



معهد أبوظبي للتعليم والتدريب المهني
Abu Dhabi Vocational Education & Training Institute

ADVETI STUDENT HANDBOOK

2018-2019

Abu Dhabi
Vocational
Education &
Training Institute



WELCOME

Dear Student,

We aim to make ADVETI the benchmark for vocational education and training in the United Arab Emirates.

ADVETI was formed in 2007 to develop and deliver education and training designed for the citizens of the United Arab Emirates. These qualifications are nationally accredited and also recognised internationally.

Our staff are committed to providing the best possible learning experiences for our students. We will provide you with high standard vocational education opportunities that meet your needs, the needs of our communities and the businesses and industries which employ our graduates. This Handbook presents an overview of our programs and services, our regulations, and the student code of conduct. Please read this handbook to become familiar with ADVETI and how we operate.

We know you will enjoy learning with us. You will be working towards a valuable vocational qualification to equip you for your chosen career. Please ask for our assistance if you are having difficulties with your studies in any way. We are here to support, encourage and work with you to achieve your goals.

I wish you every success during your studies at ADVETI. I hope your time with us is rewarding, challenging and enjoyable.

STUDENT HANDBOOK

Abu Dhabi Vocational Education and Training Institute

ADVETI VISION

To be the benchmark of technical and vocational education and training in the UAE.

ADVETI MISSION

To empower Emiratis with the competencies needed to contribute to the nation's future development through workplace-focused technical and vocational education and training.



Abu Dhabi Vocational
Education and Training
Institute (ADVETI)

ABOUT ADVETI

ADVETI is an initiative of the Abu Dhabi Government under the umbrella of the Abu Dhabi Centre for Technical & Vocational Education and Training (ACTVET).

Abu Dhabi Vocational Education and Training Institute (ADVETI) was established in 2007 and has seven entities:

- Al Jazirah Institute of Science and Technology in Abu Dhabi,
- Al Jaheli Institute of Science and Technology in Al Ain,
- Baynounah Institute of Science and Technology in Al Dhafra,
- Al Reef Institute of Logistics and Applied Technology in Shahama,
- Sharjah Institute of Science & Technology in Sharjah,
- The Secondary Technical Schools (STS) and
- The Vocational Education Development Centre (VEDC).

ADVETI is a Registered Training Provider licensed by NQA/ACTVET to deliver outcomes-based learning programs at its Institutes, leading to the achievement of nationally endorsed qualifications and awards, registered on the QFEmirates.

ADVETI offers a diverse range of applied programs, at levels from Certificate, Diploma and above that fit the needs of the job market including, but not limited to the following areas: Business, Accounting, Project Management, Information Technology, Environment, Health and Safety, Logistics, Engineering and Industrial Technologies.



ABOUT ADVETI

LICENSURE AND ACCREDITATION

The programs offered at ADVETI have been specifically designed in consultation with Abu Dhabi industry and business sectors and the National Qualifications Authority (NQA) to meet the current vocational needs and employment opportunities of government and private businesses in the UAE, and to ensure that ADVETI graduates are ready to meet these needs.





ADVETI PROGRAMS

ADVETI programs have been specifically designed to provide graduates with the knowledge, and vocational and employability skills they need in the workplace.

All delivery at ADVETI is in English. Students graduate from their Institute with a level of English proficiency enabling them to work competently in an English-speaking environment.

Different programs require different levels of English proficiency at EmSAT or equivalent.

- Certificate level 4 requires at least EmSAT 825
- Diploma and Advanced Diploma requires at least EmSAT 1100

Please ask at your Institute for more details.



ADVETI FOUNDATION PROGRAM

ADVETI FOUNDATION PROGRAM

This program is offered to learners who need additional English language and study skills support before they can join their chosen program of study.

The program develops the English language skills and adult learning strategies needed for students to succeed in their chosen program of study. Learners develop skills in reading, writing, speaking and listening in English, as well as mathematics, health science, IT, research and adult learning strategies.

This range of skills has been designed to provide a strong foundation for studying vocational programs through the medium of English. Students are streamed based on their English Proficiency level.

EmSAT scores; a valid IELTS report or other placement test may be used to assist the streaming process.

Students must meet current term attainment targets in order to be able to progress to the next term.

Students who fail to meet the minimum requirements are placed in a support program.

Wherever applicable, Students who reach 15% absence or above in any term will receive FA grade and be excluded from final assessments.

RECOGNIZED AND ACCREDITED PROGRAMS

Students can select their area of specialization depending on the particular programs offered at each campus.

Not all programs are offered at every campus.

Check with your Department Chair for information about the programs offered at your campus.

A program information service is available through the ADVETI website: <http://adveti.abudhabi.ae>





STUDENT SUPPORT SERVICES

STUDENT WEB AND INFORMATION SERVICES

All students have access to email and the Internet while studying at ADVETI.

Before you can be given this access, you must sign the ADVETI Internet Access and Email Policy form.

Student Services staff will help you set up your User Name (your Student ID number) and Password.

You are responsible for keeping your password secure and are not to misuse it. Please contact Student Services if you have lost or forgotten your password.



Through the ADVETI Intranet, you can access your class schedule, grades and important information such as your attendance history and student email by using Banner Student Self-Service, following the steps below:



1- GO TO :

<http://selfservice-adveti.actvet.ac.ae/>



- 2- CLICK "ENTER SECURE AREA".
- 3- Enter your user name and password (your ADVETI Windows credentials).
- 4- Click "Student Service Menu".
- 5- Click on the information you need to see.
- 6- Select the term and other relevant options.

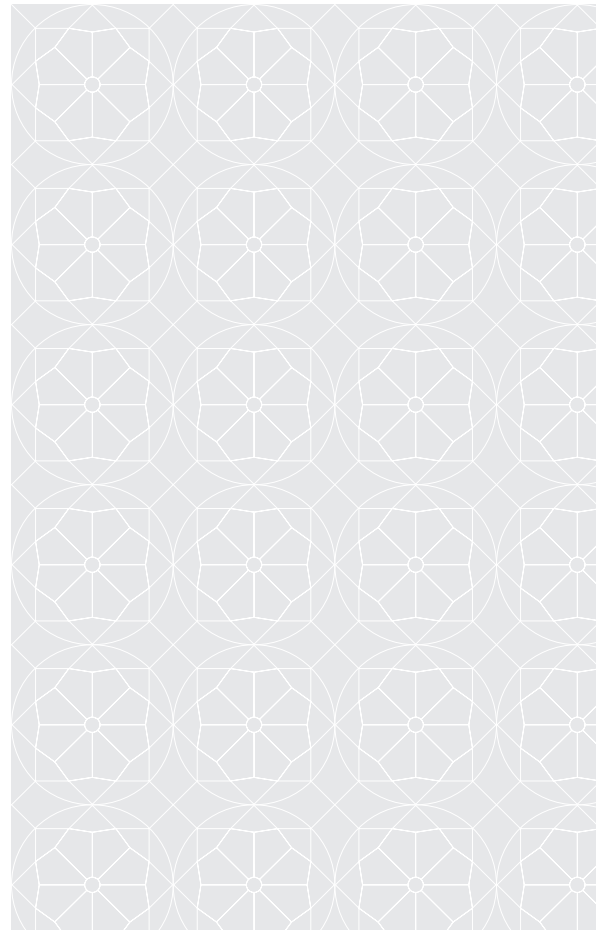


YOU CAN DO THIS USING A COMPUTER INSIDE YOUR INSTITUTION, OR FROM ANYWHERE WITH AN INTERNET CONNECTION.



COMMUNICATION

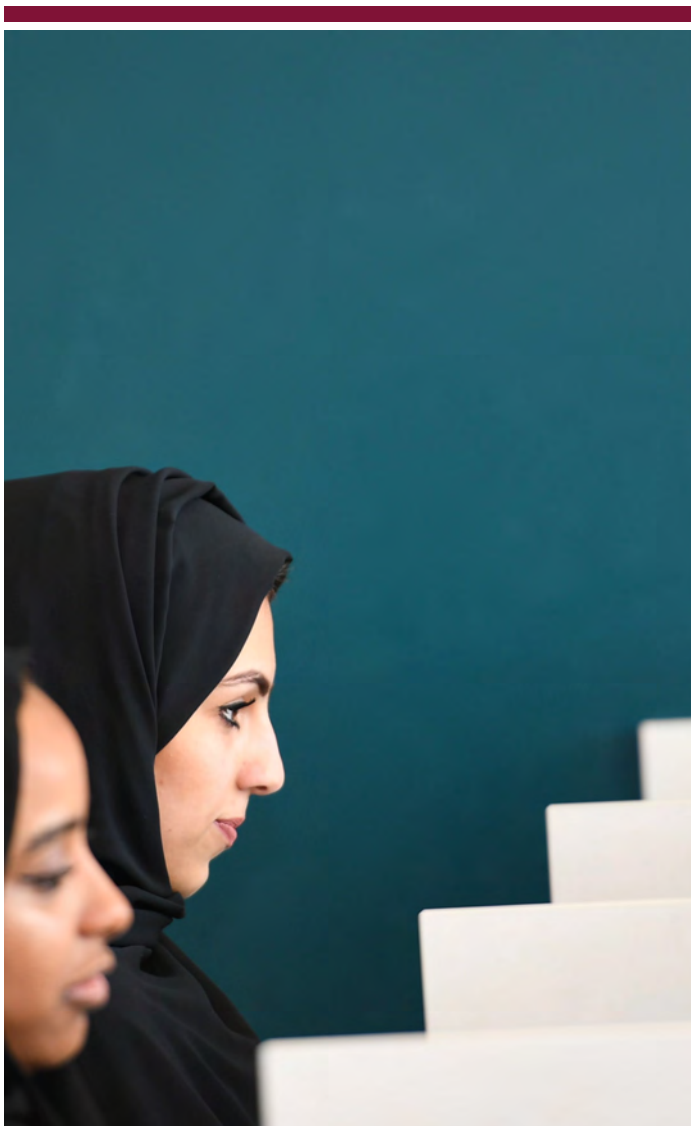
all official communications will be sent to you through your adveti e-mail address. students are responsible for checking their adveti e-mail accounts and for responding to or acting upon messages accordingly. your student email will be: your student id@adveti.ac.ae



STUDENT RECORDS

A permanent record reflecting the academic achievements of each ADVETI student is maintained by Student Services in the Student Information System.

1. Inspect and review information contained in their educational records.
2. Give or refuse consent to the disclosure of personally identifiable information from their education records within the extent of UAE federal and local laws.
3. Request changes or updates to their personal data, for which proof of identity is required.



Students are responsible for ensuring that all contact information is updated whenever there is a change in their contact details.

ADVETI procedures are implemented to ensure that all information collected, used or disclosed is accurate and up to date.

Transcripts submitted for admission to ADVETI or transfer credit become the property of ADVETI and cannot be returned to the student or forwarded to other institutions.

Student records and personal information are stored securely and protected by reasonable precautions against loss, unauthorized access, use, modification or disclosure, or other misuses and are only accessed by authorized staff.

Students are advised to keep their own records of all correspondence with ADVETI. They are also advised to keep copies of all assessments, tests, digital files, papers and other work submitted in fulfillment of program work.



CONFIDENTIALITY

Personal records concerning attendance and performance will be kept private. Personal information is covered by the ADVETI Privacy Policy, the Release of Student Information Policy and the Student Records Policy.

Information relating to students will not be released to non-approved third parties without the student's written consent.

The only exception to this rule is in case of a legal or police matter where the request is put in writing and approved by the ADVETI Institute Director, or when their personal safety or the safety of others is at risk.

Information relating to student data may be released to an approved agency, for example, a Government Agency or ACTVET.

Personal information will be used only for the purposes for which it is collected.

Personal information will be collected only when necessary for functions or activities relevant to ADVETI Institutes.

Individuals will be informed of the purposes for which this information is collected.



STUDENT SERVICES OFFICE

This is where you can:

- Make admission inquiries.
- Ask for general information on programs and policies
- Inquire about registration and student records.
- Change enrolment details.
- Get student ID cards, lockers and other facilities.
- Make a suggestion or complaint.

COMMITMENT TO SERVICE

At ADVETI we are focused on our students' well-being. We aim to be responsive to student needs by providing accurate, reliable, helpful and timely service. Our friendly, trained staff is happy to help you at each step of your transition into ADVETI.

- We are committed to providing you with efficient and courteous service.
- We are committed to quality and continuous improvement.
- We respond to your enquiries as promptly as possible.
- We acknowledge all written correspondence.
- We provide you with standard information leaflets.

You can contact our staff members in a variety of ways; you can contact us by phone, or drop in at the campus Reception Desk, make a personal appointment, or use the ADVETI electronic mailbox of your Institute.

Please ensure that your family members, children's school and others know your campus telephone number:-

Al Jazirah Institute - Abu Dhabi: 02 508 2700

Al Jaheli Institute - Al Ain: 03 715 7500

Baynounah Institute - Al Dhafra: 02 898 6826

Al Reef Institute - Shahama: 02 503 9555

Sharjah Institute: 06 558 9999

In case of emergency, the appropriate campus number can be called and reception staff will come to your classroom and notify you immediately.



SUGGESTIONS AND COMPLAINTS



We welcome your comments and suggestions on how we can provide you with a better service. Your feedback about what we are doing right and how we can improve is important to us.

If you are not happy with any aspect of your program or any of our services, please tell us.

You should:

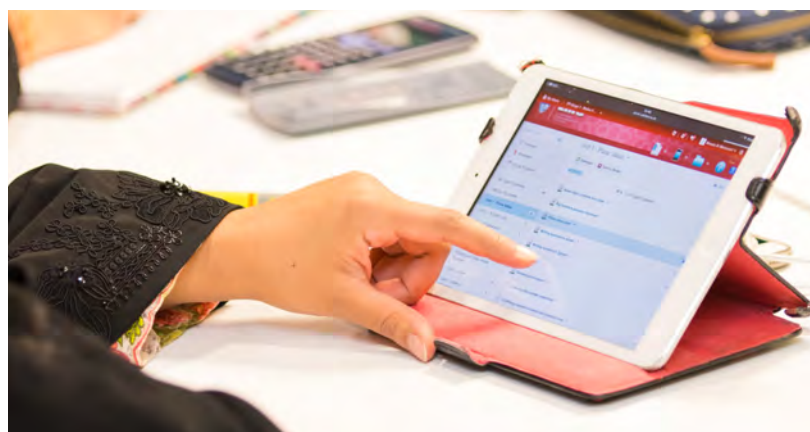
- First: Talk to your teacher. If the issue is not resolved, then...
- Second: Talk to your Department Chair. If the issue is still not resolved, then...
- Third: Complete a Customer Suggestion / Complaint form at the Student Services Office.

We will look into and respond to your suggestions. We will do all we can to solve any problem pleasantly and efficiently, and your suggestion will be handled confidentially.

Your situation will be considered by Student Services who will investigate the issue and, where appropriate, involve higher level academic staff as well as the Institute Counselor who will inform you of their decision after all the facts have been discussed and reviewed.

Each term you will be asked to complete questionnaires and surveys that will ask your opinion about all aspects of your experience at ADVETI.

We will use this information to continuously improve our educational services and facilities.





STUDENT ACTIVITIES

ADVETI offers extracurricular activities such as sporting teams, clubs and celebrations which are additional to the students' program learning activities. These activities may be organized by members of staff or students through the Student Services Department in line with the Student Activities Policy, which states that:

- Student activities are extra-curricular and must not interfere with the curriculum.
- Participation is voluntary.
- Students must attend classes and any other associated activities in preference to extra-curricular activities.
- All activities that are to be held on college grounds must have a Student Activity form filed with Student Services.
- Activities must be approved by the Supervisor of Student Services.
- A risk assessment of the planned event needs to be completed and signed off by a delegated officer before the event can proceed.
- Where guest speakers are invited to ADVETI, the guest must meet the proposed objective, and provide the context of their talk prior to the day of the activity.
- A staff member must be present for all activities.
- Any visitor to the college must adhere to the Visitors on Site Policy which is available at Reception.



STUDENT COUNCIL AND AMBASSADOR PROGRAM



The Student Council provides a leadership role to students and ensures that the views of the students are shared with management.

Members of the Council are elected to represent ADVETI in a variety of ways, such as:

- Greeting VIPs.
- Guiding official visitors around the campus.
- Making presentations to visitors.
- Speaking about ADVETI at school visits.
- Serving as Master of Ceremonies at special events.
- Being interviewed and photographed by the press.

Student Ambassadors are trained in communication and presentation skills, tour guiding, protocol and dealing with the media.

These skills are useful in all aspects of business and help to develop important leadership capabilities.

If you are interested in taking part, contact your Student Services department.

STUDENT MEDIA

Students who wish to create publications such as newsletters and intranet sites must first talk to Customer Services at Reception, who will assist you to complete the necessary approval form.

No student media can be created without the prior approval of the Student Services Supervisor. The material must be reviewed and approved before publication. All material must be produced in English.





CAREER GUIDANCE / ALUMNI SERVICES

Career advice is an integral part of vocational education and training. Career counseling is provided by the teachers throughout the study program and also by ADVETI Careers and Alumni Services, as they offer guidance to students and alumni on decision-making, goal setting and planning for their careers to meet employers' expectations.

ADVETI works closely with industry and business to ensure our students develop the knowledge and skills required for the UAE labor market, as well as to develop work placement and employment opportunities. Our teachers have in-depth knowledge and experience of industry and commerce, as well as strong relationships with members of the community of employers.

These close ties between the material studied, the teachers and industry/business are a major strength of vocational education and training. Guest speakers are invited from industry and business to assist students in their choice of career, and students also visit workplaces during the course of their studies to see how the knowledge they have gained is applied in practice.

ADVETI career fairs are held so that students and alumni can find out about the program and career options open to them, from representatives from business and industry, teachers and also from other students.

A student who graduates from an ADVETI institute becomes a member of ADVETI Alumni Association. The Association is the student's link to the institute after graduation.

The purpose of the Association is to keep alumni connected to ADVETI and current students, and to provide support to achieve lifelong career goals.

Graduates receive alumni and job newsletters to keep them informed of the latest job opportunities, campus news, and events. They can also benefit from career guidance services.

They can also continue their involvement in ADVETI by mentoring and sharing experiences with current students through guidance, job opportunities, work placement, and presentations.



LEARNING RESOURCES

INFORMATION AND COMMUNICATIONS TECHNOLOGY

ADVETI provides IT facilities including Internet access to all its students for the duration of their studies. All activities and transactions performed through ADVETI IT systems are logged, including email, Internet connections, and Internet traffic from PCs which are on the ADVETI network.

ADVETI disk capacity is provided for study-related use and ADVETI reserves the right to delete private data without warning.

You are not to install unauthorized software or alter or modify technical specifications. You may not illegally copy software licensed to ADVETI, or install any software, including games and shareware, onto Institute computers.

All problems associated with ICT are to be logged and attended to only by ICT staff or teachers.

Computers are available in the library to help you write assignments, practise your computer skills, and do research. Word, Excel, Access and other software packages are available, as well as Internet and CD-ROM databases.

The Internet is to be used only for program-related purposes and in an adult manner. You must book in advance at the library if you wish to use their computers, as they are heavily in demand.



THE LIBRARY

There is a library located in each Institute. The main objective of the ADVETI Library is to provide students and staff with effective, responsive and high quality library services capable of evolving with the needs of the Institute.

All students are welcome. Please check at your campus library for opening hours. Some libraries have separate times for male and female students to use the facilities.

A timetable showing the male and female times is available at the library entrances.

LIBRARY SERVICES

ADVETI Libraries offer a range of flexible and responsive services designed to meet your information and recreational needs. These include:

- A range of print and electronic resources for students and staff to borrow or use in-house.
- Computers for students and staff to access the Internet, do research, prepare teaching and learning documents or use interactive software programs.
- Printing, scanning and photocopying facilities plus wireless Internet access for use with laptops.
- Helpful professional library staff who are committed to customer service and

LEARNING RESOURCES



regularly offer class or individual library training and support.

- Program-specific and individual training and assistance.
- On-campus and off-campus access to a range of databases with electronic journal titles and e-books.
- Programs-oriented core collections of print books, audio-visual material, and journals.
- Evaluated and selected collections of web resources.
- Detailed subject guides tailored for specific programs.
- Information Literacy training – for individuals, small groups or whole class groups.

LEARNING RESOURCES

LIBRARY ORIENTATION AND TRAINING

During your first weeks at ADVETI, your class will be brought to the library for an orientation session that will provide a friendly introduction to the library.

In an orientation session, a library staff member will outline:

- Services and facilities offered by the library.
- The range of available resources including e-resources.
- How to borrow from the library.
- How to use the catalogue.



INFORMATION LITERACY SESSIONS

As the skills required to find and use information effectively are essential for effective learning, the library offers sessions designed to help students develop these skills. An information literacy session is ideally structured around a current course topic or assessment to provide a meaningful context for the development of the skills.

Information Literacy modules include:

- Finding Books.
- Scholarly vs. Popular Literature.
- Effective Web Searching.
- Search Strategies/Databases.
- Evaluating Web Resources.
- Plagiarism and Academic Integrity.

To book an information literacy session and discuss its content, please contact the library.



LIBRARY MEMBERSHIP

All ADVETI students receive automatic membership to the library. Your student ID card is also your library membership card and is an important document. You must have your card with you to borrow library resources.



LOANS

Most items in the library can be borrowed. While books, journals and DVDs generally have a loan period of 2 weeks, some items in high demand may only be available for a 3-day loan and a few items are not for loan at all, but must be used in the library.

Loans may be renewed twice, providing they are not overdue or reserved for another person. You can do this online or by visiting or phoning the library.

Library items must be returned by the due date. You may be asked to pay for items that are lost, stolen, damaged, or not returned as you are responsible for all items borrowed on your card.

If library resources are not returned, student grades may be withheld until the borrowed items are returned.



LIBRARY ONLINE CATALOGUE

The Library Online Catalogue provides details of all materials held in your campus Library. You can access the catalogue both on and off campus, from any PC, laptop, or portable device with an Internet connection. For off-campus access, go to: <http://sierra-actvet.ankabut.ac.ae>. A range of different resources is available, including books, electronic resources, and multimedia.

ONLINE MATERIAL

Databases are very reliable sources of information that help you trace information from full-text electronic journals and books. Our databases can be accessed remotely through our ezproxy server at: <http://sierra-actvet.ankabut.ac.ae> using your V-number and password.

STUDENT USE OF COMPUTERS AND COPIERS

Computers are available in the library for you to complete assignments, search for information or practise your English language skills.

You can also photocopy, print and scan your program-related documents in the library in most of the campuses.



All students enrolled in ADVETI Institutes are expected to adhere to high standards of honor and to behave in a manner that brings credit to themselves and ADVETI.

CODE OF CONDUCT

ADVETI CODE OF BEHAVIOR

This code applies to student behavior both on and off campus and is governed by all ADVETI policies and the laws of the UAE.

As an ADVETI student, you have both rights and responsibilities. You are expected to behave as a responsible adult at all times, and, as such, are held accountable for your actions.



CODE OF CONDUCT



STUDENT RIGHTS

As a student in ADVETI, you have the right to:

- Be treated fairly and with respect by staff and fellow students.
- Learn in a safe environment free of discrimination and harassment.
- Have your opinion heard in relation to your studies and personal concerns.
- Pursue your educational goals in a supportive and stimulating atmosphere.
- Have access to support, advice and confidentiality.
- Have ready access to student information.

You can expect the following:

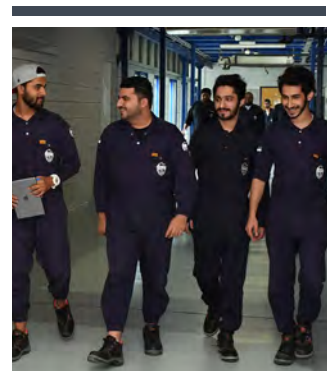
- A high quality, engaging and supportive teaching and learning environment.
- Clear and timely statements about course and program requirements.
- Fair assessment, with helpful and timely feedback on your academic work.
- Not to be disadvantaged by changes to programs and courses during the normal period of enrollment.
- Reasonable access to academic, general and support staff and learning resources
- Grievances to be addressed in a timely and professional manner.

CODE OF CONDUCT

STUDENT RESPONSIBILITIES

All students are expected to:

- Uphold standards of behavior when involved in any ADVETI activity, both on and off campus.
- Comply with all policies.
- Treat others with respect and fairness.
- Be punctual and regular in attendance.
- Work to the best of your ability.
- Submit your own work, not the work of others.
- Submit assessment events by the due date or seek approval to extend the due date.
- Return or renew library books on time.
- Observe normal, safe practices, e.g. wear approved clothing and protective equipment.
- Turn off mobiles during classes and related activities.
- Refrain from smoking.
- Take every precaution to prevent the introduction of viruses to Institute computers and comply with IT policies.



CODE OF CONDUCT

STUDENTS MUST NOT

Engage in plagiarism, collusion or cheating in any assessment event or examination.

Harass fellow students or staff.

Engage in any behavior which could offend, embarrass or threaten others.

Offer gifts to staff of the institute.

Damage, steal, modify or misuse property.

Eat or drink in classrooms.

Leave litter and food leftovers on tables and in classrooms.

Take photographs or video-recordings without campus permission.

HARASSMENT AND DISCRIMINATION

Your learning environment should be free of racial, sexual or any other kind of harassment or discrimination. Harassment is any conduct (verbal, written or physical) which is unwanted, unwelcome and which may be offensive.

If you believe you are being harassed, discriminated against, or unfairly treated in any way, it is important that you:

- Don't ignore it.
- Do something to let the person know that you object to their behavior and that you do not want it repeated.
- Speak to your teacher, Department Chair or Health and Safety Advisor or Student Counselor. All discussions are confidential.





CODE OF CONDUCT

GENERAL APPEARANCE GUIDELINES

As a leading government educational institution, ADVETI works constantly to raise our National Identity by educating a generation that respects our national religious values, customs and traditions. These guidelines have been issued to protect our students in line with our Islamic culture in a manner consistent with our religious and cultural values.

MALE STUDENTS

Male students must wear traditional UAE attire at all times except when:

- Required to be in uniform.
- Protective clothing is required in work or laboratory environments.
- Engaged in scheduled sporting activities.

FEMALE STUDENTS

Normal attire on campus for all female students is traditional abaya and hijab. Female students should also pay attention to the following:

- Makeup, perfume and jewellery should not be excessive
- Clothing should not be:
 1. Transparent or revealing.
 2. Tight or emphasizing the figure.
 3. Short or inappropriate in length.
 4. Cut to show parts of the body.
 5. Reveal chest, back or shoulders.
- Poor body hygiene and any dress that is contrary to UAE customs and traditions are considered inappropriate.

CODE OF CONDUCT

REQUIRED DRESS FOR LABORATORIES OR WORKSHOPS

- Laboratory/workshop coats
- Protective footwear, covering the toes, the upper surface of the foot and heel
- Hijab must be worn properly to ensure safety in workshops & laboratories

Any student deemed to be inappropriately presented either in dress or hygiene will be sent to Student Services to remedy the issue.

Repeat offenders will be dealt with in accordance with disciplinary procedures.

MOBILE PHONES

- You are not allowed to use your mobile phone during class time.
- Mobile phones must be switched off and should not be visible in the classroom.
- If you use your mobile during class or in an unauthorized time or place, your teacher has the right to report you to the Department Chair and you may face disciplinary action.



CODE OF CONDUCT

STUDENT DISCIPLINE POLICY

ADVETI policy maintains and preserves an environment that is conducive to learning for all ADVETI students by observing a strict student discipline policy.

The policy applies only to serious breaches of discipline that lie outside of routine class management practices.

It is expected that most matters would be effectively managed by the teacher in conjunction with the Department Chair.

The Discipline Policy does not apply to suspected cheating, which is dealt with under the Academic Honesty Policy.

A suspected breach of discipline must be reported by student or staff as soon as possible to a senior member of staff.



CODE OF CONDUCT

STUDENT DISCIPLINE POLICY

- This report will be considered by the Supervisor of Student Services and Manager of Academic Services, and appropriate inquiries conducted to determine if a breach of discipline has occurred.
- If a breach of discipline has not occurred no further action will be taken.
- If a breach of discipline has taken place, a written notice (1st Warning) will be served on the student who committed the breach. This notice will also advise the student that only two (2) formal warnings will be issued and that a third breach of attendance or behavior standards may lead to dismissal from ADVETI.
- Should a second breach of discipline occur, the student will be advised that they are suspended from ADVETI until they attend the college with their guardian to be interviewed by the Supervisor of Student Services. At this interview the student and guardian will be advised that this is the second breach of discipline and that a third occurrence may lead to dismissal. At this meeting the student and

guardian will be given a written notice (2nd Warning) explaining the circumstances of the breach.

- If a third breach of discipline occurs the student is dismissed from ADVETI.
- In exceptional cases of breach of the code of conduct which cause fear, alarm or bodily harm to another person, or endangers the health, welfare, or safety of another student, staff member or others, immediate disciplinary dismissal may be approved by the Institute Director on conclusion of investigations.
- A dismissed student has the right to appeal to the Final Appeals Committee against a decision to dismiss, in accordance with the appeal policy.



CODE OF CONDUCT



ATTENDANCE

Absence from class has been proven to be a contributing factor to failure or low academic achievement.

If you want to make sure that you have the best possible chance of succeeding, you need to attend all your classes, to arrive on time and also to remain for the whole class. If you do not do this, you will not succeed in your studies and you may receive attendance warnings. If the number of absences increases after you receive your second warning, you may be dismissed.

A student will be marked absent if they:

- Do not attend a class
- Arrive late for a class
 1. Less than 10 minutes late for a class x 2 times counts as being absent for 1 period
 2. More than 10 minutes late for a class counts as being absent for 1 period
- Return to class late after a scheduled break – the above will apply

DOCUMENTATION REQUIRED FOR ABSENCE

If you are absent from classes, you must provide evidence explaining why you missed class.

- This must be an official document such as a Medical Certificate or the Death Certificate of a family member.
- Medical certificates must be stamped by the Health Authority and are subject to approval by the Department Chair.
- Documents produced will be taken into consideration in relation to the issuing of warnings and dismissal from ADVETI.
- Absences for travel cannot be accepted. If you must travel for an extended period, you will be asked to withdraw from the term.





CODE OF CONDUCT



EXTENUATING CIRCUMSTANCES FOR EXTENDED ABSENCE

Reasons for extended absence can include illness, pregnancy, or family bereavement. If you need to have an extended time away from your classes, you need to:

- Discuss this with your Department Chair.
- Complete a “Student Application for Leave of Absence” form and return the form to Student Services
- The form will be reviewed for approval by the Manager of Academic Services.

After an extended absence, you may be able to return to your studies, defer your enrolment to the next term, or you may have to withdraw and reapply for admission in another term.

Note:

- You can have only one extended leave of absence in your time at ADVETI.
- You can have only one unsuccessful term in your time at ADVETI.
- If you have two successive unsuccessful terms, you will not be able to continue your studies in ADVETI.

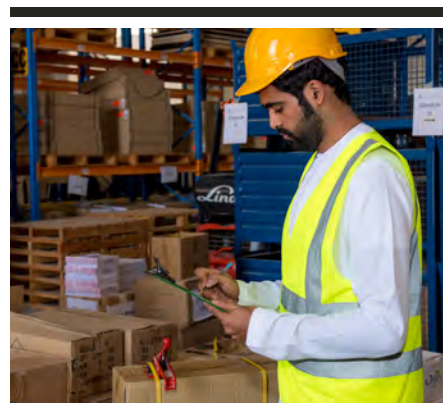


CODE OF CONDUCT

BREACH OF THE ATTENDANCE POLICY

All student attendance is recorded and poor attendance will be addressed in the following manner:

- A student will be issued a 1st Warning by email, SMS and a hard-copy on reaching 5% absence in any Term.
- On reaching 10% absence in a Term, a 2nd Warning is issued by email, SMS and a hard-copy. A student who receives a 2nd Warning must meet with the Department Chair (with guardian if appropriate) to discuss their attendance record and the reasons for the accumulating absences.
- A copy of the 2nd warning, signed by the student, is kept on file to confirm they understand that they will be withdrawn for the remainder of the term with a Fail grade for all units if the absence percentage reaches 15%.
- When a total of 15% absence has been reached and no extenuating circumstances have been approved, the student will be withdrawn from the term and ALL units will be recorded with a "Fail" grade.
- If acceptable evidence has been produced explaining absence, and the Department Chair, Student Services Supervisor and the Academic Manager accept and approve the documentation, the student may be withdrawn without penalty from the remainder of the term. The student's behaviour and academic progress will also be taken into account in this case.
- Where appropriate the student's parent or guardian will be notified.



CODE OF CONDUCT



ACADEMIC INTEGRITY

All students are expected to engage in their studies honestly and conscientiously and to adhere to ADVETI policies and procedures. When you register as an ADVETI student, you acknowledge and accept all policies and procedures and the associated rights and responsibilities.

You are responsible for becoming familiar with, and understanding, the policies, codes, rights and responsibilities of being a student at ADVETI.

Academic integrity requires you to:

- Attend classes and, if required, work placements.
- Participate in program activities.
- Gather information, create work and submit assignments with the highest standards of personal and academic integrity.
- Not cheat or falsely claim credit for the intellectual property, ideas or writing of others.

CHEATING

You must make sure that all items submitted for your assessments are your own work. Cheating includes:

- Using other people's work and calling it your own.
- Copying from the Internet or from a book.
- Someone else completing your assessment.
- Using a mobile phone, smart devices or notes in an exam.
- Copying from or talking with another student in an exam.
- Attempting to cheat will be treated as cheating.

Any student who is found cheating will be subject to dismissal from ADVETI.

Helping someone else to cheat, for example using a mobile phone in an exam, or giving them the questions or answers, can also lead to dismissal.

A Cheating Investigation Committee will investigate any case of Academic Dishonesty or Cheating and when an act of cheating is confirmed, this may lead to immediate dismissal from the Institute.



ACADEMIC SERVICES

INSTRUCTION

ADVETI teachers use student-centred teaching and learning strategies which actively engage students in their own learning. Instruction fosters the development of a broad range of skills including:

1. Occupational skills - skills to meet the standards of performance required by an industry or profession.
2. Industry skills – skills and knowledge that would enable a worker to understand and appreciate the impact of their work in relation to the industry sector or profession and its role in the Abu Dhabi Emirate economy.
3. Essential skills (also known as employability skills) - enabling skills and capability required for a worker to be effective and adaptable in the workplace. Essential skills are considered crucial for success in modern business organizations and include: workplace literacy and numeracy, information technologies, self-management, workplace health and safety, problem- solving and decision making, initiative and enterprise, oral and visual communication, relationship management and life skills,



CLASS PERIODS

Class periods may vary from one campus to another. Please check at your campus for class schedules. Institute offices are officially closed on Fridays and Saturdays.



DURATION OF STUDY

A student is required to complete his/her study at an ADVETI Institute within the allowed Duration of Study period.

Once enrolled in a program, a student must complete his/her studies and meet all requirements for graduation within the time limit specified below. (Maximum program duration includes all periods of leave of absence.)

Maximum Time Limits for Program Completion

- Two-year Program: program length plus 2 years.
- One-year Program: program length plus 1 year.

A student may apply once for a six month extension during the maximum duration period for program completion

A student will be subject to dismissal on academic grounds if he/she exceeds the permitted Duration of Study period with any approved extension.

A student who is dismissed from a program for exceeding the Duration of Study period may apply for re-admission. If re-admission to ADVETI is approved, the student is required to comply with the catalog requirements in effect at the time of re-admission.

PROGRAM CHANGES

Discuss any change of program or class with your teacher and Department Chair before you make any changes to your study program. They will advise you on the implications of such a change.

WITHDRAWAL OR DEFERRAL FROM PROGRAMS

If you wish to withdraw from a program, discuss it first with your teacher or Department Chair. They will also discuss it with the Manager of Academic Services in order to give you the best possible advice before you defer or withdraw. You can apply to defer for only one term. Your Department Chair will advise you on your options.

If you must defer your studies or withdraw from a program you must submit a completed request form, available from Student Services, signed by the Department Chair. This is then approved by the Manager of Academic Services who will pass it on to Student Services for action.

A place will be held if a student applies in advance to defer for one term and receives approval. If approval is not granted, re-admission will be dependent on place availability.

A student who is absent for more than one term must submit a new application for admission through the Student Services Dept.



ENROLMENT FOLLOWING REPEATED FAILURE OR WITHDRAWAL

Students wishing to re-enroll after having failed twice or having withdrawn twice within a three-year period are ineligible to re-enroll. If you wish to show grounds why you should not be excluded, you can submit a request in writing, giving your reasons to the Department Chair and Manager of Academic Services.

If you cannot give grounds why you should be allowed to re-enrol, you will be ineligible to enrol for a period of three years. Applications after one year will be considered if you have evidence to prove that you have successfully studied to improve your English and/or study skills.

If you wish to re-enrol, but cannot complete your program within the maximum duration of study period, you will have to request re-admission to the program under the new catalogue requirements in effect at the time of readmission.

ASSESSMENT

Your assessments are designed to demonstrate your ability to perform tasks and duties to the standard expected in the workplace and to establish that you have developed the skills, knowledge and attitudes required to be able to operate effectively in a particular industry or profession. Employers welcome the fact that our graduates are able to perform in their job role immediately.

Assessments are not only exams, but may include work-based tasks, projects, role plays and many more types of assessments.

- Your teachers will tell you how you will be assessed in each course, and will also give you a Topic and Assessment Guide.
- Your teachers will be responsible for assessing your progress throughout your program.
- They will collect class work from you on a regular basis to ensure that you are learning effectively. This work will be used, together with formal assessments, to determine if you are competent in each of your courses.
- You may be able to repeat a scheduled assessment event once, if you are not yet competent the first time.

MISSED ASSESSMENTS

- If you miss a scheduled assessment, you will need to complete an 'Application for a Rescheduled Assessment' form.
- You must have a very good reason for missing an assessment, such as a medical or other emergency.

The Department Chair will decide if it is possible to organize another assessment opportunity.



FINAL RESULTS NOTIFICATION

Final Results for all students will be ready after the end of term and may be collected from ADVETI Student Services.

Competency grading is reported as

- C. Competent
- NYC. Not Yet Competent

REVIEWING RESULTS

If you feel that there has been an error in the calculation of your final results, you may request a result review. The 'Course Result Appeal' form is available at Student Services. You must complete this form and then submit the Course Result Appeal form to Student Services within two weeks of receiving the result.

There will be no result reviews after this date, and the result of your appeal will be given to you before the start of the term. The Department Chair will review all the evidence submitted in class throughout the term.

They will also ensure that the assessment procedures were valid, reliable, and fair, and that no administrative data errors occurred in the recording of your results. The process will end with a review and approval from the Manager Academic Services. The decision of the result review will be final.



PROGRESSING THROUGH A PROGRAM

- Students who are successful in all courses at the end of the term, will be able to progress to the next stage of study.
- Students who are Not Yet Competent (NYC) in one or more courses, will not be able to progress and must see their Department Chair who will determine if you must repeat the term or if you can sign a learning contract for the course, to be completed under specified conditions in the following term.
- Students who fail twice will no longer be able to continue and will be dismissed from the program.

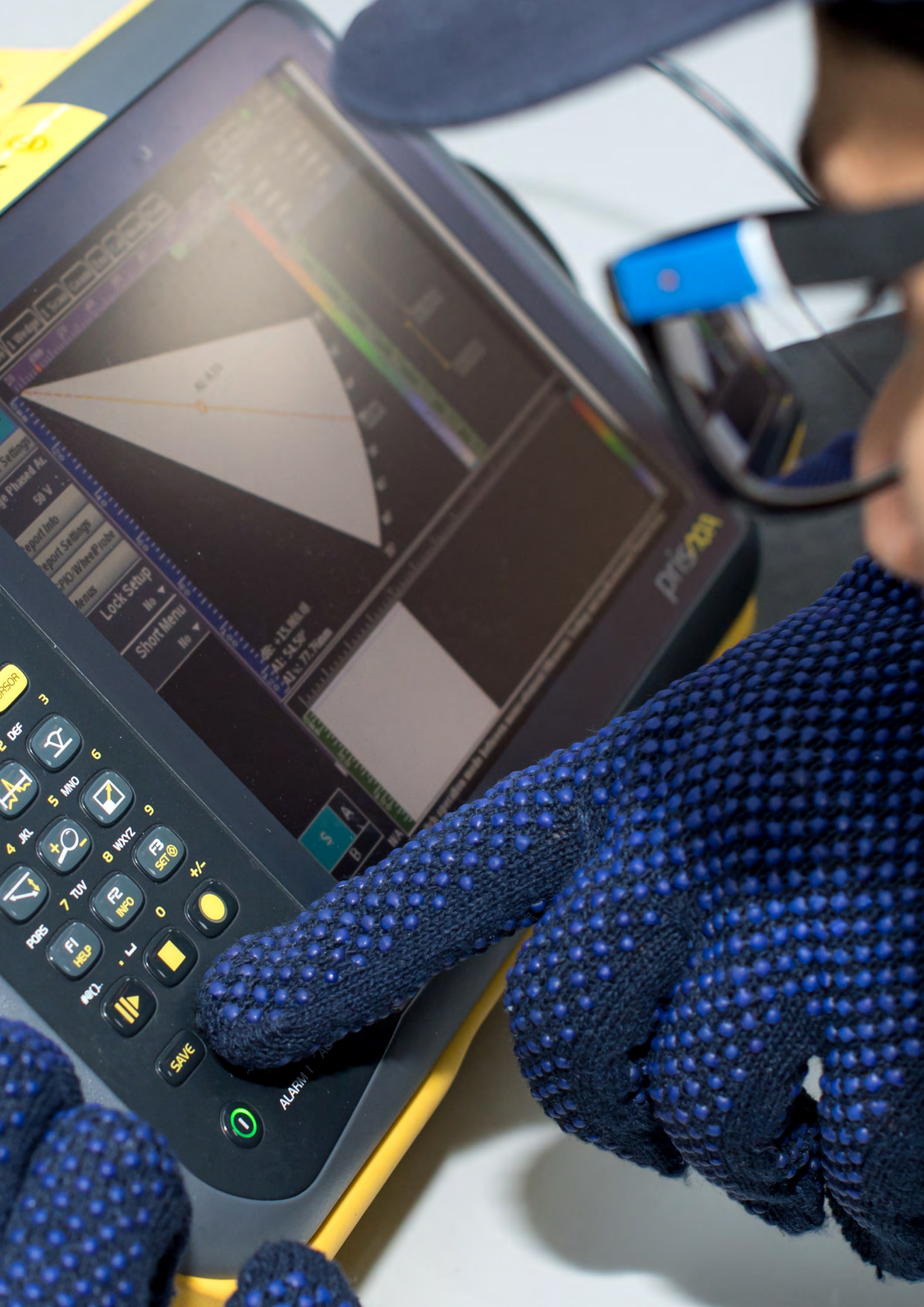
RECOGNITION OF PRIOR LEARNING (RPL)

ADVETI recognizes the skills and knowledge gained through previous studies, work and life experiences. This is called Recognition of Prior Learning.

Learners may apply for Recognition of Prior Learning if they believe they can already demonstrate competency. If you demonstrate that you are competent, you are granted exemption from the relevant Diploma units.

All previous study submitted for RPL must have been delivered and assessed in English. All work and life experiences must also have been in an English language context. All supporting documents provided must confirm this.





APPLICATION PROCEDURE FOR “RECOGNITION OF PRIOR LEARNING”

For an application for Recognition to be considered you must:

1. Apply within two weeks of the start of the term
2. Talk to your teacher or Department Chair about applying for RPL.
3. Provide detailed and attested documentary evidence, in English, of successful completion at a grade C or higher of equivalent units of study from another recognized higher education institution.
4. And/or provide detailed and attested documentary evidence, in English, of relevant industrial, workplace, community or life experiences where you have demonstrated the competencies of the unit in an English language context.
5. Supporting documents include the following as appropriate:
 - Relevant qualification certificates.
 - Transcripts of previous tertiary or other relevant post-school study.
 - Job description or duties statement, attested.
 - Letter or reference from employer detailing the relevant skills and experience.
 - Portfolio of relevant samples of work, attested.

All documents must be produced in English and must be attested that the study was delivered and assessed in English, and/or the work/life experience occurred in an English-language context.



A student may not gain double credit from Exempted course(s) or from Transfer Credit course(s)

Applications will not be processed without original documentary evidence. Once this is provided it will be reviewed by qualified and experienced ADVETI Academic Staff. You may then be asked to complete a challenge test in the unit and to attend an interview. If you demonstrate that you are competent in a Unit, you can then be granted exemption from completing that Unit.

Students will be notified in writing of the outcome of their application.



GRADUATION

To qualify for graduation from ADVETI, you must successfully satisfy all the requirements of your program, i.e.:

1. Completion of all the program requirements.
2. Minimum Cumulative GPA 2.0
3. Demonstrated English proficiency at the required level to enable you to perform successfully in an English-speaking work environment.

A graduation ceremony will be held in the next academic year after your final term at ADVETI. Family, friends and employers are welcome to attend.



A TO Z OF INFORMATION

ACCIDENTS AND INJURIES

If you have an accident or suffer any kind of injury whilst in the Institute, seek assistance from a Health and Safety Advisor. They will provide the necessary first aid or treatment and advice.

BOOKS AND MATERIALS

If materials are required, you will be advised at the beginning of each unit. Remember that in addition to your class materials the library has a large collection of books, magazines and other material which can be borrowed to support your studies.

CAFETERIA

Please check with your cafeteria for opening and closing times. A choice of freshly prepared meals, snacks, hot and cold drinks are served in a relaxing environment.

Students are free to bring their own food as long as this food is neither prepared nor delivered from a business entity (cafe, restaurants). Students are responsible for maintaining a clean and healthy environment. Students need to place all their rubbish in the bins provided in the cafeteria. Food is not allowed in classrooms or study areas and must be consumed in designated eating areas only.

COUNSELING

Personal counseling is available during the day and also during the evening for limited hours, depending on student needs. Call in to your Student Services Department where they can assist you directly, or refer you to other services:

- If you need motivation in your studies.
- If you are having difficulty resolving personal problems or relationship difficulties.
- If you need to sort out priorities, make important decisions, manage your time efficiently and manage energy levels more effectively.

DISABILITIES SUPPORT

If you require specific support, speak with your teacher or Student Services who will arrange for an assessment of your needs.

ENTERING AND LEAVING THE INSTITUTE CAMPUS.

To ensure safety and security, students are required to present their student ID card to the gate security personnel when entering or leaving the campus. Campus security personnel allow entry only to authorized persons.

Female students are expected to stay on campus from before the start of the first class until the end of the schedule for that day. However, if you need to leave the campus for any reason, whether illness/emergency or other, your parent or guardian will be contacted by the Student Services department to notify them and obtain their permission. With this permission, you will be given a leave pass to show to the security guard to be allowed to leave the campus.

If your official guardian gives permission in writing, you may obtain a Green Card. This allows you to leave the campus without the need for a leave pass. To obtain a green card, your guardian must come to the campus with a National ID card or passport to sign the necessary paperwork for the card to be issued.

Note that you will be marked absent if you do not return for any regularly scheduled classes.

EMERGENCY CONTACT

Students must provide Student Services with updated mobile contact numbers for themselves and for a legal guardian who can be contacted in case of an emergency.

EVACUATIONS

During the first week of class, you will be taken through the Institute's evacuation procedure. It is important to learn and remember the emergency exit locations closest to the classrooms you use. In an emergency you must follow the directions of ADVETI staff.

HEALTH SERVICES

Health and Safety Advisors provide a range of services and advice to achieve the educational goals of ADVETI and contribute to the cultural, social, moral, intellectual and physical development of students.

If you become ill or require first aid, see your class teacher who may contact Student Services if they have a concern. It is also important to ensure your health record contains information if you suffer from any ongoing illness such as epilepsy or diabetes, which may require sudden assistance and decision making. These records are kept in your file.

STUDENT ID CARDS

ID cards will be issued for students at the beginning of the term. This card will be valid for as long as you remain a student. You must show your ID card if you are to borrow anything from the library. You will also be informed if any facility at ADVETI needs the presentation of your student ID card.

LANGUAGE ASSISTANCE

ADVETI offers an English speaking environment to advance students in their English language development. Your teachers will provide support for your language development and you will be able to practise your English skills throughout the day, during and after class.

LEARNING MATERIALS

Necessary learning materials required for you to complete your study will be provided in class.

LOST PROPERTY

ADVETI does not accept responsibility for damage to or loss of property. We recommend that you take care to keep valuable items secure. If you lose property, please report it to your teacher after first checking the area in which the item was lost. If you find property, please hand it to Student Services.

NO-SMOKING POLICY

ADVETI is a No-Smoking environment. Smoking is not permitted within the property on the grounds of ADVETI. Please respect the rights of your fellow students and staff.

PARKING

Student parking is provided outside the Institute gates. Parking is not permitted in marked areas or areas that pose a risk or inconvenience to others. Security officers have the authority to direct students to alternative parking areas. Students must not park in gateways, as that can block access to emergency vehicles.

PERSONAL DETAILS

It is important to keep your records with ADVETI up to date. If you change your name, address or telephone number please advise Student Services.

POLICIES

Policies are developed and implemented to create a positive and safe learning environment. ADVETI is an adult environment and students are responsible for their own behavior. All students and staff are required to comply with ADVETI policies. If you wish to suggest a change to a policy, you can do so by completing the Suggestion Form available at the Customer Service Desk. It is your responsibility to know and comply with ADVETI policies.

PRAYER ROOM

There are separate male and female prayer rooms on campus.

STUDY ASSISTANCE

If you cannot keep up with the workload, speak to your teacher or Department Chair. If you need help with specific Units, talk to your teachers who can help you with additional assistance. If you think you have chosen the wrong program, talk to your Department Chair to arrange a change in your program selection and advise on what program would be more suitable.

SAFETY

It is ADVETI's responsibility to provide an environment that is both healthy and safe. We provide you with a safe learning environment by:

- Meeting occupational health and safety standards.
- Training staff in accident prevention, fire and evacuation procedures.
- Maintaining and cleaning our buildings regularly.
- Providing security services.

It is your responsibility to follow safety regulations and report accidents and health and safety issues to either your teacher or a senior member of staff.

In some programs you must wear protective clothing. You will need to follow your teacher's instructions on the safe use of materials and equipment.

SICK LEAVE / MEDICAL REPORTS

Students who are absent from classes must present a valid sick report for their absence to Teachers and Student Services

All reports must be attested by the Health Authority and will be subject to approval by the Health and Safety Advisors at ADVETI.

SECURITY

The Institute is well staffed by security officers. If you have any concerns about security issues, please see your teacher, Department Chair or a member of staff in Student Services.

Security staff have the authority to give directions to students. Students have a responsibility to follow these directions and show respect to security staff at all times.

VISITORS

Students are not allowed to bring friends or guests to campus. If you need to bring a guest or visitor to participate in an academic activity or program, you must obtain permission from Student Services at least 24 hours before the event.

CONTACT DETAILS

- Al Jazirah Institute (Abu Dhabi): 02 508 2700
- Al Jaheli Institute (Al Ain): 03 715 7500
- Baynounah Institute (Al Dhafra): 02 898 6826
- Al Reef Institute (Shahama): 02 503 9555
- Sharjah Institute (Sharjah): 06 558 9999