Muscat College

Bachelor with Honours Degree Programmes

(Version 1.1, Updated with the new Generic Graduate Attributes, Feb 2022)

Programme Guide: 2021-22

In academic partnership with Universiti Malaysia PAHANG

Contents

Message from the Dean

Muscat College was established in 1997 as one of the leading private higher education institutions in the Sultanate of Oman; academically, it is linked with the University of Stirling (UK) and University of Malaysia Pahang (Malaysia). Also, it has a link with the Scottish Qualification Authority (SQA). Muscat College strives clearly and consistently to achieve its mission and goals by providing a stimulating learning environment according to the highest quality standards. The College also considers scientific research as one of the essential pillars of development, so it has devoted all the necessary ingredients. In addition to that, Muscat College considered training and community engagement as fundamental pillars in the academic development cycle.

From its elegant modern campus, in Bowshar Street, which is located at Bowshar city in Muscat Governorate, Muscat College has responded to the Omani labour market needs. Also, it takes care of international students in the college by helping them to integrate with Omani students with a broad spectrum of academic programs in the fields of Information Technology (such as Software Engineering and Networking), Computer Science, Accountancy and Business Studies Business (such as Human Resource Management and Project Management). Master programs are also part of the academic life in which there are many areas for master level can be found in the College such as Big data and Management.

Backed by the up-to-date academic facilities and infrastructure, the experienced faculty and administrative staff of Muscat College are diligently working and balancing the rigorous requirements of academic excellence along with maintaining conducive and friendly university life to provide their students with quality education, knowledge and skills and orient them to be the entrepreneurs of their fields.

It is my utmost pleasure to welcome you to your second home, Muscat College, and I hope that your journey of knowledge and skills acquisition is coupled with unforgettable moments of joy, happiness, and success shared with your college mates.

Wishing you all the best

Dr. Khalfan Abdullah Al-Masruri

Dean of the College

1. Muscat College Vision, Mission, Goals & Values

Muscat College was founded in 1997 and is one of the oldest private colleges in Oman. Muscat College is under the supervision of the Ministry of Higher Education, Research and Innovation (MoHERI) in Oman. The College offers academic programmes at various levels in affiliation with the Scottish Qualification Authority (SQA), the University of Stirling University (UK) and University Malaysia Pahang (Malaysia).

1.1 Vision

To be a dynamic institution that is distinctive in its focus on providing education for a sustainable future.

1.2 Mission

To provide lifelong learning supported through teaching, research, training, and community engagement.

1.3 Goals

At Muscat College we will:

1. Pursue upgrade of the industry-focused Management and Information Technology programmes to produce competent graduates for the industry.
2. Strive to exchange industry-relevant knowledge and skills that embrace the current global developments and experiences.
3. Develop and foster excellent management and work culture that promotes values of collaboration, inclusion, and integrity for providing quality service to the stakeholders and community.
4. Cultivate an innovative learning and teaching environment to empower the students' overall progress by enhancing the academic quality of the offered programmes.
5. Ensure quality training and consultancy services in the areas of expertise to contribute to the continuous development of the industry and community.
6. Enhance research activities to contribute to the country's advancement by liaising with external research bodies.

1.4 Values

Muscat College staff and students will foster the following values through their activities.

Collegiality

Whether leaders, teachers, students, or other College partners, we treat one another as colleagues and with respect based on behaviour, not on seniority or role.

Culture Diversity

We value our cultural diversity and ensure that all our activities are based on an understanding, appreciation and respect for Omani culture and heritage.

Transparency

In our dealings with one another and with all our partners outside the College, we are clear and honest, and we communicate openly, effectively and efficiently.

Innovation

We encourage new ideas and practices, aiming to provide a work and study environment that is receptive to change, and adaptable and agile in its approach.

Accountability

We take our individual and collective responsibilities seriously, and we recognise and encourage success by providing support and opportunities to shine.

2. Student's Important Contacts

2.1 The Admissions and Registration Office

The Admissions and Registration Office is the student's first point of contact with the College and the place of continued guidance from where the admission process is initiated. All the records of students are kept in this Office. This is also the place where parents and sponsors could get all the information about the student's progress in study.

2.2 The Head of the Department

The Head of the Department is responsible for overseeing the operation of the academic department and for the management and quality of the programme of study.

2.3 The Academic Advisor

The Academic Advisor plays a very important and key role in the students' study life. He/she provides expert guidance and valuable advice to the student in helping him/her to do what is best in their study path. The Academic Advisor is the helping hand the student may need when faced with any problems or complications. The Academic Advisor also helps the student to manage and budget time.

The Academic Advisor will arrange meetings at regular intervals during the semester; however, you may arrange special meetings with the Academic Advisor if you run into an urgent problem which you need to discuss. Where necessary, the Advisor could liaise with other staff members on your behalf. Later on, during your working period, Academic Advisors will often act as referees for job applications.

It is essential that your Academic Advisor knows who you are and is well informed about any problems, personal, academic or otherwise, to offer you guidance, advice, and support that can be of great comfort, particularly in the first year of study.

2.4 Student Affairs & General Activities

This section of the College ensures that students are well taken care of and that a homely and cordial environment exists all the time in the student's stay at MC, helping them understand the disciplinary rules and code of conduct.

This is also where students can be creative and can exploit their extra-curricular capabilities and where they get a chance to mingle with students from other faculties as well as to meet College staff and faculty members. Students are encouraged to take part in such activities.

2.4.1 The Student Consultancy Council

As the student is the focal point of the educational process and its targets, the College would like to ensure the active participation of students in its general policy by establishing a student committee, whose members are elected from the student body and supervised by faculty members.

2.4.2 Goals of the Student Consultancy Council

1. Work with the Department of Student Affairs, Career and Alumni to improve the quality of services that are provided to the students.
2. Contribute towards creating awareness amongst students about their rights and duties that abide by the regulations and laws of the college.
3. Support student activities in various fields (sports, cultural, artistic and social).
4. Development of leadership skills among students and allow them to express their views through transparent systems and equip them with leadership and managerial skills which will further enhance their decision-making.
5. Development of democratic practices, a spirit of dialogue and respect for others opinions.
6. To strengthen the spirit of cooperation and the concept of teamwork between the students themselves and between students and members of the academic and/or administrative staff.
7. To strengthen the spirit of dialogue, tolerance, moderation and coexistence with others.
8. Strengthen the sense of belonging to the country and the college.
9. Improvement of the student's personality and discover talents, abilities, skills and development of scientific and creative abilities through the incorporation of various innovative programs.
10. To involve students in important decisions which belong to the college and students, and convey the voice of students and their views to College management.
11. Participation in the preparation of plans related to the students.

2.5 Organisational Structure of Muscat College
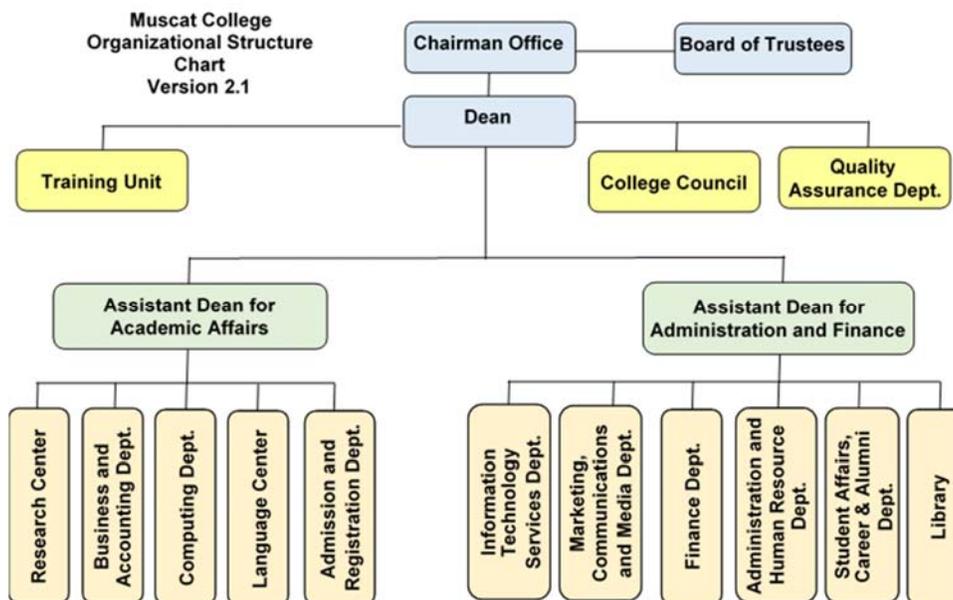
Figure 1: Organisational Structure of Muscat College

2.6 Health and Safety

In compliance with the Muscat College (MC) Health, Safety and Environment (HSE) Management System Manual, the following important points are to be known by all students for their health, safety and convenience:

- Muscat College provides a healthy and safe environment for students, staff and visitors. An environment that meets Oman's legal requirements for safety.
- Mock drills/ evacuation exercises for Staff, Students and any third party are organized on the campus at the beginning of the first month of semester 1 and semester 2.
- In the event of an alarm sound in the building, all staff and students are supposed to evacuate the building immediately to the Assembly point.
- All escape routes through the building are indicated by easily identified Emergency Exit signs, leading to the main assembly points outside the building.

- A first aid room (Clinic) is available on campus which is equipped as per the Ministry of Health Norms.

The timing of On-Campus Medical Facility is:

The timing of On-Campus Medical Facility is:		
Doctor:	Every Tuesday	10 am to 12 pm
Nurse:	Sunday to Thursday	9 am to 4 pm

As part of Health and Safety requirements, you are required to do the following:

- Taking reasonable care for own health and safety.
- Taking reasonable care for health and safety, including implementing risk control.
- Complying with the instruction issued by HSE (Health, Safety and Environment) Team.
- Complying with all the HSE Policies and Procedures.
- Reporting hazards or incidents via the HSE hazard and incidents promptly.
- Being familiar with emergency and evacuation procedures and complying with instructions given by the HSE Team.
- Reporting promptly to their supervisors or to any members of the HSE Team of health and safety concerns without fear of reprisal to ensure all hazards and incidents are identified, assessed, controlled and reported.

2.6.1 COVID-19 Protocols informed by the MoHERI

In line with the decisions of the Supreme Committee to return to study physical on campus, students need to adhere to the safety precautionary measures to ensure the safety of all on the campus. Therefore, students are required to follow the below instructions strictly: -

- Fill out the questionnaire to clarify the vaccination status sent to the Muscat college student e-mail on 1st Sep 2021 to be allowed to enter the campus.
- The student must show proof of receiving the vaccination (when asked anytime during their presence on the campus)
- Gatherings are prohibited (Inside the Lecture Halls, Student Halls and Cafeteria).
- It is forbidden to exchange papers and personal supplies between students and teachers. (Inside the Lecture Halls)
- Commitment to keep social distancing and all instructions directed by the college.

- In any flu-like symptoms, the student must inform the academic advisor and the Department of Admission & Registration by e-mail with the relevant proof of document.
- Commitment to wearing the mask, and if you have a medical condition that prevents or excludes this, you must inform the academic advisor.
- All students should always have their student ID card during their presence on the college campus.

If you could not take the vaccine for any health reasons, please send the medical excuse authorised letter by the Ministry of Health to the Academic Advisor and the Department of Admission &Registration by e-mail and do not attend college campus.

2.7 Library

The College library is to acquire, organise, and provide quality services to students and faculty to meet their information needs by utilising the best available resources.

Loan Period and Loan Limit:

Number of books (Loan Limit)	Loan Period
Three	Two weeks

In case of damaged or lost book/resource;

- The student should report to the library within 30 days.
- The student is required to replace the book/resource, if not the student is required to pay twice the cost as a penalty.

3. Registration, Attendance and Programme Regulations

3.1 Study/Semester duration

There are two semesters in an academic year, each with a maximum number of courses per semester.

The Semester dates are:
Semester-1: 19th September 2021 to 13th January 2022
Semester-2: 13th February 2022 to 09th June 2022

3.2 Academic Advising

The student has to meet with his/her Academic Advisor who will guide the student as to what appropriate courses are to be taken and registered for that particular semester.

3.3 Registration Steps

After completing the Academic Advising as in Article 3.2, for the registration process to be final, from the academic, administrative or financial perspective, the following semester registration flow chart has to be carried out by the student at the Admissions and Registrations Office, all within the specified time:

1. Admissions and Registration.
2. Meet Finance Office to finalise semester registration
3. Receive timetable through the College e-mail.
4. Complete the online registration and enrolment in Moodle/LMS on the Muscat College website.

Note: Lack of completion of the registration process will result in the student being barred from attending classes and from continuing with their studies.

3.4 Students' access to MOODLE

All the PCs in the computer labs are available for students to do their assignments and academic preparation. All the students will be provided with a username and password to access handouts/lecture notes from the MOODLE. (MOODLE is a link provided for accessing electronic materials). The student must register for each module in MOODLE before starting classes.

3.5 Mode of Study & Entitlements

A student is designated as full-time or part-time. A part-time student is required to study as per the part-time study plan.

3.6 Change of Mode of Study

A student can change their mode of study provided that the mode of study definition is satisfied and there is sufficient capacity in the programme of study to accommodate them. There may be financial, visa and other relevant implications of such changes.

3.7 Course Registration

Before registering for any course, a student must pass one or more pre-requisite courses at a defined level as per the programme regulations.

A student must register for the set of courses as prescribed by the framework.

3.8 College Requirement Course – Entrepreneurship: Creativity and Innovation

3.8.1 All students who have registered in Muscat College since 2016/17 need to register the college requirement module "Entrepreneurship: Creativity and Innovation" in the second year of study, which has been mandatory by the Ministry of Higher Education, Research and Innovation (MoHERI).

3.8.2 This module is designed to introduce students to business venturing and entrepreneurial activity backgrounds. The learning outcomes of this course is to develop the basic skills, understanding and appreciation of entrepreneurship and business venturing. The course emphasises entrepreneurship and innovation as a core theme, and lecture classes will be conducted apart from business plan assignments, workshops and guest lecturing.

3.9 Course Add and Drop

The student can add and drop a course during the add and drop period. After that, fees become due, and the courses will appear in the student's record.

3.10 Course Withdrawal

The student is permitted to withdraw from courses no later than two weeks from the commencement of teaching. After that, fees are due for the registered courses, and the courses will remain on the student's record due to failure to comply with published requirements.

3.11 Attendance and Engagement

The student attendance at Muscat College is monitored and reported to ensure that students attend all scheduled learning and teaching activities and engage with their relevant programme of study.

3.11.1 Student Attendance Guidelines

1. Students are required to attend classes regularly and follow the attendance regulation strictly.
2. Attendance regulation applies to all the enrolled students of Muscat College.
3. **Minimum Attendance requirements:**

   3.1 80% of attendance in their registered Courses. Students who have crossed 20% of absenteeism in a Course will be debarred from attending further classes and examinations of that Course, except as mentioned in clause 11.

   3.2 Minimum 70% of attendance in their registered Courses with valid evidence proving extenuating circumstances. Students who have crossed 30% of absenteeism in a Course even with valid evidence will be debarred from attending further classes and examinations of that Course, except as mentioned in clause 11.

4. Students having valid reasons for absenteeism shall submit their relevant evidence to the Admissions and Registrations on their commencement day. The Admissions and Registrations check the merit of the evidence and decide whether or not the absenteeism is to be considered for clause 3.2 and enter the same in the system. The accepted excuses shall give a grace period of 10% but not exceed 30% absenteeism without changing the absenteeism percentage. Any delay in producing the evidence shall affect this consideration. If the evidence submitted by the student to the Admission and Registration is not accepted, the student may appeal to the College Academic Appeal Committee.

5. **Warnings:** Warnings shall be given to the students who have reached the level of absenteeism vis-a-vis;

   5.1 **The first warning at 8% of absenteeism**: The Admission and Registration Department shall e-mail the students at Student College e-mail with a copy to the Academic Advisor, informing them about the absent level and its consequence. A list of students who have reached 8% absenteeism shall be sent to the Students Affairs by the Admissions and Registrations.

   5.2 **The second and final warning at 15% of absenteeism**: The Admission and Registration Department shall e-mail the students at Student College e-mail with a copy to the Academic

Advisor, informing them about the absent level and its consequence. At this stage, the student needs to be extra cautious that crossing 20% of absenteeism lead to their termination in the Course. A list of students who have reached 15% absenteeism shall be sent to the Students Affairs by the Admissions and Registrations.

6. Students Affairs shall contact/counsel students who have received the first and second/final warnings.

7. Once the student is debarred, the Admissions and Registrations shall send an e-mail, at student college e-mail, informing them that their absenteeism has reached the maximum level therefore, they were barred from attending further classes and examinations of that course. At this stage, the Admissions and Registration shall block the students from all further classes and examinations.

8. **Appeal**:
   8.1 Students could appeal to the College Academic Appeal Committee if the Admissions and Registrations didn't accept their submitted pieces of evidence as stated in clause 4.
   8.2 Debarred students with any severe/special circumstances may write directly to the College Academic Appeal Committee with all the evidence. These are considered only under exceptional circumstances, and any request without adequate supporting documents shall not be considered.
   8.3 The decision of the College Academic Appeal Committee should be finally approved by the Dean so that students shall not be allowed for any further appeal.
   8.4 No special examination will be conducted due to attendance appeal, so all appeal is to be completed at least 3 working days before the assessment/examination of the course.

9. It is the responsibility of students to check their attendance level in Moodle (Students' portal) on a day to day basis. For any discrepancy in attendance percentage, the students are required to send an e-mail to the Lecturer and HOD/DLC (official College e-mails only) immediately and meet them personally.

10. It is the responsibility of the student to check their college e-mail regularly; any later claim that they haven't seen the warning letter shall not be valid.

11. Students who failed in Courses due to attendance regulation shall be given a "Failed Grade", and the same shall be entered into the ProMIS system during result entry. Lectures and ProMIS

coordinators will ensure the same.

Students who failed in a Course due to attendance regulation will have to re-register for the Course.

3.11.2 Engagement

Other points of required engagement for students will be specified in each course's descriptor.

4. Assessments

4.1 Assessment Policy

Muscat College is responsible for delivering all the courses and strives to maintain the set quality standards in teaching practices. The courses will be offered the same way and the same semester as designed by the UMP to maintain uniformity and consistency. The final examination and special exams are held under UMP standards.

4.2 Evaluation & Assessment

4.2.1 Grading System

Students' performance for a particular module is indicated by the Performance Indicator. The mark, grade and point value is shown in Table 4.1.

Table 4.1   GRADING SCHEME

Range of Marks	Grade	Numeric Value of Grade
80 – 100	A	4.00
77 – 79	A-	3.70
74 – 76	B+	3.67
70 – 73	B	3.33
67 – 69	B-	3.00
64 – 66	C+	2.67
61 – 63	C	2.33
58 – 60	C-	2.00
55 – 57	D	1.67
40 - 54	E+	1.00
25 - 39	E	0.67
0 - 24	F	0.00

Note (1): Failure to comply with published requirements or modules – Grade Fail (F, E and E+).

Note (2): The grade awarded for the withdrawal from modules is "W".

4.2.2 GPA: Semester and Cumulative Rating

Semester and Cumulative Rating will be based on the semester and cumulative Grade Point Average (GPA) as detailed below:

Description	GPA Range
Excellent Standing	3.67 – 4.0
Good Standing	2.0 – 3.66
Probation / Fail Standing	0 – 1.99

4.2.3 Grading scheme for APL (Accreditation of Prior Learning)

Description	Grading Scheme
X: Exempted due to prior learning	The grade will be denoted as 'X' and will not be included in the GPA calculation.

Generally, the minimum passing grade for a particular Course is 'D'. However, the passing grade for a particular Course is subject to the department with Academic Steering Committee approval.

Grade E+, E and F are coming under failed category. Since the grade points are different it will be reflected in the GPA calculation.

4.2.4 Assessment Scheme and Criteria

(i) Assessment for every course is made periodically and continuously in the particular semester according to the method set by the department and is subject to approval from the university.

(ii) Assessment for industrial training must comply with the method set by the department and is subject to university approval.

(iii) For all courses, marks for the final examination should not exceed 40% and the marks for coursework should be no less than 60% of the overall marks.

(iv) Assessments for the course with 100% coursework can be implemented subject to department approval.

(v) The assessment criteria evolve based on the course's nature, year/level of the student study and course outcomes. For example, if a course is taught in semester 1 or 2, then the emphasis will be more on basics/ fundamentals, as compared to that of the course taught in semester 3 or 4, wherein the advanced topics and applications will have more weightage.

4.3 Final Examination

The final examination must be carried out within the period and according to the procedures set by the UMP.

4.4 Special Examination

(i) Special examination can be held for the following cases:

   a) Students who cannot sit for the final examination due to illness are confirmed by the government hospital medical officer.
   b) Final semester diploma programme students who have passed with the status KB or KC but failed one (1) course in previous semesters.
   c) Second last semester degree programme students who have passed with the status KB or KC but failed one (1) course in previous semesters
   d) Students with death of mother/father/ guardian/husband/ wife/child
   e) Students who have to provide intensive care to their other/ father /guardian /husband /wife /child who are extremely ill
   f) Other reasons that the College can accept

(ii) The special examination marks under items 4.4 (i) (a), (i) (d), (i) (e), and (i) (f) above, will replace the marks of the final examination only, where else the coursework marks remain the same.

(iii) The special examination marks for rule cases 4.4 (i) (b) and (i) (c) above will determine the course result either pass or fail and will not be considered in the GPA and CPA calculation.

(iv) The special examination cannot be held for the students who do not sit for their final examination without the College's acceptance.

(v) Time frame should be specified for conducting the special exam.

(vi) Timeframe for the student's request to appear for the special exam should not exceed seven days from the date of absence for the concerned assessment/final exam.

4.5 Academic Standing

4.5.1 Student Academic Standing

(i) Students' academic standing is determined by GPA and CGPA.

(ii) Students' academic standing status is determined in every common semester using CGPA as shown in Table 4.2

Table: 4.2   Academic Standing

Student Achievement	Status
1. CGPA $\geq$ 3.67	Excellent Standing (KC)
2. 2.00 $\leq$ CGPA < 3.67	Good Standing (KB)
3. Current Status " Excellent" or "Good" and CGPA < 2.00	Probation 1 (P1)
4. Current Status P1 and CGPA < 2.00	Probation 2 (P2)
5. Current Status P2 and CGPA < 2.00	Fail Standing (KG) (Student is terminated)

(iii) Students' academic standing status for the short semester is not determined, although GPA and CGPA are calculated as usual. Credit and point values obtained in the short semester will be considered for the CGPA calculation in the next semester.

(iv) Full-time students are normally entitled to 15 credits per semester.

(v) Part-time students are entitled only to 9 credits maximum per semester, hence the study duration will be longer.

(vi) Full-time students who obtain CGPA < 2.00 who are with the P1 or P2 status will be offered lesser credits (normally 9 credits)

(vi) Part-time students who obtain CGPA < 2.00 who are with the P1 or P2 status will be offered lesser credits (normally 6 credits)

(vii) Tracking and classification

The tracking and classification of academic probation and termination are done by Muscat College (Admissions & Registrations and Academic Advisors are responsible).

(viii) Student Appeal against Termination

- The appeal shall be considered for the completion of the exit award only if it is available.

- The completion of the exit award is to be done within one semester of study and the maximum number of credit hours shall not exceed 9.

4.5.2 Conferment Requirements

Students are only eligible to be conferred a diploma or bachelor degree after the following requirements are met:

(a) Passed all Courses stipulated.

(b) CGPA of ≥ 2.00.

4.6 Improving Academic Achievement

With permission from the department, students are given a chance to improve their course grade on the following conditions:

(a) Grade improvement is only for "C-" grade and below

(b) Grade improvement for a particular course is only permitted once unless the course improved is failed

(c) The latest grade will be considered in the GPA and CGPA calculation

(d) Student study period has not ended.

4.7. Academic Misconduct

The College's commitment to academic excellence is driven by maintaining academic standards and upholding academic integrity. The College strongly believes that its graduates should be prepared to take up leadership roles by embedding integrity in all spheres of their life. Muscat College considers five fundamental principles of academic integrity to be: honesty; trust; fairness; respect, and responsibility. The College expects its students to:

- Act with academic integrity
- Submit for assessment/examination work that they have produced themselves and which duly acknowledges ideas, words and works of others that were used in the production of their own work.
- Follow one-time submission process for any assessment/examination
- Do not share their individual work with another student
- Secure and protect their work at all times
- Ensure that they act within the boundaries of the Academic Integrity Policy
- Seek relevant ethical approval before commencing research projects for dissertations and theses
- Proactively ensure they have a clear understanding of Academic Integrity and the MC's expectations in relation to this, including through completion of any academic integrity related activities that the MC provides.

The Academic Integrity and Misconduct Policy is available on the student portal of Muscat College; Students must familiarise themselves with the types of academic misconduct and penalties.

Academic Misconduct – Classification of Offence and Penalty Points

Classification	Examples of Misconduct	Penalties
Minor	- Plagiarism cases where a minor piece of work contains sections from other sources without due acknowledgement. - Academic misconduct where the impact of the misconduct made only a minor contribution to the submitted work.	The submission is graded, however all sentences in the assessment that contain academic misconduct are excluded from marking, and the grade/outcome will be awarded solely on the basis of what is the student's own work. In these circumstances, the student would continue to have an opportunity for reassessment.

Moderate	• Plagiarism cases where a piece of work contains sections from other sources without due acknowledgement. • Self-plagiarism. • Inappropriate use of proof-reading. • Academic misconduct where the impact of the misconduct made a moderate contribution to the submitted work. • Any academic misconduct case where the impact of the misconduct made only a minor contribution to the submitted work, but where the student has a previous academic misconduct offence recorded against them.	The submission is graded, however all sentences in the assessment that contain academic misconduct will be excluded from marking, and the grade/ outcome will be awarded solely on the basis of what is the student's own work. For taught provision, the final mark for the submission will be capped at the pass mark. In these circumstances, the student would continue to have an opportunity for reassessment.
Major	• Plagiarism cases where the majority of a piece of work is taken from other sources without due acknowledgement. • Piracy. • Third-party editing of written text. • Circumventing of the similarity checking programmes or online proctoring tools. • Academic misconduct where the impact of the misconduct made a <u>major</u> contribution to the submitted work. • Any academic misconduct case where the impact of the misconduct made a <u>moderate</u> contribution to the submitted work and where the student has a previous academic misconduct offence recorded against them.	Allocation of zero for the relevant assessment. Thesis/dissertation is not accepted in its present form but the student is given the opportunity to revise and resubmit the thesis within six months. For taught provision, the final mark will be capped at the pass mark. Reassessment is allowed if necessary/applicable.

Serious	- Impersonation. - Dishonest Practice. - Falsification. - Contract Cheating. - Academic misconduct where the impact of the misconduct made a <u>major</u> contribution to the submitted work, and where the student has a previous academic misconduct offence recorded against them	Allocation of zero for the module, no reassessment allowed, and no eligibility to graduate with honours or masters.
Gross	- Bribery. - Contract Cheating. - Provision of material to an essay mill or equivalent site. - Any serious academic misconduct case where the student has a previous academic misconduct offence recorded against them.	Termination of studies and no award possible.

4.8 Appeal Against Misconduct Penality

If the student disagrees with the decisions, they have to appeal within three (3) working days of receiving the decision. The matter will automatically be referred to the Dean for further proceedings.

4.9 Examination Result Announcement

The college will announce the examination results within the stipulated period

4.10 Academic Appeal

- A student has the right to submit an academic appeal in line with the relevant code of practice.
- The student has the right to appeal for reviewing final exams (or its equivalent) within three working days as a maximum from the date of publishing the result, with paying an amount of five Omani Riyals, and it will be refunded if there is any change in the grade.
- The student has the right to appeal against decisions made by the Student Academic Grievance Committee (or Student Disciplinary and Non-Academic Grievance Committee) within five working days as a maximum from the date of issuing the decision.

- Appeal requests should be submitted to the Department of Admission and Registration.

4.11 Students' Study Level Status

The department determines students' study level status based on the total of earned credit obtained.

4.12 Diploma and Bachelor Degree Conferment

4.12.1 Conferment Requirements

(i) Diploma and bachelor degree conferment recommendations will be made in the common semester.

(ii) Students are only eligible to be conferred a diploma or bachelor degree after the following requirements are met:

(a) Passed all Courses stipulated.

(b) CGPA of ≥ 2.00.

(c) Applied for conferment and obtained department recommendations.

(d) Other requirements stipulated.

4.12.2 Diploma and Bachelor Degree Classes

(i) Diploma and Bachelor degree classes are shown in Table 4.3.

Table: 4.3   Diploma and Bachelor Degree Conferment Classes

Diploma	Requirement
First Class	CGPA ≥ 3.67
Second Class	$2.00 \leq$ CGPA < 3.67
Bachelor Degree	**Requirement**
First Class Honours	CGPA ≥ 3.67
Second Class Honours (Upper)	$3.00 \leq$ CGPA < 3.67
Second Class Honours (Lower)	$2.33 \leq$ CGPA < 3.00
Third Class Honours	$2.00 \leq$ CGPA < 2.33

4.13 Study Deferment

- Students who are ill, subject to confirmation by the government hospital medical officer can apply to defer study. The maximum period for deferment is two semesters for each application. The deferred semester will not be considered in the study period count.

- Application to defer study for other reasons can also be considered. The deferment period is one semester for each application. This deferred semester will be considered in the study period count. The application must be submitted before Thursday of week nine (9) of the study.

4.14 Examination Instructions to Students

- Students must ascertain the dates and times at which they are required to attend the examinations. The examination timetable is published on the Student Information Notice Boards as well as the College website at http://www.muscatcollege.edu.om/News/
- Absence or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.
- Students will normally be admitted to the examination room ten minutes before the commencement of the examination.
- Before entering the examination room, students must ascertain their seat numbers from the lists posted on the notice boards at the entrance of the examination room.
- Any student who has not been allocated a seat number should report to the Examination Officer in charge of the examination before the commencement of the session.
- Students are not allowed not bring into examination rooms any unauthorized material. ("Unauthorized" material is any material not specified on the examination paper which includes mobile phone, smartwatch, Bluetooth etc.).
- Using unfair means in any College examination or test, or to assist another student to indulge in such unfair means is a College disciplinary offence.
- Eating and drinking in the examination hall are strictly prohibited.

5. Programmes

5.1 Programmes Offered and Exit Awards

(All certificates are issued by Muscat College, which is recognised by the University Malaysia Pahang)

<div align="center">

Table 5.1   Programmes and Exit Awards

</div>

Programme	Year Two	Year Four
Project Management	Diploma in Project Management	Bachelor of Project Management with Honours
Computer Science (Computer Systems and Networking)	Diploma of Computer Science	Bachelor of Computer Science (Computer Systems and Networking) with Honours
Computer Science (Software Engineering)	Diploma of Computer Science	Bachelor of Computer Science (Software Engineering) with Honours
Minimum Required Credit Hours	**63 Credit Hours**	**123 Credit Hours**
Accredited Award as per the Oman National Framework	**Diploma**	**Bachelor Degree**

5.2 Part-time Study

- Part-time students are entitled only to 9 credits maximum per semester. The duration of study will be up to 6 years, including 2 summers for Bachelor with Honours and 3 Years, including summer for Diploma.

5.3.1 Framework: Bachelor of Project Management with Honours (applicable up to 2019-20 intake)

<table>
<tr><td colspan="5" align="center">Diploma DPM</td></tr>
<tr><td rowspan="8">Year 1</td><td align="center">Semester 1</td><td align="center">Credit Hours</td><td align="center">Semester 2</td><td align="center">Credit Hours</td></tr>
<tr><td>BPF1113 Principles of Management</td><td align="center">3</td><td>BPF1123 Industrial Psychology</td><td align="center">3</td></tr>
<tr><td>BPS1313 OSH Fundamentals</td><td align="center">3</td><td>BPF1223 Introduction to Cost Accounting</td><td align="center">3</td></tr>
<tr><td>BPF1213 Principles of Economics</td><td align="center">3</td><td>BPP1113 Project Management</td><td align="center">3</td></tr>
<tr><td>BUM1123 Mathematics for Management</td><td align="center">3</td><td>BPP4123 Contract Law</td><td align="center">3</td></tr>
<tr><td>UHL2412 English for Academic Communication</td><td align="center">2</td><td>BPT2633 Lean Management</td><td align="center">3</td></tr>
<tr><td>UHS1021 Soft Skills 1</td><td align="center">1</td><td></td><td></td></tr>
<tr><td>Total</td><td align="center">15</td><td>Total</td><td align="center">15</td></tr>
<tr><td rowspan="8">Year 2</td><td align="center">Semester 3</td><td align="center">Credit Hours</td><td align="center">Semester 4</td><td align="center">Credit Hours</td></tr>
<tr><td>BPF2213 Introduction to Finance</td><td align="center">3</td><td>BPF3113 Managing Human Capital</td><td align="center">3</td></tr>
<tr><td>BPF2413 Management Information System</td><td align="center">3</td><td>BPP3143 Project Risk Management
<i>Pre-requisite: BPP1113</i></td><td align="center">3</td></tr>
<tr><td>BPP2113 Project Planning and Control
<i>Pre-requisite: BPP1113</i></td><td align="center">3</td><td>BPP3613 Stakeholder Management</td><td align="center">3</td></tr>
<tr><td>BUM2413 Applied Statistics (Pre-requisite: BUM1123)</td><td align="center">3</td><td>BPP2123 Project Portfolio Management (Pre-requisite: BPP1113)</td><td align="center">3</td></tr>
<tr><td>UGE2002 Technopreneurship</td><td align="center">2</td><td>BPP2223 Project Cost & Budget Management (Pre-requisite: BPT2633)</td><td align="center">3</td></tr>
<tr><td>UHS2021 Soft Skills 2
(Pre-requisite: UHS1021)</td><td align="center">1</td><td>ENTUMMC Entrepreneurship - Creativity and Innovation</td><td align="center">3</td></tr>
<tr><td>Total</td><td align="center">15</td><td>Total</td><td align="center">18</td></tr>
<tr><td colspan="5" align="center">Bachelor BPM</td></tr>
<tr><td rowspan="7">Year 3</td><td align="center">Semester 5</td><td align="center">Credit Hours</td><td align="center">Semester 6</td><td align="center">Credit Hours</td></tr>
<tr><td>BPP4113 Project Communication & Negotiation (Pre-requisite: BPP2113)</td><td align="center">3</td><td>BPT2123 Management of Technology</td><td align="center">3</td></tr>
<tr><td>BPF2113 Research Methodology (Pre-requisite: BUM2413)</td><td align="center">3</td><td>BPF2123 Quality Management System (Pre-requisite: BPP2113)</td><td align="center">3</td></tr>
<tr><td>BPS2113 OSH Management System (Pre-requisite: BPS1313)</td><td align="center">3</td><td>BPP3213 Estimating & Scheduling (Pre-requisite: BPP2223)</td><td align="center">3</td></tr>
<tr><td>BPE4613 Construction Economics</td><td align="center">3</td><td>BPP3522 Final Year Project 1 (Pre-requisites: BPP1113, BPP4123, BPP2113, BPP3143, BPP3613, BPP2123, BPP4113)</td><td align="center">2</td></tr>
<tr><td>BPE3623 Construction Technology</td><td align="center">3</td><td>BPE4623 Industry Safety and health</td><td align="center">3</td></tr>
<tr><td></td><td></td><td>BPE3613 Construction Management</td><td align="center">3</td></tr>
<tr><td>Total</td><td align="center">15</td><td>Total</td><td align="center">17</td></tr>
<tr><td rowspan="7">Year 4</td><td align="center">Semester 7</td><td align="center">Credit Hours</td><td align="center">Semester 8</td><td align="center">Credit Hours</td></tr>
<tr><td>BPP3133 Contract and Procurement Management</td><td align="center">3</td><td>BPP4534 Industrial Training Report (Pre-requisites: BPP3522, BPP3213, BPP3133, BPP3413,BPP3113, BPP4524, BPP4133)</td><td align="center">4</td></tr>
<tr><td>BPP3413 Project Management Tools (Pre-requisite: BPP1113)</td><td align="center">3</td><td rowspan="2">BPP4538 Industrial Training (Pre-requisites: BPP3522, BPP3213, BPP3133, BPP3413, BPP3113, BPP4524, BPP4133)</td><td rowspan="2" align="center">8</td></tr>
<tr><td>BPP3113 Change Management</td><td align="center">3</td></tr>
<tr><td>BPP4133 Strategic Management</td><td align="center">3</td><td></td><td></td></tr>
<tr><td>BPP4524 Final Year Project II (Pre-requisite: BPP3522)</td><td align="center">4</td><td></td><td></td></tr>
<tr><td>Total</td><td align="center">16</td><td>Total</td><td align="center">12</td></tr>
<tr><td></td><td></td><td></td><td>TOTAL</td><td align="center">123</td></tr>
<tr><td></td><td align="center">Electives Courses</td><td align="center">Credit Hours</td><td align="center">Electives Courses</td><td align="center">Credit Hours</td></tr>
<tr><td></td><td>BPE4633 Construction and Sustainable Development</td><td align="center">3</td><td>BPE3623 Construction Technology</td><td align="center">3</td></tr>
<tr><td></td><td>BPE4623 Industry Safety and health</td><td align="center">3</td><td>BPE3633 Construction Drawings and Measurement</td><td align="center">3</td></tr>
<tr><td></td><td>BPE4613 Construction Economics</td><td align="center">3</td><td>BPE3613 Construction Management</td><td align="center">3</td></tr>
</table>

5.3.2 Framework: Bachelor of Project Management with Honours (applicable from 2020-21 intake)

	Diploma DPM				
	Semester 1	**Credit Hours**	**Semester 2**		**Credit Hours**
Year 1	BPC1113 Principles of Management	3	BPC1143 Industrial Psychology		3
	BPC1123 Principles of Economics	3	BPM1313 Project Management		3
	BUM1123 Mathematics for Management	3	BPC1153 Business Information System		3
	UHL2412 English for Academic Communication	2	BPC1133 Principles of Marketing		3
	UHS1021 Soft Skills 1	1	BPF1223 Introduction to Cost Accounting		3
	BPS1313 OSH Fundamental	3	UHS2021 Soft Skills 2 *(Pre-requisite: UHS1021)*		1
	Total	15	Total		16

	Semester 3	**Credit Hours**	**Semester 4**		**Credit Hours**
Year 2	BUM2433 Statistics for Management *(Pre-requisite: BUM1123)*	3	BPC2113 Quality Management		3
	BPF3113 Managing Human Capital	3	BPM2353 Procurement Management *(Pre-requisite: BPM1313)*		3
	BPM2333 Planning & Scheduling *(Pre-requisite: BPM1313)*	3	BPM2363 Integrated Project Management 2 *(Pre-requisite: BPM2343)*		3
	BPM2343 Integrated Project Management 1 *(Pre-requisite: BPM1313)*	3	BPM2313 Project Financial Management		3
	BPF2213 Introduction to Finance	3	BPM2323 Project Estimating & Budgeting *(Pre-requisite: BPM1313)*		3
	UGE2002 Technopreneurship	2	ENTUMMC Entrepreneurship - Creativity and Innovation		3
	Total	17	Total		18

	Bachelor BPM				
	Semester 5	**Credit Hours**	**Semester 6**		**Credit Hours**
Year 3	BPF2113 Research Methodology	3	BPM3343 Project Portfolio Management		3
	Elective (1)	3	BPP3213 Estimating & Scheduling		3
	Elective (2)	3	BPP3522 Final Year Project 1		2
	BPM3323 Project Risk Management	3	Elective (3)		3
	BPM3333 Stakeholder Management	3	Elective (4)		3
	Total	15	Total		14

	Semester 7	**Credit Hours**	**Semester 8**		**Credit Hours**
Year 4	BPP3133 Contract and Procurement Management	3	BPP4534 Industrial Training Report		8
	BPP3413 Project Management Tools	3	BPP4538 Industrial Training		4
	BPP3113 Change Management	3			
	BPP4133 Strategic Management	3			
	BPP4524 Final Year Project II	4			
	Total	16	Total		12
			TOTAL		123

Elective Courses	**Credit Hours**	**Elective Courses**	**Credit Hours**
BPE4633 Construction and Sustainable Development	3	BPE3623 Construction Technology	3
BPE4623 Industry Safety and health	3	BPE3633 Construction Drawings and Measurement	3
BPE4613 Construction Economics	3	BPE3613 Construction Management	3

5.4 Framework: Bachelor of Computer Science (Software Engineering) with Honours

	Table 5.3 Bachelor of Computer Science (Software Engineering) with Honours				
	Semester 1	**Credit Hours**	**Semester 2**		**Credit Hours**
Year 1	BCS1143 Problem Solving	3	BCS1023 Introduction to Programming ** *(Pre-requisite: BCS1143)*		3
	BCC1032 Application Development Workshop	3	BCI2023 Database Systems *(Pre-requisite: BCC1032)*		3
	BCC1012 ICT Competency Workshop	3	BCN1052 LAN Workshop		3
	BCN1043 Computer Architecture & Organization	3	BCN2053 Operating Systems		3
	BUM1233 Discrete Mathematics and Application	2#	BUM2220 Basic Mathematics*		2
			BUM1433 Discrete Structure & Applications *(Pre-requisite: BUM1233)*		2#
	Total	14	Total		16
	Semester 3	**Credit Hours**	**Semester 4**		**Credit Hours**
Year 2	BCS1093 Data Structure & Algorithms *(Pre-requisite: BCS1023)*	3	BCS2143 Object Oriented Programming *(Pre-requisite: BCS1023)*		3
	BCN1053 Data Communication & Networking *(Pre-requisite: BCN1052)*	3	BUM2226 Differential Equation*		2
	BCS1133 Systems Analysis & Design *(Pre-requisite: BCS1023)*	3	BCN2023 Data & Network Security *(Pre-requisite: BCN1053))*		3
	BCS2173 Human Computer Interaction	3	BCS2303 Web Scripting *(Pre-requisite: BCS1023)*		3
	BUM2413 Applied Statistics	2#	BCS2283 Introduction to Software Engineering*(Pre-requisite: BCS1133)*		3
	UHS1021 Soft Skills 1	1	UGE2002 Technopreneurship *(Pre-requisite: UHS1021)*		1#
			ENTUMMC Entrepreneurship - Creativity and Innovation		3
	Total	15	Total		18
	Semester 5	**Credit Hours**	**Semester 6**		**Credit Hours**
Year 3	BCM2043 Multimedia Technology & Applications	3	BCM2053 Computer Graphics		3
	BCN3133 Computer Ethic & Policies	3	BCM3143 Computer Game Programming		3
	BCS2333 Software Planning & Requirement Workshop *(Pre-requisite: BCS1133)*	3	BCS3283 Mobile Application Development		3
	BCS2203 Web Application Development	3	BCS3293 Software Configuration Management		3
	BCS2313 Artificial Intelligence Techniques *(Pre-requisite: Familiar with any programming)*	3	BCS2343 Software Design Workshop *(Pre-requisites: BCS2143, BCS2333)*		3
	Total	15	Total		15
	Semester 7	**Credit Hours**	**Semester 8**		**Credit Hours**
Year 4	BCM2063 Image Processing	3	BCI3913 Structured Query Language(*Pre-requisite:BCI2023)*		3
	BCS3113 Zend PhP*(Pre-requisite:BCS2303)*	3	BCM3153 Visual Effects & 3D Animation		3
	BCS3323 Software Testing and Maintenance *(Pre-requisite: BCS2343)*	3	BCS3263 Software Quality Assurance *(Pre-requisite BCS3323)*		3
	BCS2213 Formal Method *(Pre-requisites: BUM1233, BUM1433)*	3	BCC3026 Undergraduate Project II		6
	BCC3013 Undergraduate Project I	3			
	Total	15	Total		15
			TOTAL		**123**
	Electives Courses	**Credit Hours**	**Electives Courses**		**Credit Hours**
	BCS3113 ZendPhP*(Pre-requisite: BCS2303)*	3	BCM2053 Computer Graphics		3
	BCI3913 Structured Query Language *(Pre-requisite: BCI2023)*	3	BCM3153 Visual Effects & 3D Animation		3
	BCM3143 Computer Game Programming	3	BCM2063 Image Processing		3
	BCM2043 Multimedia Technology & Applications	3	BCM3113 3D Modelling		3
	BCS3283 Mobile Application Development	3	BCM2073 Modelling & Simulation		3
	BCM3103 Virtual Reality	3	BCM3123 Data Visualisation		3

5.5 Framework: Bachelor of Computer Science (Computer Systems & Networking) with Honours

	Table 5.4 Bachelor of Computer Science (Computer Systems & Networking) with Honours				
	Semester 1	**Credit Hours**	**Semester 2**		**Credit Hours**
Year 1	BCS1143 Problem Solving	3	BCS1023 Introduction to Programming ** *(Pre-requisite: BCS1143)*		3
	BCC1032 Application Development Workshop	3	BCI2023 Database Systems *(Pre-requisite: BCC1032)*		3
	BCC1012 ICT Competency Workshop	3	BCN1052 LAN Workshop		3
	BCN1043 Computer Architecture & Organization	3	BCN2053 Operating Systems		3
	BUM1233 Discrete Mathematics and Application	2#	BUM2225 Algebra*		2
			BUM1433 Discrete Structure & Applications *(Pre-requisite: BUM1233)*		2#
	Total	14	Total		16
	Semester 3	**Credit Hours**	**Semester 4**		**Credit Hours**
Year 2	BCS1093 Data Structure & Algorithms *(Pre-requisite: BCS1023)*	3	BCS2143 Object Oriented Programming *(Pre-requisite: BCS1023)*		3
	BCN1053 Data Communication & Networking *(Pre-requisite: BCN1052)*	3	BUM2226 Differential Equation*		2
	BCS1133 Systems Analysis & Design *(Pre-requisite: BCS1023)*	3	BCN2023 Data & Network Security *(Pre-requisite: BCN1053))*		3
	BCS2173 Human Computer Interaction	3	BCS2303 Web Scripting *(Pre-requisite: BCS1023)*		3
	BUM2413 Applied Statistics	2#	BCS2283 Introduction to Software Engineering *(Pre-requisite: BCS1133)*		3
	UHS1021 Soft Skills 1	1	UGE2002 Technopreneurship *(Pre-requisite: UHS1021)*		1#
			ENTUMMC Entrepreneurship - Creativity and Innovation		3
	Total	15	Total		18
	Semester 5	**Credit Hours**	**Semester 6**		**Credit Hours**
Year 3	BCN2195 System Programming* *(Pre-requisite: BCN1053)*	3	BCN2196 System Administration* *(Pre-requisite: BCN2195)*		3
	BCN3133 Computer Ethic & Policies***	3	BCN3010 Network Programming* *(Pre-requisite: BCN2195)*		3
	BCN2193 Network Routing Technologies ** *(Pre-requisite: BCN1053)*	3	BCN3203 WAN Technology *(Pre-requisite: BCN2083)*		3
	BCN2083 Network Switching Technologies ** *(Pre-requisite: BCN1053)*	3	BCN3123 Distributed Systems *(Pre-requisites: BCN1053, BCN2053)*		3
	BCN3183 Internet Technology *(Pre-requisite: BCN2023)*	3	BCN3113 Ethical Hacking *(Pre-requisite: BCN2023)*		3
	Total	15	Total		15
	Semester 7	**Credit Hours**	**Semester 8**		**Credit Hours**
Year 4	BCM2043 Multimedia Technology & Applications	3	BCI3913 Structured Query Language *(Pre-requisite: BCI2023)*		3
	BCN3205 Wireless Technologies* *(Pre-requisite: BCN1053)*	3	BCM3153 Visual Effects & 3D Animation		3
	BCN2093 Network Analysis & Design *(Pre-requisite: BCN3203)*	3	BCN3023 Network Management		3
	BCN3193 Computer Forensics & Investigation	3	BCC3026 Undergraduate Project II		6
	BCC3013 Undergraduate Project I	3			
	Total	15	Total		15
			TOTAL		**123**
	Electives Courses	**Credit Hours**	**Electives Courses**		**Credit Hours**
	BCS3113 ZendPhP *(Pre-requisite: BCS2303)*	3	BCM2053 Computer Graphics		3
	BCI3913 Structured Query Language *(Pre-requisite: BCI2023)*	3	BCM3153 Visual Effects & 3D Animation		3
	BCM3143 Computer Game Programming	3	BCM2063 Image Processing		3
	BCM2043 Multimedia Technology & Applications	3	BCM3113 3D Modelling		3
	BCS3283 Mobile Application Development	3	BCM2073 Modelling & Simulation		3
	BCM3103 Virtual Reality	3	BCM3123 Data Visualisation		3

5.6. Awarding Body

After successfully completing the program requirements, the students will be awarded the Award/Exit certificates from Muscat College, which is recognised by the University Malaysia Pahang.

5.7. Notifications

By the Ministry of Higher Education, Research and Innovation (MoHERI):

Students will not be given a letter of notification that states completion of years or level (early award) while they are still in the programme.

The award notification will only be given to the graduates (meeting the full programme requirements) or students who exit from the programme at an early level (meeting the exit requirement), provided they submit an official request through the Admissions and Registrations office.

Students who apply for an official programme exit are not allowed to re-join the programme unless they complete a minimum of one year leave of absence (not less than one academic year and its main semesters).

All awards are subject to MOHERI's regulations.

6. Fee Regulations

1. Semester Fee Payment is due at the beginning of the semester. It can also be paid for the full year in advance.

2. 5% of semester fees will be given a discount for the full payment within the first week of registration.

3. In special cases, an instalment may be allowed with prior approval from the College authority. In such case, an agreement for the same should be finalised before the end of the second week of the semester as per the following mechanism:

   a) There should be a down payment of 25% of the total fees during the registration.

   b) The balance of 75% of the total fees can be paid in three equal instalments. The dates of the instalments will be provided by the finance office.

   c) The above financial agreement (clause-3) should be signed by either the student or the parent or the guardian. (A copy of the same is given to the parent/guardian).

   d) Students can attend the classes only after finalising the financial agreement.

4. In the case of withdrawal from the college:

   a) If the withdrawal is within the first two weeks of add and drop period, the full fee will be reimbursed except the non-refundable registration fees.

   b) If the withdrawal is after the second week and before the fourth week, 25% of the fee is to be paid (despite that you have attended or not attended during this period).

   c) If the withdrawal is after the fourth week, a full fee is applicable (despite that you have attended or not attended during this period).

   d) No student will be allowed to register after the add and drop period.

7. Muscat College Code of Conduct

7.1 Responsibilities of Staff to Students

It is the responsibility of the Muscat College staff to work for the success of all students and to treat them with respect and care. This can be accomplished by:

- Recognising that students are the very embodiment of Muscat College's mission
- Delivering the prescribed curriculum
- Ensuring that the learning/teaching environment is sensitive to the cultural heritage of students
- Giving students correct and complete information relating to courses and programmes, assessment guidelines and college policies
- Actively promoting the development of students as independent learners
- Ensuring that students receive timely and constructive feedback on their academic performance
- Helping students to communicate effectively by encouraging the skills of inquiry, negotiation and conflict resolution
- Attending classes and assigned meetings regularly and punctually
- Encouraging the participation of students in extracurricular activities
- Helping students to make appropriate and rational decisions
- Providing students with a supportive and caring environment that respects confidentiality
- Providing extra care for students with special needs
- Promoting a safe and clean learning environment
- Recognising the right of students to resort to appeals process when necessary
- Serving as a positive role model

7.2 Responsibilities of Students to the learning and teaching process

Muscat College represents students' intellectual and academic stature, which should be a source of personal pride and achievement.

It is students' responsibility to participate in the learning process by:

- Demonstrating a commitment to learning
- Participating sincerely and actively in learning activities
- Ensuring that work presented is yours (Presenting your own work)
- Submitting assignments on time

- Attending classes regularly and punctually

- Reading &following the concerned notices

- Ensuring that all information presented is true, complete and accurate

- Asking for guidance and advice from others when needed

- Supporting teaching/ learning process as per the college guidelines

- Respecting the values and roles of staff in the learning process

- Treating others with respect and courtesy by observing appropriate behaviour at all times

7.3 Discipline and Code of Conduct

To ensure the cordiality of behaviour and co-operation in the community of the College, amongst students as well as with College staff and keeping with the stature of this Academic institution, students should carefully note the following:

(To ensure cordial and cooperative relations amongst the staff and students in line with the stature of this academic institution, the students should note the following:)

- To observe college by-laws and disciplinary codes of conduct

- To safeguard college equipment and property

- To contribute actively and sincerely to the betterment of the learning environment

- To be careful in handling any of the college equipment and appliances

- To respect students, staff and visitors

7.4 Disciplinary Measures imposed for Breach of Students' Code of Conduct and Responsibility

Students in breach of the college code of conduct would be subjected to disciplinary proceedings. Disciplinary measures may be any of the following:

- Verbal warning

- Written warning

- Temporary suspension from attending classes for a period of time

- Termination of scholarship for one semester

- Deprivation from college accommodation for one semester

- Deprivation from college accommodation for one year or longer

- Pay fines for the value of damaged furniture, equipment, tools and other properties

- Penalization for plagiarism and unfair means as per the regulations

- Penalization for breach of examination rules as per the regulations

8. Graduate Attributes

8.1 Graduate Attributes for Bachelor of Project Management with Honours

At the time of exit, the graduates shall be equipped with the following attributes:

1. Knowledge and skills of the specialized area of study

- Possess knowledge and skills of various management subjects
- Have subject command in the chosen discipline with sound knowledge of the key concepts and technicalities involved
- Understand the applications of the theory and be able to handle, assimilate and evaluate required information to be used in the real world
- Able to comprehend holistically given situation/problem

2. Project professionalism

- Be able to handle positions in different government as well as private sectors
- Prepared to manage any unforeseen situation at the workplace
- Be able to Impart knowledge to the team members in the working environment
- Be a confident, positive, and motivated professional with the required knowledge and skills

3. Engagement in research and development

- Possess the necessary skills for research and development.
- Contribute to research for higher studies or continued work-related fields
- Possess aptitude and capability for lifelong learning

4. Soft skills and high adaptability

- Be equipped with soft skills to handle day to day functioning at the workplace
- Able to cope up with the ever-changing and competitive environment of Oman
- Able to apply analytical and critical thinking for a given situation
- Able to use Problem-Solving skills effectively.

5. Employability

- Able to handle stress or extreme situations

- Able to meet the industry expectations

- Able to manage change with confidence and autonomy

- Self-aware graduate with good communication skills

6. Ethical Responsibility

- Understanding Oman macro-environment

- Culturally and socially aware citizen

- Ability to carry community services

- Awareness about the national and global business environment

8.2 Graduate Attributes for Bachelor of Computer Science (Computer Systems and Networking) with Honours / Bachelor of Computer Science (Software Engineering) with Honours

On exit, graduates should possess the following graduate attributes:

- Knowledgeable in Theory and Principles of Computer Science

- Possessing Technical Skills in Computer Science Practices

- Able to use Problem Solving Skills in Producing Innovative Solutions

- Able to use Communicate Effectively

- Able to apply Teamwork & Social Skills

- Able to apply Professional Standards and Ethical Responsibility

- Possessing Lifelong Learning Skills

- Possessing Managerial and Technopreneurial Skills

- Able to apply Leadership Skills

8.3 Generic Graduate Attributes of Muscat College

Generic graduate attributes are transferable skills that are valued by Muscat College as being important outcomes of our higher education. These skills are those identified as necessary by employers, the government and the higher education sector.
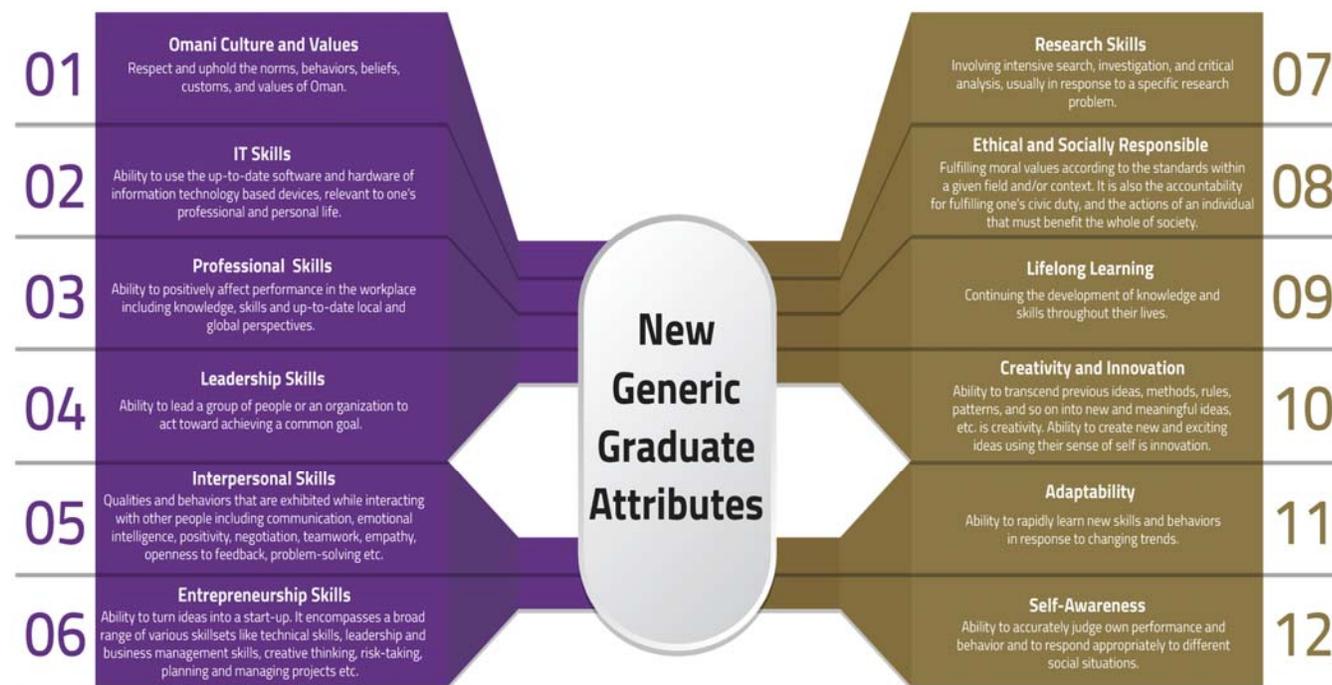
9. Students' Academic Grievances

A College Committee for Students Academic Grievances is established to discuss grievances of students on academic matters and to recommend suitable solutions. In particular, the committee will deal with the following matters:

- Unfair distribution of marks and grades in a course.

- Unnecessary complications in the level of exams or course requirements.

- Unnecessary complications in the application of rules about withdrawals from a course or barring from exams.

- Grievances about admissions in a program.

- Grievances about transfers between programs

- Grievances about the special exam, delay or repeat of exams

- Grievances about registration, withdrawal from the Colleges, postponement of the study, delays in tuition payments or reimbursements.

The procedure for processing a grievance is as follows:

(a) The student fills the grievance form and submits it to the Department of Admissions and Registration (DAR).

(b) DAR sends the grievance to the concerned Department HoD.

(c) HoD discusses the grievance with the instructor and supervisor.

(d) HoD submits the department recommendation to DAR.

(e) If the grievance is not resolved, DAR submits the grievance to the Rapporteur of the Committee along with the department recommendation.

(f) In exceptional circumstances, such as severe time constraints, absence of enough faculties in the department, or other exceptionally verifiable personal or private reasons, a student can submit the grievance directly to the Committee.

(g) The Committee has the right to access any relevant documents or information from the concerned department or DAR while deliberating the grievances.

10 Academic Calendar: 2021-2022

Semester 1

University of Malaysia Pahang Programs			
Semester	Week	Date	Event
University of Malaysia Pahang (UMP) Programs Semester I — 19 September 2021 – 13 January 2022	0	12-Sep-2021 — 16-Sep-2021	**Registration Week** Fees Payment for Private Students: • Minimum payment: 25% of total fees • Last date for finalizing the payment plan: 16 Sep 2021
	1	19-Sep-2021 — 23-Sep-2021	• First Day of the Class: 19 Sep 2021 • Recording of Attendance Starts: 19 Sep 2021 • First week of Add\Drop
	2	26-Sep-2021 — 30-Sep-2021	• Last Day of the Add\Drop: 30 Sep 2021 • Last Day of the Postponement of Semester: 30 Sep 2021
	3	3-Oct-2021 — 7-Oct-2021	Students' Orientation Session
	4	10-Oct-2021 — 14-Oct-2021	
	5	17-Oct-2021 — 21-Oct-2021	Prophet's Birthday: 18 Oct 2021 (Expected)
	6	24-Oct-2021 — 28-Oct-2021	
	7	31-Oct-2021 — 4-Nov-2021	
	8	7-Nov-2021 — 11-Nov-2021	
	9	14-Nov-2021 — 18-Nov-2021	National Day: 18 Nov 2021
	10	21-Nov-2021 — 25-Nov-2021	
	11	28-Nov-2021 — 2-Dec-2021	
	12	5-Dec-2021 — 9-Dec-2021	
	13	12-Dec-2021 — 16-Dec-2021	
	14	19-Dec-2021 — 23-Dec-2021	
	15	26-Dec-2021 — 30-Dec-2021	Last Day of the Class: 30 Dec 2021
	16	2-Jan-2022 — 6-Jan-2022	Examination Period Begins: 2 Jan 2022
	17	9-Jan-2022 — 13-Jan-2022	Examination Period Ends: 13 Jan 2022
	18	16-Jan-2022 — 20-Jan-2022	Semester Break
	19	23-Jan-2022 — 27-Jan-2022	Semester Break
	20	30-Jan-2022 — 3-Feb-2022	Publishing the Semester- 1 Results (31 Jan 2022) • Last Date of Student Appeal Against the Results: Within 3 Working Days of Publishing the Result • Last Date of Student Appeal Against the Termination: 3 Feb 2022

Semester 2

Academic Calendar Year 2021/2022: Universiti Malaysia Pahang
Semester- II: 13 Feb 2022 – 9 June 2022

Semester	Week	Date From	Date To	Event
Registration Week	0	6-Feb-2022	10-Feb-2022	**Registration Week** **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 10 Feb 2021
The Universiti Malaysia Pahang (UMP) Semester: II 13 February 2022 – 9 June 2022	1	13-Feb-2022	17-Feb-2022	• First Day of the Class: 13 Feb 2022 • Recording of Attendance Starts: 13 Feb 2022 • First week of Add\Drop
	2	20-Feb-2022	24-Feb-2022	• Last Day of the Add\Drop: 24 Feb 2022 • Last Day of the Postponment of Semester: 2 Mar 2022
	3	27-Feb-2022	3-Mar-2022	Prophet's Ascension (Memory of Israr & Miraj): 28 Feb 2022) Expected
	4	6-Mar-2022	10-Mar-2022	
	5	13-Mar-2022	17-Mar-2022	
	6	20-Mar-2022	24-Mar-2022	
	7	27-Mar-2022	31-Mar-2022	
	8	3-Apr-2022	7-Apr-2022	Ramadan Starts: 3 Apr 2022 (Expected)
	9	10-Apr-2022	14-Apr-2022	
	10	17-Apr-2022	21-Apr-2022	
	11	24-Apr-2022	28-Apr-2022	
	12	1-May-2022	5-May-2022	Eid Al-Fitr: 2 May 2022 (Expected)
	13	8-May-2022	12-May-2022	
	14	15-May-2022	19-May-2022	
	15	22-May-2022	26-May-2022	Last Day of the Class: 26 May 2022
	16	29-May-2022	2-Jun-2022	Examination Period Begins: 29 May 2022
	17	5-Jun-2022	9-Jun-2022	Examination Period Ends: 9 Jun 2022
	18	12-Jun-2022	16-Jun-2022	Semester Break
	19	19-Jun-2022	23-Jun-2022	Semesters Break
	20	26-Jun-2022	30-Jun-2022	Publishing the Semester -2 Results (27 Jun 2022) • Last Date of Students Appeal Period Against the Results: 3 Working Days After Publishing the Result • Last Date of Students Appeal Period Against the Termination: 30 Jun 2022 • Last Date of Student Extension for the MOHERI Students: 30 Jun 2022

Summary

Summer

University of Malaysia Pahang (UMP) Programs			
University of Malaysia Pahang (UMP) Programs Summer Semester 26 June 2022 - 25 August 2022	0	19-Jun-2022	23-Jun-2022	**Registration Week** Fees Payment for Private Students: • Minimum payment: 25% of total fees • Last Date of payment: 23 Jun 2022
	1	26-Jun-2022	30-Jun-2022	• First Day of the Class: 26 Jun 2022 • Recording of Attendance Starts: 26 Jun 2022 • First week of Add\Drop
	2	3-Jul-2022	7-Jul-2022	
	3	10-Jul-2022	14-Jul-2022	
	4	17-Jul-2022	21-Jul-2022	
	5	24-Jul-2022	28-Jul-2022	
	6	31-Jul-2022	4-Aug-2022	
	7	7-Aug-2022	11-Aug-2022	
	8	14-Aug-2022	18-Aug-2022	Last Day of the Class: 18 Aug 2022
	9	21-Aug-2022	25-Aug-2022	Final Exam Week
	10	28-Aug-2022	1-Sep-2022	Publishing the Result

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