



كلية دبي للسياحة
Dubai College of Tourism

DISCOVER YOUR POTENTIAL

WITH COURSES IN



SCAN TO
EXPLORE
MORE
ABOUT DCT





Welcome to DCT



Olivia Turner

Academic Director



Aisha Al Jaber

Registrar

WHO ARE WE HISTORY AND PURPOSE

In preparation to host an **expected 23 million tourists a year by the year 2025**, Dubai's Department of Economy and Tourism (DET) launched the **Dubai College of Tourism (DCT)**, with the aim of ensuring that the services Dubai's visitors experience all along their journey are exceptional, thus contributing to Dubai's aspirations of becoming the world's most visited city.

DCT was established to be a world-class vocational college that drives professional excellence across the tourism and hospitality service personnel in Dubai. Our **'job-focused'** training provides a clear path to a wide range of exciting and rewarding **career opportunities within Dubai's tourism, hospitality and events sectors.**



WHAT MAKES US UNIQUE?

1



OUR LOCATION

- We sit within the Department of Economy and Tourism in the thriving business hub One Central.
- We have excellent transport links and unparalleled access to industry.

2



TAILORED VOCATIONAL CURRICULUM

- We create our own curriculum according to the needs of local industry and the unique requirements of Dubai.
- Our programmes are hands-on & practical, with a focus on developing job-ready skills.

3



ACCREDITED EDUCATION

- All of our programmes are accredited by the UAE's Ministry of Education.
- Upon successful completion of any of our credit bearing programmes, you will earn a UAE Nationally Recognised Qualification, awarded by KHDA.

4



GUARANTEED INDUSTRY INTERNSHIPS

- You are guaranteed an industry internship for each year that you study with us.
- Examples of companies include Emirates, Hilton, Marriott and TEC Events.

INDUSTRY CONNECT

At DCT, we recognise that success in your career is more than just grasping concepts—it's about hands-on experience that sets you apart. We connect to the industry in the following ways:

1. INTERNSHIPS:

We guarantee industry internships, enabling you to apply classroom learning to real-world scenarios, equipping you with the skills and confidence to kickstart your career.



2. SITE VISITS:

Your theory lessons will come to life through regular visits to some of Dubai's most prestigious hotels, event venues, and tourism attractions.



3. INSTRUCTORS:

Our instructors are enthusiastic & engaging industry professionals with years of experience. Many still work in the industry so have fresh knowledge and contacts!



MEYDAN HOSPITALITY LAB

A purpose-built hospitality training environment designed to provide authentic, hands-on learning experiences.



TRAINING RESTAURANT



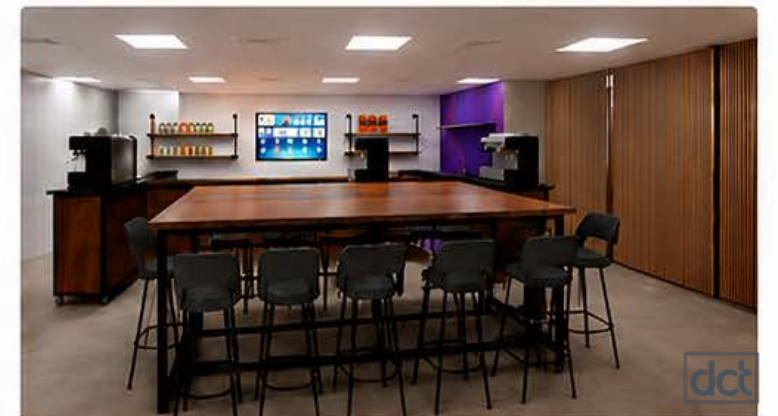
BARISTA LAB



FRONT OFFICE AREA



MOCK HOTEL ROOM



LEARNING SPACE

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.





KEY DATES

Term Dates	
TERM 1	9th Sept = Level 3 END OF TERM = 11 December
TERM 2	4 January to 27 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

AGENDA

Welcome

Study Plan

Experiential Learning

Support Services

Policies and Procedures

SCAN TO
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Study Plan

Welcome to DCT



Nikoleta Hroncova Brandt

Programme Manager – Hospitality & Tourism
Hospitality/Tourism Academic Advisor

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



Certificate Programmes Offered

- L3 Qualification in Hospitality Operations
- L3 Qualification in Tourism Operations
- L3 Qualification for Events Coordinators
- L3 Qualification in Culinary Operations



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 Certificate is 68.**
- **Students need to pass all 68 credits to leave with a Certificate.**

Progression to Year 2 & 3 Advanced Diploma Programmes:

- Graduate from Certificate with a **GPA of 2.5+**

L3 Qualification in Tourism Operations

Programme	Unit name	Credits
Core	Business Fundamentals	3
Core	Cultural Awareness and Workplace Communication	4
Core	Financial Accounting and Control	4
Core	Hazards Identification and Risk Assessment	3
Core	Internship	8
Core	ICT Essentials	6
Core	Service Skills Fundamentals	5
Core	Marketing	4
Core	Sustainability	3
Tourism	Preparing for a career in Tourism	3
Tourism	Travel Agency Operations	5
Tourism	Tour Guiding	6
Tourism	Global Destinations	4
Tourism	Introduction to the Tourism Industry	4
Tourism	Introduction to the Hospitality Industry	3
Tourism	Introduction to the Events Industry	3
	Total	68



L3 Qualification in Hospitality Operations

Programme	Unit name	Credits
Core	Business Fundamentals	3
Core	Cultural Awareness and Workplace Communication	4
Core	Financial Accounting and Control	4
Core	Hazards Identification and Risk Assessment	3
Core	Internship	8
Core	ICT Essentials	6
Core	Service Skills Fundamentals	5
Core	Marketing	4
Core	Sustainability	3
Hospitality	Introduction to the Hospitality Industry	4
Hospitality	Introduction to the Tourism Industry	3
Hospitality	Housekeeping	3
Hospitality	Front Office Operations	6
Hospitality	Beverage Preparation	3
Hospitality	Food and Beverage Service	6
Hospitality	Preparing for a career in Hospitality	3
	Total	68



L3 Qualification for Events Coordinators

Programme	Unit name	Credits
Core	Business Fundamentals	3
Core	Cultural Awareness and Workplace Communication	4
Core	Financial Accounting and Control	4
Core	Hazards Identification and Risk Assessment	3
Core	Internship	8
Core	ICT Essentials	6
Core	Service Skills Fundamentals	5
Core	Marketing	4
Core	Sustainability	3
Events	Preparing for a career in Events	3
Events	Event Planning	4
Events	Introduction to the Events Industry	4
Events	MICE	3
Events	Event Site Selection	3
Events	Event Operations	4
Events	Introduction to the Tourism Industry (Short)	3
Events	Events Capstone Project	4
	Total	68



L3 Qualification in Culinary Operations

Programme	Unit name	Credits
Core	Cultural Awareness and Workplace Communication	4
Core	Internship	8
Culinary	Introduction to Culinary Arts	4
Culinary	Introduction to Hospitality Industry (short)	3
Culinary	Food Safety and Sanitation	2
Culinary	Culinary Fundamentals 1: Preparation of Soups, Stocks and Sauces	5
Culinary	Culinary Fundamentals 2: Preparation of Starch-Based Foods, Egg Dishes, Fruits and Vegetables	6
Culinary	Culinary Fundamentals 3: Classic Cooking Techniques	7
Culinary	Dessert Preparation	3
Culinary	Preparing for a Career in Culinary Arts	3
Culinary	Seafood Preparation	4
Culinary	Meat Preparation	4
Culinary	Poultry and Game Preparation	4
Culinary	Appetisers	4
Culinary	Baking Fundamentals: Breads, Cakes and Pastries	4
Culinary	Food Safety and Sanitation	2
Culinary	Restaurant Operations	3
	Total	68





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.

Overall, across all categories a student must achieve:

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



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



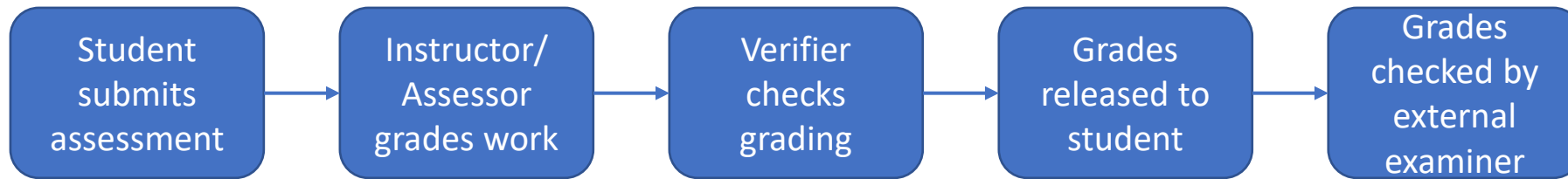
Online Assessments - EXAMS

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:

Pass = 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.

Programme	Unit name	Credits	Grade	Points per credit	Points per unit
Core	Business Fundamentals	3	C	2	6
Core	Cultural Awareness and Workplace Communication	4	C	2	8
Core	Financial Accounting and Control	4	C	2	8
Core	Hazards Identification and Risk Assessment	3	C	2	6
Core	Internship	8	M	3	24
Core	ICT Essentials	6	M	3	18
Core	Service Skills Fundamentals	5	M	3	15
Core	Marketing	4	M	3	12
Core	Sustainability	3	D	4	12
Events	Preparing for a career in Events	3	D	4	12
Events	Event Planning	4	D	4	16
Events	Introduction to the Events Industry	4	D	4	16
Events	MICE	3	M	3	9
Events	Event Site Selection	3	C	2	6
Events	Event Operations	4	M	3	12
Events	Introduction to the Tourism Industry (Short)	3	M	3	9
Events	Events Capstone Project	4	D	4	16
Total		68			=205

$$205/68 = 3.0$$



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)*

Student Voice



Advanced Diploma in
Event Management
Student



Advanced Diploma in
Culinary Management
Student



Advanced Diploma in
Tourism & Hotel
Management Student

Experiential Learning

Email - Jacqueline.Libre@dctlearn.ac.ae

Office Hours:

Monday to Thursday

8:00 – 16:00

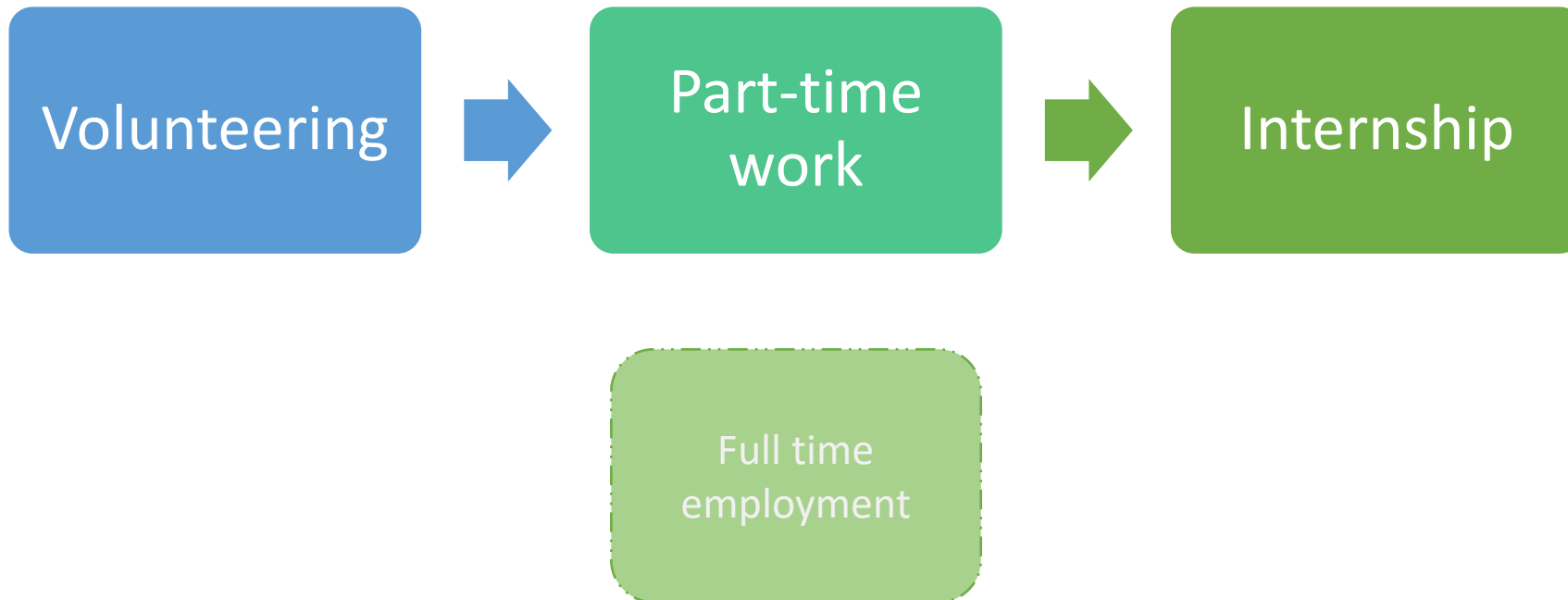
Industry Placement Officer

Jacqueline Marie Ao Libre





Opportunities for Work



Internship Information

- **Duration:** 6 weeks
- **Time Frame:** end of May to first week of July 2026
- **Securing internship:**
 - Career Fair
 - DCT
- **Requirements:**
 - Professional CV
 - Successfully pass all previous courses (68 credits)
 - No Objection Certificate (DCT/Parent)
 - Insurance (DCT/Parents)
 - Work hours





Internship Expectations

- DCT requires every student to complete a **6-week internship at the end of the academic year.**
- Should there be any public holiday scheduled in that time, an additional week will be assigned.
- Students are not permitted to schedule any holidays in that time as those 6-weeks must be completed in time to close the term 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
 - Journal Assignment or Interview
 - Employer Feedback Form
 - Employer Contract
 - Internship Agreement Form

OUR INDUSTRY PARTNERS



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



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE



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



Support Services @ DCT

Personal Counselling and Coaching Services

Email - studentsupport@dct.ac.ae

Weekly Wellbeing Hour – every Thursday 1:00 pm – 3:00 pm



Student Wellbeing Lead Priyanka Madan



What is the Role of an Academic Advisor?

- 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 with you official warnings or disciplinary issues
- Write a reference for you when you complete your course

Academic Advisors



Nikoleta Hroncova
Hospitality



Priyanka Madan
Tourism



Kyi Kyi Thein
Events



Chef Gerhard & Chef Christopher
Culinary Arts



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

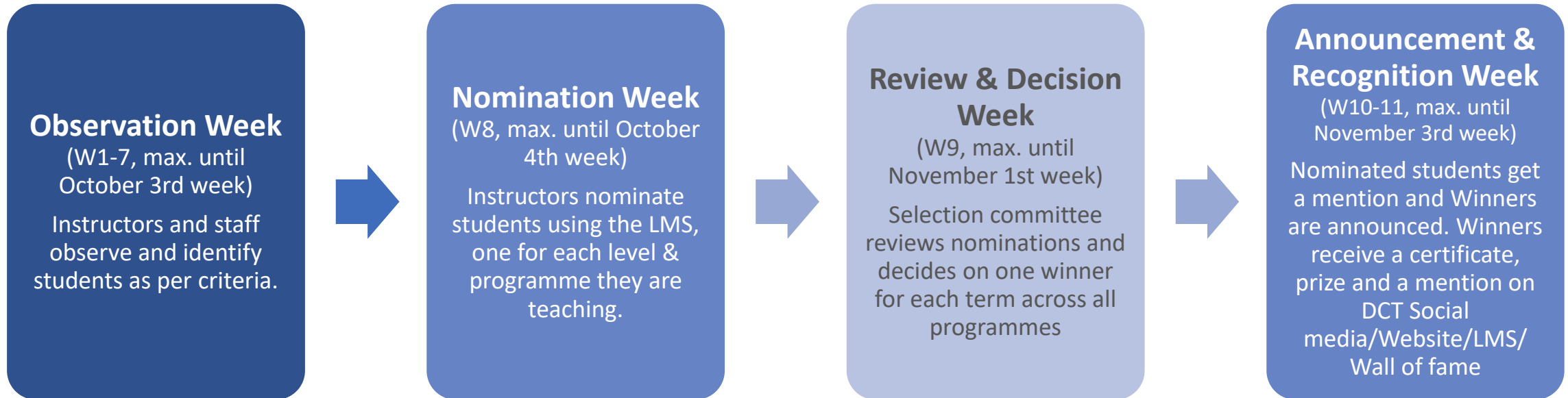


Evaluation Criteria

- 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 enrollment DCT must have:

- Valid Passport Copy
- Valid Emirates ID Copy (front and back)
- Last education qualification prior to joining DCT (e.g. High school diploma)
- 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

Students 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.



Arrive On Time and Be Prepared

- All classes will take place at One Central
- Students are encouraged to take public transport, (RTA Letters will be provided)
- **DCT does not provide any parking**
- During **big events at DWTC**, students 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.

Communication

- **All formal communication from staff and students should be through DCT email.**
- Students will also be invited to whatsapp groups with their classmates to allow us to share important information more readily (please inform us if you/they are not happy to do this)
- **Students are required to provide both their own and a parent/relative mobile and email contact information. We ask you to complete this today.**
- Parents will be contacted about regular absences, performance concerns and official warnings. We can not copy parents on all communications.



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:
 - High Similarity/AI Flags
 - Style Inconsistencies: The writing style differs significantly from the student's prior or in-class work.
 - Unverifiable Knowledge: The assessor doubts whether the student can independently back up the content of their submission.
 - 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).

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.



Questions?

