Muscat College

Student Manual

General Foundation Programme 2021-2022

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

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 important pillars of development, so it has devoted all the necessary ingredients for it. In addition to that, Muscat College considered training and community engagement as essential 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 programmes 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 programmes 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 and 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 High Education 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 sustainable futures.

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 overall progress of the students 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 advancement of the country 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 working and studying 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 of 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 particularly 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 members of staff on your behalf. Later, 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, so that they can offer you guidance, advice and support which 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 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.

2.5. 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.

2.5.1. Goals of the Student Consultancy Council

1. Work with Student Affairs Department 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 that will further enhance their decision-making.

5. Development of democratic practices, a spirit of dialogue and respect others' opinions.

6. To strengthen the spirit of cooperation and the concept of teamwork between the students themselves and between students and academic and/or administrative staff members.

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 scientific and creative abilities through incorporating 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 with the students.

2.6. Organisational Structure of Muscat College
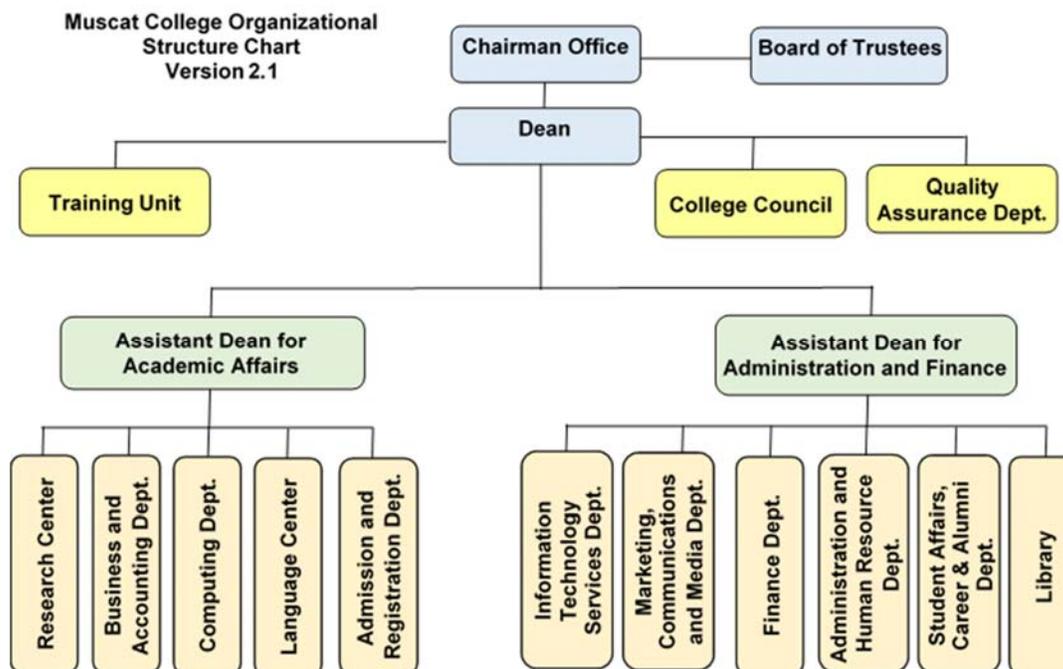
Figure 1: Organisational Structure of Muscat College

2.8 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 which lead to the main assembly points located 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 the health and safety of others including the implementation of risk control.
- Complying with the instruction issued by HSE (Health, Safety and Environment) Team.
- Complying with all the HSE Policies and Procedures.
- Reporting promptly hazards or incidents via the HSE hazard and incident reporting process.
- 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.

2.8.1 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 and laws to ensure the safety of all on campus. Therefore, students are required to follow the below instructions strictly:

- Fill out the questionnaire sent to the Muscat college student email on 1st Sep 2021 to be allowed to enter the campus.
- The student must show proof of receiving the vaccination (when asked anytime during his/her 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 between teachers. (Inside the Lecture Halls)
- Commitment to keep social distancing and all instructions directed by the college.
- In the incident of 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 were not able to take the vaccine for any health reasons, please send the medical excuse authorized 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.

3. Registration, Attendance and Programme Regulations

3.1. Study/Semester duration

The General Foundation Programme consists of four (4) semesters: Three (3) semesters of 11 weeks and one (1) semester of nine (9) weeks. Semester four (4) is a summer semester, and students can take the summer semester if it helps them clear the programme and join the undergraduate programmes.

Academic Calendar – Semester 1

Semester	Week	Date From	Date To	Event
Registration Week	0	26-Sep-2021	30-Sep-2021	**SEMESTER-1** **Registration Week** **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 30 Sep 2021
General Foundation Programme Semester -1 (3 Oct 2021 - 16 Dec 2021)	1	3-Oct-2021	7-Oct-2021	• First Day of the Class: 3 Oct 2021 • Recording of Attendance Starts: 3 Oct 2021 • Last Date of the Postponment of Semester: 7 Oct 2021
	2	10-Oct-2021	14-Oct-2021	Students' Induction session
	3	17-Oct-2021	21-Oct-2021	Prophet's Birthday: 18 Oct 2021 (Expected)
	4	24-Oct-2021	28-Oct-2021	
	5	31-Oct-2021	4-Nov-2021	Progression Test
	6	7-Nov-2021	11-Nov-2021	
	7	14-Nov-2021	18-Nov-2021	National Day: 18 Nov 2021
	8	21-Nov-2021	25-Nov-2021	
	9	28-Nov-2021	2-Dec-2021	
	10	5-Dec-2021	9-Dec-2021	Last Day of the Class: 9 Dec 2021
	11	12-Dec-2021	16-Dec-2021	Final Exam Week
Registration Week	0	19-Dec-2021	23-Dec-2021	**SEMESTER-2** **Registration Week** • Publishing the Results: 19 Dec 2021 • Resit Exams\ Special Exams \ Deferred Exams • Last Date of Appeal Against the Results: 22 Dec 2021 **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 23 Dec 2021

Academic Calendar – Semester 2

Semester	Week	Date From	Date To	Event
Registration Week	0	19-Dec-2021	23-Dec-2021	**SEMESTER-2** **Registration Week** • Publishing the Results: 19 Dec 2021 • Resit Exams\ Special Exams \ Deferred Exams • Last Date of Appeal Against the Results: 22 Dec 2021 **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 23 Dec 2021
General Foundation Programme Semester 2 (26 Dec 2021- 10 Mar 2022)	1	26-Dec-2021	30-Dec-2021	• First Day of the Class: 26 Dec 2021 • Recording of Attendance Starts: 26 Dec 2021 • Last Date of the Postponment of Semester: 30 Dec 2021
	2	2-Jan-2022	6-Jan-2022	Students' Induction Session
	3	9-Jan-2022	13-Jan-2022	
	4	16-Jan-2022	20-Jan-2022	
	5	23-Jan-2022	27-Jan-2022	Progression Test
	6	30-Jan-2022	3-Feb-2022	
	7	6-Feb-2022	10-Feb-2022	
	8	13-Feb-2022	17-Feb-2022	
	9	20-Feb-2022	24-Feb-2022	
	10	27-Feb-2022	3-Mar-2022	Prophet's Ascension (Memory of Israr & Miraj): 28 Feb 2022 (Expected) Last Day of the class: 3 Mar 2022
	11	6-Mar-2022	10-Mar-2022	Final Exam Week

Academic Calendar – Semester 3

Semester	Week	Date From	Date To	Event
Registration Week	0	13-Mar-2022	17-Mar-2022	**SEMESTER-3** **Registration Week** • Publishing the Results: 13 Mar 2022 • Resit Exams\ Special Exams\ Deferred Exams • Last Date of Appeal Against the Results: 16 Mar 2022 **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 17 Mar 2022
General Foundation Programme Semester -3 (20 Mar 2022 - 2 Jun 2022)	1	20-Mar-2022	24-Mar-2022	• First Day of the Class: 20 Mar 2022 • Recording of Attendance Starts: 20 Mar 2022 • Last Date of the Postponment of Semester: 24 Mar 2022
	2	27-Mar-2022	31-Mar-2022	Students' Induction Session
	3	3-Apr-2022	7-Apr-2022	Ramadan Starts: 3 Apr 2022 (Expected)
	4	10-Apr-2022	14-Apr-2022	
	5	17-Apr-2022	21-Apr-2022	Progression Test
	6	24-Apr-2022	28-Apr-2022	
	7	1-May-2022	5-May-2022	Eid Al-Fitr: 2 May 2022 (Expected)
	8	8-May-2022	12-May-2022	
	9	15-May-2022	19-May-2022	
	10	22-May-2022	26-May-2022	Last Day of the Class: 26 May 2022
	11	29-May-2022	2-Jun-2022	Final Exam Week

Academic Calendar – Semester 4

Semester	Week	Date From	Date To	Event
Registration Week	0	5-Jun-2022	9-Jun-2022	**SEMESTER-4** **Registration Week** • Publishing the Results: 5 Jun 2022 • Resit Exams\Special Exams \ Deferred Exams • Last Date of Appeal Against the Results: 8 JUn 2022 **Fees Payment for Private Students:** • Minimum payment: 25% of total fees • Last Date of payment: 9 Jun 2022
General Foundation Programme Semester -4 (12 Jun 2022 - 25 Aug 2022)	1	12-Jun-2022	16-Jun-2022	• First Day of the Class: 12 Jun 2022 • Recording of Attendance Starts: 12 Jun 2022 • Last Date of the Postponment of Semester: 16 Jun 2022
	2	19-Jun-2022	23-Jun-2022	Students' Induction Session
	3	26-Jun-2022	30-Jun-2022	
	4	3-Jul-2022	7-Jul-2022	Eid Adha Starts: 9 Jul 2022 (Expected)
	5	10-Jul-2022	14-Jul-2022	Progression Test
	6	17-Jul-2022	21-Jul-2022	Islamic New Year: 9 Aug 2022 (Expected)
	7	24-Jul-2022	28-Jul-2022	
	8	31-Jul-2022	4-Aug-2022	Last Day of the Class: 4 Aug 2022
	9	7-Aug-2022	11-Aug-2022	Final Exam Week
	10	14-Aug-2022	18-Aug-2022	• Resit Exams\Special Exams \ Deferred Exams • Publishing the Results: 18 Aug 2022
	11	21-Aug-2022	25-Aug-2022	• Last Date of Appeal Against the Results: 23 Aug 2022

3.2. Academic Advising

The student has to meet with their Academic Advisor, who will guide the student on 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. Verify Study Plan and sign on Semester Registration Form with Admissions and Registration Department
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 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 his/her 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 a password for accessing 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.

Full-time classes are scheduled from 8:00am to 4:00pm. Part-time classes are scheduled from 4:00pm to 8:00pm

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 in case of such changes.

3.7. Course Registration

Before being permitted to register any course, a student must pass one or more pre-requisite course at a defined level as per the programme regulations.

A student must register for the set of course as prescribed by the framework. Unless a student is exempted, every student must undertake every module and level in the programme.

3.8. College Requirement Course - Entrepreneurship

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

3.8.2 This module is designed to introduce students to business venturing and entrepreneurial activity backgrounds. The learning outcome 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

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

3.10. Course Withdrawal

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

3.11. Progression of Sponsored students by the Ministry of Higher Education, Research and Innovation

Students who are sponsored by the MOHERI, are required to finish all levels and all courses in the General Foundation Programme; (English, IT and Maths) within one academic year, which consists of four semesters 1, 2, 3 and Summer). If a student still has some pending courses and the academic year, four semesters, is over, they need to study the pending GFP courses at their own expense.

If a student fails a module, the MoHERI sponsors the failed module once. If a student fails the same module twice, they will have to pay for the module, even if it is within one academic year.

3.12. 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.

3.12.1. Engagement

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

3.12.2. Programme Attendance

A student must attend and participate as required in all aspects of their programme of study. This includes being available for and completing all forms of assessment as detailed in module descriptors.

3.12.3. 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 pieces of 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 send an e-mail to 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 module. 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/exceptional 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 (student 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.

4. Assessments

4.1. Assessment Policy

Muscat College has the responsibility to deliver all the courses and strives to maintain the set quality standards in teaching practices.

4.2. Evaluation and Assessment

4.2.1 Grading System

Students' performance for a particular module is indicated by the Performance Indicator. The correlation between the marks and grades is shown in Table 4.1.

Table 4.1 GRADING SCHEME

Module Grading Scheme			
A+	96-100	C	64-74
A	90-95	D	60-64
A-	85-89	E	40-59
B	75-84	G	0-39

Results are normally certified as:

P:	**Pass**	**W:**	**Withdrawn**
F:	**Fail**	**CR:**	**Continuing course**

A student who achieves all outcomes will be awarded a pass in the Module.

4.2.3 Grading scheme for APL (Accreditation of Prior Learning)

Description	Grading Scheme
X: Exempted due to prior learning	Grade will be denoted as 'X'

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

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.

(ii) For all courses, the pass mark is 60% of the overall marks.

(iii) Final examination must be carried out within the period and according to the procedures set by the Department.

(iv) Re-sit exams will be given only if 50% or more marks are scored in the continuous assessments of the very module.

4.3. Special Examination

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

a) Students who cannot sit for the final examination due to illness, as confirmed by the government hospital medical officer.
b) Students have had the death of mother, father, guardian, husband, wife or child.
c) Students who have to provide intensive care to their mother, father, guardian, husband, wife or child who are seriously ill.
d) Other reasons that the College can accept.

(ii) The special examination cannot be held for the students who do not sit for their final examination without reasons that the College can accept.

(iii) A timeframe should be specified for conducting the special exam.

(vi) A 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.

4.4 Submission of Work

- Students are responsible for ascertaining and meeting submission deadlines.
- By submitting a piece of work, students are deemed to have declared themselves fit to undertake the assessment ('fit to sit').
- If a student fails to submit a piece of coursework on time, work will be accepted up to five days after the submission date (or expiry of any agreed extension), but the mark will be lowered by three marks per day or part thereof.
- After five days, the work will be deemed a non-submission; the student will be considered to have failed the module, due to failure to comply with published requirements.

4.5 Extenuating Circumstances

- If a student's academic performance has been affected by personal circumstances, a case for extenuation may be submitted for consideration.
- Extenuating circumstances for each module must be submitted to the Admissions and Registrations.

4.4. 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.

4.5. Academic Misconduct – Classification of Offence and Penalty Points

Classification	Examples of Misconduct	Penalties for GFP
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 major contribution to the submitted work. • Any academic misconduct case where the impact of the misconduct made a moderate 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. the final mark will be capped at the pass mark Reassessment is allowed in 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 and no reassessment allowed.
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.

4.6. Appeals

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.

4.7. Examination Result Announcement

The college will announce the examination results within the stipulated period. 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.

4.8. Students' Study Level Status

The department determines students' study level status based on the results obtained.

4.9. Examination Instructions to Students

a. 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 and the in the Student Portal – Moodle.

b. Absence or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.

c. Students will normally be admitted to the examination room ten minutes before the commencement of the examination.

d. Before entering the examination room, students have to have a printed copy of their Hall Ticket.

e. 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.

f. 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.

g. Students are not allowed to bring into examination rooms any unauthorised material. ("Unauthorized" material is any material not specified on the examination paper which includes mobile phone, smart watch, Bluetooth etc.).

h. 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.

i. Eating and drinking in the examination hall are strictly prohibited.

j. Online assessments will be monitored through cameras.

5. Programme

5.1. Placing New Students

Placement tests will be given to all new students for all modules in the General Foundation Programme: English, Mathematics and Information Technology and students will be placed according to their results in one of three (3) levels for each module.

5.2. Modules Offered

Table 5.1   Modules and Levels

Modules and Levels			
English	EN1 English Level I	EN2 English Level II	EN3 English Level III
Information Technology	IT1 Information Technology I	IT2 Information Technology II	IT3 Information Technology III
Mathematics	MA1 Mathematics I	MA2 Mathematics II	MA3 Mathematics III

*Modules Offered

Modules will be offered if there are a minimum of 10 students in a class. If the minimum number of students in a class is not reached, students will be given the option to take the module in another semester.

5.3. Part-time Studies

Part-time classes are delivered as per the part-time study plan. The classes are scheduled from 4:00 pm to 8:00 pm as a separate batch, provided a minimum of 10 students in a cohort. One year will be the duration of the study.

5.4. Pogression

Students' progress to the next level of the respective module if they obtain the minimum 60 marks requirement. Students who do not achieve the minimum pass requirements will repeat the failed module.

5.5. Admission to the Academic Programmes

Students will be admitted to the relevant academic programme after completing the GFP and the admission requirements.

5.6. Notifications

In accordance with 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 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.

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 40% of the total fees.

    b) The balance of 60% of the total fees can be paid in two equal post-dated cheques (PDC). The dates of the PDCs will be provided by the finance office. These PDCs are to be submitted to the finance office before the end of the second week of the semester.

    c) The above 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).

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 not 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 which 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 asper the college guidelines
- Respecting the values and roles of staff in the learning process
- Treating others with respect and courtesy by observing appropriate behavior 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
- Penalisation for plagiarism and unfair means as per the regulations
- Penalisation for breach of examination rules as per the regulations

8. Graduate Attributes

8.1   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 important by employers, the government and the higher education sector.
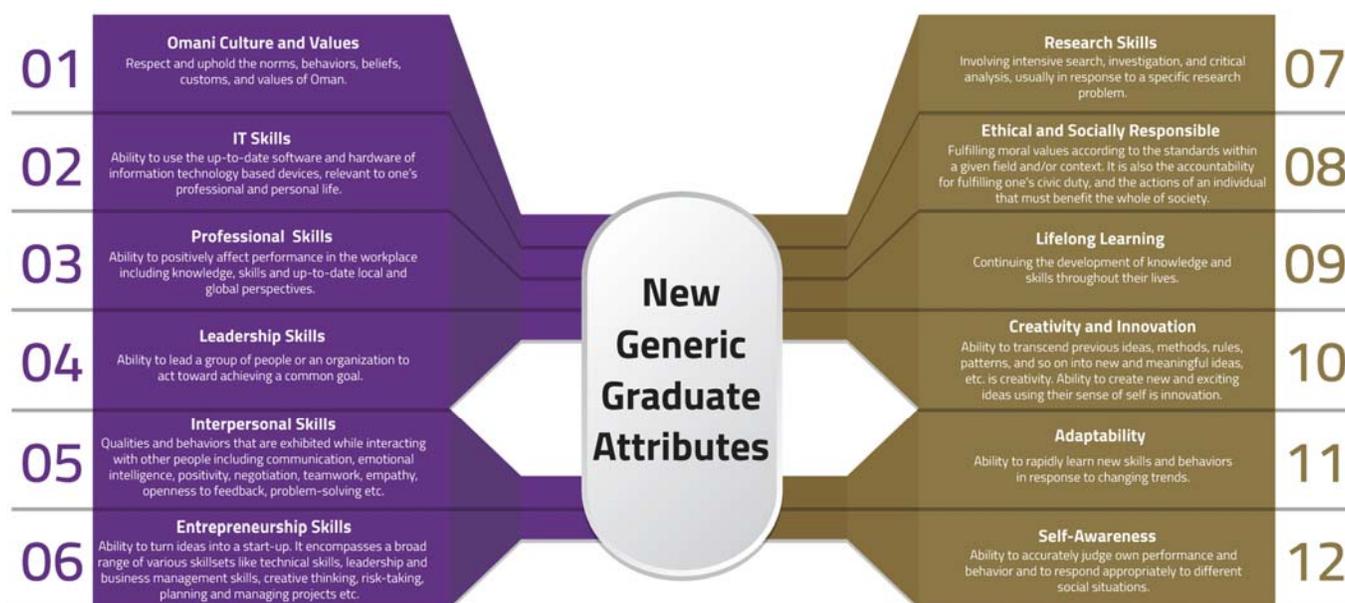
9. Students' Academic Grievances

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 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 pertaining to withdrawals from a course or barring from exams.
- Grievances pertaining to admissions in a program.
- Grievances pertaining transfers between programs
- Grievances pertaining special exam, delay or repeat of exams
- Grievances pertaining 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 constraint, the 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. Contacts

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