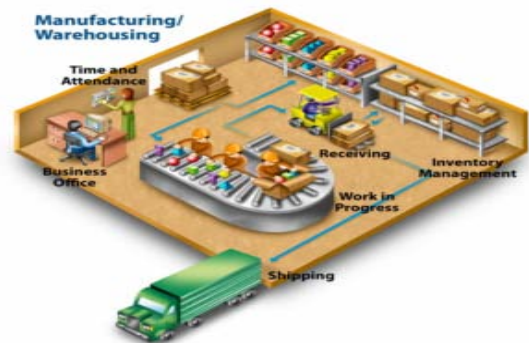




Student Handbook

October 2010



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The statements and policies set forth in this Handbook (effective September 2010) are for information purposes only and should not be construed as the basis of a contract between the student and the institution. While every effort is made to provide accurate and current information the Logistics Academy reserves the right to change, without notice to the individual student, any provision in this Handbook. Every effort will be made to keep students advised of any such changes.

Welcome

Welcome to the Logistics Academy in Al Shahama, Abu Dhabi. The Logistics Academy is managed by the Institute of Applied Technology. We aspire to be leaders in logistics academic and vocational training. We aim to provide you with high quality learning opportunities during this important phase of your life.

We believe that each student has the ability to achieve his/her goals through the supportive environment present at the Logistics Academy (LA), innovative programs and the opportunity to work with high quality academics. You will have access to our staff including administrators, counsellors and instructors. The Academy personnel work closely together in order to assist you to achieve your goals. We are pleased to welcome you to the Logistics Academy and look forward to supporting you throughout your program of study with the Logistics Academy.

Purpose of the Handbook

This handbook provides information for students while at the Logistics Academy that can assist you to understand academic policies and procedures. Please note that the Logistics Academy encourages students to access web-related information as preferred to printed materials. Ensure that you access relevant links to the resources and services available to help you along the way.

Mission

The Logistics Academy's mission is to become the leader and provider of choice for Logistics and Transportation Education and Training programmes in the UAE and throughout the GCC and to become an internationally renowned centre of excellence.

Aims

Provide Logistics and Transport Education and Training Programmes which:

- Lead to nationally and internationally accredited qualifications;
- Prepare graduates for immediate productive careers in Logistics related fields;
- Create an atmosphere that values pursuit of knowledge, skills and integrity;
- Provide an avenue to satisfying the requirements for promotion within the UAE armed forces.

Values

In pursuit of its objectives the Logistics Academy has adopted the following **Core Values**, to be embedded in the organisation's developing culture, in:

- **Teaching:** We believe good quality teaching is our first priority.
- **Responsibility:** We believe that everyone will take personal responsibility and be accountable for their actions.
- **Success:** We want success for our students, learners and ourselves, and therefore we will strive to make improvements.
- **Integrity:** We believe in acting with integrity and treating people fairly, with respect, and we expect the same from our students.
- **Team work:** We get the best results by working co-operatively in teams.

General Information

This handbook is designed to assist new students by providing relevant information on joining the Academy. The Academy provides an orientation day for students and their families during which the students will be provided with information about their program of study, and the Academy's environment. During the orientation session you will be provided with further information about your studies, including a list of contact telephone numbers and e-mail addresses for members of the Academy staff.

Student Charter

The Logistics Academy is committed to an equitable and enriching environment for students which fosters academic achievement and where the interactions amongst students and staff are based on mutual respect, fairness and fulfilment of obligations. The Logistics Student Charter expresses the expectations which students may have of the Academy and which the Academy has of its students.

Students have the right to:

- Have their opinion heard relating to courses and teaching
- Have their opinion heard in relation to individual concerns and grievances in a fair and equal way
- A transparent process of review and appeal
- Right for confidentiality
- To freedom from discrimination based on disability
- To personal security on the LA campus
- To confidentiality with regards to their views, beliefs, and political associations expressed in the course of instruction, advising, or counselling unless disclosure is authorized by written consent.

Students can expect:

- a high quality, engaging and supportive teaching, learning and research environment
- a clear and timely statement about course and program requirements assistance in their orientation and transition to the Academy
- fair assessment and helpful and timely feedback on their academic work
- changes to programs and courses, made during the normal period of enrolment, not to disadvantage them
- reasonable access to academic, general and support staff (via email, in person or by telephone)
- reasonable and equitable access to library, laboratory, internet, computing resources
- to be treated with courtesy in their interactions with Academy staff
- their personal information to remain confidential and to be released only with their consent and knowledge or when legally required, or when their personal safety or the safety of others is at risk
- reasonable access to the Academy's support mechanisms and policies
- to have grievances addressed in a timely and professional manner
- the Academy to provide a safe and healthy study environment.

The **Academy** expects students to:

- work to the best of their ability
- participate actively and positively in teaching, learning and research activities
- provide constructive feedback on the conduct of these activities
- respect the academic responsibility of the Academy to establish and maintain appropriate academic and professional standards in courses and programs
- comply with program and course requirements
- treat Academy staff with courtesy at all times
- adhere to the highest ethical standards
- not cheat, plagiarise, fabricate or falsify data or infringe copyright
- observe reasonable standards of behaviour with respect to all Academy activities, thereby refraining from harassment or discrimination against other students and staff
- not bring food into the classroom
- switch mobile phones to silent in the classroom
- smoke ONLY in the two designated areas
- respect the privacy of female students.

Admissions

The Admission policy sets out the principles and policy which govern the admission of students to the Academy's certificate, Diploma, and Higher Diploma levels. The scope of the policy includes all categories of students, including military, sponsored civilian and domestic fee-paying. This policy can be found in the General Policy Manual.

Admission Requirements

Diploma

A two year programme

Requirements:

- Grade 12 Secondary School Certificate with a minimum overall average of 60% and successfully pass the Academy's Entrance Examination
- IELTS General band 5.0 or equivalent

Higher Diploma

Requirements:

- Successful completion of the Diploma programme in Logistics and Management
- IELTS Academic band 6.0 or equivalent.

Note: Applicants may be considered for direct entry into the Higher Diploma programme if they have a relevant degree or have recognized prior learning and their current competencies evaluated.

Enrolment responsibilities

It is your responsibility to make sure you enrol in the correct course each semester. Enrolling in or withdrawing from a course must be done prior to specific dates to avoid academic and financial penalties. It is your responsibility to be aware of all enrolment deadlines. Check the student administrative calendar for details. The Academic Affairs office will be available to help you enrol.

Student Administration

The Academic Affairs office is responsible for the admission, enrolment, assessment, the progress of your coursework, administration of the timetable, and student records. Students can obtain all the forms, like course enrolment, and any other forms they need from the Academic Affairs office.

Student Records

The Academic Affairs section is responsible for administering student records. This is to ensure that records are accurately maintained and students are aware of their responsibilities. For example, students must ensure that Academic Affairs is notified of any changes in their contact details. Student records contain a variety of information about students, like student identification numbers, student contact details, and academic results. Student records are kept for the program requirements. The Academy maintains guidelines related to the privacy and confidentiality of student records.

Qualification Requirements

Credit Hour

The term "Credit Hour" refers to the number of credits assigned to a course. This term is used to:

- provide students with a guide to the amount of work a course may entail
- indicate a student's enrolment load
- define the requirements for an award of the Academy
- indicate the amount of work a student has successfully completed towards an award of the Academy.

To be eligible for the award of Diploma in Logistics and Management, the student will have successfully completed 60 credit hours.

To be eligible for the award of Higher Diploma in Logistics and Management, the student will have successfully completed 90 credit hours.

Note: As a general guide, 1 credit hour* is equivalent to 60 minutes of classroom tuition per week over 15 weeks.

Course credit hours range from 3 to 5 for each course.

*A credit hour represents one hour of faculty-structured learning activity. For example, a three-credit-hour lecture course, meets 45 hours during the semester (3 hours/week x 15 weeks).

Programmes

Details of the programmes can be found online at <http://www.voltslearning.com>. A more complete description of each of the units is included in the syllabi, which appear within the relevant programme under the section titled 'Curriculum and Programme Specific Information'.

Note: While the syllabi are provided for your review here in the Student Handbook, they are only updated once a year and should therefore only be used

as a guide. You will receive an up-to-date version upon commencement of your unit.

The programme structure, requirements and general programme information regarding your Diploma requirements can be found in Tables 1 and 2 on the following page. A short description is given for each unit.

The Logistics Academy Diploma is a **two year programme** made up of sixteen (16) courses.

The Logistics Academy Higher Diploma is a follow-on to the Diploma and is a **one year** programme made up of eight (8) courses.

Diploma

Diploma Year 1

	Credit Hours	Semester	Name of Unit	Description
LAD 101	3	1	Study Skills	This course covers bibliography and referencing, plagiarism, investigating research, improving reading skill, handling data, designing questionnaires.
LAD 102	5	1	Introduction to Logistics	This course covers origins of the supply chain, concepts of logistics and supply chains, Porter's value chain analysis, appreciation of inventory management, and control of the supply chain.
LAD 103	3	1	Academic Writing 1	The purpose of this 'pre-intermediate level' level course aims to develop the learner's writing skills. Activities and materials will be academic and the course will focus on sustained writing. On completion of the course students should the writing skills equivalent to an Academic IELTS 5. This should enable them to make appropriate responses to questions posed in the Diploma course.
LAD 104	5	1	Business Environment	This course covers marketing and economics. It includes such topics as SWOT and PEST analysis, the concept of the value chain, defining macro and micro economics and recognising the key aspects of supply and demand.
LAD 105	5	2	Supply Chain Operations	The rationale behind the course to understand and integrate the process in supply chain operations by using different elements and supply channel. The course covers customer service, demand management, use of different technology in supply chain operations and appreciates the significance of collaboration between customer- manufacturer and supplier. On completion of this module the learner's academic and practical competencies and skills with in supply chain operations will be applied in a business organisation
LAD 106	4	2	Introduction to Transport	This course covers types of goods, correct handling and storage procedures for shipping on the various modes, including multi-modal routing and choosing the appropriate mode of transport. It also covers the different types of passenger transport available, and the service and performance requirements of different passenger modes.
LAD 107	3	2	Islamic Studies	Business professionals working in a society where Islam is the religion of the people, forms the foundation of culture and where Arabic is the predominant language, need a thorough understanding of both the religious and social aspects Islam makes. The purpose of this course is to provide students with the knowledge and skills necessary to understand and work within an Islamic society.
LAD 108	4	2	Retail Logistics	This course includes the fundamentals of retail management, e-tailing, globalisation, warehouse and distribution issues facing modern retailing, EPOS, information systems relating to retail distribution.
Total	32			

Figure 1

Diploma Year 2

	Credit Hours	Semester	Name of Unit	Description
LAD 201	5	1	Supply Chain Planning	The course examines decisions made during the planning phase of supply chain. The students will understand and develop planning skills including demand planning in different markets, warehouse locations, distribution network planning, outsourcing and inventory policies as per customer service level and supply chain strategy. On completion of this course students will be able to understand and define a set of operating policies that govern short term supply chain operations in a business organisation.
LAD 202	3	1	Academic Writing 2	This 'intermediate' level course continues to develop the learner's writing skills. Activities and materials will be academic and the course will also focus on sustained writing. On completion of the course students should have the skills equivalent to an IELTS 6.
LAD 203	3	1	Quantitative Methods for Logistics	This unit consists of essential mathematical concepts and simple real world applications in the field of logistics. It explores problems involving time and measurement and emphasis is placed on equipping students with the practical skills necessary to solve practical problems that they may face in the workplace such as calculating operational efficiency and optimising layout in a warehouse.
LAD 204	5	1	Air Freight	This course offers intensive study of the practices and problems of management with respect to air cargo. The importance of air cargo service to the economy, development of the industry, regulation, complexity of the market, carriers, freight forwarders and third party logistics, along with rate and tariff problems, aircraft, terminal facilities, and future prospects are all discussed.
LAD 205	4	2	Sourcing and Procurement	This unit is an essential element of materials, supply chain, sourcing, logistics, operations, and procurement. Topics and Objectives include: Supply Chain Management, Domestic and Global sourcing, Supplier selection, Contract negotiations and Cost/Price analysis.
LAD 206	4	2	Warehousing and Distribution	This unit provides a core of theoretical knowledge about the development and implementation of warehousing standards and specifications to ensure customer expectations can be consistently achieved. Provides an introduction to the concepts of Inventory Management.
LAD 207	4	2	Transport Operations	This course covers transport modal characteristics, supply and demand in the public and private sectors, available transport options and transport demands concerning modal choices. Integration of transport modes, sustainability issues in national and global transport policies and planning to meet the demands on transport are all examined.
LAD 208	4	2	Logistics and International Trade	This course covers INCO terms, importance, of freight forwarding, intricacies of trading in a global environment, the challenge of a global operation and the basics of international competition law.
Total	32			

Figure 2

Assessment Information

Assessment

Assessment is the process of forming a judgment about the quality and extent of student achievement or performance, and therefore by inference a judgement about the learning itself. Assessment inevitably shapes the learning that takes place; that is, what students learn and how they learn it should reflect closely the purposes and aims of the course of study.

Please note that all assessment will be in English. Each course differs in the way that you will be assessed. You will receive a course outline with the week-by-week assessment requirements and due dates. It is important that you are available for all assessment. Examples of Academy assessments include attendance and participation at weekly tutorials; tutorial oral presentations; individual and group assignments; mid-semester and final examinations.

Assessments of student performance are made against objective criteria. The Academy does not use a system whereby students within a cohort are graded based on a pre-determined distribution of grades. Because criteria based judgements are in principle made independently for each student rather than by comparison with the quality of work from other students in the cohort, the judgements represent absolute rather than relative decisions.

Final grades awarded to students at the conclusion of a course offering are ultimately determined by the Faculty Assessment Board.

Grading and Results

Grade reports are issued to students at the completion of each semester/term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course.

For example, a three-credit course with a grade of B would earn nine quality points [credit value of course (3) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Percentage	Letter Code	Description	Quality Points
95 - 100	A	Excellent	4.00
90 - 94	A-	Very Good	3.70
87 - 89	B+	Good	3.30
83 - 86	B	Good	3.00
80 - 82	B-	Good	2.70
77 - 79	C+	Satisfactory	2.30
73 - 76	C	Average	2.00
70 - 72	C-	Below Average	1.70
67 - 69	D+	Below Average	1.30
60 - 66	D	Causing Concern	1.00
Below 60	F	Fail	0.00
n/a	I	Incomplete	n/a
n/a	WF	Withdrawal Failing	n/a
n/a	W	Withdrawal	n/a

A grade will be awarded by the Academy's Assessment Board and will signify a student's overall performance in the Units studied.

Academic results for each Unit are provided as a mark that will contribute to the overall grade for a specific Programme. Overall grades for Programmes are calculated according to the process outlined in the Course Outline and awarded according to the system; A (90 %+), B (80%-89 %), C (70%-79%), D (60-69%), and Fail (less than 60%).

Other grades are: Withdraw with failure (WF), or Withdraw (W). The description that accompanies each grade is given as a guideline to assist comparability across the Academy, but these descriptions must be interpreted within the context of each course.

Students' results will be provided at specific times during the academic year in the form of a formal performance report. Parents and/or sponsors are required to sign these reports, prior to them being returned to the Academy.

A (90-100%)

The student has demonstrated a full understanding of the subject matter, has capacity to analyze, has demonstrated critical thinking, shows evidence of creative thinking, familiarity with course literature and previous work in the area, and highly developed communication and presentation skills. The work is of outstanding quality according to the criteria established for evaluation. Attendance is near perfect; participation is regular and of high quality and thoughtful questions are asked frequently. The student is deeply engaged in the subject matter and is fully committed to the course.

B (80-89%)

The student has shown good comprehension of subject matter, evidence of critical and creative thought, familiarity with course literature and previous work in subject area, competence in communication and presentation skills, but none of the above to the degree found in the "A" category. The work is of very good quality according to evaluation criteria. Attendance is regular; participation is regular and of good quality and thoughtful questions are sometimes asked.

C (70-79%)

The student has demonstrated some understanding of subject matter, can assimilate and communicate basic aspects of the subject matter. The work is of satisfactory or adequate quality according to evaluation criteria. Attendance is acceptable; participation is occasional or not enthusiastic. Questions are only sometimes asked because the student is unable to keep up with the demands of the course. The student may or may not be interested in the subject matter and completes the minimal coursework.

D (60 to 69%)

The student has demonstrated minimal understanding of the subject matter, poorly developed communication skills, inability to apply subject matter understanding in other contexts, little evidence of critical or creative thinking. The work is of unsatisfactory but passable quality according to evaluation criteria. Attendance is irregular; participation is rare; questions are rarely asked and body language conveys boredom. The student does not seem to be interested in the subject matter and completes some of the coursework.

F (below 60%)

The student has inadequate understanding of subject matter, failed to complete course requirements, shown no demonstration of critical thought; communication skills very poor. The work is clearly of unacceptable quality according to the evaluation criteria. Attendance is very irregular; participation is irregular; questions are rarely, if ever, asked. The student seems to be disinterested in the subject matter and completes some of the coursework. A student who fails a course will be subject to review by the Examination Board

Other grades that may be awarded are:

Incomplete (I)

An incomplete (I) is issued no sooner than the last two (2) weeks of the semester to a student who has satisfactorily completed a substantial portion of the course work, but *for non-academic reasons beyond the student's control*, he/she is unable to meet the full course requirements on time. The course instructor issues this grade, subject to approval by the Head of Department or Chief Academic Officer. The incomplete course work must be completed by the end of the subsequent semester/summer session. If the student does not complete the work within the stipulated time, the incomplete is changed automatically to the grade of F. An incomplete must be processed at the time the concession (e.g., authorized suspension of attendance, accepted tardiness/non-completion of assignments, etc.).

Withdraw with failure (WF)

Withdraw (W)

Note: A student is excluded when the Academy terminates their enrolment on the grounds of unsatisfactory academic performance or academic misconduct or on other grounds specified in other relevant policies. A student who is excluded is not permitted to attend classes or undertake study in any programme of the Academy.

Probation

A student will be placed on probation if he/she does not maintain a satisfactory grade point average in each logistics course, i.e. below 2.0.

A student who refers in TWO Units will also be placed on probation for the following semester.

Refer to the Policy on Academic Standing, Progression, and Exclusion (LA318), in the Policies & Procedures Manual for further details.

Plagiarism and Academic Misconduct

You are responsible for conducting your studies at The Logistics Academy honestly, ethically and in accordance with the accepted standards of academic conduct. Plagiarism is presenting someone else's work or ideas as if they were your own.

The Academy identifies the following actions as academic misconduct:

- Copying another person's work either word for word or making some changes, but keeping the structure, much of the language, and the main ideas the same
- Even if the work has not been published, it should be treated as someone else's work and not your own work
- Buying, borrowing, or otherwise obtaining and handing in a paper, project or course assignment as if it were yours
- Turning in someone else's paper as if it were your own, even if the paper is enclosed in quotation marks. A large part of your paper cannot simply be quotations
- Allowing someone else to edit, rewrite or make substantial changes in your work and turning it in as if you had done it all, without acknowledging the other person's contribution and without prior permission of the instructor
- Using someone else's words or ideas without crediting that person.
- If you use someone else's words, you must identify them by putting quotation marks around them and citing the source
- If you download a picture from the Internet, you must cite the source of the picture
- If you paraphrase someone's work, you must specify the source of the statement
- Every book, magazine or Internet site used in your paper must be identified in the bibliography.

At any time, if you think you may have unknowingly plagiarized someone's work, you are urged to discuss it with your instructor before turning in the assignment. Faculty have available various electronic resources to assist students in recognizing and correcting plagiarism and to assist faculty in detecting and confirming plagiarism.

Refer to the Policies on Academic Dishonesty and Student Discipline (LA 310 and LA 307), in the Policies & Procedures Manual for further details.

Grievances and Appeals

The Academy provides a policy whereby students may submit their grievances and appeals on disciplinary or otherwise actions taken by the Academy against them. In other words, the policy provides a formal mechanism for resolving problems when a student considers that a decision of the Academy or one of its staff or a situation experienced by the student is not in accordance with the expectations set down in the Student Charter (see page 6) or the Academy's rules and policies.

Deferred Assessment

Students may apply for deferred assessment if they were prevented from performing an assessment item, such as an examination, text, seminar presentation, or other assessment activity scheduled for a particular date. The following would generally be considered acceptable grounds to approve a deferred assessment:

- On the grounds of illness
- Accident
- Temporary disability
- Mourning
- Sporting or cultural commitment at state, national or international representative level. Students applying for a deferred examination for this reason may also apply for an alternate sitting
- Any other compassionate circumstances.

NOTE: It is the student's responsibility to notify their tutor immediately if any of the above occur.

Examinations

Logistics courses contain examinations as part of the assessment requirements. Students should consult relevant course outlines which will detail the topic/s, time, date, place, and duration of the examination. Materials permitted in an exam will be specified on the Examination Timetable and on the Examination Paper.

Grading of re-submission or re-examination

Following the re-sit of an examination or the re-submission of an item of coursework, the **maximum** grade which may be awarded will be **60%**.

Withdrawal from the programme

The logistics program developed by the Logistics Academy follows a specific sequence. Withdrawal from courses required in the curriculum will result in a delay in completing the program.

Rules and Regulations

The Academy has a set of policies to maintain educational standards. As a student it is your responsibility to ensure that you are familiar with the policies related to your time at the Academy. These policies include:

- Assessment Policy
- Academic Misconduct and Plagiarism Policy
- Student Grievances and Appeals Policy.

Full information on these and other Academy policies can be found in the Policies and Procedures Manual which can be located in the Academic Affairs Office.

On Campus Behaviour and Academic Performance

The Academy's student Charter provides guidance on acceptable standards of student behaviour. The policy on Academic Misconduct, for example, states the Academy's expectations on how students should conduct themselves and identifies conduct that is contrary to these standards, such as cheating and plagiarism. In addition, it states how the Academy will deal with allegations of academic misconduct.

The Academy provides guidance on acceptable standards of student behaviour in order to maintain educational standards for academics and students. As a student it is your responsibility to ensure you are familiar with all policies.

Communication with Academy Staff

Students will be able to contact Academy staff during usual business hours by making an appointment or dropping in during staff office hours. All communication between students and staff will be in English.

Contribution in class

Students are expected to participate in class discussions. Participation is an integral component of classroom activities. Student contributions in the classroom are to be informed by reading and reflection on academic learning materials. Since student participation is an integral component of tutorials, inadequate participation in class discussions will be viewed as academic misconduct.

Classroom Behaviour

Students are expected to exhibit professional behaviour in class and in the warehouses. Respect is to be shown to all instructors and classmates. Disruptive or disrespectful behaviour may result in dismissal from the class and counted as an unexcused absence. Make sure that your mobile phone is turned off before entering the class. If a mobile phone rings during the class session, the student will be asked to leave.

Self-directed study

This is also an integral part of the education process. The Academy therefore expects the students to develop skills to successfully undertake self-directed study. Students are expected to develop a study plan, and to work with minimal assistance in completing their studies.

Preparation for class

Students are expected to complete all preparatory reading and written work in a timely fashion prior to arriving to the class. Since student participation is an integral component of tutorials, preparation for class is necessary.

Students are expected to complete homework as directed. The work should be completed on time. Contact your instructor if you need an extension.

Workbooks

Workbooks are issued to the students at the start of each unit. Students are responsible for keeping them in good condition. If a student loses a textbook or workbook, they must purchase a replacement at their own cost.

Attendance and Punctuality

The Academy expects students to take full responsibility for their academic work and progress. Success at Academy depends largely on regular class attendance. Absence from class has been shown to be a contributing factor to failure or low academic achievement. Certainly punctuality is mandated by the military and by commercial or government organisations - we expect no less from you as students.

If a student is experiencing personal difficulties that are contributing to poor attendance or punctuality, he/she should seek support from the respective Personal Tutor.

All absences are considered in determining the number of classes missed.

Therefore missing class for any reason (e.g., illness with authorised sick leave, traffic accidents, family matters, court appearances, child delivery, etc) will count as an absence from class.

Note: For military students all absences are reported directly to the GHQ.

Attendance Policy

Students are required to attend at least 90% of all Courses. If a student misses more than 5% in any given course a written warning will be issued and he/she will be interviewed by the Head of the Department.

Should the student reach 10% absenteeism a final warning will be issued, followed by an interview with the Chief Academic Officer.

If a student is absent after receiving a final warning, he/she may not be allowed to continue on the course and his/her case will be referred to a committee

consisting of senior GHQ officers, in the case of military students, the Chief Academic Officer and the Academy Director.

Lateness for Class

Students who arrive late for class cause considerable disruption to the learning of other students. The consequences of lateness for the student are:

If a student is more than five minutes late, he will be recorded as absent from class.

If a student is less than five minutes late for class, he will be recorded as an 'L' on the attendance sheet. Once the student accumulates **THREE** (3) L s, they are recorded as one unexcused absence.

Dress code

Students are expected to dress modestly at all times. The clothing must be clean, neat and tidy and are appropriate for the activities they will be undertaking. Students must wear closed shoes for all classes held in the warehouse for safety. GCC Nationals are allowed to wear the local UAE dress.

Ladies clothing should fit in such a manner that it includes a high neckline, sleeves up to the elbow, no mid-riff showing. Skirts and dresses should be below the knee. Due to security reasons, UAE National females are not allowed to wear the 'naqab'.

Mobile phones and Electronic devices

The College expects students to behave in such a way as to optimize learning. Mobile phones and other electronic equipment (iPods, MP3 player, mini disc player, radios, etc.) that are likely to be disruptive are not to be brought into class. Students are to store their mobile phones out of sight and turned off. Answering, texting or using either a telephone or electronic device in class will be viewed as misconduct and disciplinary action will be taken. Students are not to take photos of staff or other students without their permission.

Behaviour off Campus

Field trips and projects are important components of the academic programme. During these trips students must follow off-campus rules and regulations. You are expected to behave appropriately at Academy activities off campus, obeying rules of behavior laid down beforehand by your instructor or trip sponsor, as well as the orders of Academy instructors or personnel on site.

Procedure for dealing with misconduct

Misconduct will be dealt with as follows:

The student can get up to three (3) warnings per academic year for poor discipline.

- **1st Warning:** Verbal. May be issued by a tutor or student counsellor
- **2nd Warning:** Written. May be issued by the student counsellor or Chief Academic Officer
- **3rd Warning:** Final / Written. May be issued by the Director in correlation with the Chief Academic officer.

The sponsor must meet with the Academy management/counsellor/liaison officer to secure a pledge of good behaviour from the student. If the student fails to modify their behaviour after the third and final warning, then the student will be dismissed. A student may appeal to the Logistics Academy appeals committee if they are dismissed. The committee's decision is final.

Privacy and Confidentiality

The Academy's commitment to individual rights, ethical standards and social justice includes commitments to the appropriate collection, storage and use of information, and to the protection of the privacy of personal information.

In undertaking our normal business of teaching, learning and research, the Academy collects, stores and uses personal information. While we treat this information with the highest standards of confidentiality and privacy, there are occasions when we may disclose this information to third parties when required by law, or where necessary for the conduct of our business. For further information on privacy and confidentiality at the Academy please access the Personal Information Privacy Policy located in the Policy manual in the Academic Affairs office.

Smoke-Free Campus Policy

The Logistics Academy and the entire IAT Technology Park is a smoke-free campus. Smoking will not be permitted anywhere on the campus; this includes all IAT facilities, including buildings, sidewalks, parking lots, building entrances, and common areas.

Health, Safety and Environment (HSE)

The Logistics Academy promotes the highest standards of health and safety practices. All Academy members are encouraged to adhere to the HSE policies and procedures towards better stewardship of the campus and the environment at large.

If unsafe conditions are noticed, or if an accident of any kind occurs, it should be reported either to a tutor/instructor or directly to the Facilities Management Office on the ground floor behind reception.

Fire Safety

Students should ensure that they are aware of the nearest fire exit to their classroom. If a fire alarm sounds, leave the building quickly and calmly, go to an assembly point and wait until the Fire Liaison Officer instructs you to re-enter the building.

If you detect a fire, set off one of the alarms, then report the incident to any member of staff and leave the building.

Safety in Warehouses

When working in warehouses, safety rules will vary depending on the activity being carried out. Due to the potential risks involved when using lifting equipment or driving fork lift trucks it is imperative that you listen to the safety instructions given by your instructor or technician. Do not jeopardise the health and safety of yourself or others.

Campus Life – Student Support Services

Student Services offers support, referral, information, and training. Services are open to all students. In addition the Logistics Academy has a wide array of computing, library and flexible learning resources for access by the students.

Learning Resource Centre

The learning resource centre has a library and welcomes students to use the materials and all teaching resources. The Learning Resource Centre is designed to help students with finding, evaluating and organising information for their assignments and research.

On Line Learning Support

The Logistics Academy's Student Portal can be found on the following website: <http://www.voltslearning.com>. This is the **Virtual Online Learning, Tutor Supported** platform otherwise known as VOLTS. This site provides an online teaching and learning environment. Here you can study at your own convenience with everything you need close at hand:

- your guide through your course material presented in sequence as you need it
- your reference material available at the click of a button

Transport and Accommodation

Transport is not provided for students at the Academy. There are no accommodation facilities at the Academy at the present time.

Graduations

Your eligibility to graduate depends on confirmation that you have met the requirements for your Diploma, you do not have any outstanding charges, cross institutional credit or are not sitting a supplementary exam or deferred exam. A

graduation ceremony will be organised to share this special occasion with your fellow students, staff, family and friends. Ceremonies are the official occasion when the Academy recognises your achievements by awarding your diploma.

2010

January	February	March	April
S M T W T F S 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 30 31	S M T W T F S 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	S M T W T F S 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 30 31	S M T W T F S 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 30
May	June	July	August
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September	October	November	December
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2011

January	February	March	April
S M T W T F S 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 30 31	S M T W T F S 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	S M T W T F S 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 30 31	S M T W T F S 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 30
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September	October	November	December
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Academic Calendar 2010-2011

Semester 1

Academic Week Commencing	Academic Week	Training Days	Activity / Comments
1 Sep			First Assessment day for new students
10 Sep			Eid Al Fitr holiday Fri- Sat 10-11
12 Sep	1	2	Semester 1 classes begin Wed 15th
19 Sep	2	5	
26 Sep	3	5	
03 Oct	4	5	
10 Oct	5	5	
17 Oct	6	5	
24 Oct	7	5	
31 Oct	8	5	
07 Nov	9	5	
14 Nov	10	3	Wed 17–Thu 18 Arafat & Eid Al Adha (TBC)
21 Nov	11	5	
28 Nov	12	4 (TBC)	Thu 2 Dec – National Day holiday (TBC)
05 Dec	13	4	Wed 8 Dec – Hijri New Year (TBC)
12 Dec	14	5	
19 Dec	15	5	
26 Dec	16	5	
02 Jan	17	5	
09 Jan	18	5	Semester 1 exams
16 Jan	19	5	Revision & Resits
Thu 20 Jan			End of Semester 1. Mid-year break

Semester 2

Academic Week (Sun-Thurs)	Academic Week	Training Days	Activity / Comments
06 Feb	20 (1)	5	Semester 2 classes begin
13 Feb	21(2)	5	Wed 16 Prophet Mohammad's birthday
20 Feb	22(3)	5	
27 Feb	23(4)	5	
06 Mar	24(5)	5	
13 Mar	25(6)	5	
20 Mar	26(7)	5	
27 Mar	27(8)	5	
03 Apr	28(9)	5	
10 Apr	29(10)	5	
17 Apr	30(11)	5	
24 Apr	31(12)	5	
01 May	32(13)	5	
08 May	33(14)	5	
15 May	34(15)	5	Semester 2 exams
22 May	-	-	End of semester break
29 May	35(1)	5	Summer semester starts (7weeks)
05 Jun	36(2)	5	
12 Jun	37(3)	5	
19 Jun	38(4)	5	
26 Jun	39(5)	5	Wed 29 Isra and Mi'raj
03 Jul	40(6)	5	
10 Jul	41(7)	5	Summer semester exams
17 Jul			Exam Board & Graduations
24 Jul			Faculty summer break

