

ALGONQUIN COLLEGE - KUWAIT

Student Handbook

2021/2022



Student Name:
Student ID Number:
Major:

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WELCOME FROM THE CHAIRMAN

On behalf of my fellow Board Members, it is with great pride that I, as the founding Chairman of Algonquin College - Kuwait (AC-Kuwait), welcome you to one of Kuwait's newest higher education institutions. The goal of the AC-Kuwait Board is to connect the limitless potential of Kuwaiti youth with an education that will provide you with the skills and knowledge you need to succeed in your career and to make meaningful and lasting contributions to the future of our great country. We believe that the strength of Kuwait is in its people and it is our responsibility to ensure that, through education, you can lead a healthier and more productive life and fulfill the dream of building a brighter future for yourself, your family and your community.

One of the key underlying philosophies of Algonquin College is "Your Success Is Our Success". This is a philosophy that my fellow Board members and I share and it is one of the guiding principles of AC-Kuwait. We look forward to sharing many future successes with you.

Welcome to AC-Kuwait!

SAUD A. JAFAR
CHAIRMAN, BOARD OF TRUSTEES



Welcome from AC-Kuwait's Vice President for Academic Affairs

Thank you for your interest in Algonquin College – Kuwait.

Our student handbook will provide you with all the information you need to know more about the college including our vision and mission, our teaching and academic activities, study programs, policies and further opportunities offered by the college. As the Vice President for Academic Affairs, I am sharing my pleasure and pride of all of our staff and faculty members.



As a branch campus of one of the best colleges in Canada, Algonquin College – Kuwait has access to some of the world's most progressive programs and networks. The certificate or diploma you receive from Algonquin College – Kuwait is recognized in Canada, Kuwait and all over the world. I am sure that it will be a source of pride for you in your career lives.

I am happy to say that the college is now on its way to implementing the 2 + 2, which enables diploma holders to complete their university studies to obtain a bachelor's degree in the same college.

At Algonquin College – Kuwait, we focus on using the latest technologies to help you engage in today's professional world and to encourage your connections with other professional institutions and companies. Additionally, the college is striving to provide you with the highest academic standards and ensure gaining the knowledge you need in accordance with the requirements of modern and global job market.

I look forward to connecting with you all and I hope you enjoy reading this handbook.

DR. AMANI AHMAD HAJJI HASAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS
ALGONQUIN COLLEGE – KUWAIT

Programs and Courses

Algonquin College – Kuwait's (AC-Kuwait's) Diploma and English & Academic Foundations Programs are delivered using a variety of instructional methods

INTENSIVE ENGLISH PROGRAM LEVEL 2 & 3

SILVER - LEVEL 2

GOLD - LEVEL 3

Computer Programmer

Interactive Media Design

Internet Applications & Web
Development

School of
Advanced
Technology

School of
Business

Accounting

Management & Entrepreneurship

Marketing

Algonquin College Training
Center (ACTC)

INTENSIVE ENGLISH PROGRAM

LEVEL 2 & 3

The Intensive English Program at Algonquin College offers two semesters of instruction namely Silver Level 2 and Gold Level 3 in reading, writing, listening & speaking, grammar, academic skills (computer literacy, research, and presentation), guided & extensive reading in addition to English for specific purposes course and Math for computational and analytical skills. Students study approximately 22 hours per week in each semester. They take 10 hours of reading and writing courses; 4 hours of listening and speaking courses in addition to 3 hours of grammar and 3 hours of English for Specific Purposes course each. They also take 2 hours of Math foundation course to build their computational skills.

attend our morning English and Academic Foundations program.

The program is offered in 6 - week blocks from September to June and is designed to improve participant's English levels and prepare them for admission to AC-Kuwait's Diploma Programs.

Silver - Level 2

The Silver Level 2 of the Intensive English Program (IEP) is for high school graduates and provides a pathway to a college credential. The aim of Silver Level 2 of Intensive English Program is to equip students with the necessary exposure and knowledge to master the target language in classes. It prepares them for diploma programs subject to successful completion of the Gold Level 3 of Intensive English Program.

Gold - Level 3

The Gold Level 3 of the Intensive English Program (IEP) prepares students for entry and success in AC-Kuwait's diploma programs. It helps students to further develop their knowledge of English language, English for specific and academic purposes (ESAP), mathematical, information technology and academic skills for success at the diploma level. In the classroom, activities are designed to improve their skills in English language, critical thinking, and collaboration and thereby facilitate a smoother transition into college life.

Algonquin College Training Center (ACTC)

Offers a wide range of professional trainings in English, Arabic and bilingually for individuals, Companies and Organizations. ACTC partners with local and international organizations to deliver and administer quality preparation courses for international examinations such as IELTS which facilitate entrance to a wide range of schools, colleges and universities both in Kuwait and abroad. It also offers, evening English courses, as well as an international exam proctoring service, so if you are away from your University, College or School you can arrange to have your exam proctored at ACTC.

School of Advanced Technology

Computer Programmer Diploma

The Computer Programmer Diploma is a two-year (four-semester) program that prepares students for careers in this global industry. Students work on individual and team projects and build core transferable skills current for this fast-changing industry. The backbone of the program is to instill expertise with software development, creating websites, developing and managing website applications, websites, mobiles, database, and networks, and operating systems (Windows, Unix/Linux). This program will not only prepare students for the current workplace, but will provide the basic foundation to expand their repertoire as the industry develops.

Interactive Media Design Diploma

Interactive Media Design is a two-year/four-semester diploma program that prepares graduates for careers as designers and developers of interactive multimedia materials that integrate videos, images and text information and deliver them through the Internet, CD-ROMs/DVD-ROMs, kiosks, computers, tablets, mobile phones, digital signs, and/or other digital displays and equipment.

Strong emphasis is placed on developing hands-on skills in digital imaging, authoring, animation, photography and video. Equal importance is given to the creative and technical aspects of multimedia planning and development. Students complete individual and team-based multimedia projects using a variety of platforms including Apple OS, Windows and Android.

Beyond the technical training they receive, students take courses (e.g., oral and written communications) to help them develop the interpersonal skills they will need to find and maintain employment and the life-long learning skills they will need to maintain their currency as media designers.

Internet Applications and Web Development Diploma

Internet Applications and Web Development is a two-year/four-semester diploma program that prepares graduates for exciting careers in website and intranet architecture, e-business/ e-commerce, and internet programming and application development. By studying and exploring Internet programming and technologies, students learn how to become Internet Project Architects who can analyze and design enterprise Internet application solutions, develop e-commerce websites that



interact with databases, and integrate websites with portals and specialized intranet solutions.

Students study internetworking, TCP/IP services, database systems, website architecture and design, web programming, systems/network security, Internet project management, e-commerce applications, and middleware products. The final term project involves the development of a multi-tiered web application suitable for an Internet/intranet environment.

Beyond the technical training they receive, students take courses (e.g., oral and written communications) to help them develop the interpersonal skills they will need to find and maintain employment and the life-long learning skills they will need to maintain their currency as application developers and solution providers.



School of Business

Business - Accounting Diploma

The Business-Accounting Diploma is a two-year (four-semester) program that prepares students for careers in accounting and finance. Students learn about financial transactions, records and statements as they relate to the operation of local or international businesses. Additionally, students study the impact of economic variables, government policy and legislation, technology and ethics and they contribute to the well-being of a business. This program enables students to contribute to organizational decision-making, risk management, and system integration as they work independently and in teams.

Business - Management and Entrepreneurship Diploma

The Business-Management and Entrepreneurship Diploma is a two-year (four-semester) program that prepares students to build and manage a small or medium sized business. Students learn to explore and evaluate new ideas and global trends, as well as conduct market research, create business plans and manage projects. The program emphasizes critical and creative thinking in the digital economy, as well as examine more traditionally successful business models.

Business - Marketing Diploma

The Business-Marketing Diploma is a two-year (four-semester) program where students learn about consumer and business marketplaces, global marketing trends and Product-Pricing-Promotion strategies. Students engage with business simulations and real-world case studies while they learn about the integration of digital, social and traditional media marketing. Students work independently and in teams that simulate current marketing environments. Graduates qualify to receive the Canadian Professional Sales Association Sales Certificate™.





Registrars Office

The Registrar's Office works closely with the Academic Division's Schools and the Enrollment and Student Services Department to:

- Develop the College's Academic Calendar,
- Develop, maintain and enforce Academic Policies
- Manage the College's Student Information System
- Register students into programs and courses
- Collect fees
- Create and maintain student timetables and records
- Process student grades, calculate grade point averages, determine student progression and communicate all of these to students, the Private Universities Council, and Algonquin College's Registrar's Office.
- Produce and disseminate student transcripts and diplomas
- Liaise with the Private Universities Council
- Liaise with Algonquin College's Registrar's Office

• Fees

AC-Kuwait's fees schedule is included in students' registration kits and is available on the AC-Kuwait website and from the Registrar's Office, as well as the Enrollment and Student Services Department. Students should be aware of the due dates for fee payment and must adhere to them. Failure to do so can result in the loss of certain privileges, including:

- Accessing online results;
- Collecting transcripts; and
- Registering for future classes.
- Requesting administrative services.

• Program and Course Registration

Students register into classes through the Registrar's Office. The closing dates for new registrations and re-registrations for each semester are included in the AC-Kuwait Academic Calendar, which is published on the AC-Kuwait website also.

• Disclosure of Medical Conditions

At the time of application (or at any subsequent time if there is a change in any health condition), students should declare any medical conditions they have. Information

about students' medical conditions is handled in a strictly confidential manner. This information is required to ensure that adequate and immediate support and assistance is provided by AC-Kuwait or AC-Kuwait Medical Clinic staff whenever needed.

• Advanced Standing / Academic Credit Transfer

Students who have undertaken studies at other colleges or institutions may be given recognition or credit transfer for their studies. If a course you have taken at another institution is sufficiently similar to a course that is part of your program at AC-Kuwait and the grade you received in that course is sufficient to meet our requirements, then you may be able to transfer that credit to AC-Kuwait, receive a grade of Credit (CR) for that course, and be exempted from having to take that course at AC-Kuwait. Specific requirements must be met and documents obtained from your previous institution. Contact the Registrar's Office for full details.

• Student Scholarships – Private Universities Council of Kuwait (PUC)

Information regarding PUC scholarships is available on the AC-Kuwait website. For more information about the PUC, please visit their website (www.puc.edu.kw). AC-Kuwait accepts students who wish to enroll into a Diploma program under the sponsorship of the PUC. The PUC is the only authority that can approve a government scholarship application.

• Other Student Scholarships

Students funded by other government or non-government organizations must submit proper documentation to the Registrar's Office that provides details on the funding source and the associated terms and conditions. The College will liaise with the funding source and identify these conditions including:

- Reporting requirements
- Academic conditions for ongoing eligibility
- Fee payment arrangements
- Period of scholarship

Failure to meet any of the conditions relating to scholarships may result in the student becoming liable for payment of fees.





• Part-Time Study

Approval for part-time study is granted to students on a case-by-case basis. Students with medical or other special circumstances can apply for part-time studies at AC-Kuwait provided that they present appropriate documentation to support their request. Students on PUC Scholarship are not eligible for part-time study.

• Enrollment Deferral

Students may wish to defer their studies for one or more semesters for a variety of personal or medical reasons. These students should take into account that qualifications can be subject to a maximum time limits for completion and that program and course content evolves as industry or educational needs change. Accordingly, students applying for deferral must consider that any subsequent re-enrollment in the same program may involve program completion deadlines and/or require additional courses to be taken. Scholarship students who wish to defer must attend classes until written approval is received from the PUC.

• Withdrawal of Enrollment

Students wishing to withdraw from a course must be aware that withdrawal may have an impact on academic results and on fees payable. To withdraw from a course or program, you must complete an AC-Kuwait Withdrawal Form and submit it to the Registrar's Office.

A critical date with regard to withdrawals is the semester Census Date. Any withdrawal subsequent to this date will be given a grade of "F" (Fail) for a Diploma course. Any withdrawal on or prior to the Census Date will result in a W (Withdraw) result.

Eligibility for full or partial re-imbursement of fees is determined according to the AC-Kuwait Refund policy. Copies of this policy are available on the AC-Kuwait portal or from the Registrar's Office. Please note that your Student Application Fee is not refundable.

• AC-Kuwait Calendar

The Academic Calendar is prepared and published on the AC-Kuwait website and is included in your handbook. The calendar contains important academic dates that you should carefully consider such as census dates and the start and end dates of the semester.

Enrollment & Student Services

AC-Kuwait's Enrollment & Student Services Department aims to enhance students' experience at AC-Kuwait through its various services and activities. The Enrollment & Student Services Department currently has three Centres – Admissions & Student Support, Student Life, and Student Success. In the future, it will also feature an Alumni Centre.

What follows may present a brief demonstration of the notes and responsibilities for each department. However and due to the current COVID19- alarming situation and as precautionary measures, all activities that line in with the international health regulations are currently ceased until further notice.

a- Admissions & Student Support Centre

The goal of the Admissions & Student Support Centre is to engage with the students throughout their association with the College - from inquiry to graduation - and, through that interaction, create a safe, caring and supportive environment for students. The Centre's Student Enrollment Officers establish one-on-one relationships with students, facilitate students enrolling and remaining in school, help students develop effective strategies to overcome challenges and barriers and achieve success, and respond to students' concerns with support and guidance. Student Enrollment Officers' assistance includes:

- i. advising student applicants and their parents and families regarding program selection and associated career opportunities, admissions requirements and application processes, tuition and other fees, scholarships and financial support, credit transfers, and degree completion pathways.
- ii. Providing information regarding AC-Kuwait's academic and administrative policies and procedures, including the College's standards of conduct;
- iii. Monitoring students' attendance and progress and, where appropriate, alerting students to concerns, explaining potential consequences, and helping them develop personal strategies to manage time and priorities, overcome obstacles, and improve attendance, performance and progress.
- iv. Helping students deal effectively with emergencies and crises.
- v. Encouraging students with disabilities to seek appropriate assistance and accommodation.
- vi. Mediating and resolving student disputes and standards of conduct violations.
- vii. Helping students access and navigate College administrative systems

and referring students to appropriate College or community services for assistance.

b- Student Life Centre

The Student Life Centre promotes student involvement in extra-curricular activities and personal growth programs. To this end, the Student Life Centre co-ordinates events such as:

- i. Music shows.
- ii. Drama evenings.
- iii. Talent events.
- iv. Food festivals.
- v. Guest speakers.

The Student Life Centre also organizes varsity sports teams, intramural events, and clubs that are of interest to AC-Kuwait students such as:

- i. Varsity Teams: Soccer, Basketball, Volleyball, and Table Tennis.
- ii. Intramural Events: Table Tennis tournaments; video game tournaments, and movie nights.
- iii. Clubs: Community Volunteer, Entrepreneurship, and Debate.

The Centre also operates two recreational activities rooms – one for female students and one for male students – for students to use and enjoy during breaks and before and after classes.

c- Student Success Centre

As its name implies, this Centre's goal is to help students develop the skills, strategies and attitudes they need to be successful in school, in life and at work. The Centre regularly offers helpful workshops and seminars, sponsors activities such as career fairs, and works one-on-one with students to help them develop plans and strategies for success.

For students with learning challenges or disabilities, the Centre coordinates the development of accommodation plans and works with both students and faculty members to ensure that the needs and interests of all parties are met.

For students nearing graduation, the Centre works collaboratively with community organizations such as Injaz to provide workshops, seminars and coaching regarding how to conduct a successful job search, how to write professional application letters and CVs, and how to effectively prepare for and participate in job interviews.

Student Related Services

a- Health Centre

The AC-Kuwait Health Centre is located on the ground floor. During the academic semesters, the Health Centre is open from 8:00a.m. to 4:00p.m. The Health Centre is available in partnership with one of Kuwait's private medical clinics/hospitals and provides high-quality healthcare to students and staff on campus. A qualified nurse are based at the Health Centre and offer the following services:

- Primary healthcare to AC-Kuwait students and staff
- Basic medical services
- First Aid and medical consultation when needed
- Emergency treatments during College activities.

b- Food Outlets

Several on-campus food outlets cater to the needs of students and staff at AC-Kuwait, providing sandwiches, snacks, and cold and hot beverages.

c- Bookstore and Printing Services

The Bookstore provides students with access to textbooks (including e-texts), reference books and stationary supplies. Printing Services offers students a variety of printing, copying and binding services.



Lost and Found

Students are encouraged to keep all valuable items safe and in their possession. AC-Kuwait is not liable for any lost or stolen items on campus. Any valuable items that are found unattended on campus should be taken to the Enrollment & Student Services Office for safe keeping until they are claimed. Any items not collected by the end of each semester will be donated to charity.

Standards of Conduct

AC-Kuwait is committed to uphold the highest standards of morality, impartiality, safety and security and to help students mature socially and academically. The College's Standards of Conduct reflect these principles and all students are expected to abide by these Standards while on campus or at any AC-Kuwait activity held at other venues.

a) Academic Expectations

The College campus is a place where students have the right and privilege to study, participate in college activities, and meet and interact with one another in a safe environment. It is a place where students develop their personalities and friendships. As the primary function of AC-Kuwait is to provide learning opportunities for students to prepare for future careers, students should be committed to their studies and actively encourage others so that all students can realize their full potential.

All students should diligently undertake the following:

- Attend classes, be on time and actively participate in learning activities.
- Maintain high standards of academic ethics and integrity and refrain from plagiarizing or cheating in examinations.
- Complete assignments on time and adhere to the published test or examination rules and regulations.
- Refrain from disrespectful behaviours such as carrying out private conversations during class time or initiating inappropriate comments about faculty, staff or fellow students.
- Use mobile phones in-class only according to your instructor's directions. You should expect that, in most cases, mobile phones will be strictly prohibited during exams.

Behavioral Expectations

AC-Kuwait is committed to helping students realize their potential as students and as citizens and community members. Our goal is to help you develop a confident, capable and committed personality and the desire to positively contribute to the health and well-being of your community.

It is required that all students adhere to the expectations detailed below at all times on campus and at any AC-Kuwait organized activity.

- Personal mistreatment, provocation, threatening, or harm.

Every person on campus is entitled to a safe and respectful environment, free of any form of personal mistreatment, provocation, threatening or harm. Any action taken by a student which mistreats, provokes, threatens or harms another member of the College community – or attempts to do so - will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you feel that you have been subjected to mistreatment, provocation, threatening or harm by another member of the College community, please report this immediately and in confidence to a member of the Enrollment & Student Services Department.

- Respect for cultural and religious diversity and freedom from discrimination

AC-Kuwait is committed to providing all its community members with a discrimination-free environment and takes pride in the diversity of its College community. The College expects that all community members will honor and respect the cultural practices and religious beliefs of others and that all members of the community – regardless of age, gender, race, religion, etc. – will be treated cordially and respectfully and have equal access to College services, resources and facilities.

Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you feel that you have been treated disrespectfully or discriminated against by another member of the College community, please report this immediately and in confidence to a member of the Enrollment & Student Services Department.



- Alcohol and drugs

Students are considered to be in violation of the College's Standards of Conduct if they come on campus (or attempt to do so) or attend an off-campus College function while under the influence of or in possession of illegal drugs, drinks or substances. Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone on campus or at an off-campus College function who appears to be under the influence of or in possession of illegal drugs, drinks or substances, please report this immediately and in confidence to a member of the Enrollment & Student Services Department.

- Smoking in restricted areas

Smoking is not permitted within any AC-Kuwait building or facility and is only permitted in specifically designated outdoor areas on campus. Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone smoking on campus outside one of the designated smoking areas, please report this immediately and in confidence to a member of the Enrollment & Student Services Department.



Punctuality, Attendance, and Participation

a- Punctuality

For classroom and laboratory sessions, being punctual/on-time means being at the designated location at the designated start time (as listed on your student timetable) and being physically and mentally ready to participate. Students arriving at a class or laboratory 10 minutes or more after the designated start time of a session are considered “Late.”

For assignments and on-line sessions, being punctual/on-time means meeting required deadlines. Normally, deadlines specify both date and time and “late” is any time after that deadline.

b- Attendance

For classroom, laboratory and examination sessions, being in attendance means being punctual/on-time, being awake and attentive, and remaining until the session time is completed or dismissed by the instructor.

c- Participation

For classroom and laboratory sessions, “participating” means coming to class prepared (e.g., having read or prepared assigned materials), paying attention, and appropriately interacting with instructors and classmates.

Excused Absences

Under most circumstances, if you fail to attend a class or lab, you are considered absent and may be in violation of the program/course attendance requirements. In some very specific situations, absences may be excused.

In order to be considered excused, absences must meet the following criteria and be verified by the documentation listed:

- a- Emergency hospital admittance, verified by a hospital report
- b- Death of a family member, verified by a death certificate
- c- Car accident, verified by a police report
- d- Travel for Hajj, verified by official travel papers submitted prior to your travel
- e- Travel as part of a National Sport Team, verified by official papers from the team submitted prior to your travel
- f- Travel to accompany a sick family member, verified by official government papers submitted prior to your travel

Important Notes:

- Students with chronic medical conditions should submit relevant medical report(s) to the Enrollment & Student Services Department before the start of every semester and a new certificate is required each semester. In collaboration with the student and consultation with the appropriate members of the College's faculty, the Enrollment & Student Services Department will develop an accommodation plan for the student and, within this plan, the issue of excused absences will be addressed
- Under most circumstances, a note to be excused from class signed by a physician, parent or other official (a "sick note") will not be accepted as appropriate documentation to excuse an absence. Only in very specific situations (e.g., being quarantined at home with an infectious disease) would a note signed by a physician be considered as appropriate documentation for an excused absence.

For assignments and on-line sessions, being punctual/on-time means meeting required deadlines. Normally, deadlines specify both date and time and "late" is any time after that deadline.

Student ID

Students are required to present their Student ID at the campus gate and wear the identification in a visible location at all times when on campus. Students will not be permitted to enter the campus without presentation of their student ID. At any time, College officials (e.g. faculty members) have the right to refuse entry into a class or other student activity if a student is not wearing his/her ID card. Students are not allowed to undertake any test or examination unless they produce their ID.

Safety & Security

The safety and security of all College community members is of paramount importance, as is the integrity and security of its facilities and equipment. At all times, students are expected to act in a manner that protects their own safety and security and that of others and to contribute to the security of the College campus and its various facilities and equipment.

Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone acting unsafely (either to themselves or to others) or behaving suspiciously, please report this immediately and in confidence to a member of the Enrollment & Student Services Department or, if urgent, to any College staff member.

Theft and Fraud

All students are responsible for their personal items. The College takes no responsibility for any personal items under any circumstances.

Security cameras are mounted inside and outside buildings around the campus. These are primarily to ensure the safety of all persons.

All acts of theft or fraud, attempted theft or fraud, or helping others to commit theft or fraud will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone committing or attempting theft or fraud, please report this immediately and in confidence to a member of the Enrollment & Student Services Department or, if urgent, to any College staff member.

Access to College and Prohibited Activities

As a student, you are not authorized to access the College outside normal teaching hours or conduct unauthorized activities unless you have received prior approval from the relevant College department.

Students are not permitted to organize or take part in any form of unauthorized presentation, protest or student assembly nor to facilitate others conducting such activities on campus. Non-approved activities are strictly prohibited and under no circumstances are students to take part in, facilitate or support them. This includes but is not limited to:

- Political gatherings
- Selling or representing any products or services without official permission
- Distributing unauthorized materials
- Any form of unauthorized solicitation.

Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone in violation of this, please report it immediately and in confidence to a member of the Enrollment & Student Services Department.

Parking and Motor Vehicles on Campus

Drivers are required to demonstrate care and courtesy at all times on campus, follow on-campus traffic signs, and comply with directions given by members of the College's Security/Parking Control staff.

Parking is only permitted within designated parking zones and students are required to park inside the marked lines. Only vehicles clearly exhibiting government-approved handicapped parking signs may park in parking spaces specifically designated for handicapped persons.

Any violation of this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone in violation of this, please report it immediately and in confidence to a member of the Enrollment & Student Services Department.

Authorized and Unauthorized Guests on Campus

For the safety, security and privacy of all AC-Kuwait students, only students and authorized persons are permitted on campus. If you bring an authorized guest on campus, you are responsible for the behaviour of that guest; therefore, if you are going to bring an authorized guest on campus, please ensure that he/she is aware of the AC-Kuwait Standards of Conduct detailed in this handbook.

If you bring an unauthorized guest on campus or your authorized guest violates the College's Standards of Conduct, this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe an unauthorized person on campus or an on-campus guest acting in violation of the AC-Kuwait Standards of Conduct, please report it immediately and in confidence to a member of the Enrollment & Student Services

Firearms and Other Lethal Weapons

In accordance with AC-Kuwait's commitment to provide the safest environment possible for students and staff, no one is permitted to bring weapons of any kind on campus except persons authorized by law to do so (e.g., police officers).

If you are not authorized by law to carry a weapon and you bring or attempt to bring a weapon on campus, this will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe an unauthorized person bringing or attempting to bring a weapon on campus, please report it immediately and in confidence to a College staff member.

Appropriate Use of Mobiles and Electronic Devices

BYOD (Bring Your Own Device) is a system that AC-Kuwait has implemented as part of its teaching and learning processes. Accordingly, appropriate educationally-related in-class and on-campus use of mobiles and other electronic devices is encouraged. For each class, your instructor will define "appropriate" and "inappropriate" use of mobiles and other electronic devices and you will be expected to comply with his/her direction regarding their in-class use.

Improper Use of AC-Kuwait IT and Other Equipment/Systems

As an AC-Kuwait student, you must use College IT equipment, networks and systems appropriately and only for College-authorized activities. You are also expected to take appropriate care of College equipment and systems and to be very diligent about protecting the College's equipment and networks from viruses and other threats

Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to, the following:

- Willful violations of computer system security.
 - Violation of software copyrights.
 - Spamming (i.e., sending mass, unauthorized emails to others).
 - Destruction of, unauthorized removal of, or damage to equipment, software, or data belonging to AC-Kuwait or its students or employees.
 - Unauthorized downloading and/or installation of software.
 - Generation of excessive network traffic which may create errors or performance problems for other users.
 - Use of email or messaging services to harass, intimidate, or otherwise annoy another person's. Authorized College staff may approve some mass emailing or social media distribution.
 - Use of computer accounts, access codes, network identification numbers, or passwords, other than those assigned to individual students.
 - Use of computer and/or network facilities in ways that inhibit the computing activities of others (e.g., accessing online games, streaming videos or radio stations, or downloading from file-transfer sites through one of the College's networks).
- Any improper use of IT or other AC-Kuwait equipment or systems will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone improperly using College equipment or systems, please report it immediately and in confidence to a member of the Enrollment & Student Services Department.

Willful or Negligent Damage to College, Employee or Student Property

As an AC-Kuwait student, you must use College IT equipment, networks and systems appropriately and only for College-authorized activities. You are also expected to take appropriate care of College equipment and systems and to be very diligent about protecting the College's equipment and networks from viruses and other threats

Examples of inappropriate and unacceptable use of computing and networking resources include, but are not limited to, the following:

- Willful violations of computer system security.
 - Violation of software copyrights.
 - Spamming (i.e., sending mass, unauthorized emails to others).
 - Destruction of, unauthorized removal of, or damage to equipment, software, or data belonging to AC-Kuwait or its students or employees.
 - Unauthorized downloading and/or installation of software.
 - Generation of excessive network traffic which may create errors or performance problems for other users.
 - Use of email or messaging services to harass, intimidate, or otherwise annoy another person's. Authorized College staff may approve some mass emailing or social media distribution.
 - Use of computer accounts, access codes, network identification numbers, or passwords, other than those assigned to individual students.
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- Any improper use of IT or other AC-Kuwait equipment or systems will be immediately investigated and could lead to disciplinary action up to and including expulsion from the College. If you observe someone improperly using College equipment or systems, please report it immediately and in confidence to a member of the Enrollment & Student Services Department.

Misconduct and Disciplinary Processes

Student conduct that is not in keeping with the standards, principles and image of the College may result in an investigation and could lead to disciplinary action. Details regarding actions and consequences are contained in the following guidelines. It must be noted, however, that guidelines cannot cover every possible situation or action; therefore, behavior that is not specifically included but is nonetheless considered inappropriate is still subject to review and could result in disciplinary action being taken. Disciplinary action could range from verbal warning to dismissal from AC-Kuwait. Please refer to the Student Standards of Conduct Policy for further detailed information.

i. Definition of Misconduct

Misconduct includes, but is not limited to, any conduct or behavior of a student that:

- Breaches any College policies or guidelines or instructions or directions given to students by its employees.
- Impairs the reasonable freedom of other persons to pursue their studies or activities associated with the College.
- Is harmful to the effective operation of the College or causes damage to the property or image of the College, its employees or its students.

ii. Types of Misconduct

Any form of inappropriate academic or non-academic-related behavior including:

- Cheating, plagiarizing or otherwise presenting work performed by others as your own.
- Using devices, equipment, systems or facilities in inappropriate or unauthorized ways while on campus or involved in College-affiliated off-campus activities
- Failing to comply with College policies or regulations or instructions given by a College official.
- Withholding relevant information or furnishing false or misleading information when interacting with a College official
- Disrespecting local culture or violating generally-accepted community standards through personal dress or presentation, words, images or actions used when making presentations, or willfully initiating or facilitating physical contact between male and female students.
- Disrupting the operation or administration of the College, including obstructing staff members or students during the performance of their duties.
- Damaging or stealing items owned by the College, its employees or other students.
- Insulting, disrespecting or discrediting the College.
- Making unauthorized representation or communication to the media or the public on matters concerning the College.

- Organizing or participating in talks, seminars or assemblies which are unlawful or not authorized or approved by the College.
- Obtaining unauthorized access to College or College-related documents, making unauthorized changes to College or College-related publications or records, or facilitating unauthorized sharing or distribution of confidential College or College-related information or documents.
- Using or possessing intoxicants, illegal substances, weapons, or materials dangerous to public health and safety while on College premises.
- Displaying assaulting, threatening, harassing or intimidating behaviours while on campus or at an AC-Kuwait-related off-campus activity.
- Violating Kuwait laws – including traffic laws – while on-campus or at an off-campus College-affiliated event
- Behaving in a manner that is likely to unfairly affect the reputation or professional prospects of another student or member of staff.
- Behaving in a manner that jeopardizes the health and safety of oneself or another person.

Dress Code

In observance with Kuwait traditional and cultural values, the following standards are required in relation to appearance on campus and at any official AC-Kuwait functions:

- Visible body piercings are limited to ear piercings only. All forms of facial piercings, including eyebrow, nose, lip, tongue, and cheek piercings are not permitted.
- Printed clothing must not display offensive designs including, but not limited to, obscene language or inappropriate images.

In addition, clothing that displays alcohol, tobacco or drug labels and/or symbols is not acceptable.

- Swimming gear, beach trunks of any kind, or beach slippers (flip-flops) are not permitted.
- All tattoos must be covered at all times.
- Sleeveless shirts are not allowed.
- Shorts or skirts above the knee are not permissible.
- Low-cut blouses; transparent, tight or revealing clothing is unacceptable.
- Wearing of sunglasses inside AC-Kuwait classrooms are not allowed.

AC-Kuwait will strictly enforce the above dress code policy to preserve its professional image within the community. All AC-Kuwait staff members reserve the right to require students to dress in accordance with the AC-Kuwait dress code policy whenever on campus.

Disciplinary actions with regard to dress code

- Any staff member can require a student to meet with an Enrollment & Student Services Department member to determine whether there has been a breach of the dress code. If it is determined that a breach has occurred, a first warning will be issued and a note summarizing the circumstances will be signed by the student and an Enrollment & Student Services staff member and placed in the student's file.

The student will be required to rectify the dress code violation or leave the College immediately.

- A second offence will result in a formal warning and a further signed file note. The student will again be required to rectify the dress code violation or leave the College immediately.
- A third offence will result in a final warning and a further signed file note. The student will again be required to rectify the dress code violation or leave the College immediately.
- A fourth offence will result in either suspension or expulsion from the College.



ALGONQUIN COLLEGE - KUWAIT

Directory

Academic Affaris

22060220 Ext. 262

Registrar

22060220 Ext. 155

Admissions

22060260

Student Services

22060220 Ext. 250

Security

22060220 Ext. 205

Clinic

22060220 Ext. 245





Important Dates Academic Year 2021/2022

Fall Semester

16 Sep 2021	Student Welcome & Orientation Day
19 Sep 2021	Fall 2021/2022 semester starts
19-21 Sep 2021	Late Enrolment Period
26 Sep 2021	Applications for Fall Sem, 21/22 close
3 Oct 2021	Applications for Spring Sem, 21/22 open
14 Oct 2021	CENSUS Day - Last day to drop without Penalty
19 Oct 2021	Prophet's Birthday Holiday
23 Dec 2021	Last day of classes
26 - 30 Dec 2021	Exams and Assessments week
31 Dec - 22 Jan 2021	Students' 'Winter Break
1 Jan 2021	New Year Holiday
2 - 20 Jan 2021	Re-enrolment for Spring Sem, 2021/2022
4 Jan 2021	Release of Grades
4 - 5 Jan 2021	Appeal Logging - Supps Apps period
9 Jan 2021	Supplementary Exams
10 Jan 2021	Release of Appeals/Supps Results
10 - 13 Jan 2021	Graduation Applications Submission

Spring Semester

23 Jan 2022	Student Welcome & Orientation Day
23 Jan 2022	Spring 2021/2022 semester starts
2 - 31 Jan 2022	Late Re-enrolment for Spring Sem, 21/22
1 Feb 2022	CENSUS Day - Last day to drop without Penalty
25 - 28 Feb 2022	Liberation and National Days Holiday
1 March 2022	Ascension of the Prophet Holiday
28 April 2022	Last day of classes
3 - 5 May 2022	Eid Al-Fitr - Holiday
8 - 12 May 2022	Exams and Assessments week
17 May 2022	Release of Grades
17 - 18 May 2022	Appeal Logging - Supps Apps period
22 May 2022	Supplementary Exams
23 May 2022	Release of Appeals/Supps Results
23 - 26 May 2022	Graduation Applications Submission

Summer Semester

5 - 14 Jun 2022	Summer Enrolments
12 Jun 2022	Summer Sem, 2122/ starts
23 Jun 2022	CENSUS Day - Last day to drop without Penalty
9 Jul 2022	Arafat Day - Holiday
10 - 13 Jul 2022	Eid Al Adha Holiday
17 Aug 2022	Enrolments for Fall Sem 2223/
24 - 28 Aug 2022	Exams and Assessments week
30 Aug 2022	Hijri New Year Holiday
1 Sep 2022	Release of Grades
1 - 2 Sep 2022	Appeals lodging - Supps Apps period
4 Sep 2022	Supplementary Exams
7 Sep 2022	Release of Appeals/Supps Results

TUITION FEES

Academic year 2021 - 2022

Department	Fees (KD)			Payment 1	Payment 2	Payment 3
				On Enrollment	22 February 2022	22 March 2022
	Course Fees	Services Fees	Total Fees	KD	KD	KD
Foundation Program	1.950	100	2.050	650	1.000	400
Business Management & Entrepreneurship	1.950	100	2.050	650	1.000	400
Business - Marketing	1.950	100	2.050	650	1.000	400
Business - Accounting	1.950	100	2.050	650	1.000	400
Computer Programmer	2.100	100	2.200	700	1.100	400

SEPTEMBER 2021							W	D
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25	1	5
26	27	28	29	30			2	10

- 15 - Student Welcome & Orientation Day
- 19- Fall 2021/2022 semester starts
- 19 - 27 - Late Enrolment Period
- 16- Zoom training
- 20- LMS and SIS training
- 26- Applications for Fall Sem, 21/22 close

OCTOBER 2021							W	D
Su	M	Tu	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9	3	15
10	11	12	13	14	15	16	4	20
17	18	19	20	21	22	23	5	24
24	25	26	27	28	29	30	6	29

- 3 - Applications for Spring Sem, 20/21 open
- 14 - CENSUS Day - Last day to drop w/o Penalty
- 19 - Prophet's Birthday - Holiday
- 6 - Workshop
- 20- Workshop
- 27- President and Dean Award

JANUARY 2022							W	D
Su	M	Tu	W	Th	F	Sa		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29	1	5
30	31						2	7

- 2-20 - Re-enrolment for Spring Sem, 21/22
- 3 - Last day to submit grads at 3 pm
- 4- Release of grades
- 4-5 Appeal lodging
- 9 - Supplementary Exams
- 10 - Release of Appeals/Supps Results
- 10-13 - Graduation Applications Submission
- 23-31 - Late Re-enrolment for Spring Sem, 21/22
- 23 - Student Welcome & Orientation Day
- 23 - Spring 2021/2022 semester starts
- 30 - Applications for Spring Sem, 20/21 close

FEBRUARY 2022							W	D
Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5		
6	7	8	9	10	11	12	3	10
13	14	15	16	17	18	19	4	20
20	21	22	23	24	25	26	5	25
27	28							

- 1 - Applications for Fall Sem, 22/23 open
- 17 - CENSUS Day - Last day to drop w/o Penalty
- 25-28 Liberation and National Days - Holiday

MAY 2022							W	D
Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7	15	69
8	9	10	11	12	13	14	16	74
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

- 3-5 - Eid Al-Fitr - Holiday
- 8 - 12 - Exams and Assessments week
- 16 - Last Day to Submit Grades
- 17 - Release of Grades
- 17-18 - Appeal Lodging - Supps Apps period
- 22 - Supplementary Exams
- 23 - Release of Appeals/Supps Results
- 23-26 - Graduation Applications Submission

JUNE 2022							W	D
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18	1	5
19	20	21	22	23	24	25	2	10
26	27	28	29	30			3	15

- 5-14 - Summer Enrolments
- 12 - Summer Sem, 21/22 starts
- 23 - CENSUS day - Last day to drop w/o Penalty

- Start and End days of Semesters
- Green days for Academic
- Holidays
- Academic Office Activity

NOVEMBER 2021							W	D
Su	M	Tu	W	Th	F	Sa		
31	1	2	3	4	5	6	7	34
7	8	9	10	11	12	13	8	39
14	15	16	17	18	19	20	9	44
21	22	23	24	25	26	27	10	49
28	29	30					11	52

3- Workshop

14 - 18 Injaz week

DECEMBER 2021							W	D
Su	M	Tu	W	Th	F	Sa		
			1	2	3	4		54
5	6	7	8	9	10	11	12	59
12	13	14	15	16	17	18	13	64
19	20	21	22	23	24	25	14	69
26	27	28	29	30	31		15	74

23 - Last day of classes

26-30 - Exams and Assessments week

MARCH 2022							W	D
Su	M	Tu	W	Th	F	Sa		
		1	2	3	4	5	6	27
6	7	8	9	10	11	12	7	32
13	14	15	16	17	18	19	8	37
20	21	22	23	24	25	26	9	42
27	28	29	30	31			10	47

1 - Ascension of the Prophet Holiday

20 24 Empower Kuwait

APRIL 2022							W	D
Su	M	Tu	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9	11	52
10	11	12	13	14	15	16	12	57
17	18	19	20	21	22	23	13	62
24	25	26	27	28	29	30	14	67

28- Last day of classes

JULY 2022							W	D
Su	M	Tu	W	Th	F	Sa		
					1	2		
3	4	5	6	7	8	9	4	20
10	11	12	13	14	15	16		22
17	18	19	20	21	22	23	5	27
24	25	26	27	28	29	30	6	32

9 - Arafat Day

10-13 - Eid Al AlAdha - Holiday

17 - Re-enrolment for Fall Sem, 22/23 open

30 - Hijri New Year

24 - 28 - Exams and Assessments week

31 - Last day to submit grades

AUGUST 2022							W	D
Su	M	Tu	W	Th	F	Sa		
31	1	2	3	4	5	6	7	37
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

Fall Sem 22/23 starts on 4 Sep 2022

1 - Release of Grades

1-2 - Appeals lodging - Supps Apps period

4 - Supplementary Exams

7- Release of Appeals/Supps Results