

## STUDENT INDUCTION

Student induction includes information on:

- ◆ College Mission, Vision, Values, and Graduate Attributes
- ◆ GFP Structure
- ◆ Placement/Entry Tests
- ◆ College Rules and Regulations
- ◆ College Facilities and Resources

## COURSE INFORMATION

At the beginning of the semester, students are given the Course Outline which includes information on:

- ◆ GFP Aims
- ◆ Course Objectives
- ◆ Learning Outcomes
- ◆ Assessment Scheme
- ◆ Delivery Plan
- ◆ Attendance Rules
- ◆ Examination Rules
- ◆ Academic Advising

## STUDENT GRIEVANCES

GFP Management provides appropriate access to fair and transparent grievance processes, allowing students to make formal complaints regarding academic and non-academic issues.

### 1. Academic Grievances:

- ◆ Academic Appeals.  
This is submitted by students when they are not satisfied with their exam results.
- ◆ Other academic related issues/concerns.

### 2. Non-Academic Grievances:

Student non-academic appeals may be related to :

- ◆ student behavior
- ◆ staff behavior
- ◆ college services and facilities
- ◆ other grievances that affect students

## ACADEMIC INTEGRITY

The CoTs maintain standards of academic honesty and integrity among staff and students by dealing proactively with plagiarism.

### Avoid plagiarism by correctly

*Paraphrasing*  
*Quoting*

*Citing your sources*  
*Referencing*

### Disciplinary action for student plagiarism

- ◆ **First Offense**  
Written warning and repeat the work
- ◆ **Second Offense**  
Zero mark and suspension for one semester
- ◆ **Third Offense**  
Dismissal from the college

*Students are given the chance to appeal to the College Council.*

### Student's responsibilities towards the achievement of the program aims:

1. Attending classes regularly
2. Actively participating in classes
3. Maintaining a student portfolio
4. Studying independently
5. Participating in extra-curricular activities such as clubs, societies, etc.
6. Attending academic advising and remedial sessions
7. Using available learning support services such as SAC, Writing Center, My ELT, MOODLE, Math Help Center, IT Help Center, etc.

### Student's responsibilities towards improving the program:

1. Taking part in surveys and focus group discussions to provide feedback on
  - ◆ Programs and courses
  - ◆ Teachers
  - ◆ Facilities and Resources

*Where Technology  
is Invented*



**Colleges of Technology  
General Foundation Program**

## College Vision

To be at the forefront of higher education institutions in technological education nationally and regionally.

## College Mission

To provide a high quality learning, training and research environment towards developing technological, innovative and entrepreneurial capabilities to meet the ever evolving social and economic needs.

## College Values

1. Integrity
2. Professionalism
3. Pursuit of Knowledge and Excellence
4. Participation and Partnership

## Graduate Attributes

1. Effective Communication
2. Scholastic Rigor and Practical Competence
3. Team Work
4. Lifelong Learning
5. Autonomy and Accountability
6. Innovation
7. Entrepreneurship

## General Foundation Program

The General Foundation Program aims to:

1. help students gain effective command of the required skills in English Language, Mathematics and Information Technology
2. provide realistic learning opportunities for students to speak, listen to, read and write social, workplace and academic English confidently and effectively
3. provide a solid foundation in English, Mathematics, and Information Technology to allow students to perform successfully in a variety of academic programs at a higher educational level
4. equip students with the skills and attitudes to successfully participate in lifelong learning in their academic programs and future careers
5. develop social competence by helping students acquire teamwork and decision-making skills
6. develop academic competences which will include logical and abstract reasoning, problem solving, as well as higher level cognitive and critical thinking

## MVV and GFP Curriculum



Figure 1. Relationship of MVV to GFP Curriculum

Level/Course Learning Outcomes (LOs) are developed with reference to the MVV. The achievement of LOs leads to the achievement of MVV.

## GFP Entry and Exit Standards

Following your admission to the CoTs, placement/entry tests are administered online in all subject areas to determine whether or not you meet GFP exit standards. If you meet GFP exit standards in all subject areas, you proceed immediately to your specializations. If you do not meet GFP exit standards, you are placed into different levels for English and/or are enrolled according to your proficiency level on relevant Math and IT courses.

Students who have met GFP exit standards are initially admitted to their specializations at certain levels – Diploma, Advanced Diploma and Degree – according to their English Language accumulative mark in Level 4 as illustrated in Figure 1 below.

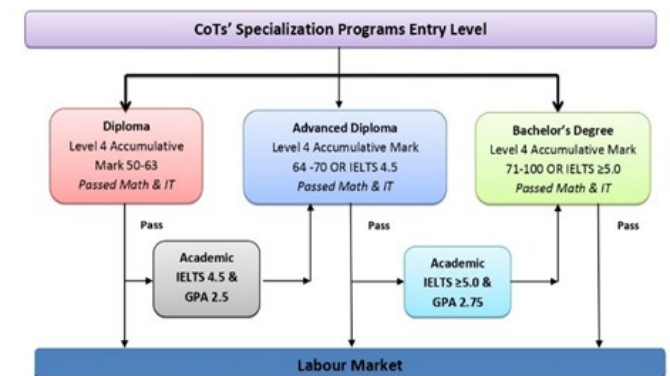


Figure 2. CoTs' Specialization Programs Entry Level

**Note:** IELTS 4.5 : not less than 4 in any skill

IELTS 5 : not less than 4.5 in any skill