



أكاديمية آفاق لتكنولوجيا الطيران  
Academy for Aviation Technology



# AFAQ

## STUDENT HANDBOOK

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# Introduction

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Among the factors that contribute most significantly to a safe, efficient, and profitable operation in the aviation industry is the competence of the management and staff who maintain aircraft and equipment. It is therefore imperative that the personnel involved or would be involved in aircraft and equipment maintenance undergo a thorough and continuous training and learning experience that only aims to achieve the highest standards of excellence.

AFAQ Academy for Aviation Technology (AFAQ), as the foremost internationally accredited aviation technology organization in the Middle East and Asia, recognizes the importance of the effectiveness of its educational and training functions. To be truly effective, we must embrace a holistic approach to preparing a student to be a competent employee. We must consistently upgrade the knowledge and skills of the employee in a planned manner.

This document details the procedures of (AFAQ) function and must be used in conjunction with the approved Maintenance Training Organization Exposition (MTOE).

# AFAQ Mission and Vision

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We conduct quality education and training that responds to the needs and challenges of an ever-demanding aviation industry by promoting knowledge, skills, ethics, creativity, and critical thinking necessary for professional competence.

We adhere to the highest standards of safety and international laws and practices with an emphasis on social and ecological awareness.

We aim to be the best educational and training Academy in the field of aviation technology by providing our students with the opportunity to engage in lifelong learning and enable them to be career-directed, productive, adaptable, and fulfilled individuals.

## Accreditation

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The European Aviation Safety Agency (EASA) is the centerpiece of the European Union's strategy for aviation safety. Its mission is to promote the highest common standards of safety and environmental protection in civil aviation.

One of the Agency's main tasks is authorizing and closely monitoring accredited organizations that conduct training and certify licenses in civil aviation to ensure standardization of programs and uniform implementation of European aviation safety legislation in all member states.

Moreover, The Academy is proud to hold a Maintenance Training Organisation (MTO) approval from Bahrain Civil Aviation Affairs (BCAA) and Oman Civil Aviation Authority (Oman CAA).

# Academic Information

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The basic courses comply with the standards and requirements of the European Aviation Safety Agency (EASA) Part 66 and Part 147 regulations, BCAA ANTR 66 and ANTR 147 regulations, Oman CAA CAR-66 and CAR-66 regulations and include the following:

## **Category A1 (A1) – Aircraft Technician**

## **Category B1.1 (B1.1) – Mechanical Engineers**

## **Category B2 (B2) – Avionics Engineers**

After completing the two years of basic theoretical and practical training, you will be required to complete an additional two years of Maintenance Experience on live operating civil registered aircraft.

# General Regulations for Students

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1. Students are required to comply with the rules specified below.
2. Lecturers, Instructors, Staff, and all other students must be addressed with respect. The following actions are considered disrespectful:
  - 2.1 The use of obscene or profane language or gestures to anyone in the training premises.
  - 2.2 Deliberate refusal to comply with a reasonable directive from a member of the training staff.
  - 2.3 Participation in any untoward activity which disrupts the training process.
  - 2.4 Display of unpleasant or inappropriate postures in the classroom (such as sitting in a slouch position or elevating legs on the table, etc.).
3. The use of mobile phones is not allowed during classes or workshop activities:
  - 3.1 Calls may be made or answered during the breaks or before and after classes.
  - 3.2 Parents or relatives calling for emergency cases may direct their calls to the reception.
  - 3.3 The instructor's workstation shall not be used without the instructor's permission.
  - 3.4 Playing or viewing videos not related to aviation or any particular topic in the lesson is not allowed.
4. Wearing of proper uniforms that are provided annually by the Academy to each student i.e. two trousers, three white shirts.
  - 4.1 Complete student uniforms must be worn at all times. Complete uniform includes:
    - White shirt, long/short sleeves with two golden bars on both shoulders. (For men)
    - Black sleeveless blazer with two golden bars on both shoulders over white long-sleeved shirt. (For ladies)
    - Black tie (optional)
    - Black trousers
    - Black belt
    - Black shoes
  - 4.2 Any use of an unspecified piece of clothing to substitute any of the abovementioned is considered a breach of the uniform code.
  - 4.3 Any additional garment or accessories (i.e., cap) while in uniform must not be worn unless approved.

# General Regulations for Students

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4.4 Unconventional ways of wearing the shirt (i.e., folding the sleeves up, taking out the shirt) or any other piece of the uniform are not allowed.

5. Punctuality must be observed.

5.1 Attendance shall be checked before the class starts and after the break.

5.2 The minimum attendance required attendance percentage is 90% for all modules.

5.3 An alarm letter will be issued when the attendance is close to the limit.

5.4 A letter of disqualification for attending the exam will be issued when the attendance exceeds the allowable limit.

6. Cleanliness and order must be maintained.

6.1 Eating and drinking beverages inside the classrooms are prohibited.

6.2 Loitering around areas that are restricted must also be avoided.

7. Any outburst of violent behavior, participation in any illegal activities, or demonstration, that disrupts the educational process are strictly discouraged. The following behaviors are considered violent and/ or illegal:

7.1 Threatening, harassing, intimidating, or blackmailing the Academy staff, students, or other persons.

7.2 Shouting or causing noise that disturbs the class.

7.3 Wilfully hurting/ assaulting others or engaging in a fight.

7.4 Deliberate destruction of training properties and equipment.

7.5 Theft of the Academy or private properties.

7.6 Distribution of derogatory, disrespectful, or offensive materials.

7.7 Knowingly possessing, transporting, or transmitting any firearms, knives, explosives, or other dangerous objects or substances.

7.8 Possessing, using, transporting, transmitting, or consuming dangerous drugs and alcoholic beverages.

8. Languages:

8.1 English is the official language in the classroom.

8.2 Arabic must be used only in times of necessity, such as explaining complicated concepts or using words that have no English translation.

# General Regulations for Students

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9. Students/Trainees who are within AFAQ premises must comply with the pertinent rules and safety regulations set forth by AFAQ, wherever applicable.

10. Any violations of these regulations shall be dealt with accordingly by the Academy Disciplinary Committee.

11. Any violation incurred shall be treated with the following disciplinary actions depending on the gravity of the offense as perceived by the Academy Disciplinary Committee.

- First Violation: Verbal reprimand (Instructor or Staff).
- Second Violation – Written reprimand (Disciplinary Committee).
- Third Violation – Suspension/ Expulsion (Disciplinary Committee).



# AFAQ Library

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## 1. The goals of AFAQ Library are to:

- 1.1 Provide a collection of instructional materials that support and contribute to the program.
- 1.2 Provide materials and reference services for the completion of class assignments, and homework, and for individual personal growth.
- 1.3 Provide a pleasant environment for the pursuit of both personal and educational growth.

## 2. Library hours and assistance:

- 2.1 The library opens at 8:00 A.M. and closes at 3:30 P.M., Sunday to Thursday.
- 2.2 The librarian is in charge of all the books, manuals, equipment, and other materials in the library. He is available to assist all students and staff, who wish to use the library facilities.

## 3. Library rules

3.1 Users failing to comply with these rules or who behave inappropriately will be asked to leave the library immediately.

3.2 Any subsequent incidents will be subject to a fine or referral to the Academy Disciplinary Committee for consideration within the terms of the appropriate Academy disciplinary procedures.

### 3.3 Rules:

3.3.1 Access to the library is restricted to staff and students of AFAQ only.

3.3.2 Appropriate behaviour is required in the library. Users are expected to maintain a courteous atmosphere and respect the rules of the Academy.

3.3.3 Silence must be observed in the library. The use of mobile phones is prohibited. Phones should either be switched off or set to silent ring mode. Calls may be made or taken outside of the library.

3.3.4 Bags are allowed in the library at the discretion of the library in charge and are subject to inspection if required. All personal possessions should not be left unattended. The library has no responsibility in case of damage to or theft of personal property.

3.3.5 Smoking and the consumption of food, drink, and gum are not allowed in the library.

3.3.6 Laptops or other personal equipment should not be used without the prior permission of the library in charge.

3.3.7 The removal of any material from the library must be properly authorized and recorded. Damage to, or unauthorized removal of material could lead to a fine or disciplinary action.

# AFAQ Library

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3.3.8 Fines are charged on overdue items (500 Fils per book per day). An item is considered overdue when it has not been returned after the 5-day extension period.

3.3.9 Users are responsible for material borrowed and its return by the due date. They will be required to pay for any damage. Or loss of material borrowed at replacement cost.

3.3.10 Borrowing rights are withdrawn as a result of unsettled dues incurred as fines for overdue loans and payment for damage or loss.

## 4. Borrowing guides

4.1 Get a form from the library in charge. Fill in your information, the title, and the reference number of the book/manual.

4.2 A user can borrow up to two (2) books or manuals for two weeks (14 days including holidays). He/ She can renew for up to another two weeks unless the book/manual has been reserved by another user.

4.3 An overdue material is given a five-day extension period. A user will be notified verbally for overdue materials. All obligations should be cleared as soon as possible.

4.4 In making a reservation, inform the library in charge about the title of the book/manual and he will give you the availability date of the material.

## 5. Internet guides

5.1 To use the internet in the library, arrange the schedule with the library in charge.

5.2 Up to 4 people are allowed to use one OC in the library.

5.3 A user or a group of users is allowed to use the PC for a maximum of 1 hour.

5.4 Users are prohibited from playing games, downloading/uploading obscene photos or videos, and surfing websites not related to the study. Personal chatting and online gaming are also prohibited.

5.5 The above-mentioned rules and guidelines are subject to periodical reviews and revision.

# Student Council

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The student council objectives are as follows:

- Establish a clear, explicit, communication channel between management, students, and instructors to relay all students' issues of concern.
- Organize extra-curricular activities such as field trips, picnics, practicals, tutorials, mock exams, etc to make studies more interesting and improve performance levels.
- Create a social network to exchange ideas, and improve the life of students at AFAQ.
- Help students cope with the pace of their studies and support them in achieving their certification with all possible means.

## The Disciplinary Procedures

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1. The Disciplinary Committee (DC) is a specialized committee formed to deal with student discipline problems and issues in the Academy. Its main functions are:

- 1.1 To implement the Academy's rules and regulations.
- 1.2 To review and amend specific regulations or guidelines in implementing rules; and
- 1.3 To evaluate indiscipline cases and charges before enforcing any appropriate disciplinary actions.

2. DC members are composed of the following personnel:

- Training Manager & Examination System
- Assigned Instructor

3. Discipline procedures

3.1 Students Indiscipline Report

Students who repeatedly display any acts of indiscipline as stated in the General Regulations will be reported by the Lecturer/ Instructor through the Students Indiscipline Report (SIR) Form.

3.2 The instructor lists down the information about the student/s, the act/s of indiscipline observed, and the action taken according to the instructor's discretion.

# The Disciplinary Procedures

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3.3 Actions taken vary from:

**VR** Verbal Reprimand

**SO** Send-out of the classroom/ Academy

**IC** Informal Counselling

**DC** Discipline Committee

3.4 Upon receipt of the SIR form, the DC decides as to the gravity of the offense. Simple offenses require Informal Counselling and Issuance of Written Reprimand.

3.5 Reprimands in written forms shall be placed in the student's personal file and shall remain there for a period of six months. This probationary period is given for students to re-examine their behavior and show a more mature and disciplined attitude.

3.6 A written Reprimand will be removed from the student's personal file when the probationary period ends and there is no more additional indiscipline act reported against him/her.

## 4. Offense during probation

If a student commits another offense while on probation, he/she will go through more rigid disciplinary measures as deemed necessary by the DC.

4.1 the following are the major disciplinary measures:

4.1.1 **Counselling** – a series of guidance counseling sessions prescribed to a student under probation or those who have served suspensions. All other student privileges will not be suspended during counseling.

4.1.2 **Suspension** – exclusion from AFAQ privileges for not more than ten consecutive training days provided such exclusion shall not extend beyond the end of the academic year in which such suspension is imposed.

4.1.3 **Expulsion** – exclusion from students' privileges for more than ten consecutive working days. Such a period of exclusion may extend to the academic year following the academic year in which such exclusion was imposed and may lead to complete termination from the Academy.

# Guidance and Counselling

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The Academy offers the following services to provide students with the time and opportunity to talk to a counselor about the issues concerning their academic, career, and disciplinary problems.

## **1. Academic Guidance**

It is a program that provides individual assistance to students who have difficulty coping with the modules. Students who are advised to undergo this program need to improve their study habits. They must attend supplementary tutorial classes if the need arises.

## **2. Career Guidance**

It provides assistance on problems concerning the program of study. It also gives students a clearer picture of their career paths. Students who need career guidance experience certain difficulties in making choices. The program helps them decide.

## **3. Guidance Counselling**

There are two (2) types of counseling:

### **3.1 Informal Counselling**

It is given by the concerned instructor to any student who fails to abide by certain rules. These violations are viewed as minor and negligible, but not that insignificant to escape an instructor's eye.

3.1.1 The instructor calls the student for a private conversation and discusses the elements of the alarming action or behavior displayed by the student.

3.1.2 The instructor suggests ways for the student to improve and keeps an open line of communication with the student.

### **3.2 Formal Counselling**

This is imposed on students who are under probation. A student will go through the counseling phase after serving a certain period of suspension for certain violations. The length of the counseling period varies according to the following guide:

#### **3.2.1 One-day Suspension**

This requires three (3) counseling sessions. Each session lasts for an hour and shall be administered within a period of one week.

#### **3.2.2 Three-day suspension**

This suspension requires six (6) counseling sessions. Each session lasts for an hour and shall be administered within the period of one month.

#### 3.2.3 Suspensions of more than 3 days

This requires twelve (12) counseling sessions. Each session lasts for an hour and shall be administered within a period of three months.

### 3.3 Counselling Records

All formal counseling sessions shall be documented and filed in the student's counseling record. This record shall be dealt with high confidentiality.

## Training Performance Evaluation

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### 1. Student's performance

Student's performance will be evaluated during each module. The instructors handling the students during this period will evaluate them according to their attendance, discipline, interest, and attitude toward learning. The main purpose of the evaluation report is to keep students and their families informed about their overall performance to avoid failures and promote progress in learning.

### 2. Teachers' performance

Lecture performance appraisals for the instructors will be conducted by the QA twice a year. Feedback on these appraisals will determine the training needs of the trainers.

## Examination Policy

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As per EASA, BCAA and Oman CAA approved Maintenance Training Organization Exposition (MTOE).

## Student Records

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The Academy maintains student records which include a listing of modules taken, levels of achievement, attendance, and other data including Examination scores. These records also include name, parent's name, address, birth date, and any information recorded in any way that is directly related to a student and maintained by the Academy.

# Health and Safety

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Safety is taught in all shops, laboratories, and classrooms. Each shop, piece of equipment, and job has a safety procedure, which must be followed carefully. Any student found not observing the safety procedures will be subject to disciplinary action. Safety shoes, ear defenders, and overalls must be worn at all times during practical training. Safety glasses must be worn in all specified areas. (Safety lenses must have a minimum thickness of 3.0 millimeters, be properly monogrammed, and be mounted in a safety frame). For those students who wear glasses, prescription safety glasses are required. Common sense and good judgment by all will prevent any problems in these areas.

## Entry Requirements and Fee

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Open to all successful graduates of secondary school science/ technical streams or private schools equivalent.

Official documents required are as follows:

- Copy of graduation from secondary school certificate.
- Copy of final scores i.e., level 10, 11, and 12.
- Copy of student passport and CPR.
- Completed application form.

The fee and means of payment are mentioned in the agreement between AFAQ and the sponsor.

# Course Modules

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The modules required will depend on the category of license sought:

- Module 1 Mathematics
- Module 2 Physics
- Module 3 Electrical Fundamentals
- Module 4 Electronic Fundamentals
- Module 5 Digital Techniques
- Module 6 Materials and Hardware
- Module 7 Maintenance Practices
- Module 8 Basic Aerodynamics
- Module 9 Human Factors
- Module 10 Aviation Legislation
- Module 11 Aeroplane aerodynamics, structures & systems
- Module 13 Aircraft aerodynamics, structures & systems
- Module 14 Aircraft instruments
- Module 15 Gas Turbine Engine
- Module 17 Propellers

# Learning Facilities

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All courses are conducted using traditional instructor-led classroom training methods, making full use of state-of-the-art training technologies and teaching methodologies.

The instructors are highly qualified and have in-depth experience in the aeronautical sector.

The required skills training is done in AFAQ's own Hangar/ workshop facilities.



# Directory of Resources

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## **Manager Training & Examination System**

Mr. Mahmood Al Balooshi

## **Manager Quality Assurance**

Mr. Osama Al Balooshi

## **Chief Accountant**

Mr. Favaz Zakkhir

## **Admin. & Digital Marketing**

Ms. Khalsa AL-Hashemi

## **Instructors**

Mr. Zeyad Alshater

Mr. Mohamed Ershad

Mr. Ahmed Al-Mamari

## **Discipline Committee (DC)**

Mr. Mahmood Al Balooshi

Mr. Osama Al Balooshi

Ms. Khalsa AL-Hashemi

## **Digital Media Specialist**

Mr. Hamza Al Balooshi