



كلية الخوارزمي الدولية

KHAWARIZMI
INTERNATIONAL
COLLEGE

STUDENT HANDBOOK 2021 - 2022



Contents

1. Message from the President	4
2. General Information.....	6
2.1 Khawarizmi International College Profile College Vision, Mission, and Values	6
3. Academic Calendar	7
4. Contact Information	9
4.1 Administrative Support Departments	9
4.2 Executive Contacts.....	9
5. Organization Chart	10
6. Students Rights and Responsibilities	11
6.1 Students' Rights	11
6.2 Students' Responsibilities.....	11
7. Admission and Registration Policy	12
7.1 General required documents for Admissions in undergraduate programs:.....	12
7.2 Undergraduate programs (Bachelor and Associate Degrees)	13
7.3 Admission for Bachelor of Science in Emergency Medical Care and Respiratory Care programs	14
7.4 Admission of Transfer Students	15
7.5 Recruitment, Admission and Registration Procedure	16
7.6 Re-Admission and Re-Enrolment Policy and Procedure	17
8. Academic Policies & Regulations	18
8.1 Grading System.....	18
8.2 Classroom Administration, Protocol and Academics	20
8.3 Coursework Assessment.....	20
8.4 Final Examinations	21
8.5 Re-sitting Examinations.....	21
8.6 Academic Probation	22
8.7 Independent Study	22
8.8 Suspension.....	22
8.9 Academic Advising	23
8.10 Academic Advisors.....	23
8.11 Missed Assessments & Postponement	23
8.12 Certification	24
8.13 Suspension/Intercalation	25
8.14 Dismissals	25
8.15 Attendance	26
8.16 Academic Programs	26
8.17 Dress Code	26
9. Learning Resource Center (LRC).....	27
9.1 Mission	27
9.2 Objectives.....	27
9.3 Learning Resource Center Values	27
9.4 Library Facility services	28
9.5 Contact LRC.....	28
9.6 Operation Hours	28
9.7 Services.....	28
9.8 Copyright Policy	29
9.9 User evaluation and feedback.....	29
9.10 Electronic and Non- Electronic Collections.....	29
9.11 Stakeholder role in selection and weeding process.....	29
9.12 Bibliographic format and cataloguing standard.....	29
9.13 KIC Website, Academic Portal and Digital Library/ On/Off campus services.....	29
9.14 Library portal and databases	30
9.15 LRC E-Resources Usage Rules	30
9.16 General Borrowing Policy	30
9.17 Borrowing Policy during Pandemic.....	31
10. Student Services	31
10.1 Students Orientation.....	31
10.2 Information Technology	32
10.2.1 Electronic and Information Technology Resources Usage	32
10.2.2 Information Technology department supports the distance education process through:	33
10.3 Personal Counseling	33

10.4 Career Counseling.....	33
10.5 Campus Safety & Well-being.....	34
10.6 Prayer Rooms	35
10.7 Student Activities.....	35
10.7.1 The Student Newsletter	35
10.7.2 Sports and Recreational Activities	35
10.7.3 Social Activities.....	35
10.8 Student Lockers	36
10.8.1 Guidelines and Procedures.....	36
10.8.2 Rules and conditions of use.....	36
10.9 The Alumni Association	37
10.10 Student Communication.....	37
10.10.1 The following principles apply to all Students:	38
10.11 Information-Release Policy.....	39
11. Student Role in Governance	39
11.1 The Students Council.....	39
11.1.1 Guidelines for constitution.....	39
11.1.2 List of Student Committees/Clubs.....	40
11.1.3 New Committee/Club Formation Procedure	40
11.1.4 Committee/Clubs Cancellation.....	41
11.1.5 Committee/Club Elections.....	41
11.1.6 Committee/Club Advisors	42
11.1.7 Committee/Club advisors' responsibilities include	42
12. Student Life	42
12.1 Student Publication.....	42
12.2 Student Grievance policy.....	42
12.2.1 Processing a Grievance.....	43
12.2.2 Academic Appeals	43
12.2.3 Student Disciplinary Procedures.....	44
12.2.4 Code of Conduct.....	45
12.2.5 Operating Principles.....	46
12.2.6 Notification of Misconduct.....	46
12.2.7 Notice of Misconduct Hearing	47
13. Financial Matters	56
13.1 Tuition/non-tuition fees	56
13.2 Add/Drop Policy and Procedure	58
13.3 Payment Schedule	60
13.4 Financial Assistance.....	61
13.5 Student visa sponsorship	64
13.5.1 Policy Statement.....	64
13.5.2 Procedure	65
14. Terms & Conditions for Studying At KIC	66
15. Acknowledgment Form.....	67

1. Message from the President



With creative educational approaches focused on applied skills and turned toward future foresight and adaptive capabilities for innovation, leadership and excellence in education and corporate environment, Khawarizmi International College (KIC) is welcoming you, and is your Partner for a bright and successful journey.

With more than three decades as a recognized applied education provider supporting the local, regional and international market with graduates perfectly mastering knowledge, creative thinking, and ethical practices, KIC proved itself as a well-established higher education provider fully accredited by the Commission of Academic Accreditation (CAA) and the Ministry of Education (MoE).

With a clear internationalization orientation toward solid academic, professional bodies, and innovative research leaders, KIC engaged since the Academic Year 2020-2021 in a series of international collaborations for the best benefit of its students, academic and community. As a matter of fact, KIC is proudly working jointly with ISC-Paris, **France** - a triple helix accredited business college (AACSB, EFMD, and AMBA) as well as Oxford Immune Algorithm, **United Kingdom** (OIA) – an Oxford University Research Start-up providing smart health solutions, and Aydin Istanbul University –**Turkey** (AIU) among other partners to equip its students with the best expertise and exposure to be the impacting leaders and managers of tomorrow.

With a continuously being extended and diversified program portfolio, KIC delivers applied education in various Health Science field led by programs in Emergency Care, Respiratory Care and Medical Laboratory Analysis among others. Additionally, KIC program portfolio includes a set of well-crafted bachelor and associate degrees in Business Administration, Information Technology, and Computer Graphics Animation. The Mass Communication bachelor degree, a unique program delivered in Arabic constitutes on itself another iconic symbol of the KIC applied education.

With campuses at Al Bahia – Abu Dhabi and Al-Ain, equipped with cutting edge laboratories and high fidelity simulators, students and corporates can benefit from various knowledge-transfer sessions either as a regular degree or short course delivered mainly by the Continuous Medical Education (CME), which was chosen as a Partner to train more than 300 professionals from SEHA during the Covid 19 pandemic.

Student Handbook

With an exceptional digital transformation success, and the adoption of appropriate technical solutions such as BlackBoard Learn, BlackBoard Collaborate, Lockdown Browser, PeopleSoft Student Information System and Labster Simulator, KIC created an inclusive, three-dimensional blended educational environment that assured not only an attractive and qualitative educational exposure but also a complete blended digital campus live atmosphere supported by Kahoot-based student affairs activities and KIC digital services platform.

Alumni, Students, Trainees, Corporates, Fresh high school graduates, you are all invited to join us and benefit from the expertise of our diversified and internationally exposed faculty members and academic support staff. Join us in an outstanding applied lifelong engaging educational experience aiming to support the visionary UAE **2071** Plans.

Welcome to Khawarizmi International College!

Professor Nabil Hassen El Kadhi
CEO/President – KHC/KIC

2. General Information

2.1 Khawarizmi International College Profile College Vision, Mission, and Values

Vision

Khawarizmi International College aspires to be the leading higher education institution of applied, career-focused programs in the UAE and the region by providing high quality, life changing, industry-current curriculum and applied research to its students, graduates, and their employers.

Mission

Khawarizmi International College, a socially conscious organization, is committed to provide the UAE and the region with highly employable graduates that have been empowered by engaging, applied educational experiences to meet the needs of industry, the community, and the Abu Dhabi 2030 strategic vision.

Values

- Tolerance: Respect for the diversity of humankind
- Professionalism: Integrity, ethicality, and high standards
- Teamwork: Trust, collaboration and collegiality
- Customer Centeredness: Delighting customers every day
- Excellence: A commitment to quality in all we do

3. Academic Calendar

Fall 21-22			
Week#	Start of W	End of W	Description
			Registration of Fall - 21/22 will start on 15 Aug 2021
1	5/Sep/21	11/Sep/21	Start of the Classes Add & Drop courses with 100% refund
2	12/Sep/21	18/Sep/21	End of Add/Drop Period with 100% Refund/Admission ends 18-Sep-2021 / Completion of Summer 2 -Incomplete Grades
3	19/Sep/21	25/Sep/21	New Students' Orientation Dropping with 75% Refund (19 - 25.Sep.2021)
4	26/Sep/21	2/Oct/21	Dropping courses with 50% Refund 26 Sep - 2.Oct.2021
5	3/Oct/21	9/Oct/21	1st Students-Staff committee meeting Dropping with 50% Refund (3-9.Oct.2021)
6	10/Oct/21	16/Oct/21	Submission of Absence Excuses for Midterm Exam. Graduation Ceremony Last day of Drop with 50% Refund is on 16.Oct.2021
7	17/Oct/21	23/Oct/21	Course work Marks Announcement. Dropping period expires on 17.Oct.2021 and No Refund 21.Oct Birth of the Prophet (21.Oct.2021)*
8	24/Oct/21	30/Oct/21	Mid-term examination First Week
9	31/Oct/21	6/Nov/21	Mid-term examination Second Week
10	7/Nov/21	13/Nov/21	Normal classes Announcement of class schedules for Winter semester 21/22
11	14/Nov/21	20/Nov/21	Midterm exam marks Announcement (20.Nov.2021)
12	21/Nov/21	27/Nov/21	2nd Students-Staff Committee Meeting Announcement of the initial deprived list / Last date to appeal for C.W marks.
13	28/Nov/21	4/Dec/21	(Martyr's Day & UAE National Day holiday 30 Nov -2 Dec)* Last day for Midterm Appeal 3/Dec
14	5/Dec/21	11/Dec/21	Last week of study / Final Deprived List/ Deadline of Course Work Announcement.
15	12/Dec/21	18/Dec/21	First week of Final Exams
16	19/Dec/21	25/Dec/21	Second Week of Final Exams / Exam moderation, Board Meetings & Results Announcement (25.Dec.2021)
	26/Dec/21	1/Jan/22	Winter Break / Registration week
Winter 21-22			
Week#	Start of W	End of W	Description
1	2/Jan/22	8/Jan/22	Start of Classes Last Day of Add & Drop period with 100% Refund Admission ends on 8.Jan.2022
2	9/Jan/22	15/Jan/22	New students Orientation Final exam of incomplete Grade for Fall, 21-22 Drop with 75% Refund week.
3	16/Jan/22	22/Jan/22	Students-Staff committee meeting Dropping with 50% Refund week
4	23/Jan/22	29/Jan/22	Midterm Examination, Drop period expires on 23.Jan.2022.
5	30/Jan/22	5/Feb/22	Deadline of Submitting Midterm-Grade Appeal Announcement of the initial deprived list -Registration start of Spring 21-22.
6	6/Feb/22	12/Feb/22	Last week of Study Midterm-PMC Exam Deadline of Excuse submission for final exam (6.Feb.2022) Final deprived List Deadline of Midterm / course work Announcement.
7	13/Feb/22	19/Feb/22	Final Exam period (Exam moderation , Board Meetings & Result Announcement)
Spring 21-22			
Week#	Start of W	End of W	Description
1	20/Feb/22	26/Feb/22	Start of the Classes Add & Drop courses with 100% refund
2	27/Feb/22	5/Mar/22	End of Add/Drop Period with 100% Refund/Admission ends 5-Mar-2022/ Completion of Fall 21-22 - Incomplete Grades
3	6/Mar/22	12/Mar/22	New Students' Orientation Dropping with 75% Refund starts on 6-12 Mar.2022.
4	13/Mar/22	19/Mar/22	Dropping courses with 50% Refund ends on 19. Mar 2022
5	20/Mar/22	26/Mar/22	1st Students-Staff committee meeting Dropping with 50% Refund
	27/Mar/22	2/Apr/22	Spring Break (*Ramadan- expected 1-2 April,2022)
	3/Apr/22	9/Apr/22	Spring Break

Student Handbook

6	10/Apr/22	16/Apr/22	Submission of Absence Excuses for Midterm Exam . Last day of Drop with 50% Refund is on 16 Apr.2022
7	17/Apr/22	23/Apr/22	Course work Marks Announcement. Dropping period expires with zero refund 17 Apr Absence Excuses results for Midterm exam
8	24/Apr/22	30/Apr/22	Mid-term examination First Week. (Eid Al Fitr expected 30 April 2022)*
9	1/May/22	7/May/22	Mid-term examination Second Week
10	8/May/22	14/May/22	Normal classes
11	15/May/22	21/May/22	Midterm exam marks Announcement (21.May.2022)
12	22/May/22	28/May/22	2nd Staff Committee Meeting Announcement of the initial deprived list/Last date to appeal for C.W marks
13	29/May/22	4/Jun/22	Last Day of excuse Submission 4. June.2022 / Midterm Exam Appeal Results Announcement of class schedules for Summer semesters 21/22 Start of Registration for Summer
14	5/Jun/22	11/Jun/22	Last week of study/ Final Deprived List/ Course Work Final Announcement
15	12/Jun/22	18/Jun/22	First week of Final Exams
16	19/Jun/22	25/Jun/22	Second Week of Final Exams / Exam moderation, Board Meetings & Results Announcement (25 Jun.2022)
	26/Jun/22	2/Jul/22	Registration week
Summer 21-22			
Week#	Start of W	End of W	Description
1	3/Jul/22	9/Jul/22	Start of Classes, Last Day of Add & Drop period with 100% Refund Admission ends on 9. July.2022. Arafat Day & EID AlAdha (8-13 July.2022)*
2	10/Jul/22	16/Jul/22	New students Orientation Final exam of incomplete Grade for Spring 21-22 Dropping with 75% Refund week ends on 16 July2022
3	17/Jul/22	23/Jul/22	Students-Staff committee meeting Dead Line of Excuse Submission for Midterm Exam Dropping with 50% Refund ends on 23 July.2022
4	24/Jul/22	30/Jul/22	Midterm Examination Week. Drop period expires on 24.Jul.2022.
5	31/Jul/22	6/Aug/22	Deadline for submitting Mid-Term Grade Appeal Announcement of initial deprived List. Start of registration Fall 22-23.
6	7/Aug/22	13/Aug/22	Last week of Study Midterm-PMC Exam Deadline of Excuse submission for final exam (7.Aug) Final deprived List Deadline of Midterm / Course Work Announcement.
7	14/Aug/22	20/Aug/22	Final Exam period (Exam moderation , Board Meetings & Result Announcement)
	21/Aug/22	27/Aug/22	Registration week
	28/Aug/22	3/Sep/22	Registration week
Fall 22-23			
Week#	Start of W	End of W	Description
1	4/Sep/22	10/Sep/22	Start of the Classes Last day of Add & Drop period with 100% refund starts on (10.Sep.2022)
2	11/Sep/22	17/Sep/22	Last Day of Add/Drop with 100% Refund Admission Ends on 17.Sep.2022

General Notes:-

Note: KIC retains the right to change this Calendar without prior notice.

*Religious Holidays are subject to confirmation.

*KIC will officially announce to students and staff closures for Religious and /Or Public Holiday.

Notes on regular semester:

*Minimum hours allocated for theoretical courses are 45 hours.

*3.3 hr /week for 3 credit hours course

Notes on summer/ winter semester:

*Minimum hours allocated for theoretical courses are 45 hours.

*7.5 hr /week for 3 credit hours course

4. Contact Information

4.1 Administrative Support Departments

The table below shows important contact information at KIC:

Abu Dhabi Campus Tel: +971 2 2015 000 Mob: +971 52 658 3129

Al Ain Campus Tel: +971 3 708 7777 Mob: +971 52 658 3124

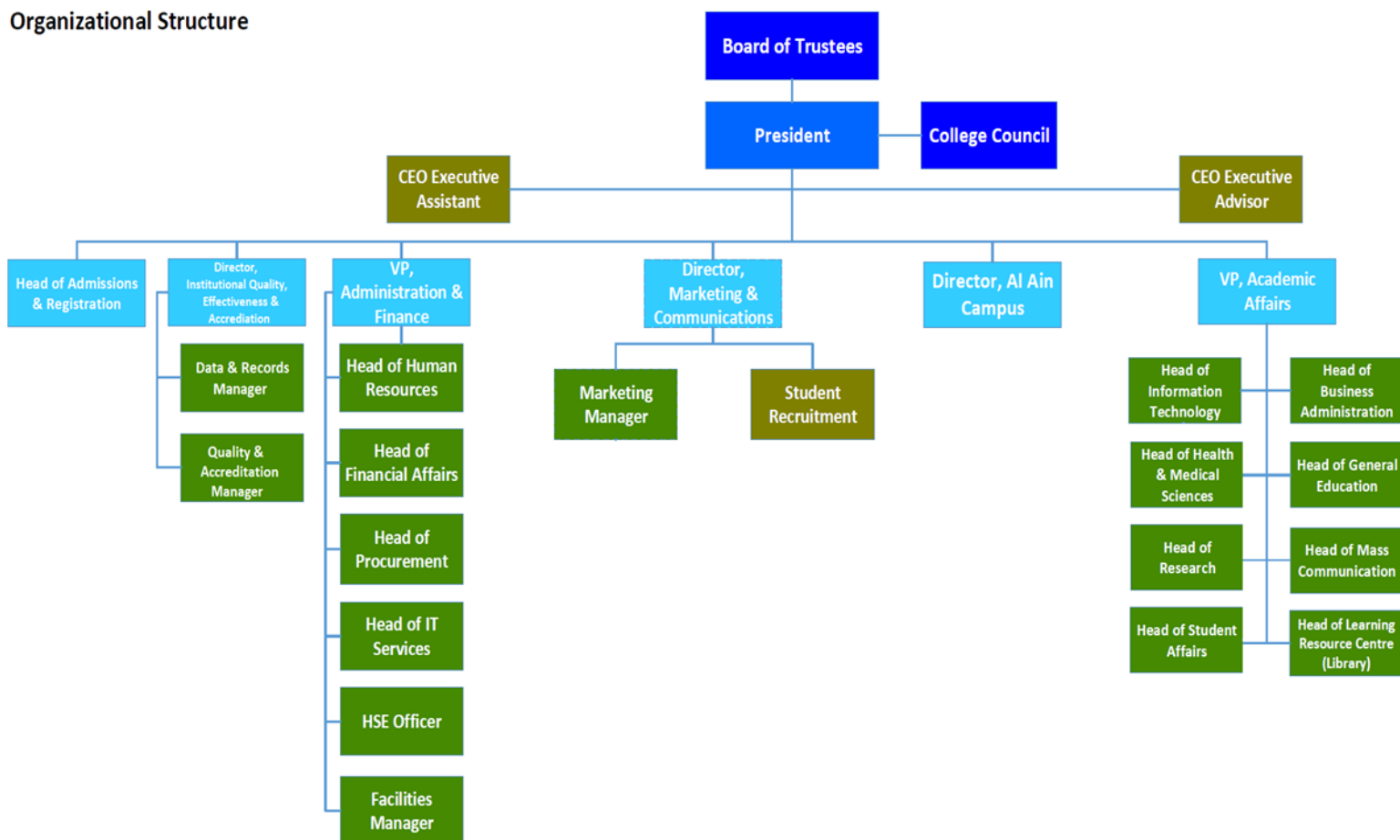
Department/ Concern	Abu Dhabi and Al Ain
Student Affairs	sa@khawarizmi.com
IT Service Desk	ITSD@khawarizmi.com
Learning Recourse Center	lrc@khawarizmi.com
Finance Department	finance@khawarizmi.com
Admissions & Registration	ard@khawarizmi.com
Facility	facility@khawarizmi.com
Health, Safety & Environment	hse@khawarizmi.com

4.2 Executive Contacts

Department	E-mail
President	President@khawarizmi.com
VP of Academic Affairs	VP-Academic@khawarizmi.com

5. Organization Chart

Organizational Structure



6. Students Rights and Responsibilities

6.1 Students' Rights

KIC respects students' individual rights and is committed to providing its students with the following rights:

- A friendly atmosphere where they can study and develop a positive attitude.
- A healthy and safe environment.
- Assurance of integrity, confidentiality and security to students' records, and academic performance reports.
- Freedom to express their opinions and views according to the rules and regulations of the College.
- Organize and represent themselves through the student council to discuss with the management about their problems and concerns.
- To receive fair and equitable treatment in all aspects of the conditional College life including academic and disciplinary disputes.
- To make representations (appeals) against academic and/or disciplinary actions.
- To be accompanied at every relevant stage of disciplinary and/or academic procedures with their representative or advisors.

6.2 Students' Responsibilities

KIC also expects students to have responsibilities as follows:

- Adhere to the college code of conduct as per the college disciplinary procedures available in the Student Handbook.
- Comply with the college dress code as explained below.
- Show respect to UAE Society, Islamic and other cultures.
- Practice ethical use of information technology available at the college.
- Comply with the college policy regarding academic honesty in writing final exams, preparing and submitting all coursework and other materials required which should be a product of the students' own ideas, efforts and research.
- Maintain a minimum of 70% for attending every course lectures and in case of defiance, the management of KIC reserves the right to cancel students' registration for the course.
- Complete and submit all coursework on time.
- Maintain of a minimum AGPA of 2.0 and in case the AGPA remains below 2.0 for three semesters, then the management has the right to drop the student from the program.

7. Admission and Registration Policy

All admissions rules at Khawarizmi International College are guided by MOE Ministerial Decrees #322 of year 2017, 324 of year 2017, 199 of year 2019 and the CAA Standards for Licensure & Accreditation-2019.

7.1 General required documents for Admissions in undergraduate programs:

- Recent photo of the applicant. (Passport photo size).
- Copy of the applicants' Passport.
- Copy of the applicants' Valid UAE-residency Visa .
- Copy of the applicants' Emirates ID card.
- Original/MOE Attested copy of UAE GSSC-Grade 12 with minimum 60% overall score in all programs except BEMC and BRC programs which requires 70% minimum score Grade 12-Science/advance stream in MOE .-
- Or a UAE-GSSC grade 12 equivalency letter from MOE-UAE for Others' school systems such as British IGCSE, American High School Diploma, International Baccalaureate (IB), Iranian; Indian; Pakistani; Bangladesh, military schools or outside UAE .
- Or MOE-NOC is accepted for limited time conditional admissions for applicants who do not have equivalency certificate issued from MOE-UAE.
- For English Language taught programs, an English Proficiency Certificate with minimum (At least EMSAT = 1100, IELTS-Academic =5, TOEFL iBT=61, ITP=500 from any accredited Higher Education Institute in UAE.
- For Arabic language taught programs an English Proficiency Certificate with minimum (At least EMSAT = 950, IELTS-Academic =4.5, TOEFL iBT=46, ITP=450 from any Higher Education Institute in UAE accredited from MOE) and EmSAT-Arabic Language with 1000 score.
- Attested copies of transcripts by MOE- UAE for previous undergraduate studies with sealed courses' description from the previous HEI.

7.2 Undergraduate programs (Bachelor and Associate Degrees)

The admission of undergraduate programs in Business, Information technology, Computer Graphics and animation, Mass communication, Health Management and Medical Laboratory requires the following:

- To submit all the required documents mentioned above.
- Payment of opening file fee (non-refundable) as per the academic calendar financial policy.
- Attend and pass the interview with the Program Admission Committee.
- All the required documents to be submitted with a complete application form at the Students' Recruitment office. An issued Admission status letter to be accepted and signed by the applicant. A copy of the admission letter to be kept in the student file.
- Fulfilling the above requirements gives the applicant the status of NEW STUDENT - FULL ADMISSION.
- Submission failure of any of English proficiency certificate, Arabic Proficiency certificate and MOE-Equivalency leads to grant the admission status as NEW STUDENT-CONDITIONAL ADMISSION.
- A student who got the status of NEW STUDENT WITH CONDITIONAL ADMISSION due to failure of fulfilling the required English Proficiency requirement can register up to a maximum of 12 credits from the general education courses within the registered program such as: Computer literacy, General study skills, Islamic Culture and UAE Society. It is mandatory to register an English Preparatory course (English level I or English Level II) based on the score of English placement test. Rare exceptions are subject to the approval of the vice president of academic affairs based on the recommendation of the GE head and the placement test score. The student must submit the minimum required score of English proficiency
- Additionally, English and Arabic proficiency minimum scores are required in Bachelor of Mass Communication to change the admission status to full admission within three regular semesters of study.
- The language proficiency minimum scores must be obtained within three regular semesters of study to change the admission status to full admission.

7.3 Admission for Bachelor of Science in Emergency Medical Care and Respiratory Care programs

Submission of the MOE-GSSC Grade 12 certificate (Science /Advance stream) with a minimum score of 70%. Other schools certificates requires the student to pass two remedial courses in Biology and Chemistry as per the following table:

Study Systems	Admission Academic Requirements
Advanced Stream /Scientific Stream-MOE	<ul style="list-style-type: none"> Obtained a minimum of 70% average in advance/science stream
General Stream – MOE	<ul style="list-style-type: none"> Minimum 70% average in general Track To take two remedial courses (0-credits and do not count toward the CGPA): <ol style="list-style-type: none"> Biology Chemistry
American curriculum	<ul style="list-style-type: none"> Minimum 70% average in general Track. Grade-12 Equivalency from MOE-UAE To take two remedial courses (0-credits and do not count toward the CGPA): <ol style="list-style-type: none"> Biology Chemistry
British curriculum	<ul style="list-style-type: none"> Obtained equivalency from MoE. At least two passes in science courses in AS or A level. If the student does not have two passes in science courses in AS or A level, to take two remedial courses (0-credits and do not count toward the CGPA): <ol style="list-style-type: none"> Biology Chemistry
Other curricula inside UAE (Pakistan, Indian, Bangladesh ...Etc.).	<ul style="list-style-type: none"> Obtained grade 12 equivalency from MoE Must have studied chemistry and biology in grade 12. If the student has missed one or both of the required courses, to take the missing remedial courses (0-credits and do not count toward the CGPA)
Other school systems- outside UAE	

- Fulfilling the submission of documents mentioned above.
- Payment of opening file fees-Nonrefundable- as per the academic calendar financial policy.
- Attend and pass the interview with the Program Admission Committee.

Health Programs Requirements

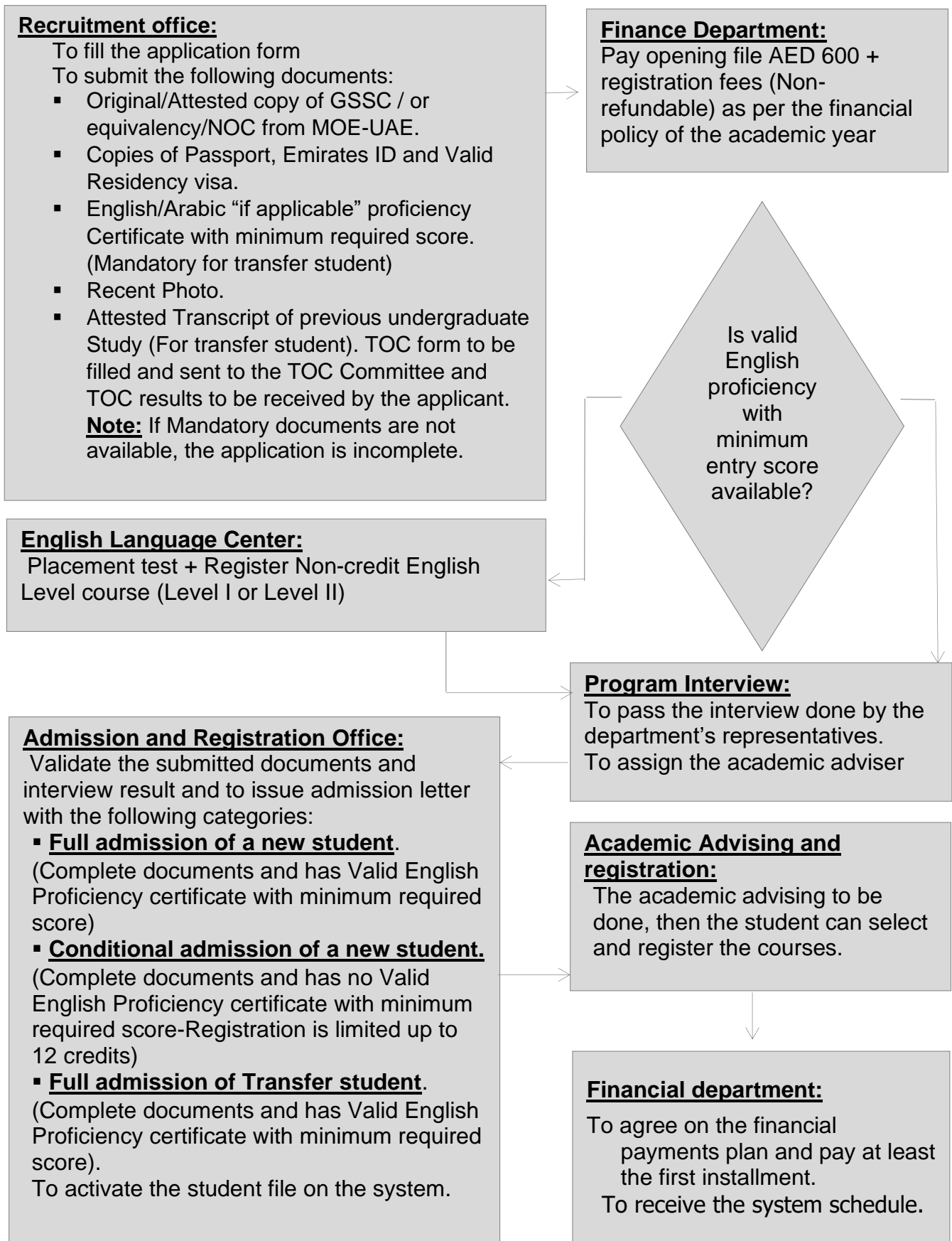
Note: all students are expected to have appropriate health cover/insurance. In addition, applicants to the programs in Emergency Medical Care, Medical Laboratory Analysis and Respiratory Care must provide a medical report confirming physical fitness to attend the program.

7.4 Admission of Transfer Students

Students transferring from other higher education institutions are allowed to get credit transfers for certain courses in KIC Programs based on the following:

- All transfer students must meet KIC's Entry requirements. It is a must for such students to meet the English language proficiency requirement prior to commencing their study in the program they transfer to, and to present a valid certificate with minimum required score of English language proficiency and (Arabic - EmSAT- If applicable) as stated in above.
- Transferring Students must have AGPA not less than 2.0.
- Transferring students with poor academic standing (ie: AGPA less than 2.0), cannot transfer any credit if they want to study in the same major which they have studied before. They are eligible to transfer credits if they will study in a major different from the previous studied one.
- The student can claim credit transfer for course that she/he has passed with a minimum score of "C" or higher and the potential transferred course should have a similar course in KIC relevant degree program.
- The course must cover at least 70% of the topics in the corresponding course in KIC relevant degree program. KIC will accept credit transfer for only courses which are equivalent in terms of learning outcomes.
- The college/university where the student has studied must be one of the accredited undergraduate Institutions by the Ministry of Education in the UAE. A copy of MOE-UAE attested transcript of the previous undergraduate studies should be submitted.
- An equivalency MOE-UAE letter of the previous completed undergraduate degree to be submitted by the transfer student if he had studied outside UAE within two regular semesters. For undergraduate degree, attestations from MOE –UAE is required if the HEI is in side UAE.
- The transfer student must submit an official attested course description on the institution's paper to be considered for credit transfer.
- It is not allowed to grant credit twice for substantially the same course taken at two different institutions.
- The course studied must have required the student to attend classes, i.e. not by correspondence.
- The student can claim credit transfers for no more than 50% of the courses in KIC relevant degree.
- No credit transfers will be given to a CAPSTONE courses, theses, internships and projects courses.
- Students who wish to claim credit transfer from a course(s) must complete the Credit Transfer Application form and return it to the recruitment team accompanied by copies of the relevant attested transcripts and certified course descriptions.
- The result of the claim is communicated in writing to the student prior to the student's enrolment.
- When the claim is successful, the student receives a Credit Transfer courses on SIS.
- A student who is granted a credit transfer from certain courses receives a credit for these courses on his/her transcript. The text 'credit transfer' appears in the grade column. The course (s) that the student receives a credit transfer is NOT included in the student's GPA calculation.

7.5 Recruitment, Admission and Registration Procedure



7.6 Re-Admission and Re-Enrolment Policy and Procedure

This policy governs the process of re-admission and re-enrolment for students who were dismissed and students who have discontinued their study for one semester or more.

- A student who did not register for a period exceeding six regular semesters is considered dismissed.
- A student who did not register for a period of one to six regular semesters is considered non-enrolled student.
- A non-enrolled student wishing to further pursue his/her study, will submit a re-enrolment request using the form with appropriate supporting documents. Once the request is approved, the student will be allowed to continue his/her study in the latest version of the program, with the same tuition-fee structure that he/she was first admitted on with any change in fee governed by KIC's financial policy.
- A dismissed student wishing to pursue their study further will be required to open a new file with a new student identification number. If the student wishes to be exempted from courses passed earlier, the student will be treated as an external transfer student. Hence, the regular transfer admission rules apply; maximum number of courses to be transferred, AGPA of no less than 2.0, course with C or higher marks are transferrable only, in addition to all other transfer admission policies applicable in KIC. The student will be subjected to the most recent tuition and non-tuition fees table, in accordance with KIC's financial policy.
- This policy does not apply to students that fall under "conditional admission".

Re-Enrolment Procedure

- The student wishing to apply for re-enrolment is required to visit the admission and registration department and fill the re-enrolment form.
- The student takes the form to the accounts office to have their confirmation that the student does not have any pending payments, and then return the stamped form to the admission and registration department.
- The admission and registration department checks the student file and assures that there are no missing documents. If any documents are missing, the student is informed to avail the needed documents before pursuing the application further.
- The admission and registration department attaches the student status report to the form and follows up on the form for comments and approvals from the Head of the Academic Department, Students Records Auditor, and then the vice president for academic affairs.
- Once the final approval is obtained from the vice president of academic affairs, the student is informed and the asked to visit the Academic Advisor to discuss registration of the coming semester.

Re-Admission Procedure

- The student wishing to apply for re-admission is required to visit the admission and registration department and fill the re-enrolment form .The student takes the form to the accounts office to have their confirmation that the student does not have any pending payments, and then return the stamped form to the admission and registration department.
- The admission and registration department checks the student file and assures that there are no missing documents. If any documents are missing, the student is informed to avail the needed documents before pursuing the application further.
- The admission and registration department attaches the student status report to the form and follows up on the form for comments and approvals from the head of the academic department, student’s records auditor, and then the vice president for academic affairs.
- Once the final approval is obtained from the vice president for academic affairs, the student is informed and the asked to visit the admissions office to open a new file as an external transfer student and follow the procedure of transfer student.

8. Academic Policies & Regulations

8.1 Grading System

Students will be assigned grades, symbols and points for each course in which they have enrolled. The grade is based on a percentage score achieved in the course and is translated into a symbol and points. The minimum grade for passing an Undergraduate course is 60, which equals symbol D. Please note that a student should aim for the highest grades possible. Graduation requires a minimum AGPA 2.0 for Undergraduate.

Grading System having impact on AGPA

Grade	Points	Percentage	Description
A	4	(90 – 100)	Excellent with Honor
B+	3.5	(85 – 89)	Excellent
B	3	(80 – 84)	Very good
C+	2.5	(75 – 79)	Good
C	2	(70 – 74)	Satisfactory
D+	1.5	(65 – 69)	Below Satisfactory
D	1	(60 – 64)	Poor
F	0	< 60	Fail
RF	0	Departmental Exam Board Decision	Repeat final

- The final grade of a course is obtained by calculating the aggregate sum of the weighted course work components and final exam.
- The earned grade’s points- credit hours’ product of a course is calculated by multiplying the grade points by the earned credit hours.

- The Average of Grade Points Average (AGPA) is calculated by dividing the grade's points-credit hours' product by the sum of the registered credit hours- excluding transferred credits and exempted credits.
- RF grade is granted based on departmental Exam board decisions. Students have the choice off repeating the final exam during the IC exam period. In such case, same fees and mechanism of grade change apply to RF and IC grade. Students may decide to register in a consecutive semester for the RF course. In such case, the fees are 50% of the original subject price (without Applying Temporary or permanent discount) and the course is to be considered as part of the student load.
- The maximal duration of RF is one complete academic year after the departmental exam board decision. Failing to comply with the same, the RF grade will be automatically changed to F.

Grading system having no impact on AGPA

Grade	Definition
W	Withdrawal
TC	Transferred course
IP	In progress
IC	Incomplete
FA	Failed due to Absence

- Any withdrawal from the start of 4th week up to the end of 6th week in the regular semester and in 3rd week of summer semester reflects on transcript with W grade.
- IP grade is assigned for incomplete internship and graduation projects and has to be cleared through grade change mechanism no later than the consecutive academic semester. Failing to comply with will lead to change the grade to fail.
- IC grade is granted for the approved absence cases of final exam and has to be cleared within add and drop period of the consecutive semester and as per the admission and registration departments' exam schedule. Failing to do so, the grade of the course will be changed automatically to F grade after completion of IC Exam, the new grade is to be allocated to initial semester through change grade mechanism.
- IC Fees are fixed to 500 AED, and RF fees are fixed to 50% of the original subject price (without Applying Temporary or permanent discount).

Notes:

- (W) Status From week 4 to 6 in regular semester, Week 3 only in summer semester.
- (IP) Status For incomplete Internship/Graduation projects Grading.
- (IC) for the approved mitigation cases.
- A minimum of 30% mark in the final exam mark is required to pass the course overall. There is no minimum requirement for course work marks.

The merits scheme

The awarded merits after the completion of the program study are as follows

AGPA	Merits in English	Merits in Arabic
3.80 – 4.00	Excellent with Honor	امتياز مع مرتبة الشرف
3.50 – 3.79	Excellent	ممتاز
3.00 – 3.49	Very Good	جيد جدا
2.50 – 2.99	Good	جيد
2.00 – 2.49	Satisfactory	مقبول

8.2 Classroom Administration, Protocol and Academics

A Combination of assessment techniques is employed in order to encourage students to work to their maximum potential and to obtain the best evaluation of the students’ performance.

8.3 Coursework Assessment

The goal of the coursework assessment is to evaluate the students’ performance during the course and to help the student to study the lecture notes and references step by step and to avoid leaving revision until the last moment. Emphasis is also placed on practical assignments and research. The course assessment includes (but not limited to):

- Quizzes
- In-class assignments
- Mid-Semester Examinations
- Project Work and home assignments Class and College-Wide Presentations

Students submitting coursework for assessment must respect KIC code of Academic honesty, which prohibits:

- Cheating
- Plagiarism (turning in work not written by you, or lacking proper citation)
- Falsification and fabrication (lying or distorting the truth)
- Helping others to cheat
- Any other form that violates academic integrity

KIC will not tolerate violations of this code. Any kind of involvement in academic dishonesty will be dealt with seriously and will vary from grading zero marks in the course component to complete expulsion from the College.

8.4 Final Examinations

Final examinations for most courses (some courses are assessed by coursework only) are conducted at the end of each semester.

Most courses of the program have a two-hour final examination. To pass a course a student must achieve a minimum of 30% in the final exam and an overall mark of at least 60% when coursework and examination components are combined.

A student who passes a course will receive a grade A, B+, B, C+, C, D+ or D and a student who fails a course will receive an F or RF grade depending on the decision of the Exam board.

- Repeat Final (RF) is used when students fail the course after attending the final exam.
- The students having Repeat Final (RF) will be given an opportunity to repeat final exam within two weeks of the subsequent academic semester. A student failing to appear for this repeat exam will have to register and pass this course within one complete academic year. Failing in the repeat final exam or not registering and passing the course within the deadline of an academic year will result in F grade in the course and student will have to repeat the complete course.
- The Repeat Course Work (RCW) is cancelled and no longer used.
- Final grade will be encoded on the initial semester course through a Change Grade Form/mechanism.
- Students missing the Incomplete Course (IC) exam will be automatically assigned zero in final exam and a final grade of F in the concerned course.
- The student must maintain a minimum AGPA of 2.0. If the student's AGPA falls below 2.0, then he/she will be put on the academic probation list. If the student's AGPA remains below 2.0 for three consecutive semesters, then the management has the right to remove the student from the program.
- Starting from Fall 2020/2021, Academic warning will be computed based on the cumulative GPA (AGPA and not the semester GPA).
- Academic warning is considered once students completed the following number of credits:
 - 36 Credits or more for Full-time students (Registered in 12 credits or more).
 - 18 Credits for Part-time students (registered in 9 credits or less).
- Incomplete Course Fees are fixed to 500 AED, and RF fees are fixed to 50% of the original subject price (without Applying Temporary or permanent discount).
- At the successful completion of each Associate/Bachelor Degree the student will be awarded a certificate issued by Khawarizmi International College – UAE, attested by the Ministry of Education – UAE.

8.5 Re-sitting Examinations

Incomplete Course (IC) grade is used when students did not attend the Final Exam. This will be automatically generated (zero will not be used). Subject to submitting appropriate justification, students will be able to repeat the missed final exam no later than 02 weeks (add and drop period) of the next regular semester.

8.6 Academic Probation

A Student who performs badly in a semester (AGPA of less than 2.0) will be issued with an academic warning and will be put on academic probation. If the student's AGPA remains below 2.0 in the second semester, then he/she will be issued with a final warning and remain on the academic probation.

In case the student's AGPA remains below 2.0 in three consecutive semesters then the Examinations Board may recommend that the student be removed from the current program.

Academic warning will be computed based on the cumulative GPA (AGPA and not the semester GPA) starting Fall 2020/2021. Academic warning is considered once students completed the following number of credits:

- 36 Credits or more for Full-time students (Registered in 12 credits or more).
- 18 Credits for Part-time students (registered in 9 credits or less).

8.7 Independent Study

- The college does not encourage students to take courses as independent study. However, students may be allowed to take up to 3 credits hours for an entire Bachelor degree/Associate degree.
- The only reason to allow student to take a course as an independent study is only when the course is not offered and not taking it may delay the student graduation. As such this situation may occur only during the last 2 – 3 last semesters left for graduation. Independent studies are approved by the VPAA. If other exceptions, they have to be documented and approved by the College VPAA.
- Students who are taking courses as independent study are ensured with adequate student supervision and compatibility in course content and assessment methods. Student will be provided with all course materials (handouts, readings, activities, etc.).
- An independent study course involves one-on-one interactions between a student and a faculty member. This interaction is documented in a log-in sheet to track time of direct supervision through sessions between student and faculty.
- A tuition fee of a course taken as independent study is similar to a normal course. As such drop/add rules and refund policies are similar to a regular course.

8.8 Suspension

Student will be suspended from KIC if he/she exceeds the maximum duration of the degree he is studying for. The student can be also suspended from a course or the college because of academic or behavioral misconduct. In the latter case, when the suspension happens during the semester, the student will be given an 'F' grade (zero grade point) for the course and/or other registered courses. If the student was suspended only for a period of time, to retake the course the student has to pay the suspended course and re-register and repay all related course fees.

8.9 Academic Advising

- An academic advisor (a teaching staff member) is assigned to each student upon enrolling in any KIC program.
- An effective academic orientation program is organized during the first or second week of their first semester by the Student Affairs Department in coordination with all academic and administrative departments for all new students.

8.10 Academic Advisors

An academic advisor is assigned to each new student. The advisor is a teaching staff member who is proficient in using data related to the students' major.

Each student is introduced to advisor during the aforementioned orientation program and receiving an email up on his/her registration with his advisor name and contact information.

The academic advisor is responsible for duties that include, but are not limited to, the following:

- Follow-up periodically on student progression in their program throughout their study period.
- Discuss academic matters and issues that the student is facing and try to resolve these issues through the appropriate channels.
- Meet the student two times minimum per semester and maintain file(s) of academic advising that contains details of all meetings, cases, registration requests, and any other documents related to the advisees of the faculty members.
- Advise the students on the proper courses to register every semester to assure smooth progression of the student in his/her study.
- Share the updates and changes in institutional policies.
- Follow-up on students' attendance and meet them to discuss their attendance issues.

Student's duties in relevance to academic advising are as follows:

- Attend meetings with the academic advisor regularly.
- Approach the academic advisor when facing any issues.
- Accept the advisor's guidance related to proper progression and courses to register.

8.11 Missed Assessments & Postponement

The Personal Mitigating Circumstances (PMC) protocols are used only when there has been disruption to the student's overall program of study extending over a number of courses, or where there has been significant disruption to one course.

A PMC is typically used when a student has missed a proportion of a course(s) to the extent that he is unable to complete the required assessments and/or he misses a formal examination(s).

In such cases, students should submit a PMC application after discussing their situation with their academic advisor and or the Student Affairs Department.

PMC applications are considered by the Academic Council's Panel and reported to the department's Examination Board.

Students should be aware that the PMC process is not to be used as an examination/assessment insurance (i.e. submitting one just in case they fail). Submitting a PMC application does not guarantee a revised outcome.

Outcomes from a PMC application are broadly divided into three alternatives.

The application can be upheld. This normally happens when there is strong evidence that student is / has been disadvantaged by events and he should be allowed to defer their assessments to a date or dates to be agreed. If the person has taken the assessment, and passed, the Exam Board will "note the PMC" and consider further action only if the result is marginal pass / fail.

The application is rejected due to insufficient evidence. The outcome of this is that if the student has taken an assessment and failed, or if he/she has failed to take an assessment, then the student case shall be recorded as referred in that assessment.

If there is insufficient evidence to come to a decision regarding the validity of the application, the student is asked to provide additional evidence, the outcome of which is normally to either accept or reject the application.

- PMC (IC) Fee is fixed to 500 AED.

Full instructions on how to apply and the relevant application form can be found at the Student Affairs Department.

8.12 Certification

Khawarizmi International College will issue each student who successfully completes the Associate/Bachelor Degree program with a transcript in English language, bearing the marks and grades, which the student has obtained in each course, and the awarded AGPA.

Undergraduate Completion Requirements:

To be eligible for graduation, the student must satisfy each of the following requirements:

- Must have passed all courses of the curriculum in which the student is registered.
- Must have achieved an AGPA of at least 2.00.

The student becomes a degree candidate when the Registrar certifies that the student has completed the study program and met all requirements for graduation. The Registrar recommends graduation to the College vice president for academic affairs.

8.13 Suspension/Intercalation

Due to inevitable circumstances encountering students during their studies, students may intercalate for a maximum period of one academic year should this be supported with appropriate and sufficient evidence.

Students are required to submit a formal request at the registration department with supporting evidences. In this case of approval of student request, the students' registration is suspended till further recommendation from the Head of Academic Department.

During intercalation period students will not be able to register courses, attend lectures, seminars, workshops, practical classes, use the library, or use the information technology resources.

Intercalated students are requested to stay in contact with their relevant academic department before the beginning of the semester for which students plan to resume their studies and no later than the second week of that semester, requesting details of any changes of the syllabus or any changes in regulations regarding final exams and coursework.

Intercalation may be enforced in cases where the student has not shown up, submit sufficient and acceptable evidence for a maximum of one academic year from the last date of his/her registration.

The College reserves the right to cancel the student registration after this period subject to the student statutory right of appeal. In this case the student will be required to apply to the College as a fresher candidate.

8.14 Dismissals

A student may be dismissed from KIC in one of the following cases; the list is not inclusive and should be used for guidance only:

- Student has a bad discipline or ignoring a final written warning regarding misconduct at the college.
- Commit an academic offense explained as per the stated Academic honesty procedures and policies.
- Poor performance, in case the AGPA of a student who is on the academic probation list falls below 2.0 for three consecutive semesters times, or the student takes more than maximum allowed years to complete the course.
- A student may be temporarily suspended from continuing her/his study in case she/he fails to pay the fees section, or as part of the student disciplinary procedures.
- For full information about the disciplinary procedures including suspension, exclusion, dismissal, penalties, and re-admission policy please read the Student Disciplinary Procedures Rules & Regulations in section 3 of the student handbook.

8.15 Attendance

Students must attend all lectures. If the attendance for a student fall below 70% in any Course, the student will fail in that course.

In case a student is unable to attend a lecture for reasons beyond his/her control then the Program Leader/Head must be informed immediately. Formal proof such as a medical report will be required to support his/her claim.

Students must be in the lecture room on time. If a student is more than 5 minutes late, then the lecturer has the right not to allow him/her into the class. In such a case the student will be marked absent.

Students must perform all coursework components such as quizzes, assignments, projects, and mid-semester exams. Where a student does not submit three or more components then the management has the right to cancel his/her registration for that Course.

Student is requested to submit an official excuse to the student affairs, in case he wouldn't be able to attend the midterm or file exam within three working.

8.16 Academic Programs

KIC offers the following programs;

- Bachelor of Science in Emergency Medical Care
- Bachelor of Science in Respiratory Care
- Bachelor in Medical Laboratory Analysis
- Bachelor in Health Management
- Bachelor in Mass Communication
- Bachelor in Business Administration
- Associate in Business Administration
- Associate in Computer Graphics & Animation
- Associate in Health Management
- Associate in Medical Laboratory Analysis
- Associate in Medical Records

8.17 Dress Code

KIC Students must be dressed decently while being at any of the college premises to attend the classes or taking part in activities organized by the college such as science, sports or social trips.

Female students must wear clothes that cover their body well (not transparent) down to cover their knees and sleeves to cover the elbows. Very tight trousers and clothes are not allowed. Male students must wear clothes that cover their body well (not transparent) down to their knees and short sleeves. Sleeveless shirts are not allowed as well as very tight clothes.

9. Learning Resource Center (LRC)

9.1 Mission

The Learning resource centers (LRC) mission is to provide comprehensive resources and services to support the research, teaching, and independent learning which helps the KIC community.

9.2 Objectives

LRC promotes the self-development process through updating and building library resources through a continuous process both in electronic and print form. Electronic resources which are available 24/7 accessible to support the users learning and research process. Also through library orientation and the information literacy sessions making the students aware about the Library collection and the services. LRC fulfills the students and instructor’s requirement by integrating and being a part of the academics, coursework, assignments and the research process.

9.3 Learning Resource Center Values

LRC serves the infrastructural supports for reference services, group studies, and self-study by providing a spacious area, ample number of chairs, reading tables, computers, touch screens, overhead projector, smart gate, book shelves, and televisions, white boards in both Abu Dhabi and Al Ain campuses.

Total Collection

Al Ain & Abu Dhabi Current collection	
Number of titles	12315
Number of copies	21292

Al Ain & Abu Dhabi Current collection				
Programs	Campus			
	Abu Dhabi		Al Ain	
	Titles	Copies	Titles	Copies
Business Administration	2138	4402	1016	1172
Information Technology	1660	2526	496	590
Health and Medical science	1572	2583	1106	2264
Islamic banking and Finance	326	541	603	1193
General Education & E-Textbook	956	1796	600	841
UAE Law and Regulations	0	0	32	52
Mass Communication	1034	2155	808	1229
Total	7686	14003	4629	7289

9.4 Library Facility services

LRC has enough and appropriate space and equipment to support the individual and group learning. The library provides photocopy and printing services to the students and allows them to copy materials within limits for their research and study.

LRC is equipped with a projector and white boards which supports library users in small group study purposes. Sufficient number of desktops connected with the internet to allow library users

9.5 Contact LRC

For both campuses, send an email to library@kic.ae.ac

Operations

Through User orientation services, we introduce to the newly joined students/staff about Learning resource center facilities, resources, services and Learning resource center techniques like Rules and Regulations The rules and regulations permitted within the Library, LRC services, Research services to students, about the e-book and the printed textbook, borrowing/Circulation policy, LRC holding, Library contact details, library management account, digital library. When the situation has changed we are doing a virtual orientation and Library information literacy session for the fresher students/ staff.

9.6 Operation Hours

LRC is open in both campuses (Abu Dhabi & Al Ain) on all days of the week as per the following timings:

Weekdays: 09AM-09PM

Weekend: 12AM-8PM (Friday Closed)

During Pandemic LRC is operating for almost 18 hrs. Any students or staff can contact through emails.

9.7 Services

The Learning resource center established, promoted and maintains a wide variety of quality services that will support the vision, mission and objectives of the College in both campuses Abu Dhabi and Al Ain.

Services include:

- Circulation services
- Reference & Research services
- Multimedia services
- Instructional services
- OPAC (Online Public Access Catalogue)
- ILL inter library loan (arrange reading material from other libraries)
- Database services
- Help to access e-textbooks
- Access to periodicals

9.8 Copyright Policy

KIC copyright policies are based on the UAE copyright and authorship protection law No.7 for the year 2002.

9.9 User evaluation and feedback

The Institutional Quality Effectiveness and Accreditation department (IQEA) must carry out a survey about the effectiveness of the LRC before the end of each academic year.

9.10 Electronic and Non- Electronic Collections

The LRC collection includes all types of resources such as print, non-print, audio-visual, manual, periodicals and electronic materials, which help to strengthen teaching, learning and research purposes. Electronic resources we are mainly focusing on Digital collection especially commercial databases. Currently we have four leading databases like ProQuest Central, eBook central, Emerald and E-Marefa which covers all subject areas in the college. In addition, we are delivering the e-book to the students through its learning portal, which is a multi-publisher platform.

9.11 Stakeholder role in selection and weeding process

Khawarizmi International College has a selection & weeding committee with guiding principles for the selection in electronic and non- electronic resources. The students are also involved in the selection and weeding process. From each program, to get a program specified feedback, students are also a member in the selection and weeding process.

9.12 Bibliographic format and cataloguing standard

The LRC resources are organized by using the Library of Congress Classification Scheme (LC) and the latest version of Anglo-American Cataloguing Rules (AACR II). The system used is capable of importing and exporting full bibliographic records in a standard format preferably MARC for easy access and the retrieval.

9.13 KIC Website, Academic Portal and Digital Library/ On/Off campus services

KIC website, academic portal and the library portal serves the community of prospective students and parents, current students, Alumni, Faculty members and the public. The library link is an important source of information for the users to know about their rights when using the library services. KIC website is accessible 24/7 on or off campus.

9.14 Library portal and databases

The College offers educational and learning support services through its portal system for the students and the faculty. The important links for library includes Digital Library, Information Literacy Coaching, OPAC, Textbook store.

Library Portal

Library Portal is an interface to access library resources and services through a single access and management point for users.

Databases

The library subscribes to a large number of online databases and resources. These can be accessed from the library portal (Deep knowledge). The library has leading commercial databases like ProQuest Central, Ebook central, Emerald and E-Marefa. Users can find a variety of information, including Full text articles from e-journals and other publications, Abstracts, Citation information, Newspaper articles, e-books, images & videos, cases, dissertations & thesis. The LRC allows its users to browse databases in different areas of subjects. These are available 24/7 online.

9.15 LRC E-Resources Usage Rules

It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. LRC has e-resources usage rules, which include allowed and not-allowed terms in using the e-resources.

Cooperative agreements

Co-operative agreement with Abu Dhabi University and e Efada consortium (Ankbot) added value to provide users with more resources and suitable services when/ where needed, without replacing any of our existing collection or services. Printed books, article requests and the library space can be utilized by each library user.

9.16 General Borrowing Policy

LRC designed its borrowing policy to maximize access to the collection and by motivating the users to return material on time so that they are available for other users. Students should show their college ID to borrow books from the library. Loan period and number of books for the staff and students are different like:

- Students can borrow up to 5 books for 10 days.
- Staff can borrow 10 books up to 30 days.

Associate and Bachelor Student

- 5 different titles for Associate Student Bachelor students for duration of 10 days.
- It can be renewed for the next 10 days if no other request or reservation.
- The Director of the library has the authority to recall a borrowed book at any time.

Late return or renews:

- Koha system should send automatic 1st reminder after 7 days
- Koha system should send automatic 2nd reminder after 14 days
- Koha system should block the borrower after 21 days. If the borrower failed to return.
- Koha system should not allow the borrower in both campuses for any library materials.

Reminder email: should contain list of borrowed items with Title, Author, Tag Number

9.17 Borrowing Policy during Pandemic

During Pandemic, Circulation Services continue for the students and the staff. We will be delivered the reference books to faculty and Students to their Location.

Users can choose the book from the OPAC/ can send an email to library@kic.ae.ae, also users can send an email to library@kic.ae.ae for requesting the books.

All Sundays and Wednesdays, we will deliver the books to the home address with the help of KIC Transportation.

10. Student Services

10.1 Students Orientation

Every student at KIC must attend an orientation program. This orientation is designed to familiarize students with all aspects of KIC and College life in general. The orientation is offered within first or second week of their first semester. Student orientation programs are designed to aid freshmen and transfer students in adjusting to the academic and social life of KIC.

The student affairs department organizes an orientation program for all new students. The Orientation program includes:

- The college president normally welcoming the new students in this meeting, and introduces the members of the teaching staff.
- The vice President of academic affairs then explains the terms and conditions in studying at the College as reflected in the Student Handbook.
- The student affairs head is leading the event and make sure that all new students have received an email include all necessary information like the student handbook, college Services guide and supported video to explain how they can use the student information system and open the college email.
- Introduce all administrative department services which include but not limited to the career and alumni services, sports services, admission and registration services, IT support services, learning resource center services, student council and counseling service.
- The IT support service present how the student open the college email and use the blackboard.
- The student council president or member is giving a brief about the council services and the student clubs.
- New students are giving the chance to ask any questions.

10.2 Information Technology

The Information Technology Department is committed to ensure that college's IT infrastructures and educational technical facilities are fulfilled and guarantees that all quality system operations run smoothly. The information technology services include computer hardware and software, databases, and communication networks, as well as trained technical and user services staff.

A high-speed network connects all the college's computers with the Internet as KIC facilities are accessible to all institutional community. The equipment in the labs includes student workstations, an instructor workstation, laptop connectivity, scanners, printers, projectors, and audio and video equipment. Computer labs at the campus are collectively equipped with 135 computers in Abu Dhabi Campus and 120 computers in Al Ain Campus, running the latest OS, with full internet access, and managed by a centralized Active Directory.

An advanced studio is equipped with a device that is used for recording actions of actors for animations or visual effects mainly used for Computer Graphic and Animations department.

The college website www.kic.ac.ae provides information on the college academic programs, services and other various events and activities. Blackboard Ultra Learning System offers good learning support facilities for students throughout their academic journey in KIC such as course plans, lecture notes, coursework assignments, sample projects, questions and answers and an online student.

10.2.1 Electronic and Information Technology Resources Usage

KIC's information technology facilities include computing devices and associated peripherals, communications infrastructure and related equipment, facsimile machines, scanners, copiers, telephones, video and other multimedia devices and all forms of software. They are intended for use for teaching, learning, research, and administration in support of KIC's mission. In using KIC's information technology facilities, the user agrees to the following conditions of use:

All students using KIC's information technology facilities shall be responsible for adhering to the appropriate user policy as circumscribed by the laws and regulations of the UAE, such as the UAE Cyber Crimes Law, the Penal Code of the United Arab Emirates.

Information technology facilities are not to be used for personal, commercial, or non- KIC-related purposes without written authorization from the Institute.

KIC reserves the right to limit permanently or restrict any user's usage of the college's information technology facilities; to copy, remove, or otherwise alter any information/data or system that may undermine the authorized use of information technology facilities.

Wi-Fi service: In both campuses we have three separate network (Staff for Faculty and Admins), Student (for current students), Guest (for Visitors and External Clients), all networks are secured and password protected. (Internet Speed is up to 250 Mbps)

IT Services Team in both campuses is responsible for providing several accounts to students in order to access their College Email, KADS, and Blackboard open LMS services.

Students can communicate with IT services when they are facing an issue through the ticketing

10.2.2 Information Technology department supports the distance education process through:

Bringing and operating a tool for performing remote lectures directly on the Blackboard system (blackboard collaborate).

Bringing and operating software to take exams remotely, taking into consideration all electronic security measures and not cheating process (respondus lockdown browser).

Receive all students' requests, either through email or phone calls, and respond to them immediately.

Entering individual meetings to support students who have problems with the systems used through Microsoft teams.

Organizing orientation sessions on all the systems used in the college periodically for new students from the beginning of each semester.

Being present continuously during online exam times to support students and solve any problems that may occur at the time of the exam immediately.

Fix some students' computer problems remotely using Microsoft teams.

10.3 Personal Counseling

The Student Affairs Department is based on a commitment to respond to students' needs in reaching their personal and academic potential as individuals. Personal counseling includes helping the students with their individual problems related to their study or issues arising from being a student at the college. The counseling process involves the development of a unique, confidential helping relationship between the students and the KIC Staff. The ultimate goal of the Student Affairs Department is to promote the development of more effective behavior of the student as an individual. Students seek a Counselor for a variety of reasons:

- Personal, Career or Academic Counseling
- Academic concerns and difficulties (semester or course dropout, transferring credits to other colleges, academic dismissal, leave applications etc.)
- Depression/personal issues.
- Life purpose or goal setting
- Sometimes students experience academic difficulties not because they do not understand the specific course material, but rather due to other factors such as managing anxiety, poorly developed study skills, surviving grief or loss, or adjusting to college or their relations with other member of the College. Academic counseling can help students figure out what may hamper their academic progress and assist them in taking steps to address the problem.

10.4 Career Counseling

The Career Officer is responsible for providing the students with an effective career development program which includes career information, career planning, placement services, career counseling, and follow-up activities. Career counseling is a process of learning about oneself and becoming approachable with the field of work. Counseling provides students with

the abilities to explore themselves, to know and understand what they are looking for and what they are capable of achieving. It also develops their personality as they focus on achieving their goals in terms of their career. Its services include, but not restricted to, the followings:

- How to prepare your CV
- How to prepare for Job Interviews
- Tips for passing Job Interviews
- Career opportunities in the areas covered by the college programs
- Career planning

The Career and alumni unit is responsible for answering individual questions from students and providing them with career advice.

The career and alumni unit provides internship, career planning and job services to its students and alumni. The unit assists KIC students and alumni in finding their way to internships and jobs of their interest.

KIC supports students to become capable and confident in selecting and managing their careers and identifying further training needs. The career and alumni officer is communicating through an official email (jobs4students@kic.ac.ae) to develop the career services of if our students and graduates.

10.5 Campus Safety & Well-being

KIC has developed an environmental health and safety management system, to prevent or reduce accidents, incidents, and protect the environment against pollution and excessive consumption of energy, materials & water.

In case of an emergency, when a student and staff require immediate health care, the student will consult the on-campus clinics. The medical clinics at KIC are professionally managed by leading private hospitals in Abu Dhabi and Al Ain. These clinics are equipped with all necessary medical equipment and pharmaceuticals to meet any emergency cases.

Students and staff can consult the clinic during the College working hours from 1pm to 9pm. In case of serious cases, where further treatment is required beyond the capabilities of the clinic, students and staff will be referred to their respective private hospitals for further comprehensive treatment. Clinic staffs also participate in conducting some educational orientation sessions and seminars regarding prevention of diabetes, free smoking, how to control hypertension and stress...etc.

The College accommodation is kept healthy and safe for staff and students alike. The Civil Defense Department in the UAE visits the College at least once a year in order to audit the safety features in the building.

10.6 Prayer Rooms

The college has two separate prayer rooms within Abu Dhabi campus for males and females, while Al Ain campus has only a female prayer room and male students may pray at the mosque near the campus.

10.7 Student Activities

10.7.1 The Student Newsletter

This magazine is published by Khawarizmi International College. The magazine covers news about the latest developments at the College, as well as staff and students' personal news. Students who produce good written assignments or projects are rewarded by having their work published in the newsletter.

10.7.2 Sports and Recreational Activities

Students are encouraged to form sports teams, such as football, table tennis, basketball and volleyball. Various sports facilities in Abu Dhabi are used for this purpose. The college subsidizes the students' sport activities. At the start of each semester, students are asked to list their choice.

Multipurpose Event Hall:

A 130 square meter multipurpose event hall is fully equipped to host large meetings in Abu Dhabi and 110 square meters at Al Ain campuses.

KIC football team has won a number of sports tournaments in Abu Dhabi, such as the gold medal in the Futsal football competition 2019 & 2020, and a golden medal in the Abu Dhabi Inter-University Sports League 2019 & 2020 and a silver medal in the higher education sports federation competition 2017 & 2018.

10.7.3 Social Activities

Students at KIC are encouraged to actively participate in many scientific, social activities. The Student Affairs Department organizes social events like the College Global day where students present their diverse cultural dressing, folklore, meals, and other traditions and customs. The program also includes some other activities like competitions and entertainment. Information Technology Day and Business Administration Day also are organized to present talented students projects.

KIC arranges a number of social and scientific trips for students each year. Students visit shopping malls and festivals as well as government departments, oil companies and business corporations as part of their field study.

The College organizes trips for students to shopping festivals and computer exhibitions such as the Gulf Information Technology Exhibition (GITEX) in Dubai. Students are also taken on trips to visit some business firms like; government departments, oil companies and business corporations as part of their field study where they will be acquainted with the latest technology, and they get to know about the operational procedures used at these companies. At least one trip is organized each semester. The College subsidizes these trips.

During exceptional blended and online learning delivery, the student affairs maintained its delivery and were able to be organized set of activities such as social counseling online sessions, fitness sessions and warming up activities, students were engaged in different activities using Kahoot application platform.

10.8 Student Lockers

KIC supports assigning college lockers to students for their use to provide a safe and healthy educational physical resource to students (available in Abu Dhabi Campus).

10.8.1 Guidelines and Procedures

- Lockers are assigned on a needs and availability basis.
- A College issued combination lock will be assigned for a semester fee. (Damage to the locker and / or combination key will incur an additional replacement cost fee.)
- Administrators and college staff shall advise students of the rules and conditions of locker use and searches at the time that the lockers are assigned throughout the semester.
- Notices shall include those lockers are subject to availability.
- The locker is assigned to a student for use during the semester based

10.8.2 Rules and conditions of use

- Students are responsible for maintaining their lockers and returning them to the concerned department by the last day of the final exam of each semester.
- The locker is not to be used by any unauthorized person and is to be kept clean, tidy, and locked at all times.
- Lockers are to be accessed only outside lesson / instruction time.
- Lockers are to be kept for the safekeeping of curriculum materials, and other small personal items.
- No food or drink items are to be kept in lockers. College is not responsible for loss or theft or damage of material stored in student lockers.
- Only provided lockers may be used in semester.
- No illegal substances, weapons or other prohibited or offensive materials are to be placed in college lockers.
- All lockers will be inspected by college staff regularly for compliance of use.

- Permission to use the locker may be terminated where a student does not comply with the conditions of use or College policies or rules.
- Students are not permitted to open other students' lockers. Those who do so will be subject to disciplinary measures as detailed in the Student Handbook.
- If a student has reason to believe that any locker contains material that may threaten the safety of other persons, that student is expected to immediately report the information to a Student Affairs or the college administration. The name of the student making the report will be kept confidential.
- Students are required to pay a fee and deposit while attending KIC.

10.9 The Alumni Association

Khawarizmi International College stays in touch with its graduates through the Alumni Association. The Student Affairs Department also puts in the activity's agenda for an Alumni "Iftar Party" during the holy month of Ramadan.

The aims of the Association are

Provide life-long training programs for Khawarizmi International College graduates in order to help them keep pace with the fast changes in the market. These training programs are offered at minimal fee.

Provide career counseling and job placement services for Khawarizmi International College graduates with the help of the career office. This service is offered to the association members free of charge.

Organize social meetings for the association members in order to help them maintain contacts with each other. An annual dinner party is organized for the members of the association members at a very reasonable price.

Provide the college with important feedback about the graduates' views of the College programs and services.

The membership of the association is offered free of charge to all Khawarizmi International College graduates.

10.10 Student Communication

It applies to all official communications with Students by Employees, including past and future Students.

The College recognizes that communicating effectively is an integral component of the student's experience at the College.

The College recognizes the need for multiple channels for communication in order to engage with diverse cohorts and/or communities for different purposes and situations.

The Student Communication Policy outlines the principles that must apply for communication by Employees with Students across the various channels.

10.10.1 The following principles apply to all Students:

- KIC E-mail is the main official communication channel between the student and the respective administrative and faculty staff.
- KIC E-mail must be basically used for the circulation of all announcements, notifications, policies, procedures, activities, etc.
- Other communication channels and facilities such as SMS and phone calls can be used additionally only if decided to be necessarily needed.
- The College undertakes to ensure Student communication is clear, timely, accurate, accessible, targeted, personalized, inclusive, and reflective of the brand and reputation of the College.
- The College is committed to timely provide all information relating to legislative requirements or entitlements, new policies and information deemed beneficial or relevant to the student experience.
- Student communications will be made using the relevant official College systems identified for each communication channel.
- All Student communication will be managed in accordance with the INFORMATION-RELEASE POLICY, Records and Information Management Policy and other relevant College policies and procedures.
- The Head of Student Affairs, or nominee, will be responsible for Student communications not related to learning and teaching, except in emergent situations as directed by the Head of Student Affairs.
- Administrative and academic staff will recognize only the student KIC email when performing any communication with the student.

The college is keen on the interest of students and attention to all academic and non-academic issues that facilitate their academic life. The college also expects positive communication from the student and an understanding of the college's policies contained in the student's handbook, which would implement the regulations of the Ministry of Education.

The student is requested to respecting the college hierarchy in communication to solve any issue or concerns, which is as follows:

- Academic advisor
- Program leader of the relevant department
- Head of the relevant department
- Student Affairs Department
- Vice President for Academic Affairs
- The College president

Note:

The college has the right to issue a written warning as well as to ignore the mail sent by the student in the case, he did not follow the steps mentioned previously in the policy of submitting the concerns.

10.11 Information-Release Policy

KIC respects students' individual rights for privacy of information and the college is committed to provide assurance of integrity, confidentiality and security to students' academic records. The college does not disclose any information regarding student academic records and information about student academic performances (such as transcript, academic status report, attendance reports) without prior written consent from the student except for the use of its own official and educational purposes such as the college officials, other officials of other peer institutions, regulatory organizations, accreditation bodies and reviewers, funding organizations.

A student may grant other person access to this information as per the provision available in the enrollment application form. The following constitutes directory information which includes information that can be released or published to other parties based on approved written requests from the college management.

11. Student Role in Governance

11.1 The Students Council

The Students' Council acts as a link between KIC management and students. The election is scheduled at the beginning of each academic year and supervised by the designated Head of Student Affairs. The student council representatives are from Abu Dhabi and Al Ain campus. Student Council is consisted of 15 members in each campus. 5 students are elected; the other 10 students are selected to represent students in the council.

The council meets twice each semester. Student or staff members of the committee may request additional meetings. Student members express their opinion on various issues related to the college and its programs. Students at KIC play a vital role in shaping the College's future by providing feedback regarding the positive and negative aspects of the college and its programs.

The College has student representatives on several committees and the Student Council arranges for students to be appointed to these positions

11.1.1 Guidelines for constitution

Student Committees/Clubs:

Each committee/Club must provide the Student Affairs Department, on a semester basis, the members' information, minutes of meetings, action plans, and budget.

11.1.2 List of Student Committees/Clubs

Cultural Club

The Cultural Club celebrates the traditions, history, and heritage of the various communities at the college through activities such as lectures, exhibitions, and poetry sessions. The Club plays an important role in organizing the Global Day event which is held every year.

Art Club

KIC Art Club encourages students with a common interest in the creation of art such as (music, dance, photography, drawing, etc.) to enhance their skills, collaborate with other artists and forge bonds with fellow creative minds.

Sports Club

The Sports Club is for the fun seekers who enjoy energetic sports and outdoor/indoor activities. The Club organizes and/or joins enjoyable events, tournaments, and leagues among KIC students throughout the year.

Scientific and Technology Club

The Scientific and Technology Club functions as the IT professional development society for students. The Club keeps students updated with on all the innovations in the computer and technology fields and prepares workshops on different topics in the IT domain.

Tours and Societal Activities Club

The Tours and Societal Activities Club creates awareness among students and the UAE community about issues related to the environment (recycling, green community) health (Anti-smoking, blood donation), and society in general. The Club participates in events such as UAE National Day, Abu Dhabi Film Festival, Athletics Championship, camping, trips, and other adventures and activities throughout the year.

Innovation Club

The club is committed to develop in ways and means to discover and nurture students' creativity by involving them in the planning and implementation of activities to achieve the integrated growth of their personality.

11.1.3 New Committee/Club Formation Procedure

- The procedure for setting up a new Committee is as follows:
- Submit the new committee/Club application, obtained from the Department of Student Affairs, with the required documentation (mission statement, and action plan). The Head of Student Affairs will normally approve all requests for committee/Club establishment providing the committee/Club does not duplicate the aims and objectives already provided by another committee.
- The Head of Student Affairs, Vice President of Academic Affairs, and the President reserve the right to decline the approval of any new committee. Students are entitled to a written statement from the administration regarding approval or denial.
- The newly established committee/Club will remain in a conditional state for one semester. If the committee/Club fulfills all the guidelines during the probationary period, it will be removed from probation.

- Once the application is approved, start recruiting members, through calling to order elections. In order to be recognized by the college as an official committee, it should maintain at least two student members.
- All committees/Clubs must create and maintain a membership list. The membership list must include the member's name, student ID number, contact number, E- Mail address and membership type. The list must be submitted to the Head of Student Affairs at the beginning of the semester
- All Committees'/Clubs actions and activities must be in full compliance with college's policies and procedures. All events that might take place off-campus require the presence of an authorized college representative assigned by the Head of Student affairs.

11.1.4 Committee/Clubs Cancellation

Committees/Clubs who do not adhere to the above guidelines will be cancelled. The committee will be cancelled if it receives two warnings from the Student Affairs Department. Committees/Clubs may be cancelled due to failure to fulfill the committee/Club regulations or guidelines, unlawful behavior or occurrences under committee/Club operation or event, or the inability to maintain a minimum of two student members.

11.1.5 Committee/Club Elections

- The officers of the executive board of any committee/Club are elected, through college-wide elections, according to the following rules, regulations, and procedures:
- Officers of each committee/Club will be chosen through democratic elections in which the majority vote decides the winner.
- The Head of Student Affairs may call upon the committee/Club to conduct the elections during March or before if there are any vacant officer positions.
- Election date, time, and location will be published at least two weeks in advance. Announcements could be through mass email to all students, Newsletter, posters, Flyers, etc.,
- During the election process, voting will be conducted through a head count, counted by the Head of Student Affairs. Abstention is allowed. Telephone or verbal votes do not count.
- Each committee/Club should have at least 2 members to be active at KIC.
- The Head of Student Affairs should be present during the elections. Candidates may vote for themselves.
- All contact information (name, email, contact number) of the committee's new officers should be sent to the Student Affairs Department.
- The first meeting of the committee/Club should be held in a maximum week time after elections are held.
- The Head of Student Affairs should be notified to attend the first meeting.

11.1.6 Committee/Club Advisors

KIC mandates that all student committees must have a full-time faculty/staff member serving in the capacity of the committee/Club advisor. The committee/Club advising is a voluntary activity and the role of the advisor is to provide guidance to the committee/Club out of his/her personal interest, promote and support extra-curricular activities and events at the college.

11.1.7 Committee/Club advisors' responsibilities include

Be familiar with the College rules and regulations related to Student Committees. Attend regular meetings, events and activities, whenever possible.
Ensure that all minutes of meetings are communicated to the Student Affairs Department

12. Student Life

12.1 Student Publication

Only 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 student affairs department 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 KIC 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 student affairs department 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.

12.2 Student Grievance policy

The College aims to maintain a friendly and liberal atmosphere where students can study and develop positive attitudes. Students must not let minor problems stand in their way and prevent them from making progress and enjoying their studies at the College.

Any student who encounters a problem with a member of staff is encouraged to solve the problem by talking directly to that staff member. This usually has the best results and leaves no ill feelings.

Where the problem is not resolved, the student discusses the problem with Student affairs department or the Head of Student Affairs, and if still no solution is found, then the student meets the President and explains the problem.

Anonymous complaints are not normally acted upon.

Students who have useful suggestions/ complain for the College services regarding program contents, teaching methods, learning resources, or any other issues are welcome to make these suggestions/complain either by sending an e-mail to the student affairs, email or communicate with the student council to discuss in the staff/student committee meeting, or depositing a note in the Suggestions & Complaints box.

12.2.1 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 discuss the case with the program head/leader; else raise a grievance to the student affairs department.

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 of the discussion, will report to his Advisor if it is academic issues or report to the student affairs department if it related to college services.
- In case the issue is perceived as sensitive, the grievant might submit the grievance case without interference or support of the Advisor.
- The grievance case has to be submitted to the student affairs department email within 10 working days after the occurrence of the grievance. No appeal will be accepted after that.

12.2.2 Academic Appeals

Students have the right to appeal against the results of a coursework or final exam assessment on any relevant grounds other than academic judgment. Students should note that many of the issues potentially leading to appeal are covered by the College's Personal Mitigating Circumstances (PMC) procedures (see Section 7.11). If the situation does not come within the PMC procedures, the student has the right to appeal, on any relevant grounds other than academic judgment. Appeals must be made in writing to the relevant Program Leader/Head within one month of the announcement of the results. The academic appeal form is available at

the Admission and Registrar department. The fee is AED 100 per paper and the student can reclaim this fee if the appeal results in a change of grade.

- The Vice President of Academic Affairs forms a Panel which usually consists of the Vice President of Academic Affairs, relevant Program Leader, Department Head, and a faculty member.
- The Panel is responsible for dealing with and making decisions regarding academic appeals. The Panel does not entertain appeals based on academic judgment.
- The student has the right for a 15-minute hearing in the presence of Panel members. A family member or a friend may accompany the student during the hearing.
- The College undertakes to have any required remarking done “blind” (where the second marker has no knowledge of the first markers assessment), but gives no warranty that a re-marked assessment will result in a higher grade on any relevant grounds other than academic judgment.
- The Panel decides the result of the appeal in a special meeting. The result of the appeal is communicated to the student in writing. The decision of the Panel is final.

12.2.3 Student Disciplinary Procedures

It is essential for Khawarizmi International College to create and maintain an atmosphere that is conducive to the academic and social well-being of the college’s community and to discourage behavior which will adversely affect this well-being.

Complaints of misconduct wherever possible, are dealt with informally by consultation between the student(s) and the appropriate staff concerned. Informal counseling may form part of the procedure and, conducted at an early stage, may help prevent the escalation of a problem into a formal disciplinary matter.

The formal procedures are to be invoked where informal action has failed or is considered inappropriate.

These procedures are relevant to all students of the College undertaking a program of study operated by the college. These include staff who is also students but only in their capacity as students.

The college is committed to fair and equitable disciplinary practices and the appropriate members of staff always carry out practical disciplinary procedures in a professional manner.

Disciplinary procedures are intended to ensure a speedy and efficient resolution of issues. Reasonable time is allowed for the preparation of representations and the investigation of the circumstances of the allegations. The aim is to prevent unnecessary delay whilst ensuring a full and fair assessment of the circumstances of any individual case.

The Head of the student Affairs is responsible for the maintenance of student discipline and, within the rules and procedures provided for within those articles, for the exclusion/suspension or expulsion of students on disciplinary grounds and for implementing decisions to expel students for academic impropriety.

The responsibility for explaining the rules and standards to students and ensuring compliance rests with the Student Affairs Department.

Students are expected to familiarize themselves with the requirements of the college as issued to them in the Student Handbook and elsewhere and be aware that any student who is subject to disciplinary action shall have the right to be accompanied and represented by a person of his/her choice at every relevant stage of the procedure.

Thus far the generic term misconduct has implied all forms of behavior which are detrimental to the efficient, honest, and credible operation of the College. Here the term is split into two distinctive forms of offence; those perpetrated by students during their time in tuition at the college, and those involved specifically within the assessment / examination processes. The first is termed misconduct, the second academic impropriety. They are treated separately in these protocols

12.2.4 Code of Conduct

Student is expected to conduct themselves at all times in a manner, which demonstrates respect for the college, its staff, fellow students, and property. Serious breaches of this code can amount to gross misconduct, which may lead to expulsion from the college.

Examples of gross misconduct include:

- Violent, indecent, disorderly, threatening, or offensive behavior or language whilst in the college premises or whilst engaged in any of the College activities
- Action that causes injury to themselves or others or impairs safety in the college premises.
- Theft of or damage to college property, or the property of other members of the college community, caused intentionally or recklessly.
- Criminal offences where these offences involve other members of the college or directly affect the interests of the college.
- Misuse or unauthorized use of college premises or items of property, including computer misuse.
- Disruption or improper interference with the academic or administrative processes of the college.
- Breaches of the college's Equal opportunities policy in respect of other members of the college, or any person engaged in college business.
- Failure to comply with a previously imposed penalty under this code. Behavior, which brings, or may bring, the college into disrepute.
- Inciting students against faculty members and/or any KIC staff to sabotage and eliminate the confidence between employees may affect the loyalty of the students to the college. This includes the students who work in KIC as well.

The above list is not exhaustive, nor will any example necessarily constitute gross misconduct. Judgment as to whether an instance of gross misconduct has occurred rests with the college, with each case being decided upon in the light of the full circumstances pertaining to it.

12.2.5 Operating Principles

Suspension

The student Affairs Head has the authority to expel or suspend a student prior to a hearing for misconduct.

A misconduct hearing is a disciplinary action. Either will only be invoked where it is considered essential to do so.

Expulsion /suspension prior to a misconduct hearing will allow time to ensure full and appropriate investigation of the allegations. Such investigations are conducted as quickly as possible.

Formal notification of expulsion /suspension prior to a misconduct hearing, together with the exact and entire allegations of misconduct, including an explanation as to why college attendance cannot continue, is normally given to the individual student in the presence of a person of his/her choice who may be a friend. The decision to expel or suspend prior to a formal misconduct hearing is not negotiable.

All exclusions and suspensions prior to a misconduct hearing are reviewed on a regular basis, normally weekly. At these reviews, the student has the right to make written representations, which are taken into account when the expulsion suspension is either continued or revoked.

No detailed discussion of the misconduct allegations are entered into during the time of expulsion /suspension prior to the misconduct hearing.

The fact of expulsion suspension is not taken into account or does not prejudice any subsequent disciplinary hearing.

Wherever possible, subject to the safety and welfare of other students and staff, arrangements are made to minimize disruption to the student's Program of study, e.g., as far as possible arrangements are made to allow an excluded/suspended student to complete outstanding academic work and appear for the examinations.

12.2.6 Notification of Misconduct

Any student(s) is subject to investigation on an allegation of misconduct is entitled to:

- A clear statement in writing from the student Affairs Head of the alleged misconduct.
- Be advised by the student Affairs Head of their right to arrange representation.
- The opportunity to make representations both prior to and at the formal hearing, both orally and in writing.
- Be accompanied and represented by a person of their choice at any formal hearing.
- A student who is subject to a misconduct action has the right to make representations (orally and in writing) and to be accompanied and represented by a person of his/her choice at every relevant stage of the procedure but must make his/her own arrangements in this matter.

12.2.7 Notice of Misconduct Hearing

A student against whom an allegation of misconduct has been made receives at least five (5) working days' written notice of the disciplinary hearing.

Composition of Misconduct Hearings

In normal circumstances, misconduct hearings, up to, but not including expulsion, are chaired by a senior member of the college staff, with full delegated authority as designated by the student Affairs Head.

If, after submission of all evidence and consideration of penalty, the Chair feels that permanent expulsion of the student from the college is a possibility, the hearing is reconvened with the student Affairs Head in the Chair.

A Misconduct Hearing panel usually comprises of:

- The student Affairs Head
- A member of staff involved in the management of the program of study and/or a member of staff with detailed knowledge of the alleged misconduct who presents the case against the student
- The student against whom the allegation is made and who has the right to be accompanied by a friend/ representative
- An independent member of the college academic staff
- A note taker

If the student against whom the allegation is made chooses not to attend, the hearing may, at the discretion of the Chair, continue in his/her absence.

- At the discretion of the Chair an appropriate study adviser of the student may be invited to attend and provide information concerning the student
- Witnesses may be called by either party and/or the Chair as appropriate and questioned by all parties
- It may not be necessary to convene a disciplinary hearing in order to issue an oral warning

Burden of proof and presumption of innocence

It is the responsibility of the college to provide evidence to substantiate allegations of misconduct made against the student. The student is presumed innocent of any allegation of misconduct until proven otherwise by evidence provided by the College. The burden of proof required will be "beyond reasonable doubt".

Outcomes from a Misconduct Hearing

No case to answer / Case unproven

In the absence of evidence to substantiate the allegation (s) of misconduct the case against a student remains unproven, the suspension / expulsion prior to hearing is instantly lifted and no note is made in the student file

Minor Infringements

The college decides, at its discretion, not to convene a misconduct hearing for minor infringements of the college's code of conduct if there is no dispute as to the facts. In such an event, at the discretion of the student affairs head, it:

Dismisses the case or otherwise takes no further action and/or

Warns /counsels the student informally or,

Following consultation with the Head of Student Affairs issues a formal oral warning which is effective for six months (the Oral Warning Period). The oral warning is confirmed in writing normally within three (3) working days of it being issued. The Student Affairs department also retains in the student's file a note of the oral warning until the Oral Warning Period has expired.

Written Warning:

- In instances other than minor breaches of the college's code of conduct, the issuing of a written warning may be appropriate.
- If during the currency of an oral warning a student commits a further disciplinary offence of similar or lesser gravity, the college may decide to issue a written warning.
- Normally the written warning is effective for 6 months (the Written Warning Period) unless otherwise stated at the time of issue.
- If the decision of the Chair is that a written warning is appropriate, notification of the decision is given to the student at the hearing and the student affairs Officer sends.

The notice itself to the student normally within three (3) working days of the hearing. He also retains in the student's file a note of the written warning until the written warning period has expired.

Final Written Warning:

In instances where a serious breach of college rules has been proven, it may be appropriate for a final written warning to be issued. This may be with or without prior oral or written warnings.

Unless the college decides otherwise a final written warning shall normally be effective for 6 months (the final written warning period) and further breach(s) during this period may lead to expulsion (following an appropriately convened disciplinary hearing).

If the Chair decides that a final written warning is appropriate, notification of the decision will be given to the student at the hearing. A notice will be sent to the student by the student affairs officer within three (3) working days of the hearing. A note of the final written warning will be retained in the students' file until the final written warning period is expired.

Formal Notice of the Outcome of the Misconduct Hearing

The Head of Student Affairs is responsible for the issue of a formal written notice of the outcome of all Misconduct Hearings within three (3) working days of the event. In the event of a disciplinary sanction being imposed, the notice also informs the student of that sanction and of the right of appeal.

Other Penalties

In addition to, or as substitute for, any formal warning, the Chair of a misconduct hearing may impose, one or more of the following penalties:

- That the student gives a written undertaking as to his/her subsequent conduct within the college
- That the student gives a written or verbal apology to the designated individuals or groups
- That the student pays for any damage to property, or recompenses the College for any loss it may have suffered or for any costs incurred directly or indirectly from the student's misconduct
- That the student be fined up to a maximum of AED 1000
- That the student has withdrawal of all or specified privileges, e.g., exclusion from a college service such as a bus transportation, associations with sports or social activities or any other sanction which the college considers appropriate
- Expulsion for Gross Misconduct
- The Student Affairs Head has the right to expel any student on the grounds of a single or multiple acts of gross misconduct by that student

Other Expulsions

In certain circumstances the decision to expel may be the outcome of an unsatisfactory disciplinary record over a period of time, in which no individual incident warrants immediate expulsion. In such cases the formal warning procedure, outlined above, is followed. Any additional disciplinary offence (s) during the currency of a final written warning leads to expulsion.

The Students Behavior

- Students must show respect for KIC staff and must not say or do anything, which may be impolite to staff members.
- If a student encounters difficulties or problems with a staff member, then he/she must try to talk directly to the staff member in question and try to solve the problem. If no satisfactory outcome is achieved, then the student must talk to management immediately. Students must not let minor problems hinder their progress.
- The use of computers available at the College is for educational purposes only. Therefore, students are not permitted to use them for any commercial or entertainment purposes. Students will pay for any computer breakdowns resulting from improper use or ignoring operational instructions given by members of staff.
- Students are not allowed to write on walls, doors, and desks or hang posters without prior permission from the Program Leader/Head.
- Eating or drinking is not allowed in the teaching and practical rooms. These are allowed only in the students' lounge. Smoking is not allowed throughout the College building.
- The break time between classes is 10 minutes; prayers can be performed during breaks.
- Gathering in the building entrance and near the reception is not allowed as this may block easy movement and work.

Student Academic Integrity

All offences involving academic matters are classed as academic impropriety, of which several variants are itemized below.

KIC expects its staff and students to conduct themselves ethically and in accordance with the academic values of the College at all times. All cases of academic impropriety are dealt with seriously according to the disciplinary procedures itemized below. However, in parallel, the college makes every possible effort to educate, advise, and monitor the causes of impropriety through provision of academic counseling and the effective use of software tools such as "SafeAssign" for plagiarism prevention. The college has made it compulsory for all the students to attend a "General Study Skills" course, which emphasizes on displaying appropriate academic honesty and showing respect for intellectual property by appropriately citing the sources in the submitted work.

Anti-Plagiarism Guidelines

Khawarizmi International College (KIC) ensures that it promotes academic integrity through provision of a set of mechanisms including policies and procedures, guidelines and use of plagiarism detection software. These Guidelines on anti-plagiarism set out the types of academic work which must be submitted for textual similarity checking and the responsibilities of faculty members and students in ensuring that submitted work is compliant with KIC's academic integrity policy (including the permitted threshold of percentage of similarity). KIC adopts a zero-tolerance approach to the use of plagiarized content.

Similarity checking - scope

Student work that is subject to anti-plagiarism verification includes (but is not limited to) the following:

- Graduation projects
- Case studies and presentations
- Written assignments
- Reaction papers
- Reports including internship reports

All student academic work with a grade weight of at least 20% towards the course marks, such as internship report and graduation project, should be checked for plagiarism.

Student academic work shall be submitted to Turnitin/SafeAssign (or the approved KIC software) for textual similarity check, in consideration of the following:

Continuous assessments should include quotes, small sources and bibliography.

Major course requirements such as thesis, graduation project and internship report may exclude bibliography and quotes.

Where no course assignment is weighted 20% or above, at least one continuous assessment for each course must be checked for plagiarism. This applies at all levels of the program, and this must be clearly indicated in the course syllabus.

Submission process

For continuous assessments, students are responsible for uploading their academic work for textual similarity review through Turnitin/SafeAssign, and for submitting their academic work and the originality report to the faculty member teaching the course. While a student may use Turnitin/SafeAssign more than once to check their work prior to submitting it, they are responsible for ensuring that the final version is submitted by the deadline specified.

For theses, graduation projects, internship reports and other major student assessments with a weight of more 20% in the course grade computation

- The supervisor assigned to support and guide the student during the preparation of the work will advise the student on revisions needed to ensure that the work is compliant with the threshold
- The student may use Turnitin/SafeAssign more than once to check their work prior to submitting it in order to ensure that the final work is compliant with the threshold
- The student is responsible for submitting the final version of the work through Turnitin/SafeAssign by the deadline specified
- The student is expected to follow the supervisor’s guidance, however the decision to submit the final version of the work is entirely the responsibility of the student

For assignments of a nature where plagiarism cannot be detected (or is not appropriately or fully detected) by the Turnitin/SafeAssign tools (such as an assignment requiring programming code), the faculty member teaching the course is responsible for checking for plagiarism and must document the method(s) used in a report which must be maintained with the Course Folders.

Similarity Threshold, Violations & Penalties and Records Similarity Threshold

The faculty teaching the course will review the student work submitted together with the originality report to determine if the work complies with the maximum similarity percentage for categories of academic work as shown below:

Student Academic Work Item	Percentage of Similarity Threshold
Continuous Assessment (coursework, assignments, mini-projects, case studies, presentations, etc.)	30%
Major Assessments such as thesis, graduation project and internship report, final project or course work used as replacement of final exams Violations & Penalties	20%

Where the similarity ratio for any submitted work is equal to or less than the acceptable percentage of similarity shown in the table in 1 above, the mark recorded as assigned.

Where the similarity ratio for any submitted work is over the acceptable percentage of similarity shown in the table in 1 above **by 15% or more** (ie 45% or more for continuous assessment or 35% or more for major assessments) the work will be rejected with no possibility of revision or second submission and the grade assigned and recorded for the item will be **zero (0)**.

Where the similarity ratio for any submitted work is more than the acceptable percentage of similarity shown in the table in 1 above **by less than 15%** (ie in the range 31%-44% for course work and 21%-34% for major assessments) a penalty will be imposed as follows:

- First Offense (less than 15% over threshold): the grade assigned and recorded for the item will be reduced by 25%.
- First Offense (more than 15% over threshold): the grade assigned and recorded for the item will be zero (0).
- Repeat Offense(s) (over threshold by any amount): the grade assigned and recorded for the item will be zero (0). The case will also be referred to the Academic Malpractice Mitigation & Appeals Panel, which may apply further sanctions if deemed appropriate

Assignments mentioned in C3 above where Turnitin/SafeAssign is not suitable for use to check for plagiarism (such as an assignment requiring programming code) have the same acceptable threshold levels as those in the table in 1 above and violations of the threshold must be penalized following the same approach set out in 2. and 3. above.

Collusion

A variant of the plagiarism / cheating dichotomy is collusion, the repetition and submission of work undertaken by another and / or submission of jointly conceived work where individual effort was called for. In cases of collusion it is normal, initially, for both parties to be subjected to a charge of academic impropriety.

In case of any proven academic offences like plagiarism, cheating, or collusion, there will be severe academic and administrative penalties taken against the students. These may vary from imposing a grade of zero in the course component to a complete expulsion from the College.

Disciplinary Procedures for dealing with Academic Impropriety

- Faculty investigates and determines Academic Impropriety offences.
- Faculty discusses the allegation with the student; the discussion is disclosed only with the concerned student and no other classmates.
- If the student admits his/her guilt, the faculty imposes appropriate academic sanction(s) as per the Academic Impropriety Report (AIR).
- Faculty submits the AIR to the concerned Program Leader/Head and sends copy to the student's record in the centralized system.
- If the student does not admit his guilt, the faculty refers the case to the relevant Program Leader/Head for further administrative perusal.

- The responsibility of administrative actions lies with the Academic Impropriety Committee (AIC) which is formed by the Vice President of Academic Affairs to look into:
- Referred cases made by the faculty.
- Repeated violations of academic impropriety policy.
- In case of two proven repeated violations of academic honesty policy, the committee recommends a temporary suspension of the student and puts him/her on academic probation for one academic semester where his/her performance would be monitored closely.
- In case of three or more proven repeated violations of academic honesty policy, the committee recommends expulsion proceedings for the student.
- Students have the right to appeal against academic sanctions to the Vice President of Academic Affairs. The appeal is to be made in writing within three working days of the penalty decision.
- Students may lodge an appeal to the College President against sanctions imposed in relation to their suspension or expulsion from the college. The appeal is to be made in writing to the College President within two weeks of the penalty decision.

Academic Penalties imposed by the faculty members

In case of a proven case of academic impropriety, the concerned faculty member takes immediate and appropriate actions by imposing all suitable sanctions that apply from the following:

- Refer the case to the Academic Impropriety Committee for administrative sanctions
- Failing grade in the course
- Failing grade in the coursework
- Failing grade in the submitted work
- Resubmit the work with additional requirements
- Resubmit the work with reduced grade
- Any other action specified by the faculty

The student is formally informed of the decision, and a copy of the report is maintained in the student's file in the centralized system. The student has the right to appeal to the Academic Affairs within three working days of the decision.

Administrative Penalties imposed by the Academic Impropriety Committee

The Vice president of Academic Affairs forms the Academic Impropriety Committee (AIC) to look at:

- Referred cases made by the faculty members.
- Repeated violations of academic impropriety policy.
- The standing members of the committee normally are:
- The Vice president of Academic Affairs (or his/her nominee) as a chairperson.
- The concerned Program Leader/Head.

- The Head of Student Affairs
- The Student Counselor
- At least TWO staff members who are neutral
- The procedures followed by the panel are as follows:
 - The academic member of the staff raising the allegation presents the case and the evidence to support the allegation.
 - The student has the right to challenge and question the academic staff in relation to the evidence presented.
 - The student has the right to present any additional evidence and / or any other facts in mitigation / explanation of the offence. In case of his/her non- appearance at the investigatory hearing, any written evidence submitted is presented to the committee by the Chair.

Outcomes of the Academic Impropriety Committee

Based on the evidence presented, the committee can come up with the following outcomes:

- Case proven, a recommendation to support the academic sanctions taken by the faculty member.
- Temporary suspending the students and putting him/her on academic probation for one academic semester (in case of two proven repeated violations of academic honesty policy).
- Expelling the student from the College (in case of three or more proven repeated violations of academic honesty policy).
- Case unproven, no further action is to be taken.
- The student is informed in writing about the outcome of the committee. The expulsion decision should be approved by the President before communicating it to the student.

Student Appeals

Students may lodge an appeal to the President in case of sanctions imposed in relation to their suspension or expulsion from the College, otherwise penalties, submitted to the Vice president of academic affairs. The appeal is to be made in writing to the President/ vice president of academic affairs within two weeks of the penalty decision.

Grounds for hearing such appeals are limited by the following criteria:

- The appellant has new information supported with evidence which may result in reconsidering the previously taken actions
- The hearing protocol has not been adhered to.
- The penalty, by reference to precedent, is inappropriate to the nature of the offence committed.
- The appeal request has been lodged within the specified period of time and contains a full record of concise and relevant information.

If the President/vice president of academic affairs is satisfied with the appropriateness and validity of the appeal based on the above criteria, then he/she decides accordingly and refers the responsibility of hearing the appeal to a hearing committee consisting of: President, a senior academic staff and a member of staff-student committee. The President/ vice president

of academic affairs may reject any groundless appeals, but in doing so provides reasons for rejection. There are no grounds for appeal based on academic judgment.

Hearing Protocol

Should the appeal be accepted by the President/ vice president of academic affairs, then the hearing committee is convened, and a meeting arranged within two weeks of the receipt of an appeal.

The student has the right to be present during the hearing and to be accompanied by a friend, consultant, or legal advisor.

The following represents the protocol of the hearing committee:

- The Chair of the hearing committee explains the purpose of the hearing process and the authority delegated to the committee to take appropriate decisive actions.
- Attendees, including student's representative or witnesses (if any) are identified and confirmed for record taking.
- The penalties imposed in relation to proven misconduct or academic improprieties are read out by the concerned committee officer.
- The relevant college representative may present any physical evidence or call witnesses (as required in order to substantiate their case).
- The Chair of the hearing committee asks the student or his/her representative to defend himself/herself.
- The Chair may also ask questions of clarification from either college or student representatives in order to establish the facts. This process is not normally extended beyond 30 minutes.
- Following submissions from the college and student representatives, all other attendees except the hearing committee members exit from the meeting room allowing the panel to discuss / consider the case and take appropriate action.
- The Chair of the hearing committee announces the final decision to the student or his/her representative in writing, giving copies to other participants within one week of the hearing meeting. The decision made by the hearing committee is final.

13. Financial Matters

13.1 Tuition/non-tuition fees

Applicable from Fall 2021-22

Tuition Fees per Credit Hour (AED)		
Courses category	Abu Dhabi Campus	Al Ain Campus
Medical Laboratory Analysis	1,210	1,100
Emergency Medical Care	1,150-1,460	n/a
Respiratory Care	1,150-1,550	n/a
Health Management	1,100	990
Business Administration	1,100	990
Information Technology	1,080	972
Mass Communication	1,080	972
Computer Graphics and Animation	972	864
General Education	1,100	990
Remedial (English 1 or 2/Maths/ Arabic)	3,000 per course	
Repeat final with new registration	50% of original fee	

- All programs contain general education courses and some courses from other programs

Non-Tuition Fees 2021-22	AED	Notes
Application fees	600	Paid once per student - non-refundable
Registration fees	500*	Paid per semester - non-refundable
Student services fees	350**	Paid per semester (for services inc library, facilities, cafeteria, etc: non-refundable)
Graduation fees	500	Paid once per student
Health services fees	100**	Paid per regular semester (50AED in short semesters)
Books (text book/E-text book) fees	Per course	Paid per course at variable cost (non-refundable after books are issued)
IELTS test fees	1,050	
Student transportation (Door-to-Door) fee	300	Paid per month (optional)
Locker rental fee	100	Paid once per semester (optional)
ID replacement fee	100	
Official letters fee	100	
Certificate reissue fee	100	
Change of major fee	500	Paid per change of program/major
Incomplete exam fee	500	Paid per course
Refund processing fee	100	Paid once per refund request
Late payment penalty	250	Paid if 2nd payment is made after Week 4 (Week 3 in short semesters)

- Non-Tuition Fees are the same at Abu Dhabi campus and Al Ain campus

*: 50% reduction for short semesters

** : 50% reductions for short and/or full on-line semesters

Terms and Conditions

1. Students must register for courses in the KIC online portal and will be allocated a student ID after making their first payment (covering tuition fees and the registration fee)
2. Tuition fees are payable at specific weeks during the semester and must be paid at the due time
3. The application fee and the registration fee are non-refundable
4. Where a student drops a semester the tuition fee may be refunded or credited back to student ledger for utilization in the next semester
5. Where a student withdraws permanently from the College, the student must submit a refund application form to the finance department. Students will receive refund for the credit balance within 30 days
6. Where a student does not meet the payment dates set out in the payment schedule, their SIS/Blackboard account will be put on hold (for two weeks in regular semesters; one week in short semesters) and if they do not pay or agree a payment timetable during the hold period their courses will be administratively dropped and there will be no refund of any partial fee(s) paid
7. Exam results will be withheld at the end of each semester if fees are still outstanding
8. Students who have been dropped by KIC in line with point 6 above may register again, subject to submitting appropriate related form.
9. KIC tuition and non-tuition fees are subject to VAT at the prevailing level

13.2 Add/Drop Policy and Procedure

- KIC students are entitled to claim refund of fees for courses dropped in the Add/Drop Period and up to the mid-point of the semester. The amount of refund is subject to the week in the semester when the course is dropped, as follows:

Fall and Spring Semesters:

Drop Request Period	Course Fee Refund	Grade Appear in Transcript
Week 1 and Week 2	100%	-
Week 3	75%	-
Week 4 to Week 6	50%	W*
After Week 6	0%	RM*

Winter and Summer semesters:

Drop Request Period	Course Fee Refund	Grade Appear in Transcript
Week 1	100%	-
Week 2	75%	-
Week 3	50%	W*
After Week 3	0%	RM*

- Drop requests will not be received and students will not be eligible for any refund beyond the mid-point of any semester, ie after Week 6 in Fall/Spring and after Week 3 in Winter/Summer
- Students wishing to drop a course and claim a refund must submit the request through their SIS account. For exceptional cases a Drop Request Form should be obtained from and submitted to the Registration department, which will ensure the necessary approvals
- Students are entitled to refund for excess payment made by the student over the current fees outstanding/due, or if payment is received from the sponsor after the student has made payment
- Refunds will be made only to the person who made the original fee payment. Where a student requests for refund to be made to another person, this will require exceptional approval from head of finance and President, following a written request by the student
- Refunds will be subject to a refund processing fee of 100AED (plus VAT), plus if the fees were paid through credit/debit card or online channel, the relevant bank charges. The refund admin fee is charged on overpayment where the student has left the College, or the students drop course(s). The processing time for refund applications is a maximum of 30 working days

 * W = Withdraw
 * RM = Repeat Module

Third-Party Sponsor Agreements including Scholarships

- Where a student is awarded a scholarship or other form of discount, the amount is applied as a credit towards the current semester registration and related fees
- No refund of scholarship or discounts is permitted
- Overpayment of tuition fees paid by a sponsor is set aside to offset the cost of tuition for the following semester unless the student graduates.
- Third-Party Agreements outline the coverage of tuition and fees. The agreement limits the costs associated with courses, credit hours, and other fees
- Where the sponsorship has a condition such as that the student must pass with certain grades or GPA and where the student does not meet the specified criteria, the student shall be liable to meet the tuition fees
- Students are responsible for advising the third party of any changes to their registration, academic progression, or costs related to the completion of the program. KIC reserves the right to inform the third-party employer or loan agency of the academic performance of the student at any time
- Third-Party Sponsors will be expected to adhere to KIC policies with respect to payment deadlines, late payment penalties, installment charges, withdrawals, etc.
- Where a student pays tuition fees that are covered by a sponsor, they will be entitled to a refund, at the end of each semester, will be as defined in the agreement. Details of any approved refunds will be recorded in finance office files and in the student file

Add/Drop Procedure

- During Add/Drop Period, adding or dropping courses is to be approved and implemented by the academic advisor of the student, using the original Registration Request Form that was used for initial registration
- Beyond the Add/Drop Period, the student can add courses by approaching the academic advisor and recording the request on the original Registration Request Form that was used in the initial registration
- Beyond the Add/Drop Period, students wishing to drop one or more courses, must approach the Registration Office to fill and submit the Drop Request Form
 - The registration office reviews the request and fills in the attendance information
 - The form is then forwarded to the accounts department to fill in the financial status of the student
 - The form is then forwarded to the VP of Academic Affairs for final approval. In addition, the VP of Academic Affairs marks the refund percentage as governed by the policy
 - The final approval is then implemented by the registration office and a copy of the final approval is shared with VP of Academic Affairs marks the refund percentage as governed by the policy the accounts department and the student advisor for future reference, and the original kept in the student files.

13.3 Payment Schedule

Only accounts department cashiers are authorized to collect payments from students, No other department or person is authorized to do that. If you are asked by another department to pay, report it to the accounts department

The college holds the right to introduce, remove or update tuition & non-tuition fees at any time, and publish any changes in appropriate documents and/or digital publications before initiating the change. In compliance with the college financial policy

The following payment methods are available:

- Payment by MasterCard or Visa credit/debit card through KIC’s secure online payment gateway
- Wire Transfer to KIC’s main bank account
- Make a check/cash deposit to KIC’s main bank account
- Pay by cash or credit/debit card or check at cashier counters

The following payment schemes are available:

- Single payment for all course fees due for the semester
- Installment payments:
 - Card/cash payments
 - Payments made in line with the due dates set out below
 - Post-dated check schedule
 - Payment be made in line with the due dates set out below
 - First payment to be made in cash/card or by check with current date, with checks dated in line with the due dates below provided to the finance office which will keep them uncashed until the due date

	REGULAR SEMESTERS		SHORT SEMESTERS	
FIRST PAYMENT	2,500 AED minimum (inc Registration Fee)	On Registration	2,500 AED minimum (inc Registration Fee)	On Registration
SECOND PAYMENT	30%	WEEK 4	50%	WEEK 3
THIRD PAYMENT	30%	WEEK 8	n/a	n/a
FINAL PAYMENT	Remaining Amount	WEEK 12	Remaining Amount	WEEK 5

Note: For 2021-2022, If Payment is made in full on registration 1% additional discount applies

Finance office will send reminder one week before check dates

Requests to delay payments are permitted, subject to a written request before the due date and written approval of head of finance

Unless a request to delay payment has been made and approved, failure to make payment by due date will be treated as a breach of the terms and conditions, the student will not be allowed to attend courses and their courses will be dropped as noted in (Terms and Conditions point 6.)

13.4 Financial Assistance

Scholarships programs

KIC is committed to providing degree programs and services that focus on student needs and meets its commitment to social responsibility. The College recognizes the financial challenge students may face and has therefore established various schemes to provide scholarships and discounts which support academic excellence and further its service to the community. Scholarships are subject to general and specific eligibility and maintenance criteria and rules, that are mentioned in the Scholarships Policy. The policy also goes into detail regarding scholarships' values.

The KIC scholarship schemes are as follows:

- High School Excellence Scholarship
- High School Merit Scholarship
- Academic Achievement Scholarship
- Front-liners Scholarship
- Student Relatives Scholarship
- Alumni Excellence Scholarship
- Social Responsibility Scholarship
- College Service Scholarship
- KHC Scholarship
- MOU-based Scholarships

Scholarships general eligibility criteria and rules:

1. General Scholarship Eligibility

- A scholarship application must be submitted by the student to finance department before any award can be made (except in specific cases where noted below)
- A student can apply for several scholarship programs, but he/she will be granted only ONE scholarship (except the Academic Merit Scholarship and the Alumni Excellence Scholarship may be held **with** other scholarships)
- New intake students will be eligible for the approved scholarship discount for the first 24 credit hours or within 12 months from registration. After this period, they must comply with the Scholarship Maintenance rules in point (2.)

2. Ongoing Scholarship Maintenance:

- After completion of 24 credit hours or 12 months from registration, scholarships will continue in each semester of the student's program without the need to reapply subject to
 - Registration in at least 12 credit hours in a regular semester (6 in a short semester)¹ **AND**
 - Maintaining a minimum of 2.5 AGPA
- Compliance with any scholarship-specific maintenance rules

3. Rules for all KIC Scholarships:

- Remedial/bridging courses are not subject to scholarship discounts

¹ The minimum credit hours condition is waived for graduating students in their last semester

- The maximum level of discount from approved scholarship(s) may not exceed 40% of tuition fees²
- Scholarships (including free seats) are applicable to tuition fees only and do not cover other payments like administrative fees, book fees, lab fees, etc.
- Scholarships and tuition reductions are non-transferrable
- If a student violates the Code of Conduct or Academic Integrity Policy, he/she will forfeit any approved scholarship for the semester following the offense
- If a student provides false documents to obtain a scholarship, he/she will forfeit any approved scholarship and will not be eligible for any scholarship for the duration of his/her study
- If a student suspends study for two consecutive semesters or more without a proper application, he/she will forfeit any approved scholarship (but may apply for a new scholarship on subsequent registration)
- If a student drops out of KIC for a reason that is not considered to be force majeure, he/she is liable to pay the full (non-discounted) course fees of the final semester (and if the final semester is a summer semester, then also for the preceding regular semester)
- KIC retains the right to amend at any time the rules, eligibility and discount levels for scholarships and financial aid schemes. Any such changes will be announced before implementation.
- Applications must be submitted to the finance department, which will channel them to Student Recruitment, Admission and Student Affairs departments for administration as appropriate.
- Any exceptional waiving of criteria or requirements will only be made with specific written approval from the President, on recommendation by the relevant department. Such waiver will apply to the specific case and will not be considered to set a precedent.

4. Scholarship-specific rules

- **High School Excellence Scholarship**
 - Eligibility: Students who are UAE residents and achieved 97% or over in the high-school certificate ³
 - Amount: 100%
 - Notes: three (3) scholarships are available at Abu Dhabi campus and two (2) scholarships are available at Al Ain campus, selected by KIC and announced at start of 3rd week of Fall Semester

² Except in specific cases approved by the President

³ grades shown are for UAE government/US curriculum; equivalent grades for other high school curricula

- **High School Merit Scholarship**
 - Eligibility: Students who are UAE residents and have good scores in the high-school certificate, as table below
 - Amount: varies per score achieved as shown below

High School Score See note ³	Other Programs	EMC /RC Programs	Additional Criteria
>= 95%	40 %	20 %	Maintain 3.2 AGPA after completing 24 credits or 12 months from registration
>=90% to < 95%	30 %	10 %	Maintain 3 AGPA after completing 24 credits or 12 months from registration
>=85% to < 90%	20 %	5 %	Maintain 2.8 AGPA after completing 24 credits or 12 months from registration
>=80% to < 85%	15 %	5 %	

- Notes: scholarship discount continues in following semesters subject to specific scholarship maintenance rules
- **Academic Achievement Scholarship**
 - Eligibility: Students who have completed at least 24 credits and who achieve 3.5 AGPA
 - Amount: 5%
 - Notes: applies in the semester following AGPA achievement; may be held in addition to another scholarship
- **Front-liners Scholarship**
 - Eligibility: applicants working in healthcare organizations and their first-degree relatives
 - Amount: 20%
 - Notes: healthcare workers to provide employee ID or other employment certification; relatives to provide proof of relationship and relation’s employment certification
- **Student Relatives Scholarship**
 - Eligibility: New student who has one or more first degree relatives currently studying at KIC
 - Amount: 10%
 - Notes: Discount applies to the new student only (not the relative)
- **Alumni Excellence Scholarship**
 - Eligibility: Students who have completed a KIC program with AGPA of 3.5 or over and enroll for another program
 - Amount: 5%
 - Notes: may be held in addition to another scholarship

- **Social Responsibility Scholarship**
 - Eligibility: Students holding approved government person of determination card
 - Amount: 20%
 - Notes: Award is confirmed following consideration of application by admissions committee
- **College Service Scholarship**
 - Eligibility: Student Council members or students who are members of prize-winning KIC sports teams or winners of other prizes/competitions
 - Amount: 5%
 - Notes: students to be nominated by Student Affairs and scholarships to be approved by the President. May be held in addition to other scholarships. Validity of the scholarship is one academic year
- **KHC Scholarship**
 - Eligibility: employees of KIC, KTS and KHC or first degree relatives
 - Amount: employees 50%; relatives 30%
 - Notes: HR to sign off applications; only applies while in post
- **MOU-based Scholarships**
 - Eligibility: Students associated with organizations that have an approved Memorandum of Understanding (MOU) with KIC
 - Amount: as specified in the MOU
 - Notes: as specified in the MOU

Exceptions

The President, and by recommendations raised from the In-Charge of Students Affairs, reserves the right to decide on any situation/circumstances outside the conditions stated in this policy. Such exceptions should be rare and cannot be requested until a student application has gone through the normal committee process.

13.5 Student visa sponsorship

This policy regulates the application, issuance, renewal, and cancellation of student visas sponsored by Khawarizmi International College.

This policy applies to all students willing to have their residence visas be sponsored by the College.

13.5.1 Policy Statement

Residence visas can be issued to full-time students only. Part-time students cannot have their visa sponsored by the College. A full-time student is a student registering 4 courses per semester, excluding the summer semesters. Students who register less than 8 courses per academic year are considered part-time students, and hence do not qualify for KIC visa sponsorship.

The student carries the costs associated with the visa application, visa processing, deposits, health insurance issuance, renewal, and cancellation, visa cancellation, over-stay fines, visa renewal, and all other associated costs. These costs will be identified in separate guidelines subject to the President approval. The guidelines will also identify which part (if any) is refundable and which part is non-refundable.

The college retains the right to cancel the visa of a student immediately in the following cases:

- Failure to abide by the rules identified in this policy and subsequent guidelines.
- Failing to make the necessary payments as identified by the college and in accordance to the timeline identified by the college.
- Committing a criminal act punishable by the law of the UAE.
- Violating rules and regulation of the college.
- Dismissal of student from the college for any reason.
- In accordance with the UAE laws, the College is not allowed to retain the original passport of the student unless it is needed for processing, like visa issuance, renewal, cancellation, or other official processing.
- Students who have their visas sponsored by the College are not allowed to engage any work inside the UAE while they are on KIC visa sponsorship. However, they are allowed to do Internships, paid or unpaid, according to their program needs.
- The college is not liable for any violations of the UAE law committed by students whose visa is sponsored by the college.
- The college holds the right to change or update this policy and the fees at any time.
- Students whose visa is sponsored by the college have a grace period of 3 months from the last semester of graduation to transfer their visa to another sponsor. If visa renewal is due before the end of the four months, the visa will not be renewed.
- A student who submits a suspension request will have their visa cancelled and re-issued when they re-join the college. All associated costs will be paid by the student.
- A student who submits a drop-out request will have their visa cancelled immediately.
- New visas for newly admitted students or returning student can be issued with one month before the start of the semester of study, and not before that.
- The College will not renew a visa for a student if the student has not registered a minimum of 8 courses during the past year.

13.5.2 Procedure

Student willing to have his/her visa sponsored by KIC must fill the “Student Visa Sponsorship Request” at the admissions office if the student is newly enrolled or at the admission and registration department if the student is a continuing student. The same form is to be used for visa renewal requests.

The student must approach the academic advisor to select four courses to register in the upcoming semester. A copy of the registration request must be attached to the visa sponsorship form.

The student is to approach the accounts department to make all the necessary payments as identified by the college guidelines. All payments must be made in advance of starting the visa

application. For students applying for renewal, all pending fees in addition to the new fees of registration and visa must be paid in advance.

The College does the process of application and follow-up and keep the student updated with any available information.

Cancellation requests use the same form; "Student Visa Sponsorship Request" with selecting the proper choice of action.

14. Terms & Conditions for Studying At KIC

This document serves as a contract between Khawarizmi International College and the student. Please read this document carefully, and make sure that you understand all the information mentioned in it. You will be required to sign that you agree to these terms and conditions and that you will abide by them. Tuition is based upon the college and/or department classification as opposed to the course classification or level. Costs of books and supplies are not included in the tuition fees. Students at Khawarizmi International College are also required to pay certain fees and other costs to attend the college. Khawarizmi International College reserves the right to change tuition and fee rates at any time with one semester advanced notice to students. A tuition schedule is published prior to the start of each academic year.

15. Acknowledgment Form

I acknowledge that I have attended the orientation session regarding the relevant KIC systems and received my access credentials to KIC email and student information system.

I hereby accept and confirm that I will adhere to the rules and regulations stated in the student hand book.

Student No :

First Name :

Family Name :

Signature :

Date :

Please complete this form and hand it to your relevant Academic Department Head.