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UK COLLEGE
OF BUSINESS AND COMPUTING

London | Dubai

STUDENT HANDBOOK

2019-2020



Welcome to UKCBC

Choosing a higher education institution for pursuing your academic studies can be a daunting task as you want to ensure that you receive excellent teaching in an environment that maintains a high academic standard. Let us reassure you that you have made the right choice by choosing UKCBC Dubai Campus.

Our courses in the fields of Business, Computing, Engineering, English Language & IELTS as well as ACCA are regulated and governed by external awarding bodies making them internationally recognized globally.

At UKCBC, we invite you to experience this rewarding journey of personal and academic growth, all while having a fulfilling student experience in a vibrant atmosphere.

UKCBC is here to support you as
U learn, U grow and U succeed.



Mission Statement

To provide inspirational education and training, within an inclusive and welcoming environment, to meet the needs of our students and our wider community.

It is a significant educational opportunity, provided in a stipulated time frame, and through a well-structured process, designed to open the door to higher education to students.

- » **Empower with quality education.**
- » **Endeavour to fulfil the needs and interests of individual learner.**
- » **Emphasis on instruction through one-to-one learning experience.**
- » **Facilitate learners to attain their career goals.**
- » **Contribute to social and economic growth of the country.**



Welcome to the UK College of Business and Computing - Dubai Campus

The Dubai campus is the latest effort in our commitment to help students achieve their career goals through quality and affordable education. We are located within Dubai International Academic City (DIAC) which is a vibrant student hub and home to many international universities. Our goal is to deliver vocational and undergraduate courses in the UAE to enable students to become future leaders. We aim to build a multicultural student community and reach out to students from many nationalities in the most culturally diverse city in the world.

Our unique take on career-focused education makes it the best choice for students who want to obtain skills and communication abilities that can be applied to their job. Each of our courses is designed with a specific goal of balancing fundamental knowledge and work-related skills. On completing any of our courses, you will have all the tools necessary to excel at what you love.

Our Dubai Campus, spread over 19,000 square feet, will offer education in Business Computing, Engineering, High school completion and applied foundation courses (BTEC Level 2 Diplomas & BTEC Level 3 Extended Diplomas) as well as undergraduate qualifications (Higher National Diplomas) are available in these fields. The Level 2 & Level 3 Diploma courses are designed for students who are 16 years or older and who want to gear their learning towards specific interest whilst serving as pathway to more than 200 universities globally. Our Higher National Diplomas in Business, Computing and Engineering will give you the skills necessary to begin an exciting career in the field of your choice. At the Dubai Campus, we also offer English Language courses & the ACCA qualification to students interested in developing their professional skills.

Who we are

UKCBC is a higher education college based in London & Dubai. We have 2 decades of experience delivering vocational and academic qualifications to national and international students. Our core values are the development of job-oriented skills, the promotion of critical thinking, a flexible learning environment and a sense of community and diversity. Our recent National Student Survey (NSS) results were an impressive 96% overall approval rating from our students in the London campuses.

Are you ready to begin your journey to professional success?

We welcome you to be a part of the growing [#TeamUKCBCDubai](#) and wish you all the best in pursuit of your academic and personal achievements.

Student Handbook 2019/2020

Welcome and thank you for choosing UK College of Business & Computing – Dubai Campus.

In this handbook you will find some very useful information to help you adjust into the college routine, and to make sure that you understand the rules and regulations that affect you, and what we expect from you here at the college.

Please read this handbook carefully, the contents are as follows:

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1.0 Studying at UKCBC

1.1 College Times

The college is open from Sunday to Thursday: 9.00am to 9.00pm and weekends for ACCA & English classes.

1.2 Study Times

The exact number of days you must attend, and the days of the week will depend on your chosen course of study (please refer to the timetable for your course). Full time courses are a minimum of 20 hours per week in college and we expect you to spend a further 10 to 15 hours per week on private study (working on assignments, preparing for presentations, and revising for class tests). In addition to the modules relevant to your course of study, you are also required to attend personal and professional development classes scheduled in the timetable.

1.3 Term Dates

Students will be provided with term dates at the time of induction and this will also be made available on Ulearn. It is important that students plan their study and submit their coursework within the term dates.

Please note that whilst we aim to maintain the holidays per course, the dates for such holidays may be subject to change. You will be notified as and when the changes are made. Any changes are notified through the college notice boards and emails to respective student groups.

1.4 Books

Students may need to purchase a few core textbooks for various modules of their course. In cases where the purchase of the book is not compulsory, we do recommend you to buy the course book, as this will help you gain a better understanding of the subject during your home study time. Students are required to purchase the course book as recommended.

The College Library and E library provides you with a wide range of text books and reference books for reading. The Online E library facilitates your convenient access to over 8500 electronic books and 10000+ journals that can be accessed through the internet from anywhere across the globe, through your personalized user account of the college.

The college library is stocked with books relevant to the courses on offer, and it contains a wide range of books which include core texts, best sellers, and additional reading materials to supplement your studies. If you would like to borrow a book from the college library, please contact the librarian or the campus coordinator.

Certain books that are limited or required for a wider group of students are categorised as reference books and made available to students and lecturers for reference within the library premises. The reference books cannot be borrowed.

If you wish to suggest the library to procure specific books, please ask in the library for a **'Book Ordering Form'**. Such requests need to be approved by the programme manager before procurement. Order times for books can vary between 15 to 21 working days and so you should place orders as early as possible.

1.5 Computer Facilities

All students are entitled to use the computer labs. To use the computers, you need to collect your login details from the IT department or campus manager. You must use your designated login details for use of any computer facilities in the college. All computers facilities are connected to high speed internet access at all the campuses.

Unlimited access to Wi-Fi

Students have an unlimited access to Wi-Fi internet at all the campuses. Students may access internet through their laptops, tablets or mobile phones. The user id and password for such access are provided at the reception of the campus on request.

E learning facilities

The College Ulearn enables students to access timetables, course materials, lecture notes, assignment briefs, progress on assignment submissions, and up to date information on college developments. You can access Ulearn from the college or remotely from your home through the internet. You are expected to submit all your course work through Ulearn using the 'Turn-it-in' software that checks for plagiarism.

Printing facilities

You can print by purchasing credit from the College reception (Paper Cut Vouchers). You can obtain these vouchers or top them up from the reception by paying a nominal charge.

1.6 Refreshments

Hot and cold fresh water is available from dispensers (free). Students are welcome to bring their own food and prepare it in the student lounge. Alternatively, food can be purchased from DIAC fast-food restaurants, located near the campus building during the breaks. However, students are expected to manage their time appropriately as any delays/excuses on returning to lesson on time will not be permitted.

Cleanliness of student lounge, classrooms and facilities

Students are responsible for keeping the student lounge and classrooms clean. Please leave the area clean and dispose of all rubbish in the bins provided after using the student lounge, classrooms or facilities. Any wilful lapses on this account could lead to penalties or a disciplinary action against the defaulting students.

Students are not permitted to consume food, snacks or drinks in the classroom other than bottled water. They should use the student lounge for this purpose. Defaulting students may be asked to leave the classroom and **repeated behaviour will be penalized.**

1.7 Student Activities

There are student activities arranged in the college throughout the year, be it an invitation to a presentation being held by students or an end of term party. Class outings and study trips occur across all levels of study. More details pertaining to the co-curricular and extra-curricular activities can be found through your student advisor and course plans.

2.0 Conduct at the College

We expect our students to learn, grow and succeed at our College, through mutual respect, professionalism and dignity. We expect all our students to ensure that their conduct at the college is exemplary and improves the quality of learning experience.

2.1 Identification

Students must always display their UKCBC identity card. It is compulsory to show proof of identity when you enter any of the College buildings. If you are waiting for your College ID card to be made (new students) or you are waiting for a replacement ID card to be made (in the case where ID was lost), then it is compulsory to be carrying an alternative form of ID, such as your passport, biometric card, or any other identity documents that you have.

2.2 Dress Code

Students should dress in an appropriate manner which is respectful of their own and others' cultures, beliefs and religions. For safety reasons, students are not allowed to wear any item of clothing on campus that makes it difficult for that person to be identified. Clothing which obscures all or part of the face are not permitted, apart from those items which are worn in accordance with religious beliefs/practice. The below items are strongly discouraged and subject to penalty -

- Shorts
- Tank tops/ sleeveless/low necklines
- Flip flops
- Sports cap
- Ripped jeans

2.3 Attitude and Behaviour

We expect you to behave and conduct yourself in a manner that upholds the respect and reputation of the College. We expect students to be alert in the classroom, and we expect students to give due respect and pay attention when being spoken to by any other student or any member of the College staff.

Any misbehaviour, rudeness or impolite approach towards the staff will not be tolerated and such behaviour may lead to expulsion of the student from the college.

Please keep the below points in mind:

- Treat classmates equally, regardless of age, disability, religion, sexual orientation and economic status.
- Refrain from using derogatory words that may be tantamount to bullying and harassment which do not promote a positive study environment.
- Come to class on time.
- Do not disturb on-going classes unless for emergency reasons. If so, courteously knock on the door to get the lecturer's attention and tell your concern.
- Refrain from making significant noises that disrupts on going classes.
- Listen intently while inside the class.
- Respect and be polite to the lecturers.
- Join classes rather than while away at campus.
- Practice propriety by not dropping litters and defacing college environment.
- Be conscientious by not eating within the classrooms.
- Avoid using mobile phones within the class.

2.4 Lost Property

It is the responsibility of the student to hand into the College reception any items that are found on campus that do not belong to the student who found them. If you find any item on campus and you fail to inform the College, and you retain it purposefully, such an act will be classed as theft from College. Lost property is tracked using CCTV. However, the College will not take any responsibility for any valuables or items lost by the student in the campuses at any point of time. As such, students are strictly advised to safe keep their belongings and avoid bringing valuable items to the campus. Students are completely responsible for any items they may bring to the College.

2.5 Smoking

Smoking, including electronic cigarettes and vape, is strictly prohibited throughout our premises. Defaulters are liable for strict legal and disciplinary actions. If you need to smoke you are required to use the designated smoking bays outside of the campus buildings, discarding waste in the ashtrays.

Students who are struggling with addiction to smoking should speak to respective class adviser or to any member of the Student Services Team for guidance to help control or overcome the habit.

2.6 Mobile Phones

Students are not permitted to use their mobile phones in lecture halls, class rooms, IT labs or the library other than for academic purposes as advised by staff. Mobile phones, tablets or similar devices can be used only if instructed by a lecturer during the class for purposes of learning activities. Similarly, students are not allowed to leave the class to attend any calls. In case of serious or urgent issues, student may seek the permission of the lecturer to leave the class and re-join after the break and student will not be given an attendance, should that absence be beyond a reasonable time.

2.7 Internet and Email

The College has an established monitoring system for websites visited. Students should be aware that any attempt to access banned websites is logged against students' login IDs, and the College will action disciplinary procedures against defaulted students.

Students are not permitted to send friends requests for social networking sites to any College address (emails that end in...@ukcbc.ac.ae). Students are not permitted to forward any email that may be classed as "junk", or "viral".

2.8 Audio Recordings

Students are allowed to use digital equipment to record the audio from their class or lecture **only** with the prior consent of the lecturer/tutor. Students are not permitted to make any other use of the recordings other than for personal use.

2.9 Prevention and Safeguarding

Preventing our students from radicalization and curtailing any anti-social propaganda against UAE values is the responsibility of the college, staff and students. All students are advised to contact the Campus Coordinator or Academic Manager if they observe any initiative or communication/propagation towards promoting radicalization, terrorism or anti-social activities.

If any student considers that he/she is facing any safeguarding issues, they are advised to contact the Campus Coordinator / Academic Manager for necessary assistance and advice. They would signpost the student to an appropriate member of staff.

2.10 Health and Safety

The College has designated first aiders at UKCBC campus. Please contact any member of staff for assistance for first aid, health and safety requirements. If a student identifies a hazard or risk to staff or student wellbeing they have a responsibility to report it to a member of staff.

2.11 Bullying is Prohibited

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The four main types of bullying are:

Physical (hitting, kicking, theft), **verbal** (name calling, racist remarks), **indirect** (spreading rumours, excluding someone from social groups), and **cyber bullying** (using texts, phone calls, email or social networks for example). All forms of bullying at Campus are punishable.

3.0 Rules and Regulations

College rules and regulations must be followed by all students always. The rules and regulations are extensive and govern every aspect of student life from enrolment through to certification. In this section, we have summarised key provisions to facilitate ease of reading and ensure strict compliance on the premises. However, we emphasise the importance of students' responsibilities to familiarise themselves with the entire rules and regulations of the College. Relevant rules and regulations are available on ULearn. They are summarised as follows:

3.1 Attendance and Punctuality Policy

All students have a responsibility to read, understand and follow the Attendance and Punctuality Policy of the College always. The full policy is available on ULearn.

The Standard:

- Student attendance is expected to be 100% for all timetabled activities, and not falling below 85%.
- Students are expected to be on time for all timetabled activities.
- Attendance for professional development and skills development classes is mandatory and counts towards the over all grades.

Students' responsibilities to attain the standard:

- All students are expected to achieve full attendance.
- It is the responsibility of students to ensure they are present for the full duration of the session to guarantee that their attendance is recorded accurately for that session.
- Living a long distance from the College is not a valid reason for lateness and should be considered prior to enrolment.

UKCBC recognises that there may be occasions that the student may be required to be absent from the college. These are explained and covered fully within the Attendance and Punctuality Policy which also includes what constitutes unacceptable absences. In all cases a student is recommended to discuss their situation with the Campus Coordinator or Academic Manager.

Actions a student should take if they are absent through an unplanned emergency:

Students must notify their Campus on the first day of absence by 9.00am.

The College will *only* authorise their absence *later* when the student has either informed an administrator and/or has presented documentary proof to justify the absence, and only *after* it has been investigated, *and* approval for authorisation has been sought from the Academic Manager.

3.2 Student Disciplinary Policy

Introduction:

All students have a responsibility to contribute to and participate in the courteous and positive learning environment of UKCBC in line with that expected within the Student Charter, Code of Conduct and other policies including the Attendance and Punctuality Policy.

If a student does not engage positively or productively with the learning community, their behaviour or conduct falls below that which is expected, or they distract the learning opportunities of others, then the Student Disciplinary Policy may be instigated.

The student disciplinary policy may be instigated if a student is demonstrating unacceptable behaviour such as:

- Sexual abuse or harassment
- Racial abuse or harassment
- Cheating within assessments at the college
- Presenting falsified documents inside or outside of the college
- Misrepresentation of oneself
- Obstructing the college's educational and administrative roles
- Damaging student/staff/college property, whether accidental or intentional
- Theft
- Intimidation
- Damage to the local area around the college
- Unauthorised entry into the college
- Misuse of college property
- Possession of illegal substances unless accompanied by medical certification.
- Possession of items that the college deems as 'dangerous'
- Possession of items that the college deems as 'weapons'
- Lewd conduct
- Abusive behaviour
- Causing a student to wrongfully face disciplinary action

This list is not exhaustive, and the penalties will vary depending on the seriousness of the case. It is the students' responsibility to understand this Policy. The full policy is available on ULearn.

Stages of Disciplinary Process:

There are three stages of the process: **Informal, Formal Stage A and Formal Stage B.**

We hope to support all students and expect that resolution can be accomplished at the informal stage in most cases. In all cases details of the students and the situation will be treated with sensitivity and in confidence.

Appeals Process:

A student may make an appeal following the completion of each stage if they consider the decision to be unfair. Appeals must be submitted in writing in line with the **Appeals Policy** found on ULearn.

3.3 Academic Guidance and Policies

Academic Guidelines and Policies are important for many reasons: to provide a fair and equal service and opportunity to all students; to create correct channels to address individual issues raised by students and staff, and to ensure that the overall conduct of the College is in line with what has been promised to the students and staff of the organisation. Academic Guidelines and Policies are expanded on further within the individual programme handbooks for each respective programme on offer at the College. Guidance and policies are available on ULearn or the college website.

Appointments with Academic Staff:

Attendance during timetabled sessions are the best opportunity for students to discuss academic concerns with their lecturer. However, if additional focused support is required, students may make appointments with lecturers and other academic staff. The staff are available at certain times throughout the week to support students with any aspect of their study. It is essential that students keep these appointments and are not late as poor punctuality may impact on support or academic feedback being provided to other students. Please contact your lecturer or the academic support team.

Submission of Assignments:

It is important that you complete all assignments and examinations within the timescales set to ensure you progress successfully throughout the duration of your studies. Late or non-submissions will impact on your grades and potentially your eligibility to continue to study at UKCBC. Unless otherwise specified, all assignments are to be submitted through the 'Turn-it-in' function within the relevant module pages on ULearn. Please refer to the Assignment Submission Procedure for your course.

Extensions:

If a mitigating circumstance extension is granted for the submission of coursework, this extension will be for a reasonable amount of time so as not to disadvantage students who have already submitted on time. The College considers an extension by request to be a fair adjustment after the presentation and validation of extenuating circumstances.

Extenuating Circumstances:

We understand that there may be genuine reasons for students missing submission deadlines or examination dates. In such cases, students are required to follow the guidelines and policies in place to ensure that students with genuine reasons are granted the appropriate adjustments. Failure to follow the correct channels of informing the College may adversely affect a student with genuine reasons. Please familiarise yourself with the correct procedures found on ULearn well in advance of any final dates and speak with the Academic Administration team as early as possible. For cases of valid extenuating circumstances your assessment will not be capped at pass.

Resubmissions

Students who fail to pass an assessment on the first attempt, either due to referral or due to non-submission, will have a second chance to submit a resubmission. This is a final assessment opportunity and your grade will be capped at pass. If you fail to pass or do not submit your assessment within the resubmission window you will fail the unit and may be required to repeat the unit in full.

Academic Integrity and Misconduct

Academic integrity is the culture of independent learning and assessment based on trust and honesty, on respect for the intellectual property of others and on the responsible presentation of original thought, analysis and argument. Low academic integrity has significant implications on the credibility of the programmes being delivered at UKCBC and equally on the professional conduct of students as they progress through their chosen career.

If a student is suspected of academic misconduct detailed in the **Academic Integrity and Student Misconduct Policy**, summarised under the following categories, the case will be investigated thoroughly as detailed in the policy. The seriousness of the issue may lead to reassessment, suspension, or withdrawal, amongst other appropriate penalties as deemed appropriate by UKCBC.

- **Plagiarism:** The act of representing another person's idea as one's own.
- **Multiple submissions:** The act of submitting a piece of work for assessment which has already/ simultaneously been submitted in another course, whether for academic credit or formative assessment. This is sometimes known as auto plagiarism.
- **Falsification of Data:** The fabrication or alteration of data by changing all information to confirm a hypothesis not supported by the actual data, or the invention or fabrication of the results of an experiment, which are then reported as genuine measurements.
- **False Citation:** Citing of a wrong source of information.

Complaints and Appeals Procedures

UKCBC places a high regard on the student welfare and learning experience within the college. If a student has a concern regarding their experience they may raise an issue using the complaints policy. Details of the process can be found in the **Complaints Policy** held on ULearn.

If the issue is in relation to an academic decision or result of an investigation process such as student disciplinary process, then the **Appeal Policy** is to be used.

There are three key stages to both processes: **Informal, Formal Stage A and Formal Stage B**. We hope to support all students and expect that resolution can be accomplished at the informal stage in most cases.

A complaint may be raised against another student or a member of staff. If the concern is not resolved directly with the individual, the process may be started. College staff are expected to encourage students to raise any problems they may have, and to explain to them how they can complain, and if necessary, assist in the process to ensure that the students' opinions are accurately raised and receive a just outcome.

We have adopted the following standard to ensure that our complaints procedure is readily available, easy to use, speedy, confidential and fair:

Every person who complains or appeals will:

- be treated with respect
- be thanked for bringing the matter to our attention
- have their complaint properly considered

Every complaint or appeal will be:

- investigated
- dealt with quickly and professionally
- dealt in confidence to avoid embarrassment or prejudice to the complainant

If there has been a breakdown in service, **redress and remedy will include:**

- an apology and/or explanation
- information of action taken as a result of the complaint
- an assurance that the same thing will not happen again

3.4 Arrangements for student support

UKCBC provides support to all students through various channels and resources, including programme resources on ULearn, additional resources from the relative Awarding Organisations, dedicated library and IT resources in UKCBC campus.

ULearn

ULearn is your Virtual Learning Environment (VLE) and will support you through all aspects of your study. The ULearn platform is the definitive resource that contains all policies, rules and regulations for the student journey and fundamentally all the teaching and learning materials associated with the course and teaching sessions the student is committed to.

Additionally, this is the gateway for students to submit their assignments and receive their grades along with feedback for improvement.

Academic and Library Support

Guidance on further resources and specific academic feedback can be provided from the Academic Support Team, scheduled Profession Development Sessions and in the Library. Additional resources, text books, e-journals and e-books will be available along with assistance with research skills, referencing, assignment structure, time management and assignment submission.

Initial induction

On admission, students have an 'INDUCTION' which helps them familiarise with the interface of the delivery platform and are required to attend the Induction days to familiarise themselves towards the teaching and learning process. This is the first step before starting on their journey to the programmes.

Communication

All information relevant to the students is communicated via Notice boards, emails, academic support, lecturers, and ULearn platform on e-learning support. If the student is non-responsive to these mechanisms, UKCBC support will use alternate means of communication, such as calling the students on the phone numbers provided during admission. By accepting the terms and conditions on admissions you are giving us permission to contact you or a member of family or guardian if it is required.

Additionally, students can communicate with the college via email, telephone, in person at the campus.

Student Representatives

Students are the heart of the system and as a result each cohort/class has two student representatives that any student may approach for support or guidance. Student reps may be able to provide support directly, encourage an approach to college directly, or represent the requirements of a student or group of students via formal committees including the Student Experience or Campus Committees. There will also be opportunities for student reps to liaise with UK student reps in relation to a number of wider College activities.

3.5 General Guidance and Policies

There is an extensive range of Guidance and Policies to govern all aspects of student experience and academic standards. In addition, to the policies introduced earlier and to provide you with a better initial understanding of the rules that support your time at UKCBC, please read the various summaries below:

3.6 Data Protection Policy

The College has legal obligations under the Data Protection Act to protect personal data, whether such data relates to students or to employees. The Data Protection legislation aims to ensure that the college is compliant and ensures safeguarding data pertaining to students and staffs.

The UKCBC will not disclose any personal information to anyone other than the authorities concerned without his or her prior formal agreement (except where such disclosure is properly authorized and permitted under Data Protection legislation as being required for the effective management of student data and employees, e.g. reports produced by HR, Government, and other agencies including Student Loan Company. See the Data Protection & Confidentiality Policy on ULearn for full details.

3.7 Equal Opportunity Policy

UK College of Business and Computing is committed to providing equal opportunities to all students and staff. Enrolment, employment, administrative and academic decisions are based on individual merit, and the College does not distinguish between any two individuals based on age, gender, disabilities, religious or political beliefs, or any other unique and individual quality that you are entitled to have as per the Human Rights and Employment laws of the United Arab Emirates. Please see the Equality and Diversity Policy on ULearn for full details.

3.8 Complaint Policy

All complaints should be addressed to the Academic Manager or Campus Manager, which will be taken into serious consideration, and students will not be penalized for raising their concerns and grievances. The procedure is also an important source of information to help the College improve the services it provides. Such matters can be either raised via face to face interaction with staff or via the college student support system: usupport@ukcbc.ac.ae

3.9 Library Policy

The general rules of the library are as follows:

- Opening times are 10.00am to 7.00pm between Sunday and Thursday
- Library is closed on weekends and bank holidays
- Students will have digital access to our online resources via our e-library. This can be accessed from any location with internet connection.
- Students are required to present their student ID card before they can access the library services.
- Students can borrow up to three books for a maximum of 14 days.
- Overdue books will incur a penalty charge of 5.00 AED per day, per book.
- Books can be renewed after 13 days of the date borrowed, for another two weeks.
- Library accounts persistently overdue can be cancelled at College discretion.
- Students are bound to pay for repairs or replacement of damaged or lost books.
- Library facility will be withdrawn for students who misbehave in the Library.
- Food and drink are prohibited in the Library.
- Library users are responsible for their personal belongings whilst in the Library.

For more details, please refer to the **Library Policy on ULearn**.

3.10 Health and Safety Policy

It is the policy of UKCBC to provide and ensure the health, safety and welfare of all its students and staff. UKCBC ensures that the College premises is safe and does not pose a risk to anyone. The College Policy on Health and Safety covers:

- Providing adequate control of health and safety risks at the College
- Consulting with students on matters affecting personal health and safety
- Providing and maintaining safe plant and equipment
- Ensuring safe handling and use of substances
- Providing information, instruction and supervision
- Ensuring competence to carry out tasks
- To provide adequate training
- Preventing accidents and cases of work-related ill health
- Maintaining safe and healthy working conditions
- To review and revise the Health and Safety Policy at regular intervals

For more details, please refer to the **Health and Safety Policy on ULearn**.

3.11 First Aid Policy

Designated staff members of the UKCBC are trained and certified to provide First Aid to students in cases of minor injuries and in emergencies at each campus. The College has adequate First Aid equipment to deal with minor incidents and in the case of major incidents where it is necessary to transfer a student to a hospital, the designated First Aid Officer of the College is trained to provide the correct temporary measures to stabilize the student until the emergency services arrive on site.

Procedure for Dealing with Accidents or Incidents:

If you hurt yourself in anyway whilst on college premises, please inform a member of staff immediately. If you are unable contact a staff member, then ask a student to inform a member of staff immediately on your behalf and wait for them to arrive on the scene. The details of all accidents must be recorded in the Accident Book located at Reception.

3.12 Fire Safety Policy

All buildings are equipped with fire alarm systems which are maintained and tested.

The Fire Alarm is tested occasionally. If the fire alarm sounds at any other time, the fire alarm sounds and does not stop after a few seconds, then you must stay calm, and walk towards the Fire Exit. Exit the building by safe means and assemble at the designated Meeting Point appropriate for the campus.

Fire extinguishers and Fire Blankets are located throughout the campus and are clearly marked. All fire extinguishers are checked and maintained. Only use these in an emergency. Misuse of Fire Equipment will lead to disciplinary action.

If you discover a fire:

You must warn persons nearby and raise the alarm by activating one of the fire alarm call points, inform a member of staff of the fire location without delay.

DO NOT attempt to fight the fire yourself.

In the event of fire or building evacuation, leave building and go to designated **Meeting Point**

3.13 Evacuation Procedures

Evacuation instructions are placed in all rooms and strategically placed around the College building.

In event of the fire alarm sounding:

- **STAY CALM**
- DO NOT stop to collect belongings or attempt to return to any part of the College
- DO NOT attempt to use the lift. If you are in the lift when the alarm sounds it will open as soon as possible. **Leave immediately** in an orderly and controlled manner via the nearest available fire exit route, unless otherwise instructed by a designated fire warden.
- Nominated Fire Wardens can be identified by their hi-visibility jackets.
- Report to the UKCBC senior fire warden once you have left the premises and report any missing persons.
- Report to the ground floor, where you should exit and go to the Meeting Point.
- Any person with a disability, illness or mobility issue who require additional support to evacuate the building will be identified and assisted accordingly. These arrangements will have been discussed between the student and College staff during enrolment processes.
- If you ever see a student, staff member, or any other person acting suspiciously or tampering with fire equipment, please report this to a staff member immediately.

4.0 Progression for further study

The programmes offered by UKCBC are highly sought after and have a large demand in terms of providing progression opportunities to students to either pursue higher education such as top up degrees (or) to progress to higher levels in their current roles or employment. The programmes are practically oriented to enable students to develop the right set of skills with a combination of subject knowledge and practical insights.

4.1 Level 2 Qualifications:

Level 2 qualifications offer learners the knowledge, understanding and skills that they need to prepare for employment. On successful completion of Level 2 qualification, learners can progress to continued study in the same or related vocational area and/or within employment. The qualification will prepare learners for progression to an appropriate Level 3 programme in the same or related vocational area or, for those who have decided that they wish to enter a particular area of work, for progression to employment in the appropriate vocational sector.

4.2 Level 3 Qualifications:

Level 3 qualifications give learners the knowledge, understanding and skills that they need to prepare for employment. These qualifications accredit the achievement for courses and programmes of study for full-time or part-time learners in schools, colleges and other training provider organizations. The qualifications provide career development opportunities for those already in work, and progression opportunities to higher education, degree and professional development programmes within the same or related areas of study, within universities and other institutions.

4.3 Level 4 & 5 Qualifications:

Level 5 qualifications are equivalent to the completion of 2 years of a 3-year bachelor's degree course. This means that successful students could apply directly to a range of Universities to gain direct access to the final year of a bachelor's degree programme. HNDs are recognized by a wide range of universities and institutions worldwide and this qualification will give students a meaningful foundation to progress their studies further.

4.4 Top Up Degree Qualifications

UKCBC has a progression arrangement with Bath Spa University, based in the UK. Students who successfully complete their level 5 Higher National Diploma are eligible to progress onto a level 6 top up degree programme at Bath Spa University. Students will be expected to study this final year at level 6 in the UK.

4.5 Employment Opportunities:

Qualifications gained in UKCBC open a wealth of employment opportunities globally. Whether you are studying at Level 2, 3, 4, 5, or top up degree, your market value is increased significantly from the moment you qualify.

5.0 Contact Details

Tel: +971 4 871 5333

Email: usupport@ukcbc.ac.ae

Address: Dubai International Academic City
Block 10, Floor 2
Dubai
United Arab Emirates
PO Box no. 345036

Follow us:

UKBCUAE



Notes

Acknowledgement

I have received, read, and understood the policies, guidelines, rules and regulations written on this Student Handbook. I am agreeing to abide by it.

STUDENT NAME: _____

SIGNATURE: _____

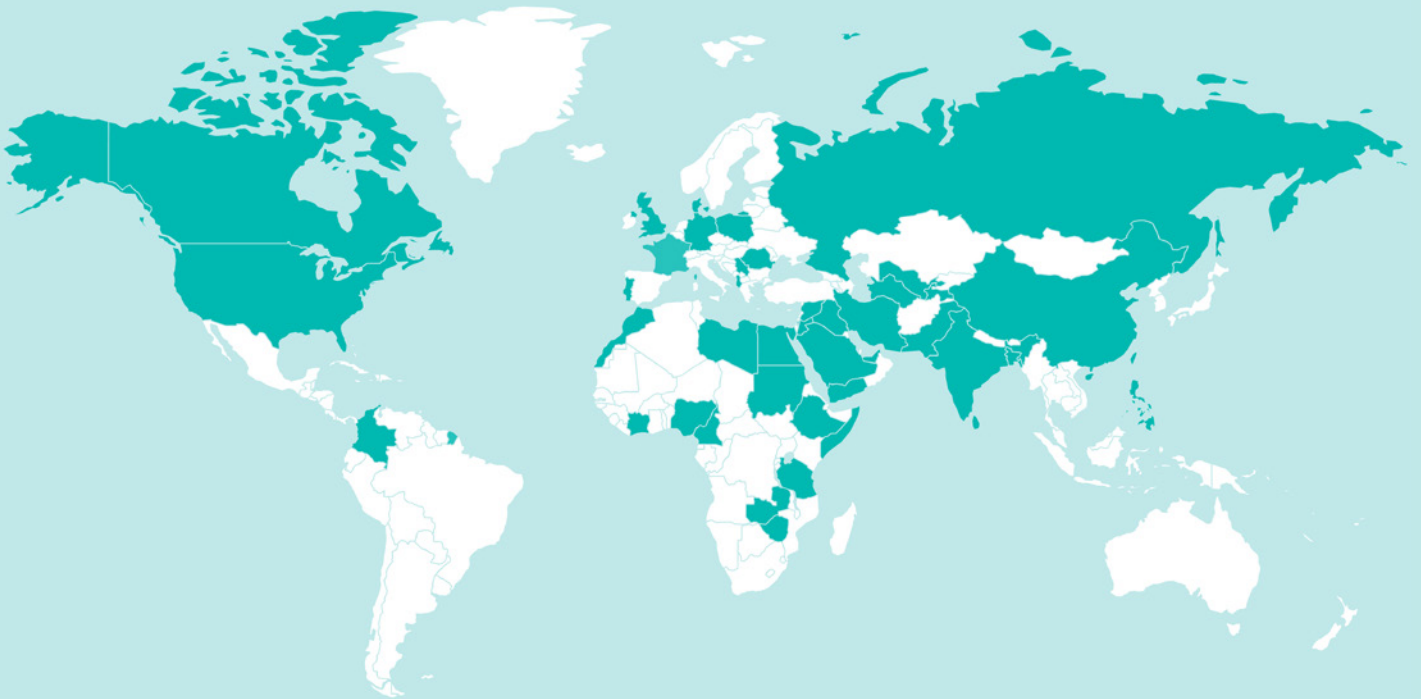
PROGRAMME: _____

LEVEL: _____

BATCH/YEAR: _____

DATE SIGNED: _____

#TEAMUKCBCDUBAI




We welcome you to be a part of one of the most multicultural colleges in UAE with 44 nationalities on campus.

Follow us:


UKCBCUAE



 +971 4 871 5333

 admissions@ukcbc.ac.ae

 www.ukcbc.ac.ae

 Dubai International Academic City,
Block 10, Floor 2.

