

Dubai College of Tourism

EMPOWERED TODAY, EMPLOYED TOMORROW.

Student Orientation

Advanced Diploma Programmes Y2

31st of August, 2026





AGENDA

Welcome

Progression Pathways

Study Plan

Guest Speaker

Support Services

Policies and Procedures

Experiential Learning

Academic Advisors Individual Sessions



Welcome Back to DCT



Olivia Turner

Academic Director



Aisha Al Jaber

Registrar



0:03 / 3:14



1x





Graduation Day

8th of October, 2026

Marriott Hotel Al Jaddaf, Dubai



UNITED ARAB EMIRATES
MINISTRY OF EDUCATION



Institute
of Hospitality

ACCREDITED



Key Dates

Term Dates	
TERM 1	31st August END OF TERM = 11 December
TERM 2 (INTERNSHIP)	1 December to 30 March
TERM 3	5 April to 2 July

Other Key Dates in Term 1	
ATM	14-17 September
GRADUATION	8th October
GULFOOD MANUFACTURING	3-5 November
EMEA CHRIE	9-12th November

EMEA CHRIE Dubai 2026



EMEA CHRIE represents over 150 International CHRIE members. The Federation brings together educators from hospitality, tourism & event management schools and universities into a global network in close co-operation with industry representatives. Under the CHRIE umbrella, both education and industry combine their efforts to shape the future of hospitality, tourism & events

<https://emeachrie2026.org/>



- **9 – 12 November 2026**
- Mohammed Bin Rashid Library
- All students to participate



Progression Pathways

Dubai College of Tourism (DCT) has signed an Articulation Agreement with Edinburgh Napier University in the United Kingdom.

This exciting partnership provides a clear academic pathway for DCT students who have completed an Advanced Diploma in Hospitality, Tourism, or Events to progress directly into the final year of a related BA (Hons) degree at Edinburgh Napier University either online or in the UK.



Advanced Diploma in Hospitality and Tourism Management	The Advanced Diploma in Hospitality and Tourism Management students can transition directly into the BA (Hons) International Tourism Management Year 3 and 4, i.e. completing the programme within two years in person in Edinburgh. Or BA Business Management Year 3 Top Up (Online) Or Students who successfully complete BA Business Management Year 3 Top Up (Online) and meet the relevant entry requirements can progress onto Year 4 of the programme in Edinburgh.
Advanced Diploma in Event Management	The Advanced Diploma in Event Management students can transition directly into the BA (Hons) International Festival and Event Management Year 3 and 4, i.e. completing the programme within two years (UK) Or BA Business Management Year 3 Top Up (Online) Or Students who successfully complete BA Business Management Year 3 Top Up (Online) and meet the relevant entry requirements can progress onto Year 4 of the programme in Edinburgh

Progression Pathways

Dubai College of Tourism (DCT) has signed an Articulation Agreement with Eastern Mediterranean University in Northern Cyprus.

This exciting partnership provides a clear academic pathway for DCT students who have completed an Advanced Diploma in Culinary to progress directly into the final year of a BA in Gastronomy and Culinary Arts in person, or Tourism & Hotel Management or Event Management into BSc in Tourism Management or Recreation Management.



Study Plan

Welcome Back to DCT



Nikoleta Hroncova Brandt

Program Manager – Hospitality & Tourism

When Will You Study?

YEAR 1			YEAR 2			YEAR 3		
Term 1	Term 2	Term 3	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
			Advanced Diploma Level					
Certificate Level								

Internship

Principle Qualification



Advanced Diplomas Offered

- L5 Advanced Diploma in Culinary Management
- L5 Advanced Diploma in Event Management
- L5 Advanced Diploma in Tourism and Hotel Management



Credits and Units

- Students will study a variety of units over the next academic year
- Some of the units will be specific to their discipline of study and some will be core units.
- Each unit has a number of credits assigned to it. The total number of credits for Advanced Diploma is **132** (which includes **20** transferred credits from Certificate level).
- **Students need to pass all credits to leave with Advanced Diploma.**

What Will You Study at Advanced Diploma?

Here is a sample of some units that you will be studying at Advanced Diploma level:

Advanced Diploma CORE Modules	
Digital Marketing	All programmes
Entrepreneurship	
Project Management	Tourism, Hosp & Events
Strategic Management	
Using Excel to Analyse and Visualise Data	
Managing Customer Relationships	
Business Consultancy Live Industry Project	
Research Methods	
Industry Internship (4 months)	



What Will You Study at Advanced Diploma?

Here is a sample of some units that you will be studying at AD

AD in Event Management

Manage an Exhibition

Manage Sponsors for an Event

Plan and Coordinate in-house Events

AD in Tourism and Hotel Management

Manage Reputation in the Service Industry

Luxury Service Industry

Managing Destinations



What Will You Study at Advanced Diploma?

Here is a sample of some units that you will be studying at AD:

AD in Culinary Management

Explore Chocolate

Cook food considering nutritional aspects and dietary requirements

Explore Asian Cooking Techniques

Explore types of Menus

Purchase Food for Professional Kitchen

Preserve Food using Recognised Techniques

Baking High Tea Items





Advanced Diploma T1 Units

CORE units

Plan an Effective Work Roster

Lead and Develop an Effective Team

Use Business Ethics in the Workplace

Manage Personal and Professional Development

Develop Budgets and Forecasts

Hospitality units

Food and Beverage Revenue Management

Rooms Division Management

Tourism units

Research Special Interest Tourism in the UAE

Describe Changing Patterns of Tourism

Events units

Develop Tools to Organise an Event

Coordinate Suppliers for an Event

Culinary units

Explore Speciality Breads and Viennoiseries

Produce Speciality Breads and Viennoiseries



Assessments and Grading

- Each unit has **up to two assessments**.
- Each assessment has a set release date and submission date.
- **Assessments have a brief and marking rubric** which is shared with the students on the Learning Management System (LMS) and are explained by the instructor.
- If there are multiple assessments they will also have an allocated weighting.
- **Group Assessments** – random on the spot selection of group members

Overall, across all categories a student must achieve:

- Between **0 to 59% Not Yet Competent**
- Between **60 to 69%** to achieve a Competent Grade
- Between **70 and 84%** to achieve a Competent with Merit Grade
- **85% or above** to achieve a Competent with Distinction Grade



Group Grading Guidelines

- For ALL group assessments, the final grade will be based on a weighted combination of group performance and individual contribution: **Group Performance: 70% + Individual Contribution: 30% .**
- **Final Grade = (Group Mark × 0.70) + (Individual Mark × 0.30) : Mention in Overall Feedback.**
- Feedback will include group feedback for shared PCs and overall individual contribution feedback.
- When a group misses a PC, during the presentation; the Instructor will ask the group questions on the PC to allow opportunity to illustrate knowledge on the missed PC, if not the whole group fails.
- Randomised groups selected by instructors will be mandatory across all group assessments.



Presentations and Evidence

- **Whole-class presentations:** Students will present to the whole class rather than presenting only to their group.
- **Speaker notes:** Speaker notes are mandatory evidence for presentation assessments.
 - No speaker notes: Where speaker notes are not provided, the assessment is capped at a Competent grade (60–69%).
- **Referencing:** Where referencing is not provided, the grade is capped at a Competent grade (60–69%).



Online Assessments - EXAMS

At **Dubai College of Tourism (DCT)**, some theoretical exams are conducted online through the Learning Management System (LMS). Students must follow the instructions below carefully.

Assessment Categories

1) Online (Supervised at DCT Campus)

- You will complete your exam **on campus under supervision**.
- You must attend your scheduled session at the assigned time and location.
-

2) Online Remote (Off Campus)

- You will complete your exam **from a location outside the DCT campus**.
- You are responsible for ensuring a suitable, quiet, and stable environment.
- You must have a working webcam and microphone



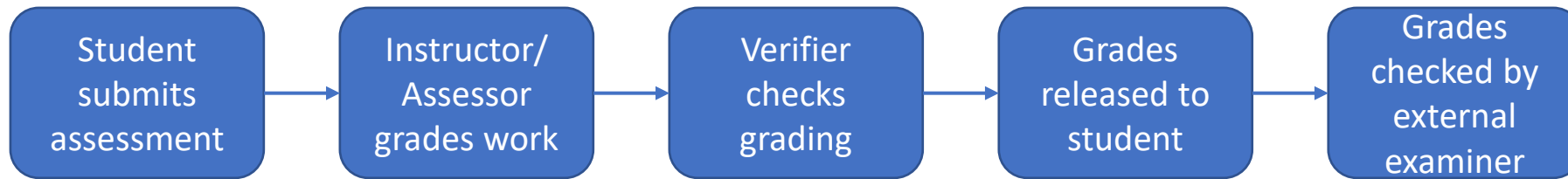
Online Assessments - EXAMS

Mandatory Requirements (For ALL Students)

You must have the following:

- A working, fully charged laptop
- ✗ Tablets and mobile phones are NOT permitted
- A reliable internet connection
- The Safe Exam Browser (SEB) installed and ready to use. Please download before the date of the exam from https://safeexambrowser.org/download_en.html. Be sure to download the correct version based on your Operation System
- NOTE: If you arrive or attempt the exam without a laptop or with an unsupported device, you will receive an automatic “Not Competent” result.

Grading Verification



- Assessment briefs are designed and checked by multiple assessors and verifiers before they are released to students
- When units are taught across multiple groups/multiple instructors regular moderation meetings are carried out
- No grades are released to students until assessors and verifiers are satisfied with the grading

Grade Point Average or GPA

The final grade for the unit is then transferred to the Student Information System which converts it to point grades in the following way:

Competent = 2.0 – 2.7

Merit = 2.8 - 3.4

Distinction = 3.5 - 4.0

The system then calculates the GPA by multiplying the credits by the point score of each unit, adding them together and dividing the total by the total number of credits.

Unit name	Credits	Grade	Points per credit	Points per unit
Develop Budgets and Forecasts	4	P	2	8
Managing Personal and Professional Development	4	P	2	8
Use Business Ethics in the Workplace	3	P	2	6
Plan an Effective Work Roster	2	M	3	6
Lead and Develop an Effective Team	4	P	2	8
Research Special Interest Tourism in the UAE	4	M	3	12
Describe Changing Patterns of Tourism	3	M	3	9
Internship	6	M	3	18
	30			TOTAL = 75

75/30credits = 2.5 GPA



DCT Re-sit Policy

- Students will ONLY be allowed to re-sit an Assessment if they do not achieve a Competent grade in their first attempt. Re-sitting for a higher grade will not be permitted.
- If a student does not achieve a Competent grade in their first attempt, then they will have a maximum of two more attempts available to them to **re-sit for a Competent grade (60)**. If they do not pass on their third attempt, they will fail the Assessment and have to re-take the Unit the next academic year, or settle for a Certificate of Participation as opposed to a full Certificate of Graduation at the end of the Academic year.
- **The highest grade that a student can achieve in a re-sit is a Competent (60).**
- **Students will be allowed to resubmit each assignment ONCE free of charge. Students can retake a second time but at a fee of 200 AED per assignment.**



Late Submission

- Anything submitted after the designated submission date and time, but **under 24 hours** (1 day), will be **penalized by 5% percentage points**.
- Submissions that are between one to two days (**24 to 48 hours**) of the submission date and time, will be **capped at 60% (Competent grade)**.
- Submissions **later than 2 days (48 hours)** of the submission date and time will be an automatic **Fail**.

**The days refer to calendar days, and not weekdays*

**If a student has technical difficulties with a submission, then they need to provide the teacher with a timestamped screenshot of the technical difficulty and email the assignment while they wait for the submission issue to be solved. (for example, the submission folder is not open for the upload of the assessment)*

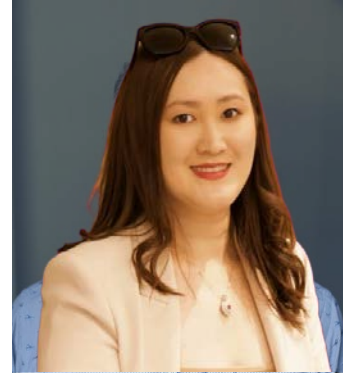
Academic Advisors



Nikoleta Hroncova
L5 Tourism – Year 2
Auditorium 1



Miles Entwistle
L5 Hospitality – Year 2
Auditorium 2



Kyi Kyi Thein
L5 Events – Year 2
Room 1



Chef Christian
L5 Culinary – Year 2
Room 2

Guest Speaker



Shahab Shayan

Regional Director Asia Pacific
International Operations, DET

Support Services @ DCT

Personal Counselling and Coaching Services

Email - studentsupport@dct.ac.ae
- Priyanka.madan@dct.ac.ae



Student Wellbeing Lead Priyanka Madan



What is the role of an Academic Advisor?

- Provide an orientation to the College
- Monitor attendance, punctuality, behaviour and progress
- Meet with the student a minimum once each term to discuss goals
- Help the student get the most from the services the College offers
- Check if the student needs extra support
- Visit the student during their internship
- Listen to students concerns relating personal and advise what extra support they can access
- Provide parents/guardians with an update on your progress when necessary
- Discuss the official warnings or disciplinary issues
- Write a reference for the student when you complete your course

Advanced Diploma Year 2 Advisors



Nikoleta Hroncova
L5 Tourism – Year 2



Miles Entwistle
L5 Hospitality – Year 2



Kyi Kyi Thein
L5 Events – Year 2



Chef Christian
L5 Culinary – Year 2

Admin Support

If you require letters or other administrative support such as:

- Visa Letters
- Letters for Bank Accounts
- Proof of student status
- Transcript copies

You should contact the admin team: adminsupport@dct.ac.ae

Please allow for 2 working days for the admin task to be completed.

IT Support

If you require IT support such as:

- Access to LMS/SIS/Emails
- Wifi Issues
- Unable to upload assignments

You should contact the admin team: ITsupport@dct.ac.ae

You can also visit Mr Alaa. The ICT Support Office Hours are:

8.30am- 5pm Monday to Thursday

9am – 1pm Fridays





Student of the Term Award: Purpose

- Celebrate the well-rounded excellence of students
- Boost student motivation and retention through visible recognition
- Foster student engagement and persistence
- Reinforce vocational relevance by aligning student behavior with tourism industry standards for student success.

Who is eligible?

- All students in Certificate and Advanced Diploma programmes

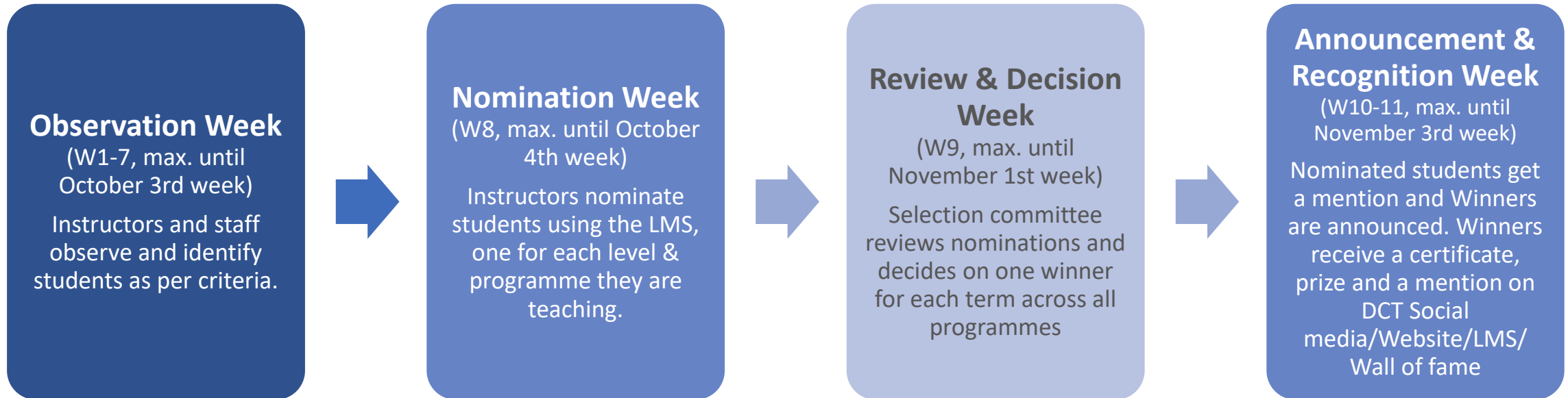


Evaluation Criteria

- Academic Performance
- Attendance & Punctuality
- Professional Behaviour
- Volunteering & Campus Engagement
- Extraordinary Behaviour/Action

Selection Process

Selection committee: All Academic Advisors + Academic Director/Industry Placement Representative



Policies & Procedures



Completing Enrollment

In order to complete student enrolment DCT must have:

- Valid Passport Copy
- Valid Emirates ID Copy (front and back)
- Post Dated Cheques for the full academic year fees (due by today)

Note: Post dated cheques are a form of payment guarantee. If you wish to pay online you can do this at least 3 days prior to the date on the cheque and send us payment confirmation (receipt).



Student Handbook

The student handbook can be found on the LMS and details further the code of conduct.

DCT is committed to establishing an environment that is conducive to learning and supports the emotional and social well-being of students and the wider college community. DCT students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the College, and respect the property and rights of others.

The Student Code of Conduct applies to all students and exists to protect the interests of the College community.

Each student is responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a qualification, including: during term breaks; before and after classes; during internship periods; volunteering etc.



Dress Code

What you can wear	What you should NOT wear
• Smart business shirts, blouses, polo shirts, or tailored tops • Smart trousers, chinos, tailored skirts, or business dresses • Appropriate national dress that is clean, neat, and professionally presented • Clothing must cover the shoulders and knees • Closed-toe smart shoes (e.g. dress shoes, loafers, or smart flats) • A blazer or suit jacket is encouraged for presentations and formal events	• Sportswear or sports attire • Cropped tops • Ripped or distressed jeans • T-shirts with large logos or slogans • Hoodies or sweatshirts • Shorts • Leggings worn as trousers • Crocs and flip-flops • Caps or hats worn indoors

You are expected to maintain a **professional standard of dress to attend college (business attire or appropriate national dress)**, reflecting the expectations of the hospitality industry.

Culinary students are already provided with uniforms. If they have misplaced any items, these will be reissued at cost to the student.

Culinary students are expected to come to practical classes with a full, clean uniform including safety shoes.



Student Attendance

We are preparing students for the workplace, this means you should always come to class and be on time.

- You are required to have a **90% attendance rate** in order to graduate.
- If you are absent due to illness you are required to provide a **medical certificate on the system**, inform your advisor and instructors via email
- If you have a planned absence (e.g. hajj or omrah) you should inform your advisor and instructors in advance and you are responsible for catching up on the work.
- Your teacher will record attendance at the start of each class. If you are late you will be marked as absent.
- Students are not permitted to take holiday during term time, this will be counted as unauthorized absence
- If a student is absent for any reason, they hold the responsibility to catch up with all class and homework missed.



Student Behaviour

Students are expected to display the same behaviour as in the work place and should be good DCT ambassadors:

Students should:

- Be respectful to staff and students including in written communications
- Not use phones in the class unless instructed to do so
- Not wear an earpiece during the class
- Not eat or drink in the classroom – only water is allowed
- Understand that the class timing is a guideline for the teacher not for them
- Plagiarism (copying) and academic dishonesty is prohibited
- Students need to respect all college property ensuring it is always left how they found it



Arrive On Time and Be Prepared

- All theory classes will take place at One Central, practical classes at Meydan
- Students are encouraged to take public transport, (RTA Letters will be provided)
- **DCT does not provide any parking**
- During **big events at DWTC** you should **allow extra time** for your journey.
- Classes start at 8.30, 11:00 or 14:00, students should be in the classroom and set up by the start time. If a student is **more than 5mins late the instructor will mark them absent.**
- If a student's late arrival is disruptive to the class, the instructor reserves the right to send the student away.
- Students require a laptop, notebook and pen in all classes.



Attendance & Behaviour Warnings

Each student can get two warnings and the third incident the student will be dismissed.

The warnings can cover attendance and behaviour – these will be combined to result in dismissal.

Examples of when an **attendance or behaviour warning** will be given include:

- Student dropping below 90% attendance
- Student being rude to instructors, DCT staff or other students
- Students causing damage to DCT property or inappropriate use of technology
- Students plagiarising

In extreme cases a student maybe dismissed without warning.



AI Policy

Use of AI:

- Acceptable uses: To aid research, to help paraphrase or for grammar checks
- Unacceptable uses: For full or significant production of assessment content
- Triggers for suspected unauthorised AI usage:
 - o High Similarity/AI Flags
 - o Style Inconsistencies: The writing style differs significantly from the student's prior or in-class work.
 - o Unverifiable Knowledge: The assessor doubts whether the student can independently back up the content of their submission.
 - o Routine Audits: Randomly selected submissions as part of standard quality assurance verification.

In case of suspected unauthorised AI usage:

- Where required, the student is questioned on the PCs to establish their understanding and explain the work they have produced and their contribution.
- A professional-discussion form/template is used to record the outcome.
- In the event that the student is unable to explain their work, it can be **taken as plagiarism**, and add the observations from the Q&A session to the feedback notes (indicating which PCs it relates to).



Plagiarism and Academic Integrity

- Plagiarised material should earn an automatic FAIL. Each instance of plagiarism earns a warning. Third warning is dismissal.
- CopyLeaks is used to detect plagiarism/AI usage on the LMS.

Email and Safe Browser set-up

- Please set-up your **new email address** through office.com
- The **Safe Exam Browser (SEB)**: Please download before the date of the exam from https://safeexambrowser.org/download_en.html. Be sure to download the correct version based on your Operation System

Mandatory Requirements for remote students

- At the start of the exam, you will be required to **allow online proctoring**.
- You must:
 - Be in a **well-lit environment**
 - Sit in front of a **plain, uncluttered background**
 - Position your camera to clearly capture your **full face at all times**

Start attempt



Notice - Ensure you are in a well-lit environment with your face clearly visible and free from shadows. Sit in front of a plain or uncluttered background without any movement or distractions. Position your camera at eye level to capture your full face clearly, avoiding any obstructions.

Please capture your image



☒ I consent to webcam monitoring and recording for proctoring during this quiz.

Take picture

Start attempt

Cancel

Experiential Learning

Email - Jacqueline.Libre@dctlearn.ac.ae

Office Hours:

Monday to Thursday

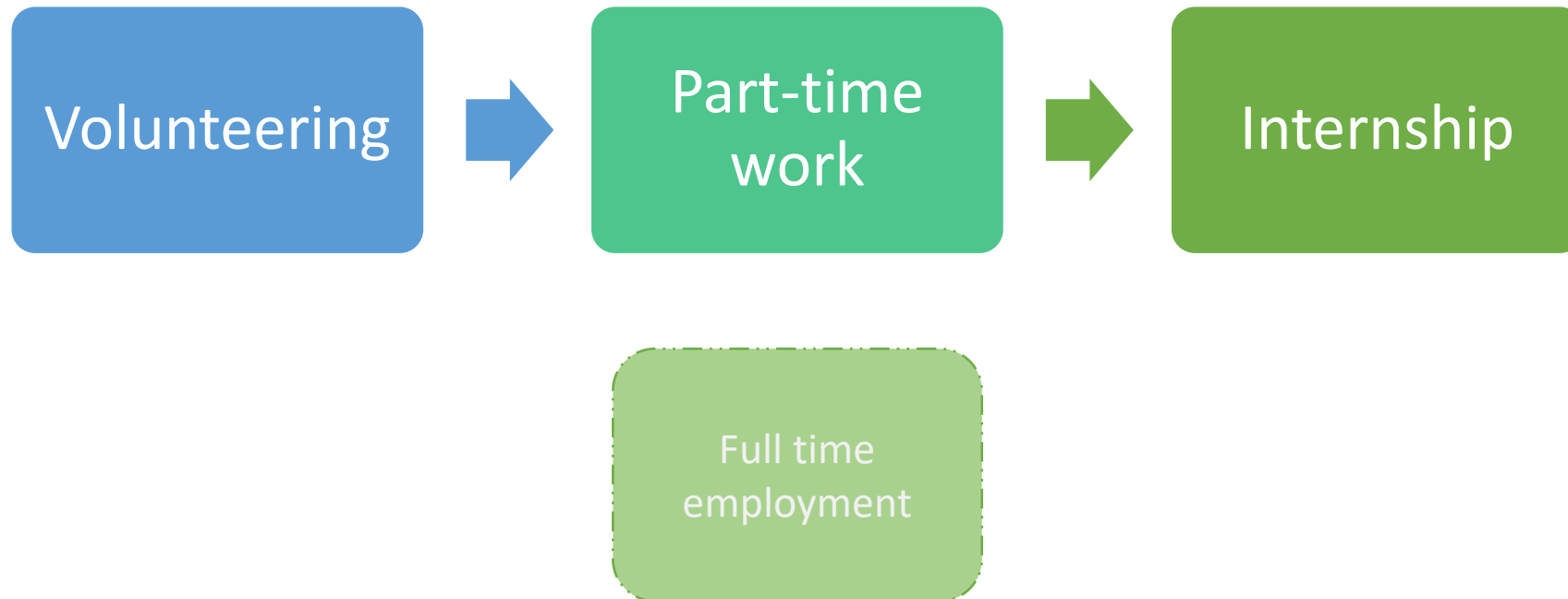
8:00 – 16:00

Industry Partnership Officer

Jacqueline Marie Libre



Opportunities for Work



Internship Information

- **Duration:** December to April
- **Securing internship:**
 - DCT support
- **Requirements:**
 - Updated CV (pdf format)
 - Successfully pass all previous courses (68 credits)
 - No Objection Certificate (DCT/Parent)
 - Insurance (DCT/Parents)
 - Work hours as per organization





Internship Expectations

- DCT requires every student to complete a **4-month internship in order to graduate**.
- Should there be any public holiday scheduled in that time, an additional time will be assigned (unless they are working in an operational department).
- Students are not permitted to schedule any holidays in that time as they must be completed in time to close term II and graduate with their cohort.
- Should the student decide to delay their internship, they will be able to join the next academic year's graduation.
- During the internship, the student is obliged to work under company policies and breach of those policies would result in contract termination.
- Working hours are dependents on the role whether they are operational or non-operational.
- **Students are expected to submit the following during internship:**
 - **Line Manager details**
 - **Presentation**
 - **Employer Feedback Form**

OUR INDUSTRY PARTNERS



We partner with a wide range of organisations across Dubai including:



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

مجلس أزياء العرب
ARAB
FASHION
COUNCIL



Industry Partners

- Independent Restaurant group
- KITOPI
- CELAVI
- Marriott Marquis Dubai Creek
- Novotel
- Chez Wam
- Food Fund International
- One and Only Royal Mirage
- Hilton hotel al Seef
- Affini Residences Al Jaddaf
- Jameel Arts Centre
- Double Tree - Sharjah
- Double tree Hilton JBR
- M Square - by Double Tree
- AMA Hotel - Spain
- Sofitel the Palm
- COZMO TRAVEL - Sharjah HQ
- MWAN Events
- Definitive Hospitality
- Global Gallop
- 25 hours hotel
- TEC events
- Gulf Dunes



Volunteering

Steps:

- Connection between DCT and industry partner
- Event timelines & requirements confirmation from DCT
- Event participation forms to be filled out by students with a deadline
- Updated CVs are collected from students
- Pre- event or competition preparations: i.e., kitchen trainings, pre-event briefings
- Event Day exposure





Volunteering Policies

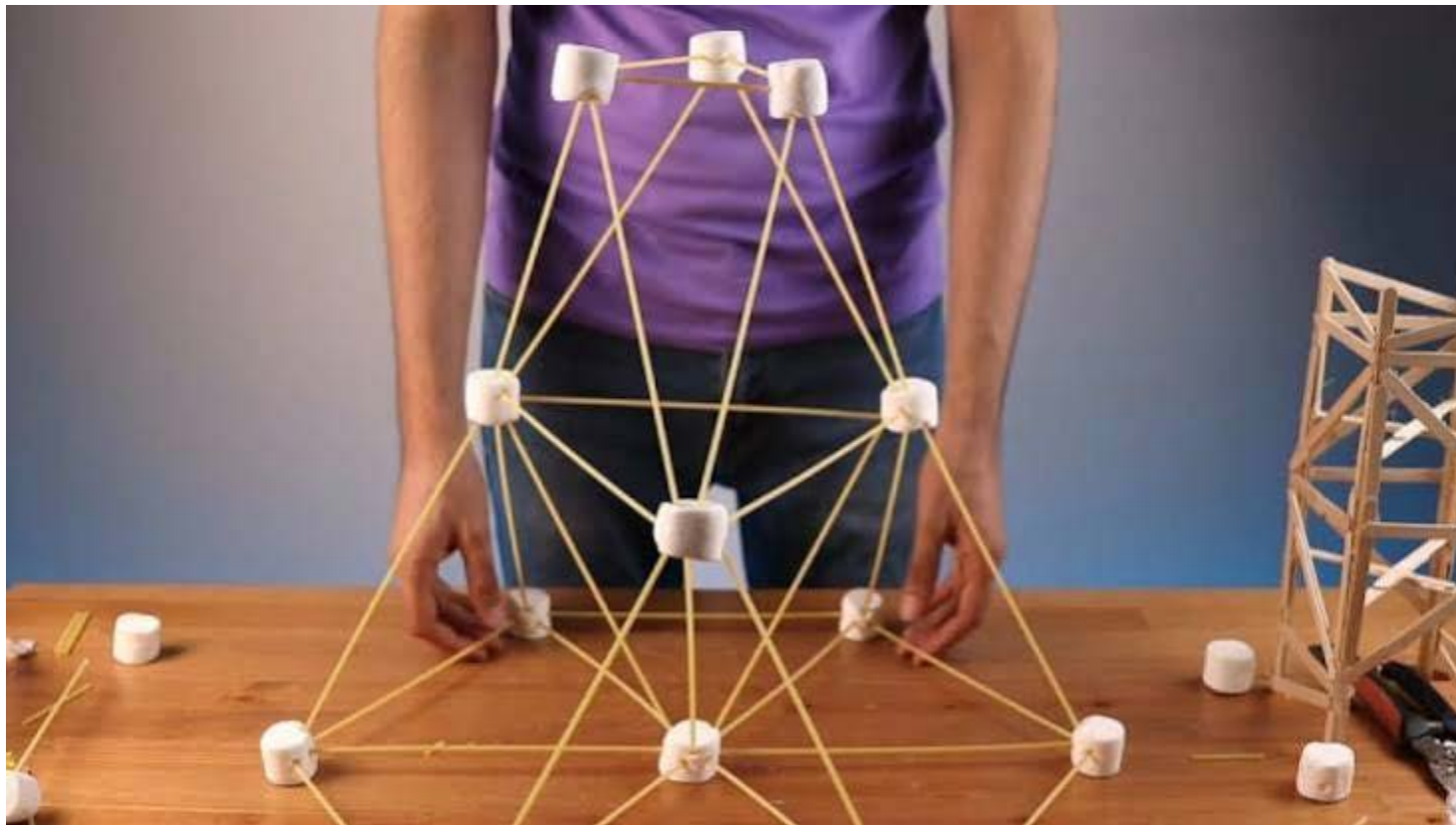
Policies			
Commitment	Conduct	Attendance	Certificate
Once interest has been registered, no cancellations are allowed. Medical Emergencies must be backed by a doctor's note.	Behavior, dress code & language must be respectful. A single complaint (peers or organizers) will result in removal from the event and to be banned from the next opportunity.	Punctuality is not debatable. Must be present on all days as initially promised Should class be missed due to an event, student will be removed from the event & banned from the next event.	Will only be provided should the student complete all event dates (unless requested by organizer)

Past Events

- Burger Championship Event
- Activate Middle East Festival
- Salon du Chocolat
- Gulfood
- Bulgari Resort Real Estate Event
- Dubai Fashion Week
- Iftar VIP Events
- Dubai World Cup – Meydan Racecourse
- DWTC - 128th Philippine Kalayaan
- Summer Culinary Experience (World Cuisine)
- Fairmont Abu Dhabi - Cyber Awareness
- Abu Dhabi Grand Prix - Formula 1



Marshmallow Challenge



Academic Advisors

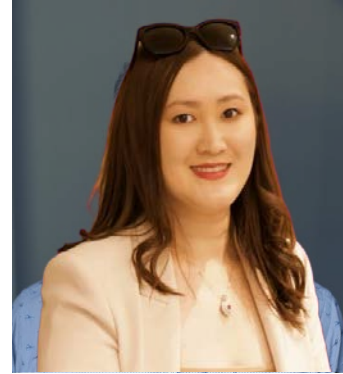
Advisors Sessions



Nikoleta Hroncova
L5 Tourism – Year 2
Auditorium 1



Miles Entwistle
L5 Hospitality – Year 2
Auditorium 2



Kyi Kyi Thein
L5 Events – Year 2
Room 1



Chef Christian
L5 Culinary – Year 2
Room 2



Questions?

