



Applied Engineering College  
كلية الهندسة التطبيقية

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# STUDENT HANDBOOK

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Student Affairs

SEPTEMBER 2, 2018  
APPLIED ENGINEERING COLLEGE  
Buraidah Street, Ar Rayyan, Riyadh 14212



المؤسسة العامة للتدريب التقني والمهني  
Technical and Vocational Training Corporation



Applied Engineering College  
كلية الهندسة التطبيقية



STUDENT HANDBOOK

2018-19

Applied Engineering College,  
Riyadh, Kingdom of Saudi Arabia



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## 1 Forward

Our Mission at the Applied Engineering College (AEC) in Riyadh is to help our students create and unlock opportunities so that they can make an important contribution to Kingdom of Saudi Arabia as individuals and as leaders in Technology and Business. The AEC has around one thousand students studying for Technical Bachelors degrees. They are drawn from across the kingdom and our teaching faculty comes from more than 15 countries, making the AEC a truly international experience. The mix of nationalities makes for a diverse and vibrant academic community. Studying at the AEC will prepare you for a wide range of careers through the courses we deliver, as well as the employer-focused work placement projects that we offer. Our portfolio of bachelor courses including mechanical, electrical and electronic engineering, information technology and teacher training. All of our courses are designed to make our graduates attractive to employers and industry. At the AEC we pride ourselves on the quality of our programmes and teaching and also the quality of our graduates. Our courses are accredited and endorsed by professional institutions and are underpinned by high Scholarship. There is so much to the AEC, so I hope that you will come and experience it for yourself.

**Professor Ken Hawick**  
The Dean





## 2 College Mangement



Professor  
Ken Hawick  
The Dean



Dr. Mohammed Azalhrani  
Vice Dean  
Students and Admin



Dr. Joseph Adam  
Vice Dean  
Academics



Gavin Jenkins  
Associate Dean  
Quality



Dr. Amin Sadiq  
Head of Department  
EET



Dr. Garry Sharkey  
Head of Department  
EEE



Tryfon Theodorou  
Head of Department  
ICT



Harald Hennig  
Head of Department  
MET



Dr. Yousef Al-Hoshan  
Head of Department  
Student Counseling



Mohammed Al-Fehaid  
Head of Department  
Student Affairs



## 3 Introduction

### 3.1 About the College

AEC was established in 2009 with its old name Technical Trainers College (TTC) by the Saudi Government organization (Technical and Vocational Training Corporation)(TVTC). In September – 2017, TTC transformed all technical curriculums to be applied engineering and the name of the college was changed to AEC.

AEC is related directly to (CoE) Colleges of Excellence to be the leading authority for international technical training in the kingdom of Saudi Arabia and in a close partnership between the Saudi Arabia Government and the Lincoln College Group (LCG) UK. LCG has an outstanding reputation in Further Education delivering very high quality education.

Day-to-day decision-making in matters such as academic policy, finance and planning is developed for the Academic and Administration Division, Each Division has a full-time head to support the Team.

### 3.2 The Student Council

The Student Council is a representative structure made up of students, through which our students can become involved in the affairs of the college, working in partnership with the college management and staff for the benefit of both the organization and its student body.

We believe that our students have a valuable contribution to make to the effectiveness of the college and their involvement in the operation of the college is itself a valuable part of the education process and adds value to the personal development of our students.

The Student Council therefore provides an opportunity for students to engage in a structured partnership with teachers, parents and college managers in the operation of their college.



Some Key Functions of the Student Council are:

- Representing the views of the student body to the college management
- Promoting good communications within the college
- Supporting the educational development and progress of students
- Assisting with induction and/or mentoring for new first year students.
- Contributing to the development of college policy.
- Assisting in college sporting and cultural activities.
- Assisting with or organizing fund-raising events for charity.

If you would like to become part of our Student Council forum, please ask a member of staff for further details.

### 3.3 Student Information

Student information is a service for students of the Technical Training College. This service can help with general administrative and support on all aspects of your student career, including queries about AEC registration and student self service as well as information about timetable, results, and other general enquiries.

## 4 Lincoln College and Course

Lincoln College in UK was established in 1932. It is one of the leading colleges in the field of vocational training in the United Kingdom; we educate more than 9,000 students in three cities within the United Kingdom, and have in excess of 3,500 students in several countries around the world.

The Lincoln College Group has brought together the best of its UK practice and customized its delivery to meet the needs of the young people in the Kingdom of Saudi Arabia. AEC offers Bachelor's degree in applied engineering areas in *"Information Communication, Mechanical, Electrical and Electronic*. In the first year of study, we focus on developing those foundation skills necessary to be successful the workplace and there is a strong focus on learning the English language and developing good communication skills.



## 4.1 College's Vision and Mission

### 4.1.1 Vision

“To be an extraordinary organisation with sufficient scale and resilience to ensure that it adds recognised social and economic value to its communities in the Kingdom of Saudi Arabia by providing high quality education and training and making people exceptionally well prepared for work.”

### 4.1.2 Mission

“Employer led; producing a highly skilled and productive local workforce.”

### 4.1.3 Goals

- 1) Raising Aspirations
- 2) Realising Potential
- 3) Delivering Success

In the Kingdom, we bring this aspiration and broadcast this as the development of Individual Skills, Individual Careers and an Investment in Individual Futures.

The Lincoln College programme is not just another academic course, but a practical life experience.

- Our programme provides native English speaking tutors to help our students improve their essential English skills including reading, writing, speaking and listening.
- Our programme cooperates and partners with local employers to improve our students' professional work related skills.
- Our programme prepares our students to work nationally and internationally providing professional development, advice guidance and counseling support.
- Our programmes provide students hands on experience to our students by utilizing the well-equipped labs and workshops.

At AEC in Riyadh we aim to train and prepare a new generation of professionals who will be qualified enough to contribute to their community and be part of its development and progress.





## 4.2 Facilities

AEC in Riyadh provides students with state of the art services and facilities. We are providing and developing both equipment and up to date tools that are essential to create an academic atmosphere that is both safe and appropriate for the students' needs. Moreover, AEC ensures constant support and encouragement to boost the students' self-esteem and love for learning in order for them to pursue and achieve their dreams and ambitions.

We Offer:

- High-level computer labs and research facilities
- Interactive Workshops.
- Networked ICT facilities
- Auditorium (500 seats)
- Football pitch
- Learning labs and Information technology laboratories
- Cafeteria
- Mosque
- Health Center Unit

## 4.3 Curriculum

Technical Specializations/Curriculum Majors

We continually review our curriculums content and match our offer to Employer and industry needs. Our aim is to prepare individuals for work and to get a job.

Current Majors include:

- Information and Communications
- Mechanical Engineering
- Electronic and Electrical Engineering
- Business Administration (No Admission)



## 4.4 Timetable

Students must attend five days a week and the day starts at 7:30 AM and ends at 4:30 PM. During the day, students have two breaks the first one starts at 9:10 AM for 40 minutes, the prayer and lunch break normally starts at 11:30 AM until 12:40 PM

Days to attend:	Sunday to Thursday - 5 days a week
Start of the day at:	7:30 AM
First break:	9:10 AM – 9:50 AM (40 mins)
Prayer and lunch break:	11:30 AM – 12:40 PM (70 mins)
End of the day at:	4:30 PM

## 5 Disciplinary Procedure and Rights

### 5.1 Respect

Both staff and students share responsibility for creating a positive learning environment.

For College life to run smoothly, we all need to treat each other and our environment with respect. The welfare and wellbeing of all College users is dependent on the appropriate behavior of everybody. We expect all who access our College to abide by the College Code of Conduct and Guidelines provided by tutors during induction.

The College is committed to providing an environment in which everyone can learn. To achieve this we expect students to take their commitment seriously and remember they are here to learn and achieve. If you do not know or understand what is expected of you at College just ask your tutor to explain.

At the College, we have a Student Learning Agreement that sets out what is required of you and the part you as a student have to play to ensure that the College is a safe and harmonious place where students can work hard to achieve.



## 5.2 Our Learner Agreement

Student who enroll to AEC agree to:

- Attend all timetabled classes and activities punctually.
- Maintain 100% attendance at all times.
- Explain absence or lateness if these cannot be avoided by following college guidelines.
- Respects the rights of others and complies with all college policies and procedures.
- Adhere to the ethos and rules of the college RESPECT campaign.
- Follow the rules and regulations of the college.
- Take responsibility for my own learning, completing all assignments and homework on time and to the best of my ability.
- Have a good attitude to your learning by ensuring good organization of notes, files and assignments, and take responsibility for 'catching up' on any work missed.
- Take responsibility for attending the correct examinations.
- Respect the college buildings, staff and student colleagues.
- Carry out any work experience with respect for the employer and conduct myself in an appropriate way at all times.
- Inform Student Affairs if contact details change (telephone number, address, guardian)
- Be a good ambassador for the college.

## 5.3 What happens if something goes wrong?

The Disciplinary Support Procedure

**Poor Performance** - failure to respond to concerns about attendance or lateness, behavior detrimental to learning and to others.

Discussion with Tutor and Student Services –Performance monitored by Group Tutor.

**No Improvement or Further Concerns** – Behavior Contract Issued and performance Measured

**No Improvement or Further Concerns** – Parent/Guardian informed and may result in Exclusion from College



## 5.4 Support of Disabled Students

Disability is a much broader term than many people realize. Disabled students are supported through a network of Student Affairs Department. If you think you need any disability support in case of car parking inside the premises of AEC, please contact with Student Affairs Department.

## 5.5 Local Rules

Action threatening or causing damage to property or inconvenience to other users may lead to exclusion. An allegation of misuse of college property contrary to local rules may be referred to the proctors for investigation by the facility and Student Affairs Department.

# 6 Welfare

## 6.1 Welfare support Service

Life and study at AEC can be challenging. If you are experiencing personal, emotional, social or academic problems, it is important to contact with Student affairs department, in case of emergence please contact with First Aid service, or someone who can give you support.

## 6.2 Student and Staff Relationship

You are advised to limit your personal and individual engagement with college staff member unless it is one of the following cases:

- Meet with you individually to monitor achievement and personal development.
- Monitor progress against individual targets as appropriate.
- Monitor and review your individual learning plan (ILP)
- Provide support for your next step.
- Write references for you.
- Monitor attendance and punctuality.
- Refer you to other sources of advice/information.
- Work with Student Affairs to monitor all of the above.
- Develop and monitor your time management/study skills.



### 6.3 Student Affairs

Our students are extremely important and as such we want to support and help you to have the best possible experience at AEC College. We offer a wide range of guidance and advice services which are designed to support you at every stage, before, during and even after you have completed your programme of study.

Student Affairs department is based at the entrance of the College and our aim is to offer a 'one stop shop of advice and support' extending to all aspects of student life. Please pop in and see us in Student affairs department in core building.

Student Affairs staff are able to help with the following:

- Careers advice and guidance,
- Additional learning support.
- Learning Resource Centers.
- Counseling.
- Safeguarding/general support and advice

### 6.4 Sports Hall:

AEC offers a wide range of sports hall, where participants in selected spots have a chance to enjoy the break time with classmates. AEC sports hall offer a different kind of sports like "table tennis, Billiard, basketball, and football pitch. Since football is considered a big sports here in Saud Arabia, management of AEC organize the football match twice a year, i.e. lecturers vs students football matches.

### 6.5 Academic Dress:

All students are required to wear the proper uniform. All students should understand that the value of our dress code is a sign of respect to the community your study in. It is a sign of identification with your future professions and with the institution, you learn at by properly adhering to our dress code:

**Black pants - Gray T-shirts with AEC logo - Black Shoes – (Not Sandals).** All the students are required to wear the official AEC dress thereby expressing that we belong together, and every one of you is always reminded of your obligations.



## 7 The Model Student

### 7.1 Study Skills

Study skills or *study strategies* are approaches applied to learning. They are generally critical to success in college and are considered essential for acquiring good grades, and useful for learning throughout one's life. Study skills are an array of skills which tackle the process of organizing and taking in new information, retaining information, or dealing with assessments. They may include mnemonics, which aid the retention of lists of information; effective reading; concentration techniques and efficient note-taking.

### 7.2 Plagiarism/Cheating

You must indicate to the examiners when you have drawn on the work of others using quotation marks and reference in accordance with the conventions of your subject area.

Plagiarism is using the work of others without acknowledging your source of information.

In order to avoid plagiarism you must:

1. Write all of your notes in your own words
2. Ensure that you have not worked so closely with another student that you have produced work of highly similar content and construction; this is known as collusion and is considered as a form of cheating.
3. Do not copy another's work.
4. Use quotation marks if you are using an example directly from a book, the internet, or another person's work. You must also reference this work. Your teacher will tell you how to do this.

In order to avoid cheating you must:

- Never attempt to forge signatures or documents.
- Never attempt to fabricate evidence of work or results of investigating or analysis.
- Never claim a certificate, award or qualification to which you are not entitled.



Any student found guilty of plagiarism or other forms of cheating may be subject to the following penalties

- You may be given zero marks for the piece of work.
- You may be asked to do another piece of work.
- You may be awarded a lower mark.
- In some circumstances you may be temporarily or permanently excluded from college.
- Examination boards may disqualify you from one, more or all of your externally examined modules.

### 7.3 Library / IT Facilities

No students shall intentionally commit a breach of any regulation relating to the use of the library or the information and communication technology facilities of the AEC. Including using peer-to-peer software and files sharing to download and distribute copyrighted material, can result in a fine or exclusion from the network. IT security is taken very seriously.

### 7.4 PPC (Public and Private Cooperation Department)

Careers Advice and Guidance

Making the right career decision is very important and often difficult. AEC recognizes this and our Guidance Public and Private Cooperation department” will happily work with you to provide appropriate careers information and advice to ensure you are on the right path. Our PPC department uses their full recourses in order to provide our students best carrier opportunities.

We can help you with the following:

- Identifying your skills and interests and seeing where they might lead.
- Choosing career and looking at alternatives.
- Information on training and employment opportunities.
- Job search, completing applications, and resume compilation.



## 8 Students Involvements

### 8.1 Best Students Rewards and Celebration

In AEC, we always reward student who have done well; for example, you may be given a “cause for praise” which recognizes how well you have behaved or performed and you can celebrate with your friends and teachers during the year. For those students who have done really well at the end of the year we will hold a special end of year awards ceremony where you can celebrate outstanding performance with both friends and family. It is essential therefore that you complete the target setting.

### 8.2 Student Voice

We encourage you to comment about the quality of your experience at AEC College and we use your views to improve the services we provide. You will provide feedback via “Students Evaluation at Applied Engineering College form” on every end the trimester break.

This form contains the information about how you are settling in at College, about your course and the way it is taught and on College facilities.

Regular questionnaires are distributed by Student Services or administered electronically through an on line portal.

Your views are important, work with us to make improvements for all students.

### 8.3 Issues with sitting your examinations

If, just before or during your examinations, you have a problem that you think will have seriously affected your performance, there should be independent evidence, such as medical certificate, to support your application.

You should apply through our AEC Student Affairs office. Student Affairs will provide you the relevant forms to fill up and submit it to the Student Affairs Department as soon as possible in order to make the quick decision.





## 8.4 Receiving your results

Once examiners have released the results, you are automatically notified by email and can be access your assessment results.If you fail in any module, it is important to obtain advice from Student Affairs Department as soon as possible for further steps.

# 9 Complaints Procedure

## 9.1 College Matters

If you have complaint about college matter subject to quality of teaching or the behavior of the teacher you should take it up with the Vice Dean Student Affairs Department, Help and advice is available from your College Vice Dean Student Affairs, A part from that, Your College has complained procedure to follow by all the students.

## 9.2 Complaints Procedure.

- OFFICIAL CHANNEL TO RAISE A COMPLAINT: Student should submit his complaint via Electronic Request System on the college website.
- INFORMAL STAGE: Student discusses issue with a member of staff / HoD / Student Affairs to try and resolve the issue.
- FORMAL STAGE:
  1. Student completes a Customer Complaint Form online using Electronic Request System on the college website
  2. Complaint is logged at Student Affairs
  3. Complainant receives an acknowledgement via SMS or Email - indicating the Investigating Officer.
  4. Investigating Officer invites complainant to interview within 5 days
  5. The investigation formally begins
  6. A response is made within 10 days
  7. If unresolved the complainant can make an appeal within 10 days to the Vice Dean
  8. Appeals panel formally review the appeal within 10 working days and a final decision made.



## 10 Student Code of Conduct

### 10.1 Purpose

The goal of the AEC Code of Conduct and is to ensure high standards of behaviour in line with Islamic values and teachings as well as to promote academic excellence as part of the college mission. The Code of Conduct outlines the principles, values and standards that Lincoln College International expect of their Students.

### 10.2 Scope of The Code of Conduct

The Student Code of Conduct and Honour jurisdiction is applicable on and off the AEC campus. This includes when Students are engaging in projects, site visits, corporate field practice and any other activity supporting the pursuit of completing an AEC study programme.

### 10.3 Obey the Laws of Saudi Arabia

All violations will be forwarded to the relevant authorities

### 10.4 Discipline

Students are accountable for intentional and reckless conduct that causes damage to College property. Theft and unauthorised use of College property will be punished in line with this code and, where applicable, the case will be transferred to the authorities. The Disciplinary Committee handles all issues of misconduct and violations of the code of conduct.

### 10.5 Intellectual Integrity

AEC is an academic institute, which abides by internationally recognised standards of intellectual integrity.

### 10.6 Cheating and Plagiarism

AEC does not condone any form of cheating or plagiarism of exams and assessment. Any violations of the present code will result in disciplinary measures.



## 10.7 Absences and Excused Absences

AEC operator Lincoln College International expect 100% attendance at the AEC. Approval of excuses of less than 3 days are at the discretion of the Student Affairs Attendance Officer.

## 10.8 Disciplinary Committee

The Disciplinary Committee Members:

1. Dean	Chairman
2. Vice Dean for Administration and Student Affairs	Member
3. Vice Dean for Academic	Member
4. Head of Student Affairs	Member
5. Head of Student Counselling	Member

## 10.9 Student Responsibility

1. Ethics & Values: Adhere to Islamic ethics and values in College and private life.
2. Attend All Prayers: In congregation on time in the mosque.
3. Discipline: In behaviour, attendance and punctuality.
4. No Smoking: Smoking is prohibited in college campus.
5. AEC ID Card: Must be on Students at all times.
6. Dress Code: Official AEC uniform must be worn.
7. No Weapons: Weapons and hazardous items are prohibited from the AEC.
8. Respect: Treat fellow Students with respect and dignity.
9. Drinks: are not allowed in labs and workshops.
10. Food: Eating is not allowed in classrooms, labs and workshops.
11. Study Documents: Student must bring all study documents to class.
12. Cell phones: must be switched off unless directed by the tutor.