

PLC RAK Campus

Student Hand Book

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Welcome Message from the Academic President

Dear Students,

Welcome to Pacific Link College RAK Campus! We are delighted to have you join our vibrant academic community. As the Academic President, I am thrilled to extend a warm welcome to each of you as you embark on this exciting educational journey.

At PLC RAK Campus, we are committed to providing you with a high-quality education that will not only equip you with the knowledge and skills necessary for your chosen career but also foster your personal growth and development. Our dedicated faculty and staff are here to support you every step of the way, ensuring that you have a fulfilling and enriching experience during your time with us.

We pride ourselves on creating an inclusive and supportive environment where every student can thrive. You will have access to a wide range of resources, including state-of-the-art facilities, innovative learning tools, and various extracurricular activities that will enhance your academic and social experience.

Your time at PLC RAK Campus will be filled with opportunities to explore new ideas, challenge yourself, and build lasting relationships with peers and mentors. We encourage you to take full advantage of these opportunities and to actively participate in campus life.

As you settle into the new academic year, remember that our doors are always open. Whether you need academic advice, personal support, or simply want to share your thoughts and ideas, we are here to listen and assist you.

Once again, welcome to Pacific Link College RAK Campus. We look forward to seeing you succeed and achieve your goals.

Warm regards,


Dr Karthikeyan Subramanian

Academic President
Pacific Link College RAK Campus



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The Pacific Link College (PLC) Ras Al Khaimah campus student handbook provides customary information and guidance our students need to assist and benefit them to make the most of the opportunities our campus offers. It provides an explanation of the PLC RAK campus regulations, codes, policies, and procedures.

ABOUT US

The Pacific Link College (PLC) branch campus is located in the emirate Ras Al Khaimah, with the main campus in Canada. PLC RAK obtains a commercial license under the Ras Al Khaimah Economic Zone (RAKEZ); however, it is important to know that all academic programs and our educational permit is issued by the Ras Al Khaimah Department of Knowledge (RAK DOK)

The PLC RAK campus offers undergraduate, and degree programs in various fields such as Business, Hospitality, and IT. The programs are designed to provide students with the knowledge, skills, and experience they need to succeed in their chosen careers and the global job market. The PLC RAK campus also offers various academic and support services to ensure students receive a comprehensive education experience.

PLC RAK prides itself on embodying and celebrating diverse cultures. We believe that having a diverse student community and faculty team creates a more enriched learning environment and fosters a culture of inclusivity and understanding.


OUR MISSION

Our mission is to empower our students with impactful knowledge, skills, and a strong community presence, fostering their development into outstanding professionals prepared to thrive in diverse cultures and communities. We are committed to providing a practical environment that prioritizes academic excellence, cultural understanding, and global competencies, ensuring our students are well-equipped for success in a rapidly changing world

OUR VISION

Our vision is to lead and inspire our students through innovative and personalized learning experiences, by creating a vibrant and dynamic learning community that fosters excellence in education. We instill lifelong learning tools by motivating our graduates to envision themselves as global citizens who are leaders in their chosen fields.

OUR FACULTY



PLC RAK has a team of impactful faculty who are focused on the student's success and intellectual growth. This is a crucial component of students' academic outcomes. Our academic faculty at the campus has expansive experience globally as well as locally in teaching and research in their respective fields, allowing for a deeper understanding of the academic environment and developing a rapport with students and their challenges with economic, social, environmental, or cultural, impacting their career progression.

COURSE DETAILS

The current list of PLC RAK's approved courses is the following:

Digital Media Studies (DMS)

The Digital Media Studies (DMS) program provides an academic pathway for international and resident students, to gain competencies in the field of digital media. On completion of the program, students can progress onto further academic options or follow a career path in digital media.

The DMS program explores the interrelationship between digital media and information technology as well as new media design. Students will simultaneously upgrade their English competencies while exploring theoretical knowledge.

Information and Communication Technology in Business

The Information and Communication Technology in Business program is designed to address the business need for multi-skilled individuals acquiring the IT, business, and interpersonal skills needed for the current digital economy. The program has been structured to provide learners with a wide range of options encompassing IT, software and systems, infrastructure, and business.

Students will learn some of the essential elements of business: communication and presentation skills, accounting, and an overview of the functional areas of business. Foundations of technology are also integrated into the learning path to build skills in spreadsheets, programming, and website development.



Business Hospitality Management

The Business Hospitality Management program provides a pathway for students to acquire the knowledge, skills, and experience needed to work successfully in a wide range of hospitality business management careers. In collaboration with highly qualified and experienced industry professionals, the program is designed to provide students with the most updated and in-depth knowledge and skills in the hospitality world.

Graduates from the Hospitality program will be able to use standard hotel operation systems, demonstrate a deep understanding of hospitality management, practice efficient marketing and sales skills, deal with human resource issues, hospitality facilities, and front desk operations, and manage food and beverage operations and hospitality accounting procedures.

Global Restaurant Entrepreneurship

Our Global Restaurant Entrepreneurship Diploma program provides an academic pathway for international and resident students to acquire the knowledge, skills, and fundamental experience needed to work successfully in a range of restaurant management careers, as well as to run their own restaurants. It also gives students co-op placement to practice skills learned in the courses.

Business Leadership

The **Business Leadership** program enables students to acquire skills and knowledge in key business functions such as management, marketing, and finance. The program also helps enhance relevant knowledge and skills in economics, communication, problem-solving, and information and communication technology.

The Business Leadership program is designed to provide a broad understanding of business organizations and the environment in which they operate. It has a strong managerial focus which helps successful students' progress to management roles. In addition, the wide range of options enables candidates to progress to specialist roles such as human resource management, marketing, and financial services.

Tourism Hospitality and Service with Co-Op

The Tourism Hospitality and Service program provides students with an orientation to Canada, the education environment, English language and communication skills, and employment readiness. Each one of the programs focuses on different sectors of industry.

The Tourism, Hospitality, and Services (Co-operative Diploma) program provides all of the areas described above as well as a focus on the tourism, hotel, and service sectors of the UAE economy

Course requirements:

If English is not the student's first language, they must meet one of the following qualifications,


or equivalent to demonstrate their English skills:

- High school graduates or mature student status (19 years or older at the start of the program)
- Language requirement (recommended for optimum success)
 - o Grade 12 English level; or
 - o IELTS 5.5 Academic; or equivalent; or College entrance test (63% minimum)
- International students must comply with the requirements of the Ras Al Khaimah Economic Zone (RAKEZ) and other RAK and UAE government entities regarding study visas

For further information and other related documents, you can contact the PLC RAK admissions team.

LEARNING MANAGEMENT SYSTEM

1. **Introduction to Google Classroom:** Google Classroom is our primary platform for managing coursework, assignments, and communication. It serves as a digital hub where students can access course materials, submit assignments, and engage with their instructors and peers.
2. **Access and Setup:** All students will receive a unique Google Classroom code from their instructors to join their respective classes. Ensure that you have a Google account set up and are familiar with the basic functionalities of Google Classroom.
3. **Assignments and Submissions:** Assignments will be posted on Google Classroom with specific due dates. Students are required to submit their work through the platform. Ensure that submissions are completed before the deadline to avoid penalties.

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4. **Communication and Announcements:** Instructors will use Google Classroom to post announcements, updates, and important information. Regularly check the platform to stay informed about any changes or new information related to your courses.
 5. **Feedback and Grades:** Instructors will provide feedback and grades for assignments directly through Google Classroom. Students can view their progress and areas for improvement within the platform.
 6. **Technical Support:** If you encounter any technical issues with Google Classroom, contact the IT support team or visit the IT Help Desk located in the main campus building.

OFFICIAL EMAIL

1. **Provision of Official Email:** All students will be provided with an official email ID upon enrollment at Pacific Link College RAK Campus. This email account will be accessible throughout the duration of your stay at the college.
2. **Primary Communication Tool:** Your official email is the principal tool the college will use to communicate with you. Important announcements, updates, and information about events and activities will be sent to this email address. It is essential to check your account regularly to stay informed and ensure you do not miss any critical information.
3. **Usage Guidelines:** The official email should be used exclusively for academic and college-related purposes. It should not be used for registering for any governmental, legal, or personal services. Misuse of the email account for non-official purposes may result in disciplinary action.
4. **Rights and Responsibilities:** As the email is provided by the university, the college reserves the right to terminate, block, or retrieve the email account at any time without prior notice. Ensure that you use this email responsibly and adhere to the college's policies.
5. **Account Inactivity:** The official email account will automatically become inactive upon the completion of your course or if it is not used for more than 30 days. Ensure that you back up any important information before your account is deactivated.

By adhering to these guidelines, students can ensure effective communication and maintain the integrity of their official email accounts.



STUDENT SERVICES

Our Student Services team offers professional and confidential health and well-being support, from physical and mental health to emotional assistance and inner well-being, combined with learning support and academic development.

PLC RAK campus encourages our students to complete their chosen course of study, prepare a customized guide to assist with career progression through developing work-ready skills, and expand their social networking and professional profiles, as part of the overall student journey.

Career Progression:

PLC RAK campus strives to prepare graduates for an ever-changing world where responsible leadership and sustainable business practices are critical. Shaping confidence and resilience is an essential part of this process.

Our strong industry connections and partnerships with many organizations ensure that our graduates are equipped to meet the demands of employers today and in the future. It is the future skills that students develop that help them easily transition into the workforce and or further study.

PLC RAK campus degrees are all internationally recognized, creating more significant placement opportunities on a global level.

Career engagement:

PLC RAK campus collaborates with industrial partners for future employment opportunities through guidance and encouragement, mainly emphasizing improving student career prospects and identifying potential paths (working closely with industry partners and other entities to provide the latest insights into future careers) or assistance in continuing professional development and student employability.

Student support:

PLC RAK campus assists students with various options, from advice for transport and accommodation, visa assistance, and international student support, such as opening a student bank account and ensuring an easy transition into campus life. We continue to provide these services throughout the entire academic experience for the student.



Student wellbeing:

PLC RAK campus is committed to strengthening our students' characteristics and happiness. We provide many resources for students and provide additional support and valuable information throughout their study journey.

PLC RAK campus prides itself as a 'Safe Space' for our students. We respect all students' emotional and physical health and security in a supportive environment. In doing so, we promote self-care, personal growth, and a positive work-life-study balance.

Student Visa:

The student visa will be under the sponsorship of the licensed college; or the sponsorship of his/her parent, who should be a resident of the UAE.

The student visa is valid for one year and renewed for the same duration upon proof of continuation of study. As part of the requirement, students must undergo medical and biometric testing. Once complete, students will be issued a 'Student Residence Visa', and an Emirates ID card will be supplied. The Emirates ID card is an identity card issued by the UAE and must always be carried with you.

For further information, you can visit:

Home - Federal Authority for Identity, Citizenship, Customs & Port Security (icp.gov.ae)


Health insurance:

It is a requirement that all international students must have health insurance while studying in the UAE. PLC RAK campus provides 24-hour health coverage in outpatient, inpatient, and emergencies. In some cases, international students may wish for a premium health insurance package for which they would personally fund for their visa duration. As from the 1st of Jan 2025, the health insurance is mandatory for all the student.

Bank account:

Students can open a bank account if they decide of their choosing. PLC RAK has a personalized program to support international students with the complete application process. This can allow students to manage their money, teaching them to be more responsible with resources.

Student Accommodation:



The PLC RAK campus partners with modern and comfortable fully furnished accommodation options in RAK, offering easy-made residential living and providing students with affordable, and safe options.

The accommodation options offer buffet breakfast, lunch, and dinner choices at student discount prices. Situated in the heart of RAK and close to all major malls, cafes, and entertainment precincts. Accommodation is equipped with a swimming pool, fitness center, and other amenities.

The accommodation caters to individuals offering spacious, single, double, or triple occupancy options and for visiting family members all year round (subject to availability).

With 24/7 security and established curfews in place to always ensure student welfare.

We offer advice and ideas on how to personalize your student accommodation to feel like a home away from home.


STUDENT CODE OF CONDUCT AND POLICIES:

PLC RAK students' policies are designed to support the framework for ensuring student behaviour is applied and supported by all campus community students.

Our main purpose is to create a safe, healthy, and inclusive campus community, where students behave respectfully, with integrity, and honestly to themselves and others.

Full list of student policies:

1. Language Policy
2. Admissions Policy
3. Academic Standards Policy
4. Attendance and Schedules Policy
5. Student Code of Conduct and Interaction Policy
6. Complaints and Grievances Policy
7. Student Appeal and Resolution Policy
8. Internship Policy



9. Non-smoking Policy

10. Dress Code Policy

11. Quality Assurance policy

12. Cultural Consideration policy

13. Refund Policy

14. Health and safety Policy

STUDENT SCHOLARSHIPS

PLC RAK campus offers a variety of academic merit-based scholarships. Our Scholarship programs are dedicated and committed to students focused on pursuing higher education opportunities, rewarding their previous academic achievements. Scholarships are reviewed on a case-to-case basis.

CAMPUS LIFE AND COMMUNITY SERVICES

PLC RAK campus understands the importance of extracurricular activities for students. We promote students' interests and healthy mind-sets, stepping out of their comfort zones, and gaining independence, shaping them into further success, and connecting a new social circle of healthy competition, focusing on team building and empowerment.

For further information please see our Student Services team for details and the latest offers.

VISIT US

Pacific Link College RAK Campus

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