



كلية ليوا
Liwa College
Est 1993 م١٩٩٣

STUDENT HANDBOOK

Academic Year
2023 / 2024

النجاح يبدأ بك
Success starts with you



STUDENT HANDBOOK

Academic Year
2023 / 2024

Full Reference:	LC-SAR-SARO-HB.001.018	Approved by:	President
Date of Initial approval:	OCT 2022	Last Revision:	OCT 2023
Holder:	Student Affairs	Next Review:	SEP 2024



Contents

1. President's Welcome Message	6
2. Vice President of Academic Affairs Welcome Message	7
3. Vision and Mission	8
4. Why Liwa College?	8
5. LC Corporate Values	9
6. Licensure and Accreditation	10
7. Academic Calendar 2023/2024	12
8. Organization Chart	15
9. Graduate Attributes	16
10. Student Orientation	16
10.1 Orientation Booklet	17
10.2 Library and Learning Resources Orientation Sessions	17
10.3 Information Technology Services Orientation	18
10.4 Orientation on Academic Offences	18
11. Students Registration	18
11.1 Registration Procedure	19
11.2 Student Academic Load	19
11.3 Drop and Add	20
11.4 Withdrawal from a Course	21
11.5 Postponement Regulations	21
11.6 Withdrawal from College Regulations	21
11.7 Duration of Study for the Completion of a Degree at LC	22
12. Students Admission	23
12.1 Abbreviations	23
12.2 Student Identity Number	23
12.3 Objectives of Admission Service	24
12.4 Undergraduate Admission	24
12.5 Language Scores Requirements	26
12.6 Bachelor's Degrees General Rules & Admission Requirements	26
12.7 Bachelor's Degrees Specific Admission Requirements	28
12.8 Diploma Application & Admission Rules	34
12.9 Visiting Students Application & Admission Rules	35
12.10 Admission Procedures	35
12.10.1 The Attestation of the Documents	37
12.10.2 Transfer Admissions	38
12.10.3 Transfer Conditions	38
12.10.4 Prior Learning and Advanced Standing Credit	39



12.10.5 Visiting Students	40
12.11 Re-Admission Policy	41
12.11.1 Admission Deadline	41
12.11.2 Non-Discrimination	42
12.11.3 Authority	42
12.11.4 Falsification of Information Policy	42
12.12 Tuition Fees for Academic Year 2023-2024	43
13. Academic Policies	45
13.1 Completion Policy	45
13.2 Academic Probation	46
13.3 Repeating Courses Policy	46
13.4 LC Dismissal Policy	46
13.5 Assessment, Examinations, and Grading Policies	46
13.5.1 Assessment Regulations	46
13.5.2 Exams	47
13.5.3 Assignments and Projects	47
13.5.4 Exam Attendance	47
13.5.5 Incomplete Course Policy	47
13.5.6 Cheating and Plagiarism	47
13.6 LC Grading System	48
13.6.1 Terminologies Explanations	49
13.7 Calculations of the Cumulative GPA	50
13.8 Cumulative of GPA	50
13.9 Academic Advising/Counseling Services	51
13.10 Academic Advising/Counseling at LC	51
13.11 Principles of Student Advising/Counseling	51
13.12 Academic Advisor/Counselor Main Tasks	52
13.13 Advisor/Counselor Responsibilities	52
13.14 Advising Tools	52
13.15 Student Responsibilities	53
13.16 Academic Documents to Students	53
13.17 Student at Risk Advising	53
14. Student Services	55
14.1 Career Service	55
14.1.2 Career Counselor	56
14.1.3 Job Placement	56
14.1.4 Alumni Affairs	58
14.1.5 Students participation in College Governance	59
15. Student Scholarship & Financial Aid at LC	60
16. Student Disciplinary	60



16.1 Policy Statement	60
16.2 Disciplinary, Academic Violations/Offences, & Correspondent Penalties	61
17. Students Code of Conduct	64
18. Standards of Conduct	64
19. Dress Code	66
20. No Smoking Policy	67
21. Students Complaints and Grievances Policy	69
21.1 Students Complaints and Grievances	69
21.2 Students Appeal Against a Disciplinary Action	71
22. Student Activities	73
22.1 Objectives	73
22.2 Student Activities at LC	73
22.3 The Student Council	74
22.4 Guidelines for Constitution	74
23. Student Rights and Responsibilities	77
24. Regulations and Policies of LC	78
24.1 Class Attendance	78
24.2 Student Counseling	79
24.2.1 Eligibility of Services	79
24.2.2 Counseling Case Records	80
24.2.3 Confidentiality	80
24.2.4 Rights & Responsibilities	80
24.2.5 Prohibitions	81
24.2.6 Program Evaluation	81
25. Health & Safety	81
26. Student Records	84
26.1 Information Release Policy	86
26.2 Release of Transcript	87
26.3 Code of Student Conduct	87
27. Student Guide to Success	88
28. Student Support Services	89
29. Library and IT Services	90
29.1 The Library (Learning Resource Center)	90
29.2 Library Facilities	91
29.3 Library Services	92
29.4 Library Users' Code of Conduct	94
29.5 Library Opening Timings	94
30. Other Services	95
31. Liwa College Contact Directory	97



Prof. Mohamed Dhiaf
President of Liwa College

1. President's Welcome Message



Dear Students

You are about to take a very important step, entering the stage of your life where the possibilities are endless. By registering for a program of study at Liwa College, you will start your transformation journey to becoming a next-generation thinker, a business leader, and an entrepreneur.

At Liwa College, our students are our first and primary focus. Everything we do is informed by our desire to develop each and every one of you into creative, confident, adaptable, and ethically strong individuals who can face challenges head-on and succeed at whatever you put your mind to.

Our alumni have built successful careers in leading public and private organizations, and our priority is to watch you follow in their footsteps. My promise to you is that our faculty and staff, leading academics, expert practitioners, and international researchers will be with you every step of your Liwa College journey, supporting your success. I extend a personal invitation to take a tour of our campus and speak to our team and I look forward to welcoming you soon.





Prof. Hany El Kadi
Vice President for Academic Affairs

2. Vice President of Academic Affairs Welcome Message

“

As Vice-President of Academic Affairs, it is my great pleasure and distinct privilege to welcome you to Liwa College (LC).

In doing so, I also want to promise our students and their parents that we will continue to work with supreme dedication to foster an environment where excellence will continue to be the foundation that guides everything we do in the College.

With its two campuses in downtown Abu Dhabi and in the City of Al-Ain, our five Faculties offer more than 20 academic programs in Business, Medical & Health Sciences, Engineering, Information Technology and Media & Public Relations. LC is a unique place in which the research and scholarship of our faculty coexist with a well-recognized tradition of teaching excellence.

We are committed to providing an exceptional student experience that extends beyond graduation and to supporting our students to develop into career-ready professionals and qualified global leaders. To our students, I would like to say: **“Welcome to Liwa College and be prepared to enjoy a truly unique educational experience ”.** ”

”

3. Vision and Mission



Our vision is to be an internationally recognized institution that empowers our students to unleash their potential, pursue their passion, and contribute to the advancement of society.

Our mission is to foster the development of career-ready graduates by offering future-oriented education supported by applied research, exceptional support services, advanced technology, extensive industry connections, and the expertise of our highly qualified faculty and staff.

4. Why Liwa College?

At Liwa College, we value the pursuit of knowledge and academic excellence supported by principles that influence our community professionally and personally.

Our thriving academic community helps us stand out from other educational institutions, providing an environment where you can grow, make lifelong friends, and succeed in achieving your goals. Liwa College is research focused and committed to positively impacting society in the United Arab Emirates.

During your time at Liwa College, you will develop critical knowledge and skills that will prepare you to meet the challenges of an ever-changing, fast-paced, and highly competitive world of work. We boast an excellent job placement rate, making our programs attractive to ambitious students and employers alike.

5. LC Corporate Values



Excellence

We are committed to a culture of excellence in all aspects of the learning experience supported by our distinguished faculty and staff.



Student Centered

We create a supportive and inclusive learning environment where students are equipped with the tools and resources to thrive in their educational journey.



Innovation

We cultivate a collaborative culture that sparks innovation, supports our faculty, and empowers our learners to adapt to the ever-evolving professional landscape.



Opportunity For All

We believe that every learner should have equal access to pursue higher education based on their merits and goals, rather than on their background or circumstances.



Sustainability

Our graduates are equipped with the knowledge and skills to drive positive change through our sustainability-aligned education. We prioritize environmental responsibility in our operations and activities, and we conduct impactful research aligned with the global sustainability agenda.

6. Licensure and Accreditation



LC is licensed by the Ministry of Education – Higher Education Affairs, UAE. All its academic programs are accredited by the Ministry’s Commission for Academic Accreditation (CAA).

LC Academic Programs:

Faculty of Business

Bachelor of Business Administration in Management

Bachelor of Business Administration in Human Resource Management

Bachelor of Business Administration in Business Information Technology

Bachelor of Business Administration in Industrial Management

Bachelor of Business Administration in Accounting

Bachelor of Business Administration in Banking and Finance

Bachelor of Business Administration in Tourism and Hospitality Management

Bachelor of Business Administration in Marketing

Diploma in Human Resource Management

Diploma in Business Administration and Computer Information Systems

Faculty of Engineering

Bachelor of Science in Civil Engineering

Bachelor of Science in Industrial Engineering

Bachelor of Science in Mechanical Engineering

Faculty of Information Technology



Bachelor of Information Technology
Diploma in Information Technology
Diploma in Computer Graphics & Animation

Faculty of Medical and Health Sciences

Bachelor of Applied Health Sciences in Health Information Management
Bachelor of Health Management
Bachelor of Science in Emergency Medical Care
Bachelor of Science in Medical Diagnostic Imaging
Bachelor of Science in Respiratory Care
Bachelor of Science in Medical Laboratory Analysis
Diploma in Health Management
Diploma in Medical Laboratory Analysis

Faculty of Media and Public Relations

Bachelor of Mass Communication with concentrations in:

- **Public Relations**
- **Advertising**
- **Digital Media**



7. Academic Calendar 2023/2024

Fall	
Period	Events
5/6/2023	Early registration for Fall 2023/2024
4/9/2023	First Day of Classes
4/9/2023 – 18/9/2023	Add/Drop Period (100% Refund)
11/9/2023 – 12/9/2023	Spring and Summer Semesters' Incomplete Exams
27/9/2023	Prophet Mohammad's Birthday*
20/9/2023 – 22/9/2023	New Students' Orientation
16/10/2023 – 25/10/2023	Midterm exams period
23/10/2023	Early Admission for Spring Semester
20/11/2023	Early Registration for Spring Semester
27/11/2023	Last Day for W and EW
29/11/2023	Last Day of W and EW Acknowledgment to Students
1/12/2023 – 3/12/2023	Martyrs & National Day
14/12/2023	Last Day of Classes in the Fall semester
15/12/2023 – 23/12/2023	Final Exams period
26/12/2023	Announcement of Student Grades
27/12/2023	Last Day of Student Petitions & Incomplete Exam Request
24/12/2023 – 31/12/2023	Fall Break (students)
26/12/2023 – 31/12/2023	Fall Break (Faculty)
1/1/2024	New Year Holiday
2/1/2024	Announcement of Student Petitions Results



Academic Calendar 2023/2024

Spring	
Period	Events
2/1/2024	First Day of Classes
2/1/2024 – 15/1/2024	Add/Drop Period (100% Refund)
5/1/2024 – 6/1/2024	Fall Semester Incomplete Exams
17/1/2024 – 18/1/2024	New Students Orientation
12/2/2024 – 21/2/2024	Midterm exams period
11/3/2024*	1st day of Ramadan
18/3/2024	Early Admission for Summer 2024 and Fall 2024 semesters
29/3/2024	Last Day for W and EW
1/4/2024 – 14/4/2024	Spring Break
3/4/2024	Last Day of W and EW Acknowledgment to Students
8/4/2024 – 12/4/2024	Eid El Fitr Holiday*
22/4/2024	Early Registration for Summer 1 & 2 semesters
25/4/2024	Last Day of Classes in the Spring Semester
26/4/2024 – 4/5/2024	Final Exams period
7/5/2024	Announcement of Student Grades
8/5/2024	Last Day of Student Petitions & Incomplete Exam Request
10/5/2024	Announcement of Student Petitions Results
13/5/2024	Summer Faculty Holiday

Academic Calendar 2023/2024



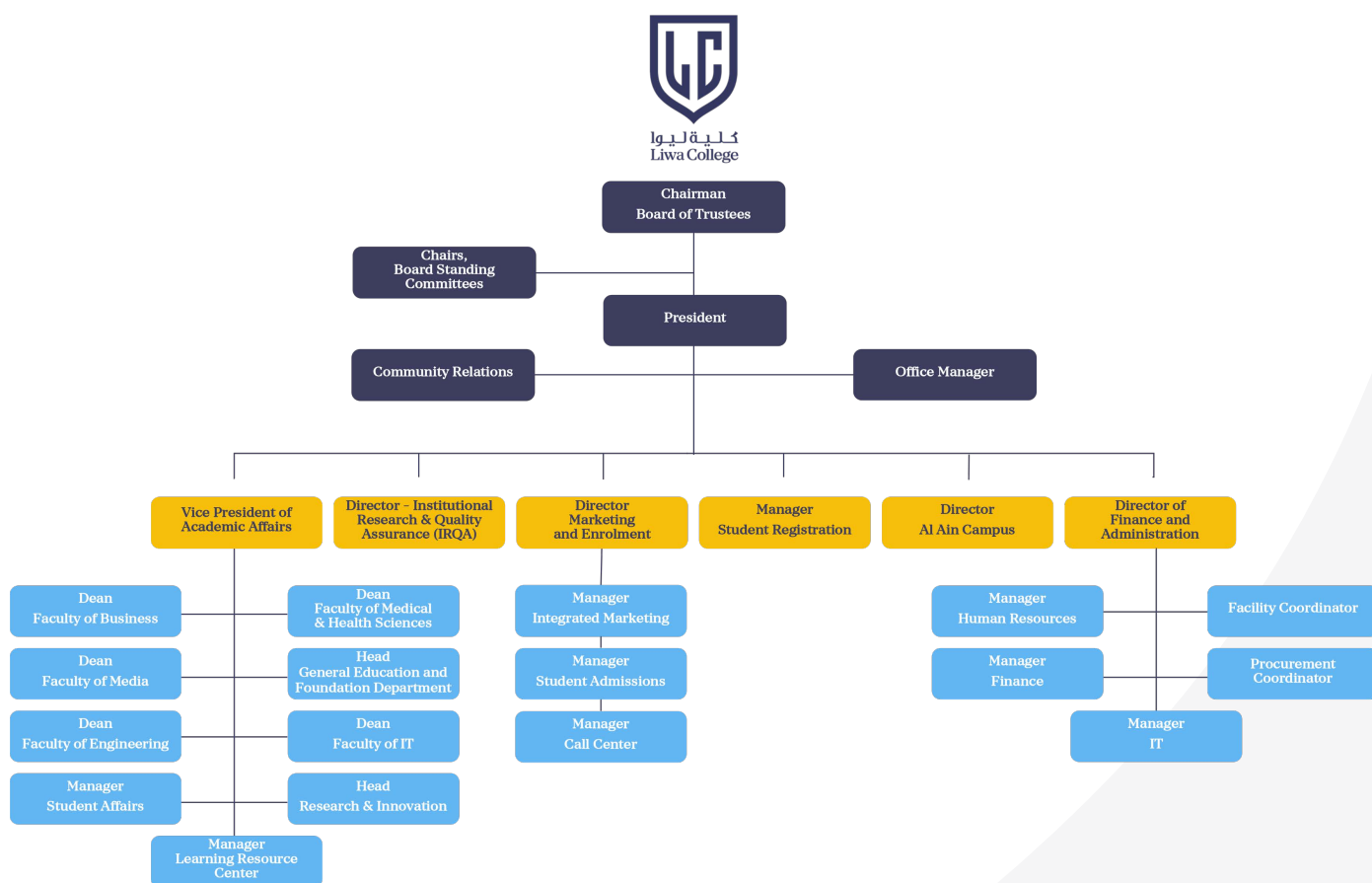
Summer 1	
Period	Events
13/5/2024	First Day of Classes
13/5/2024 – 20/5/2024	Add/Drop Period (100% refund)
15/5/2024 – 16/5/2024	Spring Incomplete Exams
17/5/2024	Announcement of Incomplete results
3/6/2024	Early Registration for Fall 2024
1/6/2024 – 4/6/2024	Midterm exams period
10/6/2024	Last day for W and EW
12/6/2024	W and EW Acknowledgment to Students
15/6/2024 – 18/6/2024	Eid Al Adha Holiday*
23/6/2024	Last Day of Classes in the Summer 1 Semester
24/6/2024 – 26/6/2024	Final Exams period
28/6/2024	Announcement of Student grades
29/6/2024	Last Day of Student Petitions & Incomplete Exam Request
1/7/2024	Announcement of Student Petitions Results

Summer 2	
Period	Events
1/7/2024	First Day of Classes
1/7/2024 – 8/7/2024	Add/Drop Period (100% Refund)
8/7/2024	Islamic New Year*
20/7/2024 – 23/7/2024	Midterm exams period
29/7/2024	Last day for W and EW
31/7/2024	W and EW Acknowledgment to Students
12/8/2024	Last Day of Classes in the Summer 2 Semester
13/8/2024 – 15/8/2024	Final Exams period
17/8/2024	Announcement of Student grades
19/8/2024	Last Day of Student Petitions & Incomplete Exam Request
21/8/2024	Announcement of Student Petitions Results
2/9/2024	First Day of Classes for Fall 2024

*Public Holiday - dates are subject to change.



8. Organization Chart



9. Graduate Attributes



In alignment with our college's unwavering commitment to excellence, student-centered education, innovation, sustainability, and equal opportunity for all, we hold a distinct vision for our graduates. Our graduates are not only well-prepared professionals but also empowered individuals who embody the values and principles that are at the core of our institution. They emerge from our educational programs with a unique set of attributes that reflect not only their academic accomplishments but also their readiness to make a meaningful impact in the world.

LC will strive to develop lifelong learners who exhibit the following competencies:

- **Career-Ready:** Graduates will be well-prepared for their chosen careers, possessing the knowledge, skills, and practical experience needed to excel.
- **Empowered:** Graduates will feel empowered to pursue their passions, unleash their potential, and make meaningful contributions to society.
- **Lifelong Learners:** Graduates will commit to lifelong learning and adaptability, staying current in their fields and open to ongoing education and skill development.
- **Innovative Thinkers:** Graduates will be innovative thinkers, adapting to the evolving professional landscape and driving positive change.
- **Environmentally Conscious:** Graduates will prioritize environmental responsibility and sustainability, advocating for responsible environmental stewardship.
- **Community Contributors:** Graduates will actively engage in their communities, contributing to societal advancement through volunteer work, advocacy, or civic participation.

10. Student Orientation

The Student Affairs & Deanship offices at LC implement the student orientation program, coordinate the College's efforts to orientate, advise, and register new students. Student orientation programs are offered in September for students enrolling for fall semester, and in January for those enrolling for the spring semester.

Orientation is the time to welcome all new students and to assure them that they made a great decision by joining Liwa College.

All newly enrolled students must attend the Student Orientation session, part of the Student Orientation Program. LC offers this program at the beginning of each semester. Our Orientation program is designed to make our new students' transition to college life smooth, and to familiarize them with the new environment.



The student Affairs Department at LC is responsible for implementing the orientation program with other departments.

The initial orientation begins during registration time, where students meet the academic advisors who clarify any doubts about their academic programs, placement and proficiency testing, and the programs' structure. They also meet the admission and registration team and the Registrar who explains the whole registration process to them. Finally, the formal orientation session takes place for all new students to introduce them to college life.

Orientation Program is designed to:

- Introduce students to the faculty and the administrative staff of LC.
- Provide new students with a structured, comprehensive introduction to LC.
- Explain academic and non-academic rules and regulations.
- Explain the LC academic advising and counseling systems.
- Familiarize students with the campus environment and physical facilities.

Orientation Program will include the following:

- Welcome Speech by Top Management
- Power Point presentation (including academic and non-academic topics)
- Open session for Questions from students
- Tour around the college (facilities such as computer labs, classrooms, library, lounges, management and administration offices, cafeteria...etc.)

10.1 Orientation Booklet

This booklet is designed to answer frequently asked questions and includes key information students need to know. This booklet is available in both languages Arabic and English and is distributed to all newcomers during the orientation session by email.

10.2 Library and Learning Resources Orientation Sessions

The Library and Learning Resources Unit at LC will arrange orientation sessions for students ONCE during their First Year of Study and SECOND time during their Second Year of Study at LC. In these orientation and training sessions the focus will be on:

- Effective Use of Library and Learning Resources.
- Searching for information on the Internet.
- Finding relevant books, journals, articles, etc.
- Finding the right software to solve computing needs.
- Efficient use of databases.



10.3 Information Technology Services Orientation

The Information Technology Services Unit at LC will be included in their orientation sessions for students. In these orientations and training sessions, the focus will be on:

- Effective use of IT resources and systems and support services at LC.
- IT resources, including hardware and software, are available to the students.
- Students can use IT resources and systems to support students, and many services can be used.

10.4 Orientation on Academic Offences

Student Affairs Department at LC will convey the academic integrity rules during the orientation sessions that will include:

- Awareness of students concerning academic offenses including plagiarism.
- Penalties for various academic offences including plagiarism at LC.
- Enforcement of LC policies concerning academic offences.

11. Students Registration

Purpose

This policy codifies the registration policy and practices of the Liwa College to ensure consistency.

Application and Scope

This policy explains all issues related to student registration for courses such as online registration, drop and add period, student academic load, withdrawal of course, change major, etc.)

Policy Provisions

Registration at LC is automated through the online system, students can access the system using their ID and password. Prior registration, students should consult with their advisors for course planning and scheduling and should contact accounts for clearance.

*After one semester Students who have missing documents will not be allowed to register till, they provide these documents.



11.1 Registration Procedure

Registration procedure as follows:

- Students must register in person or online before each semester starts (in the early registration period). Before students meet their academic advisors, they should identify the list of the courses they should take in each semester to satisfy the requirements of the program of study (major plans are available at the registration unit).
- Students should meet the academic advisor to discuss the courses' choices suggested by the electronic advising, the pre-requisites, and repeated courses for those who are under academic probation, then complete the course selection.
- In any exception case (registering alternative course for expected to graduate or adding a course not in the recommendation mirror), registration will be done only through the registration staff who will request an approval of the Head of the department where the student belongs to proceed with the transaction. The approved exceptions are kept in the student's file.
- Students should finalize their financial obligations to register for courses and get the class schedule.

11.2 Student Academic Load

Full Time mode	Part Time mode
<p>The full-time undergraduate student credit load is between 12 and 18 credits per regular semester Students cannot normally be allowed more than 6 credits in the Intensive term. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.</p>	<p>Students undertaking less than 12 undergraduate courses per regular semester must be considered as studying part-time. Students cannot normally be allowed more than 6 credits in the Intensive term. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term</p>



A full-time regular student can register a certain number of credit hours in a regular semester or in an Intensive semester based on his/her CGPA as follows:

CGPA ≥ 2.5	Maximum 18 Cr. Hrs. in regular semester)/Maximum 12 Cr. Hrs. in Intensive 1 & 2 (6 in Intensive 1 and 6 in Intensive 2)
CGPA > 2 and < 2.49	Maximum 15 Cr. Hrs. in regular semester)/Maximum 12 Cr. Hrs. in Intensive 1 & 2 (6 in Intensive 1 and 6 in Intensive 2)
CGPA ≥ 2.00 and ≤ 2.19	Maximum 12 Cr. Hrs. in regular semester)/Maximum 12 Cr. Hrs. in Intensive 1 & 2 (6 in Intensive 1 and 6 in Intensive 2)
CGPA < 2	Maximum 12 Cr. Hrs. (regular semester)/6 (6 in Intensive 1 and 2). Priority is given to courses with F and/or D, D+, C- grade to be repeated

- A part-time (visiting) student can register for less than 12 credit hours per semester.
- A student on academic probation can register for 12 credit hours. Priority is given to courses with F and/or D, D+, C- grades to be repeated.

11.3 Drop and Add

Drop and Add period in the Fall and Spring semesters is two weeks as follows:

- Students dropping courses within the add/drop period of the Fall/Spring semester will receive a 100% refund of the tuition fee or the paid amount will remain in the student account for future registration if agreed.
- After the Drop and Add period students are allowed only to withdraw from courses up to the last withdrawal day (Two weeks before the final exams) They will receive a W (Withdrawal) on their transcript. Paid fees are non-refundable.
- A 100% refund of tuition fees will be given for courses canceled by the College, or the amount paid will remain in the student account for future registration if agreed.
- The College reserves the right to cancel any course/level where the number of students registered does not meet the minimum number of students required.



Drop and Add Period during Intensive Semester is as follows:

- All courses dropped during the add/drop period of the semester will receive a 100% refund of tuition fees or the amount paid will remain in the student account for future registration if agreed.
- After the Drop and Add period students are allowed only to withdraw from courses up to the last withdrawal day (one week before the final exams) They will receive W (Withdrawal) on their transcript. Paid fees are non-refundable.
- A 100% refund of tuition fees will be given for courses canceled by LC, or the amount paid will remain in the student account for future registration if agreed.
- The College reserves the right to cancel any course/level where the number of students registered does not meet the minimum number of students required.

11.4 Withdrawal from a Course

Academic advisors should advise students to withdraw from a course if they show deficient performance in their mid-term exams. Students can withdraw from a course up to the last withdrawal day (two weeks before the final exams in regular semesters and one week before the exam in the intensive semester). They will receive EW (Enforced Withdrawal) on their transcript. Fees paid are non-refundable.

* Students should fill in a withdrawal request from the online services if he/she wants to drop the course after the end of Add/Drop period.

11.5 Postponement Regulations

Students may postpone their study for a period not exceeding two consecutive semesters. The period(s) of postponement due to uncontrollable circumstances will not be computed as part of the maximum number of years of study after the approval of the Dean.

11.6 Withdrawal from College Regulations

Students who wish to leave LC before graduation must complete withdrawal Application form at the Students Affairs Office from online services. Official withdrawal will be granted after the completion of the clearance procedure



11.7 Duration of Study for the Completion of a Degree at LC

The minimum and maximum period of study to graduate from all LC programs is as follows:

- **Diploma Degree:**

The maximum period of study must not exceed 8 regular semesters plus 4 Intensive semesters i.e., four academic years. However, a one-year leave of absence may be added to this period due to uncontrollable circumstances after the approval of the Vice President of Academic Affairs.

- **Bachelor's Degree:**

The student in the Bachelor program must successfully complete all the study plan; they must spend a minimum of three years. The maximum period of study for Bachelor students must not exceed 7 years. However, a one-year leave of absence may be added to this period due to uncontrollable circumstances after the approval of the Vice President of Academic Affairs.

- **Extensions to the Period of a Program:**

A student's request for an extension to the program period (request for one semester can be renewed for one more year only) must be made to the Manager of Registration. The application will need to be approved by the Vice President of Academic Affairs on a semester basis.

The request should include brief details of the candidate's progress, reasons for the delay in completing the program, and the expected date of completion. Students granted extensions will be expected to pay a fee as per the revenue policy of the LC.

- **Change of Major Policy:**

LC students who are still studying can change their major from one program to another according to the following policy:

- If their CGPA is 2.0 or above, all courses will be accredited for them with their grades and with no change in their ID numbers.
- If their CGPA is less than 2.0, the courses with C grade or above and available in the new program study plan will be accredited for them with their grades and with no change in their ID numbers.
- Change of major has to be done before the beginning of the semester.



12. Students Admission

Purpose

This document codifies the admission policy and practices of the Liwa College to ensure consistency in admission procedures.

Application and Scope

This policy depicts the first contact point between new students and LC within the guidelines of MOE.

Policy Provisions

The objectives of this document are to outline the following:

- Admission
- Admission Standards Committee
- Undergraduate admission requirements
- Provisional admission
- Transfer students

12.1 Abbreviations

For the purpose of this policy, the following abbreviations shall mean:

LC	Liwa College
UAE	United Arab Emirates
TOEFL	Test of English as a Foreign Language
IELTS	International English Language Testing System
EmSAT	Emirates Standardized test (For English, Arabic, Math etc.)
MOE	Ministry of Education
UG	Undergraduate
ESL	English Second Language

12.2 Student Identity Number

Once a student is accepted at LC, he/she is given a unique ten-digit Student Identity Number that remains with him/her until graduation. For example, the 10 digits of the following Student Identity Number include the following information:

Example SIN: 2221010184

1 OR 2	Male or Female
23	Year
1,3, 5, 7, 9	Semester Fall=1; Winter= 3; Spring = 5; Summer 1= 7; Summer 2= 9
ID number	serial number



12.3 Objectives of Admission Service

- To provide, in accordance with LC rules and regulations, high quality services to students and other college divisions.
- To prepare, publish, implement, and evaluate on an annual basis an admission policy for the student enrolment into LC academic programs.
- To maintain up-to-date and secure students' records at LC, prepare back-up files and provide timely information to all authorized individuals, offices, and institutions.

The staff of the admission office at LC makes every effort to meet the needs of all new applicants and returned students to facilitate the enrollment process and clarify the academic policies related to admission.

Students can apply for admission one month prior to the start of each semester. Applicants will be notified of the outcome of their applications two weeks after the submission of applications.

Review of admission Services

For continuous improvement, an annual review and assessment of the admission policy and services is conducted at the end of each academic year

12.4 Undergraduate Admission

General Requirements

- The entry requirements to the College for high school students graduates in the UAE inclusive of the General and Advanced Tracks of the Ministry of Education, and ADEK Track is achieving the minimum score required by programs offered.
- College admission for applicants from the commercial, industrial, technical and ADNOC sectors requires passing grades specified by the Ministry of Education in either General or Advanced Track based on subjects studied in high school and the track applying for will be assessed on a case-by-case basis.
- All College entry requirements comply with CAA and MOE requirements and include proof of appropriate language proficiency and EmSAT scores at minimum levels and as specified by the program. Where these are not available, the College will use its own placement tests to evaluate applicant proficiency and determine admission status or require the students to take remedial courses in the missing EmSAT.



- Candidates who graduated from a school in another country following the national education system in that country will have their credentials evaluated case-by-case. If the national system of education includes two levels of secondary school education, a candidate must complete the higher level of secondary education to be eligible for admission to LC.
- The College may have some additional requirements, other than those mentioned above, for specific programs. All admission requirements, including the additional ones, are available below.
- An additional undergraduate degree from LC may be awarded only when a student meets the admission requirements for the second degree and upon completion of the requirements of the additional degree, which must include at least 30 credit hours that are distinctive to that program/major and not taken to meet requirements of the first degree.
- Students who have graduated from LC, before Fall 2021-22, and would like to articulate to the bachelor level must present a valid English proficiency test score, if the date of graduation has exceeded two years, otherwise they can be admitted directly to the bachelor level without having to submit a new English proficiency test score.
- LC students enrolled in Fall 2021-22 and beyond will be required to present valid English and other required EmSAT scores if they happen to exceed two years from the date of graduation and want to articulate the bachelor level.
- All applicants seeking admission to the College must provide original copies of all required documents relating to identity, education, and language/other proficiency. Mandatory documents required from all applicants and program-specified requirements are listed.
- The College will verify all certificates submitted by the applicant through the following channels: Accessing issuing institute web site directly or inquiring from issuing institute by sending them an email.
- The College application form contains a declaration that all information and documentation supplied by the applicant is accurate, true and correct. Where any applicant (new, transfer or former student) supplies fraudulent or misleading information or documentation intending to deceive the College and/or misrepresent facts, the College has the right to reject the application and/or dismiss/expel the student. In such cases, the applicant/student will lose any rights (academic or financial).
- No exemptions will be made from the mandatory documentary requirements unless an official authorization is received from the UAE MOE or CAA.



12.5 Language Scores Requirements

As per Higher Educating regulations, LC uses results of different English Language tests to evaluate the proficiency of students and decide on their admission status. Applicants are required to present one of the following certificates of proficiency:

For programs taught in English only:

- Valid certified TOEFL results with a minimum score of 500 (173CBT, a 61 IBT).
- Valid certified IELTS (Academic) results with a minimum score of bands 5.0
- Valid certified EmSAT results with a minimum score of 1100 points.

Student who cannot provide a proof of English proficiency upon admission will be required to enroll in an intensive English course provided by the LC.

A student admitted to LC with regular status must present evidence of English language proficiency and EmSAT required scores to be eligible to apply for entry to a program.

12.6 Bachelor's Degrees General Rules & Admission Requirements

All applicants must submit all required documents as specified below. In addition, the admission requirements for each faculty are set out in later sections of this handbook.

The College will verify all certificates submitted by accessing issuing institute's web site and making enquiries by email.

Equivalence of certificates and grades from international educational systems will be evaluated by the College using the following online resources:

- World Education Services (www.wes.org)
- Scholaro International Education Database (www.classbase.com)
- Academic Credential Evaluation Service (www.academicvaluations.org)

Applicants may be granted advanced standing for prior learning, which is an acknowledgement by the College that they have already gained the knowledge, understanding and skills equivalent to the stated learning outcomes of a course taught at LC. The college recognition of prior learning and advanced standing Policy gives full details of the related process and criteria.



Any student wishing to change major/program after admission must meet the admission requirements of the new program/major, in addition to all College rules and regulations for changes of program/major.

Applicants who graduated from a college diploma program may be admitted articulating to bachelor level, with the following conditions:

- If admission was before Fall 2021-22 and graduation was less than two years prior to application, they will be admitted direct to the program.
- If admission was before Fall 2021-22 and graduation was more than two years prior to application, they must provide a valid English proficiency test score at the specified level.
- If the previous admission was in Fall 2021-22 or after, they must meet the program requirements sought.

An additional College undergraduate degree will be awarded only if a student meets the admission requirements for the second degree and completes the requirements of the additional degree, which must include at least 30 credit hours that are distinctive to the second degree and not taken to meet requirements of the first degree.

Full Admission

Note: for all curricula parallel to GSSC, an MOE UAE equivalency letter issued by MOE is also mandatory.

Conditional Admission

Note: for all curricula parallel to GSSC, an MOE UAE equivalency letter OR MOE-NOC issued by MOE-UAE.



12.7 Bachelor's Degrees Specific Admission Requirements

Bachelor's Degrees in Faculty of Business

Major	High School Requirement	English Requirement	Emsat Math
BBA-Accounting	<p>A minimum average of at least 60% UAE National Secondary School Certificate, Indian Boards, Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.).</p> <p>For British GCSE/ IGCSE (O Level, AS level and A level):</p> <p>Evidence of a minimum of 12 years of schooling and Passing a minimum of 5 O-Level subjects, including math, physics/biology, and chemistry with a grade of C or above plus 2 subjects AS Level with a grade of D, or above, in mathematics plus biology/physics/chemistry.</p> <p>OR</p> <p>Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above. Plus 1 subject A Level (D grade or above) in Mathematics/chemistry/physics/biology.</p> <p>For IB Diploma: A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at the three Higher Level subjects including at least Mathematics).</p>	<p>EmSAT 1100</p> <p>IELTS 5</p> <p>TOEFL IBT 61</p> <p>TOEFL CBT 173</p> <p>ITP 500</p>	<p>Applicable for Accounting, Banking and Finance Majors only</p> <p>EmSAT Math 600</p>
BBA-Banking and Finance			SAT Math 485
BBA-Business Information Technology			AP/IB/AL/IP/AS 60%
BBA-Human Resource Management			Indian, Bangladesh, or Pakistani high school 60% in Math/ Commerce/ Economics
BBA-Industrial Management			General or ADEK Track 70% in Math subject.
BBA-Management			Elite or Advanced Track 65% in Math subject
BBA-Marketing			Passing Preparatory Course with C
BBA-Tourism and Hospitality Management			Passing Placement test in Math with 70%



Bachelor's Degrees in Faculty of Engineering

Programs	High School Score	English One of the following	Math One of the following	Natural Science (Physics and Bio or Chemistry)
BSc in Industrial Engineering	75% in UAE National Secondary School Certificate Elite Track, 80% in MOE Advanced Track, 90% in MOE General Track, 85% ADNOC and Applied Technology High School 80% in Indian Boards Pakistani Board (Higher Secondary School Part II), in American High School, in International High School Certificates inside UAE (German, French, etc.) For British GCSE/ IGCSE (O Level, AS level and A level): Evidence of a minimum of 12 years of schooling And	EmSAT 1100	EMSAT Math = 800	EMSAT Physics and BIO or CHEM = 700
BSc in Mechanical Engineering	-Passing a minimum of 5 O-Level subjects, including math, physics/biology, and chemistry with a grade of B or above. Plus 2 subjects AS Level with a grade of C, or above, in mathematics plus biology/physics/chemistry.	IELTS 5	SAT Math= 555	SAT Physics and BIO or CHEM = 520
BSc in Civil Engineering	Or Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of B or above. Plus 1 subject A Level (C grade or above) in Mathematics/chemistry/physics/ biology For IB Diploma: -A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at Higher Level including mathematics and physics) with at least 4 in each subject.	TOEFL IBT 61 TOEFL CBT 173 ITP 500	70% in Math subject in the Advanced or Elite MOE Secondary School Certificate 80% in Math subject in the ADNOC and Applied Technology Secondary School Certificate 85% in Math Subject in the General MOE Secondary School Certificate Passing placement test in Math with 80% Passing preparatory course in Math with a grade of B.	70% in Physics and BIO or CHEM subject in the Advanced or Elite MOE Secondary School Certificate 80% in Physics and BIO or CHEM subject in the ADNOC and Applied Technology School Certificate 80% in Physics subject and 75% in BIO or CHEM subjects in General MOE Secondary School Certificate Passing placement test in Physics and BIO or CHEM with 70% Passing preparatory course in Physics and BIO or CHEM with a grade of C



Bachelor's Degrees in Faculty of Information Technology

Programs	High School Score	EMSAT English One of the following	EMSAT Math One of the following	EMSAT Natural Science (Physics and Bio or Chemistry)
Bachelor of Information Technology	<p>A minimum average of at least 60% UAE National Secondary School Certificate, Indian Boards Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.).</p> <p>For British GCSE/ IGCSE (O Level, AS level and A level):</p> <p>Evidence of a minimum of 12 years of schooling and</p> <p>Passing a minimum of 5 O-Level subjects, including math, physics/ biology, and chemistry with a grade of C or above plus 2 subjects AS Level with a grade of D including mathematics</p> <p>OR</p> <p>Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above plus 1 subject A Level (D grade or above) Mathematics/ chemistry/physics/biology.</p> <p>For IB Diploma: A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at Higher Level subjects including Mathematics).</p>	<p>EmSAT 1100</p> <p>IELTS 5</p> <p>TOEFL IBT 61</p> <p>TOEFL CBT 173</p> <p>ITP 500</p>	<p>EMSAT Math = 700 SAT Math = 520</p> <p>70% in Math subject in the MOE Secondary School Certificate</p> <p>Passing placement test in Math with 70% Passing preparatory course in Math with a grade of C</p>	<p>EMSAT Physics or BIO or CHEM = 700</p> <p>SAT Physics or BIO or CHEM = 520</p> <p>70% in Physics or BIO or CHEM subject in the MOE Secondary School Certificate</p> <p>Passing placement test in Physics or BIO or CHEM with 70%</p> <p>Passing preparatory course in Physics or BIO or CHEM with a grade of C</p>



Bachelor Degrees in Faculty of Media

Programs	High School Score
Bachelor of Mass Communication in Public Relations	<p>A minimum average of at least 60% UAE National Secondary School Certificate, Indian Boards Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.).</p> <p>For British GCSE/ IGCSE (O Level, AS level and A level):</p> <p>Evidence of a minimum of 12 years of schooling and</p> <p>Passing a minimum of 5 O-Level subjects, including math, physics/biology, and chemistry with a grade of C or above plus 2 subjects AS Level with a grade of D including mathematics OR</p> <p>Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above plus 1 subject A Level (D grade or above) Mathematics/ chemistry/ physics/ biology.</p> <p>For IB Diploma: A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at Higher Level subjects including Mathematics)</p>



Bachelor's Degrees in Faculty of Medical and Health Sciences

Programs	High School Score	EMSAT English One of the following	EMSAT Math One of the following	EMSAT Natural Science (Physics and Bio or Chemistry)
	<p>60% or its equivalent in the UAE National Secondary School Certificate, Indian Boards Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.)</p> <p>For British GCSE/ IGCSE (O Level, AS level and A level):</p>		NA	NA
BSc in Medical Laboratory Analysis	Evidence of a minimum of 12 years of schooling and	EmSAT 1100 IELTS 5		
BSc in Medical Diagnostic Imaging	Passing a minimum of 5 O-Level subjects, including math, physics/ biology, and chemistry with a grade of C or above. Plus 2 subjects AS Level with a grade of D, or above, in biology and chemistry.	TOEFL IBT 61 TOEFL CBT 173		
Bachelor of Applied Health Sciences in Health Information Management	OR	ITP 500 EmSAT 1100 IELTS 5		
BSc in Health Management	Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above. Plus 1 subject A Level with a grade D in Biology for Medical Imaging and Chemistry for Medical Laboratory Sciences	TOEFL IBT 61 TOEFL CBT 173 ITP 500		
	<p>IB Diploma:</p> <p>A minimum average for completing grade 12 of at least 24 points total (6 Subjects with a minimum of 3 at Higher Level including mathematics and biology for MDI or math and Chemistry for MLS with a minimum grade of 3 in each).</p>			



Bachelor's Degrees in Faculty of Medical and Health Sciences

Programs	High School Score	EMSAT English One of the following	EMSAT Math One of the following	EMSAT Natural Science (Physics and Bio or Chemistry)
BSc in Respiratory Care BSc in Emergency Medical Care	<p>A minimum average of at least 70% UAE National Secondary School Certificate Indian Boards Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.). Students may be required to take Biol 101 and Chem 101 (non-credit courses if needed)</p> <p>For British GCSE/ IGCSE (O Level, AS level and A level):</p> <p>Evidence of a minimum of 12 years of schooling and</p> <p>Passing a minimum of 5 O-Level subjects, including math, physics/biology, and chemistry with a grade of C or above plus 2 subjects AS Level with a grade of C, or above, in mathematics plus one of biology/ physics/chemistry.</p> <p>OR</p> <p>Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above. Plus 1 subject A Level (D grade or above) in one of Mathematics/ chemistry/physics/biology.</p> <p>For IB Diploma: A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at the three Higher Level subjects including at least Mathematics and Biology or Chemistry).</p> <p>Conditional Admission for lower percentage: Students with an average between 60-69.9% in grade 12 may be offered a conditional acceptance if they take and pass remedial courses in math, chemistry, and biology.</p>	<p>EmSAT 1100</p> <p>IELTS 5</p> <p>TOEFL IBT 61</p> <p>TOEFL CBT 173</p> <p>ITP 500</p>	<p>EMSAT Math =700</p> <p>SAT Math= 520</p> <p>70% in Math subject in the Advanced or Elite MOE Secondary School Certificate</p> <p>70% in Math subject in the ADNOC and Applied Technology Secondary School Certificate</p> <p>Passing placement test in Math with 70%</p> <p>Passing preparatory course in Math with a grade of C</p>	<p>One from EMSAT BIO or CHEM = 600</p> <p>SAT BIO or CHEM = 485</p> <p>60% in BIO or CHEM subject in the Advanced or Elite MOE Secondary School Certificate</p> <p>60% BIO or CHEM subject in the ADNOC and Applied Technology School Certificate</p> <p>Passing placement test in BIO or CHEM with 60%</p> <p>Passing preparatory course in BIO or CHEM with a grade of D</p>



12.8 Diploma Application & Admission Rules

The College offers the following Diploma Programs:

- Diploma in Business Administration and Computer Information system
- Diploma in Human Resource Management
- Diploma in Computer Graphics and Animation
- Diploma in Information Technology
- Diploma in Health care Management
- Diploma in Medical Laboratory Analysis

All applicants to these programs must submit all required documents evidencing ID, education and language/other proficiency.

Programs	High School Score	EMSAT English One of the following
Diploma in Business Administration and Computer Information system	A minimum average of at least 60% UAE National Secondary School Certificate, Indian Boards Pakistani Board (Higher Secondary School Part II), American High School, International High School Certificates inside UAE (German, French, etc.).	EmSAT 1100
Diploma in Human Resource Management	For British GCSE/ IGCSE (O Level, AS level and A level): Evidence of a minimum of 12 years of schooling and	IELTS 5 TOEFL IBT 61 TOEFL CBT 173 ITP 500
Diploma in Computer Graphics and Animation	Passing a minimum of 5 O-Level subjects, including math, physics/biology, and chemistry with a grade of C or above plus 2 subjects AS Level with a grade of D including mathematics	
Diploma in Information Technology	OR	
Diploma in Health care Management	Passing 5 O-Level subjects, including math, biology/physics, and chemistry with a grade of C or above plus 1 subject A Level (D grade or above) Mathematics/chemistry/physics/biology.	
Diploma in Medical Laboratory Sciences	For IB Diploma: A minimum average for completing grade 12 of at least 24 points totals (6 Subjects with a minimum of 3 at Higher Level subjects including Mathematics).	



12.9 Visiting Students Application & Admission Rules

Visiting students are students attending College courses with prior approval from their home institution, not seeking a degree at the College.

Visiting students will be given, at their request, a transcript of courses taken at the College. They are responsible for all accreditation/transfer requirements of their home institution in relation to gaining credit for any College course(s) taken.

Documents required for admission of visiting students are as follows:

- Application for admission (completed in full, signed and dated).
- Copy of a valid passport.
- Copy of UAE National Family Registry for (local students).
- One recent passport-sized colored photograph.
- No-objection letter issued by the visiting student's home institution.
- Valid UAE National Identity Card.
- Copy of English Proficiency Test

Visiting students who later opt to complete their degree at the College and change their status to that of a regular College student must meet all admission requirements of the program at that time.

Applications to be a Visiting Student where the applicant is not enrolled in another academic institution may be admitted as a college visiting student without progressing to an academic degree, subject to the approval of the Provost/Vice President (Academic Affairs) on a case-by-case basis.

12.10 Admission Procedures

General Documentation Requirements

All applicants to LC programs must provide the following documents:

- Application for admission (completed in full, signed and dated, fully submitted on-line).
- College Payment Receipt for the non-refundable application fee.
- Two recent passport-sized color photos of the applicant.
- Copy of applicant's passport.
- Adhbara number (for UAE nationals only).
- Copy of UAE National Family Registry (Emirati students).
- Copy of applicant's valid UAE residency visa (for non-UAE students except GCC nationals).
- Copy of applicant's valid Emirates ID card.
- No Objection Letter from National Service Department (for male Emiratis).



- Original copy or attested copy of the following:
 - **UAE GSSC-MOE** Grade 12 transcript with minimum required average specified in the program requirements.
 - **Or** for other school systems (eg. British IGCSE, American High School Diploma, International Baccalaureate [IB], Iranian, Indian, Pakistani, Bangladesh, military schools or schools outside UAE), one of the following:
 - Grade 12/13 transcript with minimum required average specified in program requirements plus an equivalency letter issued by the UAEMOE or for conditional admissions only a UAE MOE No Objection Certificate (if applicant has no UAE MOE equivalency letter).
 - Certificates issued by an educational authority outside UAE must be attested, by specific authorities and in the following order:
 - By the country’s relevant authority (e.g., Ministry of Education, Education Board, or British Council)
 - By the Embassy of the relevant country in the UAE
 - By the UAE Ministry of Foreign Affairs.
 - The College will verify all certificates submitted by accessing the issuing institute’s web site and making enquiries by email.
 - Equivalence of certificates and grades from international educational systems will be evaluated by the College using the following online resources:
 - World Education Services (www.wes.org)
 - Scholaro International Education Database (www.classbase.com)
 - Academic Credential Evaluation Service (www.academicvaluations.org)
 - The College will return the originals to the applicant and stamp the file copies with “Original Seen” (in all cases, whether the application is accepted or rejected). The college will not forward copies to another institution.
 - In addition to the mandatory documentation for all applicants listed above, specific programs may set extra requirements.
 - No exemptions will be made from the mandatory documentary requirements unless an official authorization is received from the UAE MOE or CAA.

All documents received by LC in connection with applications for admission will become the property of LC. Forwarding to another institution and (or) duplication for any other purposes will not be allowed during enrollment at LC - except after a student’s graduation or if the student withdraws from the College. If an application is rejected, original documents are returned to the applicant and copies are kept for the College’s permanent record.



All applications are reviewed and evaluated individually. The Admission Office will provide the date, time, and place of required entrance examinations, if any.

During the admission process students must submit original documents including the high school certificate, high school equivalency (if needed), official transcript (for transfer students). The College will return the originals after stamping their copies with "Original Seen." Forwarding copies to another institution and (or) duplication for any other purposes will not be allowed during enrollment at LC. If an application is rejected, any original documents are returned to the applicant and copies are kept for the College's permanent records.

Upon the assessment of the admission application, the Admission Office, being the responsible unit, will inform the candidate with the status of his/her admission through a letter of acceptance, if the student meets the requirements, or through a rejection letter, if he/she does not.

If a candidate is accepted, the notification letter will include the student identification number and the status of admission granted to the candidate, be it full acceptance or conditional acceptance (see below). If a candidate's file is missing any information, review of the application is deferred until the needed information is supplied.

12.10.1 The Attestation of the Documents

In cases where a certificate is issued by other educational authority outside UAE, the documents must be attested by the relevant authority (such as Ministry of Education, Education Board, or the British council), then the concerned country's Embassy in the UAE, then the Ministry of Foreign Affairs of the UAE.

New applicants who may submit copies of original documents or need additional time to complete their files with attested documents, may receive "conditional acceptances" if they complete their files by providing the original and attested documents before the end of the first semester. The students will be requested to sign a letter stating that they will be submitting the document by a specific date and that they understand that their conditional acceptance will be revoked if they fail to submit the required documents by the stated deadline.



12.10.2 Transfer Admissions

A candidate who has previously studied for at least one academic semester, or equivalent, at another college or university licensed by the Ministry of Education in the UAE, or an institution outside the UAE accredited in its country of origin, may apply for admission to the College as a transfer student.

Candidates for admission as a transfer student must identify the program of study which they intend to pursue at Liwa College. Unlike new students, transfer students are admitted to the College and simultaneously to an academic program.

In addition to the documents specified under “Admission Procedures” above, a candidate for admission as a transfer student must provide an official transcript, certified by the issuing college or university, from each institution the candidate has previously attended, showing all post-secondary work attempted.

The decision to admit a candidate to the College as a transfer student is independent of the decision to award credits for transferred courses. Decisions on awarding LC credit for previous academic study are made by the LC academic unit offering the program into which the transferring student is admitted.

A candidate wishing to transfer from accredited colleges or universities must apply to the admission office in accordance with the following criteria:

- To submit a certified transcript issued by the University of Origin and to enclose the prospectus of the program they have been following.
- Each course considered for transfer should have at least the equivalent credit hours offered by LC.
- The student should have passed the course considered for transfer purposes with grade C at least.
- The course content should match at least 75% of the corresponding course offered at LC.
- Students should complete at least 50% of the program offered at LC.
- No credit hours will be given for the Internship and Graduation Project.
- A transfer credit may be granted for a combination of two courses or more.

12.10.3 Transfer Conditions

- Students who transfer from other Accredited Colleges or Universities with a CGPA greater than 2.0 will be considered for admission.



- Transfer students with less than 2.0 CGPA will be admitted to programs in fields different from the one from which students are transferring; and they will be placed under probation.
- The maximum course load of a student on probation is limited to 12 hours per semester.
- Students on probationary admission should score a CGPA of 2.0 at the end of his/her first semester.
- Transfer students who passed the UAE secondary school certificate with a score less than 60% may be accepted to some majors at LC under the following conditions:
 - They should have spent a full academic year at any accredited institution.
 - Their cumulative GPA must be 2.5 or above.
- To grant students 'transferred students' status, they should have spent a full academic semester at any Accredited College or University and at least 12 credit hours at these institutions.

LC is committed to ensuring that students are given credit in their programs of study for learning previously achieved, thereby maximizing their qualifications pathways, and supporting lifelong learning. The policy is underpinned by the principles those LC Advanced Standing arrangements:

- This policy is consistent with the Higher Education Standards Framework.
- This policy can facilitate credit for entry into, and credit towards, qualifications including QFE qualifications.
- Eliminate unfair or unnecessary barriers for students' access to qualifications including QFE qualifications.
- May be horizontal across qualifications including QFE qualifications at the same level and vertical between qualifications at various levels.
- This policy is clear, transparent, Systematic and Systemic to students.
- This policy seeks to ensure that students have the necessary academic preparation to participate in their intended field of study, while not impeding their progression and completion.

Students granted advanced standing will not be disadvantaged in achieving the expected learning outcomes for their course of study or qualification.

12.10.4 Prior Learning and Advanced Standing Credit

- The granting of Advanced Standing for prior learning is an acknowledgement by the College that students have gained the knowledge, understanding and skills equivalent to the stated learning outcomes of a course taught at LC.
- LC may award advanced standing credit for students who achieved certain



advanced academic work before enrollment at the College. This includes sufficiently high scores on some national/international secondary school examinations such as the College Board Advanced Placement (AP), International Baccalaureate (IB), and Advance "A" Level GCE (General Certificate of Education). The aim of the advanced standing is to enable advanced students to complete the degree in less than the normal duration or take other courses.

- Advanced Standing Credit may only be granted after the student has been fully admitted as a first-year student to LC.
- All students who would like to be considered for advanced standing credit must complete the Advanced Standing Credit Evaluation form at the Office of the Registrar and provide either the original score certificate or an official copy from the appropriate examining agency.
- Students must submit their request for advanced standing credit evaluations within the first semester of their first year at LC.
- Each application will be evaluated on a case-by-case basis by an Equivalency Committee at the level of each faculty.
- LC accepts that learning takes place in a broad range of contexts - formal study, in the workplace and from life experience. However, LC recognizes only prior learning based on formal study. All Credits earned through "Advanced Standing" are considered "transfer credits" for degree requirement purposes. LC does not recognize prior learning based on workplace or life experiences.
- The maximum number of credits awarded to first-year students as advanced standing is 15 credit hours.

12.10.5 Visiting Students

Visiting students are students attending courses with the prior approval from the Colleges concerned, without seeking a degree at LC.

Students will be responsible to accredit transfer the course/s taken at LC to student home university and will normally be given at their request a transcript of courses taken at LC.

Documents required for admission of visiting students are as follows:

- Application for admission (completed in full, signed and dated).
- Copy of a valid passport (and residence visa for non-local students).
- One recent passport-sizes colored photographs.
- No-objection letter" issued by the visiting student's home university.
- Valid UAE National Identity Card.



Students who opt to complete their degree at LC and change their status to that of regular student must meet the admission requirements.

Students that are not enrolled in any academic institution may apply to take courses at LC as visitor students without being granted an academic degree based on the approval of the Vice president of academic affairs.

12.11 Re-Admission Policy

Re-admission is permissible in the following cases:

- If students had withdrawn from any program and have applied for readmission into any program, they can be readmitted as new students with new ID numbers and transferable courses with C grade and above will appear on their transcripts as records from previous study in the College.
- Re-admission after an interruption period: A student in good standing whose study at the College is interrupted for over two years is eligible for readmission.
- College graduates, who apply to be admitted into any of the College programs, will be admitted with new ID numbers and all their transferable courses will appear on the transcript as records from previous study in the College.
- Dismissed students due to their poor academic performance can be readmitted into a different College program as new students with new ID numbers and their courses with C grades and above will appear on the transcript as records from previous study in the College.
- Re-admission applications must be submitted to the Admission Office in person and before the beginning of the semester.
- Readmitted students who have discontinued their study for a period of two years or more must present proof of a valid English language proficiency certificate and meet the EmSAT requirements of the program which they want to study to be eligible to apply for a regular status.
- Students should complete at least 50% of the new program offered in the College.
- For admission requirements per program please refer to Admission Policy

12.11.1 Admission Deadline

Students can apply for admission any time prior to the start of each semester. Admitted students will be notified two weeks after their submission of applications. The last day in each semester for late registration is highlighted in the Academic Calendar as the last day for Add/Drop period. Students must refer to the Academic Calendar for the exact dates.



12.11.2 Non-Discrimination

Liwa College will admit qualified candidates regardless of color, gender, religion, national origin, or physical disabilities. Students with physical disabilities should inform the College as to their needs so that accommodations can be made.

12.11.3 Authority

Control of LC's admissions policies and requirements is vested in the Board of Trustees. The overall responsibility of applying the College's requirements and implementing the admissions process lies with the Office of Admission.

12.11.4 Falsification of Information Policy

Purpose

If fraudulent or misleading information intended to deceive the College or misrepresent the truth has been provided by any applicant, current or former student, the college has the right to dismiss the student from the College and he/she will lose any rights (academic or financial).

Application and Scope

This policy explains what false credentials are and how LC deals with such cases.

Policy Provisions

Presenting false or misleading credentials on applications or any other documents presented as part of the student's life constitutes academic dishonesty.

Examples of false credentials include but are not limited to:

- Claiming degrees that were not earned.
- Presenting falsified transcripts
- Providing fake test results
- Presenting falsified information
- Using fake ID cards

Procedures

Upon Admission, students must sign a pledge in this regard. Student Administration is responsible for the collection and maintenance of all records related to the admission, enrollment and course completion of students and is committed to ensuring the legitimacy, accuracy, security, and confidentiality of those records. The Liwa College has the right to dismiss the



student from the college if he/she submits false information.

12.12 Tuition Fees for Academic Year 2023-2024

Faculty of Busines	Faculty of Media & Public Relations	General Education
Abu Dhabi Campus	Abu Dhabi Campus	Abu Dhabi Campus
1150 Dhs Per Credit Hour	1200 Dhs Per Credit Hour	1100 Dhs Per Credit Hour
Al Ain Campus	Al Ain Campus	Al Ain Campus
1050 Dhs Per Credit Hour	1050 Dhs Per Credit Hour	990 Dhs Per Credit Hour
Faculty of Engineering	Faculty of Information Technology	Faculty of Medical & Health Sciences (Health Care Mgmt)
Abu Dhabi Campus	Abu Dhabi Campus	Abu Dhabi Campus
1550 Dhs Per Credit Hour	1200 Dhs Per Credit Hour	1300 Dhs Per Credit Hour
Al Ain Campus	Al Ain Campus	Al Ain Campus
N/A	990 Dhs Per Credit Hour	1050 Dhs Per Credit Hour



Faculty of Medical & Health Sciences
(Health Information Mgmt)

Faculty of Medical & Health Sciences
(LAB and Medical Diagnostic Imaging)

Faculty of Medical & Health Sciences
(Respiratory Care & Emergency Medical Care)

Abu Dhabi
Campus

1300 Dhs
Per Credit Hour

Al Ain
Campus

N/A

Abu Dhabi
Campus

1350 Dhs
Per Credit Hour

Al Ain
Campus

1150 Dhs
Per Credit Hour

Abu Dhabi
Campus

1400 Dhs
Per Credit Hour

Al Ain
Campus

N/A

Other fees are as follows:

Admission (first semester)	500 ^{AED} one time
Registration (50% in short semesters)	500 ^{AED} / Semester
Books and Study Materials	300 ^{AED} / Course
Student Services (50% in short semesters)	650 ^{AED} / Semester
IT Lab	600 ^{AED} / Course if applicable
Studio / Lab	150 ^{AED} / Semester if applicable
Diploma Certificate Fee	200 ^{AED} one time
Bachelor Certificate Fee	200 ^{AED} one time
Graduation Fees (first semester)	500 ^{AED} one time
Health Services Fees (50% in short semesters)	100 ^{AED} / Semester
English Level Fee	3300 ^{AED} for each level

LC reserves the right to increase tuition and fees at the beginning of each academic year.

Any Staff member can register in any course or program at the College and thus will be entitled to all services available to students including, but not limited to, counselling services, career services,

etc. LC's Admission and Registration requirements will apply accordingly.



13. Academic Policies

13.1 Completion Policy

The Credit System – Credit Hour Definition

Academic credit provides a basis for measuring the amount of engaged learning time expected of a typical student. A credit hour is a unit of measurement defining the student's overall effort towards attaining a qualification. In the US system, which is adopted by most UAE institutions, 1 semester credit equals approximately 1 hour of time in class per week over a semester of 15 weeks (about 3 and a half months) or longer. It is assumed that students spend two hours outside of class in independent learning or specific course assignments for every hour in class. This implies that one academic credit equates to a 45-hour commitment to learning over a semester. For laboratory or studio-based courses, the allocation of credit differs; 1 semester credit normally is given for two/three hours of laboratory or studio time per week over a 15-week semester.

- All academic programs at LC include a general education portion which all students should study. In consistent with LC purpose and mission, 33 credit hours of general education courses have been included in the bachelor programs and 24 credit hours of general education courses are included in the diploma programs.
- Passing the total credit hours required for completing the program includes general education courses and programs courses.
- Satisfactory progress of students in any academic program requires a minimum cumulative Grade Point Average (CGPA) of 2.0 out of 4.0 points scale.
- Putting under probation students unable to demonstrate satisfactory progress according to LC Policies of Probation.
- In consistent with LC mission, all graduates of any of its academic programs will be able to demonstrate that they have attained effective skills in using computers, in mathematics and in reading, writing, and communicating orally in English language.



13.2 Academic Probation

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

13.3 Repeating Courses Policy

LC applies a policy whereby a student may repeat a course where the latest grade will be considered, and the old grade is forgiven and not included in the CGPA.

13.4 LC Dismissal Policy

The decision to dismissal depends on each case's circumstances and the student's academic record. It is a penalty invoked in cases of poor academic performance of students or serious infractions of rules and regulations, and when circumstances indicate that a student's association with LC should be terminated in the interests of maintaining the standards of behavior and conduct normally expected in an institution of higher education.

13.5 Assessment, Examinations, and Grading Policies

13.5.1 Assessment Regulations

- Each course will end with a final examination of two hours in duration, unless otherwise stated in the course outline.
- To pass a course, a student must achieve at least a 60% in the overall course.
- A grade C corresponds to 2.0 credit points. A student should maintain a semester GPA of at least 2.0 to remain in good academic standing, and a cumulative GPA of 2.0 to graduate.



13.5.2 Exams

Most courses are subject to exams as well as coursework and assignments. The pass mark for the courses is 60%. Failure to attend a regular exam result in zero mark unless the student provides an acceptable excuse to the course instructor who approves a makeup exam for the student. Failure in attending a final exam result in zero mark unless the student provides an acceptable excuse to the Dean who approves a makeup exam for the student.

13.5.3 Assignments and Projects

Assignments and projects should be handed over to the instructor on the due date. Late submission of assignments and projects will cause a reduction of the assignment or project unless the student has an acceptable reason in accordance with LC bylaws and regulations and approved by the course instructor.

13.5.4 Exam Attendance

Students should attend all exams. Zero marks will be given to students who fail to attend an exam.

13.5.5 Incomplete Course Policy

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

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

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

13.5.6 Cheating and Plagiarism

To protect its academic integrity, LC has developed clear policies concerning academic dishonesty such as cheating and plagiarism with severe consequences like receiving zero marks in the assessment (assignment, exam, and project) to grade F in the course and dismissal from the college. For details, refer to student disciplinary and academic dishonesty policies.



13.6 LC Grading System

Mark	Grade	Grade Points	Remarks
90-100%	A	4.0	Outstanding Performance
87-89%	A-	3.7	
84 - 86%	B+	3.3	Good Performance
80 - 83%	B	3.0	
77 - 79%	B-	2.7	
74 - 76%	C+	2.3	Satisfactory Performance
70 - 73%	C	2.0	
67 - 69%	C-	1.7	
64 - 66%	D+	1.3	Unsatisfactory Performance
60 - 63%	D	1.0	
0 - 59%	F	0	Failure
No Mark	I	No Impact on CGPA	Incomplete Course
No Mark	W	No Impact on CGPA	Withdrawal from a course without academic penalty
No Mark	EW	No Impact on CGPA	Enforced withdrawal from a course due to poor academic performance
No Mark	TC	No Impact on CGPA	Transferred credit from other Higher Education Institution
No Mark	NC	No Impact on CGPA	Non-credit course
No Mark	EX	No Impact on CGPA	Exempted course
No Mark	IP	No Impact on CGPA	In Progress
No Mark	EWA	No Impact on CGPA	Enforced withdrawal from a course due to low attendance rate
No Mark	Pass	No Impact on CGPA	Non-credit course
No Mark	Fail	No Impact on CGPA	Non-credit course



13.6.1 Terminologies Explanations

Terminology	Explanation
Academic Standing	The student may be in one of the following academic standings at a given time: good standing, on probation.
Good Standing	A student who is not on probation.
Probation	A warning to the student due to poor academic performance.
Credit Hour	A credit is equivalent to 15 contact hours per semester. 2 to 3 laboratory hours are equivalent to 1 credit hour.
Exemption	Exemption from a course. Refer to English language Proficiency for details.
GPA	Grade point average.
CGPA	Cumulative grade point average.
Incomplete	It is given to a student when he/she has been performing satisfactorily, but for a reason beyond the student's control such as illness, he/she has been unable to complete the required work for the course before the end of the semester, given that he/she completed all course work except the final exam.
Load	The total number of credits the student is registered for in a given semester.
Non-Credit	The student is allowed or required to participate in the course on a non-credit basis (only ESL courses are non-credit courses).
Transcript	A certified copy of the student's academic record. The transcript lists each course that the student has taken, the final grade received, and the GPA
Transfer Credit	Transfer credit is offered for the successful completion of a course from an accredited institution beyond high school or grade 12. Courses that are transferred are not calculated in the GPA.
Withdrawal from a Course	The act of officially dropping a course after the drop and add period, this action is done upon student's request.
Enforced Withdrawal	The act of officially dropping a course after the drop and add period, this action is done upon the instructor's recommendation due to student's deficient performance or attendance.



13.7 Calculations of the Cumulative GPA

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

- Each program course is assigned a credit value (credit hours) based on one credit for each contact hour per week.
- The grade point for each subject is calculated by multiplying the credit hours of the course by the credit points received for that course.
- The cumulative GPA is then determined by dividing the total number of grade points accumulated for all attempted subjects by the total number of credits of these courses.
- Every student's record will contain a computation of the GPA for each semester individually and an accumulated GPA for the overall program.
- LC has a forgiveness policy whereby a student may repeat a course, where the old grade is forgiven and not included in the CGPA.
- The calculation does not include the units for which the student gets credit due to exemption. This exemption appears on the certificate as EX.
- Students must maintain a cumulative GPA of at least 2.0 to be in good academic standing. A CGPA of at least 2.0 is required for graduation.

13.8 Cumulative of GPA

Grade Point	Evaluation
3.9 - 4.0	Excellent with Honor
3.6 - 3.89	Excellent
3.0 - 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory



13.9 Academic Advising/Counseling Services

The academic advising/counseling service at LC has the following objectives to achieve:

- To assign a qualified advisor to each student to recognize his/her individuality, particular needs, and goals, and to guide the student how to address those needs effectively.
- To plan and implement a training program for advisors to enhance advising quality.
- To allocate a reasonable number of advisees for every advisor at the beginning of each semester.
- To plan and implement an orientation program for new students at the beginning of every semester to introduce them to the academic program, academic/non-academic services, policies, rules, and regulations of LC.
- To provide each student with an LC academic program completion plan to guide him/her for the completion of the academic program in a timely manner.

13.10 Academic Advising/Counseling at LC

The Student Affairs Unit at LC, together with the Deanship at LC, provides high-quality academic advising service to the students.

13.11 Principles of Student Advising/Counseling

Instructors at LC are assigned as advisors/counselors for a reasonable number of students. The advisors/counselors recommend the courses that students should register for according to the list of courses to be offered, and according to the students' academic performance. The advisor allows the student to register up to 18 credit hours according to his/her CGPA. The advisor should not allow the students who have a CGPA less than 2.0 to register for more than 12 credit hours in the following semester to enhance their CGPA. The Dean should approve any registration for more than 18 credit hours for graduate students only.



13.12 Academic Advisor/Counselor Main Tasks

The main tasks of an academic advisor/counselor are to provide information to students regarding campus resources and support services, provide counseling in matters such as course selection, schedule planning, curriculum and program policies, the petition process, and other related issues. May also provide general information about academic majors, curriculum policies, procedures and requirements, scholarships opportunities, and other honors opportunities and campus awards.

13.13 Advisor/Counselor Responsibilities

Faculty advisors are expected to:

- Have a folder for each piece of advice with completed Student-Advisor Meeting Record Forms for all advising sessions.
- Complete a report of advising activities at the end of each semester's registration period and submit it to the appropriate dean.
- Assist advisees in all aspects of the registration process.
- Be available to students regularly. Post office hours and keep them.
- Inform advisees about academic deadlines (drop-add, withdrawal, etc.).
- Review transcript and study plan with each advisee before the registration.
- Address College requirements at each registration planning session.
- Check with each piece of advice the prerequisites for all courses.
- Check with each piece of advice the major program requirements and sequences of courses.

13.14 Advising Tools

E-Advising provides an efficient and effective advising tool to students. Upon signing in with his/her student username and password a recommendation mirror that is generated by the online registration opens and provide each student with:

- A list of the recommended courses according to the plan of study.
- A chart of course study plans for each major.
- List of courses & prerequisites for each major.



13.15 Student Responsibilities

Students' responsibilities are to:

- Attend the orientation days.
- Make decisions and plans for their education.
- Learn the requirements for their diploma. Read the relevant portions of the Student Handbook.
- Become familiar with college policies, procedures, and deadlines.
- Be active participants in the learning process.
- Satisfy the requirements for their diploma program and follow the policies and procedures of the College.
- I seek information and assistance as required.
- Be prepared when they seek advice.

13.16 Academic Documents to Students

Upon registration, each new student, as per LC policy, is provided with a set of academic documents that will facilitate his/her academic study at LC. The major academic documents that are provided to students are the following:

- LC program completion plan
- Sequence of study sheet
- Student Handbook
- Academic Advisor Handbook

13.17 Student at Risk Advising

To meet the needs of each individual student in the advising process, Advisors should be aware of each student category, and accordingly understand the perception of students' expectations with regards to their academic performance. This section concerns students whose CGPA is less than 2.4 but are not ESL students. Adapting advising strategies for this student population can prove to be a key factor in their success. The following information should help an Advisor in understanding and guiding such students.



Advising Mechanisms and Strategies for CGPA-Risk Students

- Contact and meet the Advisee that has been assigned to him/her and complete the required form to be signed by both the Advisee and the Advisor. This will constitute the first Form in the folder of the student. Three copies of this Form should be provided as soon as possible to the Head of Departments.
- Provide the study plan and the upcoming courses' structure as well as all the information about the advising scheme to be undertaken.
- The Advisor will conduct a simulation to track the student's academic performance by predicting how to increase the CGPA of the student. This form is used to simulate the CGPA by the Advisor to advise the student on choosing some courses. The following form is saved in the student file by the Advisor and will be used as a contract between the Advisor and the student to enable the latter to pursue the scheme of getting marks that can restore him to good academic standing.
- Encourage regular contact between Advisor and Advisee, and then document the session with your remarks and recommendations. The advising sessions should take place once a month throughout the semester.
- Track the Advisee's course progress, or lack of, to identify problems and take specific actions.

- If an Advisee encounters a difficulty in a particular course, encourage a visit to the **course instructor during his office hours**. In addition, assist the Advisee on how to approach the instructor for help and complete a form jointly with the instructor of the course.

- Identify the reasons for failing grades by using effective communication as well as the following strategies:
 - Complete a form to identify the course problems and actions to be taken through different strategies. This form is to be submitted to the Academic Counselors.
 - Complete a form to identify problems not related to a course but to other circumstances. A copy of this form should be sent immediately to the TLC (Academic Counselor and Student Affairs).

- Use to track if the expected grades can be obtained regarding the marks of first Exam, Second Exam, Assignment and Project. The Advisor contacts the instructors of the Advisee before the final exams to obtain the student's marks. The Advisor will be able to predict the expected marks to be obtained



in the Final exam and will inform the Advisee of the predicted marks in order to attain the expected grade. Otherwise, if the expected grade cannot be obtained, inform the Advisee to withdraw from the course **(as a suggestion)**. This Form contains all decisions taken, saved in the file, and used in the future with the student.

- Please note that as an Advisor, you should emphasize the need for academic success in the student's first year. A deficient CGPA for two consecutive semesters will be difficult to overcome in the future.

If the CGPA-Risk student has a full-time job, you will apply the procedure above including the following step:

- Document types of issues that full-time job students might face to better advise them on course selection.

14. Student Services

14.1 Career Service

A comprehensive career development program is planned at the LC for the students and graduates during each academic year. The career development program provides the following:

- Career information and planning sessions periodically.
- Career Counseling during office hours for all working days.
- Career suitability testing service as needed.
- Job placement service by holding a Job Fair at the LC premises.

The career information and planning sessions are held periodically at the LC premises during each academic year according to the plan. During these sessions, the participants are informed about different career opportunities in several types of industries and services.

Career counseling sessions are held for aspiring individuals at the students' counseling office regularly according to the plan. During these sessions, the counselors guide students or graduates about career planning, CV writing, job interviews, and help them with job placement.



14.1.1 Student Career Counseling

LC provides career counseling to its students regarding career information and planning, career development, testing, and prospective job placement. LC also helps develop career objectives and strategies for exploring career opportunities. Students are assisted through career workshops and employment fairs to communicate with prospective employers of LC students and graduates. Career Counseling sessions at LC are provided to LC students and graduates individually with prior appointment, while career counseling in groups is provided regularly. Please see the College Bulletin Board for announcement of dates, times, and venues for these sessions.

14.1.2 Career Counselor

LC appoints a career counselor for its students.

Duties and Responsibilities of a Career Counselor

- Assists LC students and alumni in their personal career development by providing career counseling, career information, job search strategies, and resume preparations.
- Ensures and promotes positive employer/student/faculty relations by providing participation in on-campus activities like career seminars.
- Promotes career services by planning and presenting group placement orientation sessions, job search/career related workshops, and other programs throughout the campus.
- Promotes the College and career services through participation in job fairs.
- Facilitates LC students and graduates job placement by developing contacts with prospective employers.

14.1.3 Job Placement

At Liwa College, we are committed to supporting our students in their transition from academia to the professional world. Our Job Placement services are designed to equip you with the necessary skills, resources, and opportunities to embark on a successful career journey.

Services Offered

Career Counseling: Our dedicated career counselors are available to provide guidance on career choices, resume building, interview preparation, and job search strategies.

Job Listings: We regularly update our job listings database with a wide range



of employment opportunities, internships, and part-time positions. Students can access these listings through our online portal.

Workshops and Seminars: We offer workshops and seminars on several topics related to career development, including networking, personal branding, and workplace etiquette.

Mock Interviews: Prepare for real job interviews by participating in mock interview sessions. Our experts will provide valuable feedback to help you improve your interview skills.

Career Fairs: Attend our annual career fairs to connect with potential employers, network with professionals, and explore job openings in various industries.

Job Placement Process

Registration: To access our job placement services, students must register with the Student Affairs Department. Registration is free for all current students and alumni.

Career Counseling: Schedule an appointment with a career counselor to discuss your career goals, strengths, and areas for improvement.

Job Search: Utilize our job listings database to search for suitable positions. Apply to jobs that align with your career aspirations.

Interview Preparation: If selected for an interview, attend mock interview sessions to refine your interview skills.

Career Fair Participation: Join us at career fairs to meet potential employers, submit your resume, and explore job opportunities.

Networking: Build your professional network by attending industry-specific events, workshops, and seminars.

Offer Acceptance: Upon receiving a job offer, consult with our career counselors for guidance on salary negotiation and employment terms.

Alumni Support

Our job placement services extend to alumni as well. We understand that career development is an ongoing process, and our alumni are encouraged to take advantage of these services even after graduation.

We are here to assist you in every step of your career journey, and we look forward to helping you achieve your professional goals.



14.1.4 Alumni Affairs

At Liwa College, our commitment to your success extends beyond graduation. Our Alumni Affairs office is here to help you stay connected, engaged, and supported as you embark on your professional journey.

Benefits and Services

Alumni Network: Join our extensive alumni network to connect with fellow graduates, share experiences, and expand your professional contacts.

Career Services: Access career resources, job listings, and career counseling even after graduation.

Events and Reunions: Stay informed about alumni events, reunions, and networking opportunities. These gatherings provide a chance to reconnect with friends and faculty.

Library Access: Alumni enjoy continued access to the college library, allowing you to stay updated on the latest research and resources.

Professional Development: Participate in workshops, seminars, and webinars designed to enhance your skills and knowledge in your field.

Stay in Touch

Alumni Directory: Ensure your contact information is up to date in our alumni directory so that we can keep you informed about college news and events.

Social Media: Follow our social media channels to stay connected with college updates, alumni stories, and networking opportunities.

Getting Involved

Alumni Volunteers: Consider becoming an alumni volunteer or mentor to support current students in their academic and career endeavors.

Guest Lectures: Share your expertise and experiences by participating in guest lectures or panel discussions.

Donations and Scholarships: Explore opportunities to give back to the college through scholarships, or other forms of support.

Transcripts and Records

For transcript requests or to access your academic records, please contact the Registrar's Office.



14.1.5 Students participation in College Governance

At Liwa College, we believe in fostering a vibrant and inclusive learning environment where students have a voice in the decision-making processes that affect their academic experiences. Your active participation in college governance is vital to ensuring that your needs and concerns are heard and addressed.

Students' participation in college governance through student council, academic board, students affairs committee, disciplinary committee, and library committee.

Opportunities for Student Participation

Student Council: The Student Council serves as the official voice of the student body. Elected and appointed representatives work collaboratively to advocate for student interests, organize campus events, and engage with college administration.

Academic Board: The Academic Board is a critical component of our governance structure. Students have a seat at the table, participating in discussions about academic policies, curriculum development, and educational quality.

Students Affairs Committee: This committee focuses on matters related to student life, well-being, and campus activities. Your participation in this committee can contribute to enhancing the overall student experience.

Disciplinary Committee: Students may be selected to serve on the Disciplinary Committee, where they play a role in ensuring that the college's disciplinary processes are fair and just.

Library Committee: If you have a passion for improving library resources and services, consider joining the Library Committee. Your insights can help enhance the learning resources available to all students.



Your Role and Responsibilities

As a student at Liwa College, you have a vital role in college governance, and we expect you to:

Stay Informed: Keep yourself informed about college policies, procedures, and announcements. Regularly check your college email and the college website for important updates.

Respect College Policies: Adhere to college policies, the Student Code of Conduct, and academic integrity standards. Uphold the values of respect, honesty, and ethical behavior.

Participate Actively: Engage actively in class discussions, campus events, and community service activities. Your active involvement enriches the campus community.

Advocate for Change: If you believe a change is necessary within the college, utilize appropriate channels to advocate for change. Communicate your concerns with relevant committees or representatives.

Embrace Diversity: Embrace diversity and inclusion. Treat all members of the college community with respect and appreciation for their diverse backgrounds and perspectives.

15. Student Scholarship & Financial Aid at LC

Referring to the Student Scholarship and Financial Aid “SSFA” policy, regulations, and the bylaws of the Liwa College (LC), LC grants several types of SSFA for current, continuing & newly admitted students. Students need to apply for a particular SSFA if they meet its terms & conditions.

16. Student Disciplinary

16.1 Policy Statement

LC will ensure student discipline at its premises and will not allow or tolerate any activities or behavior on the part of its students that is not worthy of a respectable institution of higher education. More specifically, any academic or non-academic violations and offences indicated in this policy will invoke the relevant and appropriate penalties following the related procedures.



16.2 Disciplinary, Academic Violations/Offences, & Correspondent Penalties

Academic Integrity Violations

There are many ways in which academic honesty can be violated. Most popular Academic Integrity violations are defined below.

A report on this case should be submitted to the head of department.

Cheating

Cheating diminishes the learning process and is intended to gain grades and academic advantages without doing the intellectual work that merits the grades or degree.

Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgments. It is a form of cheating & means that students have submitted work for grading that they have not written themselves. Hence, LC has acquired Safe Assign software for checking plagiarism. All Students should submit their written assignments/reports through Safe Assign system. Faculty members examine the report produced by the system to see if the work is plagiarism free. In specific courses with quantitative or mathematical data and Information Technology courses, an oral presentation of the assignment will be performed to see if the work is plagiarism free.

While students may source direct quotes and pieces of text, these should be used to support ideas. Even if all the sources have been properly cited, the grades/marks awarded will not be high, as understanding can only be demonstrated by students using their own words and thoughts.

In case of confirmed plagiarism, a report on this case should be submitted to the head of department.



Definition

- Minor offence: when the Similarity Index is below 20% and plagiarism is confirmed by the instructor.
- Major offence: when the Similarity Index is 20% or above and plagiarism is confirmed by the instructor.

Offence	Penalty
Minor offence (First time)	The student will receive a written academic warning, and the case will be recorded in the academic violations tracking system
Minor offence (Repeated)	The student will receive zero in the submitted work and the case will be recorded in the academic violations tracking system
Major offence (First time)	The student will receive an F grade in the course and a written academic warning, and the case will be recorded in the academic violations tracking system
Major offence (Repeated)	The student will receive an F grade in the course and will be suspended for one semester, and the case will be recorded in the academic violations tracking system

The penalties for minor and major violation in plagiarism are indicated in the table of "Integrity Matrix".

Fabrication of Data

Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

Presenting False Credentials

Presenting false or misleading credentials on applications, CVs, and any other documents presented as part of the student's life constitutes academic dishonesty.

Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.



Free Riding

When assigned to work in collaborative groups, all students should participate in the activity or project. Students who could not demonstrate their contribution to the group work/activity will be considered as cheaters.

Academic Sabotage

Academic sabotage is deliberately impeding the academic progress of others.

Misuse of Intellectual Property

Misuse of the Intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties. Students may not violate the College policy concerning the fair use of copies.

Academic Warning and Academic Probation

A student receives a first academic warning if his/her CGPA drops below 2.0 by the end of any semester except his/her first semester at LC. Having received the first warning, the student is not allowed to register for more than 12 credit hours in the following semester with repeat of Fs or Ds.

If a student fails to raise his/her CGPA to at least 2.0 in the following semester, then he/she will be given a second warning and will not be allowed to register for more than 12 credit hours with repeat of Fs or Ds.

If a student fails to raise his/her CGPA to at least 2.0, the student becomes liable to one of the following actions based on the Dean of the Faculty's recommendation and the approval of the College Vice president of academic affairs. The number of credit hours successfully completed is usually taking into consideration:

- Transfer the student to another major within the same Faculty.
- Transfer the student to another Faculty.
- A student is given two semesters to raise his/her CGPA after changing major or Faculty.
- If the student fails to do this, he/she will be dismissed from the LC.
- If a student has successfully completed at least 90 credit hours of the courses re-quired for graduation according to the approved study plan for his/her program, then he/she will not be dismissed from the College but will be permitted to continue in the same major until he/she reaches the maximum study duration as stipulated in the LC regulations.
- The Intensive session does not count as an academic warning period



17. Students Code of Conduct

The Student Code of Conduct applies to all LC students and includes:

- Dress code inside LC campus
- All activities that take place on/off campus are organized by student affairs, students' societies, and student clubs.
- All activities that take place outside LC but are run by, endorsed, or funded by LC or LC associated entities, internships, and placements.
- All Activities that take place online are created, authorized, sponsored, or funded by LC, or involve people who identify themselves as LC students.
- All activities that utilize, or are facilitated by LC infrastructure, equipment, or services.
- All Activities where LC is represented at internal, local, national, or international conferences, functions, events, or through exchanges.

18. Standards of Conduct

LC Students should act in the following manner:

- Act in accordance with the values, principles, policies and procedures of the College, as active contributors in building a collegial learning community and the positive reputation of the LC.
- Undertake their academic work with integrity and honesty, acting to the highest ethical standards.
- Interact fairly and in good faith with others, respect other viewpoints, including cultural or religious perspectives as part of a culture which values academic freedom and debate.
- Communicate with and about members of the College community with respect, consideration, and courtesy, through any mode of communication, in person, through telecom ways and online (including email, Zoom, MS Teams and social media channels)
- Use College property, resources, and facilities responsibly and sustainably, in accordance with relevant policies, and consider the needs, choices, health and safety, and wellbeing of others.
- Provide the College, and maintain, accurate personal and contact details, and read and respond where necessary to college correspondence in a timely



manner (this includes regularly checking student email, SIS, and other official platforms)

- Protect the confidentiality and privacy of personal records and college correspondences.

LC Students should not act in the following manner:

- Discriminatory, harassing, sexually harassing, bullying, or engage in any form of interpersonal, psychological, sexual, or physical violence.
- Fraudulent or corrupt, unfairly advantage or disadvantage themselves or another student.
- Disrupts, interferes with, or undermines college activities, events, functions, and teaching.
- Could adversely affect the safety and well-being of others and/or undermines the values of the College.

LC manages any breaches of this Student Code of Conduct in accordance with the College Policy Framework.

Moreover, Students should sign the consolidated pledge at the time of admission as mentioned below adhering to LC roles & regulations

As a Student at LC, I pledge to follow the following rules and conditions:

- Show respect to everybody at LC (colleagues, faculty, and staff).
- Avoid any unacceptable behavior such as laughing aloud, swearing, fighting and the like.
- Avoid eating or drinking inside classes and other facilities.
- Avoid smoking at any area inside the College premises.
- Respect the general appearance and wear conservative clothes. Avoid wearing heavy make-up and the multi-dyeing of hair (for females).
- Not to have any metal piercings in face like metal rings in lips, eyebrows and nose which contradicts local traditions.
- Not to use or exchange any unethical or illegal materials, or to use computers for any non-educational purposes.
- Not to invite or receive any people from outside the College without the administration's permission in advance.
- Not to take photos using digital or mobile cameras without the administration's permission in advance.
- Preserve the College assets (computers, furniture...) so that any damage to them will put the student under the College's discipline committee accountability.



- The College has the right to take photos of its students in celebrations, Student activities and public events like Graduation and it may use them in its advertisements while students who refuse to appear should mention that during photography.
- Not to cheat in exams and have academic integrity in all activities (homework, projects...).
- New transferring students from other institutions must provide the College with their transcripts with a CGPA of more than (2) for admission. In case they present the transcripts in later semesters, no courses are to be credited if the student's CGPA is less than (2.00) and having registered for the same previous specialization.
- Verbal warning for the student.
- The student writes an official pledge not to repeat the misbehavior.
- A written warning is issued to the student, and the guarantor parent or employer is informed.
- A final written warning is issued followed by preventing students from studying or being expelled from the college depending on the situation and in compliance with the college regulations.

19. Dress Code

As a reputable institution, the College expects all students to maintain an appropriate standard of dress and personal appearance, promoting a professional and positive appearance as ambassadors of the College. Students must observe the cultural norms of the United Arab Emirates for female and male attire, which are part of the culture and the socially accepted ethical norms and are strongly associated with the identity, traditions, beliefs and values rooted deeply in UAE society.





20. No Smoking Policy

The No Smoking Policy intends to nurture a health and safety environment, enhance the indoor air standard and adequate comfort to LC students, staff, visitors, third-party contractors, and other relevant stakeholders.

Aims of the Policy

- Comply with the Health & Safety Legislation and Employment Law of the UAE.
- Committed to have a healthier working environment and to preserve the present and future health of the Staff, Students, Visitors, Third-Party Contractors, and other relevant stakeholders.
- Pledge the right of Non-smokers to breathe in an air free from tobacco smoke & E-Cigarette.
- Escalate awareness of the risk associated with exposure to tobacco smoke & E-Cigarette.
- LC will provide support for those smokers who wish to stop;
- Minimize the risk to develop fire due to smoking.

Policy Provisions

Smoking tobacco and E-cigarettes are prohibited within the LC campus at any time, by any person regardless of their business in the College.

- All main entrances will be non-smoking areas.
- Smoking will only be granted in designated areas that are clearly signposted outside the campus.
- Appropriate “No Smoking” signs will be posted by the HSE (Health Safety and Environment) & Facility Department.
- This policy statement applies even in the absence of signage of “No Smoking.”
- Smoking is not allowed in LC’s official vehicles.
- Smoking of tobacco and E-Cigarette are not permitted inside all offices, library, laboratories, classrooms, cafeteria, toilets, pantries, corridors, elevators, staircases, lobby, basement parking, roof top and other public places within the LC campus.



Notification

During the pre-employment stage, staff will be informed regarding the LC No Smoking Policy and other related health & safety policies and procedures, signed to support services for guidance on cease smoking. Offers of employment will not discriminate against those applicants who smoke. The LC Smoke Free Policy will be included in the student's handbook and code of conduct. Students violated the No Smoking Policy will be determined in line with relevant articles from Student's Affairs Department.

Disciplinary Action

Staff & Students who disobey this Policy may be subject to Disciplinary Action in line with LC procedure.

Visitors

All guests, third-party contractors & suppliers are mandatory to obey the No Smoking Policy. Security officers, HSE, Facility & Support staff are expected to inform visitors and students of the No Smoking Policy. Nevertheless, they are not anticipating involving into argument that may lead to endanger their personal safety.

Observation & Reviewing

The No Smoking Policy will be monitored by Security Team, HSE, and Facility and Support staff. This policy shall be communicated by the Top Management to all levels of employees and relevant stakeholders and shall be reviewed periodically to ensure effectiveness and continual improvement.

Notification of Penalties

Students will be notified of the penalties, in writing, by the Dean. The suspension for one semester or dismissal from LC notification is signed by the LC Dean with a copy to student's file & students affairs.

The Disciplinary Policy Linkage with LC Strategic Plan

LC strategic Plan aims at achieving balanced and outstanding results for all stakeholders of LC upholding a set of values to be practiced in the day-to-day operations of the college. Accordingly, robust disciplinary policies accompanying clear procedures will be required. In this context, the significance of Student Disciplinary Policy is extremely high for LC as an institution of higher education.



Review of Disciplinary Policy

LC will perform an annual analysis of all cases concerning student disciplinary offences, violations, policies, and procedures to gauge the effectiveness of policies and procedures concerning student discipline. The Academic Board at LC will conduct a comprehensive review of student disciplinary offences, policies, and procedures. In this regard, “historical data” of the preceding year will be used. The Board will make appropriate decisions to ensure academic integrity at LC.

21. Students Complaints and Grievances Policy

21.1 Students Complaints and Grievances

Should any Student/Graduate of the Liwa College feel they have been treated unfairly, there are many resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student’s advisor, the department head, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved via Tier I, the student may choose Tier II and lodge an appeal).

Any violation of the student rights, as described in the section on students’ rights and responsibilities in the Student Handbook, on the part of LC faculty or staff will be considered as student grievance)

- **Tier I of Student Grievance**

For minor grievance, there will be a person-to-person discussion between the student and the concerned faculty/staff member with the help of the student’s advisor. In case of final Exam, the student has the right to see the final exams and discuss it with the concerned faculty member.

- **Tier II of Student Grievance**

In case the student is not happy with the Tier I process of resolving the student grievance, he/she may choose to invoke the Tier II process of student grievance resolution at LC. In this regard, a student may lodge an appeal against this decision through the Office of Student Affairs in writing, especially referring to the student right being violated, to the Student Disciplinary Committee to investigate and recommend the proper action.



In case of a grade appeal, the student exam sheet shall be forwarded to the Head of Department who assigns an instructor, other than the one who initially marked the assessment, for double marking. The final grade given by the second instructor shall be verified and approved by the Head of department.

The decision of the Committee will be communicated to the students. All the decisions are made in accordance with the LC rules and regulations concerning the student code of conduct.

- Tier III Major Complaints

In case the student is not happy with the Tier I or Tier II processes of resolving the student complaint or grievance, he/she may choose to invoke the Tier III process of student grievance resolution at LC. In this regard, a student may lodge a complaint if he/she is not satisfied with the outcome of Tier I or Tier II through the Office of Student Affairs in writing, referring to the student's right being violated. Grievances involving any form of discrimination or harassment should also be filed directly with the Office of Student affairs.

Student Affairs forwards the student's complaint to the Office of the Vice President of Academic Affairs. The Vice President of Academic Affairs then forms a grievance committee, and the student is notified about the opening of a grievance case.

The Vice President of Academic Affairs announces the establishment of an ad-hoc committee to investigate the case and recommend the proper action. The makeup of the grievance committee members depends on the area of complaint, i.e., whether the complaint is against an academic staff, administrative staff, a student or group of students, discrimination or harassment, campus services, quality of course/programs teaching, student services.

This committee will be headed by a dean of faculty (other than the faculty the student belongs to), and will include a manager, representatives from student affairs and administrative affairs, one head of department, a student representative.

The outcome of this investigation as well as recommended actions are forwarded to the College Vice president of academic affairs within 5 working days for the endorsement of the final decision.



All documents related to the grievance resolving process shall be kept by the student affairs, the relevant head of department, dean of faculty and the office of the College Vice president of academic affairs.

The decision of the Committee will be communicated to the students concerned. All the decisions are made in accordance with the LC rules and regulations concerning the student code of conduct.

Note:

- For appealing a final grade, please refer to the Student Appeals of a Grade Policy.
- For issues related to academic integrity and penalties related to cheating and plagiarism please refer to the Student Behavior and Academic Integrity and the Student Disciplinary Policy.

21.2 Students Appeal Against a Disciplinary Action

As stated earlier, a student may appeal against a disciplinary action by presenting an appeal, in writing, to the Student Affairs Department within 3 business days of receiving notification according to the announced dates in the academic calendar.

Student Affairs forwards the student's appeal to the Office of the Vice president of academic affairs. The Vice president of academic affairs then forms a committee, and the student is notified about the opening of appeal case.

The Vice president of academic affairs announces the establishment of an ad-hoc committee to investigate the case and recommend the proper action. The makeup of the committee members depends on the nature of the offence (see the above Integrity Metrix)

This committee will be headed by a dean of faculty (other than the faculty the student belongs to), and will include a manager, representatives from student affairs and administrative affairs, one head of department, a student representative.

The outcome of this appeal and the actions decided are forwarded to the College Vice president of academic affairs within 5 working days for his endorsement.



All documents related to the appeal resolving process shall be kept by the student affairs, the relevant head of department, Dean of faculty and the office of the College Vice president of academic affairs.

The decision of the Committee will be formally communicated to the concerned student within 5 business days. All the decisions are made in accordance with the LC rules and regulations concerning the student code of conduct.

A student may appeal a Disciplinary/ Academic decision by presenting an appeal, in writing, to the Student Affairs Department within 3 business days of receiving notification according to the announced dates in the academic calendar. The Student Affairs Department deals with the appeals as follows

Students in Petition cases pay 200AED at first, then cases are sent to the deanship to decide.

In Incomplete cases students pay 500AED at first the student's affairs sends the cases to deanship for approvals.

Students who want to appeal an Academic/Disciplinary decision can fill student visit form (LC/STA/F01.02), the Students' Affairs Manager will take necessary actions/ decisions and resolves the issue by himself if possible OR else transfers the appeal to Disciplinary Committee in case of disciplinary issues or to the Academic Board in case of Academic issues to dispose of.

Student can appeal only within Three (3) business days of the issuance of the decision appealed. An appeal not made within the time limit will not be heard unless the Students' Affairs Manager sees a compelling reason.

The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy which the person appealing is requesting from the Disciplinary Committee or the Academic Board.

The Disciplinary Committee may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the LC Code of Student Rights, Responsibilities and Disciplinary Procedures.



The Academic Board decides on Academic appeals (Student Academic Appeals Process Flowchart LC/PFC/STA.01.00)

The Disciplinary Committee makes its determination based solely on the record of the student's hearing, facts that are presented to, and arguments before the Disciplinary Committee,

The purpose of the Disciplinary Committee/ Academic Board is to decide if the findings and/or the sanction of the charges were so incorrect that the decision should be changed or not.

The Disciplinary Committee must decide on the appeal within 5 business days from the date the Committee receives the appeal from the Student Affairs Department. Committee Decisions are made in writing and delivered to Student Affairs Office who informs the student of the results.

Any decision of the Disciplinary Committee/ Academic Board is final.

22. Student Activities

22.1 Objectives

- To promote, plan and implement physical fitness programs and organize sports competitions among students for the development of a healthy mind and body.
- To encourage and arrange intellectual and cultural activities for the students for their intellectual development.
- To encourage and patronize healthy entertainment activities for re-energizing and refreshing the students.
- To undertake and organize the student publications for their information, education, and entertainment.
- To encourage and establish a link among the LC students, alumni, and the employers.

22.2 Student Activities at LC

At the beginning of each semester during each academic year, the Students Affairs Department works out a comprehensive plan for the student activities and publications. The student activities at the LC are grouped into five (5)



distinct categories: namely, the election and functioning of the LC Students' Council, student's sports activities, intellectual and cultural activities, entertainment activities and health awareness and blood donation activities.

22.3 The Student Council

The Students' Council acts as a link between LC management and students. The election is scheduled at the beginning of each academic year and supervised by the designated Manager of Student Affairs. Each campus (Abu Dhabi and Al Ain) is represented by 15 members of the Student Council. The Student Council consists of 15 members on each campus. 5 students are elected; the other 10 students are selected to represent students varies programs in the council.

The council meets twice each semester. Students 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 LC 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.

22.4 Guidelines for Constitution

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

List of Student Committees/Clubs

Cultural Club

The Cultural Club celebrates the traditions, history, and heritage of the college's various communities through activities like lectures, exhibitions, and poetry sessions. The Club plays a key role in organizing the Global Day event held every year.

Art Club

LC 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 fun seekers who enjoy energetic sports and outdoor/indoor activities. The Club organizes and/or joins enjoyable events, tournaments, and leagues among LC 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 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 developing 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.

Students Clubs Budget/Events Plan Submission

After the student council election, the elected members should submit a plan of their events with the corresponding budget estimate to the Student Affairs Department. Budget estimates must be reasonable. The Student Affairs Department will review the proposed budget and submit it to the Accounting and Finance Department for approval. Student Clubs budgets are allocated based on the following criteria:

- Nature of activities and events proposed by a student club for the semester(s)
- New/previous student clubs' initiatives and achievements



Request for a Fund Release

Once the Accounting and Finance Department approves the budget allocation for student clubs as per their submitted plan, the following procedures shall be taken for fund release:

- SCCS sends to the Student Affairs Department at student.services@lc.ac.ae a fund release request one week prior to the event's actual date (as per the approved plan).
- Student Affairs will forward the request to the Accounting and Finance Department at budget@lc.ac.ae for final approval (if approved by Student Affairs).
- Budget will review/approve the request and release the fund from the reserved amount prior to forwarding it to the concerned departments in terms of purchasing and payment release.

Purchasing and Payment Process

Once the Accounting and Finance Department approves the fund release for student clubs, the following procedures shall be taken by Student Affairs Department for purchasing/payment release:

- All purchases/payments must be supported with either invoice/receipts/supporting documents.
- For an event that requires a purchase/payment in advance, an invoice(s) or approved supporting documents shall be provided at least two days prior to the event.
- For events that require purchase/payment upon the event's completion, an invoice (s)/receipt(s) shall be provided immediately after or when it is available.
- For payments made by SCCS or Student Affairs Department staff, the College will reimburse the amount paid if the payment is linked to the approved event plan.
- Student Affairs Department must submit all invoice(s)/receipt(s)/supporting documents to the Accounting and Finance Department upon completion of all events.

Restrictions on the funded Events/purchased Items:

- All approved funds/budgets shall be used as per the approved event plan only unless the Student Affairs Department approves changes.
- All clubs purchased items to use are the property of the College and will be in its custody.
- All equipment is used for student activities only and not for personal use.



Entertainment Activities/Events

Several entertainment activities/events are held at the LC premises and outdoors during each semester of an academic year according to the plan. These entertainment programs include the outside recreational cum educational trips for the LC students (like the famous Dubai GITEX Technology Fare, Dubai Festivals, visiting the various parts of the UAE), Ice Rink and trips in Abu Dhabi. These healthy entertainment activities are arranged for the LC students to re-energize and refresh them for their better academic performance at the LC and expose them to the realities of practical life. For details, please see the attached register of student activities.

23. Student Rights and Responsibilities

Students' Rights

- Students have the right to obtain quality education.
- Students have the right to be given the course outline at the beginning of each semester. The course outline indicates the number of credits, description of the course, objectives, learning outcomes, assessment and references that could be used as supplementary material.
- Students have the right to know program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs.
- Students have the right to know the penalties for cheating and plagiarism and their consequences.
- Students have the right to know the attendance policy and the consequences of noncompliance.
- Students have the right to be notified of class cancellation immediately.
- Students have the right to expect that classes will start and end on time.
- Students have the right to be informed by the instructor of any changes to any rules pertaining to classroom procedures.
- Student grades are confidential.
- Students have the right to review their grades with the instructor.
- Students have the right to review any record that exists in their file.



Student's Responsibilities

- To follow the LC procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook.
- To arrive in class on time and to remain for the duration scheduled for classes and activities.
- To appreciate the instructor's right to formulate and enforce attendance policy.
- To consider the instructor's right to determine course content, methodology and evaluation.
- To observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines.
- To submit their own work.
- To write tests and exams at the times scheduled by the instructors.
- To assume responsibility for classes missed.

24. Regulations and Policies of LC

24.1 Class Attendance

Students are required to attend all classes on time for all registered courses. If a student misses a class, he/she should submit a written excuse to the Students' Affairs department; otherwise, he/she will be considered absent without excuse. Regarding attendance and absence, the following are the rules and regulations that you should be aware of the following facts:

- The student must fill in an excuse form, provide a valid excuse for not attending the class, and submit it to the Student Affairs Office. This will reserve the right of the student to repeat an exam or submit an assignment after the due date.
- A student who missed a class without informing the Student Affairs office will be counted absent (A) and will lose the right to repeat the missing exam or hand over the missing assignment.
- If the student enters the class 10 minutes late, he/she will be marked late.
- Latecomers must not disturb other students.
- A student will not be allowed to sit for the final exam if his/her absence rate exceeds 30%.
- Approved absence, such as certified illness, will be included within the 30%.
- Absence with reasonable excuse is marked as (E) in the attendance sheet, this will give the students the right to repeat the missing exams.



24.2 Student Counseling

Counseling services are an integral part of the educational mission of Liwa College. Counselors provide consultation, preventive and developmental intervention to students who are experiencing stress due to academic, career or personal problems which may interfere with their ability to take full advantage of the educational opportunities before them. Counselors are also involved in consultation with faculty and staff. Students need advocacy, program development, outreach activities, and retention activities to enhance the educational environment of the College.

24.2.1 Eligibility of Services

The Counseling Service is available free of charge to all students at the College, following either an academic and (or) work-based incident or for situations relating to personal circumstances.

Counselors are involved in three essential roles in advising the students:

- To provide counseling to students experiencing personal adjustment, vocational, developmental, and/or psychological problems that require professional attention.
- To play a preventive role in assisting students in identifying and learning skills, this will help them meet their educational and life goals.
- To support the healthy growth and development of students through consultation and outreach to the campus community.

The Student Counseling at LC provides individual and group counseling to the students and aimed at addressing the personal concerns that the students normally face such as stress and time management, dealing with changes, communication problems such as shyness, and coping with the feelings of loneliness, depression, anger, guilt and fear of death, etc.

The Student Counselors at the LC work out a comprehensive plan for the personal counseling of the students on semester basis during an academic year. The plan specifically provides that:

- All those students who miss classes or show poor academic performance must be served with the notices/warnings periodically at the different stages of a semester, as per LC rules, and be called for personal counseling, one by one, whereby the counselor would try to find the personal, social, moral or any other problem of a student and suggest him/her a suitable solution.
- Individual counseling will be done through one-to-one sessions to provide guidance for educational, personal and development issues. Sometimes the sessions may involve the attendance of another individual
- Group counseling involves a few people who meet according to the counseling plan, along with the counselor to discuss their common problems or develop new skills.



24.2.2 Counseling Case Records

Counselors' activities and sessions are documented using standard forms. The documentation should have sufficient details to guide proper follow-up. Records are kept for two years after case closure.

24.2.3 Confidentiality

The confidentiality of the counseling session is protected by the counselor's code of ethics. Counselors' records are confidential and are not part of the academic or administrative records. Records are kept under a locked filing system.

No information about the counseling sessions will be released without the student's authorization.

No student authorization will be required in the following cases:

- If referred by someone else, the counselor will confirm the first attendance at the first session to the source of referral.
- If the student is in danger of harming him/herself or someone else.
- In criminal court proceedings
- If any other professional involved in the client case like other counseling staff at the College.

Counselors must avoid using emails and mobiles to discuss sensitive and confidential information. Digital records of case reports must be secured in such a way to prevent unauthorized access.

24.2.4 Rights & Responsibilities

The following rights and responsibilities are to be applied:

- The counselor is responsible for informing the students of their responsibilities and rights in the first session and as stated in the consent form.
- The counselor should provide a safe and trusting environment for the student.
- The counselor should refer the student to another counselor in case of inability in dealing with the student.
- Students must be treated in a professional, courteous, and caring manner and not discriminated against because of their age, race, disability, origin, religious beliefs, and gender.
- Students must be responsible in showing their commitment and taking an active role in setting and implementing action treatment plans.



24.2.5 Prohibitions

Counselors must not take part in activities that may infringe the trust with the students, such as being a member of committees that may impose disciplinary actions or proctor exams because they may be forced to take disciplinary actions.

24.2.6 Program Evaluation

Counselors must conduct regular reviews of their services to ensure their practices are in a continuous cycle of improvement.

25. Health & Safety

The LC provides a healthy and secure environment for the campus community by adhering to the following measures and procedures:

- **Fire Prevention and Fighting:** detailed instructions related to fire prevention and fighting are displayed on each floor in a prominent area. These instructions are in Arabic and English. Further, each area has an emergency evacuation plan which is regularly tested.
- **First Aid Emergency Kits:** at LC, first aid kits containing bandages and other first aid equipment are available in a prominent place.
- **Cleanliness, ventilation, lighting, and bathrooms;** every place of work is kept clean and well-ventilated also with adequate lighting. Each floor is provided with water fountains suitable for drinking.
- **Security Personnel:** LC is committed to ensuring the well-being and safety of all students on campus. LC Campus has secure, designated students' entrance/exit gates, which are staffed by security personnel. Security staff will only allow authorized persons to enter and exit the campus, and a record is kept of all students entering/exiting the College.
- **College Nurse:** LC has ensured equipped of competent Nurse with appropriate licenses from respective higher authorities needed for the operation of the College Clinic. Ready to deal with any emergencies needed for first aid treatment to all students, staff, contractors, and other related stakeholders.



As part of the visa law, all students sponsored by the LC must have health insurance for the duration of their visa. Students, issued with 12-month visas, have access to the LC medical health insurance scheme.

This scheme is compulsory only for visa sponsored students. The health insurance offered will provide round the clock cover in a wide network of hospitals and clinics in the UAE, whether as an outpatient or inpatient, emergencies or expenses incurred by the student due to an illness. Non-sponsored students have their private medical insurance.

LC will take necessary actions (such as administering first-aid or call ambulance assistance if needed additional serious medical treatment) in case of any accident & health emergency on its premises with any of its students.

Note: LC visa-sponsored students will receive medical insurance cover after the visa is issued, the student has attended their medicals, and the visa is stamped in the passport. In the interim, students will have to arrange their own health insurance.

Considering a legal responsibility, The Health and Safety at College for all students, faculty, and staff to ensure the Health & Safety requirements are being met, as far as is reasonably practicable is managed at LC.

A systematic approach for managing safety and health risks is adopted. Ethically, it is the right thing to do. Part of LC's overall value is to keep all students, faculty and staff and visitors safe and help students to become the 'risk aware, but not risk averse' citizens of tomorrow. Operationally, it helps avoid costly accidents, disruption losses and damage to the LC's morale and reputation. And of course, it enables the LC to comply with their duties under health and safety law. Managing program health and safety at LC the responsibilities have been delegated to manage the system Incorporating:

- Risk assessment Register
- Risk Management
- Development of Safe Operating Procedures
- Safety Awareness & Training
- Toolbox Talk
- Emergency Response Preparedness
- Planned Preventive Maintenance
- Managing of Contractors
- Campus Safety Inspections
- Safety Audit



- Investigation of near-misses, accidents, and incidents
- Regular review of OSH performance
- Reporting of performance to Faculty and College Health and Safety Committee
- Al Adaa System (OSHAD)

The Health, Safety & Environment Officer is appointed to co-ordinate building-related health and safety issues, in particular fire safety and Campus safety, and to act as a first point of contact for liaison with government authorities.

LC has developed and implemented a comprehensive health and safety program. This program includes all the practices and procedures necessary to provide a safe and healthy working environment and is committed to the well-being of all its faculty, staff, students, and visitors. LC is applying to the Abu Dhabi Public Health Centre (OSHAD) Full Occupational Health & Safety Management System in line with the Ministry of Education and CAA requirements.

With its aim of offering an environment devoid of workplace hazards to the maximum extent possible, LC adopts the following practices on all its campuses in accordance with the UAE health and safety laws.

The Health and Wellness section under the Environmental Support Service Department of LC reviews, disseminates, and follows up on the adherence to all policies and procedures including Health and Safety policy at LC. The LC health and safety policy is approved from LC President as under.

Detailed information regarding the means of fire prevention along with facility master plans showing emergency exits have been displayed on each floor. LC personnel are made aware of the location of the firefighting equipment in their scope area, to know about what type of fire each piece of equipment can be used and how each should be used. This information is provided through a variety of formats on a regular basis, including verbally at staff training, orientation and briefing sessions, notices, and signage etc. Instructions for the use of fire extinguishers are clearly posted above on the fire extinguishers. Whenever firefighting equipment is used, an immediate report is made to the key person responsible so that the equipment may be refilled or replaced.



26. Student Records

Purpose

Liwa College shall maintain a student records procedure consistent with the Ministry of Education Standards. The aim of the consistent procedures for maintaining student records is to strike the right balance between the College's legal responsibilities and the use of student records to promote the growth and welfare of students within the mission of the College.

Application and Scope

This policy covers all issues related to the maintenance, updating and security of students' records.

Policy Provisions

LC has developed an elaborate policy concerning proper management of students' records including effective record keeping and ensuring safety of the records as mentioned below:

- **Access by the Student**

Each student may, upon written request, access his/her own records. LC will not release any record if the student has an outstanding balance to be paid.

- **Access by College Personnel**

LC administrative staff members, who have a legitimate requirement for access to the students' records, will be permitted to have access to these records.

- **Access by Third Party**

Each student may, upon written request, ask for his/her own record to be released to a third party. LC will not release any records to the third party if the student has an outstanding balance to be paid. Parents of dependent students can obtain access to the student's records without his/her permission. For access to records, LC presumes that the student is dependent until otherwise notified that they are independent.



The following are additional guidelines for accessing student records:

Authorized Persons	Limits of Information
The student	Full access to his/her own record.
Manager, Registration and Admission/ Assistant Manager, Registration and Admission/Assistant Registrar/Registration Officer/Assistant Registration Officer.	Full Access.
President, Vice president of academic affairs, Deans, Head of Institutional Research and Quality.	Full access (with a written request).
Student Counselor & Student Advisor	Academic history (with a written request).
Accountant	Registration record (with a written request).
Officials of other institutions to which student want to transfer	Academic history (Transcript) With a written request from the student.
Persons or organizations providing students financial aids	Academic history (transcript) and personal data (with a written request).
Ministry of Education	Full access.
Parents or guardians	Full access to their dependent's file. With prior written consent from the independent student.
Others	With the written consent of students for specific information.

- **Students Records Security Policy**

LC retains its student records in a secure fireproof cabinet in a secured place not accessible by anyone other than registration staff.

- **Students' Permanent Records**

Students' grades, personal data, transcripts, academic warnings, and probation notifications are considered as permanent records and should remain in their files.

Hard copy records are available in the students' files. The records shall be saved for ten years after the student's graduation. However, electronic students' records are kept indefinitely.

Hard copies will be properly destroyed after 10 years of student graduation without compromising the students' privacy.



- **Back-up of students' academic records:**

LC has a system of Back-up of student's academic records (daily – weekly and monthly). This is kept in the cabinet filing on different floors where the server rooms are located. These records will be scanned and kept on CD's permanently before their disposal.

The final exam scripts and final projects will be meticulously kept and securely stored for ten years and will be destroyed afterwards.

- **Maintenance, Updating, and Security of Student Records**

Students are responsible for providing their correct details (permanent/current address, landline, and mobile numbers) to the Admission and Registration offices. The permanent records are listed according to the names under which students were enrolled and filed according to the Academic ID. In order to update the student's information, he/she should notify the Admission and Registration offices of any changes in his/her details. The student may modify his/her name with a written request supported by an official document.

- **Return of Original Credentials**

Original credentials will be kept in students' files during their study at LC. Students can only request back his/her original TOEFL/ IELTS/ EISOL and/or his/her original high school certificates in the following cases:

- After graduation
- Withdrawal from the College.

26.1 Information Release Policy

The release of student information is based on authorization from the student. In response to a third-party query, public records ONLY may be released, namely:

- Date of student enrolment.
- Program in which he/she is/was enrolled.
- Date when Certificate was awarded.

Requests for mass listings of directory information will be denied. The contents of a student file will not leave the Registrar's office, nor will it be duplicated for that purpose.

Documents from other institutions such as High School certificates and university transcripts, which are submitted to support a student's application for admission or transfer credit, will be kept in the student file as an integral part of his/her record. These documents will be the property of LC and will not be returned to the student.



26.2 Release of Transcript

A transcript is not considered official unless it is issued from the LC, signed, and sealed. Requests for a transcript from the LC must be made by filling out a request form at the Registrar's Office. The transcript requires a small processing fee.

The student should allow five working days for the processing of transcript requests. This allows the Registrar's Office time to review students' status and get it signed by the Dean, the Registrar and sealed by the official LC seal. No student's transcript will be released to anyone without the written consent of the student, a clearance from the finance department and the library.

26.3 Code of Student Conduct

LC requires students to uphold the highest standards of personal behavior in their academic work and in their personal conduct. Students are expected to comply with all LC regulations and to conduct themselves courteously and considerately in their dealings with faculty, staff, visitors, and other students.

The following behaviors are prohibited:

- Using a mobile phone in the classroom or hallways.
- Eating/drinking in classrooms.
- Engaging in disruptive behavior in classroom, laboratory, or library.
- Smoking on campus property.
- Obstructing the campus educational process.
- Forgery, alteration or misuse of campus documents or records or knowingly furnishing false information to LC.
- Theft of or damage to campus property or the private property of another member of the campus community.
- Unauthorized use of campus property.
- Violation of the criminal code of the United Arab Emirates.
- Unauthorized recording, dissemination, or publication of academic presentations (such as lectures, speeches, performances, exhibitions) for commercial purposes.
- Abusive behavior directed toward any member of the campus community.
- Violating copyright policy.
- Soliciting or assisting others in any act that would violate this code; and
- Misuse, alteration of computers, in any way.



In addition to the rights mentioned under Student Rights and Responsibilities in this document, students also have the right to rebut charges of violation of the student code of conduct and they have the right to appeal a disciplinary sanction against them (See Appealing Disciplinary Sanction).

Students have the right to file a grievance if they feel that actions of any LC faculty, staff, or administrator are unauthorized or unjustified and adversely affect them (See Student Appeal Process).

27. Student Guide to Success

Welcome to Liwa College! We are committed to providing you with an enriching and supportive educational experience that prepares you for success in your academic journey and beyond. This guide is designed to help you navigate your college experience and make the most of your time here.

Set Clear Goals: Define your academic and career goals. What do you hope to achieve during your time at LIWA College and beyond?

Attend Orientation: Attend the college orientation program to familiarize yourself with campus facilities, resources, and academic expectations.

Manage Your Time: Develop effective time management skills. Create a schedule that balances classes, study time, and personal activities.

Stay Organized: Keep track of assignments, exams, and deadlines using planners or digital tools.

Seek Academic Support: Take advantage of tutoring services, study groups, and academic workshops if you need help with coursework.

Communicate with Professors: Build a relationship with your professors. Attend office hours to discuss coursework, seek clarification, and gain insights.

Engage in Extracurricular: Get involved in student organizations, clubs, and extracurricular activities to enhance your college experience and build valuable skills.

Utilize the Library: Explore the college library for research materials, study spaces, and support from librarians.

Develop Critical Thinking: Cultivate critical thinking skills by questioning, analyzing, and evaluating information.

Set Realistic Expectations: Understand that challenges are a part of the



learning process. Set realistic expectations and do not be afraid to seek help when needed.

Seek Support Services: The College offers counseling, health services, career counseling, and disability support. Do not hesitate to reach out if you need assistance.

Embrace Diversity: Liwa College values diversity. Respect and learn from people of diverse backgrounds and perspectives.

Academic Integrity: Adhere to academic integrity policies. Plagiarism and cheating are not tolerated.

Plan for Your Future: Visit the Career Services department early to explore career paths, internships, and job opportunities.

Practice Self-Care: Prioritize your mental and physical well-being. Seek balance in your life.

Seek Feedback: Welcome constructive feedback from professors, peers, and mentors. Use it as a tool for improvement.

Network: Build professional relationships by attending workshops, conferences, and networking events.

Financial Responsibility: Manage your finances wisely. Be aware of tuition payment deadlines and financial aid options.

Celebrate Achievements: Acknowledge your successes, both big and small, and use them as motivation to keep striving for your goals.

Keep Learning: Commit to lifelong learning. Stay curious and continue acquiring knowledge and skills.

28. Student Support Services

Student Academic Services provide students with educational opportunities in their formal classroom learning experience and to contribute toward their success in the program of study, as well as render administrative functions to students to enhance the teaching and learning processes. Student Academic Services provide opportunities for the development of knowledge, attitudes, and life skills to enhance students' life-long learning and in their ability to contribute to the society and modern world in which they are living.

Student Services are dedicated to meeting students' non-academic needs and upholding the mission of LC. This includes institutional facilities, student activities services, student counseling services, etc.



29. Library and IT Services

Educational Resources

LC continuously updates its educational services and facilities deploying information technology to support its students and faculty. The educational resources include the library, the learning resources, duly networked computer laboratories and the classrooms.

29.1 The Library (Learning Resource Center)

The Liwa College library is available in Abu Dhabi (8th floor) and Al Ain campuses (1st floor). Library currently has more than 14000 titles in English and more than 4000 titles in Arabic which comprise materials to support the curriculum and the general information needs of LC. The majority of the library's holdings are in English; however, there are also materials available in Arabic. The library is student-oriented and provides quiet study areas and access to computers.

An online public access catalog system (OPAC) can be used to search for library materials. Using the library portal, and Deepknowledge portal, students and faculty have access to several online databases, which include scholarly articles, periodical indexes, full-text journals, and magazines. The computers in the library are also utilized to give computer sessions where students are taught how to use library resources. The library is connected to all parts of LC via a local area network supported by hubs and routers in order to provide academic resources for all classes taught. Faculty members can access library resources from their classrooms to support the teaching/ learning process.

The library's collection is growing by approximately 500 copies per year to support the students and faculty.

Computerized Library Cataloging System

LC has catalogued its collection of materials and organized its library to provide convenient and easy access to its collection and services, including the book-borrowing system for its students, faculty, and staff. This is available through KOHA library integrated system.

The KOHA integrated system classifies books by author, title and subject and



can provide statistical data about the collection of books available in the library. For example, how many books are available on : System analysis and Design, information systems...etc.

All books and materials are currently catalogued according to Library of Congress Classification (LCC). Students and faculty members have access to a computerized classification system, where they can search for the material by the author, title or subject. The system also records all borrowings and returns of books or library materials.

Electronic Library

LC has developed its Electronic Library to be accessed through the library portal, Deepknowledge portal. Registered students, staff and faculty members are allowed to use this facility. Through the electronic library, information will be provided such as: Dictionaries, online periodicals & documents, scholarly articles, audio-visuals, trade journal bibliographic sources, newspapers, teacher resources to support specific courses in the program such as: Health and Medical science, Engineering, Information Technology, English, Math, Management, Economics ...etc., online bookstores, popular search engines, Web sites and internet resources.

LC has subscribed to international Databases to allow students through the library portal to create reading lists, course packs, study guides, special interest sites, bibliographies, training sites, full text from scholarly journals and journals of special interest, electronic journals directories. Currently library subscribes to international databases such as ProQuest central, EBSCO, GALE, eBook central, Al Manhal, and Emerald insight.

Please see the below path to access the e-resources through the library portal, LC website, Library portal, Login (Use outlook email id and password) and e-resources.

29.2 Library Facilities

Libraries are available in Abu Dhabi and Al Ain campuses. In Abu Dhabi, the library is located on the 8th floor arranged into two sections, reading area and stack area. The library has a total capacity of 150 users at a time. There are two computer labs, with a total of 24 computers connected to high-speed internet. The library has study rooms and special classrooms that can be used for self-study and group study. The library serves with photocopy, printing and scanning services.

In Al Ain, the library is in 1st floor as a single section with stack and reading area. The library has a total capacity of 40 users at a time. There are a total of nine computers with self-group study rooms.



Newspapers

There are several newspapers available daily: Al-Itihad and Al-Khalieej Arabic newspaper and the English newspaper “Gulf News” are the most prominent. Both are available for students and faculty in the library.

Photocopy Facilities

The library in both LC campuses, Anu Dhabi and Al Ain has photocopy and scanning facilities that are currently available for students, faculty, and staff. The main photocopy facility is also available to duplicate course materials prepared by the faculty members to the students, which should comply with the UAE federal law No., 2002.

29.3 Library Services

Borrowing Materials from the Library

LC Students, Faculty and Staff can borrow books and other permissible material from the LC Library and Learning Resources Centre. The following policies and rules concerning library borrowing will apply:

- Students can borrow the library materials (books, software, video & audio tapes.... etc.). Students can borrow the library materials if they have a valid ID card. Other forms of identification are not accepted.
- A maximum of five books per semester for faculties and two books/ materials may be issued to students and staff for a period of two weeks. Borrowing can be renewed for another week if the books / materials are not requested by others.
- If books / materials are kept by a student after the due date, a fine of 5 AED per day will be charged.
- Students will be charged double the price of the book if it is lost or damaged. Marking or writing in the book is strictly not allowed.

Current Awareness Services

- The library provides the ongoing briefing service as follows. The beneficiaries shall be informed, through a periodical by e-mail, of all new developments in the library from a new subscription to databases or explanations of how to search and access various sources of information.
- Put copies of new arrival books and periodicals in the place assigned to them.



Interlibrary Loan

LC library users can place a request to borrow a book or request an article from Abu Dhabi University for a period of seven days. Renewal is not possible for inter library loan materials.

Photocopy and Printing

The library in both LC campuses, Abu Dhabi and Al Ain has photocopy and scanning facilities that are currently available for students, faculty, and staff. The main photocopy facility is also available to duplicate course materials prepared by the faculty members to the students, which should comply with the UAE federal law no:7, 2002.

OPAC- Online Public Access Catalogue

LC library users can check the books availability in Abu Dhabi and Al Ain libraries through the OPAC which is available in the library portal. The system will allow the users to know the availability status, number of copies with location of the books.

Reference and Research Services

LC library staff are available for information support of any information need of the user community, face to face, over phone or email (library@lc.ac.ae).

E-resources 24*7

LC has subscribed to international Databases to allow students through the library portal to create reading lists, course packs, study guides, special interest sites, bibliographies, training sites, full text from scholarly journals and journals of special interest, electronic journals directories. Currently the library subscribes to international databases such as ProQuest central, EBSCO, GALE, E book central, Al Manhal, and Emerald insight.

The library e-resources are available 24*7 anywhere.

Class Visit

LC instructors are welcome to bring the students to the library and library staff are available to orient the students to navigate through the resources (electronic and print) and hence to support their coursework.



Study Room Reservation

Library study rooms can be reserved for the purpose of self or group study through the library portal.

29.4 Library Users' Code of Conduct

Library & Learning Resources Service at LC aims to ensure that its users get the maximum benefit from its service and seeks to provide an enjoyable and pleasant environment which is friendly, safe, secure, and relaxed. To achieve this objective, LC Library has developed a code of conduct for its users. This code of conduct is a general statement covering the expected behavior of users of the library. The users of LC library are expected to abide by rules and regulations covering use of all types of library materials, computers, software, and the academic network. The following sections describe the provisions of this code of conduct:

- Always carry your Student/User ID.
- Please be aware of the opening hours of the library.
- Treat the Library staff and other users with respect and courtesy.
- Mobile phones must be switched off or at least set to silent mode before entering the LC Library premises.
- Music will not be allowed in the library using speakers.
- Eating and drinking is prohibited in all areas of LC library.
- No transactions may be undertaken without your Student/User ID card.

29.5 Library Opening Timings

Monday to Thursday	9:00 am to 7:00pm
Friday	8:00 am to 12:00 pm 2:00 pm to 6:00 pm
Saturday and Sunday	10:00 am to 7:00 pm



30. Other Services

Dining Services

Our College's Dine-in Area is a welcoming space on the 4th floor designed to cater to our campus community's diverse culinary preferences. With a variety of food options ranging from healthy choices to international cuisines, our dining area provides a convenient and comfortable setting for students, faculty, and staff to enjoy delicious meals. Whether you prefer a quick grab-and-go option or a relaxed sit-down meal, our dining area offers a range of culinary experiences to satisfy every palate.

Transportation

LC offers transportation services for students within Abu Dhabi city area only for a fixed price each semester. For more information about our transportation schedules, pricing or registration please contact the facility team through e-mail: transportation@lc.ac.ae

Health Services

At Liwa College, we believe that our students' well-being is paramount to their academic success and overall college experience. That is why we take pride in offering the College Clinic right here on the 2nd floor. Our clinic is staffed with experienced and compassionate healthcare professionals dedicated to providing high-quality medical care and promoting a healthy lifestyle among our student body.

In accordance with the medical insurance system in the UAE, all students have medical insurance cards which allow them to use the services of any hospitals or private medical centers in the country. Since the LC campuses are located remarkably close to several hospitals and private clinics, students can use these facilities any time they choose. Ambulance services can be called upon if the need arises, which can be on campus within minutes.



Special Needs Resources

LC will make its best endeavors to accommodate students with needs that require special attention and management. To qualify for these services, applicants/students must provide official medical documents that show that their condition requires exceptional circumstances and requirements. Each instance will be considered on a case-by-case basis.

All special students will be accommodated and supported if they do not interfere with the fulfillment of their professional roles and responsibilities.

Prayer Rooms

LC facilities include two prayer rooms on the 4th floor available to students, faculty, and staff during the day. One prayer room is on the males' side and the other prayer room is on the females' side. Students, staff, and faculty must use these rooms for prayers and not use the classrooms, library or other facilities for this purpose.

Recreation Area

The Recreation Area on the 4th floor is a dynamic space dedicated to promoting physical fitness, wellness, and community engagement. Our facility offers a wide range of gaming activities to cater to diverse interests and foster a balanced lifestyle. These games include billiards, Table Tennis, Chess, Foosball, PlayStation & Board games. Our Recreation Area provides an inclusive and vibrant environment for students, faculty, and staff to stay active and enjoy recreational pursuits.

Parking

All students who plan to use the College underground parking must register & pay the fees through the students' service portal to activate the parking access on their Student ID, secure parking is available on a first come, first serve.

Student Run Media

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.



31. Liwa College Contact Directory

Department	Email
Admission	student.admission@lc.ac.ae
Registration	student.registration@lc.ac.ae
Student Affairs	student.affairs@lc.ac.ae
Career Services	career.services@lc.ac.ae
Accounts	student.receivable@lc.ac.ae
IT Help Desk	ithelpdesk@lc.ac.ae
Book Store	inventory@lc.ac.ae
Alumni Affairs	alumni@lc.ac.ae
Transportation	transportation@lc.ac.ae
Scholarships & Financial Aid	ssfao@lc.ac.ae
General Inquiries	info@lc.ac.ae

Holder	Reviewed by	Validated by	Approved by
Mr. Mostafa Al Sabbah Manager - Student Affairs	Prof. Hany ElKadi Vice president of academic affairs	Prof. Santosh Ray Director. IRQA	Prof. Mohamed Dhiaf President

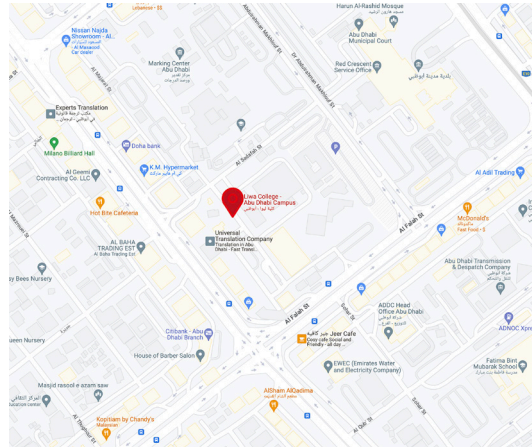
Campuses



Liwa College Abu Dhabi Campus

Saeed Bin Ahmed Al Otaiba Street
(previously Al Najda Street)
Al Danah Area, Baniyas Tower B,
Abu Dhabi, United Arab Emirates

Location Map



Liwa College Al Ain Campus

Al Meryal

Next to Al Towaya Park
Al Ain, United Arab Emirates

Location Map

