

Abdul Mohsin Al Hokair Academy For Training and Hotels Hospitality

Student Guide book

Prepared by: Registration and Students Affairs Section

The Academic educational philosophy:

This philosophy forms the basis of the academy mission.

1. Applying the highest recognition in teaching, tutoring and research:

The College is very keen about the educational materials and development of the modern technologies within its educational plans in accordance with national standards of both hotels management and tourism services, it also pays high attention for the creative ideas and adopts them.

2. Students-oriented Educational Environment:

The main role of Abdul Mohsin Al Hokair Academy for Training and Hotels Hospitality focuses on the students and in order to achieve this, the college supports finding students-oriented environment taking all students needs and concentrating on developing their capabilities including personal, cultural, and social and spirituals skills, in addition to the academic and professional skills.

3. Strategic coordination with the stakeholders:

The academy endeavours to strengthen its correlation with most of stockholders: The schools, the society, parents, students and personnel for objective of creating an environment that focuses on the leverage of learning capabilities and achieve its educational objectives in the hotels and tourism sector.

The Vision

Our vision is to be the pioneer college in the area of hotels and tourism educationally and internationally.

The mission

Our mission is the progressive endeavour for developing hotels and tourism students theoretically and practically and to equip them with the skills and knowledge required for labour market, this is by helping them in developing their career path and gain high value.

Essential values

We believe that our academy is achieving its mission by:

1. Academic recognition
2. progressive learning and education
3. Creativity and innovation
4. Team spirit
5. Building relations between the college and the “hotels + tourism” sector
6. Changing

7. Develop public awareness towards hotels + tourism culture.
8. social responsibility

Important Directions

In order to enter the collage, always keep the ID with you.

For any inquires, call students affaires officer.

Always keep an extra copy from all your program documents.

Read all announcements hanged on the board inside college premises when you are in every day.

Read and understand the directions where your responsibility is to follow these directions mentioned in the booklet

General terms and definitions

Registration

All students are required to confirm course registration with the time limit specified by registration office, otherwise it will be considered cancelled.

Late registration

Extra fees added in the case of registration within one week from the beginning of course, registration will be considered cancelled if the student didn't submit the registration required documents.

Incomplete courses

Is the course for which the principle agrees on postponing its exam based on written acceptable excuse from the student, provided that the student will reset for the exam within one month from final exams date, or else he will be considered failed.

Accumulative course average

Is the accumulated average at the end of the course which calculated by adding all grades and divided them by the total of credit hours of all subjects.

Accumulative average is calculated as follows:

| Subject | Grade |
|---------------------------------|-------|
| Kitchen management | 65 |
| Food preparation and production | 75 |
| English language | 60 |
| Nutrition health | 80 |
| Average | 70 |

Accumulative average = total of grades / number of subjects (280 / 4 subjects = 70)

Attendance and absence

Student's absence shouldn't of lectures specified within the course and without acceptable excuse, and in the case of exceeding the mentioned percentage; the student will not be allowed to attend the final exam and will be given zero for this subject. If the absence exceeded the 10% specified for any particular subject and the students presented a reasonable excuse accepted by both the tutor and principle, in this case the subject will be considered withdrawn and student can repeat it in the next course but he will lose the fees paid in the first course.

Final exams schedule

- Exams schedule is not subject to any change and the tutor cannot change the date of his subject exam. The student holds the responsibility of not attending the final exam.
- Make sure not to have any travelling plans during exams duration

The student will get zero grades for any non-attended final exam, this grade will be accumulated in the gross average in the case of non-excusable absence, student reserves the right to fill an application for the exam and attach supporting document with it declaring the absence reason. Concerned tutor should approve this application first then it will be submitted to the principle for final approval.

Warnings and terminations from the college

The student who gets less than 50% accumulative average by the end of the course will be considered terminated and has to re attend another coming one.

Instructions for attending the English level exam

- 1- Exam dates are announced by registration department
- 2- Exam pass and fail are as follows:
 - Student ought to attend English language course (099) if he got a grade or less.
 - Student ought to attend English language course (100), if he got a grade (50 – 70)
 - Student ought to attend general language course, if he got a grade (71 – 79)
 - If the student got a grade of 80 or above, he shouldn't attend any of the following courses:
 - English language course (099)
 - English language course (100)

Note: In case of the student failed in the exam and got (49) or less, then he ought to attend all above English courses and in sequence and regardless of the grades he gains later on.

Instructions for attending the exams

All students should follow the following examination related instructions:

- 1) Wearing the official Uniform and shaving for male students
- 2) Arrive 15 minutes before the exam
- 3) Don't leave exam hall before half an hour from the beginning of the exam
- 4) Make sure you leave all need stationary with you.
- 5) Cheating or typing cheating is totally forbidden, students caught cheating will be evicted from this exam and are exposed to the punishments outlined in the interior statute (detailed later)
- 6) No cell phones are allowed in the exam, phones caught will be reserved till end of the exams