



# HANDBOOK

POSTGRADUATE PROGRAMME

PART A – GENERAL REGULATIONS

PART B – PROGRAMME REGULATIONS

## ***Disclaimer***

*The statements and policies set forth in this handbook are for informational purposes only and serve as guidelines for a successful campus life. While every effort is made to provide accurate and current information, the College reserves the right to modify and/or change any provision in this handbook. Every effort will be made to keep students advised of any such changes.*

*It is vitally important for students to take note that it is the responsibility of each individual student to be informed about current graduation requirements for his/her particular programme of study.*

*Students enrolled at the College agree to comply with the College's rules and regulations and, to accommodate all changes when required or necessary.*

## **PART A – GENERAL REGULATIONS**

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## **1. WELCOME FROM THE DEAN**

Dear Students,

We, the Administration, Faculty and Staff, welcome you all to Middle East College (MEC).

We sincerely hope that your study time at MEC will be a memorable one. Exciting and dynamic changes in our young and growing institution are apparent in all areas – in academic and extracurricular activities, in the new facilities and in the ever-developing infrastructure. With your whole-hearted cooperation and hard work you will contribute in all areas of academics and extracurricular activities and, MEC will continue to develop as an institution whose students are in the forefront of higher education and advances in Oman.

As students of Postgraduate programme, you will have more challenging tasks to do as part of your programme. As most of you are already working, it is important that you manage your time between work and studies. Your participation in different activities will enhance your strengths and equip you with the necessary skills and knowledge required in the global market. Make best use of the group works and approach the course team to address any issues.

With best wishes for a wonderful and successful year,

**Dean**  
**Middle East College**

## 2. CAMPUS CONTACT INFORMATION

MIDDLE EAST COLLEGE P.O.  
BOX 79,  
AL RUSAYL  
POSTAL CODE 124  
SULTANATE OF OMAN

Tel: +968 24531400

Fax: +968 24446028

E-mail: [info@mec.edu.om](mailto:info@mec.edu.om)

Website: [www.mec.edu.om](http://www.mec.edu.om)

### 2.1 CONTACT PERSONS IN DEPARTMENTS

Mr. Santhosh John	Postgraduate Studies & Consultancy	Ext. 478	santhosh@mec.edu.om
Mr. Thoufeeq Ahmed	Computing	Ext. 482	thoufeeq@mec.edu.om
Dr. Nimer Qayum	Management Studies	Ext. 441	nimer@mec.edu.om
Mr Chandrashekar R	Electronics Engineering	Ext. 507	chandrashekar@mec.edu.om
Dr. Ram Kishore	Civil Engineering	Ext. 646	ramkishore@mec.edu.om
Dr. Zlatinka Kovacheva	Mathematics and Applied Sciences	Ext. 701	zlatinka@mec.edu.om
Dr. Hazem Hussain Ali	Archives and Records Management	Ext. 505	hali@mec.edu.om
Dr. Tareq Al Damen	Centre for Foundation Studies	Ext. 565	tareq@mec.edu.om

### **3. GENERAL INFORMATION**

#### **3.1 ABOUT THE COLLEGE**

Middle East College (MEC) is one of the leading higher education institutions in the Sultanate of Oman with over 5000 students. MEC is located in the Knowledge Oasis Muscat and has knowledge partnerships with leading Universities. Industry and professional bodies, MEC is dedicated to educating students and equipping them with the values, knowledge and life skills needed to enrich their lives and enabling them to meaningfully contribute to the progress of society. It provides a creative, nurturing campus environment where they can make a positive difference to the community, the state and the world. Middle East College offers undergraduate and postgraduate programmes in different areas of Engineering, Business, and Technology.

MEC is about 12 kms from Muscat International Airport and has easy access from any part of the Sultanate. The college is situated very close to Muscat City Centre and Sultan Qaboos University.

#### **3.2 VISION STATEMENT**

Contributing to the development of a harmonious and sustainable world through the pursuit of knowledge

#### **3.3 MISSION STATEMENT**

We endeavour to fulfil creative human potential through education, inquiry, innovation, intercultural engagement and service.

#### **3.4 VALUES**

Middle East College's mission rests upon a foundation of values that guide the College community's decisions and actions.

**QUALITY:** We challenge ourselves continuously in our quest for excellence.

**DIVERSITY:** We appreciate diversity of individuals, ideas and cultures.

**TRANSPARENCY:** We demonstrate integrity and openness in our conduct.

**RESPECT:** We discharge our responsibilities with respect for all.

**COMMITTMENT:** We commit ourselves to the nation and its culture, intellectual inquiry and the environment.

### **3.5 AFFILIATED UNIVERSITY**

#### **Coventry University, UK**

The University's roots can be traced back to the 1840s when local industrialists and civic leaders founded a Design School and an Engineering College. Those foundations have been strengthened over time as the University has diversified into areas related to new industrial sectors. Now rated 'Modern University of the Year' (The Times and Sunday Times Good University Guide 2014) Coventry University provides high student satisfaction levels alongside its innovative approach to delivering affordable routes into higher education. Now regarded as one of the foremost 'business-facing' universities in the UK, all its students benefit from unique, career-development programmes that focus on work experience, enterprise and employability, ensuring graduates are well equipped with qualifications and skills to make an immediate impact with any new employer.

#### **Complaints procedure for students studying Coventry University programmes at MEC**

Students studying on a course leading to an award from Coventry University may if they wish submit their complaint/appeal to the Registrar & Secretary of Coventry University if they are dissatisfied with the outcome of the process at Middle East College. In order to qualify for consideration by Coventry University, details of the complaint/appeal and full supporting documentation should be sent to Coventry University within ten (10) days of completing the internal process at Middle East College.

The Registrar & Secretary (or nominee) shall consider the referred matter on the grounds of procedural irregularity only.

The Registrar and Secretary shall endeavour to complete the review within thirty (30) days of receipt of the complaint. However, given the requirement to investigate the case thoroughly with Middle East College some additional time may be required, in which case the student shall be informed accordingly.

At the end of the Registrar and Secretary's review, the student will receive a letter setting out the findings and outcome, and will additionally be issued with a "Completion of Procedures" letter to enable the student to take their complaint to the UK Office of the Independent Adjudicator for Higher Education if appropriate.

The Office of the Independent Adjudicator for Higher Education ("OIA") operates an independent student complaints scheme pursuant to the UK Higher Education Act 2004.

Students or former students may only take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. The "Completion of Procedures" letter will therefore only be issued from the office of Coventry

University's Registrar & Secretary when it has been determined that all internal processes at Middle East College have been completed. The OIA must receive a completed Scheme Application Form within three months of the date of Completion of Procedures Letter.

### **3.6 USING THIS GUIDE**

This handbook contains important information that students will need to successfully complete the programme. It is, by design, concise and the student will, therefore, at various times, also have to consult other sources of information, such as different departments and units. Students are advised to read through the handbook and familiarise with the various aspects of their studies.

MEC reserves the right to amend or revise the details given in this handbook. Students will be informed of such changes through the e-mail or through notifications in the notice board.

### **3.7 FORMALITIES TO COMPLETE STUDY IN THE AFFILIATED UNIVERSITY**

Students desirous of studying in the affiliated University should primarily identify a programme of study and seek for admission, subject to fulfilment of the criteria as may be prescribed from time to time by the affiliated university. Registry, Coventry University or others authorised by Coventry University shall provide additional information relating to studies in the affiliated university. Students may also reach the Registration Office, Middle East College for information related to study under the affiliated University.

### **3.8 ADMISSION CONDITIONS IN GENERAL AND FOR EACH SPECIALISATION**

#### **3.8.1 MBA (IT) – Master of Business Administration in Information Technology.**

##### **General criteria for admission to the programmes**

An applicant to the programme will normally be expected to possess at least one of the following:

- a. A minimum of a second class honours degree or higher in any subject.
- b. A relevant professional qualification of an equivalent level.
- c. A lower qualification plus appropriate and relevant experience at a professional level
- d. Satisfactory independent evidence of working for several years in a position that would normally be occupied by an honours graduate, in a relevant area, which would lead to gaining benefit from the course.

Students whose first language is not English must demonstrate proficiency in the English language equivalent to IELTS 6.5 or produce an authorized letter from the institution of study that the medium of instruction was in English language.

No Accreditation of Prior Learning (APL) will be given against modules in this programme.

### **3.8.2 MSc. (IT) – Master of Science in Information Technology**

#### **General criteria for admission to the programmes**

An applicant to the programme will normally be expected to possess at least one of the following:

- e. A minimum of a second class honours degree or higher in any subject.
- f. A relevant professional qualification of an equivalent level.
- g. A lower qualification plus appropriate and relevant experience at a professional level
- h. Satisfactory independent evidence of working for several years in a position that would normally be occupied by an honours graduate, in a relevant area, which would lead to gaining benefit from the course.

Students whose first language is not English must demonstrate proficiency in the English language equivalent to IELTS 6.5 or produce an authorized letter from the institution of study that the medium of instruction was in English language.

No APL will be given against modules in this programme.

### **3.8.3 MSc. (E E) – Master of Science in Electronic Engineering**

An applicant to the programme will normally be expected to possess at least one of the following:

- a. A minimum of a second class honours degree in Electronics.
- b. A relevant professional qualification of an equivalent level.

Students whose first language is not English must demonstrate proficiency in the English language equivalent to IELTS 6.5 or to produce an authorized letter from the institution of study that the medium of instruction was in English language.

No APL will be given against modules in this programme.

## **3.9 STUDENT IDENTITY CARD**

On completion of admission formalities each student will be issued an ID card which has varied functionality. Students should possess the ID card at all times while on campus and at times off campus when required.

Students are required to sign an agreement for acceptable use of new ID card. The agreement states that the student

- Accepts responsibility for any damage or loss of the card including any money that is stored in the card.

- Assures to use the card responsibly for his/her own purposes and not share it with any other individual for what so ever reasons.
- Understands that, if the card is lost or damaged, he/she will have to pay an amount of RO 10/- for a duplicate card to be issued.
- Would abide by MEC IT Policies and Procedures and understand that he/she is liable to disciplinary action if found violating the same.

Some of the current functionalities of the ID card are Student Identification, Printing documents from College printers, Access Control and Book Circulation and sunray system login. Other features, which may be added in near future, include Fee Payment and Payments in Cafeteria.

### **3.10 STUDENT RESPONSIBILITIES**

It is the student's responsibility to:

- review and consider all information about the College's programme before enrolling
- wear student Identity Cards at all times while on campus and at times off campus when required
- read, understand, and keep copies of all forms he/she is asked to sign
- satisfactorily perform the work agreed upon in a College Work-Study job
- understand the College's refund policy
- study a range of books for advanced modules as module notes are not provided for these advanced modules
- read through the Student Handbook, e-mails, notice board
- reach the Academic Adviser as arranged

Different departments, units, and members of faculty are available to listen to student concerns and shall endeavour to give students the support and advice they would need to complete their studies successfully.

It is, however, important that the students realise that the primary responsibility lies with them. Students will have to make a number of decisions affecting their study and by implication their career and future life. Though different units and members of the institution will help them arrive at a decision, ultimately students need to make these decisions.

In particular, it is expected of the student to:

- Plan and register his/her programme of study according to the guidelines laid down by the different departments, units and members of faculty in addition to such other guidelines as may be laid from time to time. Failure to register correctly could mean that the student is not able to follow his/her preferred programme of study.

- Make any necessary amendments to his/her programme in accordance with the same guidelines. Failure to do so could mean s/he cannot follow the programme of his/her choice.
- Register for modules as per his/her degree plan and in consultation with the respective academic adviser following the regulations and schedules as prescribed in the Student Handbook and the Academic Calendar respectively, and other regulations as may be prescribed from time to time for the smooth registration process.
- Complete all elements of assessment according to the instructions given by different instructors and such others who are engaged for the purpose of assessing student's performance.
- Meet his/her academic adviser regularly and at appointed times and keep the adviser posted with matters that are likely to affect student's academic performance and those that require the adviser's intervention.
- Collect the assessment details, lecture notes, worksheets or any other instruments required for the registered modules, whenever s/he is absent during distribution of the same or if s/he is required to do so.
- Return the books provided, on long term borrowing, in good condition upon completion of the semester or as per the time notified for the purpose of return to the library.
- Take advantage, when necessary, of the counselling facilities available to students.
- Attend classes at all times unless circumstances prevent him/her from doing so and keep the appropriate departments updated of his/her absence.
- Inform appropriate departments, units and members of faculty of any circumstances likely to affect his/her academic performance.
- Immediately inform the Registration Office any change of address or absence from the college.
- Regularly check the notice boards, emails for any information that may be directly or otherwise be required for him/her as a student.
- Respond without delay to notices and notes placed on the notice board or email or portal by the different departments, units and members of faculty.

### **3.11 STUDENT SUCCESS CENTER (SSC)**

The SSC Office in MEC supports and counsels students on academic, career, personal and social matters. The mission of SSC office is to enable sustained improvement in academic performance of the students particularly those with learning difficulties, facilitate professional competence and clarify College policies, regulations, rules and procedures to ensure optimal compliance.

### **3.12 STAFF/STUDENT MEETINGS**

These are opportunities for all students on the module/programme to meet staff members to discuss issues and problems. Students will be informed by the respective departments of the details of such meetings. All students are encouraged to participate and contribute to these meetings. However, students are reminded not to assemble for any meetings without prior permission from appropriate authorities. Such meetings will be considered unlawful and action will be initiated as per disciplinary policies, which may include expulsion from the college.

### **3.13 CONTACTING STAFF**

Students are encouraged to contact members of faculty to address issues relating to their studies, classes and other academic matters and, appropriate units in the College for other issues that they may want to discuss. All staff have notices outside their offices indicating their availability. Students are welcome to meet members of faculty during their indicated office hours. Should the student wish to meet them at other timings they may seek for an appointment through electronic mail preferably through their college email-ID.

### **3.14 NOTICE BOARDS**

Students are advised to check the appropriate notice boards on a regular basis (every day). The notice boards are positioned in different areas in the College.

Students are not allowed to display unauthorised notices on the College notice boards. Any information which is to be put up on the notice board by the students should have prior approval from concerned authorities. Failure to do so shall invite stringent action which may lead to expulsion from the College as per disciplinary policies.

### **3.15 DRESS CODE**

Students are reminded that the appropriate dress code, which is consistent with the values of Oman, is required for attendance at the College. Students are required to dress modestly and appropriately. As per the requirements of Ministry of Higher Education, girl students should not be covering their face with veils. Students at all times should respect and follow such other requirements as may be prescribed by appropriate authorities for the purpose of dress code.

Students found violating the dress code will be summarily dismissed from the College and the same shall be communicated to appropriate authorities.

### **3.16 CAFETERIA**

The College holds within its campus, spacious cafeterias with a pleasant ambience, which serves a variety of intercontinental and local cuisine and is functional from 7:00 am to 8:00 pm on all working days. Separate counters are available for girls and boys. The MEC Hygiene Committee regularly conducts quality checks on the service offered by the cafeteria. The cafeterias are closed during the holy month of Ramadan.

### **3.17 WELLNESS CENTRE**

MEC believes that good health is vital in the fulfilment of student's academic as well as personal aspirations. MEC Wellness Centre operates from the Main Academic block (AL KHWARZMI BLOCK). Services are available to all registered students and staff of college.

### **3.18 ALUMNI MEET**

Alumni Meet is organised every year in the College wherein MEC graduates re-unite with MEC Faculty members, staff and their classmates and batch-mates. Alumni students are encouraged to register their names in the MEC Alumni Association to receive updates on the activities of the Association, to obtain latest information from the College and to keep in touch with their classmates and friends.

## **4 ACADEMIC POLICIES AND PROCEDURES**

While every effort is made to describe different academic policies and related procedures, students are advised to contact relevant departments and units for additional information on specific cases and to constantly update themselves with the information provided from time to time through electronic media and other communication systems including but not limited to the notice boards.

### **4.1 ACADEMIC REGULATIONS FOR THE PROGRAMME**

The programme would be run primarily adhering to the Academic Regulations of Coventry University, applicable to all taught postgraduate programmes of the University (as given in appendix 2). The overall assessment of students, progression and the granting of the University's taught postgraduate awards will be in accordance with the appropriate and relevant Academic Regulations of Coventry University applicable for this programme.

## 4.2 ATTENDANCE

Active class participation is essential for successfully completing the programme. It is expected that students shall attend all scheduled sessions (Workshops, Labs, Seminars, etc.) of all modules. A minimum of 50% of attendance in the scheduled sessions in every module is mandatory. A student shall be considered as having passed a module only if s/he has passing marks as well as required attendance in the module.

There shall not be any special attendance marked on submission of any kind of certificate whether it is medical, work related, etc. Attendance is calculated only based on the actual sessions held in a semester.

## 4.3 COMMUNICATION POLICIES

The college stresses that open communication between the faculty, staff and all students is essential. Students are encouraged to address their initial questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he/she is welcome to make an appointment with the appropriate member of the College's Administration:

- **Head of the Department** - concerning classes, delivery methods, assessment strategies, specific academic issues and faculty-related issues.
- **Registrar** - concerning admissions, registration and related issues.
- **Programme Manager** – concerning classes, delivery methods, assessment strategies, specific academic issues and faculty-related issues.
- **Programme Administrator** – concerning admissions; registration and related issues.
- **Head, Facilities Management Department**–Maintenance, transport services or the facility.
- **Head of Personal Affairs Unit** – Visa and related matters.

MEC facilitates open communication between the faculty, staff and all students as essential. Students are encouraged to address their initial questions and concerns to the faculty or staff member directly involved. However, if at any time a student feels that further discussion is required, he/she is welcome to make an appointment with the appropriate member of the College's administration:

### **4.3.1 Electronic Communications Policy**

Students will be kept updated on events and academic activities by e-mail. The College provides electronic mail resources restricted to the support of MEC's mission. This policy establishes standards and expectations for the access, use and disclosure of electronic mail specifically to ensure that College resources serve organisational mission and purpose.

The college provides electronic mail to enhance productivity through efficient exchange of educational information directly and indirectly. Use of these resources must be consistent with these goals. Students must use electronic communication in accordance with these guidelines and in a context of conducting academic and related professional activities. Users of College electronic mail services are expected to comply with the laws of the Sultanate of Oman associated with this and other policies and procedures of the College, and with normal standards of professional and personal courtesy and conduct.

Access to college electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the College without prior notice and without the consent of the e-mail user when required by and consistent with law. College electronic mail services may not be used for unlawful activities; commercial purposes not under the auspices of the College; personal financial gain, personal use inconsistent with or uses that violate other College policies or guidelines.

College electronic mail systems and services are College facilities. Any electronic mail address or account associated with the College, or any sub-unit of the College, assigned by the College to individuals, sub- units, or functions of the College, is the property of MEC, Oman.

Violations of this policy and associated procedures governing the use of College electronic mail services may result in the restriction of access to resources relating to Information Technology. In addition, disciplinary action, up to and including dismissal, may be applicable under other College policies. Both law and College policy prohibit the theft or other abuse of computing resources. Such prohibitions apply to electronic mail services and include (but are not limited to) unauthorised entry, use, transfer, and tampering with the accounts and files of others, and interference with the work of others and with other computing facilities. Under certain circumstances, the law contains provisions for felony offences.

## **5 STUDENT RIGHTS AND RESPONSIBILITIES**

### **5.1 QUESTIONS TO ASK**

Students have the right to ask the College

- names of its accrediting and licensing organizations;
- about its programmes, its instructional, laboratory and other facilities, and its faculty;
- cost of attending and policy on refunds to students who drop out for different reasons;
- available financial assistance
- procedures and deadlines for submitting applications for different financial aids
- criteria for selecting recipients of different financial aids
- if offered a College Work-Study job – the kind of job, hours of work, the duties to be performed, the rate of pay, and how and when the student will be paid;
- to reconsider the aid package, if the student believes a mistake has been made, or if enrolment or financial circumstances have changed;
- how the College determines whether the student is making satisfactory progress, and what happens if satisfactory progress is not being made;
- Special facilities and services that are available to students with special needs.

## **5.2 DISCIPLINE 'ON' AND 'OFF' CAMPUS**

MEC believes in promoting the development of personal and social responsibility. The College believes strongly in a humanistic approach to discipline, conducive to academic pursuits. However, MEC recognises that its responsibility for the protection of personal and institutional rights and property is the primary focus of the disciplinary process.

## **5.3 FREEDOM OF EXPRESSION**

Posters need to be approved by the Dean's office prior to displaying. Display of unauthorised posters, flyers, advertisements, etc. is not permitted under any circumstance. Any posters, flyers, advertisements, etc. which promote any events (political, social or professional) that have not been approved previously will be removed immediately, and the person found to have posted any unauthorised material that is offensive or disrespectful to any group or individual will be reprimanded.

While any academic activity involving team work supported by members of faculty is encouraged, students are advised to get prior approval for conducting any meetings, forums, group discussions etc. Failure to do so will invite disciplinary action which may lead to expulsion from the College.

## **5.4 PENALTIES AND PROCEDURES**

Courteous behaviour and professional conduct, appropriate to a learning environment, is to be displayed at all times. Inappropriate conduct will not be tolerated in the campus, and it may be a cause for dismissal.

The Registrar has responsibility for student conduct and discipline, which will be exercised through the established procedures stated below as prescribed or approved by the relevant committees constituted for this purpose.

Every student is subject to local and national law. The conviction of a student for any criminal offence, which interferes with the orderly operation of the College, or which, the Administration feels would endanger members of the College community shall be subject to disciplinary action.

**Note:** The Administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students.

## **5.5 STUDENT CODE OF CONDUCT**

### **Offences related to persons**

An offence related to a person is committed when a student

- intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner
- threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm
- Intentionally harasses another person. Harassment includes, but is not limited to, impeding others persistently or wronging or bothering others persistently
- abuses a staff member(s), student(s) or a visitor(s) to the College

### **Offences related to property**

An offence related to property is committed when a student

- knowingly and without consent or authorisation possesses, removes, uses, misappropriates, or sells the property or services of another person or of the College
- intentionally or negligently damages or destroys property owned by/in possession of another person or of the College
- obtains the property of another person by misrepresentation or deceptive means
- enters or uses the facilities or property of another person or the College without consent or authorization

- commits a computer-related offence

Damage to College property in any form shall be viewed very seriously. Engaging in such acts that lead to breach of security, wastage of resources, etc. shall invite disciplinary action which may lead to expulsion from the College. Breaking fire alarms or other security devices shall be considered a grave offence and shall not only result in payment of damages caused on account of breakages but shall also be deemed an attempt to violate security.

### **Offences related to the Operation of the College**

An offence related to the operation of the College is committed when a student

- engages in obscene or indecent conduct on College property or at College sponsored events
- forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or authorization of appropriate College officials
- fails without just cause to comply with the lawful order of a College official acting in the lawful performance of his/her duties and authority
- engages in solicitation in or on College property unless such solicitation is approved by appropriate College officials
- intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College
- prepares or distributes materials without prior approval in order to bring disrepute to the College or malign the staff or another student

### **Offences related to Welfare, Health or Safety**

An offence related to welfare, health or safety is committed when a student

- uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, or other dangerous articles or substances injurious to persons or property
- falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on College property
- abuses, removes, or damages fire and safety equipment
- fails to vacate a building or facility when a fire alarm is activated
- fails to leave building, streets, walks, driveways or other facilities of the College when directed to do so by an official of the College having just cause to so order
- uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law

Students found involving in any of the above mentioned offences will invite disciplinary action which may lead to expulsion from the College. They may be handed over to appropriate authorities as required by the laws in the Sultanate of Oman.

## **5.6 OFFENSIVE MATERIAL/HARASSMENT**

MEC's professional environment requires that all students respect the following policy concerning offensive materials:

- MEC's computer resources must not be used to produce, view, store, replicate, or transmit harassing, obscene, or offensive materials. This includes, but is not limited to, material from the internet, screen savers, etc. In addition, printed copies of such material, including those from magazines are not permitted in the College.
- In the workplace, there is "zero-tolerance" for any students who violate this policy, and immediate dismissal may result. Please recognise that personal opinions as to what constitutes "offensive material" may vary but the following details describe what is typically understood to be offensive. Staff or students using MEC facilities who find materials being displayed to be offensive have a duty to act assertively by informing the System Administrator or any member of the Disciplinary committee.

### **Offensive material includes, but is not limited to the following:**

- pornographic, nude, semi-nude or other similarly lewd images;
- material displaying excessively violent or graphic content;
- material of racist or similarly demeaning content; or
- Any material which in general is understood to be socially and/or culturally offensive.

There is also "zero-tolerance" of harassment of other students and staff and any student who believes harassment is taking place has a duty to act assertively by informing his/her Academic Adviser or any appropriate Academic Authority of the situation. Harassment includes, but is not limited to:

- repeated abusive or demeaning conduct based in a person's race, gender, sexual orientation, colour, religion, national origin, physical or other disability, age, or socio-economic status;
- verbal comments, physical comments, "hate mail/email", phone calls, graffiti, or the display of offensive material; or
- unwanted sexual attention of a persistent or abusive nature; sexually oriented remarks and/or behaviour which may reasonably be perceived to create a negative psychological or emotional environment for learning in or using facilities; or an implied or expressed threat or reprisal for rejecting a sexual solicitation or advance.

## 5.7 COUNSELLING

### **Academic counselling**

Students with course-related problems are encouraged to first seek counsel from their instructor. If further counsel is necessary then they could contact the respective Department Heads.

### **Career counselling**

MEC Career Services and Enterprise Engagement Unit assists students with all aspects of career and professional development - from discovering personality traits that may influence preferred work environments to resume writing and interviewing. The office is available to assist students, from the beginning of their programme study.

### **Personal counselling**

Adjusting to College life, managing time and relationships can be difficult for students. Whether they have skills that need to be developed or improved, or have personal issues they wish to discuss, the Academic Adviser can always assist them. Qualified Counsellor is available in the SSC to provide psychological counselling to students.

**Programme Manager:** The Programme Manager for each programme is responsible for the day-to-day operation of that programme. Their responsibilities involve monitoring student progress, organising induction activities and generally liaising with relevant units, students and members of the teaching team to ensure smooth running of the programme.

**Academic Advisors:** Shortly after induction, each student will be assigned an Academic Advisor. Students should take an early opportunity to meet his/ her advisor, normally by emailing to ask for an appointment. The Academic Advisor may arrange occasional group meetings with his/her advisees but, in any case, the student should make a point of contacting his/her advisor regularly to talk about how s/he is getting on and to resolve any difficulties that may arise. The advisor will be able to help with many of the student's problems directly or put him/her in touch with colleagues who can offer more specialised help. If the student has a problem that is of a more personal nature the Advisor may be told that s/he would like to talk in confidence. If the Advisor cannot help, he or she will be able to put the student in touch with a counsellor.

**Module leaders and Module lecturers:** There will be a module leader for each module, who will be responsible for co-ordinating teaching and assessment within that module, ensuring deadlines are respected with regard to examination setting and submitting marks in preparation for the assessment board meeting. In addition to the module leader, there may be several lecturers involved in teaching each of the modules on the programme. A lecturer may

be responsible for lectures, tutorials, seminars or workshops on a particular module. If students have a problem that concerns some aspect of the work they are engaged in, they can inform the module lecturer or module leader for that particular subject about their difficulties. In some cases it may be useful to consult their Academic Advisor or the Programme Manager, as the problem may be a general one that can be resolved by appropriate representation.

**Dissertation/Project Coordinator:** The dissertation/project coordinator perform the role of module leaders for the dissertation module. They are responsible for liaising between dissertation/project students and supervisors about all matters relating to dissertation/project. Their role is to advise and support students during the initial stages of the dissertation/project preparation, assign supervisors and organise any additional support required during the dissertation/project. They establish systems and administer the same to ensure that academic and professional standards are upheld.

## 6 QUALITY ASSURANCE

**External Examiners:** External examiners are normally senior academic staff from UK Universities other than Coventry University. The role of the external examiners is to ensure that the standards of these awards are appropriate and in line of those on comparable programmes at other UK Universities. The external examiners comment and report on assessment aspects across different programmes.

**Subject Assessment Board (SAB):** Each SAB will meet to analyse module and project results that fall under its remit and pass decisions to the appropriate Programme Assessment Boards. The SAB will normally meet at the end of each taught semester. Membership and proceedings of the SAB are as per its TOR (Terms of Reference).

**Programme Assessment Board (PAB):** The Board meets to consider individual student performance across specific programmes of study. The Programme Assessment Board is required to meet in each semester after SAB and to consider results and decide any exit awards. Membership and proceedings of the PAB are as per its TOR (Terms of Reference).

## 7 STUDYING AT MEC

### 7.1 GENERAL ETIQUETTE

- Cellular phones and beepers must be turned off during all class activities, including group sessions.
- Students are advised to maintain the environment neat and clean and reflect high standards of learning.

- Destruction of public or private property / IT resources / Lab equipments etc. will result in charges for damages, fines, disciplinary action and/or referral to law enforcement authorities.

## **7.2 PAYMENT OF FEES**

Fees are payable for all programmes/modules as per the fee payment schedule. No student will be awarded certificates of completion until all fees have been paid in full. No student will be permitted to graduate or proceed to the next semester until tuition fees for all preceding semesters have been paid in full.

## **7.3 RESPONSIBLE USE OF COMPUTER RESOURCES**

MEC expects all students to be responsible users of computer resources. Failure to act responsibly may result in restricted access and could lead to dismissal. In addition, MEC will not hesitate to report potentially illegal activities to the appropriate authorities. Failure to comply with MEC policies on use of computer resources will lead to disciplinary actions and expulsion from the college. MEC's policies concerning unauthorised use of computer resources include, but are not limited to the following:

Users are responsible for use of all of their accounts. No one should attempt to use another's computer account or password or user name. Users will be held accountable if others abuse the system in their name.

- Users must not attempt to modify system facilities, interfere with other users or system operations or circumvent the limits and permissions associated with their accounts
- Users must not place software, data, or other files on any MEC computer or server without being authorised to do so
- Users must not access, copy, or remove programs or data that do not belong to them without explicit permission from the owner. Lack of file protection does not give the right to do these things
- The electronic mail system or Internet web sites may not be used for any form of commercial solicitation or advertising without proper authorisation from MEC
- Users must not download any resource without permission from the system administrator
- Computer resources may not be used to view, produce, store, replicate, or distribute harassing or obscene material (see below for more details)
- Users are provided with printer facilities in different labs. However, it is the responsibility of the student to bring his/her own paper for the purpose of printing any

material that may be required for academic purposes. Material that does not support academic work shall not be allowed for printing

#### **7.4 STUDENT BELONGINGS**

The College will not be responsible for the loss of any personal possessions that a student brings to the campus. In addition, any item a student leaves with a faculty or staff member for safekeeping will not become the responsibility of the College or the individual faculty or staff member. Students are advised not to bring valuables to the college.

#### **7.5 ABANDONED PROPERTY**

Any personal property, which is left in the building, will be held for 30 days in an unsecured storage facility. Any items not claimed by the end of the 30 days will be sold, destroyed, discarded, maintained for use by the College, or donated to charity.

#### **7.6 STUDENTS SAFETY**

- Know where all fire exits are located and how to get out if exits are blocked
- Know where all fire alarm pull stations, fire extinguishers and the nearest phones are located
- Do not panic in emergency situations, remain calm, and follow proper procedures

#### **7.7 SMOKING**

The College is a smoke-free building. Smoking is restricted to outdoor areas in only those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building.

#### **7.8 VISITORS**

Unless approved by the Registrar, visitors are not permitted in the classrooms, or non-instructional areas of the campus facility. Since visitors to the campus are not allowed to pass the reception area without an official escort, it is the responsibility of the students to meet their visitors in the reception area at a prearranged time.

#### **7.9 COMPLAINT PROCEDURES**

MEC aims to address complaints on an informal basis in line with good practice (for example – ensuring that an inaccurate student record is corrected immediately), but a more severe complaint will be dealt with formally and is passed to the appropriate member of staff for a prompt response, but can be escalated to the Dean's Office for resolution if necessary. A Grievance Redressal Committee (GRC) is entrusted with the responsibility for resolving any

grievance that is raised and cannot otherwise be managed by MEC personnel. The following procedures apply.

- a) When a student has a grievance, he/she should initially try to resolve it directly with the staff and subsequently with the Head of the department concerned.
- b) If the student is still not satisfied with the outcome, a written appeal may be given by the student to the Student Experience Unit.
- c) The Unit would verify whether the issue was addressed to the department/staff concerned and whether due process has been followed. If it has not been followed, the student would be asked to try and resolve the matter directly with the staff and subsequently with the Head of the department concerned, as the case may be.
- d) If due process has been followed, the appeal along with details of the matter is forwarded to the Deputy Dean & Registrar (DDR).
- e) DDR would consult the staff/ department concerned to collect any further details about the grievance and the action taken. Reasonable opportunities would be provided to all parties involved to be heard. The DDR would then take an appropriate decision, which is informed to the student in writing.
- f) If the student still wishes to appeal against the decision by the DDR, the student may do so to the Dean(through the Academic Coordinator in Dean's Office)
- g) Based on the nature of the issue, the Dean may constitute a Grievance Redress Committee consisting of any five members of staff not involved in the matter under appeal to look into the appeal received from the student.
- h) Grievance Redress Committee shall consider the appeal and submit its recommendation to the Dean.
- i) The Dean shall give due consideration to the appeal and recommendations of the Grievance Redress Committee and resolve the matter appropriately. The decision of the Dean shall be final and the same shall be recorded.
- j) The student would be notified of the decision and the matter would then stand closed.

### **7.10 NAME AND ADDRESS CHANGE**

It is the responsibility of the student to contact the Registration Office immediately, in the event of any change in address or name. The Registration Office will then disseminate the information to concerned departments of the College.

## **8 FACILITIES AND STUDENT SUPPORT**

### **8.1 LEARNING RESOURCES**

## **Computer Facilities**

Studying at MEC gives the student access to a wealth of learning technologies and the latest computer hardware and software. Students have

- Free use of extensive computer facilities – MEC has around 500 PCs with many specialist computer suites, open until late.
- Access to a huge variety of the latest standard and specialised software on student computers.
- Extensive wireless network on campus – free access to the network where and when it suits the student.
- IT helpdesks/STL (Student Technology Leaders) to help with all computer and network queries
- Free email service and personalised file storage space for saving work that can be accessed.
- Dedicated support team and computing resources for ‘Research and Innovation centre’.

Students are encouraged to use the labs available in the college. There are several labs with computers, supporting software and hardware, and internet facility. Additional computer time is provided to students upon availability and prior booking with the respective Lab Assistant. As each lab has a specific focus such as software lab, hardware lab, general purpose lab etc., students are required to identify the lab that may want to use. They are welcome to take help from the lab assistants to identify the lab that would prove useful to their interest for further study and practice.

## **MEC Library**

The Library aims to help MEC staff and students identify and access printed and electronic information sources locally and globally. The collections available support the course and research needs of students and staff. One of the main goals is to provide a core collection of essential reading items listed in course outlines. Access to several databases and electronic journals on campus are offered. Library facilities include traditional reading areas, areas designated for group study, lending desk and photocopying facilities.

## **Books/ Notes**

Handouts may be issued to the students for the modules offered. Comprehensive materials covering several areas related to different modules are available in the appropriate locations in the server/library/department web sites etc. Students will be advised on the relevant links by the respective module instructors. Students may visit these links and download the material as may be required by them. These materials can also be printed. Students may reach the

personnel in charge of different labs for the purpose of printing and collect the same at pre-scheduled timings. However, the paper cost for the same needs to be borne by the student.

## 8.2 ACADEMIC WRITING UNIT

The Academic Writing unit (AWU) at MEC helps students meet the academic requirements of their specialist courses. The AWU conducts a series of workshops every semester on topics ranging from academic style to referencing and citation. These workshops are open to all Undergraduate and Postgraduate students. The details of the day, date, time, venue, and topic of the workshops can be usually being found on the MEC portal every week.

In addition, one to one consultation through prior appointment shall also be undertaken by the Unit.

## 8.3 FACILITY SCHEDULE

Sufficient notice will be given whenever timings are changed.

<b>PG Desk and Registration Office</b> Sunday to Thursday Saturday Friday	8:00 am to 12:30 pm; 1:30 to 6:00 pm closed closed
<b>Library</b> Sunday to Thursday Saturday Friday	7:00 am to 9:00 pm 9:00 am to 1:00 pm closed
<b>Front Desk</b> Sunday to Thursday Saturday Friday	7:00 am to 9:00 pm 9:00 am to 1:00 pm closed
<b>Class Timings</b>	As per time table

## 8.4 STUDENT CLUBS

Students enrolled at the College are allowed to organize associations so long as the following clauses apply

- a) The purposes, principles and policies of the organization are consistent with the general philosophies and principles of MEC.
- b) Membership in the organization is open to all currently enrolled College students in good standing without regard to age, colour, creed, national origin, handicap, marital status, race, religion or gender.
- c) The policies and actions of the organization are determined only by those individuals who hold bonafide membership in the organization.

- d) A faculty or staff adviser has been appointed by proper authority (College Administration).
- e) The appropriate authority of the College has approved the written request of the organization for recognition.

Students are encouraged to join associations that promote their common interests. Students can participate in one or more organisations to the extent that such involvement does not interfere with maintaining high academic achievement.

Several student clubs and committees function at MEC. Each one of these functions with different objective areas viz. academic, extracurricular and sports. Each committee functions under the supervision and guidance of an academic member of the staff. In some committees members from the administration also take part and support the activities. Students are advised to know more details about the organisation and functions of these clubs and committees by reaching them. Information is posted on the notice board from time to time describing the different events organised by these committees and clubs.

#### **Houses at MEC**

To know about houses at MEC click on the following link: <http://www.mec.edu.om/houses/>

## **PART B – ACADEMIC REGULATIONS**

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### **3. USEFUL CONTACTS**

## **1. ESSENTIAL INFORMATION FOR POSTGRADUATE STUDENTS**

Full-time postgraduate programmes are usually conducted over three semesters (minimum) in one calendar year. Part-time postgraduate programmes consist of six semesters (minimum) run over two calendar years, with each semester usually extending over 15 weeks.

### **1.1. LEARNING AND TEACHING**

Delivery methods will differ from module to module but in general, students will be exposed to flipped approach and activity led approaches including highly interactive class sessions; group discussions; video presentations; individual and group exercises (classroom exercises, homework assignments, etc.); role play and real life situations & case studies with guidance on understanding practical situations. Students are encouraged to participate actively in class discussions and to share their ideas and experiences.

Coursework can be both summative and formative. Students will be set exercises that are as close to real world situations as possible. This will often include group work. In appropriate modules, students will be expected to prepare and give presentations to other students. Tutorial and other exercises will be set which enable students to practice the techniques they have been taught. Guided reading and other work will be set for the students to do outside formal classes. The details of teaching and learning strategies appear in the module information guide(MIG).

During the programme, students will be faced with a variety of learning situations. In all modules there will be strong element of self-instruction or “student-centred learning”. Students are expected to make extensive use of resources in the Library throughout their study.

Practical work is of particular importance in many modules. Practical classes may be held in the specialist accommodation, such as computer laboratories, with the faculty that is managing the module. Practical work may also involve the use of specialist facilities in private study time.

Tutorial sessions and seminars provide opportunities for the student to interpret the substance of the lectures in a practical way by doing examples or considering case studies. Various types of classes are supported by informal contact, which the students will have with their fellow postgraduates staff and industry experts. To ensure success students are expected to undertake

independent study that extends and enhances what students have learnt in their lectures and tutorials.

To maximise on academic achievement and to allow development of knowledge and application of skills, it is important that students on Postgraduate programmes have completed their taught modules before undertaking their projects. For this reason students will not be permitted to begin their project or dissertation until they have passed all taught modules.

## **1.2. COMMITMENT AND EFFORT**

All students need to do substantial amount of work outside class time. In addition to attendance at scheduled sessions (class room lectures, tutorials and seminars), it is expected that students will need to come to college to undertake research and reading to supplement classroom based learning. They may need access to the on-campus facilities to complete practical tutorial work and assignments. Part-time students in particular may need to adjust their social and domestic arrangements to make space for the work demands.

A taught 15 credit points (CP) level M module will require 150 hours of student effort comprising taught time, tutorials, preparing assessment deliverables, private study, etc. A standard 15 credit point module will generally have 15 hours of teaching and 15 hours of tutorials.

## **1.3. ASSESSMENT**

A student shall be deemed to have passed a taught module or project module on obtaining an overall module mark of 40% or more, subject to any criteria specified in the module descriptor as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 39.5% and 40% inclusive shall be regarded as 40% for these purposes.

In modules with more than one component, there may be provision for a compensation band to enable good performance on one component to offset failure in another component. In such cases, the minimum mark required is 35%, and such criteria must be specified in the approved module descriptor.

Modules passed as part of one University award may not be used as credits towards another University award at the same level if they amount to more than one third of the new course,

other than as credits towards the first stage (i.e. Postgraduate Diploma stage). Modules passed on one course may not be taken again as part of a further course. A University award cannot be used to gain entry with advanced standing to more than one University award. Modules cannot be used in more than one course for the calculation of Merit or Distinction.

**In-class tests:** Some modules have in-class tests that are administered and invigilated in the same way as examinations. These tests are normally scheduled in specific time-slots, which are notified to students in the teaching schedule or MIG provided at the start of the module.

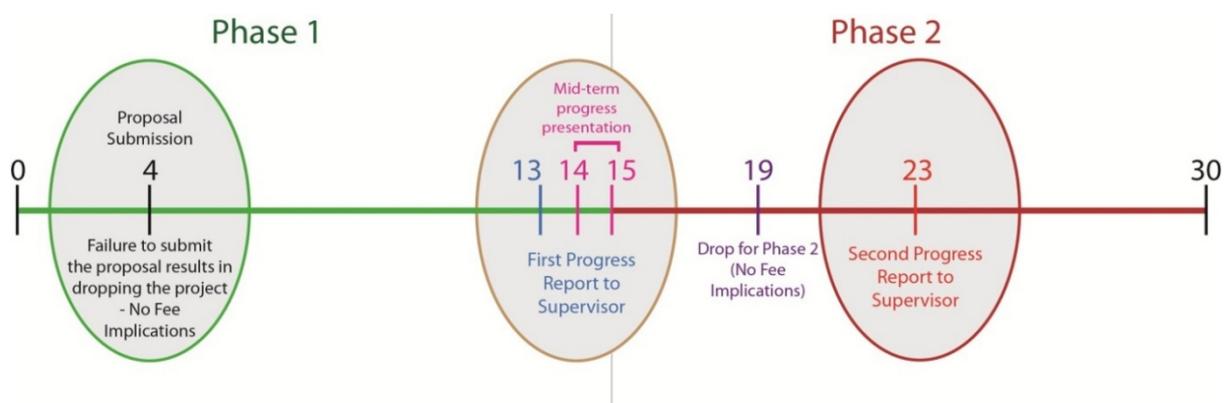
### 1.4. DISSERTATION / PROJECT

Students are advised to take keen interest in their dissertation/project and its related activities.

- Students will be advised on the details with reference to their dissertations /projects.
- Students have to meet their respective supervisors regularly at appointed times.
- It is important to submit the dissertation/project proposals and other documents as may be required from time to time for the smooth completion of the work.
- Dissertation/project work found to be plagiarised will be summarily rejected and the student will be awarded a failed grade.
- Failure to adhere to dissertation/project work schedules and submissions will result in a deduction of marks in the respective components of the Dissertation.

Every dissertation/project in its final form and its Intellectual property rights (IPR) shall remain with the college and the document shall be available for further study or future reference. The College has the right to archive and/or keep student dissertations/projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.

#### Dissertation / Project Process



The dissertation/project is composed of two phases and total duration is 30 weeks. Midterm evaluation is conducted at the end of Phase-1 to review the progress of dissertation/project. A panel of subject experts including the supervisor critically reviews the research progress during midterm evaluation. The panel approves or rejects progression to Phase-2 based on the status of research and milestones achieved during Phase 1. The second dissertation review is scheduled during week 23rd of the dissertation/project. There will be fee implications if a student drops/ withdraws Phase-1 or Phase-2 due to lack of progress. Following diagram summarises the dissertation/project process.

**Dissertation / Project Extensions:** For requests for dissertation / project extensions students are advised to follow the procedure for coursework extensions, but dissertation / project supervisor or the dissertation / project coordinator is to be consulted for advice and support before submitting the form.

## **2. PROGRAMME REGULATIONS**

These Regulations provide a set of rules that must be applied when determining the basic requirements for the construction of courses and for entry, progression and the granting of the University's taught postgraduate awards. They must be referred to in all course definitive documentation, together with any specific requirements in respect of particular named courses. Further guidance is provided in the Quality and Academic Standards Handbook.

The Regulations divide programmes leading to taught Masters Degrees into two stages, the Postgraduate Diploma and the Masters stage. In some cases, particularly for part-time study, the first half of the Postgraduate Diploma is designed to lead to a Postgraduate Certificate.

Within this handbook you will find the specification for your study programme. You will also receive module information guide (either paper-based or electronic) which contain important information on the structure and specific requirements for your modules. You must read these documents: familiarise yourself with the information, and refer to it throughout your studies, especially when preparing coursework assignments or sitting examinations. Failure to consult this information will not under any circumstance constitute an acceptable defence in the case of your failing to comply with the requirements.

### **2.1. THE MODULAR FRAMEWORK**

MEC aims to provide and achieve education of international standard. In all programmes of study, emphasis is placed on an effort based learning system, which requires significant contribution by the student for his/her learning process.

A single taught module shall be rated at 15 credits. One taught level M module credit equates to a minimum of 150 hours of student effort, which shall be devoted to taught time, preparing assessed work, private study, and, as applicable, to attending courses of residential study, and final examinations.

A Postgraduate Certificate shall comprise 60 credits at M level. A Postgraduate Diploma shall comprise 120 credits at M level. A taught Masters programme shall comprise 180 credits at M level.

A Masters Programme shall include the curriculum for a Postgraduate Diploma and a Masters Project module. The additional credits between the Postgraduate Diploma and the Masters Programme (60 credits) shall comprise a project/dissertation (60 credits) that includes a taught element (equivalent of 10 credits) in research methods,

Where a student becomes eligible for an interim award by completing part of a longer course the interim qualification is only conferred if the student fails or withdraws from the next stage of the course. This includes the following:

- a) Postgraduate Certificate and Postgraduate Diploma within a Masters course;
- b) Professional Certificate within a Professional Diploma course.

### **2.1.1. REGISTRATION**

No student may enter the programmes with advanced standing.

- a) Students may normally be registered for a particular taught postgraduate programme for a maximum of three years (full time) and five years (part-time). This defines the maximum period between initial registration and course completion. However students can apply for periods of study leave which shall be within the maximum period of study.
- b) All postgraduate students shall be subject to the same Regulations, regardless of mode of attendance unless specific provision is made to the contrary.
- c) Student should check that your study programme has been recorded accurately in the MEC system. Errors in the recording of your study programme may cause problems with processing your results.
- d) If the student wish to change from full-time to part-time, or vice versa, then he/she must notify MEC at enrolment. If the student wish to make such changes at other times he/she must inform the Programme Manager and the Registration Office immediately.

### **2.1.2. INTERRUPTION OF STUDIES**

Students may apply to interrupt their studies for a maximum period of twelve consecutive months under the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations applicable at the time of re-joining. Marks attained up to the point of interruption shall stand.

### **2.1.3. WITHDRAWAL FROM COURSE**

- a) Students may withdraw from their course with uncompleted modules at any point two-thirds (10<sup>th</sup> week) through its delivery. In such cases it is the student's responsibility to inform the college of the withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the Programme Manager signed the form; retrospective withdrawal dates shall not be accepted. All marks attained at the time of withdrawal of the module shall stand and the student may re-enrol for the course in later years if appropriate.
- b) A student who has not formally withdrawn from a course by the specified deadline, and who does not complete the required assessments shall be recorded as "Absent". The attempt shall count as a failure and shall be recorded on official documentation.

If you just stop attending the classes and do not withdraw officially, the module will show as a 'fail' on your results and will appear on your final transcript.

If you decide to withdraw from the whole programme, you should discuss this with your Programme Manager as there are clearly defined procedures that must be followed. Failure to comply with these may mean that you are not eligible for a refund on your tuition fees and you may have to pay back your student scholarship.

### **2.1.4. MODULE DESCRIPTORS, THE MODULE INFORMATION GUIDE (MIG) AND PROGRAMME SPECIFICATION**

Details of the modules offered are part of the MIG and is made available from the first day of the class through Moodle. The MIG comprises all the details pertaining to the module which includes module outcomes, assessment methods, syllabus, lecture plan, course work schedules, text books & references and other relevant details.

### 2.1.5. TIMETABLING

There are a number of patterns of module delivery for postgraduate programmes. Most of your taught modules operate over 15 week semesters. The final stage of your programme is the MBA dissertation /MSc project.

## 2.2. COURSEWORK ASSESSMENTS

All modules of the programme require you to produce coursework, including assignments that will be assessed. You will be given a schedule of what you will have to do at the beginning of each module, together with guidance on what is expected of you. For assignments, there are standard guidelines pertaining to but not limited to word limit, timeframe for handing in your work, applying for an extension to the deadline and work handed in late without authorisation.

Your tutor will advise you whether any word limit is a guideline, or whether your ability to write within the word limit is actually part of the assessment of the piece of work concerned. If the limit set is a maximum, or a minimum, then a penalty of 10% of the mark for that piece of work will be applied to those pieces of work that exceed, or are below, the requirement by 10% or more. Your tutor will also advise you of the hand-in procedures and the date by which you are to submit your completed work. You should ensure that you manage your time to meet this deadline. You must attach a cover sheet for each piece of coursework that you hand in. You must submit your work to the PG desk or otherwise advised.

Should unforeseen circumstances arise, before the due date of the work, then you may apply for an extension to the deadline of normally up to two calendar weeks.

You should note that **extensions can only be given for genuine “force majeure” and medical reasons, not for bad planning of your time.** Please note that theft or losses of coursework, or failure to keep a back-up file are not valid reasons.

You must use the ‘request for extension to coursework deadline form’ available from the PG desk. This form must be accompanied by original, supporting, documentary evidence in all cases (photocopies are not acceptable). This evidence may take the form of a doctor’s note or some other documentation.

The completed documentation should be submitted before the due date of the work. Your request will be considered and if you are successful you will be given a new date by which you must complete and hand-in your work.

It is not possible to apply for a second extension for the same piece of work. If you submit work after the published deadline, and have not formally requested and been granted an extension, the following marking penalties will be applied:

- Work submitted up to 1 week (5 working days) after the due date for submission will lose 10% of the mark (after internal moderation).
- Work submitted after this, but up to 2 weeks (10 working days) late will lose a further 10% of the mark (i.e. 20% overall).
- Work tendered for submission more than 2 weeks (10 working days) after the due date will not be accepted and an absence will be recorded for the assessment concerned. This will count as a failed attempt and may result in you failing the module overall.

The term week should be taken to mean 5 working days (i.e. Sunday to Thursday excluding days of official closure (e.g. public holidays)).

Feedback on marked work will be returned to you indicating the strengths and weaknesses of that assessment. The assessments will be retained by the College as part of the quality assurance system. The marking of all assessed coursework tasks is subject to internal moderation. Some written assignments, projects, dissertations etc. are double-marked as a matter of course. For other assessments, only a small sample of work across a range of marks will be subject to the internal moderation process. There may be written comments on some of your assessed work which indicates that it has been included in the moderated sample.

### **2.2.1. EVALUATION AND MODERATION**

- a) Each module shall be evaluated for a total of 100 marks. Marks are divided among various course work assessments and end semester examination.
- b) Minimum percentage required for passing a module is 40%
- c) All modules are 100% coursework modules which are assessed completely through coursework. Coursework assessment will be based on continuous evaluation, and include methodologies of assessment such as: (1) Open book test (2) Closed book test (3) Individual Assignment (report/presentation) (5) Group Assignment

(report/presentation) (6) case study. Student feedback shall be documented and announced by the respective module instructor within the timeframe mentioned.

- d) Evaluation of all assessments shall be done by respective Module Instructors and shall be further moderated internally. Assessments are further moderated by subject experts of Partner University and external examiners of outside the partner university.
- e) In order to maintain transparency in the procedures followed and to confirm that there is no bias or unfair practices in any task relating to examination systems student has the right to appeal and confirm procedures. However, there shall be no contest on the academic judgment passed.

### **2.2.2. STUDENT APPEAL**

- a) The student has the right to appeal against the decision made to the respective Programme Manager. Further appeal on the decision taken may be made to the Head of the department concerned. If a student is not satisfied by the decisions taken by the Head of the department, s/he can appeal to the Student Experience Unit and the formal process mentioned will be followed.
- b) The maximum time limit given to a student to raise an appeal against the charges of plagiarism is two working days including the day on which the matter is informed to the student. It is preferable that the appeals are made on the same day on which the student is informed of the issue. All appeals must be made during regular working hours of the college.
- c) Repeated offences of plagiarism by the student (more than two times) are dealt with as per the college policy on Academic Dishonesty. All decisions on plagiarism related offences will be communicated to the student by respective module instructors, using routine channels of communication with students, currently used by the college, preferably on the same day the charges are confirmed or the very next working day.
- d) In certain cases, the student may be required to appear for an interview with the module instructor if deemed necessary.

### **2.2.3. SUBMISSION OF COURSEWORK**

- a) All MEC modules require students to submit an electronic copy of coursework assessment through Moodle. All electronic copy uploaded in Moodle shall be in PDF or.Doc format.
- b) Coursework shall not be considered “complete” and “on time” unless the electronic copy/hard copy is submitted by the stated deadline.
- c) Student shall be responsible for checking the deadline.

### **2.2.4. FEEDBACK**

- a) Feedback plays a vital role in sustaining excellence in teaching and learning. Teacher shall provide feedback on the student assignment/case study through Moodle and a handwritten feedback on the manuscript for the closed book test.
- b) Feedback should explain clearly how the submitted work has been evaluated.
- c) It is the College policy that the marked coursework shall be showed to students within three working weeks of submission, assuming it has been fully submitted on time. It's very likely that there will be delays if the coursework is received late or incomplete. Please remember that College holidays and vacation periods do not count as working weeks.

### **2.2.5. SPECIAL CIRCUMSTANCES**

- a) Special circumstances can sometimes affect a student's performance in following the course, in producing coursework or in completing examinations. Procedures exist to highlight these circumstances and seek consideration of them in evaluations of academic performance.
- b) All special circumstances must be notified in writing by the student through the appropriate route as early as possible after the individual student's last assessment, be that either examination or coursework, and certainly no later than two working days after the end of the relevant examination/coursework submission.
- c) The Special Circumstances form SHALL:
  - a. be accompanied by all relevant documentary evidence
  - b. be signed by the student and their Personal Tutor
  - c. give full details of the courses affected and the periods and extent to which they were affected
  - d. be approved by the Head of the Department

### 2.3. ACADEMIC DISHONESTY

Academic dishonesty covers any attempt by a student to gain unfair advantage (e.g. extra marks) for her/himself, or for another student, by unauthorised means. Examples of such dishonesty include collusion, falsification, deceit, plagiarism and cheating in examinations.

**Collusion** includes the conscious collaboration, without official approval, between two or more students, or between a student(s) and another person, in the preparation and production of work which is then submitted as individual work. In cases where one (or more) student has copied from another, both (all) students involved may be penalised. The boundary between legitimate co-operation and unacceptable collusion varies according to the type of work involved. Staff setting the assessment exercise will issue clear guidance on how much co-operation is acceptable.

**Falsification** includes the presentation of fictitious or deliberately distorted data in, for example, laboratory work, surveys or projects. This also includes citing references that do not exist.

**Deceit** includes misrepresentation or non-disclosure of relevant information, including the failure to disclose any cases of work being submitted for assessment which has been or will be used for other academic purposes.

**Plagiarism** is the act of using other people's words, images etc. as if they were your own. In order to make clear to readers the distinction between your words, images etc. and the work of others, it is essential that you reference your work accurately, thereby avoiding a charge of plagiarism. It is always obvious when a student has copied words from a text without referencing, as there is a change of writing style each time. If you do not reference your work correctly, it will come across as if you had 'stolen' words or ideas from other sources.

**Re-presentation** is the submission of work presented previously or simultaneously for summative assessment at this institution.

**Cheating** is defined as any attempt to gain an unfair advantage in an assessment (including examinations), or assisting another student to do so. It includes: taking unauthorised materials into examinations, copying from other candidates, collusion, impersonation, plagiarism, and unauthorised access to unseen examination papers. In the event of an allegation of cheating you are advised to contact the Exams office immediately after the incident.

It is in the best interests of all students for the University to maintain the good reputation of its awards. Your co-operation is expected in actively protecting the integrity of the assessment process. It is the duty of all students to observe high personal standards of academic honesty in their studies and to report any instances of malpractice of which they become aware.

The minimum penalty for a proven case of academic dishonesty is usually a mark of zero in that module, with the maximum being exclusion from the Programme, MEC and University.

#### **2.4. MEC POLICY ON PLAGIARISM**

Plagiarised documents, in parts or whole, submitted by the students will be subject to this policy.

For the first offence of plagiarism, a student would be penalised with a deduction of 25% of the maximum marks on the assessment and is allowed to re-submit the work once, within a week's period. If the re-submitted portion contains new plagiarised portions, the whole assessment is awarded a zero. The student has the right to appeal against the decision made, to the respective Programme Manager. Further appeal on decision taken may be made to the Head of the department concerned. If the student is not satisfied by the decisions taken by the department, s/he can appeal to the competent authority (Associate Dean / Dean) as notified from time to time. The decision taken by the competent authority shall be final and binding.

For the second offence of plagiarism against the student, (committed in any semester after the semester of the student's first offence of plagiarism in the tenure of the student in the undergraduate programme), the student is awarded zero for the whole assessment in which plagiarised content was found. The student is not allowed to re-submit the assessment. The student has the right to appeal against the decision made to the respective Programme Coordinator. Further appeal on decision taken may be made to the Head of the department concerned. If the student is not satisfied by the decisions taken by the Head of the department, s/he can appeal to the competent authority (Assistant Dean / Dean) as notified from time to time. The decision taken by the competent authority shall be final and binding.

Repeated offences of plagiarism by the student (more than two times) are dealt with as per the college policy, the maximum being exclusion from the Programme, MEC and University.

All decisions on plagiarism related offences will be communicated to the student by respective module instructors, using routine channels of communication with students, currently used by the college, preferably on the same day the charges are confirmed or the very next working day.

In certain cases, the student may be required to appear for an interview with the module instructor, if deemed necessary.

The maximum time limit given to a student to raise appeal against the charges of plagiarism is two working days including the day on which the matter is informed to the student. It is preferable that the appeals are made on the same day of the college on which the student is informed of the issue. All appeals must be made during regular working hours of the college.

#### **2.4.1. REFERENCING AND REFERENCING STYLE**

Gathering information from a variety of sources forms an essential part of most academic writing, and it is important that you reference these sources in the required style.

All writers borrow material from other sources at some time, including ideas, information, images, charts, graphs, and statistics. Whenever you use information from other sources you must document the source in two ways:

- a) Provide an in-text citation of the source in the main body of your writing
- b) Enter the source in the List of References at the end of your document

You must cite and reference every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who have produced it. All statements, opinions, conclusions, images, etc. which you have taken from someone else's work (books, journals, lectures, videos, TV programmes, newspapers, internet pages, etc.) should be acknowledged, whether the work is mentioned, described, reproduced, summarised, paraphrased or directly quoted by you. If the source is produced by an organisation or an official body instead of authors, this is known as a 'corporate author' and must be treated in the same way. For example, most websites are produced by a corporate author.

#### **Why cite and reference?**

- ✓ **Good referencing practice** makes your writing scholarly and authoritative. It demonstrates that you have researched your topic well, and shows your ability to adhere to academic standards.
- ✓ **Good referencing practice** displays intellectual honesty because the reader can see which elements of the writing are original, and which are borrowed. Clear in-text citations and a full List of References help a marker to credit originality in your work.
- ✓ **Good referencing practice** allows your readers to locate and consult the sources you have used and enables you to go back to consult sources you have used in previous papers you have written.

- ✓ Students at PG level are expected to demonstrate high quality academic writing, so it is hard to persuade your reader that your arguments are well-founded. Also be aware that the quality of your in-text citations and List of References is taken into account when assignments are marked.

**Poor referencing practice** can give an impression of intellectual dishonesty because it is unclear to readers which information has been borrowed from another source. In the worst case this is plagiarism (**see section D above**), which means presenting someone else's work as your own. Plagiarism can be accidental or intentional. You will be penalised for plagiarism of either sort at Coventry University.

**The Coventry University Harvard Reference Style<sup>1</sup>** is Coventry University's recommended format for documenting the sources you use in your academic writing.

## 2.5. IN-CLASS TESTS

Some postgraduate modules require you to take in-class tests as a part of coursework.

You should always arrive in plenty of time for your test, as you may not be permitted to start late. If you do arrive late and are permitted to start, you will not be allowed extra time at the end in compensation for your late arrival. The invigilator will explain the procedures for the test and is available to answer any queries you may have. You should always ensure that you have the correct test paper. If your first language is not English, you may use a short bilingual dictionary for the first 15 minutes of the test, to ensure you understand the questions, after which it will be removed by the invigilator for collection by you after the session. Programmable calculators and portable computers are not permitted in the test room and will be confiscated. At the end of the test, you must remain silent, and not leave your seat until an invigilator has collected your script.

You are not allowed to take anything into the test room that could aid cheating; this includes notes, bags, heavy clothing, programmable calculators, computers, mobile telephones, and audio equipment. You may not eat, drink or smoke during tests; you are advised that valuable items (e.g. mobile phones, credit cards, purses, etc) should not be brought to tests. The college cannot in any circumstances, accept responsibility for the loss of private property left or lost on college premises.

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<sup>1</sup> For a free download

<http://www.coventry.ac.uk/study-at-coventry/student-support/academic-support/centre-for-academic-writing/support-for-students/academic-writing-resources/cu-harvard-reference-style-guide/?theme=main>

If you need special test conditions due to illness, disability (physical or sensory) or for religious reasons, you must inform your Programme Manager well in advance of the test period. The administrative office normally responsible for your programme will be able to advise whom you should contact.

If there is a fire alarm or other emergency during the test, please leave the room calmly and quietly. You should not take anything with you and must not talk to other students. If there is any talking during an alarm the test may be declared void and further assessment will then be carried out at a later date. If you do not adhere to these rules you may be accused of cheating and appropriate penalties may be applied.

Should a student remain absent for a closed book test/time constrained test, the student would then be required to report to the PG desk normally within three working days with documentary evidence.

## **2.6. WHAT TO DO IF YOU EXPERIENCE ILLNESS OR OTHER CIRCUMSTANCES THAT AFFECT YOUR STUDIES/TESTS**

If you are unwell and feel that the illness is affecting your ability to complete work or attend a test, then you should make an appointment to see a Doctor and obtain certified evidence (e.g. medical certificate, doctor's note etc.) This is a requirement of the extenuating circumstances procedure.

You are required to complete a form if you are unwell for a short while (e.g. a cold, migraine). If illness or other circumstances affect your ability to meet a deadline for handing in assessed coursework or your ability to sit a test, you should consult the detailed guidance on the procedures for dealing with extenuating circumstances.

In brief, these procedures allow you to request

- a) an extension of a coursework deadline (normally up to a maximum of two weeks);
- b) a deferral of assessment for a coursework or a test.

All such requests must be submitted before the hand-in date of the assessment component such as three days after the test and they must be accompanied by appropriate corroborative evidence. Original copies of the evidence should be submitted (photocopies are not normally accepted), and all documents from medical practitioners must have a genuine practice stamp imprinted to confirm authenticity. It is not possible to accept retrospective evidence.

It is important to note that the handing in of a coursework assignment, or attendance at a test will be regarded as a declaration that you were fit for the assessment and no subsequent claims for extenuating circumstances regarding that assessment will be accepted.

## **2.7. ASSESSMENT BOARDS, REASSESSMENT AND RESULTS**

After each semester, your results will be considered and your position reviewed. This is done at two levels; at a Subject Assessment Board (SAB) and at a Programme Assessment Board (PAB). The results for individual modules are considered at a SAB that determines whether the components of the module assessment full fill the required standard. A SAB has the power to raise or lower marks for all students taking the module, if it considers it to be appropriate. The final mark recorded for your coursework, for example, may differ from the total of the marks that you have received during the year.

A PAB considers the results of each student on a particular programme and makes decisions on progression and awards.

External Examiner (subject expert from a UK University other than Coventry University) and subject advisors from Coventry University are associated with each SAB and PAB. This is part of the UK national system that ensures that standards are comparable across all UK Universities.

After SAB has ratified the marks of the modules, and your PAB has reached a decision about you regarding progression or award, your results will be released. External Examiner's Report shall be made available to students in the Library.

A student may be reassessed by re-sit without re-registration in any failed module.

- a) Reassessment by re-sit of any taught module shall normally be carried out by the same combination of written examination, coursework etc. as in the first attempt.
- b) Reassessment by re-sit in any Masters project/Dissertation module may be allowed at the discretion of the Assessment Board. Normally, such reassessment shall only be allowed when the Board is satisfied that there is evidence that the student concerned is likely to complete the programme of study successfully. The Board shall nominate an examiner who will, on its behalf, specify the work required for the student to achieve a pass mark.
- c) Where a module is failed and reassessment by resit is permitted, all components must be reassessed.

- d) Reassessment of a module or component shall be restricted to one attempt. This must normally be completed at the next available opportunity.
- e) A student may opt not to undergo a reassessment by informing the college via the procedure notified. No other reassessment shall be permitted and the fail mark(s) shall stand. This does not preclude a student registering to repeat a module
- f) A student shall not be permitted to be reassessed by re-sit in any module or component that has received a pass mark or has been condoned
- g) Any module component failed at the first attempt and passed at the second attempt shall carry the higher of the reassessed or original mark. Any module failed at the first attempt and passed at the second attempt shall carry a maximum mark of 40% or the original module mark if higher. The original module mark (ie before reassessment) shall be used in any calculation for Distinction or Merit. Deferred first assessments shall be treated as a first attempt.
- h) A module failed at the re-sit attempt may be assigned as condoned and receive full credit at the discretion of the Programme Assessment Board subject to the following limitations:
  - i. the student shall have attained a minimum overall module mark of 35%. Marks between 34.5 and 35 inclusive shall be regarded as 35% for this purpose;
  - ii. no more than one taught module may be condoned ;
  - iii. condonement is not permitted to allow a student to achieve an award at any interim stage of a Masters programme.
  - iv. condoned modules may not be repeated or reassessed in any way;
  - v. condoned modules may not be raised to a pass.

Should a student have failed only one condonable module at the first attempt, the Assessment Board may condone that module without requiring the student for a re-sit .

However, this does not apply to the Dissertation/Project module. Students may be granted the opportunity to be reassessed in the Dissertation module following a referral (at the discretion of the Assessment Board, if the Board is satisfied that you are likely to complete the programme of study successfully) but may not repeat the Dissertation/Project (by undertaking a new topic or project).

A student who has not succeeded in redeeming previous failure via reassessment by resit, may register, at the discretion of the Programme Assessment Board, to repeat the module(s) at the next available opportunity (and normally complete within one year of the original failure).

- i) Complete reassessment in all components shall be required with the original marks not being taken forward or recombined with the repeat marks. In repeating a module, the student shall be eligible for reassessment. Any module failed at the first attempt and passed at the repeat attempt shall carry a maximum mark of 40% or the original mark if higher, unless the original attempt has been nullified by the process notified. Students who are repeating a module due to previous failure shall have the original module mark used to determine the calculation for Merit or Distinction (where applicable). Any reassessment required during the repeat period of study shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified. This right is subject to the module or equivalent still being offered by the University.
- j) Normally, only one repeat opportunity shall be permitted for any module.
- k) Students who are undertaking a deferred repeat shall be considered as making a first attempt. No further reassessment shall be permitted for a module repeated due to previous failure (See 2.7.n and 2.8).
- l) Students may not repeat a module to improve marks in a previously passed module.
- m) Students may not repeat a Masters Project/Dissertation module. Project/Dissertation modules may be re-sat only at the discretion of the Programme Assessment Board.

## **2.8. DEFERRALS FOR EXTENUATING CIRCUMSTANCES**

- a) Students who submit work for assessment or who sign the examinations attendance slip are declaring themselves fit to be assessed and no subsequent claim for extenuating circumstances shall normally be accepted.
- b) Any student has the right to draw the attention of the University to personal extenuating circumstances which seriously impair his/her ability to undertake an assessment, and to request deferral of the assessment. Requests for deferral on grounds of extenuating circumstances may only be made using the procedure notified, and must be accompanied by verifiable and current third party evidence and a letter from the appropriate academic member of staff. No request for deferral shall be considered after the date for work submission or examination date has passed unless there are wholly valid and exceptional reasons (such as physical incapacity due to a serious accident).
- c) All applications for deferral of assessments shall be considered by the Subject Assessment Board.
- d) Deferred assessments and repeat periods of study shall be treated as a first attempt.
- e) Work for assessment submitted after the notified deadline shall be awarded a fail grade.

- f) Students who fail to submit work for assessment or attend examinations shall be deemed to have failed the assessments concerned.
- g) The deferral procedure is not an appropriate measure in respect of permanent or long-term conditions or situations. Students experiencing special long term difficulties arising from changes in their personal, medical or work circumstances may apply to interrupt their studies for up to twelve calendar months according to the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption shall stand.

## **2.9. PROGRESSION**

Courses are designed in two stages. A student who is eligible to progress to the Masters Project/Dissertation is expected to have completed all taught modules up to the postgraduate diploma stage.

## **2.10. AWARDS AND CLASSIFICATIONS**

- a) A student who obtains 60 credits at level M (see 2.1), within the terms of an approved course shall be eligible for the award of the University's Postgraduate Certificate (or equivalent award).
- b) A student who obtains 120 credits at level M (see 2.1), within the terms of an approved course shall be eligible for the award of the University's Postgraduate Diploma (or equivalent award).
- c) A student who obtains 180 credits at M level (but see 7.2.6), within the terms of an approved course including the required Masters Project module, shall be awarded a Masters degree.

### **2.10.1. MERIT AND DISTINCTION**

Awards for a Postgraduate Diploma may be made with Distinction or with Merit under the following circumstances:

- a) a student who achieves at the first attempt an average of at least 70% in the 90 credits worth of M-level modules with the highest marks shall be eligible for a Postgraduate Diploma with Distinction;
- b) a student who achieves an average of at least 60% but less than 70% under the above calculation shall be eligible for an award with Merit;

Awards for Taught Masters programmes may be made with Distinction or with Merit under the following circumstance.

- c) a student who, at the first attempt, achieves an average of at least 70% in the 150 credits worth of level M modules with the highest marks taken in the whole of a Masters programme, shall be eligible for the award of a Masters degree with Distinction;
- d) a student who achieves an average of at least 60% but less than 70% under the above calculations shall be eligible for an award with Merit;

Exceptionally, a Programme Assessment Board may consider recommending a student with an average of less than 70% for an award with Distinction, or a student with an average of less than 60% for an award with Merit. In these exceptional cases, the recommendation to award must be made on the basis of no more than 2 percent below the Merit or Distinction boundary (ie 58% or 68% respectively); the calculation cannot be rounded up to meet this criteria under any circumstances.

## **2.11. REVIEWS AND APPEALS**

In order to maintain transparency in the procedures followed and to confirm that there is no bias or unfair practices in any task relating to examination systems students have been provided with the right to appeal on the marks awarded to them.

If you wish to request a review, or make an appeal against a Programme Assessment Board decision, you must put your case in writing and provide full supporting documentation. You should then send your request to the Examination Office within five working days from the date of announcement of the official notification of results, in the appropriate forms duly filled in and accompanied by the receipt for payment of prescribed fee, to confirm compliance of the examination procedures based on which the marks of the student was arrived at. A staff member from Examinations Office will confirm with the student on the procedures followed to arrive at his / her marks; however there shall be no contest on the academic judgment passed.

The student is allowed to view the answer script and see the marks given for different answers. One time extension may be approved by the examination officer if the student have not turned up on the date initially allotted but such extended date shall be within the maximum period allowed to complete the process. The Head of Department / Assistant Head of Department/Programme Manager/Senior Faculty Member concerned shall confirm with the student the procedures followed to arrive at his/her mark and to provide relevant feedback. Subsequent to the appeal, if a change of mark is recommended, the prescribed fee paid by the student is refunded.

### **Appeal against Course Work Assessments**

- Appeal against marks given in the coursework assessment must be routed to the module instructor within five working days from the declaration of results.
- Further appeals may be made to the Head of the Department and to the Dean each within five working days from declaration of results of the previous appeal.

Decision of the Dean shall be final and binding.

## **2.12. DATA PROTECTION AND CONSENT TO PROCESS INFORMATION**

### **Fair Processing Notice - Data Protection Act 1998**

Coventry University and MEC will process your personal data for any purposes connected with your studies and safety whilst on University / College premises and for any other legitimate reason. This includes collation of data about your use of electronic resources for attendance purposes. Information about you may be disclosed to other bodies as required by law and for crime prevention or detection purposes. Disclosures will also be made by the University as outlined below:

- a) to authorised bodies such as sponsors, government agencies (e.g. Ministry of Higher Education, MoHE) and present/potential employers. One such body is the Higher Education Statistics Agency (HESS); further information about the uses for which HESS processes personal data can be found on the HESS website at <http://www.heac.gov.om/>. Your contact details may also be passed to the Higher Education Funding Council (HEFCE) or its agents for the purpose of administering the national student survey, and to the University's agents for the purpose of administering our own surveys;
- b) to Coventry University Students' Union to enable the Union to issue your NUS card, return lost property and deal with disciplinary matters;
- c) release of results to former schools/colleges, and publication of awards in local newspapers;
- d) Publication of your email address on the University's web site. This means that the address will be available worldwide, including in countries where the rights of data subjects are not protected by law. If you wish, you may opt to have your address withheld by emailing [directory@coventry.ac.uk](mailto:directory@coventry.ac.uk);
- e) Names will be included in pass lists and may be displayed on notice-boards.

The University will not disclose information about you to relatives or friends without your consent.

The University may hold information about you which constitutes 'sensitive data' as defined in the above Act, such as information about your ethnic group, relevant health records and the disability classification which you supplied to the University. The ethnicity information supplied will be used to comply with the requirements of HESA, equal opportunities legislation and the University's Race Equality Policy. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist the University in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of the University in order to provide you with the best possible support for your studies.

I understand that by completing the enrolment process I consent to the uses of my personal data as described above. I also understand that by completing the enrolment process I am also giving consent to the use of my personal data for submission to official agencies in Oman including MOHE and to my sponsors (organisations/parents/guardians), if applicable.

### **Privacy Policy**

- The student information must be collected during the admission process.
- The personal information must not be disclosed without the permission of the owner.
- The personal information must be used only for official purpose only.
- Personal information includes and not limited to: Personal contact information, date of birth, phone number, health history, resume and references, performance assessment, work history.
- Personal information must be accessed by authorized people only.

### **2.13. NOTIFICATION OF WITHDRAWAL**

If the student decides to withdraw either from a module or from the whole programme, it is most important that s/he notifies the college as soon as possible. Any delay could incur unnecessary costs and loss of marks. The student can contact his/her Programme Manager, or the Programme Administrator to discuss any such considerations.

### **Leaving the programme**

- a) Students may withdraw from their programme with uncompleted modules at any point two-thirds(tenth week) for regular semesters and third week when offered in blocks of five weeks through its delivery by completing a withdrawal form which is available at the Registration Office. In such cases it is the student's responsibility to inform the

College of the withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the Programme Manager signed the form; retrospective withdrawal dates shall not be accepted. All marks attained for the modules completed previously shall stand. Results for any outstanding modules and eligibility for any exit award due will be considered at the next scheduled Assessment Board SAB/PAB.

- b) A student who has not formally withdrawn from a course by the specified deadline, and who does not complete the required assessments shall be recorded as “Absent”. The attempt shall count as a failure and shall be recorded on official documentation.

### **Module Withdrawals**

- a) Students may withdraw from an individual module with no completed assessments, but stay on the course without penalty, so long as this is done no later than three quarters of the way through the module(tenth week). In such cases it is the student’s responsibility to inform the College of the withdrawal through the procedure notified. The Assessment Board will normally award zero marks to a student who is enrolled but not assessed in a module, or for which a late module withdrawal has been requested. Therefore if the student intends to withdraw from a module s/he should seek advice at the first opportunity.
- b) A student who has not formally withdrawn from a module by the specified deadline but who does not attend the examinations or submit the required coursework by the final deadline shall have zero marks recorded. The attempt shall count as a failure and shall be recorded on official documentation.

## **2.14. EXIT AWARDS**

Students become eligible for interim awards as they progress through their programme, but these are only awarded when a student exits from the programme.

### **Award of Postgraduate Certificates**

A student who obtains 60 credits at level M, within the terms of an approved course shall be eligible for the award of the University’s Postgraduate Certificate (or equivalent award).

These can be awarded to students who decide to leave the courses and have passed the 60 M-level credits prescribed for their registered award title.

### **Award of Postgraduate Diplomas**

A student who obtains 120 credits at level M within the terms of an approved course shall be eligible for the award of the University’s Postgraduate Diploma (or equivalent award).

These can be awarded to students who exit from their courses and have passed the 120 M-level credits prescribed for their registered title. “Fall-back” awards are available to students who fail to meet the requirements for their registered award.

### **Award of Masters Degrees**

A student who obtains 180 credits at M level within the terms of an approved course including the required Masters project module, shall be awarded a Masters degree.

These will be awarded to students who have passed the 180 M-level credits as specified for their registered award title.

“Fall-back” and unnamed awards are also available to students who fail to meet the requirements for their registered award.

## **2.15. CLASSIFICATION OF EXIT AWARDS**

### **2.15.1. Masters Program - Merit and Distinction**

Awards for a Postgraduate Diploma or Postgraduate Certificate (or equivalent) may be made with Distinction or with Merit under the following circumstances:

- a) a student who achieves at the first attempt an average of at least 70% in the 120 credits worth of M-level modules with the highest marks shall be eligible for a Postgraduate Diploma with Distinction;
- b) a student who achieves at the first attempt an average of at least 70% in their marks shall be eligible for a Postgraduate Certificate with Distinction;
- c) a student who achieves an average of at least 60% but less than 70% under the above calculation shall be eligible for an award with Merit;

Awards for Taught Masters programmes may be made with Distinction or with Merit under the following circumstance:

- d) a student who, at the first attempt, achieves an average of at least 70% in the 150 credits worth of level M modules with the highest marks taken in the whole of a Masters programme, shall be eligible for the award of a Masters
- e) a student who achieves an average of at least 60% but less than 70% under the above calculations shall be eligible for an award with Merit; degree with Distinction;

Exceptionally, a Programme Assessment Board may consider recommending a student with an average of less than 70% for an award with Distinction, or a student with an average of less than 60% for an award with Merit. In these exceptional cases, the recommendation to award must be made on the basis of no more than 2 percent below the Merit or Distinction boundary (i.e. 58% or 68% respectively); the calculation cannot be rounded up to meet this criteria under any circumstances.

### 3. USEFUL CONTACTS

#### Campus Contact Information

Middle East College  
P.O. Box 79, Al Rusayl  
Postal Code 124, Muscat  
Sultanate of Oman

TEL.: +968 24531400  
FAX: +968 24446028;  
+968 24446554  
E-mail: [info@mec.edu.om](mailto:info@mec.edu.om)  
Website: [www.mec.edu.om](http://www.mec.edu.om)

#### Important Contact Numbers

**Front Office:** 444/555

##### DEAN

Prof. R. C. Bhattacharjee Extn: 501 [rcb@mec.edu.om](mailto:rcb@mec.edu.om)

##### Registrar & Deputy Dean (Student Affairs)

Mr Ashwin J.K. Extn: 727 [ash@mec.edu.om](mailto:ash@mec.edu.om)

##### Deputy Dean - Academic Affairs

Dr. Kiran G. R. Extn: 599 [kirangr@mec.edu.om](mailto:kirangr@mec.edu.om)

##### Associate Dean

Dr. Anupam Srivastav Extn: 505 [anupam@mec.edu.om](mailto:anupam@mec.edu.om)

#### Centre of Research and Innovation

Dr. Nagesh Extn: 474 [nagesha@mec.edu.om](mailto:nagesha@mec.edu.om)

#### Department of Property Management & Services

Mr Mohammed Sakeer Extn: 434 [sakeer@mec.edu.om](mailto:sakeer@mec.edu.om)

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Electronics & Communication	Extn: 507/511/513/508
Postgraduate Studies & Consultancy	Extn: 478
Creative Technologies	Extn: 495
Management Studies	Extn: 441/442
Mathematics & Applied Sciences	Extn: 701/710
Centre for Foundation Studies	Extn: 565/558/600
Accounts Office	Extn: 419/417/421/425/422/418
Administration	Extn: 429/430/434/406

### **Placement And Industry Relations Office**

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### **International Office**

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### **Human Resource Department**

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### **Wellness Centre**

Nurse Room	Extn: 777
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