



Student Handbook

2019–2020



الكلية التقنية العالمية بمكة المكرمة
International Technical College at Makkah

المشغل
Operated By

nc Niagara
College
KSA



@itcMakkah

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WELCOME LETTERS

President’s Welcome Letter



Dear Student,

On behalf of our staff, faculty and Board of Governors, it is my pleasure to welcome you to Niagara College - Makkah. We're pleased that you've chosen NC as your pathway to success and we're committed to providing you with an unparalleled student experience.

Over the span of half a century, Niagara College Canada has become a leader in applied education and training, and we're consistently ranked among Ontario's top colleges for student satisfaction. We look forward to continuing this trend in Saudi Arabia. I encourage you to make the most of your time at NC; study hard, make new friends and get involved outside

the classroom. Whether it's on-campus social activities, community engagement or volunteerism - these are the types of opportunities that will enrich your NC experience.

Please accept my best wishes for a successful and memorable academic year at Niagara College - Makkah.

Sincerely,

Dr. Dan Patterson
President Niagara College Canada

Principal’s Welcome Letter



Dear Student,

It is my pleasure to welcome you to the Niagara College - Makkah Campus. This is the beginning of a great journey of learning and establishing the foundation of skills, knowledge and attitude required for academic and career success.

Our commitment to you is the provision of an innovative and practical educational experience that will prepare you to pursue a rewarding career through high quality curriculum, innovative applied pedagogy, community engagement, and practical work experience opportunities.

We are confident that you will find your learning experience exciting, challenging and rewarding. We expect you to learn and grow and strive yourself to be the

best. All staff and faculty members are committed to your academic success and will provide many opportunities for you to participate in enhanced learning activities, career preparation, and campuslife events. I hope that through hard-work and dedication, you will graduate from Niagara College not only with a parchment, but also as an excellent ambassador of the program and a proud alumnus of Niagara College.

We are strongly committed to assist you succeed, because for us, your success is our success. We wish you all the best for reaching your goals.

Sincerely,

Dr. Faisal Arain
Principal, ITC / NC Makkah Campus

About International Technical College at Makkah

Our Vision

Enriching lives and fulfilling dreams.

Our Mission Statement

Providing outstanding applied education and training for a changing world.

Our Values

Our values form the guiding principles of all that we do – for our students, our employees, our communities.

Priority on student success and satisfaction

- Working as a community
- Respect for diversity and inclusivity
- Sustainability
- Fostering and demonstrating entrepreneurship
- Creating a culture of innovation in our programs, services, and our learning environments

Our Objectives

- To provide outstanding curriculum design and innovative delivery methodologies that will lead to student retention and success
- To help students in the Foundation Year to achieve high level of math and computer skills and a minimum level English Language Proficiency of equivalent to the Common European Framework Reference (CEFR) of A2 in one year
- To provide students with outstanding post-secondary training in a variety of tourism, hospitality and business specializations that will prepare students for entry into the changing Saudi labour market and progression into successful careers
- To provide outstanding student support including personal and career counseling as well as and study skills.

Academic Calendar 2019 / 2020

| Semester 1 (16 weeks) | |
|------------------------------|--------------|
| Training start date | 1/9/2019 |
| Saudi National Day (Holiday) | 23/9/2019 |
| Training end date | 19/12/2019 |
| Exam week start | 22/12/2019 |
| Semester 2 (16 weeks) | |
| Training start date | 19/1/2020 |
| Ramadan Break | 10-31/5/2020 |
| Training end date | 30/5/2020 |
| Exam week start | 2/6/2020 |

Foundation Year Program



What is the Foundation Year program?

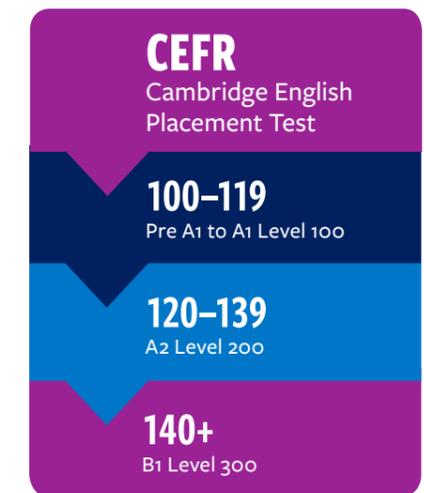
The purpose of the Foundation Year program is to give you the knowledge and skills needed to be successful in your post-secondary studies. After successfully completing this two semester program, you will move into year two of your post-secondary studies.

How will my English level be assessed for placement in the Foundation Year program?

The Cambridge English Placement Test is used to place students into an appropriate level in the Foundation Year program. Scores are based on a scale of 1 to 100 and determine the appropriate CEFR level.

What will I study in the Foundation Year program?

In addition to English language instruction, students will also take courses in employability skills, informational technology, mathematics and Islamic studies.



Course Spotlight Foundation Islamic Studies

In this course, your foundation of faith and sense of belonging and responsibility will strengthen through studying the text of the Holy Quran and Hadith. This course will build your understanding of Islam as the practical code of life, and further develop your qualities as a Muslim for fulfilling your duties towards Allah and His creation. This is a required course of the Foundation Year program.

DIPLOMA AND ASSOCIATE DIPLOMA PROGRAMS

Small Business Management

The Business Management program provides students an opportunity to explore all areas of entrepreneurship including business development and management. This program is designed for students who thrive in fast-paced professional environments and wish to make a positive economic contribution to their community and beyond.

CURRICULUM HIGHLIGHTS

The Business Management program utilizes comprehensive learning activities that allow students to:

- Become familiar with the latest technologies, systems and software to support the daily functions of a business operation
- Practice time management skills to enhance personal productivity
- Apply creative problem-solving skills to identify and resolve conflict
- Build a solid foundation and develop a business career portfolio

PROGRAM BENEFITS

- Practical, on-the-job experience
- Accessible faculty with international experience in business management
- Modern curriculum that integrates professional development and career progression
- Opportunity to explore real decision-making, leadership and customer relations management cases
- Ability to utilize and strengthen entrepreneurial skills



Business Management Career Opportunities

- | | | |
|-------------------|----------------------------|------------------------------|
| Product Marketing | Business-to-Business Sales | Small Business Management |
| Market Planning | Retailing | Customer Care Representative |
| Sales Promotions | Front Line Supervision | |

DIPLOMA PROGRAMS

IT Technical Support

The IT Technical Support program provides you with strong technical and interpersonal skills - both are important professional skills that will give you an advantage as a technical support specialist in the computer industry. It also develops the student capability to work on a help desk, in computer servicing and other technical support roles.



CURRICULUM HIGHLIGHTS

The IT Technical Support program utilizes comprehensive learning activities that teach students to:

- Manage device security
- Provide first-level remote assistance support
- Configure desktops in a network environment
- Utilize support system software
- Identify and resolve software related problems

PROGRAM BENEFITS

- IT Technical Support specialists are in high demand
- Hands-on learning experiences with an emphasis on practical activities
- Modern curriculum that integrates professional development and career progression

IT Technical Support Career Opportunities

- | | | |
|----------------------|------------------------|--------------------------|
| Help Desk Operator | IT Manager | Network Architect |
| Maintenance Engineer | IT Support Specialist | MIS Director |
| IT Analyst | Network Administrator | IT Systems Administrator |
| IT Coordinator | Field Service Engineer | IT Support Manager |

DIPLOMA PROGRAMS

Occupational Health and Safety (OHS)

The Occupational Health and Safety (OHS) program responds to the growing demand for employees in the area of health and safety. Graduates will be able to: interpret OHS legislation, develop OHS/Loss-Control Programs, conduct audits and inspections of existing OHS and environmental programs, and design and deliver effective OHS training programs for workers.

CURRICULUM HIGHLIGHTS

The Occupational Health and Safety program covers a wide range of safety topics. These topics reflect the safety of employees, environment and community. The curriculum includes the following highlighted courses:

- Conduct an Occupational Health and Safety Risk Assessment
- Development of Occupational Health and Safety Risk Control Options
- Gather Evidence to Support Occupational Health and Safety Investigations
- Audit for Health and Safety
- Develop and Implement Emergency Response Procedures
- Waste Management

PROGRAM BENEFITS

The Kingdom of Saudi Arabia has developed a vision to become one of the leading countries in the world. This vision has increased construction in the Kingdom to take a leap into the future. The 2030 Vision comes with high responsibility to ensure the Safety and protection of employees, environment and community. This increases the demand for Safety Professionals within the country to comply with standards and regulations.



ASSOCIATE DIPLOMA PROGRAM

Graphic Design

The Graphic Design program provides students with the knowledge, skills, and a portfolio needed for employment as a designer. This field involves the use of specialized software combined with creativity, design, and problem solving skills to create visual communication.



CURRICULUM HIGHLIGHTS

You will start your journey in the associate diploma and, upon successful completion, continue in the Diploma of Graphic Design from which you will graduate as a highly-trained digital or graphic designer.

The Diploma stage provides you with a strong technical focus that develops your technical expertise in digital design, finished art and typography, along with a thorough understanding of design concept development and the design process.

In the diploma you will explore many forms of visual and graphic communication, including:

- illustration
- Digital design
- Typography
- Calligraphy & lettering
- Packaging Design
- Books
- Advertising
- Publicity material

PROGRAM BENEFITS

There are many benefits associated with training to be a Graphic Designer. These include:

- You will be able to express your imagination and creativity
- Learning new techniques and skills and being able to apply them practically
- Opportunity to build your own portfolio and present it to different companies.
- Chance to meet like-minded designers and share ideas
- Start freelance working to build up a reputation
- Access to world class resources and teachers

Graphic Design Career Opportunities

- | | | | |
|--------------|--------------------------|-------------------------|-----------------------|
| Animators | Web Designers | Layout Artists | Art/Creative Director |
| Illustrators | Brand Identity Designers | Visual Artist | Photojournalist |
| Printmakers | Photo Editing Artist | Print Production Artist | Film/Video Producer |

Occupational Health and Safety Career Opportunities

- | | | |
|---|--------------------------------|--|
| Occupational Health & Safety (OHS) Inspector | Health and Safety Practitioner | Chief Safety Officer |
| Occupational Health & Safety (OHS) Specialist | Industrial Hygienist | Mine Examiner |
| | Compliance Officer | Site Safety Health and Environment Officer |
| | Wellness Specialist | |

Building and Construction

Construction is not just about building sites; it's about building a bigger picture: the planning, coordination, and control of a project from inception to delivery. This practical program incorporates hands-on work and project-based learning. Students will experience many aspects of building projects and understand how these relate to each other. Site excursions will allow students to gain hands-on experience in the field, including visits to residential projects and commercial construction projects.

Graduates of the course will continue further studies in Facilities Management (Diploma)

CURRICULUM HIGHLIGHTS

The building and construction program utilizes comprehensive learning activities that allows students to:

- Undertake construction planning and project management
- Undertake project estimating and monitoring
- Evaluate structural principles
- Study building regulations and services
- Acquire in depth health and safety knowledge

PROGRAM BENEFITS

- Practical on-the job-experience
- Modern curriculum that integrates professional development and career progression
- Accessible faculty with industry experience
- Growing employment and career opportunities
- Ability to explore a wide range of skills including: - problem solving, communication, leadership and management and customer relations



Building and Construction Career Opportunities

Building and construction management
 Building estimator/scheduler
 Building sales consultant

Contract administrator
 Construction surveyor
 Building inspector

On-the-job training (OJT)

WHAT IS ON-THE-JOB TRAINING?

On-The-Job- Training (OJT) provides the opportunity to learn the skills, knowledge and competencies needed to perform a specific job within the workplace. As an important component of career success, ITC / NC- Makkah is proud to provide you with a complete understanding of your chosen industry by linking you to real-world opportunities in the workforce through the Career Services and OJT Departments.

The Career Services department is your first path for offering you the right advice and training internally alongside with OJT department.

These two departments are your pathway to employment and offers helpful resources, guidance and support. In helping students transition from College to work, the Career Services and OJT departments also contribute to the Kingdom's 2030 Vision to increase Saudi employment and will be a valuable source to the economic growth of the kingdom.

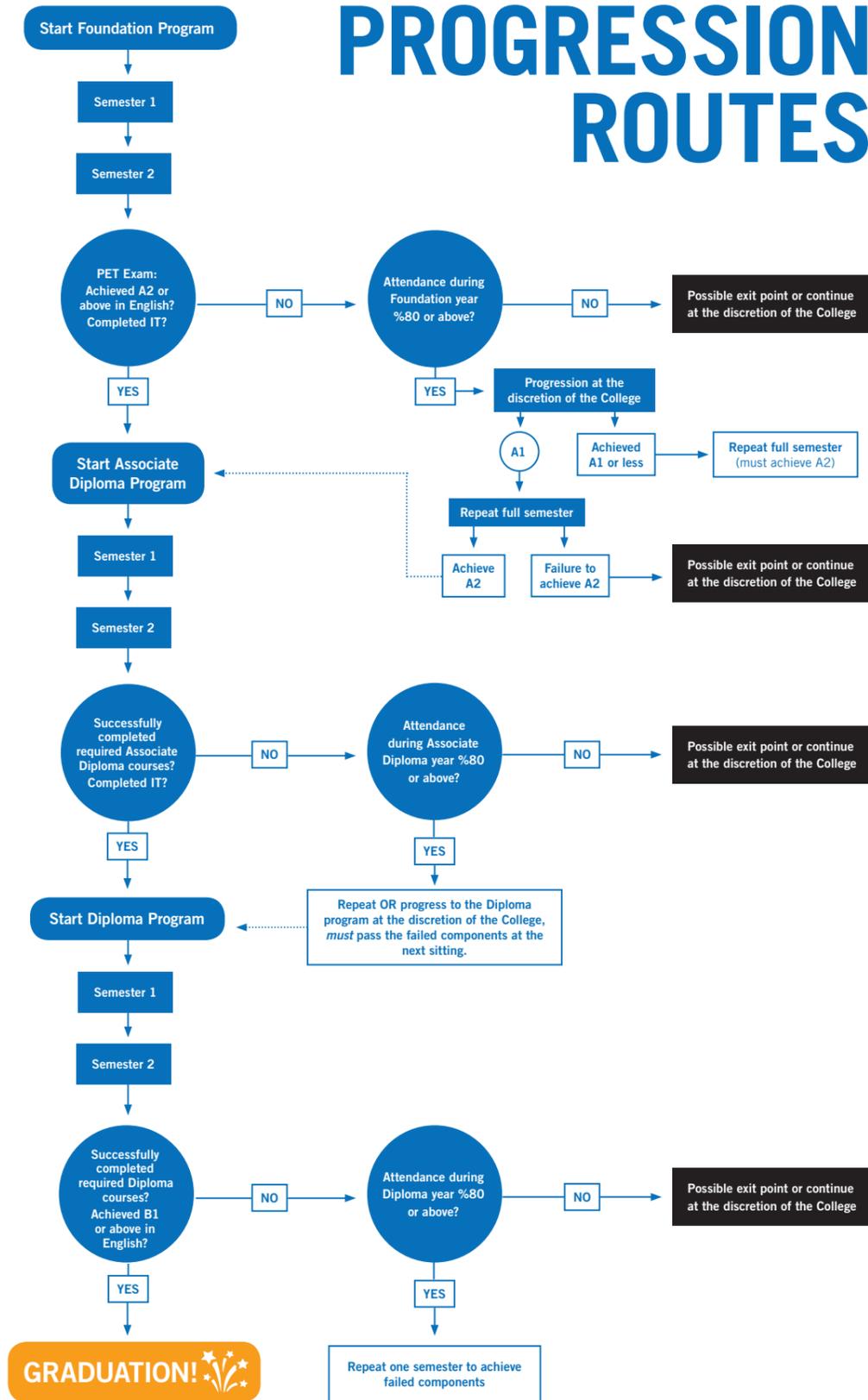
BENEFITS OF OJT

- Learn skills that will help you become work-ready
- Build valuable connections with reputable community organizations and employers
- Practice your English skills
- Strengthen your computer software skills
- Develop customer service skills





PROGRESSION ROUTES



Important: Students are funded for a 3 years period and may only repeat one semester during that time

ASSOCIATE DIPLOMA & DIPLOMA PROGRAM

How do I pass?

To graduate from any Associate Diploma & Diploma program, you must complete the following requirements:

- 1 **E-PORTFOLIO**
15% of final grade (No resit - If you fail your e-portfolio you will not be able to continue your studies.)
- 2 **CBT**
35% of final grade
- 3 **CAPSTONE**
50% of your final grade
- 4 **PET**
Minimum A2 for Associate Diploma
Minimum B1 for Diploma
- 5 **CIT**
Students must pass Word, Excel, PowerPoint and Database
- 6 **OJT**
200 hours in real work settings



Student Schedule

Classes run from 8:00 to 14:00 Sunday to Thursday. Below is an example of what a typical student schedule may look like:

| Time | Sunday | Monday | Tuesday | Wednesday | Thursday |
|---------------|-----------|----------|----------|-----------|----------|
| 8:00 – 9:00 | Lesson 1 | Lesson 1 | Lesson 1 | Lesson 1 | Lesson 1 |
| 9:00 – 10:00 | Lesson 2 | Lesson 2 | Lesson 2 | Lesson 2 | Lesson 2 |
| 10:00 – 10:15 | Breakfast | | | | |
| 10:15 – 11:15 | Lesson 3 | Lesson 3 | Lesson 3 | Lesson 3 | Lesson 3 |
| 11:15 – 12:15 | Lesson 4 | Lesson 4 | Lesson 4 | Lesson 4 | Lesson 4 |
| 12:15 – 13:00 | Lunch | | | | |
| 13:00 – 14:00 | Lesson 5 | Lesson 5 | Lesson 5 | Lesson 5 | Lesson 5 |
| 14:00 – 15:00 | Lesson 6 | Lesson 6 | Lesson 6 | Lesson 6 | Lesson 6 |
| 15:00 – 16:00 | Lesson 7 | Lesson 7 | | | |

Campus Life

Student activities and student council

Student activities are available to you throughout the academic year to help you learn, enjoy and further develop your skills. The student council also provides an opportunity for you to enhance your team building and leadership skills.

Student ID cards

Each student will receive an identification card which they are expected to carry at all times while they are on campus.

Student Support

Faculty

Faculty members are available for consultation before and after class for your learning needs. All students are encouraged to consult with faculty regarding any concerns pertaining to academic performance and achievement.

Student Life Advisor

A student life advisor is available to assist you with academic or personal counseling should you wish to seek it. The student life advisor promotes academic success, attendance and retention by helping you overcome any challenges you may encounter throughout your studies.

Sports and Recreation

ITC Makkah Campus offers students a range of sports and recreation facilities, from football, volleyball, basketball through to a fitness centre and games room

Student Trips

The college will run trips to places of interest to students at various times throughout the year. This will include the opportunity to visit workplaces such as hotels or tourist facilities, as well as places of general interest.

Tutoring

Tutoring sessions are provided for students in need of extra academic support. Class lectures may introduce general information; a tutorial will cover the material in greater detail. Tutorials are offered by departments on the day of class and/or on Thursdays.

Extra Classes

Should your attendance fall below acceptable levels in a given month, you must attend make-up classes. Make-up classes you attend will be applied to your previous month's attendance.

Student Liaison Officer(s)

The Student Liaison Officer (SLO) works with faculty and Academic Advisors to promote academic success, attendance and retention by establishing processes and solutions to track attendance and academic adjustment issues to overcome barriers to academic success.

Clinics

Clinics provide remedial work for students who have not yet met course requirements after the end of a trimester or who have not yet achieved minimum scores on international exams. Clinics are offered by departments or can be requested by students. Clinics are held during the class day.

Open Access Language Lab

Students are encouraged to make use of the open access language lab in order to practice independently

Student Rights and Responsibilities

This section outlines the code of conduct that all students are expected to follow as members of the NC college community. Adhering to this code of conduct will provide the best possible chance of success while in college and later in life. It is expected that all students behave and treat others as they would in a professional environment so that everyone has an equal opportunity to learn, do the best they can and feel safe and supported in class.

Our expectations

As an ITC Makkah student, you are expected to:

- Assume responsibility for managing your learning behaviour
- Attend all classes
- Be punctual
- Monitor and maintain your personal levels of motivation
- Actively participate in learning activities
- Complete all course work
- Come prepared to your classes
- Be respectful of faculty members and your peers
- Seek and use opportunities to speak English in and out of the classroom
- Meet all assignment deadlines
- Behave as you would in a professional environment

Help create a positive and supportive learning environment:

- Keep the college building and grounds clean and tidy
- Look after the college property and equipment
- Do not smoke on college grounds
- Keep noise and disturbances in and around classrooms to a minimum
- Turn off your mobile devices and put them away during class
- Do not eat in class or consume drinks in IT rooms
- Be polite and do not use offensive language
- Never bully or discriminate against others
- Never be violent, aggressive or purposely intimidate others
- Never put yourself or others at risk
- Act safely and responsibly at all times
- Follow instructions from staff and faculty regarding health and safety procedures
- Keep walkways, doorways and stairwells clear from obstruction
- Have your student ID card on you at all times and be ready to produce it when asked

Attendance Policy

Regular attendance is mandatory. Upon admission, students will be required to sign the Attendance Commitment Contract, which stipulates that:

- Students whose attendance is unsatisfactory will not be allowed to write the final exams.
- Absences caused by extenuating circumstances must be approved by Niagara College – Makkah.
- Punctuality is mandatory. Any student who arrives more than 5 minutes after the start of class will be marked “Late”. Five “Late” marks will be considered the equivalent of one absence.
- Students who arrive more than 10 minutes late are considered absent.
- Students cannot drop a trimester in the Foundation Year. In exceptional cases, the Campus Principal will review requests for discontinuation of study. However, the period of discontinuation is counted towards the student’s maximum time frame.
- Students must attend all classes and attend make up classes to improve attendance.



Attendance Commitment Contract

Where both parties recognize that academic success is most closely associated with attendance and student life success.

- Attend all of his classes in any given month.
- Attend Make-Up classes to improve attendance, should attendance fall below acceptable levels in a given month. The Make-Up classes will be applied to prior months’ attendance to improve attendance.
- Take part in student counselling sessions as required
- Take part in one extracurricular activity that will enhance school spirit and help utilize English language skills.
- Acknowledge that failure to attend the first two days of any Trimester will result in suspension.
- Acknowledge that if his attendance is below 80% in the first two weeks of any trimester, he will be suspended.
- Provide his father’s contact information and know that his father will be contacted on the second notification.

| | Initial Communication | Official Warning #1 | Official Warning #2 | Official Warning #3 |
|---------------|---------------------------------------|---|---|---|
| Cause | Student misses 5% of total classes | Student misses 10% of total classes | Student misses 15% of total classes | Student misses 20% of total classes |
| Action | SMS notice sent to student and father | 1. Phone call to Father 2. Meeting with Student Success Advisor to discuss | 1. Phone call to Father 2. Meeting with Associate Manager - Student Services | Dismissal meeting with Manager, Student Recruitment, Admissions & Student Services and removal from courses |

Authorized Absence Policy

Unexpected events may legitimately result in missed classes. Please refer to the information below to see what constitutes a legitimate excuse. The authorized absence policy is a standard policy as per Colleges of Excellence (CoE) guidelines.

- Doctor’s certificate at start and end of treatment. They are treated as unauthorized absences unless a regular pattern is indicated.

Illegitimate Excuses for Absence

Short-term illness like colds, toothache, mild conjunctivitis, headaches etc. cannot be offered as mitigating circumstances.

When unexpected events cause students to miss class, it is the student’s responsibility to present ITC – Makkah with written documentation proving their absence based on specific guideline which constitutes authorized absence.

- Students should validate the event by submitting a written reason to the Student Services Office.
- Excused absence will be scored no differently to normal absences.
- Official 3rd Warning
- Student misses 20% or two consecutive months
- Dismissal meeting with Manager, Student Recruitment, Admissions & Student Services and removal from courses

Medical Circumstance

- Students may suffer from a chronic condition which may prevent attendance for a time
- Students may suffer a short illness that might preclude attendance for a period of time
- Students may suffer an accident which may result in the inability to attend college for a time e.g. broken leg, etc.
- Hospital admission
- Medical treatment overseas
- Temporary mental illness

Required Written Documentation

- Doctor’s certificate/letter at beginning of treatment not retrospectively
- Public hospital admission/release letter and doctor’s certificate

Campus Safety and Security

At Niagara College - Makkah, providing a safe environment for our students, staff and visitors is a top priority. An important part of achieving this goal is ensuring that everyone understands emergency roles and how to respond effectively and appropriately should an emergency arise.

Emergencies can happen at any time and it's our collective responsibility to be informed and prepared. Please take the time to review the information below.

IN AN EMERGENCY

1 FIRST CALL 911
From any COLLEGE PHONE

2 THEN CALL SECURITY CONTROL CENTRE
anytime 24/7 at 3006

Medical Emergency Procedure

- Call Health and Safety Office at 4090
- **REMAIN CALM** – provide comfort to the sick or injured person
- **PROVIDE FIRST AID** if you are certified
- **FOLLOW DIRECTIONS** from emergency personnel and duty security guards

Lockdown/Imminent Threat

- **STOP WHAT YOU'RE DOING**
– immediately cease all activities
- **AVOID ALL OPEN AREAS AND FIND SHELTER** – go to the nearest room or office, preferably with computer or phone access
- **REMAIN CALM AND QUIET**
– encourage others to do the same
- **SECURE YOURSELF** and others where possible, close, lock and barricade the doors
- **TURN OFF CELL PHONE RINGERS**
- **TAKE COVER** behind walls or furniture stay away from windows or doors
- **COMMUNICATE** designate a person in your group to report any injury or threat to Health and Safety Office at 3006
- **STAY WHERE YOU ARE** – Police or duty security guard will notify you when it is safe to evacuate your area

Fire Emergency Procedure

- When you detect smoke or fire, **YELL FIRE!**
- **PULL THE NEAREST FIRE ALARM**
- **LEAVE THE AREA** – close all doors behind you and assist anyone who needs help along the way
- **IF YOU HAVE A DISABILITY** go to a **SAFE AREA** and wait for emergency personnel to assist in evacuation
- **FOLLOW DIRECTIONS** from fire warden, emergency personnel and duty security guards
- **DO NOT RETURN TO THE CAMPUS BUILDING** until directed to by duty security guard

WHAT TO DO IF YOU HEAR THE FIRE ALARM:

1. **IMMEDIATELY EVACUATE THE BUILDING** using the most direct and safest route closing all doors behind you
2. **USE STAIRWELL EXITS ONLY.** Follow the directions given by emergency responders, fire wardens and duty security guards
3. **NOTIFY EVERYONE** that you encounter along the way to exit the building
4. **IF YOU HAVE A DISABILITY, GO TO A 'SAFE AREA.'** Contact **FIRE EMERGENCY** to report your location. Wait for emergency personnel to assist in evacuation
5. **DO NOT CONGREGATE BY THE STAIRWELL** – be ready to merge with other people evacuating the building
6. **REPORT TO YOUR FIRE WARDEN**
7. **REMAIN IN A SAFE LOCATION.** Do not re-enter any campus building until an 'all clear' signal is given by the fire wardens or duty security guard

DO NOT USE ELEVATORS. DO NOT RUN IN THE STAIRWELL IF UNABLE TO EXIT THE BUILDING, GO THE NEAREST EXIT STAIRWELL OR SAFE AREA

CALL FIRE EMERGENCY AT TO REPORT YOUR LOCATION

Student Dress Code Policy



ITC Makkah student dress code is:

- Niagara College – Makkah shirt
- Full length trousers
- Covered shoes
- No caps, head coverings or sunglasses to be worn in class unless specifically dictated by program requirements or health and safety standards. (ie: culinary lab requirement)
- All clothing must be in good repair and clean

All students must wear the stipulated uniform. Each student will be allocated two Niagara College – Makkah t-shirts. Students must provide their own full length trousers and covered shoes. These should be worn at all times whilst on campus or any mandated external activity. **Students who do not conform to the policy will not be allowed to enter classes and recorded as absent.** Please reference Authorized Absence Policy on page 17.

Career & Student Services



The Career Services department can assist you in exploring your interests, specific strengths and abilities, personality styles as well as your personal values as they relate to your career selection.

- Career / Personality assessments.
- Define career goals
- Providing training of resume writing.
- Liaison with community agencies / sponsors.
- Make appropriate career decisions based on updated market study.
- Providing career resource information through Career Services Website

The OJT/Employer & Community Engagement And Career Services Departments play an essential part in the development of the students' work ready skills. It also has strong relationships with the stakeholders to support the students with the best training and career paths upon their graduation.

Disciplinary Policy

The primary objective of discipline associated with disruptive student behaviour should be the development of student self-discipline and the protection of the learning environment for all students. Examples include behaviour that is disruptive, offensive, abusive, intimidating and/or unwelcome to other class members and/or faculty members and includes both in-class and out-of-class learning experiences such as field placement, and class trips. The office of the Manager, Student Services normally handles discipline associated with disruptive student behaviour occurring outside the learning environment.

Practice on Student Discipline Associated with Disruptive Student Behavior

Disruptive Student Behavior within the Learning Environment

- i. Routine disciplinary matters occurring within the learning environment (e.g. excessive lateness, talking during a lecture, disruptive behavior or breach of computer practice) will, in the first instance, be handled by the faculty/staff assigned to the learning environment. If this does not resolve the problem, the faculty/staff may choose to remove the student from the class. If a student refuses to co-operate when told to leave the classroom/lab by the responsible faculty/staff member, the faculty member will contact their designated immediate supervisor who will determine if security should be called to assist. Such incidents must then be considered non-routine and investigated as such, as per vi.
- ii. The student should be taken by the faculty to the office of the manager of student services, to initiate a disciplinary process. If the student's behaviour is found to be unacceptable to the college environment, the manager will so advise the student. The discipline imposed may be either a verbal and/or written warning.
- iii. Depending upon the seriousness of the complaint and/or incidence of previous behaviours requiring discipline, the disciplinary process may be taken to the college principal for investigation. In the event that the matter is to be presented to the college principal, the incident must be documented and presented to the principal prior to any meeting with student or staff. The discipline imposed may include suspension and/or expulsion from the college.
- iv. Students who receive a verbal or written warning cannot return to class until the next teaching period, to avoid further disruption of the class.
- v. A student may appeal any disciplinary action taken by the faculty/staff assigned to the learning environment by filing a written notice of appeal to the office of the manager of student services within one week of notification of such action.
- vi. Non-routine disciplinary matters involving students (e.g. threats, intimidation, or verbal abuse, etc.) will normally be addressed by the office of the manager of student services and when necessary, may include the use of on-campus security services.
- vii. The office of the manager of student services will initiate an investigation process within one week of receipt of written notice from the complainant(s) and will include interviews with the complainant(s), respondent(s), and witnesses as well as a review of evidence. If the student's behaviour is found to be unacceptable to the college environment, the office of the manager of student services will so advise the student. The discipline imposed may range from a verbal and/or written warning and loss of privileges to suspension and/or expulsion, depending upon the seriousness of the complaint and/or incidence of previous behaviours requiring discipline.
- viii. A student may appeal any disciplinary action taken by the office of the manager of student services by filing a written notice of appeal within fifteen working days from the date that the discipline decision was rendered.

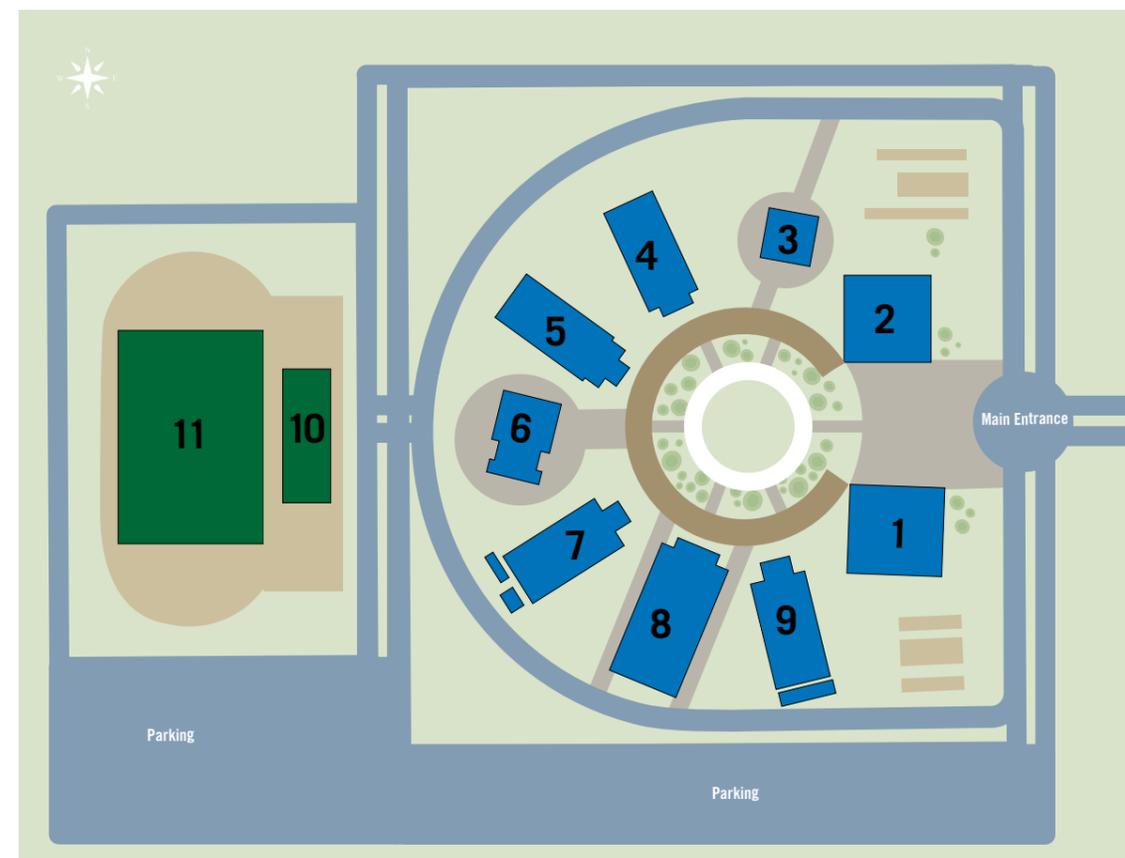
Disruptive Student Behaviour outside the Learning Environment

Incidence of previous behaviours requiring discipline, the Disciplinary process may be taken to the College Principal for investigation. In the event that the matter is to be presented to the College Principal, the incident must be documented and presented to the Principal prior to any meeting with student or staff. The discipline imposed may include suspension and/or expulsion from the college.

Violation of the Criminal Code of Saudi Arabia

Student behavior that violates the Criminal Code of Saudi Arabia is to be reported directly to college administration who will advise Saudi authorities. To minimize interruption of the learning process, unless there is an immediate threat to the safety of students, faculty, or others, violations that occur within a classroom setting will be reported once the scheduled class adjourns.

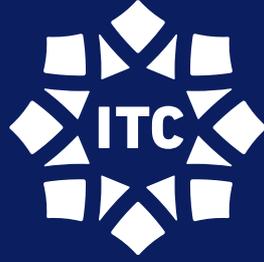
ITC – Makkah Campus Map



- | | | |
|---|---------------------------|-----------------------------|
| 1. Administration & Student Services | 5. Foundation | 9. Academic Blocks |
| 2. Study + Center + Library + Clinic | 6. Mosque | 10. Basketball Court |
| 3. Cafeteria | 7. Academic Blocks | 11. Football Pitch |
| 4. Vocational | 8. Academic Blocks | |

Parking

Student parking is free and can be found throughout the campus.



الكلية التقنية العالمية بمكة المكرمة International Technical College at Makkah

المشغل
Operated By



Contact us:

Contact Information:

Phone: 053 252 96 23 Ext: 3500

Address and Location:

Makkah, Waly Al Ahed Area, Ibraheem Al
Khalil Street, After Haram Boundary

Campus Administration:

Manager, Student Recruitment, Admissions
& Student Services: Ammar Al Ahmadi

Also find us on:

   @itcMakkah