- UAE National ID (all nationalities)

- TOEFL score of at least :(Paper based minimum of 500, computer based minimum of 173, & IBT minimum score of 61), EMSAT score of 1100 or an IELTS minimum score of 5.0 for undergraduate admission. At the time of admission, the English test has to be up to date with less than 2-years validity.
- Exception for a native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language.
- Student not having English proficiency test will be given a conditional admission for one semester. The student is allowed to register for maximum 15 credits from offered general education courses only. EIC may offer intensive English course depending on the number of students in order to reinforce their English proficiency. This does not exempt student from providing the required recognized English Proficiency Test score by the end of the first semester. Student who fail to submit the required English Proficiency Test score by the end first semester is not authorized to register the coming semester unless he/she provides the above.
- A non-refundable application fee of 300 UAE Dirham
- For Transfer Applicants: an attested college/university transcript and diploma, with full course descriptions

1.1.c Re-admission:

1. Any student who voluntarily withdraws and did not register for one (1) academic year is required to apply for Re-admission and pay Re-admission fee (fee depends on the major).
2. Any student who is dismissed due to academic deficiency is not allowed to register for 1 academic year in the same major. Any student who wishes to re-admit must re-apply as a new student.
3. Students who have earned credits at other institutions or universities and wish to have that earned work evaluated for transfer credits must provide an official transcript(s) to the Admissions office.
4. All students must meet G.P.A. minimums for transfer purposes and all deadlines set by EIC in making decisions on those applying for readmission, these guidelines will be used as the basis for further action:
 - 4.1 Any student who withdraws willingly from the European International College and is held in good standing with a cumulative G.P.A. of 2.00 or better at EIC will be given approval for readmission. Subject to the course offering.
 - 4.2 If the student has not increased his/her cumulative GPA to 2.00 or better up to the remaining number of probations – giving that the maximum number of probation is 3 by the end of the period of reinstatement, the student will be dismissed without any opportunity for appeal.
 - 4.3 Students who decide to leave EIC voluntarily while on second academic probation may be restored to their places but only under the above conditions. Subject to the course offering.
 - 4.4 Students who have been granted an official leave of absence may resume their studies without applying for readmission. Subject to the course offering.

1.2 Postgraduate Admissions Policy

1.2.a General Admission requirements for Master's level programs:

- Completion of a recognized baccalaureate in a discipline appropriate for the Master's degree. A higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to master's programs.

- A completed Admission application form. (All parts of the application form must be carefully completed.)
- Attested copies of High School diploma, baccalaureate degree and transcripts.
- Students who obtained their baccalaureate degree from outside the UAE have to meet the minimum admission requirements set by the UAE Ministry of Higher Education and Scientific Research. Their credentials must be certified by the Ministry of Education, the Ministry of Foreign Affairs, and the UAE Embassy in the country of origin. Only subjects classified as academic will be accepted for admission consideration.
- A minimum cumulative grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the applicant's baccalaureate degree program.
- For programs taught in English and EMSAT score of 1400, a minimum TOEFL score of 550 on the Paper-Based, 213 on the Computer-Based, or 79 on the Internet-Based test, or its equivalent in a standardized English language test, such as 6.0 IELTS or another standardized, internationally and nationally recognized test, with the following exceptions:
 - a) A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language.
 - b) An applicant with an undergraduate qualification from an English medium institution who can provide evidence of acquiring a minimum TOEFL score **500** on the Paper-Based test, or its equivalent on another standardized, internationally and nationally recognized test, at the time of admission to his/her undergraduate program. At the time of admissions, the English test has to be up to date with less than 2 years' validity.

1.2.b Conditional Admission requirements for Master's level programs:

A student with a recognized baccalaureate degree and a TOEFL score of 530 (197 CBT, 71 IBT) or its equivalent on another standardized internationally & nationally recognized test may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:

1. Must achieve a TOEFL score of 550, or equivalent, by the end of the student's first semester of study;
2. May take a maximum of six credit hours in the first semester of study, not including intensive English courses;
3. Must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.
 - 3.1 A student with recognized baccalaureate degree with a cumulative grade point average below 3.00 on a 4.0 scale, or its equivalent, and who meets the English language competency requirements for general admission stated above, may be admitted conditionally to a Master's program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal.
 - 3.2 May take a maximum of nine credit hours in the first semester of study;
 - 3.3 Must achieve an overall grade point average of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for the Master's program.

1.2.c English Language Proficiency

To complete the requirements for admission, applicants must have an English language proficiency test score in order to place them in an appropriate course. Applicants may be placed in either non-credit English courses or undergraduate credit courses depending on their proficiency in English.

The following guidelines have been developed:

1. All students must take an English language proficiency test unless they present an official certificate of English proficiency on an international standardized test indicating that the score meets the required level for their program of study approved by the Ministry of Education, Higher Education Affairs, UAE.
2. If the English language proficiency test results were achieved by the student without having the pass grade that is required, he will be allowed to register for only one semester, under a condition to provide the required score on the following semester immediately.
3. Applicants with an EMSAT score of 1100, TOEFL minimum score 500, or IELTS minimum score 5.0, or equivalent can register for all undergraduate programs.
4. Applicants with a EMSAT score of 1400, TOEFL minimum score 550, or IELTS minimum score 6.0, or equivalent can register for all Postgraduate programs
5. English language scores are only valid for two academic calendar years
6. A native speaker of English who has completed his/her undergraduate education in an English-medium institution and in a country where English is the official language will be exempted from providing the English proficiency test certificate.
7. Transfer students or Master students who are applying to EIC who have accomplished a degree, should provide a true copy of a valid (less than 2-year validity at the time of his/her admission at the previous university) and recognized English proficiency letter (for scores, refer to the new student admission requirements) from the previous college/university. In addition, the student has to provide a true copy of the corresponding results.

1.2.d Re-admission:

1. Any student who voluntarily withdraws and did not register for one (1) academic year is required to apply for Re-admission and pay Re-admission fee (fee depends on the major).
2. Any student who is dismissed due to academic deficiency is not allowed to register for 1 academic year in the same major. Any student who wishes to re-admit must re-apply as a new student.
3. Students who have earned credits at other institutions or universities and wish to have that earned work evaluated for transfer credits must provide an official transcript(s) to the Admissions office.
4. All students must meet G.P.A. minimums for transfer purposes and all deadlines set by EIC in making decisions on those applying for readmission, these guidelines will be used as the basis for further action:
 - Any student who withdraws willingly from the European International College and is held in good standing with a cumulative G.P.A. of 2.00 or better at EIC will be given approval for readmission. Subject to the course offering.
 - If the student has not increased his/her cumulative GPA to 2.00 or better up to the remaining number of probations – giving that the maximum number of probation is 3 by the end of the period of reinstatement, the student will be dismissed without any opportunity for appeal.

- Students who decide to leave EIC voluntarily while on second academic probation may be restored to their places but only under the above conditions. Subject to the course offering.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission. Subject to the course offering.

2 Transfer Admission Policy

Applicants transferring from institutions of higher education may be considered for admission subject to the following conditions as indicated in Ministry of Education, Higher Education Affairs Standards:

- European International College (EIC) is following the Ministry of Education, Higher Education Affairs standards 2011 transfer policy.
- It is applicants' responsibility to provide all attested previous transcripts and diploma with course description to the admission office for credits transfer evaluation
- EIC may accept re-evaluation of transfer credits for a fee of AED 300 after students join EIC only after one semester.
- Transferred courses will be approved by the Program Director and the Registrar; courses for transfer credits count towards EIC degree requirements.
- If applicant attended more than one institute prior to applying to EIC, applicant must provide separate attested transcripts & course description for transfer credit evaluation.
- The maximum number of courses to be transferred is 50% of the concerned program.
- Transferred courses must be minimum of CGPA 2.00 for students transferring to the same major and if below, the student should transfer to a different major.

2.1 Evaluation Process of Transferring Credits:

Students Applying to European International College (EIC) must submit:

- Official transcript with full course description from the previous university/college to admission Office with the attestation of the Ministry of Education, Higher Education Affairs, UAE.
- Student details should be documented in EIC transfer credit form by the Admission staff.
- Forms are centralized at the Office of the Registrar.
- All forms will be sent directly to the corresponding Program Director for course transfer approval
- Upon approval by the Program Director, the Admission Office will communicate with the students on the final outcome.

2.2 Re- Evaluation Process and steps followed in European International College (EIC):

This procedure is applicable only after one semester following the admission of transferred students to EIC.

- The student approaches the Office of the Registrar to fill -in the Re-Evaluation Form against a non-refundable fee of AED 300.
- In the Request Form the student will record all courses he/she believes that need or can be transferred.

- Requests forms are sent to the Program Director for re-evaluation and approval.
- Upon approval by the Program Director, the Office of the Registrar will communicate with the students on the final outcome.

The admission requirements for a transfer student are the same as the requirements for a new student except for English proficiency. Students should provide a true copy of a valid (less than 2-year validity at the time of his/her admission at the previous university) and recognized English proficiency letter (for scores, refer to new student admission requirements) from the previous college/university. In addition, the student has to provide a true copy of the corresponding results.

2.3 Re-admission:

Any student who voluntarily withdraws and did not register for one (1) academic year is required to apply for Re-admission and pay Re-admission fee (fee depends on the major).

- Any student who is dismissed due to academic deficiency is not allowed to register for 1 academic year in the same major. Any student who wishes to re-admit must re-apply as a new student.
- Students who have earned credits at other institutions or universities and wish to have that earned work evaluated for transfer credits must provide an official transcript(s) to the Admissions office.
- All students must meet G.P.A. minimums for transfer purposes and all deadlines set by EIC. In making decisions on those applying for readmission, these guidelines will be used as the basis for further action:
- Any student who withdraws willingly from the European International College and is held in good standing with a cumulative G.P.A. of 2.00 or better at EIC will be given approval for readmission. Subject to the course offering.
- If the student has not increased his/her cumulative GPA to 2.00 or better up to the remaining number of probations – giving that the maximum number of probation is 3 by the end of the period of reinstatement, the student will be dismissed without any opportunity for appeal.
- Students who decide to leave EIC voluntarily while on second academic probation may be restored to their places but only under the above conditions. Subject to the course offering.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission. Subject to the course offering.

3 Advanced Standing Policy

The advanced standing policy at EIC does not accept credit transfer from British 'A' Levels or from the International Baccalaureate level.

Applicants transferring from institutions of higher education may be considered for admission subject to the following conditions as indicated in Ministry of Education, Higher Education Affairs Standards:

- European International College (EIC) is following the Ministry of Education, Higher Education Affairs standards 2011 transfer policy.
- It is applicants' responsibility to provide all attested previous transcripts and diploma with course description to the admission office for credits transfer evaluation

- EIC may accept re-evaluation of transfer credits for a fee of AED 300 after students join EIC only after one semester.
- Transferred courses will be approved by the Program Director and the Registrar; courses for transfer credits count towards EIC degree requirements.
- If applicant attended more than one institute prior to applying to EIC, applicant must provide separate attested transcripts & course description for transfer credit evaluation.
- The maximum number of courses to be transferred is 50% of the concerned program.
- Transferred courses must be minimum of CGPA 2.00 for students transferring to the same major and if below, the student should transfer to a different major.

3.1 Evaluation Process of Transferring Credits:

Students Applying to European International College (EIC):

- Official transcript with full course description from the previous university/college to admission Office with the attestation of the Ministry of Education, Higher Education Affairs, UAE.
- Student details should be documented in EIC transfer credit form by the Admission staff.
- Forms are centralized at the Office of the Registrar.
- All forms will be sent directly to the corresponding Program Director for course transfer approval.
- Upon approval by the Program Director, the Admission Office will communicate with the students on the final outcome.

3.2 Re- Evaluation Process and steps followed in European International College (EIC):

This procedure is applicable only after one semester following the admission of transferred students to EIC.

- The student approaches the Office of the Registrar to fill -in the Re-Evaluation Form against a non-refundable fee of AED 300.
- In the Request Form the student will record all courses he/she believes that need or can be transferred.
- Requests forms are sent to the Program Director for re-evaluation and approval.
- Upon approval by the Program Director, the Office of the Registrar will communicate with the students on the final outcome.

The admission requirements for a transfer student are the same as the requirements for a new student except for English proficiency. Students should provide a true copy of a valid (less than 2-year validity at the time of his/her admission at the previous university) and recognized English proficiency letter (for scores, refer to new student admission requirements) from the previous college/university. In addition, the student has to provide a true copy of the corresponding results.

3.3 Re-admission:

- Any student who voluntarily withdraws and did not register for one (1) academic year is required to apply for Re-admission and pay Re-admission fee (fee depends on the major).

- Any student who is dismissed due to academic deficiency is not allowed to register for 1 academic year in the same major. Any student who wishes to re-admit must re-apply as a new student.
- Students who have earned credits at other institutions or universities and wish to have that earned work evaluated for transfer credits must provide an official transcript(s) to the Admissions office.
- All students must meet G.P.A. minimums for transfer purposes and all deadlines set by EIC in making decisions on those applying for readmission, these guidelines will be used as the basis for further action:
- Any student who withdraws willingly from the European International College and is held in good standing with a cumulative G.P.A. of 2.00 or better at EIC will be given approval for readmission. Subject to the course offering.
- If the student has not increased his/her cumulative GPA to 2.00 or better up to the remaining number of probations – giving that the maximum number of probation is 3 by the end of the period of reinstatement, the student will be dismissed without any opportunity for appeal.
- Students who decide to leave EIC voluntarily while on second academic probation may be restored to their places but only under the above conditions. Subject to the course offering.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission. Subject to the course offering.

4 Recognition of Prior Learning Policy

EIC accepts recognition of prior learning and adopts the terms and conditions of the transfer credit policy in this regard.

Applicants transferring from institutions of higher education may be considered for admission subject to the following conditions as indicated in Ministry of Education, Higher Education Affairs Standards:

- European International College (EIC) is following the Ministry of Education, Higher Education Affairs standards 2011 transfer policy.
- It is the applicants' responsibility to provide all attested previous transcripts and diploma with course description to the admission office for credits transfer evaluation
- EIC may accept re-evaluation of transfer credits for a fee of AED 300 after students join EIC only after one semester.
- Transferred courses will be approved by the Program Director and the Registrar; courses for transfer credits count towards EIC degree requirements.
- If applicant attended more than one institute prior to applying to EIC, applicant must provide separate attested transcripts & course description for transfer credit evaluation.
- The maximum number of courses to be transferred is 50% of the concerned program.
- Transferred courses must be minimum of CGPA 2.00 for students transferring to the same major and if below; the student should transfer to a different major.

4.1 Evaluation Process of Transferring Credits:

Students Applying to European International College (EIC):

- Official transcript with full course description from the previous university/college to admission Office with the attestation of the Ministry of Education, Higher Education Affairs, UAE.
- Student details should be documented in EIC transfer credit form by the Admission staff.
- Forms are centralized at the Office of the Registrar.
- All forms will be sent directly to the corresponding Program Director for course transfer approval.
- Upon approval by the Program Director, the Admission Office will communicate with the students on the final outcome.

Please refer to the transfer credit policy for the Re- Evaluation Process and re admission process steps followed in European International College (EIC).

5 Student Records Policy & Information Release Policy

5.1 Records Policy

Each student's permanent record at EIC includes: basic identification information of the student; a listing of all coursework accepted by EIC for transfer; a semester-by-semester listing of all EIC courses attempted and completed; all grades, credits, and grade point averages earned each semester; any necessary notations concerning academic probation, suspension, or dismissal; and a notation of degree completion. This student record is considered to be permanent in that it will be kept as an active record in perpetuity and will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and diplomas earned by the student at EIC. With the exception of authorized personnel at EIC who will have access to courses completed and grades earned by the student in order to fulfil their administrative responsibilities and assist students with registration, advisement, degree completion and career direction, no one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the concerned student.

- The student has the right to inspect and review the information contained in his or her record.
- The student may also ask the College to amend a record believed to be inaccurate or misleading.
- The student can his/her discretion, grant EIC permission to release information about the student records to a third party by submitting a completed Student Information Release Authorization form at the office of the registrar.

6 Student Information Release Policy

Each student's permanent record at EIC includes the mandatory documents as stipulated by the Ministry of Higher Education and Scientific Research. These documents include basic identification information of the student; a listing of all coursework accepted by EIC for transfer; a semester-by-semester listing of all EIC courses attempted and completed; all grades, credits, and grade point averages earned each semester; any necessary notations concerning academic probation, suspension, or dismissal; and a notation of degree completion, any medical records that would likely effect student life and their education at EIC and student sponsor, financial aid records. This student record is considered to be permanent in that it will be kept as an active record in perpetuity and will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and diplomas earned by the student at EIC. With the exception of authorized personnel at EIC who will have access to courses completed and grades earned by the student in order to fulfil their administrative responsibilities and

assist students with registration, advisement, degree completion and career direction, no one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the concerned student.

- The student has the right to inspect and review the information contained in his or her record.
- The student may also ask the College to amend a record believed to be inaccurate or misleading.
- The students can his/her discretion, grant EIC permission to release information about the student records to a third party by submitting a completed Student Information Release Authorization form at the office of the registrar.

7 Career Service Policy

Career Services are to educate, prepare, and assist students and alumni as they pursue career development and the job search process in the world of work. The Student Affairs Office serves as a place for employers to advertise job openings and for students to access this information.

Students have various ways of learning about career services. Presentations are available covering topics such as career planning, resume preparation, and interviewing techniques. Career resources are made available throughout the year. Students may be referred through faculty, staff, or other students. All currently enrolled students and alumni members are eligible to use career services.

7.1 Services provided

- a. Resume Development – Advising and resource information is available on how to write a resume and cover letter.
- b. Workshops/Seminars – Seminars and workshops are conducted to acquaint students with the job market, career planning, resume preparation and interviewing techniques. Workshops are offered throughout the year to meet the needs of students.
- c. Campus Interviews – Companies can schedule on-campus interviews with students. The Student Affairs Office notifies students of the interviews.
- d. Employment Listings – Job openings are received from companies in the region. These listings are posted on major bulletin boards on the EIC campus and in the Student Affairs room.
- e. Employment Listing Notification Service – Students may register with The Student Affairs Office and be notified when openings that fit their profile are received.
- f. Career Resources – Current literature and books on career planning, occupations, and the job search are made available in the Student Affairs office, and the Library.
- g. Résumé banks consisting of résumés of the alumni are kept on file in the Student Affairs office and will be available to employers upon request. Potential employers should contact the Office of Student Affairs with a complete listing of their requirements.

8 Residential Life Policy

EIC is committed to ensure the safety of faculty, staff, students and visitors within the campus. The residential life or Safety Policy is based on the continuous assessment and prevention of fire, occupational health and safety hazards of all personnel with the objective to secure a healthy and safe environment for all. The responsibility of the College safety rests with the Office of General Services (OGS). The OGS is responsible to manage the Safety Plan and to maintain its effectiveness and compliance with UAE rules

and regulations throughout the year. The OGS coordinates all safety measures by conducting regular inspections, surveillance and coordination with the competent agencies, such as Civil Defence to ensure a reasonably safe environment. The Safety Policy's main areas of focus are fire prevention and protection, emergency evacuation planning, and occupational health and safety concerns. The OGS provides the necessary information to all students and staff members and conducts training activities and information sessions as well as fire evacuation drills. To ensure compliance, EIC annually renews its Environment, Health and Safety Certificate with the Department of Civil Defence. The Office of General Services once a year, at the beginning of the Academic Year conducts an Evacuation Drill. The Drill simulates situations and dispositions should an evacuation be necessary. All personnel must leave the building when the alarm sounds. During the evacuation drill, emphasis is put on orderly evacuation under proper discipline. EIC has marked various assembly points.

8.1 Emergency Evacuation Procedure

In the event of a decision to evacuate the building because of Fire, Bomb Threat, or other confirmed life-threatening circumstance the following procedure will be followed.

- Once it has been determined a dangerous or life-threatening condition exists. Evacuation will be announced by the sounding of the emergency evacuation bells, horns or fire alarm.
- All college employees are expected to promptly respond to the emergency evacuation alarm and to follow the emergency evacuation plan of the building.
- Unless unusual conditions dictate otherwise, the best evacuation route is the nearest stairway and out the nearest exit. As per the evacuation plan in each room.
- Building code requirements result in stairways being the safest locations in a building in the event of a fire. Stairways are routinely checked for people needing assistance by the fire-fighters.
- Elevator should not be used as a means of evacuation. The high potential for electrical or mechanical malfunctions coupled with the increased risk of smoke inhalation makes elevators an unsafe means of evacuation.
- Individuals on elevators when the alarm bells sound are advised to exit at the first opportunity and evacuate via the nearest stairway.
- Evacuees should not stop immediately after exiting the building, but proceed well away from the building to be clear of any danger and to not impede the movements of emergency response personnel and/or equipment.
- Classroom instructors are expected to interrupt class activity and advise students to evacuate the building. Students are obligated to follow emergency procedures.

8.2 Consideration for members with disabilities

Disabled students and personnel (e.g., persons with physical, visual, or hearing impairments, etc.) have the primary responsibility for requesting assistance. Instructors/supervisors determine, in advance, if any students/personnel require assistance during an emergency. If assistance is requested, the instructor should so advise the class without making any specific individual arrangements. Should the evacuation alarm sound, the instructor/supervisor should request assistance to move students/personnel with physical disabilities to the nearest enclosed stairway or designated evacuation point. Other arrangements can include: assisting a blind or visually impaired person from the building, informing a deaf student that an alarm is sounding. Instructors/supervisors must inform emergency officials of the location (s) of

disabled students/personnel. Unless specifically requested and considered advisable by those providing the assistance, moving persons in wheel chairs down a stairway is not recommended. One individual should remain with the disabled person, if this can be done without unreasonable personal risk. Others should evacuate the building and advise of the location of the persons remaining in the building so that the emergency personnel may complete the evacuation.

9 Student Finance Policy

EIC reserves the right to make changes in the published tuition fees and additional costs. Students and parents will be informed in advance if such an increase is planned to take place. EIC accepted students are required to pay all fees as listed in EIC Fee structure upon receiving their acceptance letters.

9.1 Payment and Refund Terms and Conditions

- Full payment of eBooks, Uniforms, and other miscellaneous fees, and 20% of the total tuition fee should be paid on the registration day.
- Students will have up to 5 instalments for the remaining balance during Fall and Spring semesters
- All the remaining balance must be settled before the final exam. Failure to settle the payment before the final exam will result in the student not being allowed to take the final exam.
- Every single bounced cheque will cost 200 AED. Any delay of payment/instalment will be charged 25 AED per day.

After admission to EIC any student's withdrawal due to unavoidable circumstances, tuition fees will be refunded as the following for regular semesters, for the summer term please refer to the academic calendar for refund periods:

- During 1st Week 100% of the tuition fees only – Please see the academic calendar for exact date
- During 2nd Week 80% of the tuition fees only– Please see the academic calendar for exact date
- During 3rd Week 60% of the tuition fees only– Please see the academic calendar for exact date
- No refund after the third week– Please see the academic calendar for exact date

9.2 Payment Method:

All payments must be made in UAE Dirham (AED) only. Payment acceptance method as follows:

- Cash in UAE Dirham
- Cheque drawn on in the name of European International College
- Credit Card
- Bank Transfer to:
- Account Name: European International College,
- Bank: National Bank of Abu Dhabi
- Account Number: 6200166599
- IBN: AE810350000006200166599
- SWIFT: NBADAEAAKHB

9.3 Sponsored Students Terms and Conditions

Students whose tuition and fees are to be paid by an employer, or other sponsor, must provide an authorization letter from the sponsored party explaining their responsibility towards tuition fees payment plan and person in charge to communicate with him in this regard. Any payment not made by the sponsor under any circumstance is the responsibility of the student.

9.4 Fees Schedule for 2017-2018

Fees & Payments

1. European International College Fees Schedule – AY 2017-2018

*these fees are applicable to all newly admitted students starting from fall 2016.

** the new tuition fee per credit will be applicable to current students starting from Spring 2017

A. Undergraduate Programs

Details / Items	Associate Degree	Diploma	BBA Hotel Management	BBA	Comment / Remark
Application Fees	300.00	300.00	300.00	300.00	Onetime payment non-refundable
Admission Processing & Confirmation fees	1200.00	1200.00	1500.00	1700.00	Onetime payment (non-refundable / and not adjustable against any fees)
Tuition Fees Per Credit	1100.00	1300.00	1300.00	1300.00	
E-Books**	225.00	225.00	225.00	225.00	Per Book
Internship (6 months)	-	5000.00	5000.00	-	
BBA Internship (4 months)	-	-	2500.00	2500.00	
Uniforms					Onetime payment for Hotel Management only
Service	-	380.00	380.00	-	
Kitchen	-	350.00	350.00	-	
HACCP	-	450.00	450.00	-	
Change Major	100.00	100.00	100.00	100.00	
Transfer Credit Re-Evaluation	100.00	100.00	100.00	100.00	
Incomplete Grade	100.00	100.00	100.00	100.00	
Re – take	500.00	500.00	500.00	500.00	

exam*					
Replacement of Lost ID Card	75.00	75.00	75.00	75.00	
Grade Appeal	200.00	200.00	200.00	200.00	
Transcript Fee	75.00	75.00	75.00	75.00	Per copy
Letters Regular – 2 days’ process	30.00	30.00	30.00	30.00	
VIP – Same day process	60.00	60.00	60.00	60.00	

B. MBA Program

Details / Items	MBA Program	Comment / Remarks
Application & Interview Fees	900.00	Onetime payment non-refundable
Admission Processing & Confirmation fees	2300.00	Onetime payment (non-refundable / and not adjustable against any fees)
Tuition Fees Per Credit	2300.00	
MBA Thesis	11000.00	
E-Books & Research Resources**	450.00	Per Course
Transfer Credit Re-Evaluation	100.00	
Incomplete Grade	200.00	
Replacement of Lost ID Card	75.00	
Grade Appeal	250.00	
Re-take Exam*	700.00	
Transcript Issues	100.00	Per copy
General Certificate (To Whom It May Concern)		
Regular – 2 days’ process	30.00	
VIP – Same day process	60.00	

*Only for Valid & Formal excuse.

**E-Books will be charged for Capstone Undergraduate; E-Books & Research Resources will be charged for MBA Thesis.

*** EIC reserves the right to change the tuition fee

All Payments must be made in UAE Dirhams (AED) only.

Payment acceptance method as follows: a) Cash in UAE Dirhams (b) Cheque drawn on in the name of European International College(c) Credit Card / Bank Transfer to:

Account Name: European International College,

Bank - National Bank of Abu Dhabi

Account number: 6200166599 - IBAN: AE810350000006200166599

SWIFT: NBADAEAAKHB

10 Student Disciplinary Policy

This policy is applicable to all students enrolled in European International College (EIC). This policy is used in order that students are afforded equal protection and that all practices and actions are applied equally and in a non-discriminatory manner.

European International College (EIC) is composed of individuals interacting with others for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. The College is a system based on the concept of freedom of choice that creates the educational and cultural conditions for the full development of students and members of the community.

It is the right of students attending European International College (EIC) to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the College should be provided with the opportunity to learn, to develop to their fullest potential, and to grow as individuals. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs, and values.

Therefore, students who enrol, neither lose their personal freedom or rights, nor do they escape the duties of a legal UAE resident or citizen while enjoying significant educational opportunities at European International College (EIC). Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the College in which, by their own choice, they enrol. Student rights and responsibilities within the within disciplinary policy include the below:

10.1 Student Rights

- a. The right to exercise the privileges of a legal resident in a college setting.
- b. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of the students. This right is best exercised to the fullest use of the appropriate facilities provided through the Student Affairs Office or other campus organizations.
- c. The right to counsel, to a fair hearing, and to an appeal when a disciplinary action is applied to the student as an individual or as a group member.

10.2 Student Obligations and Responsibilities

- a. The obligation to be fully acquainted with published rules, regulations, and policies of the College and to comply with them in the interest of maintaining an orderly and productive College community.
- b. The obligation to follow the tenets of common decency and acceptable behaviour commensurate with the aspiration implied by a college education.
- c. The obligation to respect the rights and property of others.

10.3 Discipline

The following are types of misconduct, which, if established, will result in appropriate disciplinary action:

- a. Academic cheating and plagiarism of any kind.
- b. Furnishing false information to the College or filing or making known false charges against the College and/or a member of its faculty or staff.
- c. Destruction, damage, unauthorized possession, or misuse of College property, including Library and laboratory materials and equipment, or of private property on the campus.
- d. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
- e. Physical or verbal abuse of another person in the College community. Any verbal threat or abuse or physical action against any College employee and/or student is considered sufficient grounds for suspension from the College, subject to a disciplinary hearing.
- f. Any act considered offensive and /or unauthorized by UAE law;
- g. Use, distribution, or possession of “alcoholic beverages” and “dangerous drugs” while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off campus.
- h. Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the administrative or service functions of the College to include social-educational activities.
- i. Actions which violate Abu Dhabi and federal law
- j. Malfeasance or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the College community.
- k. Incurable or persistently irresponsible behaviour.
- l. Gambling on campus or on College property.
- m. Possession of any “weapon that may cause injury or death” on campus or on College property or at any activity sponsored by the College or in any vehicle owned by the College
- n. Personality problems, which disrupt teaching with detrimental effects upon other students.
- o. Any disruption of on-going educational activities of the College, which warrants disciplinary action.
- p. Sexual harassment of an employee, student, or applicant for a position or program at the College, or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.

10.4 Disciplinary Action

The College may impose any one or more of the following disciplinary actions:

- a. Admonition and warning.
- b. Loss of privileges.
 - i. Removal from elective or appointive office.
 - ii. Loss of such other privileges which may be consistent with the offense committed and the rehabilitation of the student.

- c. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any College rule during the disciplinary action will result in automatic suspension.
- d. Suspension from the College for a definite period of time.
- e. Expulsions from the College.

10.5 Plagiarism/Scholastic Dishonest Policy

Faculty are expected to maintain the good reputation and the integrity of European International College (EIC) and of their own profession by guarding against scholastic dishonesty in students.

Students are expected to maintain the integrity of the College by avoiding dishonesty in their own behaviour and by expecting honest behaviour from their fellow students. One of the requirements for passing the courses students take at European International College (EIC) is that students do their own work. Meeting this requirement means avoiding plagiarism, collusion, and cheating.

- a. *Students Must Not Plagiarize*: Plagiarism occurs when a student takes another's words or ideas and uses them as if they were the student's own. This can happen in three (3) ways:
 - i. A student copies another's words without using quotation marks and without giving the source.
 - ii. A student puts another's ideas into the student's words but does not give the source.
 - iii. A student duplicates another's structure of thought or organization of ideas but does not give the source.
- b. *Students Must Not Commit Collusion*: Collusion occurs when someone else writes all or any part of a student's paper.
- c. *Students Must Not Cheat*: Cheating includes, but is not limited to, a student looking at another's work or using unauthorized materials during a test or written assignment.

Faculty assessment of student work for plagiarism allows up to 20% similarity unless specified by the faculty in class or in the syllabus. For out of class and unsupervised assignments, the processing is done using Turnitin. Students are expected to abide by these aspects otherwise they fall under Student Disciplinary Policy.

- d. *Penalties for Dishonest Behaviour*: If a teacher has reasonable grounds upon which to conclude that a student has plagiarized, committed collusion, or cheated, the teacher may choose one or more of the following options:
 - i. Give the work an F.
 - ii. Give the work a zero.
 - iii. Drop the student with a WF even during the automatic W period.
 - iv. Give the student an F for the course.
 - v. Institute other disciplinary action against the student, which may lead to the student's suspension or dismissal from the College.
 - vi. The degree of presumed intent to commit an act of scholastic dishonesty will be a factor in the Lecturer's choice from among the penalties listed above.

- e. *Verification*: If the student denies dishonesty, the student must reconstruct or reproduce the work in a way agreeable to and under the supervision of the teacher, to prove that no dishonesty has occurred.
 - i. If the student declines the opportunity to reconstruct or reproduce the work, the matter is ended, and the teacher may impose one or more of the penalties listed above. If the student produces what he or she believes constitutes proof that the work is indeed his or her own work, and the teacher disagrees, the student may file a grievance.
- f. *Student Dismissal from Class*: It is the prerogative of the Lecturer whether or not to withdraw a student who has given evidence of non-performance, nonattendance, consistently poor performance, or consistently poor attendance. The teacher may dismiss a student for such reasons and record a grade of F or WF as the teacher deems appropriate, in light of the student's record and in keeping with the teacher's rules, procedures, or guidelines.

11 Student Activities Policy

The Student Affairs Office provides opportunities for development of student interests, which empower students both academically and socially. The needs and desires of students are the basis for the types of activities presented at the institution.

These activities allow students to acquire skills, which enhance their personal growth through their involvement in planning activities and programs, establishing interpersonal relationships and developing leadership qualities.

Student Council Committees assist in the planning, selection, and evaluations of student cultural, educational, and social entertainment in the European International College (EIC) campus.

11.1 Recreation and Sports

Recreation at European International College (EIC) involves an individualized approach to recreation, which allows students to participate for fun and fitness.

The Sports program at The European International College (EIC) provides structured, competitive and non-competitive sport opportunities for men, women, and co-ed teams. An individual's playing ability is not considered as important as his or her desire to enter the true spirit of competition and good sportsmanship.

Competitions include the following sports:

- a. Football
- b. Table Tennis
- c. Bowling
- d. Volleyball
- e. Basketball
- f. Cricket
- g. Badminton

Other sports may be added in the future for a complete athletic and competitive experience.

12 Student publication policy

Guidelines for student-printed materials are provided so that students, in preparing material for distribution and publication, may plan the contents of those materials to be consistent with the basic aims and endeavours of EIC. Students or student organizations preparing newspapers, magazines, or newsletters for public distribution (“Publication”) should be aware of and must conform to the following guidelines, which also apply to all statements, pictures, and illustrations in such material:

1. EIC has appointed a faculty or staff member to be the editor of any student publications.
2. Any publication must adhere to the United Arab Emirates publication laws.
3. Any publication must comply with the copyright laws of the United Arab Emirates.

Officially recognized student organizations can run digital, print media as well as broadcasting activities at the College. A formal request must be submitted to the Office of Student Services for approval. The content of the projected media must be compatible with the College mission and goals as well as rules and regulations. Information contained in the student media must be related to the student organization’s mission and purpose.

Organizations and associations not part of Al Dar University College cannot be housed on the website of the College and/or use the College name for their print and broadcasting purposes.

Approved student media must comply with the following:

- Sales, representation of business concerns, or individuals is prohibited
- Any corporate sponsorship/donation must be approved by the Office of Student
- Services before inclusion in the media/website
- Failure to comply with those policies and procedures will lead to the access/housing of the concerned media to be revoked at the sole discretion of the College as may be determined by the Head of Student Affairs.

13 Student Rights and Responsibilities Policy

Students have the right and freedom to learn in the College’s essential learning environments. Within this learning environment, students shall have the right to:

- a. Exercise the privileges of a legal resident in a college setting.
- b. Have access to Faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process.
- c. Have access to academic advising and clear expectations for degree and graduation requirements.
- d. Have decisions related to the pursuit of their education made in a clear manner.
- e. Learn in an environment that supports the freedom of self- expression and association.
- f. Participate in an exchange of ideas and pursuant with his or her constitutional.
- g. Receive either a paper or an electronic class syllabus in a timely manner.
- h. Expect to interact with Faculty who act professionally; provide clearly stated class goals; provide clear expectations for class performance and evaluation; meet classes as scheduled; are accessible for

office hours, appointments or consultation; and maintain a clear connection between course content and the most recently approved course description.

- i. Have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any academic penalty.
- j. Students have the right to expect that their work will be evaluated by academic standards alone.
- k. Study, work, and interact in an environment of professionalism and of mutual trust.

13.1 Access to Support Offices

Students have the rights to access the College offices that may be able to assist them, such as the Student Counselling, Office of the Registrar, Program Director's Office, and Academic Advisor etc.

13.2 Right of Grievance

Every student has the right to file a grievance to any action or decision which he feels endangers his individualism, personal freedom, autonomy, academic progress, and/or dignity.

13.3 Contribution to College Governance and Curriculum

- a. Students have the right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of the students.
- b. Students have the right to participate in the formation of standards of student conduct and the student disciplinary procedures by serving as members of appropriate committees.
- c. Students have the right to be represented by a student government.

13.4 Student Obligations and Responsibilities

Apart from rights, students also have responsibilities.

The main responsibilities lie towards their own development and well-being, towards EIC community members, towards the public and environment, and towards EIC property.

In general, students have the obligation:

- a. To be fully acquainted with published rules, regulations, and policies of EIC and to comply with them in the interest of maintaining an orderly and productive College community.
- b. To follow the tenets of common decency and acceptable behaviour commensurate with the aspiration implied by a college education.
- c. To respect the rights and property of others.

13.5 Responsibility to Respect diversity

EIC is committed to maintaining an academic and clinical environment in which faculty, fellows, residents, students and employees can work together to further education and learning, and provide the highest level of service, whether in the classroom, or the community. The College's goal is to train men and women to meet the highest standards of professionalism and work in an environment where effective, ethical and compassionate service and interaction is both expected and provided.

Diversity in background, outlook and interest is inherent in the business and hospitality industry, and appreciation and understanding of such diversity is an important aspect of training in these fields. As part of that training, EIC strives to inculcate values of professional and collegial attitudes and behaviours in interactions among members of the EIC community and among EIC members and community members at large, that accommodate difference, whether in age, gender, disabilities, social, cultural, religious or ethnic values.

On campus, EIC provides its students with a secure environment for learning. EIC stands for the provision of equal opportunities in education and employment and will not condone any behaviour that is in any way discriminatory or that constitutes harassment on the grounds of race, belief, colour, national origin, religion, age, gender, disability or any other.

13.6 Responsible to Avoid Behavioural Misconduct

EIC defines misconduct or misbehaviour as 'behaviour not conforming to prevailing standards'. Misconduct is about unacceptable behaviour, based on common decency. Any offense against decency will be addressed by disciplinary action.

The following are some examples of misconduct.

- a. Actions which violate Federal law and/or the laws of the Emirate of Abu Dhabi.
- b. Furnishing false information to EIC or filing or making known false charges against EIC and/or a member of its staff.
- c. Destruction, damage, unauthorized possession, or misuse of College property, including library and laboratory materials and equipment, or of private property on the campus.
- d. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
- e. Physical or verbal abuse of another person in EIC community. Any verbal threat or abuse or physical action against any College employee and/or student is considered sufficient grounds for suspension from the College, subject to a disciplinary hearing.
- f. Use, distribution, or possession of "alcoholic beverages" "dangerous drugs" or "controlled substances", while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off campus.
- g. Disorderly conduct which interferes with the educational responsibility of EIC community.
- h. Malfeasance or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of EIC community.
- i. Incurable or persistently irresponsible behaviour.
- j. Gambling on campus or on College property.
- k. Possession of any weapon that can harm others on campus or on College property or at any activity sponsored by EIC or in any vehicle owned by EIC
- l. Attitude problems which disrupt teaching with detrimental effects upon other students.
- m. Any disruption of on-going educational activities of EIC which warrants disciplinary action.

- n. Sexual harassment of an employee, student, or applicant for a position or program at the College, or retaliation against a person for complaining of sexual harassment or for cooperating in an investigation of alleged sexual harassment.
- o. Harassment on the grounds of race, belief, colour, national origin, religion, age, gender, disability or any other.

13.7 Disciplinary Action in Case of Misconduct

Any instance of misconduct, or an attempt to misconduct, as determined by any EIC community member in compliance with the established EIC policy, will result in a disciplinary action. The disciplinary action will be decided upon by EIC Management. Where minor disruptions are observed, a student will be warned through the system of professional attitude. In cases like discussed above more firm action will be taken.

In deciding on the appropriate action to be imposed for an act of misconduct, consideration may be given to the following factors:

- a. The student's disciplinary history (related to misconduct);
- b. The extent of the misconduct;
- c. Whether or not the misconduct was deliberate;
- d. The impact of the misconduct.

In case of misconduct EIC will take one or more of the following disciplinary actions.

- a. An official warning.
- b. Disciplinary probation with or without loss of designated privileges for a specified period of time. The violation of the terms of disciplinary probation during the disciplinary action will automatically result in suspension.
- c. Suspension from EIC for a definite period of time.
- d. Expulsion from EIC.
- e. Loss of privileges (like removal from elective or appointive office, and loss of entitlement to scholarships or any academic honours.)

14 Student Counselling Policy

Student counselling is provided to help students resolve personal concerns and acquire the skills, attitudes, abilities, and insight that will enable them to meet the challenges of student life. The transitions and stresses of life affect all students to a greater or lesser degree and may require the help of a qualified professional.

Counsellors are available to provide services to a wide range of concerns in a trusting and confidential setting. The Student Affairs Office provides a list of professional counsellors in the greater Abu Dhabi vicinity if students need or request outside or additional counselling.

Faculty and staff are reminded throughout the year of the student counselling services provided by The Student Affairs Office. A member of the faculty or staff for counselling often refers students when academic difficulties appear to be related to personal issues. However, all students are seen on a voluntary basis, and are never required to attend counselling sessions.

Others who have had positive experiences in utilizing the student counselling services offered by the Student Affairs Office also refer students.

The Student Affairs Office, sometimes in conjunction with the Admissions and Registration Office offers counselling services to all currently enrolled students at the European International College (EIC).

14.1 Student Counselling Services provided

- a. Individual counselling is offered in a confidential setting to assist students in achieving personal and educational goals. Some common issues that students may deal with in counselling are:
 - i. Decision-making
 - ii. Procrastination
 - iii. Communication difficulties
 - iv. Self-Esteem
 - v. Interpersonal conflicts
 - vi. Stress management
 - vii. Personal relationships
 - viii. Physical/emotional abuse
 - ix. Anxiety J. Depression
 - x. Other areas of personal concern may also be explored in counselling.
- b. Relaxation Training, as a part of stress management, is available to students who want instruction and supervision in the use of these techniques.
- c. Referrals for psychiatric evaluations are available through the Student Affairs Office when a student needs additional assistance.
- d. Enrichment Courses can be planned to meet the needs and preferences of students.
- e. Available courses may include:
 - i. Stress Management
 - ii. Improved Interpersonal Relationships
 - iii. Assertiveness Training
 - iv. Study Skills
 - v. Skills and Attitudes

14.2 Student Counselling Services Not Provided

- a. Student counselling services are not provided for treatment for substance abuse or serious chronic psychiatric disorders. Individuals requesting such treatment will be referred to Professional services.
- b. Student counselling services are not provided for psychological, psychiatric or disability evaluations. Individuals needing evaluations, assessments should employ the services of professionals in the community.

14.3 Confidentiality

In order to maintain feelings of trust and safety, student counselling visits are considered confidential.

14.4 Appointment Procedures

Currently enrolled students at the European International College (EIC) may call or come by The Student Affairs Office or the Admissions and Registration Office to schedule an appointment. Every effort will be

made to schedule an appointment at the earliest time available and at the student's convenience. Students may visit the office with or without an appointment, but an appointment is recommended

15 Health-Services Policy

EIC commits to providing students with a healthy environment that respects the highest standards of health and safety. In addition, students who are sponsored by EIC are systematically covered by health insurance. Other students who are not under the sponsorship of EIC are required to be covered by a third party- insurance scheme. If not covered, EIC will not be liable otherwise. EIC has on call a nurse and a psychologist to assist with student medical conditions. In addition, EIC is situated within 20 meters from Al Rowdha Health Clinic and Tajmeel dental clinic. Students have quick access to the professional services provided from these clinics.

16 Academic Advising Policy

16.1 Academic Advising at EIC

The academic advisor is the academic counsellor who can lead students to success. Instructors at EIC are assigned as advisors for a reasonable number of students. The advisors recommend the courses that students should register for according to the list of courses to be offered, and according to the students' academic performance.

16.2 The Mission of the Academic Advisor:

To help students understand their educational options, plan their academic path, and succeed as learners

16.3 Academic Advisor's Responsibilities:

- To provide counselling in matters such as course selection, schedule planning, curriculum and program policies, the petition process, and other related issues.
- To provide general information about academic majors, curriculum policies, procedures and requirements, scholarships opportunities and other honours opportunities and campus awards.
- To clarify requirements, policies, and procedures.
- To refer students to appropriate sources of information and assistance.
- To help students to solve problems related to college policies, procedures, and requirements.
- To track students' progress toward graduation.
- To assist students in exploring alternatives and options.

16.4 Advising Tools:

In order to have efficient academic advising, advisors should have the following:

- Program Majors and the respective study plans
- Lists of courses and pre-requisites
- An access to the student's academic history
- Updated Information about EIC rules and regulations
- Updated polices
- Academic calendar (important dates)

* Office of the registrar should provide all the above-mentioned items.

16.5 Registration:

We at EIC have two regular semesters namely the Fall and Spring and an optional Summer semester. The academic advising starts at the early registration time (one month prior to the beginning of the semester).

Registration Procedure:

- Student has to get the password from the registration front desk to access to the online registration.
- Student should print the student study plan from the student portal that shows the most recommended courses to be registered upon the student's major plan (E-advising).
- Student will meet the academic advisor to discuss the courses' choices suggested by the electronic advising, the pre-requisites, elective courses, alternatives, and repeated courses for those who are under academic probation, then complete the course selection.
- Student should finalize the financial obligations in order to register courses officially and obtain the class schedule.

16.6 Drop and Add period:

During the first two weeks of study, students can drop or add any course with the approval of the Program Director. After the second week of study, students will not be permitted to drop any course but they will be permitted to withdraw from courses. Paid fees are non-refundable after the second week of drop and add period.

16.7 Student study plan from LMS:

This primary advising step initiated by the registration system to ease the advising process. This recommendation mirror is designed according to the student's plan and academic progress.

Courses are listed in the student study plan according to the priority (courses that are pre-requisites and that open other courses are most recommended), in case the student decides not to take all recommended courses, kindly advise him/her to register the priority courses in order not to interrupt the study plan.

In case you agree to add a course not included in the study plan, kindly refer to the registration staff to check the status of the class capacity.

16.8 Academic load:

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

16.9 Pre- requisites:

Students are not allowed to register for any course without completing the pre-request. *Kindly refer to the study plan of each major program for the pre-requisites and do not approve any course added by the student if the student didn't complete pre-requisites of this course.

16.10 Alternative courses:

This is allowed only for expected to graduate students who must graduate in the following semester, but courses are not offered. Alternative course should be related to the major.

*Approval of the Director of dept. or the Dean is needed

16.11 Elective courses:

In each major, there is a list of elective courses that student can register for.

16.12 Free elective courses (BBA programs):

BBA students can select any course from any other major.

16.13 Course title and code:

Some courses have the same course title but with different course code, kindly refer to the major plan to make sure that the course code is related to that major.

16.14 Internship course:

This course should be offered only to the expected to graduate students (Students who have 18 credit to complete the graduation requirements).

16.15 Duration of Study:

- The maximum period of study for Diploma students must not exceed 8 regular semesters plus 4 summer semesters i.e. four academic years after finishing the remedial English levels and obtaining the TOEFL score of 500, or IELTS Band 5. However, a one-year leave of absence may be added to this period due to unavoidable circumstances faced by the student upon the Dean's approval.
- Regular BBA students must spend a minimum of three years and complete successfully 132 credit hours. The maximum period of study for BBA students must not exceed seven years after finishing the remedial English levels and obtaining the TOEFL score of 500 or IELTS Band 5. However, a one-year leave of absence may be added to this period due to unavoidable circumstances faced by the student after the approval of the Dean.
- Transferred students who are eligible to transfer a maximum of 50% of the credits required to graduate from the program must spend a minimum of two regular semesters.
- A cumulative GPA of at least 2.0 is required for graduation

16.16 Repeating Courses:

EIC applies a policy whereby a student may repeat a course where the latest grade will be considered and the old grade will not be included in calculation of the CGPA.

16.17 Academic Probation:

- All EIC students must maintain a cumulative GPA of 2.0 to be in good academic standing (3.00 for MBA students).
- All EIC students who have cumulative GPA less than 2.0 (less than 3.00 for MBA students) by the end of any semester will be placed on academic probation for the following semester. If students improve in the following semester and their cumulative GPA attains the minimum level of 2.0, they will be reinstated to a good academic standing.
- If any student on academic probation is not able to improve his/her academic performance by achieving the minimum required GPA of 2.0 during the probation period, this academic status will be limited to two regular semesters only (i.e. the student will be given two chances to improve his/her cumulative GPA to 2.0 or more (to 3.0 for MBA Student)). If the student fails to raise his/her GPA to 2.0 will be dismissed from the program.
- If the student's GPA dropped to 1.0, he/she will be dismissed from the program.

16.18 Change of Major Policy:

- EIC students who are still studying can change their major from one program to another according to the following policy:
- If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
- If their CGPA is less than 2.0, the courses with C grade or above will be accredited for them with their grades and with no change in their ID numbers.
- Change of major has to be done before the beginning of the semester.

16.19 Withdrawal from a Course:

Academic advisor should advise students to withdraw from a course if they show poor performance in their mid-term exams and assessments. Students are allowed to withdraw from a course up to the last withdrawal day (two weeks before the final exams). They will receive W (Withdrawal) on their transcript. Fees paid are non-refundable.

* Students should fill a withdrawal request at the office of the registrar.

16.20 Enforced withdrawal by instructor (EW):

This action should be activated after the second exam for poor academic performance or poor attendance or both. A request for enforced withdrawal by the instructor is to be filled by the instructor and forwarded to the office of student Affairs to complete the process. The last EW day (two weeks before the final exams

EIC Grading System

Mark	Grade	Grade Points
90- 100%	A	4.0
85 89%	B+	3.5
80 84%	B	3.0
75 79%	C+	2.5
70 74%	C	2.0
65 69%	D+	1.5
60 64%	D	1.0
0 59%	F	0
	I	Course Incomplete
	W	Withdrawn from a given course without academic penalty
	EW	Enforced from a given course due to (Poor academic performance or poor attendance)
	T	Transferred credits from other colleges and universities

16.21 Incomplete Course:

In certain circumstances, where there is an acceptable reason for being absent such as sickness, an alternative date will be set to allow the student to re-sit the exam.

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

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

Terminologies Explanations

Terminology	Explanation
Academic Standing	The student may be in one of the following academic standings at a given time: good standing, on probation.

Good Standing	A student who is not on probation.
Probation	A warning to the student due poor academic performance.
GPA	Grade point average (For a semester)
CGPA	Cumulative Grade point average (an average for all semesters)
Incomplete	It is given to a student when he/she has been performing satisfactorily, but for a reason beyond the student's control such as illness, he/she has been unable to complete the required work for the course before the end of the semester, given that he/she completed all course work except the final exam.
Load	The total number of credits the student is registered for in a given semester.
Transcript	A certified copy of the student's academic record. The transcript lists each course that the student has taken, the final grade received, and the GPA
Transfer Credit	Transfer credit is offered for the successful completion of a course from an accredited institution beyond high school or grade 12. Courses that are transferred are not calculated in the GPA.
Withdrawal from a course	The act of officially dropping a course after the drop and add period, this action is done upon student's request.
Enforced Withdrawal	The act of officially dropping a course after the drop and add period, this action is done upon the instructor's recommendation due to student's poor performance or attendance.

16.22 Calculations of the Cumulative GPA

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

- a. Each course in the program is assigned a credit value (credit hours) on the basis of one credit for each contact hour per week.
- b. The grade point for each subject is calculated by multiplying the credit hours of the course by the credit points received for that course.
- c. The cumulative GPA is then determined by dividing the total number of grade points accumulated for all attempted subjects by the total number of credits of these courses.

16.23 Attendance

1. According to EIC attendance policy, a student has only **10** minutes as a grace period, after this period the student should be marked late.
2. To take the attendance kindly follow these steps:
 - Go to EIC local Web through LMS
 - Log in with your user name, then choose attendance link from the menu.
 - Mark the attendance according to the students present in class

3. In order to be familiar with your students, you are kindly requested to ask all students to show their ID cards at least at the beginning of the semester.
4. Make sure that all students in your class are the same students in the class list, don't add any student's name to the list even if they are present in your class, if you notice that there is a student who attends without being in the class list, please ask the student to go to registration front desk to check his/her registration status.

17 Student Academic Integrity Policy

EIC students are preparing for a career that demands high standards of honour, ethics, and professional behaviour and appearance. It is expected that business and hospitality students will conduct themselves according to these standards. Any individual who enrolls in EIC voluntarily places him-/herself under the rules and regulations of the College and affiliated partners, and agrees to abide by them. Therefore, students should familiarize themselves with the rules and regulations affecting them. EIC has established policies and procedures in compliance with the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education & Scientific Research.

EIC has chosen as its primary objective 'quality undergraduate education'. Commitment to this objective must include an obligation by all members of the College community to promote and protect the highest standards of integrity in study, instruction, and evaluation. Dishonesty or unethical behaviour does not belong at an institution dedicated to the promotion of knowledge and learning.

17.1 Academic Integrity and Academic Dishonesty

Dishonesty compromises and threatens the pursuit and acquisition of knowledge and therefore will not be tolerated. Academic dishonesty is the authorized giving, taking, or presenting any information or material by a student with the intent of aiding himself/ herself or another on any academic work which is to be considered in the determination of the course grade or completion of other academic requirements. Academic dishonesty is the worst possible academic offence that can be committed at an institution of higher learning, and may take the form of:

- a. Plagiarism - The term 'plagiarism' incorporates, but is not limited to, individuals trying to assert the work or study of others as their own, whether published or not. Plagiarism incorporates, but is not limited to, the quotation or summary of text or other materials without citing the sources on an exam, assignment, on homework, or any other written item handed in as one's own work. Plagiarism also incorporates handing in papers that were purchased or downloaded and presenting another person's work as one's own. In short, plagiarism occurs when:
 - Taking credit for someone else's work
 - Copying words and ideas without acknowledging the author
 - Not using quotation marks when using the exact words of the author
 - Using the wrong source
 - Incorrect paraphrasing without citing the source
 - Copying the majority of the work from other sources

EIC employs 'Turnitin' software. It is an academic plagiarism checker technology for teachers and students. Online plagiarism detection, grammar check, grading tools. All assignments/papers/essays/reports submitted by students need to be checked via 'Turnitin.' All student works must be handed in as a soft and a hard copy. Similarity index for the submitted paper must not

reach 20% (percentage of the amount of text being matched). The instructor and/or disciplinary committee are responsible to judge whether plagiarism has occurred using the originality report.

- b. Cheating - giving or receiving any unauthorized aid or unfair advantage in any form of academic work.
- c. Falsification - the statement of any oral or written untruth, with respect to any circumstances relating to one's academic work. Such acts include, but are not limited to, the forgery of official signatures, tampering with official documents, and fraudulently adding or deleting information on academic and administrative document.
- d. Using unauthorized notes or materials (crib notes, books, etc.) as an aid during an examination;
- e. Substituting the examination answers of another for the student's own; that is, copying another's examination paper;
- f. Acquiring, receiving and/ or possessing an examination or assignment or any part thereof, at any time or in any manner not prescribed by the instructor;
- g. Submission by a student of any course materials or activities, not his/ her own, to be evaluated by the instructor in determining the student's course grade, allowing such a submission to be made for the student, or making such a submission for another;

Integrity of the academic process requires fair and impartial evaluation by faculty and honest academic conduct by students. To this end, students are expected to conduct themselves at a high level of responsibility while fulfilling requirements of their course of study. It is the corresponding responsibility of faculty to make clear to students the standards by which students will be evaluated and the resources permissible for use by students in a given course.

Academic integrity is fundamental to the EIC. All members of the EIC community share the responsibility for maintaining the academic standards and reputation of the College. As an accepted member in the College community, academic honesty is a condition of continued membership. The code of academic honesty prohibits behaviour, which can broadly be described as lying, cheating, fabricating, vandalism or stealing. All members of the College community have a responsibility to ensure that they themselves, and others, are familiar with generally accepted standards and requirements of academic honesty.

EIC requires honesty of all its members. Honesty is necessary for the learning process and is integral to the atmosphere of genuine intellectual inquiry that the College seek to foster.

These policies apply to all exams, quizzes, and work handed in, such as papers, reports, solutions to problems, tapes, films, and computer programs.

Academic integrity presumes that all work submitted as part of academic requirements is the product of the student submitting it, unless credit is given with proper footnoting and bibliographic techniques, or as prescribed by the course lecturer. When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the lecturer. Failure to make such an acknowledgment constitutes plagiarism.

Lecturers are responsible for providing students with an explanation of the freedom they may exercise in collaborating with other students or in use of outside sources, including the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations. Any

doubts, on the part of students, about what constitutes academic dishonesty should be discussed with and will be resolved by the course lecturer.

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community (as well as those of the profession).

17.2 Recognition of a violation of academic integrity

- a. When a faculty member suspects a student of a violation of academic integrity, the faculty member should consult with the student about the suspected violation. The consult can be presented as a warning. The faculty member has the right to check documents, bags and pockets (within the boundaries of respectful behaviour), and even ask the student to show their hands or arms (in case the suspicion relates to writing on the skin).
- b. If the violation is obvious, the faculty member can take the work of the student, and inform him that the matter will be reported to the academic coordinator.
- c. If the violation is not obvious, the student should be informed that his behaviour is suspicious, but he should be given a chance to continue the work.
- d. In case of suspicion regarding plagiarism or cheating, the faculty member has the right to check documents on the internet or on *'turn it in'* before grading the written work.
- e. In case of an observed violation, the faculty member has to fill up an 'academic dishonesty incident report', and report the incident to the academic coordinator. The report has to be submitted as soon as possible after the incident.
- f. If a misunderstanding has occurred and there has been no violation, then the matter can be settled amicably between the instructor and the student.

17.3 Processing the violation

- a. The observed violation will be reported immediately by the faculty/instructor (but latest within the same day) to the Program Coordinator. The Discipline Committee will convene to deliberate on the issue/violation.
- b. The DC contacts the student requesting information about the alleged violation. The student will be given an option of a hearing.
- c. The Discipline Committee formulates a decision. Both the student and the faculty member involved will be informed of the decision of the DC concerning the alleged violation of academic integrity within 3 days of the incident.
- d. If a misunderstanding has occurred and there has been no violation, then the matter can be settled amicably between the instructor and the student.
- e. If a violation has been observed, the DC will make a decision on disciplinary action.

17.4 Disciplinary Action

Any instance of academic dishonesty, or an attempt to academic dishonesty, as determined by the faculty in compliance with the established EIC policy, will result in a disciplinary action.

The disciplinary action will be decided upon by the Committee on (perceived) academic dishonesty.

Procedure

As a result of the incident and therefore of academic dishonesty (or an attempt to), the college will decide as follows:

17.4.a Fail

Any instance of flagrant academic dishonesty, as determined by the lecturer of the course in compliance with the established policy of the department through which the course is offered, will immediately result in the student's withdrawal from the course and the assignment of a failing grade of 'F' for the course.

EIC recognizes that academic integrity not only is an attitude, but also a skill. Therefore, in some case, the decision for course failure may be anticipated by an official warning. This only can apply in cases where the (attempt to) academic dishonesty happens in an early stage of the studies, when a student might not have the proper skills yet on academic writing or public speaking or presentation skills. The lack of skills and the extent of the dishonesty will be identified by the faculty. Any obvious attempt of cheating will not be excused with a warning letter.

17.4.b Disciplinary Probation and Suspension

The student can continue in the remaining courses of the semester, but will be on disciplinary probation. In case of a second violation later in the semester (under the disciplinary probation), or in any other semester, the student will be suspended for the remaining of the semester in which the act is conducted. In this time, the student has to write a comprehensive work on academic integrity before being able to continue their studies in the next semester. The work has to show that the student fully understands the concept of academic dishonesty, as well as how to display integrity and respect and give credit to outside source.

17.4.c Expulsion

In case of any new attempt to academic dishonesty in the remaining of his studies, the student will be expelled from the College.

From the time of the first offence, the student will lose of privileges (like removal from elective or appointive office, and loss of entitlement to scholarships or any academic honours.)

17.5 Written Work

EIC will install software to detect plagiarism. All student works (essays, reports, etc.) must be handed in as a soft and a hard copy.

17.5.a Record of disciplinary actions

The office of the Registrar will keep accurate records of all disciplinary actions taken reported to that office. Such recordings will be placed in the student's official records.

18 Student Grievance & Appeal Procedure Policy

A student grievance and appeal policy, applicable to all students of EIC, is used to provide reasonable assurance that all practices and actions are pertinent and realistic and are applied in a non-discriminatory manner. The policy is designed to help maintain good student relations, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving academic and non- academic environment with full student participation.

18.1 Confidentiality

All grievances and complaints are confidential.

18.2 Reprisal

A student may enter a complaint or grievance without fear of interference, retaliation, or harassment from EIC authorities and staff members.

18.3 Processing a Grievance

A grievance must be presented to the source of the problem for discussion and consideration. In the case of a grievance about a Faculty, for example, the grievance must first be aired with that Faculty. In case the grievance is not properly solved or addressed, a student can file a grievance to the Student Affairs Department. (Incident Report Form available at the registrar's office)

The Office of Student Affairs (i.e., "EIC at Your Service") holds forms to voice a grievance. The grievant shall address only one (1) subject in any one (1) grievance.

A written grievance shall contain:

- The date the action took place, the location, and the parties/persons involved.
- A clear and concise statement of the grievance, referring to the actual action that occurred and the policy that is alleged to have been violated.
- The action undertaken towards the source(s) of the grievance, the remedy sought, and the outcome agreed upon/discussions left/decision left to be taken.

The following steps shall be followed in an effort to reconcile a grievance. The procedure applies for academic as well as non-academic grievances.

- The grievant shall discuss the nature of the grievance with the source of the problem.
- The grievant, if dissatisfied with the outcome or decision, will report to his Advisor, who can recommend voicing a grievance and supporting in preparing the grievance form (unless a solution is found in the meantime).
- In case the issue is perceived as sensitive, the grievant might submit the grievance form without interference or support of the Advisor.
- The grievance form has to be submitted to the Office of Student Affairs within 10 working days after the occurrence of the grievance. No appeal will be accepted after that.
- The Office of Student Affairs will discuss with the College Dean. The College Dean will hear all concerned in the reported matter.
- The Office of Student Affairs will report back to the grievant within 10 working days after reception of the grievance form.

18.4 Time Limits

If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the EIC departments, at any step, fail to meet the time limits, the grievance can be reported to the College Dean straight away. Extension of time limits for any step may be authorized through the College Dean upon written request.