



In affiliation with University of Wolverhampton

# **STUDENT HANDBOOK**

**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,

Welcome to Middle East College (MEC), one of the most reputed institutions of higher education in the Sultanate of Oman. We believe in contributing to the development of a harmonious and sustainable world through the pursuit of knowledge. Founded in 2002, MEC is one of the fastest growing higher education institutions in the Sultanate with over 5000 students from 27 different countries. MEC offers 18 undergraduate and 4 post graduate programmes in academic partnerships with Coventry University and University of Wolverhampton, UK. In collaboration with the National Records and Archives Authority of Oman, Middle East College is the first educational institution in the Gulf to offer specialized Diploma and Bachelor degrees in Contemporary Archives Science. With a continuously evolving curriculum, various professional body memberships, university associations and innovative teaching and learning practices at MEC, our students gain professional competence to stay abreast with evolving technologies in their field of study. Our students are provided with opportunities for developing creativity, and a sense of community in an intercultural environment through various co-curricular and extra-curricular activities, supported by an expanding infrastructure. As a responsible Higher Education institution, we focus on continuous improvement which is responsive to the needs of the community and making useful contributions to education, knowledge and society at large.

With best wishes for a wonderful and successful year,

**Dr. Kiran G.R**

Dean



## 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

Faculty	Department/Centre	Extn.	Email ID
Dr. Smitha Sunil K Nair	Post Graduate Studies	Ext. 576	<a href="mailto:smitha@mec.edu.om">smitha@mec.edu.om</a>
Dr. Tareq Al Damen	Centre for Foundation studies	Ext. 565	<a href="mailto:tareq@mec.edu.om">tareq@mec.edu.om</a>
Dr. Mounir Dhibi	Computing	Ext. 463	<a href="mailto:mdhibi@mec.edu.om">mdhibi@mec.edu.om</a>
Dr. Vijayakumar	Management Studies	Ext. 448	<a href="mailto:vijayakumar@mec.edu.om">vijayakumar@mec.edu.om</a>
Dr. Nizar Al Bassam	Electronics Engineering	Ext. 509	<a href="mailto:nizar@mec.edu.om">nizar@mec.edu.om</a>
Dr. Ram Kishore	Civil Engineering	Ext. 646	<a href="mailto:ramkishore@mec.edu.om">ramkishore@mec.edu.om</a>
Dr. Zlatinka Kovacheva	Mathematics and Applied Sciences	Ext. 701	<a href="mailto:zlatinka@mec.edu.om">zlatinka@mec.edu.om</a>
Dr. Hazem Hussain Ali	Archives & Records Management	Ext. 505	<a href="mailto:hali@mec.edu.om">hali@mec.edu.om</a>
Dr. Basim Khidhir	Mechanical Engineering	Ext. 720	<a href="mailto:basim@mec.edu.om">basim@mec.edu.om</a>

## 3. GENERAL INFORMATION

### 3.1. USING THIS HANDBOOK

This handbook contains all the important information that the students will need to understand the path of progress for addressing their academic requirements. 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 encouraged to read through the handbook since it will be a great advantage for them. It familiarizes them, from the outset, with the various aspects of their studies and regulations governing their studies that are described in these pages. The answers to most of the questions the students want to ask during their time of study are contained in the handbook.

It may be necessary on occasions to amend or revise the details given in this handbook.

## 4. ABOUT THE COLLEGE

Middle East College (MEC) is an integral part of the 21st century Oman. MEC is housed in the Knowledge Oasis Muscat (KOM), the Information Technology hub of Sultanate of Oman. MEC, in collaboration with University of Wolverhampton, United Kingdom, offers a wide range of programmes in different areas of technology, primarily catering to students in the Sultanate who are interested in furthering their career prospects in the emerging areas of Engineering, Information Technology and Business IT.

MEC is about 12 km from Muscat International Airport, with easy access from any part of the Sultanate. The College with its vibrant student population is situated very close to Muscat City Centre and Sultan Qaboos University. MEC is the first Microsoft IT academy in the country as well as a member of the Oracle Academic Initiative and the CISCO Networking Academy.

### 4.1. MISSION STATEMENT

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

### 4.2. VISION STATEMENT

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

### 4.3. AFFILIATED UNIVERSITY

**The University of Wolverhampton (UoW)** is a leading modern university with a tradition of providing opportunity and academic excellence dating back 180 years. Today the University's four main UK campuses are home to almost 20,000 students enjoying access to outstanding, modern facilities thanks to £125m of investment over the past 15 years, with more investment in 2014/15. The University of Wolverhampton aims to be the University of Opportunity, providing access to higher education to students from numerous backgrounds and cultures.

The launch of its new International Academy will further enhance its offering to international students, providing a home away from home and giving them the knowledge and confidence to thrive as a student in the UK. Student employability continues to improve with nine out of ten graduates in employment as early as 6 months after their studies.

### 4.4. FORMALITIES TO COMPLETE STUDY IN THE AFFILIATED UNIVERSITY

Students who wish to complete the UoW programme should identify the relevant specialization in the chosen programme of study. They should then apply to MEC for admission onto the specific specialization and they will be considered subject to fulfilment of the criteria as may be prescribed from time to time by UoW.

### 4.5. ADMISSION CONDITIONS

The programmes offered with UoW are the following –  
**BSc (Hons) in Business and Information Systems**

*Pathways in*

1. Supply Chain and Logistics Management
2. Human Resources Management
3. Accounting and Finance

Students seeking direct admission to any of the above programmes should possess the following minimum entry requirements:

- a) General Education Diploma (Equivalent to 12 years of schooling) or equivalent qualification approved By Ministry Of Education, the Sultanate Of Oman; and
- b) General Foundation Programme completion certificate; Students who do not have GFP Certificate will have to take MEC Placement Tests to determine their proficiency levels in English, Math and Computing. Depending on their proficiency levels reflected in the Placement Tests, students will be placed in appropriate levels of MEC Foundation Programme.

#### **4.5.1. Overseas Students**

Overseas students who have other qualification equivalent to General Education Diploma (as may be approved by the Ministry of Education, Sultanate of Oman) in appropriate streams may apply for the programmes. They further have to get a General Foundation Programme (GFP) Certificate from MEC. Their admission would require attestation and approvals from appropriate authorities.

#### **4.5.2. Non – Standard Admission**

Non-standard admissions are considered only with prior approval from the partner university. Such non-standard admission shall include, but not restricted to;

1. Completed Diploma in the same field from a HEI approved by MOHE
2. If they do not have sufficient mark to meet the condition of the programme

#### **4.6. STUDENT IDENTITY CARD**

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

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

1. Accepts responsibility for any damage or loss of the card including any money that is stored in the card
2. Assures to use the card responsibly for his/her own purposes and not share it with any Other individual for what so ever reasons

3. 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
4. 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. Other features, which may be added in near future, include Fee Payment, Sunray system login & Hot Desking and Payments in Cafeteria.

#### **4.7. STUDENT RESPONSIBILITIES**

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

It is, however, important that the students realize that they are entering into an understanding with those responsible for them and that they too have certain responsibilities. In the time, the students are with MEC they 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, only they need to make these decisions. In particular, it is expected of the student to:

1. 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
2. Make any necessary amendments to his/her programme in accordance with the same guidelines. Again, failure to do so could mean s/he cannot follow the programme of his / her choice
3. 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
4. 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
5. 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
6. 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

7. 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
8. take advantage, when necessary, of the counselling facilities available to students
9. attend classes at all times unless circumstances prevent him/her from doing so and keep the appropriate departments updated of his/her absence, if any, with supporting evidences as may be required within the prescribed period
10. inform appropriate departments, units and members of faculty of any circumstances likely to affect his/her academic performance
11. Immediately inform the Registration Office of any change of address or absence from the College
12. check, preferably daily, the notice boards, emails for any information that may be directly or otherwise be required for him/her as a student
13. Respond without delay to notices and notes placed on the notice board by the different departments, units and members of faculty.

#### **4.8. STUDENT SUCCESS CENTRE**

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.

##### **Objectives**

1. To intensify and strengthen academic advising
2. To facilitate better understanding of college academic and other regulations, rules and procedures and to ensure student compliance with the same.
3. To monitor student progress
4. To coordinate and supervise peer-tutoring program in various academic departments
5. To identify issues affecting performance of academically weak students and providing appropriate interventions including counselling.
6. To provide special provisions for students with medical conditions
7. To propose academic policies based on the findings of student data
8. To promote professional competence and social engagement through awards

#### **4.9. STAFF/STUDENT MEETING**

These are opportunities for all students on the module/programme to come together with staff 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.

#### **4.10. 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 unauthorized 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.

#### **4.11. CONTACTING STAFF**

Students are encouraged to reach 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. Office hours of all staff members are provided in SIS and mentioned in MIGs. Students are welcome to meet members of faculty during their indicated office hours. Students who would like to meet any staff during their office timings should book an appointment through SIS/email.

#### **4.12. DRESS CODE**

Students are reminded that the correct dress code, which is consistent with the values of Oman and Islam norms, is important 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.

#### **4.13. 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 7:30 am to 8:30 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.

#### **4.14. WELLNESS CENTRE**

MEC believes that good health is vital in the fulfillment of student's academic as well as personal aspirations. MEC Wellness Centre operates from the Main Academic block (AL KHWARZMI BLOCK) supported by first aiders in each building. Timing of the Wellness Centre is from 8.00 am to 5.00 pm.

#### **4.15. ALUMNI**

MEC believes in strong relations with its Alumni. Alumni surveys are conducted every year to take feedback from them for improving the services offered by MEC.

To further strengthen the relations with Alumni, MEC organizes Alumni Meet every year where MEC graduates re-unite with MEC Faculty members, staff and their classmates. Career Services and External Affairs Department maintains the record on an online portal of all the Alumni through MEC Alumni Association. Alumni are encouraged to register their names in the MEC Alumni Association to receive updates on the activities of the Association, to obtain latest information about the College and to keep in touch with their ex-classmates and friends.

### **5. FOUNDATION PROGRAMME**

The aim of the Foundation Programme is to equip students with the skills and knowledge required to perform competently in their post-secondary and higher education programmes. The Foundation Programme (FP) offered at MEC is developed in compliance with Oman Academic Standards for General Foundation Programme.

On successful completion of the FP, students attain the required degree of proficiency in four learning areas, namely: English Language; Mathematics; Computing; and General Study Skills.

The primary objective of the English language component is to enable students to acquire skills that are needed in their postsecondary and higher education academic programmes and ensuing professional environment. On completion of the English modules, students should have acquired the receptive as well as productive skills necessary to perform competently in programmes where the medium of instruction is the English language.

The objective of the Mathematics component is to equip students with mathematical understanding and skills that are necessary to achieve the cognitive and practical requirements for successfully pursuing their undergraduate studies.

The Computing component of the FP introduces students to the basics of a computer and enables them to use popular computer applications to prepare and edit formal documents, work with spread sheets, and create professional presentations.

## 5.1. ENTRY REQUIREMENTS

All candidates having a Diploma of General Education or an equivalent qualification approved by Ministry of Education, Sultanate of Oman, are eligible for entry into the MEC Foundation Programme.

## 5.2. EXEMPTION

Exemptions are granted based on the criteria in the table-1 below.

<b>Exemption</b>	<b>Exemption Criteria</b>
Exemption from Foundation Programme	Placement test score of 60% and above in English, Math and Computing components
Exemption from English Language component	IELTS Band 5.5 or TOEFL ( Score 525 for paper based and 196 for computer based) Placement test score of 60% and above.
Exemption from Computing component	International Computer Driving License (ICDL) European Computer Driving License (ECDL) IC3 International Diploma in IT Skills (All of the above are required to be completed in English) Placement test score of 60% and above.
Exemption from Mathematics component	Placement test score of 60% and above

Table -1: Exemption criteria

## 5.3. PLACEMENT TEST

The Placement Test is administered to all candidates who have not enrolled previously on an undergraduate programme and are now seeking enrolment in the undergraduate programmes offered by MEC. Separate Placement Tests are administered for the three learning areas mentioned in the General Foundation Programme (GFP) standards i.e. English Language, Mathematics and Computing.

1. The Placement Test is scheduled every working day during the intake period. Candidates may consult the Admissions Office/ Registry Services for exact timings
2. The duration of the test is four hours: two hours for English Language and an hour each for Mathematics and Computing. Normally, the Placement Test for all three areas is expected to be completed on the same day.
3. The results of the Placement Test are released within two working days.



4. The candidate is not charged a fee to attempt the Placement Test. However, a fee is levied for administrative expenses if s/he scores 60% or more in all components of the Placement Test and is awarded a GFP Certificate.
5. If the candidate passes all components of the placement test except one, then s/he would be given one chance to re take the placement test for the failed component immediately before the start of the semester. The computing components (Introduction to IT and Computer Application) would be treated as a single component.

The candidate's eligibility to be placed in a particular level is determined by the following criteria in Table 2 below:

<b>Module(s) to be studied</b>	<b>Score obtained in Placement test</b>
<i>English Language Modules</i>	
English 1	0-24
English 2	25-44
English 3	45-59
Exemption from English modules	60 and above
<i>Foundation Mathematics</i>	
Foundation Mathematics 1	0-44
Foundation Mathematics 2	45-59
Exemption from Foundation Mathematics modules	60 and above
<i>Foundation Computing</i>	
Introduction to IT	0-59
Exemption from Introduction to IT	60 and above
Computer Applications	0-59
Exemption from Computer Applications	60 and above

Table 2

A candidate could qualify for different levels in English Language, Mathematics and Computing depending on his/her level of proficiency. This would mean that students may enrol in different combinations of subjects at varying levels. For instance, a candidate could be placed in *English 2, Foundation Mathematics 2 (Applied Maths in the case of UoW programme) and Introduction to IT*. All courses in English, Mathematics and Computing are available each semester.

Students under Ministry of Higher Education (MOHE) scholarship scheme intending to join MEC by transferring from other HEI's are required to take a placement test held by MEC. After the test if they do not achieve the mark to qualify for the semester, then on the following pattern they would be placed;

- a) If he/she have completed the foundation in previous study then they would be placed in Level 3
- b) In case the students have achieved a lower level, then he/she would be placed in the same level of his/her previous study.

Placement test result is valid only for the academic year in which the test is attempted. If the applicant does not enroll officially during the academic year in which the test is attempted he/she is required to repeat the test.

The difference in the pass mark for the Placement Test and End Semester Exam is due to the fact that the Placement Test aims at placing candidates at a specific level, whereas the End- Semester Exam assesses to ascertain that the learning outcomes of one specific level have been achieved.

## **5.4. FOUNDATION PROGRAMME STRUCTURE**

MEC Foundation Programme is designed to comprise a total of 180 Credit Points (CP) which are divided equally across three semesters (60 CP per semester). Credit points are assigned to different modules considering contact hours and *student effort* hours required for that module.

English modules account for 140 CP; Mathematics modules constitute 30 CP, while Computing modules comprise 10 CP.

English Language modules in each level are collectively called English 1, English 2 and English 3. Similarly, Mathematics modules in two levels are named *Foundation Mathematics 1(General)*, *Foundation Mathematics 2 (Applied mathematics)* and *Foundation Mathematics 2(Pure mathematics)*. The two modules of Computing are *Introduction to IT* and *Computer Applications*. For UoW programme students are expected to take Applied Mathematics.

### **5.4.1. ASSESSMENTS AND EVALUATION**

Students are assessed using a combination of summative and formative assessments. Formative assessments are used to give students an opportunity to fill the gaps in their learning before taking the summative assessments that make up their final mark. Summative assessments are assessed from a total range of 100 marks (consolidated) and the student needs to score at least 50 marks to be eligible to pass to the next level.

As mentioned earlier students may be allowed to register for a combination of modules of different levels of English, Mathematics and Computing respectively. For instance, a candidate could be required to take English 2, Mathematics 1 and Introduction to IT modules.

It is mandatory that only on completing English 1 can a student register for any other components in the foundation programme.

Students are expected to fulfill an attendance requirement of 75% to be eligible to attend final examination. Students with attendance between 55 % and 75% may also be considered eligible if they score a total of at least 50% in their internal course work. 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 based on the actual sessions held in a semester.

#### a) English component of the Foundation Programme

Each Level of English consists of three modules: Writing, Reading, and Listening & Speaking. Students are assessed using a combination of summative and formative assessments. Assessments are in the form of continuous assessments of coursework (in speaking, projects, portfolios, reports, presentations, reading, vocabulary logs, grammar and dictionary skills), mid-semester exams and end-of-semester exams (in writing, reading, and listening).

Summative assessments comprise of a range of 100 marks (consolidated) of which:

- At Level 1: 25% of marks are given for continuous assessments; 25% of marks for Mid- Semester exam; 50% of marks for End-Semester exam;
- At Level 2: 30% of marks are given for continuous assessments; 20% of marks for Mid-Semester exam; 50% of marks for End-Semester exam;
- At Level 3: 35% of marks are given for continuous assessment; 15% of marks for Mid-Semester exam; 50% of marks for End-Semester exam.

Students need to score 50 % or more in their summative assessments to progress to the next level.

#### Assessment Weightages

Assessment	Level 1	Level 2	Level 3
Continuous Assessment	25%	30%	35%
Mid-Semester exam	25%	20%	15%
End-Semester exam	50%	50%	50%

#### b) Mathematics Component of the Foundation Programme

Assessment for each level is for 100 marks comprising 50% for Coursework and 50% for End-Semester Exam. Students need to score at least 50% to move to the next level.

#### c) Computing Component of the Foundation Programme

Assessment for each module is for 100 marks comprising 50% for Coursework and 50% for End- Semester Exam. Students need to score at least 50% to move to the next module.

### 5.4.2. SUPPLEMENTARY EXAMINATION

Students are required to attend the scheduled End-Semester Examinations. Those students who either failed the module or could not attend the end semester examination are eligible to appear for

supplementary examination, which is normally scheduled immediately after the results.

The eligibility is based on the fulfillment of attendance requirements and 50% in the internal course work assessment.

## **5.5. CHALLENGE EXAMINATIONS**

A provision is made for students to take a Challenge Examination to skip levels in the GFP in order to motivate them to perform better and provide an opportunity for exceptional students who may have been misplaced at a lower level. A student is eligible for the Challenge Examination if he/she scores 85 plus marks (consolidated) in his/her level summative assessment(s).

The Challenge Examination is the end of level test meant for the next level, i.e. a student from Level 1 is given a Level 2 end-semester test. The student who scores at least 50 marks on the Challenge Examination qualifies to skip one level. Only students of Level 1 and Level 2 are eligible to take the Challenge Examination.

## **5.6. EXIT FROM THE FOUNDATION PROGRAMME**

1. Students who meet the exit requirements of Foundation Programme are awarded General Foundation Programme (GFP) Certificate of attainment. This certificate is a pre-requisite for students placed on the Foundation Programme before undertaking any undergraduate programme.
2. General Foundation Programme certificate is valid for a period of two years from the date of the Foundation Exam Board of a particular semester.

## **5.7. APPEALS**

In order to maintain transparency in the procedures followed and to confirm there is no bias or unfair practice in any task relating to placement examination systems, students have been provided with the right to appeal the results.

### **5.7.1. PLACEMENT TEST**

Candidates who have attempted the Placement Test are eligible to appeal against the result prior to the commencement of classes. Candidates registering late are to appeal as soon as results are announced. Students are advised to meet the Admission Office for any such appeal. A panel comprising representatives from Language Centre, Mathematics and Computing departments meets to consider appeals so as to verify compliance to various procedures followed in arriving at the results. However, there shall be no contest on the academic judgment passed.

### 5.7.2. COURSEWORK ASSESSMENTS

In the case of appeal relating to marks awarded in any coursework assessment, the student is advised to meet the instructor who has marked the paper and seek details relating to the appropriateness of the marks awarded within five working days from the declaration of results.

For further appeal, students may approach the Head of the respective department within five working days from the declaration of results after the first appeal. The Head of the department will then constitute a team consisting of the Programme Coordinator, one other faculty member from the department who is currently not teaching the module and one member from the Examinations Office to resolve the issue.

However there shall be no contest on academic judgment passed in the coursework assessments. However there shall be no contest on academic judgment passed in the coursework assessments

## 6. ACADEMIC POLICIES AND PROCEDURES

While every effort is made to describe different academic policies and related procedures, students are advised to reach the 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.

### 6.1. MAXIMUM PERIOD OF STUDY

The maximum time period allowed to complete programmes are as follows:

#### **General Foundation Programme (GFP)**

The maximum time period allowed to complete the GFP is two years. A student is expected to pass modules in two regular attempts at any GFP level. Under special consideration, a student may be allowed a third regular attempt only in one module per GFP level.

The GFP certificate is valid for 2 years from the date of issuing the certificate.

Students in GFP having back logs are allowed to continue study and register for modules based on the schedule given hereunder.

<b>GFP Level 1</b>	<b>GFP Level 2</b>	<b>GFP Level 3</b>
<b>English 1(passed in maximum 2 regular attempts)</b>	<b>English 2</b> (passed in maximum 3 regular attempt)	<b>English 3</b> ( passed in maximum 2 regular attempts)
	<b>Math 1</b> ( passed in maximum 2 regular attempts)	<b>Math 2/Applied Math</b> (passed in maximum 3 regular attempt)

<b>GFP Level 1</b>	<b>GFP Level 2</b>	<b>GFP Level 3</b>
	<b>Introduction to IT</b> ( passed in maximum 2 regular attempts)	<b>Computer Application</b> ( passed in maximum 2 regular attempts)

**Diploma Programmes: 4 Years**

**Bachelors Programmes: 8 years**

The maximum period allowed shall include all kinds of delays including dropping of a semester, postponement, and other interruptions which may not be listed here.

The period of study is calculated from the semester in which the student started the programme.

The maximum period of study for a student who joined a programme with an advanced standing shall be double the minimum number of semesters required to complete the remaining modules on the programme.

Students in bachelor programmes are required to complete all modules in the diploma level within a maximum period of 4 years or else s/he would be considered as term exceeded.

Term exceeded students shall not be allowed to continue study at MEC and would withdraw from the registered programme.

**6.2. ACADEMIC ADVISING**

Academic advisers and staff members of the Student Success Centre (SSC) play an important role in assisting students to identify and organize different modules for the semester in accordance with academic regulations. They also help students to explore different paths towards their Degree when necessary and advise students on matters that influence their studies. Students on weak academic standing are advised to meet the academic advisers in SSC and develop an appropriate remedial plan.

**6.3. EXEMPTION POLICY**

Exemptions can be sought only by those candidates who have passed similar modules with at least 75% of the components/content matching. Course completion certificate or other certificates of similar nature shall not be considered.

Students who return to study after their maximum period of registration or after 5 years of interruption of studies, whichever is smaller, would not get any exemption, irrespective of the institution from where the student earlier studied. The period of registration will be considered as per MEC policy. Exceptions may be made to such students if they have been working in related fields.

Students enrolled for Diploma, Bachelor exits will not be allowed exemptions above 50 per cent of maximum number of modules required for the respective exits. Exempted students enrolled for Honours Degree will be eligible for a Diploma if and only if they study at least a minimum of 50% of the modules specified for the award with the College. Else, they will only be eligible for any other award which fulfils the said criteria.

All Level 3 modules shall not be considered for exemption. Diploma level Project shall not be considered if the student has not completed a similar programme with similar learning outcome of a Diploma programme approved by MOHE, Oman.

All applications for exemptions shall be reviewed by relevant academic departments. Departments may recommend or reject the application based on the exemption criteria mentioned above. In certain cases, departments may recommend a suitable test for proficiency and competence and also for additional information to determine exemption. Students have a chance to appeal against the modules by filling an appeal form which is available in the Admissions Office. Appeal shall not be considered after the issuance of final acceptance letter.

Exemptions are given during the enrolment of the student on a programme. The Degree path arrived at after exemptions are given shall be final and binding. There shall be no additional exemptions given during the period of study.

Exempted modules shall be indicated by letter P in the transcript. Exemptions shall be cancelled and disciplinary action initiated, if it is found at any point in time that there is a discrepancy in the information/documents submitted by the students to obtain exemptions.

### **6.3.1. EXEMPTION FEE**

- a. If a student is awarded exemptions s/he will be required to pay a prescribed fee towards exemption charges for each module exempted.
- b. If a student is required to take a test for the purpose of awarding exemption, s/he is charged an additional fee per test apart from the normal exemption charges.
- c. If the student withdraws from the programme after the issue of the final acceptance letter or in the event of any interim exit, any fee paid on account of exemption fees shall not be refunded.

Documents to be submitted for exemptions:

#### **Copy of the Omani ID /passport**

1. Original academic transcript/attested copies indicating the grades secured in the module for which exemption is sought for the purpose of verification

2. Detailed official syllabus of the modules against which exemptions is sought
3. General Education Diploma or equivalent, as approved by Ministry of Education, Sultanate of Oman.

## **6.4. CHANGE OF SPECIALISATION/AWARD**

### **6.4.1. Procedure for change of specialization**

Students who were admitted to and are registered in a given specialization may apply for a different specialization by filling/online the appropriate form provided they fulfil the requirements of the programme sought and the admission conditions to the respective programme. In certain cases, this may require registration of additional modules. Change of specialization is contingent upon availability of seats subject to approval from the respective Department Heads and the Academic Adviser. In addition, sponsored students should obtain approvals from the concerned Sponsor and DIRECT students from their parent/guardian.

A student is normally allowed to change his/her specialization only once during the entire period of study.

### **6.4.2. Change of Specialization – Diploma to Bachelors**

If a Diploma graduate desires to continue the Bachelors programme with a different specialization than the one in which the Diploma was awarded, he/she is allowed to do so. However, he/she will be required to study additional modules from the Diploma programme of the specialization sought but is not entitled to receive an additional Diploma in the new specialization. The student is eligible to receive a higher award in the changed specialization, for example, Advanced Diploma or Bachelors, by successfully fulfilling the requirements for the respective awards.

### **6.4.3. Continuing in Bachelors from Diploma registration**

Students enrolled for Diploma but desiring to continue for the Bachelor's award are required to do so by filling/online up the appropriate application forms and submitting it to the Registration Office. Students enrolled for Bachelor's award but desiring to exit with an interim award of Diploma or Advanced Diploma are also required to fill/online in the appropriate form and submit it to the Registration Office during the specified period within a semester.

### **6.4.4. Awards eligible on change of specialization**

Students are eligible for only one award in his/her course of study. In case of students exited with an award and thereafter re-join to continue their studies for a higher award may do so only on



surrendering the award previously conferred. This clause is to be read jointly with the regulations laid down in the Interim Exit as per clause 2.9

Students who are enrolled in the BIS program and desire to change their specialization to BSc or BEng programs will have to take an eligibility test in Pure Mathematics. The student has to score more than 65% in the test to change to the specialization sought, failing which he/she has to pass the pure mathematics module from General Foundation Program to proceed with the requested specialization.

Requests for change of specialization or change of award (as in Diploma to Bachelors or from Bachelors to Diploma) have to be applied through the SIS and the completed form must be submitted between the 12th and 15th weeks of Fall and Spring Semesters and between the 6th and 8th weeks of Summer Semester.

**Change of specialization shall be strictly subject to the Admission Conditions in clause 3.7**

## **6.5. MODULE REGISTRATION**

Students are registered according to academic needs and objectives. Module Registration refers to the process by which a student selects a set of modules according to his/her degree plan on guidance of his/her academic adviser and formally enrolls in those modules. Information relating to the schedule of classes, class locations, deadlines of registration period and timetables will be announced through notice boards, e-mails, intranet and website well in advance of the scheduled registration period.

Full Time students are required / expected to take a load of 120 credit points each year normally with 60 credit points in each of the two semesters.

Part Time students are required / expected to take a load of 90 credit points each year normally with 45 credit points in each of the two semesters.

Students are eligible to register modules on their chosen UG programme only after completing all components of the General Foundation Programme.

Under special circumstances, for example, in the case of graduating students or other reasons as approved by the Registrar, students may be allowed to exceed the normal load of 120 credit points in a year.

### **6.5.1. STUDENTS ARE ALLOWED TO TAKE LESSER WORKLOAD**

1. when pre-requisite conditions are not met due to which the student cannot register for advanced modules
2. on account of clashes in module sessions for out of phase students
3. when the student is on weak academic standing and has backlog modules

While every effort will be made to address requirements of the degree plan, students who are out of phase cannot be guaranteed a conflict free schedule of modules in their degree plan. Furthermore, students may be prevented from registering in modules for lack of student positions, timetable conflicts, submission of incomplete information, outstanding book loans or other dues to College, disciplinary actions or other academic actions such as failure to meet the pre-requisites and co-requisites, reduced workload, etc.

The college may decide to cancel registration in modules where there is insufficient enrolment. This minimum may vary by modules and programmes offered. While organizing modules with limited number of seats priority will be given to students in their final semester of study and who require the module to be offered for completion of degree or other academic requirements. This is followed by students who need the module as a prerequisite or co-requisite. Exceptions to these conditions may be made by the Registration Office in consultation with the Heads of Departments under unusual individual circumstances.

Students registering for a module that has prerequisites should have secured at least Pass Grade in all the modules that are set as prerequisites for that module. Certain cases where the student failed to take the End Semester Examination for those modules on account of genuine reasons, may be considered on a case to case basis provided the student has scored at least 40% in the internal coursework for that module.

In the case of modules that have co-requisites, students should simultaneously register for all the modules that are specified as co-requisites.

Students may not get the desired modules/class timings should they register late as the module registration is done on a first come first serve basis from the time the SIS is open for students for module registrations. While every effort will be made to allocate the time and academic staff chosen by the student, the college may decide to cancel a particular section or assign a different timing or academic staff different from the choice made by student. Such changes cannot be cited as reasons for withdrawals, adding or dropping from modules that are registered by a student.

### **6.5.2. MODULE REGISTRATION SCHEDULES**

Module Registrations shall start and end on the dates notified in the Academic Calendar. Changes if any shall be communicated through email and notices through website and intranet.

## **6.6. ADD/DROP PERIOD**

Students are allowed to add or drop modules online without paying the penalty during the Add/Drop period. Add/Drop activity cannot take place outside the period set for the same. These dates are published in the Academic Calendar and are posted on the College intranet and website. Add/Drop takes place during the first week of classes during the FALL, SPRING and SUMMER Semesters. In Summer Semester there will not be any add/drop period for UG modules. No module may be added after the set time schedules except under unusual circumstances approved by the respective Department Heads and the Registration Office.

There will be no refunds for modules dropped after the Add/Drop period. In all circumstances, students, who do not drop modules within Add/Drop period, and withdraw in any mode from modules/programmes within the allowed withdrawal period which is the end of half-way point during the semester, will be required to pay the prescribed tuition fee and other fees proportionately as may be required.

## **6.7. MODULE WITHDRAWALS**

A student who wishes to withdraw from a module after the Add/Drop period and before the end of half-way point in the module will be required to fill the module withdrawal form available in the Registration Office and shall be denoted by 'W' his/her transcript.

A student who gets "W" in a module needs to re-register by paying the prescribed tuition fees and other fees as may be required. It shall lead to the cancellation of all the coursework marks obtained during the semester.

Students will not be allowed to withdraw after end of half-way point and a module dropped after the halfway point will be designated 'FW' to denote Failed on Withdrawal on the transcript.

## **6.8. PROGRAMME WITHDRAWAL**

Withdrawal from the College may be initiated by the student as a formal, official procedure. In some cases, it may be initiated by the Registration Office on behalf of the student.

A student contemplating complete withdrawal from the College must consult his/her academic adviser prior to formalizing the decision in order to ensure that all alternatives are considered. In certain cases the Registration Office may act on behalf of the student in completing the withdrawal process. Typically this would occur in cases involving death, serious injury or illness, or formal requests to do so.

It is essential that upon leaving, a student completes a Programme withdrawal form which is made available from the Registration Office. Programme withdrawal will be accepted if and only if the student formally applies for the same by filling up the said form. This form properly documents the student's

permanent record at the College. Students should submit no-dues certification from various departments of the College along with this form.

A student who withdraws officially from the College will have a special grade "W" placed on his/her transcript against the relevant modules. A student who just stops attending college and does not withdraw officially will be awarded 'F' grades on the transcript.

Under specific circumstances mandatory withdrawal may be required by the College for academic or disciplinary reasons as shown below.

1. A student who exceeds the maximum time allowed to complete the programme s/he is enrolled on shall be required to withdraw from the College and exit with the Fall-back award (the immediate maximum award possible at the time of exit) s/he is found eligible.
2. The result of disciplinary action may lead to required withdrawal. Upon approval by the Department Head, the relevant committee and the Dean, the Registration Office will issue the notice of withdrawal to the student. In such a case, the student will be awarded a 'W' in each unfinished module and the same shall be indicated in the transcript.
3. Students who fail to register after initial acceptance or are continuously absent from all modules without notification or do not register by the end of the add/drop period for two consecutive semesters (the semester of unofficial withdrawal counting as the first) will be considered to have withdrawn unofficially and will be removed from the registration roll.

## **6.9. RE-JOINING**

Students who desire to re-join the College after having withdrawn may be considered for re-admission to their former programme on an individual basis. Re-admission is not automatic and will take into consideration several factors including but not limited to availability of seats, reasons for withdrawal, past academic performance etc. Students who have exceeded their term of study in the college (Ref: Clause 5.1 Maximum period of study) shall not be allowed to re-join. Students re-joining shall continue with their old MEC ID numbers.

It is important to note that, if a student Re-join (maximum period of study applies) to complete the study within a period of three regular semester shall have the same fee structure prevailing at the time of exit. However shall be subject to the prevailing academic regulations and programme structure.

Students re-joining after having withdrawn or after having dropped shall be subject to the programme structure, regulations and financial implications prevailing during that semester or academic year in progress.

A student may re-join the College only at the beginning of a semester and is required to fill a prescribed form for re-joining which is available at the Registration Office and following the usual procedures for module registrations. However, such students will be registered one day after reporting to the College.

Registration Office requires a minimum of one day to process the request and update degree plans for these students on the SIS.

#### **6.10. 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 has 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.

#### **6.11. BOOKS AND OTHER LEARNING RESOURCES**

Textbooks/hand-outs/lecture notes may be issued to the students for the modules chosen. Module notes are available for level zero and level one module and for level two and three students would be guided to use prescribed text books and reference materials. Books are made available in the college library. A prescribed fine would be charged per day on overdue items and will be collected by the librarian. Students may reach the librarian for library policies which include conduct in the library.

Users are responsible for materials borrowed in their name and for its return by the due date. Text books issued should be returned to the College in good condition at the end of the semester, failing which, a fine will be imposed. Students will be required to pay for any damage to, or loss of material borrowed at double the cost of replacement.

Registration to the next semester or award of Degree/Diploma may be deferred until all books have been returned and outstanding fines/charges paid.

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 with pre scheduled timings. However, the paper cost for the same needs to be borne by the student.

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 respective Lab Instructor. 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 they may want to use. They are welcome to take help from the Lab Instructors to identify the lab that would prove useful to their interest for further study and practice. The labs which have hazardous equipment which are sharp or fast moving to operate can be used only in presence of a lab instructor.

## **6.12. ATTENDANCE POLICY**

Students are required to be punctual and regular to all registered classes. They should be present in all classes for the entire duration.. Students bear full responsibility for checking their own attendance record. Students may check with the module instructors or check their status on the SIS.

### **6.12.1. CLASS ATTENDANCE**

Students are expected to have a minimum of 75 per cent attendance for each module registered for the particular semester. Attendance percentages are calculated on the basis of attendance at lectures, practical, tests and tutorials. Failure to comply with the minimum attendance requirements makes students ineligible for the End Semester Examination.

In the case of cent percentage (100%) course work module including project the minimum attendance required is fifty five percentage (55%). This is applicable and mandatory even if the student have scored total marks equivalent for a pass in the respective module.

Students falling in between 55-75 per cent attendance are allowed to attend the exam provided the course work marks is at least 40 per cent of the internal course work assessment of a module.

Students who do not fulfill the attendance requirement will not be allowed to write the End Semester Examination in the respective module and will subsequently be declared as failed. Students are required to re-register for modules in which they have shortage of attendance. 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 based on the actual sessions held in a semester.

### **6.12.2. ATTENDANCE MONITORING**

In the case of modules registered for the particular semester attendance will be monitored and efforts will be taken to provide reports indicating absenteeism of the student through e-mails on a periodic basis. But it is the sole responsibility of the student to ensure that his / her attendance stays within the specified limits.

Students are advised to closely monitor their attendance with the module instructors concerned and regularly check the SIS. Students are advised to bring any discrepancies noted in the marked attendance to the module instructor concerned within five working days from the date of such lecture, practical, test and tutorials.

Students may bring to the notice of the Registration Office any requests for the attendance report by the parent/sponsor and the same shall be attended to.

Students showing poor attendance may be contacted by the Student Success Centre for counselling.

### **6.12.3. LATE ATTENDANCE**

Any student who arrives late to class after 10 minutes from the start time of the session will be marked absent for that session. However, the student shall be permitted to attend the session if he/she wishes to do so.

### **6.12.4. EXEMPTIONS TO ATTENDANCE REGULATIONS UNDER EXTRAORDINARY CIRCUMSTANCES**

All students are expected to comply by the academic policies and procedures in the student handbook. Only under extraordinary circumstances, a student may request for exemptions from academic regulations on:

- a) Eligibility criteria for end semester exam (provided that the student has a minimum of 35% internal marks with no less than 45% attendance.
- b) Term of study (provided that the maximum number of modules left for the student to graduate does not exceed three modules)
- c) Academic Probation (provided that the maximum number of modules left for the student to graduate does not exceed three modules)

Decisions in such cases shall not be automatic but shall be based on student application and a rigorous scrutiny of the specific case. Students must apply for exemption by submitting all the following documents:

- a) Duly filled form stating details of the circumstances leading to noncompliance along with the details of exemption requested,
- b) Supportive evidence (medical reports etc.),
- c) Recommendation letter from Head of Department at MEC
- d) Recommendation letter from programme manager/coordinator

The student should submit the above mentioned documents to the Head of Student Success Centre no later than week 15 of the semester. Any application submitted after week 15 of a semester shall not be entertained. Committee on Academic Regulation Exemptions shall respond within three working days of the date of submission of the request. The decision of the committee will be final and binding for the student.

### **6.13. MAKE-UP CLASS**

Make-up classes or backlog clearance classes may be scheduled for certain modules where it is required, either during the last hour of class of each day or at other times including Saturdays as agreed between the module instructor and the students of the class. These are compulsory classes that students are expected to attend. These classes will be taken into account for the purpose of calculating attendance.

### **6.14. CLASSROOM ETIQUETTE**

Cellular phones and beepers must be turned off during all class activities, including team participation time. A warning will be given to the student who violates the rule for the first time.

Any repeated act of disturbance inside the classroom shall be considered seriously and may be referred to the Disciplinary Committee for recommendation of suitable action.

### **6.15. INFORMATION TO BE BROUGHT TO THE ATTENTION OF THE REGISTRATION OFFICE**

If any student is affected by infectious diseases, the same should immediately be brought to the notice of the Registration Office. Students suffering from such diseases will be required to abstain from classes / examinations.

Suppression of such information shall lead to prevention from appearing for classes / examinations in addition to other action as may be recommended by the appropriate committee constituted for this purpose by the Registration Office.

### **6.16. ISSUE OF LETTERS**

Students can request for letters or documents online through SIS. A minimum of a day is required to process any such request. For certain requests students are required to fill respective forms in the Registration Office. Some requests may need approvals from other departments or units in the college. All requests will be processed within one working day provided necessary approvals come through.

Individual letters stating details of internal class tests and quizzes will NOT be issued from the Registration Office. Any student who requires such information could make use of the Module Information Guide (MIG) which clearly mentions such details. The MIG could be stamped from the Registration Office to make it official.

### **6.17. EXAMINATION TIMETABLES**

These are normally published each semester, well ahead of the examinations. It is the responsibility of the student to inform the Examinations Office if any of the problems listed below affects him/her.

- a. clashes have occurred



- b. three examinations on the same day

Problems such as these are unlikely to occur. However, students must check carefully and well in advance. Alternative arrangements can usually be made provided the student informs the Examinations Office within the prescribed time that is usually announced through emails and notice boards in the College.

Students are advised to engage themselves in a continuous learning process and not to set time only on the eve of the examinations. A constant and consistent engagement in learning would avoid the need for marking time between examinations; necessitating a longer period for examinations.

Admission ticket for examinations will normally be issued a week before the commencement of examinations. Students are required to clear all dues pending with the Accounts Department and can print the admission ticket from the SIS.

End semester exams are held in the morning and afternoon sessions and **students studying part time are also mandated to take these examinations as there shall be no End semester examinations held separately for part time students in the evening.** In the event of instances like natural calamities or changes in holidays declared by government, there could be changes made to the schedule in the academic calendar leading to exams being deferred to an appropriate date. Any change in a specific examination on this account would normally be deferred and conducted at the end of the exam schedule for that semester. Students are advised to take note of this while planning for their holidays.

## **6.18. EXAMINATION ARRANGEMENT FOR PHYSICALLY CHALLENGED STUDENTS**

Physically Challenged students are required to submit the medical documents (medical reports and certificate from medical consultants) to the Registration Department at the time of their admission to MEC, if it is known at that time or whenever known during the study period. Once the medical documents are verified, special provisions/adjustments during final examinations and other assessments will be discussed with the student and an appropriate support shall be provided. It will be the responsibility of the Examination Office to ensure the agreed arrangements for the student, provided that the process has been followed by the student at least one week in advance of the examination.

## **6.19. RELEASE OF RESULTS**

Results are announced through the SIS and may not be released to third parties apart from the concerned authorities. Academic transcripts are available from the Registration Office on request after five working days from the announcement of results.

Results may be released over the phone on special requests by the students or their sponsors or to any person authorized to receive such information or to the student. However in all these cases prior requests need to be made by the student

or the sponsor. No results shall be released over the phone to any unauthorized person. Sponsors and parents can avail the facility from parent portal in SIS to view their wards results.

Results may not be released under the following circumstances; when the student

- a. has an overdue library book
- b. has an incomplete admissions file
- c. is in possession of College property
- d. is delinquent in payment of fees

## **6.20. GRADE APPEALS PROCEDURE**

### **6.20.1. GRADE APPEAL AGAINST ASSESSMENT PROCESS- SEMESTER MODULES**

In order to maintain transparency in the procedures followed and to confirm there is no bias or unfair practice in any task relating to examination systems, students have been provided with the right to appeal.

#### **a) Coursework Assessments**

The grade appeal process shall proceed as follows in case of coursework assessments: the student is advised to meet the instructor who has marked the paper and seek details relating to the appropriateness of the assessment process within five working days from the declaration of the particular assessment results.

For further appeal against the specific assessment results, the student can approach the Head of the Department or the Assistant Head of the Department as appropriate. The maximum period allowed for the grade appeal process shall not be more than five working days from the declaration of assessment results. An appeal against the decision of the Head of the Department may be referred to the Students Grievance Office within five working days from the declaration of decision after the second appeal. The decision arrived at through the Grievance redressal process shall be final and binding. In the case of assessments which the results are released after the appropriate Exam Boards, the grade appeal process which is applicable for End semester exam is to be followed (Refer clause b, for details).

#### **b) End Semester Examinations**

In the case of End Semester Examinations, students have the right to appeal within 5(five) working days from the announcement of results. Students should apply through the SIS and make the payment directly to the Accounts department. Once the payment is confirmed the examination office would send a formal response to the student and would start the appeal process. The process of appeal shall not

exceed a maximum of 5(five) working days after the submission of the request. It is the sole responsibility of the student to make sure that the formal request regarding the appeal with due payment has reached the Examination Officer concerned within the grade appeal period. 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 students 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. However, there shall be no contest on the academic judgment passed.

Subsequent to the appeal, if a change of mark is recommended, the prescribed fee paid by the student is refunded.

## **6.21. STUDENT PERFORMANCE REPORTS TO PARENTS/SPONSORS**

Parents and Sponsors are encouraged to contact Registration Office to follow up on the progress of their wards/sponsored students. Furthermore, they are encouraged to reach the academic advisers for comprehensive feedback on the student performance both academic and otherwise.

Parents/Sponsors may request Registration Office for performance reports of their wards/sponsored students. Such requests will be taken up and the reports will be made and issued.

The Sponsor Information Portal provides access to some aspects of student data (pertaining to the sponsored student concerned), including student progress data to sponsors and parents who sponsor such students. Such access shall be provided based only on an appropriate request from the student concerned.

## **6.22. GRADUATION POLICY**

The Annual Graduation Ceremony will be organized after the completion of an academic year or at a time to be announced by the College.

All students eligible for the award of Bachelor's Degree with Honours or Diploma/Advanced Diploma and would like to participate in the Graduation Ceremony are required to confirm their participation by paying the prescribed fee and by filling an online form or an appropriate form available in the Registration Office eight weeks prior to the ceremony.

A student may not request for the award any earlier than the scheduled graduation date. Graduation letters for Diploma, Advanced Diploma or Bachelors will not be issued by the College. However on student's request the college will provide a provisional notification of degree completion to the student until the original award is provided from the University. A minimum of 4 weeks or more is required to issue the Graduation Notification document from the date of

request. Students requesting Graduation Notification for Diploma/Advanced Diploma are required to complete at least 50% of the modules specified for the respective award with the College.

Certificate attestation by Ministry of Higher Education will be done by the College.

**Note:** For interim graduation/exit requirements please refer Programme Regulation Clause 2.9

Students who are eligible for the any exit awards or on completion of their applied course/programme are eligible to apply for graduation notification.

**Who can apply for graduation notification?**

- a. Students you have complete the course in which they have enrolled for
- b. Students who choose to exit with an interim award, either Advanced Diploma or Diploma

### **6.23. REQUEST FOR TRANSCRIPTS**

Official consolidated transcript and certificate will be issued by the awarding body after the completion of study. Until such time students may seek for provisional transcript/Graduation Notification from the college. Refer Clause 2.10 (Programme Regulations) for more details on Graduation Notification.

Transcripts will be issued from the Registration Office on request. Requests will be accepted only after three weeks from the announcement of results at the end of each semester. A minimum of a day is required to process any such request.

### **6.24. EXTERNAL EXAMINER**

Students may review feedback given by the external examiner of the partner university, and external Examiner reports from the partner university are made available in the library for student's reference.

## **7. GENERAL ACADEMIC POLICIES**

### **7.1. ACADEMIC INTEGRITY: The MEC Honour Code Pledge.**

The Administration, Faculty, and Student Council believe strongly in the concept of an Honour System. This belief is based on the knowledge that in competitive professional environments, great emphasis is placed on originality and integrity of ideas and work. To this end, all students are required to adhere to the Honour Pledge, which reads as follows:

*"As a student of Middle East College, Sultanate of Oman, I pledge to uphold the mission of the institution, cherish its culture and values and, participate actively in academic and extracurricular activities. I shall engage myself positively in all learning activities and submit original work, which is the resultant of my own efforts at all times."*

## **7.2. POLICY ON ACADEMIC INTEGRITY VIOLATION**

### **7.2.1. PLAGIARISM**

It is an act of copying or including in one's work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's benefit. Submitting one's own work for an assessment, either whole or in part, which is previously submitted for any other course, degree or qualification at this or any other institution, without proper references, is also considered as an act of plagiarism.

### **7.2.2. MALPRACTICE**

It is a form of cheating that includes, but is not limited to, any attempt to gain an unfair advantage in an assessment mainly in written examinations. It includes taking and/or using unauthorized materials and devices to examination hall as well as copying from other candidates.

### **7.2.3. OTHER CASES**

It denotes all other forms of academic misconduct including but not limited to ghost writing, collusion, fabrication, falsification, unauthorized access to unseen examination papers and other academic and administrative documents/systems and aiding academic dishonesty/misconduct.

The Administration, Faculty, and Student Council believe strongly in the concept of Academic Integrity. Founded on the vision, mission and values of the institution, this belief is further based on the knowledge that in competitive professional environments, great emphasis is placed on originality and integrity of ideas and work. Hence MEC upholds the spirit of academic integrity in all forms of academic work and any form of violation of academic integrity shall invite severe penalty.

All cases of violation of academic integrity on the part of the student shall fall under any of the below mentioned categories and are dealt with on a categorical basis.

### **7.2.4. 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. The Students Experience Office (SEO) 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 SEO.
- 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) SEO shall consider the appeal and submit its recommendation to the Dean.
- h) The Dean shall give due consideration to the appeal and recommendations of the SEO and resolve the matter appropriately. The student would be notified of the decision.

If the student still wishes to appeal against the decision by Dean, the appeal along with details of the matter is forwarded to University of Wolverhampton.

### **7.3. PENALTIES FOR ACADEMIC INTEGRITY VIOLATION**

The vision mission and values of the institution drive the academic integrity efforts of MEC. Any form of violation of academic integrity will invite severe penalty. Any benefit derived by violation/cheating/plagiarism/using unacceptable means shall be cancelled and the matter may be referred to the Head of the Department / Dean.

Serious violation including forging academic documents or forged signatures for the purpose of personal gain or fraud will be dealt with seriously and may warrant suspension for a period or expulsion as may be recommended by the committee set for the purpose.

If a student commits an act of academic misconduct, whether defined as above or different nature, the same may be dealt along the lines of penalties for academic integrity violations.

The Administration, Faculty, and Student Council believe strongly in the concept of Academic Integrity. Founded on the vision, mission and values of the institution, this belief is further based on the knowledge that in competitive professional environments, great emphasis is placed on originality and integrity of ideas and work. Hence MEC upholds the spirit of academic integrity in all forms of academic work and any form of violation of academic integrity shall invite severe penalty.

### **1. Plagiarism**

#### **A. First offence of plagiarism**

- a. If a student is caught first time in an act of plagiarism during his/her course of study in any assignment other than project work, the student will be allowed to re-submit the assignment once, within a maximum period of one week. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.
- b. Period of re-submission: The student will have to re-submit the work one week from the date he or she is advised to re-submit.
- c. If the re-submitted work is also detected to be plagiarized, then the work will be awarded a zero.
- d. Re-submission of the work beyond the maximum period of one week will not be accepted and the work will be awarded a zero.
- e. If the student fails the module and has a proven case of academic integrity violation in this module , the student is required to reregister the module
- f. If plagiarism is detected in Project work (Project 1, Project Planning and Project Design and Implementation) the above clauses (a,b,c,d) do not apply and the work will be summarily rejected. In these cases the student will be awarded a fail (F) grade and is required to re-register the module

#### **B. Second offence of plagiarism**

- a. If any student is caught second time in an act of plagiarism during his/her course of study (in a subsequent semester), the student will directly be awarded zero for the work in which plagiarism is detected. In such cases, the student will not be allowed to re-submit the work.
- b. If the student fails the module and has a proven case of academic integrity violation in this module , the student is required to re-register the module

#### **C. Third Offence of plagiarism**

If any student is caught for the third time in an act of plagiarism during his/her course of study (in a subsequent semester), the student will be penalized with a fail in the module and shall be required to re-register the module.

#### **D. Fourth Offence of plagiarism**

If any student is caught for the fourth time in an act of plagiarism during his/her course of study (in a subsequent semester), the student shall be suspended from the College for a period of one semester.

E. Fifth offence of plagiarism

If any student is caught for the fifth time in an act of plagiarism during his/her course of study (in a subsequent semester), the student shall be expelled from the College

**2. Malpractice(MP)**

A. If a student is caught cheating during any examination component of a module, then the student receives a fail in the module and he/she has to re-register the module.

B. Any further offence of MP

If the violation is repeated during his/her course of study (in a subsequent semester), then the case shall be referred to the disciplinary committee and an appropriate decision would be taken.

**3. Other cases**

If a student commits an act of academic malpractice whether defined as above or of a different nature, the case shall be forwarded to a departmental level committee set for the purpose. The committee shall investigate the case by means of a viva and/or a disciplinary hearing and shall take appropriate decision.

**Appeals**

For any appeal against a decision that involves a reduction in the grades shall be dealt with as per Grade Appeal Policy. Any other appeals would be handled as per the Student Grievances Policy.

**7.4. CLARIFICATION ON PLAGIARISM AND HOW TO AVOID IT**

**7.4.1. CLARIFICATION ON PLAGIARISM**

As per MEC policy, any form of violation of academic integrity will invite severe penalty. Plagiarized documents, in part or in whole, submitted by the students will be subject to this policy.

A. First offence of plagiarism

a. A student will be allowed to re-submit the assignment once, within a maximum period of one week. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.

b. Mark deduction: When the work is resubmitted, the marking will be undertaken according to the marking criteria. In compliance with this policy, the 25% deduction is then made on the marks obtained. For example, in an assessment that carries a maximum of 50 marks, suppose a student were to obtain 30 marks for the resubmitted work, the final marks for that assessment will be 22.5 (after deducting 25% of the marks actually obtained for the resubmitted work).



c. Period of resubmission: The student will have to resubmit the work one week from the date he or she is advised to resubmit. For example, if the formal advice to resubmit was communicated to the student on a Sunday (latest by 5 pm), the student will have to resubmit the work latest by next Sunday 5 pm.

d. If the re-submitted work is also detected to be plagiarized, then the work will be awarded a zero.

e. Resubmission of the work beyond the maximum period of one week will not be accepted and the work will be awarded a zero.

#### B. Any further offence of plagiarism

a. If any student is again caught in an act of plagiarism during his/her course of study (in a subsequent semester), the student will directly be awarded zero for the work in which plagiarism is detected. In such cases, the student will not be allowed to re-submit the work.

#### C. Guidelines

a. Type 1: In case plagiarism is detected in any component or part submission (submitted at different times) of one assessment (assignment), the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted.

b. Type 2: In case plagiarism is detected in a group assessment, all students of the group will be considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students.

c. Type 3: Combination of Type 1 and Type 2: In case plagiarism is detected in any component or part submission (submitted at different times) of a group assessment (assignment), the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted. All students of the group would be considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all the students of the group.

d. Type 4: Variation of Type 1 and Type 2: In cases where the assessment consists of components or part submissions that could be a group assessment component (e.g. group assignment) and an individual assessment component (e.g. individual reflection), the following will be applicable:

1. If plagiarism is detected in the group assessment component, all students of the group will be considered as having committed an act of plagiarism, irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students of the group. In such cases the group assessment component will be resubmitted as per the policy.
2. If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted as per the policy. The policy will then be applied to that student alone.
3. In both cases (a) and/or (b), the deduction in marks will be applicable for the whole assessment (assignment).

#### D. Amount of similar material

- a. The total amount of similar material in any form of student work from all sources put together should not exceed 30% (including direct quotations).
- b. The total amount of quoted material (direct quotations) in any form of student work from all sources put together should not exceed 10%.
- c. The total amount of similar material in any form of student work from a single source should not exceed 7 percent. However, cases having a similarity of less than 7 percent in such cases may still be investigated by the faculty depending on the seriousness of the case.
- d. If faculty member find enough merit in the case of a student work with a similarity (with a single source) of more than 7 percent as not a case of plagiarism, the faculty member should provide detailed comments/remarks to justify the case.

### 7.4.2. HOW TO AVOID IT

#### **Citing sources and referencing in your academic writing**

Gathering information from a variety of sources forms an essential part of most academic writing. It is important that the material is appropriately referenced. All writers borrow material from other sources at some time, including ideas, information, images, charts, graphs, and statistics. Whenever such information from other sources is used it must be referenced.

Every piece of information that is borrowed from another source must be referenced because it is the **intellectual property** of the individuals or groups of people who have produced it. All statements, opinions, conclusions, images, etc. which have been 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, summarized, paraphrased or directly quoted.

**Plagiarism** is the act of using other people's words, images etc. as if they were ones 'own. In order to make clear to readers the distinction between ones 'words, images etc. and the work of others, it is essential that the work is referenced accurately, thereby avoiding a charge of plagiarism.

### **Why reference?**

- ✓ **Good referencing** makes the writing scholarly and authoritative. It demonstrates that the topic is researched well, and shows the ability of the student to adhere to academic standards.
- ✓ **Good referencing** displays intellectual honesty because the reader can see which elements of the writing are original, and which are borrowed. Clear references also help a marker to credit originality in the submitted work.
- ✓ **Good referencing** allows the readers to locate and consult the sources that have been used and allows to easily go back to consult sources that have been used in previous submission.
- ✓ **Poor referencing** means that the writing is not founded upon clear evidence, so it is hard to persuade the reader of the presented arguments. Also be aware that the quality of references is taken into account when assignments are marked.
- ✓ **Poor referencing** can give an impression of intellectual dishonesty because it is unclear which information has been borrowed from another source. In the worst case this is plagiarism, which means presenting someone else's work as ones 'own.

Plagiarism can be accidental or intentional. Students will be penalized for plagiarism of either sort at MEC.

## **7.5. STUDENT PROJECT**

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

- a. Students may be allowed to register for Project module (Project-1, and Project 2) only after they have met all the pre-requisites set for that module.
- b. Students will be advised on the details with reference to their projects
- c. Students have to meet their respective project supervisors regularly at appointed times
- d. It is important to submit the project proposals and other documents as may be required from time to time for the smooth completion of the Project work

- e. Students will have to meet the attendance requirement as per the attendance policy of the college
- f. Students will not be given financial support from the College to buy components for their Project
- g. Project work found to be plagiarized will be summarily rejected and the student will be awarded a -F grade.
- h. Failure to adhere to Project work schedules and submissions will result in a deduction of marks in the respective components of the Project.
- i. Student must submit the final project report as specified in the Project Schedule (Refer Bachelor Project Guide) without fail. Student who fails to submit the final project report in Moodle as per the submission schedule will not be allowed to make the project presentation. The project presentation will not be re-scheduled due to failure in uploading the project report on time in Moodle. This is applicable if the student doesn't attend the project presentation on the allotted date and time without getting due permission from the Head of the Department. The Head of Department or any higher authority of the college can only approve the project presentation schedule extension. Any extension for presentation shall be subject to a written request from the student with valid supporting documents to show why an extension is required. Under extenuating circumstances only the request for extensions are considered. If the request for extension is approved the student is given a chance to give the presentation either before the processing of that particular semester result or in the immediate succeeding semester in which the module is offered. If the student is given the chance to present the project in the succeeding semester then an IP grade is given towards the module until the presentation is completed.
- j. Failure to meet all the requirements of Project work will result in an award of Fail grade. In such cases students will have to re-register for the Project module by paying the prescribed fees and carry out the Project work all over again.

While due credit will be given to student's effort and involvement in different stages of the project, every project in its final form shall remain with the College and shall be available for further study or future reference. The College has the right to archive and/or keep student projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.

## **7.6. COMMUNICATION POLICIES**

The college stresses that open communication between the faculty, staff and all students are 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:

1. **Head, Campus Services Department** – concerning cafeteria, maintenance, transport services or other facilities
2. **Head of the Department** - concerning classes, delivery methods, assessment strategies, specific academic issues and faculty-related issues
3. **Registrar** - concerning admissions, registration and related issues

Any other concerns relating to the student community may also be addressed to the Dean (for all academic matters) and the **Head - Student Affairs Department** (for support facilities). Good communication among all parties will result in both an efficient and effective operation of the programmes and in maximum benefit to the learning process. If a student is unable to schedule a meeting in person, use of e-mail is encouraged to ask questions or arrange an appointment with any faculty or staff member.

To facilitate an effective and quick response, it is suggested that students identify the following information in their requests:

- a. Detailed question, concern, or purpose of the meeting
- b. If a meeting is requested, suggested times that are convenient are to be mentioned
- c. Student's class and session

## **7.7. 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 organizational 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) unauthorized 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.

## **7.8. 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 all the departments of the College as required.

## **7.9. 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.

## **7.10. 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.

## **7.11. FACILITY SCHEDULES**

Sufficient notice will be given whenever timings are changed. All facilities remain closed on Fridays.

### **Library**

Sunday to Thursday      7:00 am to 9:00 pm  
Saturday                    9:00 am to 1:00 pm

### **Registration Office**

Sunday to Thursday      8:00 am to 12:30pm; 1:30 pm to 6:00 pm  
Saturday                    Closed

### **Front Desk & Security**

Sunday to Thursday      7:45 am to 8:30 pm  
Saturday                    9:00 to 1:00 pm

### **Wellness Centre**

Sunday to Thursday      8:00 am to 5:00 pm  
During end semester examination 8:00 am to 4:00 pm

### **Class Timings**

As per time table

### **7.12. STUDENT 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

### **7.13. GENERAL ETIQUETTE**

- Writing on the walls or desks in the class rooms, or on the boards in the class rooms or other places without the permission of the instructor or other authorized personnel is strictly prohibited. Students are advised to maintain the environment neat and clean.
- Smoking is restricted to outdoor areas in only those locations providing ash receptacles. Smoking is not permitted outside the entryway to any building.
- **Food and beverages are not permitted in classrooms.**

### **7.14. TELEPHONE**

Other than certain phones specified for student use, students are not allowed to use the College telephone for personal calls. No telephone messages will be taken for students except in case of an emergency. Students are expected to respect their fellow students and faculty with regard to the use of beepers and cell phones. All cell phone calls should be taken in a private area and are not permitted in the classrooms.

### **7.15. TELEPHONE CALLS EMERGENCY**

Administrative staffs who answer emergency calls at the front desk will take the caller's number and pass the message to the student in an expeditious manner.

### **7.16. VANDALISM**

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

### **7.17. VISITORS**

Unless approved by the Registration Office, visitors are not permitted in the classrooms, or non-instructional areas of the campus facility. Since visitors to the campus are not allowed past 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.

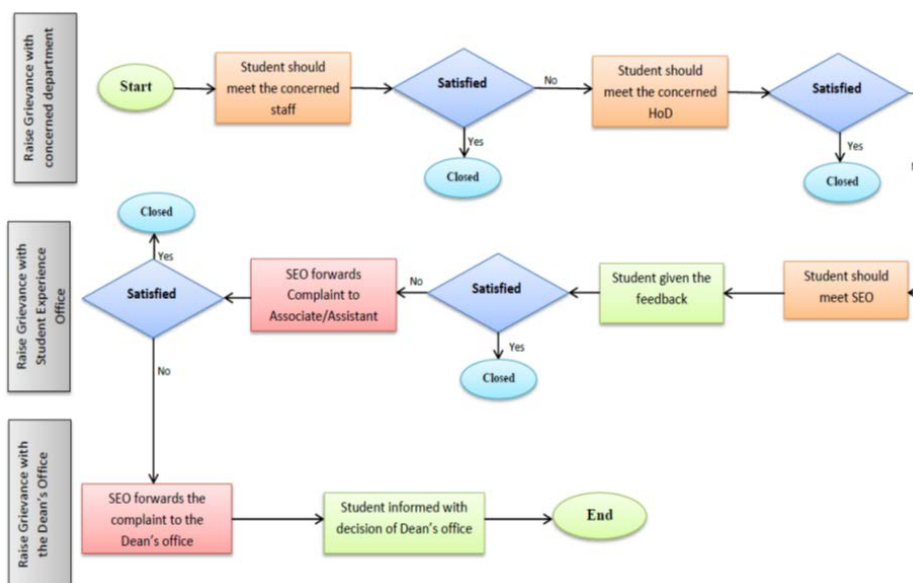
### **7.18. GRIEVANCE REDRESS**

Should a student feel the need to file a complaint or address a grievance the following procedures shall apply.

1. 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.

2. If the student is still not satisfied with the outcome, a written appeal may be given by the student to the academic coordinator in dean's office.
3. The academic coordinator 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.
4. If due process has been followed, the appeal along with details of the matter is forwarded to the assistant dean.
5. The assistant dean 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 assistant dean would then take an appropriate decision, which is informed to the student in writing.
6. If the student still wishes to appeal against the decision by the asst. Dean, the student may do so to the dean(through the academic coordinator in dean's office)
7. 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.
8. Grievance redress committee shall consider the appeal and submits its recommendation to the dean.
9. 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.
10. The student would be notified of the decision and the grievance would then stand closed.

### Grievance process Flow Chart





## **8. STUDENT RIGHTS AND RESPONSIBILITIES**

### **8.1. QUESTIONS TO ASK**

Students have the right to ask the College

1. names of its accrediting and licensing organizations;
2. about its programmes, its instructional, laboratory and other facilities, and its faculty;
3. cost of attending and policy on refunds to students who drop out for different reasons;
4. available financial assistance
5. procedures and deadlines for submitting applications for different financial aids
6. criteria for selecting recipients of different financial aids
7. 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;
8. to reconsider the aid package, if the student believes a mistake has been made, or if enrolment or financial circumstances have changed;
9. how the College determines whether the student is making satisfactory progress, and what happens if satisfactory progress is not being made;
10. Special facilities and services that are available to students with special needs.

### **8.2. STUDENT RESPONSIBILITIES**

It is the student's responsibility to:

1. review and consider all information about the College's programme before enrolling
2. keep student Identity Cards at all times while on campus and at times off campus when required
3. read, understand, and keep copies of all forms he/she is asked to sign
4. satisfactorily perform the work agreed upon in a College Work-Study job
5. understand the College's refund policy
6. study a range of books for advanced modules as module notes are not provided for these advanced modules preferably level 2 and level 3 and core modules
7. read through the Student Handbook, e-mails, notice board
8. reach the Academic Adviser as arranged

### **8.3. DISCIPLINE ON AND OFF campus**

#### **Student Conduct**

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 recognizes that its responsibility for the protection of personal and institutional rights and property is the primary focus of the disciplinary process.

## 8.4. FREEDOM OF EXPRESSION

Posters need to be approved by the Dean's office prior to displaying. Display of unauthorized 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 unauthorized 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.

## 8.5. PENALTIES AND PROCEDURES

Courteous behavior 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's Office has full power and authority to prescribe rules and regulations to govern student life which then shall be approved by the Dean and in some cases by appropriate boards.

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.

## 8.6. STUDENT CODE OF CONDUCT

### a) Offences Related to Persons

An offence related to a person is committed when a student

1. intentionally or knowingly and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner
2. 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
3. Intentionally harasses another person. Harassment includes, but is not limited to, impeding others persistently or wronging or bothering others persistently
4. abuses a staff member(s), student(s) or a visitor(s) to the College

**b) Offences Related to Property**

An offence related to property is committed when a student

1. knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or of the College
2. intentionally or negligently damages or destroys property owned by/in possession of another person or of the College
3. obtains the property of another person by misrepresentation or deceptive means
4. enters or uses the facilities or property of another person or the College without consent or authorization
5. commits a computer-related offence
6. 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.

**c) Offences related to the Operation of the College**

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

1. engages in obscene or indecent conduct on College property or at College sponsored events
2. forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or authorization of appropriate College officials
3. 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
4. engages in solicitation in or on College property unless such solicitation is approved by
5. appropriate College officials
6. intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College
7. prepares or distributes materials without prior approval in order to bring disrepute to the College or malign the staff or another student

**d) Offences related to Welfare, Health or Safety**

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

1. uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, or other dangerous articles or substances injurious to persons or property
2. falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on College property
3. abuses, removes, or damages fire and safety equipment
4. fails to vacate a building or facility when a fire alarm is activated
5. 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
6. 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.

## **8.7. RESPONSIBLE USE OF COMPUTER RESOURCES**

MEC expects all students to be responsible users of computer resources and lab facilities. 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 unauthorized use of computer resources include, but are not limited to the following:

1. 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.
2. 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.
3. Users must not place software, data, or other files on any MEC computer or server without being authorised to do so.
4. 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.
5. The electronic mail system or Internet web sites may not be used for any form of commercial solicitation or advertising without proper authorization from MEC.
6. Users must not download any resource without permission from the system administrator.
7. Computer resources may not be used to view, produce, store, replicate, or distribute harassing or obscene material (see below for more details).

8. Users are provided with printer facilities in different labs. A prescribed quota of paper is issued to students from the College. Any additional requirement will be at the responsibility of the student. Material that does not support academic work shall not be allowed for printing.

## **8.8. OFFENSIVE MATERIAL/HARASSMENT**

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

1. 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.
2. In the workplace, there is "zero-tolerance" for any students who violate this policy, and immediate dismissal may result. Please recognize 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:**

- a. pornographic, nude, semi-nude or other similarly lewd images;
- b. material displaying excessively violent or graphic content;
- c. material of racist or similarly demeaning content; or
- d. 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:

1. repeated abusive or demeaning conduct based in a person's race, gender, sexual orientation, color, religion, national origin, physical or other disability, age, or socio-economic status;
2. verbal comments, physical comments, "hate mail/email", phone calls, graffiti, or the display of offensive material; or
3. unwanted sexual attention of a persistent or abusive nature; sexually oriented remarks and/or behavior 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.

## **8.9. COUNSELLING**

The staff and faculty of MEC are available to assist students in academic, career, and personal counselling. Students are advised to take advantage of the Student Success Centre (SSC) which is available for students.

### **8.9.1. ACADEMIC COUNSELLING**

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

### **8.9.2. CAREER COUNSELLING**

MEC Career Services and External Affairs Department and in coordination with Student Success Centre assists students with all aspects of career and professional development - from discovering personality traits that may influence preferred work environments to resume writing, interviewing and salary negotiation. The office is available to assist students, from the beginning of their programme study, in achieving their ultimate goal: to find satisfying employment within a selected area of interest.

Letters for training in companies/organisations during Summer period are issued by Placement and Industry Relations Unit. Students may request for training letters online through Letter request feature on the SIS. Training letters are issued only to those students who are enrolled in the 4th, 7th and 8th Semesters. Students who do not fall into this category but find a training opportunity on their own are required to bring an official letter from the company indicating that there is a vacancy in the company to provide training to the said student. A training letter will then be issued to the student. Students who have not registered for modules in a semester may not request for a training letter, unless the students have met the requisite eligibility for training/internship as mentioned in the rules and regulations. Students can refer to the rules and regulations available with the Career Services and External Affairs Department. Such requests are granted on a case to case basis.

### **8.9.3. PERSONAL COUNSELLING**

Adjusting to College life, managing time and relationships can be problematic 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 Student Success Centre to provide psychological counselling to students. For issues related to academic matters the student can also avail support from the Programme Managers, Module Leaders and Module Instructors.

## **9. STUDENT CLUBS AND ORGANISATIONS**

The College recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with similar rights and freedom of others. Also, the College recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the Institution. Any recognized student Organisation, after receiving approval of time and space, may hold group meetings inside the College building. The use of public address and sound equipment systems is prohibited inside the College premises. Any use of this equipment inside the College facilities must maintain a reasonable sound level. Any recognized student Organisation may invite persons from outside the College to speak with the approval of the appropriate authorities.

### **9.1. STUDENT ACTIVITIES**

The College recognizes the rights of all students to seek knowledge, debate ideas, form opinions, and freely express their views. But that right must not interfere with similar rights and freedom of others. Also, the College recognizes the right of freedom of assembly, but student gatherings must not disrupt or interfere with the operation of the Institution. Any recognized student Organisation, after receiving approval of time and space, may hold group meetings inside the College building. The use of public address and sound equipment systems is prohibited inside the College premises. Any use of this equipment inside the College facilities must maintain a reasonable sound level. Any recognized student Organisation may invite persons from outside the College to speak with the approval of the appropriate authorities.

The programme of student activities provided by the College serves a social and cultural role. Since many class projects include outside study, work or field trips, student activities are designed to serve a different purpose. Activities introduce students to many diversified social and cultural events taking place in the city. Student activities are coordinated by the Student Activities Unit which is assisted by the Student Council. Most of the events sponsored by the College are supervised by MEC staff. It is to be noted that the student conduct code contained in this handbook applies to all student activities on or off campus. In addition, the outlined penalties and disciplinary procedures will apply.

#### **Policy for forming Clubs and Organizations**

Students enrolled at the College are free to organize and are encouraged to join associations that promote their common interests, so long as the following apply:

- The purposes, principles and policies of the Organisation are consistent with the general philosophies and principles of MEC.
- Membership in the Organisation is open to all currently enrolled College students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion or gender.

- The policies and actions of the Organisation are determined only by those individuals who hold bonafide membership in the Organisation.
- A faculty or staff adviser has been appointed by proper authority (College Administration).
- The appropriate authority of the College has approved the written request of the Organisation for recognition.

## 9.2. STUDENT COUNCIL

Student council is a body of representatives elected by a majority of students from amongst the student community at MEC. The primary objectives of the Student Council include

- To serve as a liaison between the student body and the administration; cultivating friendships and cooperation among the students, faculty and staff, thereby fostering unity in diversity and the rejection of intolerance.
- To promote the general welfare of the students; to encourage personal responsibility, loyalty and a high sense of honour; and to further the principles upon which our College was founded and continues to operate.
- To actively promote and participate in student activities, service projects and other special events that arise.
- To represent the student body of MEC by providing a forum for expression, discussion and action concerning student's rights, privileges and opinions.
- To uphold the highest standards of personal integrity and honour throughout the College community by serving as the leadership of the student body.

### 9.2.1. STUDENT ADVISORY COUNCIL

The student Advisory Council at MEC is an elected body of 17 members including the president and vice president. It has three committees with three members in each of the committee.

#### a) The Student Council Office Bearers

1. President of the Council
2. Vice-President of the Council
3. Head of Academic Committee
4. Head of Student Services Committee
5. Head of Activities and Initiatives Committee

#### b) Criteria for President and Vice President of the Student Council

Both must fulfill the following conditions:

1. They must be Omanis.
2. They should have successfully completed:
  - 180 credit points of the 240 credit points for Diploma.



- 240 credit points of the 480 credit points for Bachelors.
- 3. 60 credit points of the 180 credit points for Master's.
- 4. Any student, taking position of President/Vice-President, is to run the council in that position one time only.
- 5. They must not take part in any administrative position in any student club.

**c) Criteria for other members**

A member of the Council must fulfill the following criteria:

1. Have, at least, successfully completed one semester with a work load not less than the minimum requirement;
2. OAM is not below 54 % for Diploma and Bachelor students
3. Have not exceeded the required term (study period) in the respective programme.
4. Is registered, at least, with the minimum required work load during period of membership, except for Summer Semester and last semester of study in the respective programme.
5. Have not faced a disciplinary penalty, or been condemned for any violation under disciplinary procedures

**Tenure:** The term for Student Council membership is one academic year starting from the date of announcing election results.

**d) Objectives of the Student Council:**

1. Representing the student community.
2. Participating in enhancing student experience, in terms of student learning, student research activity and student services.
3. Fostering effective communication skills and ethics; i.e., working with transparency, giving constructive feedback, not being self-opinionated, being responsible and being committed to make polite effective conversations at all times.
4. Developing student awareness of their surrounding community; i.e., encouraging them to practice social responsibility.
5. Developing patriotism and spiritual and ethical values.
6. Equipping students with the essential knowledge/awareness to building personality, enhancing sense of team work, practicing critical thinking, self-expression, openness to others and communication skills.
7. Representing and following up with all student community issues, needs, achievements.

8. Enhancing student activities in all fields; cultural, social, sport, art and others.
9. Strengthening values of volunteerism, thus supporting charity organizations and enterprises.
10. Helping excelling students to achieve more in studies, research and other related issues.
11. Bridging communication channels between the students and the working team of the institution (administration, faculty, and staff).

**e) Responsibilities of the Student Council**

1. Preparing the Council's annual plan, and proposing it to the Dean for approval. After approval, the annual plan is forwarded to Student Councils' Committee.
2. Discussing the budget of the Council that is proposed by the Student Council Office and forwarding it to the Dean for approval.
3. Making appropriate decisions and recommendations in harmony with the rules, regulations and instructions of the institution.
4. Representing students and the institution in external activities assigned by the Dean.
5. Discussing and approving the financial and administrative reports proposed by the Student Council Office.
6. Terminating the membership of any member of the council after approval of Dean who has been found guilty of committing a prohibited or offensive act/violation
7. Recommending whatever appropriate to enable the Council, itself, to practice its specialties and roles.

### **9.3. STUDENT CLUBS SOCIETIES AND HOUSES**

Belonging to an organization or club introduces MEC students to new friends and enriches the College experience. All students are encouraged to participate in one or more student activity groups to the extent that such involvement does not interfere with maintaining high academic achievement.

Several student clubs function at MEC. Each one of these functions with different objective areas viz. academic, extracurricular and sports. Each club functions under the supervision and guidance of an academic member of the staff. In certain clubs 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 by reaching them. Information is posted on the notice board from time to time describing the different events organized by these clubs.

## **MEC HOUSES**

The concept of “HOUSES”, aims to bring students and staff together from across departments to work and compete in social and cultural events. These events include a wide array of interests such as sports, photography, dramatics, arts and literary activities. There are four house at MEC.

The Housing System provides a platform for the staff and student community to display their talents and develop a sense of belonging. MEC members, both students and staff, are assigned to houses randomly through the Student Information System. House activities are governed by the Student Activities Unit in coordination with MEC Student Advisory Council and other support personnel. Students and staff members are encouraged to participate in inter-house competitions which are announced at the beginning of the academic year, and contribute to their respective houses.

## **10. HOSTEL FACILITIES**

### **10.1. HOSTEL ADMISSION**

The names of all the students admitted to the hostel will be entered in a register. The student shall sign the register kept in the Hostel Office within a fortnight after his/her admission. Once the student has been admitted to the hostel, s/he will not be permitted to leave without a written application of his/her father or guardian and without the permission of the Warden.

Rooms will be allotted by Wardens, taking into consideration the priority of the applications, seniority in the course of studies, result of the examination held earlier and such other criteria. No allotment will be made to students who have not paid their Institution fee and other fees. No student shall claim as a right, any particular room or seat in the hostel.

The Registrar or the Chief Warden may refuse admission to the hostel at any time as a disciplinary measure. Students must occupy the rooms allotted to them by the Warden. They shall not move to any other room except with the Warden's written permission. Allotment of a room made in favor of any student is subject to cancellation if such room is not occupied before the notified date. Students will also forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day. In all such cases the seat may be allotted to other deserving claimants.

### **10.2. HOSTEL FEES**

The rent for the hostels will be as determined and fixed by the College at the beginning of the academic year.

The hostel rent paid by a student covers rent for the room, furniture and fixtures, depreciation and utensils if provided. The hostel deposit should be paid at the

time of admission to the hostel. The above advance will be finally adjusted only at the end of the programme or when the student leaves the Institution.

Accommodation is given purely at the discretion of the Warden and on condition that the students agree to abide by all the stipulated rules and regulations. The Warden may refuse hostel facilities without assigning any reason. Students must get hostel registration at the time of registering for the programme.

**Students are requested to refer the Hostel Hand book for more details including the fees.**

### **10.3. VEHICLE PARKING**

MEC provides non – reserved parking areas for students and staff. Students and staff are expected to obey circulation rules by driving within specified speed and parking properly in designed areas. Royal Oman Police (ROP) conducts random inspection in and out of campus and may levy charge on violating parking rules. Any fine charged shall not be the responsibility of MEC.

## **11. FEE PAYMENT STRUCTURE**

### **11.1. APPLICATION FEE**

Application fee (non-refundable): RO 50 (Omani Riyal Fifty Only) per application.

### **11.2. CAUTION DEPOSIT**

Every student taking admission has to pay towards a refundable caution deposit of RO.100/-(Omani Riyal One Hundred Only) on admission. The caution deposit will be refunded at the time when the student is leaving the college. Caution deposit may be adjusted and paid in case any outstanding amounts are payable by the student.

### **11.3. TUITION FEE – GFP**

**Tuition fee are fully payable in advance.**

The payment may be made by cash, debit or credit card, cheque and/or bank transfer only.

Fees details are given below:

#### **Tuition Fees for Foundation Programme:**

- Language (3 Levels): RO 560/-(OMR. Five Hundred Sixty Only) per level
- Mathematics (2 Levels): RO 132/- (OMR. One Hundred Thirty Two Only) per level
- Computing (2 levels): RO 100/-(OMR. One Hundred Only) per level

### **11.4. ALL UG PROGRAMMES**

- RO 1,170/-(Omani Riyal One Thousand One Hundred and Seventy Only) per semester (based on 60 credit points per semester)

- Fees for Bachelor RO.9,360/- (Omani Riyal Nine Thousand Three Hundred Sixty Only)

### **11.5. CAUTION DEPOSIT HOSTEL**

Every student who opts for hostel facility has to pay a refundable caution deposit of RO 50/-(Omani Riyal Fifty only). The caution deposit will be collected in advance and will be refundable at the time of vacating the accommodation. Caution deposit may be adjusted and paid in case of any outstanding amounts by the student.

### **11.6. FEES FOR DROPPING OR WITHDRAWAL OF MODULES**

First month (after the Add/Drop period)	- 25% of module fees
Second month	- 50% of module fees
Third month	- 75% of module fees
Fourth month	- 100% module fees

## **PART B – PROGRAMME REGULATIONS**

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*Academic activities relating to programmes of the affiliated institution viz. University of Wolverhampton are strictly in accordance with the rules stipulated by University of Wolverhampton.*



## 1. EDUCATIONAL PROCESS

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. In addition to knowledge acquisition through class room lectures, lab based work and practices, the student is required to allocate time for library visits, internet based knowledge building and sharing, field visits, team work and other activities as may be appropriate to the chosen module. The student is encouraged to use the resources and other support facilities available for this purpose.

The College is committed to develop an efficient and flexible system of education. The College follows a semester calendar with FALL and Spring Semesters, each of fifteen weeks in addition to examination period and a Summer Semester of seven weeks in addition to examination period. The SUMMER session makes available a limited range of modules, subject to availability of teachers, which are either remedial in nature or are needed for the student to graduate.

A Degree plan for each student is made available on the SIS. The student is advised to contact his/her academic adviser for the same.

Each programme of study is made up of various modules. Each module carries certain number of credit points. Certain modules may require completion of a prescribed set of module(s). In other words, some modules have prerequisite(s). In some cases two modules will have to be taken together, i.e. registration to one module requires another module to be registered as a co-requisite. Accumulation of set number of credit points through core modules and specialization modules and fulfilling all other requirements results in different awards.

Normally a student is allowed to take a minimum of 2 modules and a maximum of 4 modules per semester. Exceptional cases will be taken up at the discretion of appropriate committees authorized for the same.

The minimum period required to achieve a Diploma and a Bachelor's Degree is 2 years and 4 years respectively (excluding the Foundation Programme) and the maximum period is 4 and 8 years respectively from the first date of registration. Such student's registering for Bachelor's is expected to complete all modules falling under the Diploma structure within a maximum allowed period of 4 years.

### 1.1. PROGRAMME OF STUDIES

Different programmes at undergraduate level are organized to have exit awards upon accumulation of set number of credit points.

#### 1.1.1. FIRST LEVEL OF EXIT: *CERTIFICATE*

The first level of exit with an award of Certificate is available upon achieving 120 credit points. These credit points need to be earned through a prescribed number of modules that are marked as College Requirements and Majors. A student, who exits with a Certificate, would possess very basic marketable skills and useful knowledge for addressing a work that demands very simple skills.

Usually a one year period of study over two semesters, each semester extending over a fifteen week period, is required under normal circumstances to meet the requirements for the award of the credit points required under this exit.

### **1.1.2. SECOND LEVEL OF EXIT: *DIPLOMA***

A title of Diploma with a specialization is awarded on successful completion of the second level and it necessitates achieving 240 credit points. These credit points need to be earned through a prescribed number of modules marked as College Requirements, Majors, Major Electives and General Electives. A Project related to the subject of specialization is an integral part of the requirements to be achieved for the award of a Diploma.

Thus for the award of a Diploma with specialization, 240 credit points are required to be achieved. For achieving this, normally a two year study period spread over four semesters, each regular semester extending 15 weeks is required.

### **1.1.3. Third Level of Exit: *Advanced Diploma***

A title of Advanced Diploma with a specialization is awarded on successful completion of this level which necessitates achieving 360 credit points. These credit points need to be earned through a prescribed number of College Requirements, Majors, Major Electives and General Electives and Project at Diploma level.

Thus for the award of an Advanced Diploma with specialization, 360 credit points are required to be achieved. For achieving this, normally a three year study period, spread over six semesters, each regular semester extending 15 weeks is required.

### **1.1.4. FOURTH LEVEL OF EXIT: *BACHELORS WITH HONOURS***

A title of Bachelors with Honours with a specialization is awarded on successful completion of this level which necessitates achieving 480 credit points. These credit points need to be earned through a prescribed number of College Requirements, Pathway Electives and Broad Electives, Special Topics and two Projects, one at Diploma level and the other at Bachelors (Honours) level.

Thus for the award of a Bachelors Degree with specialization, 480 credit points are required to be achieved. For achieving this, normally a four year study period, spread over eight semesters, each regular semester extending 15 weeks is required.

## **1.2. MODULE CHARACTERISTICS**

All programmes have certain modules in common which facilitate the student to achieve common skills and are usually accomplished through modules included under College Requirements. However, certain levels in terms of knowledge and skills need to be achieved that are unique to the specialization and programme. This differentiation is brought out with modules that are unique to each programme. These modules are usually considered under Majors and Major Electives/Pathway Electives. General Electives facilitate the student to choose modules across Departments and Special Topics facilitate departments to offer subjects of recent trends.

### **1.2.1. MODULE CHARACTERISTICS: *COLLEGE REQUIREMENTS***

Components related to business environment particularly in the context of Oman; elements relating to culture and heritage of Oman; fundamentals in different fields of science and technology constitute modules in College Requirements.

### **1.2.2. MODULE CHARACTERISTICS: *MAJORS***

Modules listed under Majors are Department specific, in the sense that Majors will be common to all programmes offered by the respective department.

### **1.2.3. MODULE CHARACTERISTICS: *MAJOR ELECTIVES OR PATHWAY ELECTIVES***

Major Electives/Pathway Electives govern the specialization. These modules contribute to building knowledge in areas of the chosen specialization.

### **1.2.4. MODULE CHARACTERISTICS: *GENERAL ELECTIVES OR BROAD ELECTIVES***

General Electives/Broad Electives are offered to equip the student in areas apart from the chosen field of study. It helps the student to build necessary skills and knowledge in one more area including the chosen area of specialization and thus widens the scope of search in the job market or progress towards further learning for higher awards.

### **1.2.5. MODULE CHARACTERISTICS: *SPECIAL TOPICS***

Special topics are assigned to the student at Bachelors level to facilitate him/her in Project related activities and to prepare the student for addressing the requirements of an industrial environment.

### 1.3. MODULE OUTLINES

A Module Information Sheet (MIS) containing all the details pertaining to the module is distributed to each student in the first week of each semester for all modules s/he has registered.

**Where more than one section of a module is taught**, the module description, objectives, and grading scheme will remain consistent across all sections but other elements are instructor specific and are governed by the department.

## 2. GRADING & EVALUATION

Grading and evaluation policies provide the student a clear understanding about course completion requirements and will enable the student to improve his/her performance.

### 2.1. EVALUATION PROCEDURES

1. The module instructor will arrange to share details of teaching plan, evaluation plan together with the module objectives, learning outcomes, background materials, etc. to all students with reference to the different modules taught by him/her.
2. The evaluation plan details how student performance will be evaluated for in-semester coursework and end-semester examination.
3. Each module shall be evaluated for a total of 100 marks involving in-semester coursework alone or in-semester coursework and end semester examination. Modules which are assessed completely through coursework are referred to as 100% coursework modules.
4. Coursework assessment shall be based on continuous evaluation, and shall include methodologies of assessment such as (1) Open book test (2) Closed book test (3) Individual Assignment (report/presentation) (4) Quiz (5) Group Assignment (report/presentation) (6) Case-Study (report/presentation).
5. A minimum of 40 per cent, based on the overall performance in all the assessments put together is required for passing a module. However, there is an additional pass requirement in the case of all modules that have coursework assessment and end semester examination components: Students shall be considered to have passed such modules only if they have scored a minimum of 25% marks in the external examination (end semester examination threshold pass mark) in addition to attaining an overall aggregate pass mark of 40%. (\* The regulation on end semester threshold pass mark shall be applicable to all students joining MEC from Spring 2017 semester onwards.)
6. Certain modules are 100% coursework modules which are assessed completely through coursework.
7. In the case of modules having end semester component It is mandatory that the student to attend the end semester component for a pass in that

particular module even if the student have acquired 100% marks in the coursework component

8. Student's performance will be documented and announced by the respective module instructor periodically.
9. 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 judgement passed.
10. As transparency and academic integrity are the keys to success of a teacher-led evaluation system, all course instructors will follow these guidelines at all times and for all modules they teach.
11. Students are advised to contact the module instructors to have a comprehensive understanding of a typical assessment for their modules.
12. It is the responsibility of the student to obtain the marks of his/her module from the teacher or through the SIS.

## **2.2. LATE SUBMISSION POLICY**

Students may contact their teachers for clarification on specific details of the submission time if required. The recommended practice at MEC is to set the cutoff time to 23:59 on the due date for all assessment submissions.

As per the Assessment Policy at MEC, for any late submissions, a penalty of deduction of 5% (five per cent) of the marks obtained for the resubmitted work will be imposed for each working day following the last date of submission till the date of actual submission. Assessment documents submitted beyond a period of one week after the last date of submission will not be accepted and will be awarded a zero for that assessment.

In cases where the submission has been delayed due to extenuating circumstances, the student may be permitted to submit the work without imposing the late submission policy. This extended period of submission will be one week from the original last date of submission. It is permitted only in those cases where the student has submitted the request for extension and supporting certificates online before the original last date of submission and has received an approval for the same. The requests shall be approved by the Module Leader and by Asst. HOD/HOD of the department concerned. The late submission policy shall then be applied if the student fails to submit the work within one week of the original last date of submission.

## **2.3. COMPENSATION POLICY**

The Diploma/Advanced Diploma Examination Board may offer a student a condoned pass in at most one module that the student has failed if as a consequence of the condoned pass being accepted the student becomes eligible for the award of a Diploma/Advanced Diploma, subject to the conditions mentioned.

The Degree Examination Board may offer a student a condoned pass in at most one module that the student has failed if as a consequence of the condoned pass being accepted the student becomes eligible for the award of a degree, subject to the conditions mentioned.

A student offered a condoned pass must indicate, in writing, his/her wish to accept the condoned pass following confirmation of the condoned pass eligibility/award by Examination Board.

### **Conditions for compensation**

A failed module may be assigned a condoned pass by an Examination Board subject to all the following conditions:

1. The aggregate coursework marks obtained in the module is not less than 30% of the total coursework marks
2. The aggregate end-semester marks obtained in the module is not less than 30% of the total end-semester marks
3. Condoned module may not be repeated or reassessed in any way in future
4. Condoned module may not be raised to a pass
5. Failure in the Diploma Project will not be condoned
6. Failure in the Degree Project will not be condoned

## **2.4. GRADING SYSTEM**

In line with grades awarded internationally and to encourage students with higher scores **Overall Average Mark** system is followed.

## **2.5. MARK DESCRIPTORS**

### **2.5.1. IP – IN PROGRESS**

The 'In Progress' marking shall be used when the student has been prevented by circumstance beyond his/her control, such as illness, accident or family emergency, from attending an end of semester examination and the module/credit point is not counted towards the calculation of the Overall Average Mark for that semester. However an IP is awarded only once per module and the student is required to re-register for the module after exhausting the allowed re-sit attempt.

**An IP will be awarded only after submission of a valid medical certificate within two working days from the date of the end semester examination which was not attended.**

An 'In Progress' is not intended to give an extension to a student who has completed all elements of a course with failing status, nor is it designated for a student who simply does not complete

requirements on time. It is not an option that may be elected by the student.

### **2.5.2. CP – CONDONED PASS**

The 'Condoned Pass' will be assigned to a failed module for which a student is eligible for after s/he indicates, in writing, his/her wish to accept the condoned pass, following the Examination Board. A condoned module may not be repeated or reassessed in any way and cannot be raised to a pass (Refer Clause 2.3 for the complete Compensation Policy). However, for the purpose of calculating Overall Average Mark the mark for the condoned module is taken as 40(forty).

### **2.5.3. W – WITHDRAWN**

'W' shall be assigned to a module in which the student withdraws formally within the prescribed deadline, after the period of Add/Drop.

### **2.5.4. FW- FAILED ON WITHDRAWAL**

'FW' shall be assigned to a module in which a student withdraws a module after the withdrawal period.

### **2.5.5. P – EXEMPTION**

'P' shall be awarded to a module in which the student has been granted exemptions based on the exemptions policy of the college. The transferred credits points shall not contribute to the calculation of Overall Average Mark and classification of the award.

## **2.6. AVERAGE MARK (AM) AND OVERALL AVERAGE MARKS (OAM)**

To be eligible for consideration for an award, a student must pass all the modules and satisfy all other requirements of the programme in accordance with the Assessment Regulations.

The classification of an award shall be on the basis of the marks and credits point accumulated by the student over the period of study for chosen award.

### **2.6.1. AVERAGE MARKS**

Average Marks obtained by a student in a semester is calculated using a weighting system that takes account of the credit point value of all the modules attempted and the marks obtained in those modules.

The AM is determined as follows:

Average Mark	=	M
Module Mark	=	$M(k)$ for module k
Module Credit Point	=	$CP(k)$ for module k
Total number of modules attempted	=	A

$$\text{And } M = \frac{\sum_{k=1}^A M(k)CP(k)}{\sum_{k=1}^A CP(k)}$$

## 2.6.2. OVERALL AVERAGE MARKS

Overall Average Marks obtained by a student in a programme is calculated using a weighting system that takes account of the credit point value of all the modules passed in the programme and the marks obtained in those modules.

The OAM is determined as follows:

Overall Average Mark	=	O
Module Mark	=	$M(k)$ for module k
Module Credit Point	=	$CP(k)$ for module k
Total number of modules passed	=	N

$$\text{And } O = \frac{\sum_{k=1}^N M(k)CP(k)}{\sum_{k=1}^N CP(k)}$$

### Requirements for Awards

The award of a **Diploma** may be made with the classifications of Pass, Merit or Distinction could be arrived at in accordance with the schedule set out in Table 1.

Average Mark Band	Classification
≥ 70%	Distinction
60% - 69%	Merit, Upper Division
50% - 59%	Merit, Lower Division
40% - 49%	Pass

Table 1: Certificate, Diploma and Advanced Diploma awards

The award of a Bachelor Degree with Honours may be made with the classifications of First Class Honours, Second Class Honours or Pass as set out in Table 2



Average Mark Band	Classification
≥ 70%	First Class Honours
60% - 69%	Second Class Honours, 1 <sup>st</sup> Division
50% - 59%	Second Class Honours, 2 <sup>nd</sup> Division
40% - 49%	Pass

Table 2: Bachelor Degree awards

The following indicative Equivalence tables (table 3 and 4) are provided considering the local requirements for equivalence under CGPA schema. It may clearly be noted that there are no specific rules of internationally converting the awards, because different institutions compare differently and hence the following are with approximate grade conversions between the two systems as applicable to our awards.

Classification	Equivalence
Distinction	Excellent
Merit, Upper Division	Very Good
Merit, Lower Division	Good
Pass	Satisfactory

Table 3: Indicative Diploma awards equivalence under CGPA schema

Classification	Equivalence
First Class Honours	Excellent
Second Class Honours, 1 <sup>st</sup> Division	Very Good
Second Class Honours, 2 <sup>nd</sup> Division	Good
Pass	Satisfactory

Table 4: Indicative Bachelor Degree awards equivalence under CGPA schema

The Grade Point for modules, Grade Point Average after a semester and Cumulative Grade Point Average (CGPA) shall be based on the following table (Table 5).

Grade	Mark	Grade Point
A	≥71	4.00
A-	67-70	3.75
B+	64-66	3.50
B	61-63	3.25
B-	57-60	3.00
C+	54-56	2.75
C	50-53	2.50
C-	48-49	2.25
D+	43-47	2.00
D	40-42	1.50
F	0 - 39	0.00

Table 5: GPA Table

## **2.7. DEAN'S LIST**

Students earning an Overall Average Mark of 65% and above from a programme shall be named to the Dean's List. The Dean's list will be published on the notice board at the end of every academic year (Spring Semester).

There is a provision for awarding Dean's list scholarships for meritorious students appearing on the Dean's list. However a student who is receiving any other scholarship is ineligible for the award. Eligible students placed on the Dean's list are required to apply for the scholarship within two weeks from the announcement of the Dean's list to be considered by the MEC Scholarship Committee which is the final authority in awarding scholarships.

## **2.8. STUDENT PROGRESSION**

A student who is on good academic standing will progress normally taking normal (full) work load of 60 credit points in a semester provided if all the pre-requisite conditions are met.

### **2.8.1. ACADEMIC PROBATION**

A student will be required to reduce the workload (academic probation) and register in a semester for a maximum of 45 CP if s/he has a backlog of more than 2 modules. A student who is on reduced workload/academic probation on account of backlog modules which are to be cleared is required to devise a remedial plan with the guidance of his/her respective academic adviser/(SSC). Such a student will be closely monitored by the Student Success Centre in consultation with the respective academic adviser. Such students will be allowed to take normal workload only after the backlog modules are cleared.

Student who failed in any module and s/he is eligible for supplementary is required to pass the same within the immediate two semesters during which the module is offered, failing which the student will be required to retake the module by paying the prescribed fee.

MOHE students who are on reduced work load /academic probation for 3 consecutive semesters shall not be allowed to continue his/her study on their scholarship as per the regulations.

## **2.9. INTERIM EXIT REQUEST**

Those students who are enrolled on Bachelors programme but would like to exit with a Diploma/Advanced Diploma due to unforeseen circumstances, personal or otherwise, are required to apply online via SIS after the announcement of the results but within ten working days from the announcement result.

## 2.10. REQUEST FOR GRADUATION NOTIFICATION

Students intending to graduate are therefore required to apply for graduation notification within three weeks from the announcement of semester result.

As per the regulation from Ministry of Higher Education students are allowed to receive graduation notification for their applied exit levels. Students under MOHE scholarship would follow the guidelines as per the regulations of the scholarship given.

## 2.11. ACADEMIC REQUIREMENTS

In order for a Certificate, Diploma, Advanced Diploma, or Bachelor's Degree to be conferred, students must have successfully obtained credits for all the required modules.

## 2.12. REASSESSMENTS

### 2.12.1. REASSESSMENT FOR MODULES WHICH CONTAIN AN EXAMINATION COMPONENT

Any student, failing a module but achieving a mark of at least 40% in the coursework component of the assessment, will have an opportunity to pass in the module by re-sitting the examination during a semester in which the module is offered. Re-sit examinations for all modules are usually offered during the Summer Semester. Students are also allowed to register for re-sit examinations during the regular semesters provided they get a clash free examination schedule.

Reassessment by re-sit of a module is restricted to one attempt and is free of charge. On failing the module after the resit attempt, the student is required to repeat the module and pay the prescribed fees. If a student fails to pass a module during retake attempt, the student would automatically have to retake the module again. No further resits for the module will be allowed for such students.

Any student, failing a module and achieving a mark of less than 40% in the coursework component of the assessment, will have an opportunity to pass in the module only by repeating the module by paying the prescribed fee during a semester in which it is offered.

The number of attempts to obtain a pass by repeating a module is not restricted. A student should complete the re-sit within one year of the original failure.

The maximum period allowed completing the programme Ref: Clause 5.1 General Regulations.

**A student is required to register for re-sit attempts.** Details of registration are notified through the notice boards and by email. Should the student fail to appear for the exam for which s/he is registered, the last achieved mark shall stand.

For a re-sit attempt the registration process shall be considered complete upon registration for examination through SIS or submission of the request form duly completed in all respect to the Registration Department. Incomplete forms are liable to be considered as **not registered**.

For students enrolled/admitted to MEC programmes from SPRING 2017 semester, minimum threshold marks are applicable for a pass in a particular module.

### **2.12.2. REASSESSMENT FOR MODULES WHICH ARE ASSESSED BY COURSEWORK ONLY**

Any student failing a module which is assessed by coursework only, may be reassessed only by repeating the module, during a semester in which it is offered.

The student shall be allowed to re-register once for the module by paying half the module fee. The student shall be eligible for only one re-registration per module as per this scheme. This shall be allowed only if the student has secured a minimum of 25 per cent of the module marks or 75 per cent attendance in the first attempt at the module. If the student fails to achieve a total of 25 marks or 75 per cent attendance then s/he shall have to re-register for the module by paying the total module fee.

### **2.13. END SEMESTER EXAMINATION DO'S AND DON'TS**

1. Students are responsible for ensuring their physical presence at the Examination Hall on the given day and time as per the examination time table.
2. Students must bring their MEC Identity Card and Hall Ticket for all the exams. In such case he/she will not be allowed to write the examination.
3. Students should not write or draw using pen/pencil on the Hall ticket.
4. Students are advised to have a copy of their examination schedules as published on the notice boards and web site for reference and planning.
5. Use of forged documents to gain entry into the examination hall or any unlawful means shall be viewed seriously. In such cases the relevant committees and authorized personnel would recommend appropriate actions which may include expulsion or suspension from college for a set time period.
6. Students are not allowed into the examination hall after 30 minutes from the commencement of the examination. Student is not allowed to handover the answer sheets within the first 30 minutes of the examination.
7. Students entering the examination hall should not carry anything other than the authorized materials for examinations. Possessing any material that may be used for cheating will be considered as malpractice.
8. Any student having contagious illness should be prevented from taking examination. Such student is advised to address his/her health condition on priority.
9. Students must follow directions provided by the Invigilators.
10. Students must write their MEC ID numbers on the main answer booklet and nowhere else.
11. Students should not directly or indirectly disclose their names or other identification marks in the answer scripts.

12. Student are not allowed to use notes, books etc. into the examination hall. Dictionaries are allowed for certain modules if specified by respective departments.
13. Students can clear any exam doubts with the Module leaders within the below mentioned time frame:
  - a. 1 hour examination (Theory and Practical) – first 15 minutes.
  - b. 2 hours examination (Theory and Practical) – first 30 minutes.
  - c. 3 hours examination (Theory and Practical) – first 30 minutes.
14. Exchange of calculators and stationery is not permitted during the examination. Exchange of diskettes/flash memories during the Lab Exams is also not permitted.
15. Use of electronic devices or communication networks, software/hardware or other methods not approved by the college, in order to gain advantage over other students or to tamper with the examination system are strictly prohibited and may lead to severe disciplinary action.
16. Answers must to be written using a colour pen (blue or black). Pencils may be used for diagrams and graphs.
17. All rough work should be done on the Answer book only and nowhere else.
18. Any form of malpractice is strictly prohibited. For rules refer Student Handbook. If any student found violating the above rules, his/her answer sheet will be cancelled and awarded zero, and/or debarred from taking the remainder of the examinations.
19. Any information found on the Hall ticket written or drawn by the student will be considered as Malpractice.
20. In case of Malpractice
  - a. The students have to fill-in and sign the Malpractice form supplied by the Assessment office acknowledging his/her indulgence, which will be countersigned by both the Invigilators.
  - b. The student has to leave the examination hall immediately.
21. Talking during the examinations is strictly prohibited.
22. Students may not provide assistance to or receive assistance from anyone during the exam. In such case students will face disciplinary action which may include cancellation of marks obtained in the module in the end semester exam.
23. In case of emergency situations, such as break down of electricity or break out of fire, the student should remain in the examination hall and follow the instructions of the invigilator.
24. Students who complete their examination before the allotted time are permitted to leave the exam room, providing 30 minutes have elapsed from the commencement of the examination. When students have finished their examination, or the time allocated for the examination has lapsed they are to:
  - a. Ensure that MEC ID written in Answer Booklet.
  - b. Ensure that the all the required information in the Answer booklet is written clearly.
  - c. Remain seated until the Answer booklets are verified by the Invigilator and the permission is granted by the invigilator to leave the Exam Hall.
25. It is important that students who have completed their examinations do not disturb remaining students who are still writing other examinations at the Exam Hall.

### 3. USEFUL CONTACTS

#### Campus Contact Information

**Middle East College**  
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#### Important Contact Numbers

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<b>Electronics &amp; Communication</b>	509/649	
<b>Civil Engineering</b>	646	
<b>Mechanical Engineering</b>	720	
<b>Electronics &amp; Communication</b>	507/511/513/508	
<b>Postgraduate Studies &amp; Consultancy</b>	576	
<b>Management Studies</b>	441/442	
<b>Mathematics &amp; Applied Sciences</b>	701/710	
<b>Centre for Foundation Studies</b>	565/558	
<b>Accounts Office</b>	419/417/421/418	
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