STUDENT HANDBOOK
POSTGRADUATE PROGRAMME
MSc Records and Information Management

PART A – GENERAL REGULATIONS

PART B – PROGRAMME REGULATIONS

Document Name & Type	MEC Postgraduate Student Handbook- RIM	Author/Department	Head, Registration Office
Approval Date	20/09/2022	**Effective Date**	20/09/2022
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<u>Revision History</u>

Revision No & Date	Date of Approval	Changes Made	Remark
13.01.2022	20.09.2022		Initial document.

Disclaimer

The statements and policies in this handbook are for informational purposes only and serve as guidelines for a successful campus life. The College reserves the right to modify the information in this handbook and keep students advised of any such changes.

WELCOME FROM 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 around 4000 students from 22 different countries. MEC offers 16 undergraduate and 5 postgraduate programmes offering its own degree in 03 programmes and others in academic partnerships with Breda University of Applied Science (Netherlands), Coventry University (UK), and University of Wolverhampton (UK). Middle East College is the first educational institution in the Gulf to offer specialized Diploma and Bachelor degrees in Contemporary Archives Science in collaboration with the National Records and Archives Authority of Oman. Now with the MSc in Records and Information Management, MEC has added one more programme of national importance. 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 the latest technologies in their field of study. Our students are provided with opportunities for developing their 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 strive to make useful contributions to education, knowledge, and society at large. With best wishes for a wonderful and successful year,

Kiran G R PhD
Dean

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PART A.   GENERAL REGULATIONS

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1. 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 Website: www.mec.edu.om

2. GENERAL INFORMATION

2. 1. USING THIS HANDBOOK

This handbook presents relevant information that the student will need to understand for their academic progress. As it only includes the most important details, students should also consult other sources of information such as those published by different departments and units. Students are encouraged to read through the handbook since it will familiarize them, from the outset, with the various aspects of their studies and the regulations and policies governing them. The answers to the most frequently asked questions are contained in this handbook.

Note: It may be necessary, on occasions, to amend or revise the details provided in this handbook.

2. 2. ABOUT THE COLLEGE

Middle East College (MEC) is an accredited college and has the distinction of being the largest private college in Oman. MEC is located in Knowledge Oasis Muscat (KOM), the Information Technology hub of the Sultanate of Oman. MEC, in collaboration with different distinctive educational organizations, offers a wide range of programmes in different areas, primarily catering to students in the Sultanate who are interested in furthering their career prospects in the emerging areas of Engineering, Information Technology and Management Studies. MEC is the first Microsoft IT academy in the country and is also a member of the Oracle Academic Initiative and the CISCO Networking Academy.

MEC is about 12 km from Muscat International Airport, providing easy access to students from any part of the Sultanate. The College with its vibrant student population is in close proximity to Muscat City Centre and Sultan Qaboos University.

2. 3. VISION, MISSION, VALUES

Vision statement: Contributing to the development of a harmonious and sustainable world through the pursuit of knowledge.

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

Values:

QUALITY: We challenge ourselves continuously in our quest for excellence.
DIVERSITY: We appreciate diversity of individuals, ideas and cultures.
TRANSPARENCY: We demonstrate integrity and openness in our conduct.
RESPECT: We discharge our responsibilities with respect for all.
COMMITMENT: We commit ourselves to the nation and its culture, intellectual inquiry and the environment

2. 4.   LEARNER ATTRIBUTES

- Professional competence
  - Domain knowledge and research skills
- Ethical awareness and practice
- Leadership and teamwork skills
- Communication skills
- Digital competence
- Intercultural competence
- Community engagement
- Lifelong learning

2. 5.   AWARDING BODY

Middle East College, Sultanate of Oman.

2. 6.   ADMISSION CONDITIONS FOR THE PROGRAMME

2. 6. 1.   MSc RIM – Master of Science in Records and Information Management

2. 6. 1. 1.   General criteria for admission to the programme

An applicant to the programme will normally be expected to possess the following:

a) An Honours degree of discipline in Archiving and Records Management or Libraries and Information, obtained from a recognized University/Higher education institution.

b) Have a minimum classification of Second Class, Lower Division or equivalent.

c) Have the English language proficiency of IELTS 3.0 or equivalent MEC English Placement Test score for the programme.

2.6.1.2   Special Admission conditions for the programme

A) Students who hold a Bachelor's degree in Legal and Administrative Sciences, Information Technology and other disciplines are accepted provided that they have professional experience in the field of Archives and Records management not less than two years, and proof of this shall be submitted.

B) Students from other disciplines (as mentioned in A) who do not have the required professional experience should undertake a 'Pre-masters course' of one semester. The programme consists of 4 modules with (12 credit hours/48 Credit Points). The completion of the Pre-masters course is mandatory for the admission in the Master's programme. The modules of the Pre-masters course can be exchanged/exempted based on the student previous experience.

C) English language proficiency of the student can be identified by

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the below:

    I.   The previous bachelor course medium of instruction was in English.

    II.   Student can be exempted from English language specified modules if the students possess IELTS certificate with score 3.0 or more or equivalent MEC English Placement Test score for the programme as per the table below:

IELTS score or MEC Placement Test Results	Exempted English Module
3.0 – 3.49	English module M- ARM 40010
3.5 – 3.99	English module M- ARM 40010 and M- ARM 40011
4.0 – 4.49	English module M- ARM 40010, M- ARM 40011, M- ARM 40012
4.5 and above	English module M- ARM 40010, M- ARM 40011, M- ARM 40012, M- ARM 40013

2. 7.   INTERNATIONAL STUDENTS

International students who are applying for graduate courses should get all the academic documents attested from Ministry of Education and Ministry of Higher Education, Research and Innovation as the case may be. The entry conditions remain same for all irrespective of their nationality.

2. 8.   FEE PAYMENT STRUCTURE

Fee includes Application fees, Caution Deposit (refundable fees), Tuition Fees, Hostel fees or any other dues from Student to MEC during the course. Students are responsible for paying the fees in accordance with MEC rules and regulations even if it is sponsored by a third party. MEC reserves all the rights to collect any pending fees payments from them. For all fee related issues such as outstanding balance, sharing online payment evidence, and discount not received, students must contact the Accounts Office (AO) by email "**ao@mec.edu.om**".

2. 8. 1.   APPLICATION FEE

Application fee (non-refundable) OMR 100 (OMR. One Hundred Only) per application.

2. 8. 2.   CAUTION DEPOSIT

Every student taking admission has to pay towards a refundable caution deposit of OMR.100/- (OMR. One Hundred Only) on admission. The caution deposit shall 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.

2. 8. 3.   TUITION FEE

Tuition fee is the fee charged by MEC for a particular programme certification opted by the student. Tuition fee are normally paid in advance.

Instruction for Payment:

1) Pay by adding MEC as biller in Bank Muscat M-Banking application.
2) Deposit in Bank Via Internet/Online: Student can transfer money in College Bank accounts by adding MEC as beneficiary
    a.   Bank Muscat: 0315003468080017

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b. Bank Ahli: "6101-066544-001"

c. Bank NBO: 1051667669002

Student MUST mention unique Student ID in "Remarks" for identification. After payment intimate to AO@mec.edu.om to avoid delay in payment posting/issue of receipt.

3) In case of deposit of Cash in CDM machine, student should send email to AO@mec.edu.om with picture/scanned slip with Student Id mentioned in email.

4) MEC students can use Local & International Banks DEBIT / CREDIT CARD* to pay fees through ONEIC (www.tasdeed.om)

   *The Debit/Credit Card should be enabled from their bank to pay online.

5) Pay at Cash counter in college campus.

6) Payment through Cheque: Student can submit cheque to account office with student id & contact number mentioned overleaf. In case of cheque is returned unpaid due to insufficient fund or any other reason, student must pay cheque amount in cash within 5 working days of intimation from MEC, to avoid any legal proceeding.

Fees are subject to change by 2% annually and based on student progression within the programme.

2. 9. STUDENT IDENTITY CARD

On completion of admission formalities each student will be issued an ID card with multiple functionalities such as student identification, printing facility from college printers, access control, and library use/book circulation. Other features, which may be added soon, include fee payment, Sunray system login, hot desking, and payments in the cafeteria. Students should always possess the ID card while on campus and on some occasions while they are not on campus as well. The student should:

a) accept responsibility for any damage or loss of the card including any money that is stored in the card.

b) use the card responsibly for his/her own purposes and not share it with anyone.

c) Understand that, if the card is lost or damaged, he/she will have to pay an amount of RO 10/- (Omani Riyal Ten Only) for a duplicate card to be issued.

d) abide by MEC IT Policies and Procedures and understand that he/she is liable to disciplinary action if found violating the same.

e) understand that ID cards are non-transferable. Students must carry the ID cards while on campus and present them on request by security personnel.

f) report and submit any lost and found ID cards to the Security Services Office.

2. 10. STAFF/STUDENT MEETINGS

These are opportunities for all students on the module or programme to meet the 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 the Deputy Dean and Registrar. Such meetings will be considered unlawful, and action will be initiated as per disciplinary policies, which may include expulsion from the college.

2. 11. NOTICE BOARDS

Students are advised to check the appropriate notice boards on a regular basis (everyday). The notice boards are located in different areas in the campus for easy access. 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 Head of Media,

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Communication and Admission Department. Failure to do so shall invite stringent action which may even lead to expulsion from the College as per disciplinary policies.

2. 12. 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 on Student Information System (SIS) and mentioned in Module Information Guide (MIG). Students are welcome to meet members of faculty during their office hours. Students who would like to meet any staff during their office timings (face-to-face / online) should take an appointment through SIS.

2. 13. CAFETERIA

The College campus has several spacious cafeterias with a pleasant ambience, serving 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 male and female students. MEC ensures the quality of services offered by the cafeteria through continuous quality control measures which also include collecting feedback from students and staff. The cafeterias are closed during the holy month of Ramadan.

2. 14. WELLNESS CENTRE

MEC believes that good health is vital in the fulfilment of students' academic as well as personal aspirations. MEC Wellness Centre operates at AL KHWARZMI building supported by first aiders in each building. The Wellness Centre operates from 8.00 am to 8.00 pm. Additionally, resident nurses are available on call in the girl's hostel of MEC.

2. 15. ALUMNI

MEC believes in strong relations with its alumni. Alumni surveys are conducted every year to receive 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 for alumni. Additionally, the alumni are members of Programme Advisory Committee. They 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.

3. GENERAL STUDENT POLICIES & PROCEDURES

3. 1. STUDENT RESPONSIBILITIES

Students are expected to:
1) plan and register into his/her programme of study and make necessary amendments if required.
2) register for modules as per his/her degree plan and in consultation with the respective academic advisor 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 with regard to the registration process.
3) complete all elements of assessment according to the instructions given by different instructors and such others who are engaged for the purpose of assessing his/her performance.
4) meet his/her academic advisor regularly and at appointed times and keep the advisor informed about matters that are likely to affect his/her academic performance and those that require the advisor's intervention.

5) 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.

6) 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

7) 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.

8) inform appropriate departments and members of faculty of any circumstances likely to affect his/her academic performance.

9) immediately inform the Registration Office of any change of address and contact number.

10) check, preferably daily, the notice boards and emails, for any information that may be directly or otherwise be required to be provided and respond on time.

11) keep student Identity Cards at all times while on campus and sometimes off campus when required.

12) read, understand, and keep copies of all official forms he/she is asked to sign.

13) to vacate a building when a fire alarm is activated and follow the instructions given by the fire wardens.

14) to be responsible for any personal possessions that he/she brings to the campus. In case any such property is found unattended, it shall be deposited with the Security Services Office and can be claimed within 30 days or else it may be discarded.

3. 2.   STUDENT RIGHTS

The students have the right to ask about the college's programmes, facilities, fees, financial aids and refunds, their academic progress, attendance status, and provisions available to students with disabilities.

3. 3.   STUDENT CODE OF CONDUCT

All students must abide by applicable government laws, college rules, regulations, policies and procedures. Any offence related to person, property, operations of college or welfare, health and safety may be subject to disciplinary action based on the severity of violation of the code of conduct.

1) Students should not harass, threaten or use physical force in a manner that endangers the health and safety of another person, both physically and mentally.

2) Students should not be involved in destruction of college property/IT resources/ Laboratory equipment etc.

3) Smoking is prohibited on the MEC campus.

4) Any alcoholic or banned drugs are not allowed to be brought, stored, or consumed in the college premises.

5) Food and beverages are not permitted inside classrooms, laboratories, and prayer rooms, discussion rooms and the library.

6) Dress modestly and appropriately in line with the values of Oman and Islam norms. As per the requirements of Ministry of Higher Education, Research and Innovation, female students should not cover their face with veils.

7) Students must not falsely report fire or activate emergency warning equipment.

8) Students should not use college email services for unlawful activities and personal use that violates other college policies.

9) Mobile phones must be turned off during all classes.

10) Students must not indulge in any act or behavior that may cause disturbances within the college premise.

11) Students are not allowed to display unauthorized materials such as posters, flyers, and

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advertisements under any circumstance.

12) Students must always be respectful to others and must not engage in communication which can be interpreted offensive, threatening, bullying, obscene, racial, derogatory, and discriminating.

13) Students must carefully think before posting or publishing any content on social media channels or other online channels

14) Students must not publish or communicate false and defamatory content and that could potentially harm the reputation of an individual or the college.

15) The MEC logo is copyrighted with the Ministry of Commerce, Industry and Investment Promotion, as per the Law for the Protection of Copyright and Neighboring Rights issued by Royal Decree No 65/2008. Misuse or inappropriate use of the MEC logo is prohibited

16) All images/videos created by the Media, Communication and Admission Department are owned and copyrighted by MEC. Any reproduction, duplication, transmission or publication without permission from the Media, Communication and Admission Department is prohibited.

17) Students must not come to college if they are diagnosed with any communicable disease such COVID-19. It is the responsibility of the student to inform the college in writing if any of his peers or staff has come in his/her contact during the period that student was infected.

18) Students must adhere to the health, safety and fire protocols and communications from the college time to time.

3. 4.   PANDEMIC AND PRECAUTIONS

Students must adhere to all government-mandated cautions, requirements, and decisions, in addition to any specific announcement issued from the college.

3. 5.   DISCIPLINARY ISSUES

The following process is initiated in the event of a disciplinary case lodged against a student.

1) Student Experience Office (SEO) confirms the lodged issue as a disciplinary case and informs the Student Disciplinary Committee (SDC).

2) The Student is given three chances to meet the Student Disciplinary Committee to investigate the case. In cases where the student is not responding to the meeting invitation, the Committee has the right to take the decision or give recommendation to Deputy Dean & Registrar for further action.

3) The Student Disciplinary Committee investigates the case and obtain an undertaking from the students involved in the misconduct.

4) An appropriate action against the specific misconduct is decided upon by the committee based on an investigation (verbal warning and issuing first written warning letter which is prepared by SDC). If the student is satisfied with the decision of the committee, the case is closed at this level. If the student does not accept the decision of the committee, he/she can appeal against the decision to the Deputy Dean and Registrar (DDR).

5) In cases wherein the Committee recommends serious actions like a second warning letter, suspension or a termination letter (which are prepared by SDC and signed by the DDR) for a student, his/her case is forwarded with specific recommendation to the DDR for final decision/approval. The final decision, which is approved by the DDR is communicated to the student and his / her sponsor through a written letter and an e-mail sent to him/her.

6) If the student does not accept the decision of the DDR, he/she can appeal against the decision to the Dean. Thereafter, the Dean's decision will be final and binding.

3. 6.   STUDENT GRIEVANCE REDRESSAL

1) If a student faces any issue related to teaching and learning or with any services offered by the

college, the student may contact the staff concerned. The staff member meets the student to collect all the information related to the complaint and attempts to resolve it at this level. If the student is satisfied with the response from the respective staff, the issue is closed at this level. If the student is not satisfied with the response, he/she can take the issue to the HoD/ Asst. HoD of the department concerned.

2) The student may contact the HoD/ Asst. HoD of the department concerned who works on resolving the issue at this level. If the student is satisfied with the response from the HoD/ Asst. HoD, the issue is closed at this level. If the student is not satisfied, he/she can take the issue to the Student Experience Office (SEO).

3) SEO gathers all the details regarding the issue from the student in writing and fills the prescribed online form which contains the description of the complaint. An automated email is sent to the HoD/ Asst. HoD concerned to give feedback and response on the particular issue referred to him/her.

4) The student gets an automated email informing him/her of the response given from the HoD/ Asst. HoD. If the student is satisfied with the action taken, the complaint is closed at this level. If not, the issue is referred back to the SEO.

5) SEO provides feedback on the particular issue for explanation and better understanding based on an investigation undertaken with the HoD/Asst. HoD. The student gets an automated email informing him/her of the response from the SEO. If the student is satisfied, the complaint is closed at this level. If not, the issue is escalated to the Deputy Dean & Registrar/ Associate Dean concerned, depending on the reporting structure.

6) The Deputy Dean & Registrar/ Associate Dean concerned takes a decision and gives feedback on the particular issue referred to him. The student gets an automated email informing him/her of the response. If the student is satisfied with the action taken, the complaint is closed at this level. If not, the issue is escalated to the Deputy Dean & Registrar. In cases where the complaint is against staff coming under the reporting structure of the DDR, the case is escalated as per the HR policy (Staff Grievance).

7) The Deputy Dean & Registrar takes a decision and gives feedback on the particular issue referred to him. The student gets an automated email informing him/her of the response from the Deputy Dean & Registrar. If the student is satisfied, the complaint is closed at this level. If not, the issue is again referred back to the SEO.

8) SEO gives the feedback on the particular issue for explanation and better understanding as per the updated feedbacks, and the student gets an automated email informing him/her of the response from the SEO. If the student is satisfied, the complaint is closed at this level. If not, the student can appeal to the Dean.

9) The Dean reviews details of the case as given by the student, responses at each level of appeal, and also discusses the issue with the Head of the concerned department or might request to meet the student in person. Thereafter, the Dean's decision is final and binding.

10) Only after completing all the above levels of the grievance procedure inside the college, the student can approach the MoHERI to submit his/her complaint, based on the regulations and the policy of submitting grievances from students studying in the Private Higher Education Institutions. (to be referred to MEC portal).

11) Any grievance which the student wants to officially raise MUST be registered by the student with the SEO latest before the start of next semester.

12) Any grievance related to award of grades/marks in an assessment shall be dealt with in accordance with the Grade Appeal Policy and Procedure given in this handbook.

3. 7.   RESPONSIBLE USE OF COMPUTER RESOURCES

MEC's policies concerning unauthorized use of computer resources include but are not limited to

the following.

1) Student must not download, create, store or transmit any other material which contain pornography, or which encourages violence, hatred, racism or any illegal activity.
2) Student must not make unauthorized entry to any other computer or networks, using MEC computers or networks.
3) Students must not try to access any data or program which they are not authorized.
4) Student must not share any information or devices which is used for identification and authorization such as, MEC account(s), passwords, PIN, secure token etc.
5) Student must not use software which is not on the MEC standard software list. Shareware or freeware software which are non-standard, must not be used without the IT Services Office's approval.
6) It is prohibited to use non-approved security programs or utilities that may be harmful to a system or that may reveal or exploit any weakness of a system, (e.g.: Packet sniffers, Port scanners, Password cracking programs or any other non-approved programs).
7) It is prohibited to send or forward e-mails that are part of chain letters.
8) E-mail users should not misrepresent and create a false impression by giving opinions or statements on behalf of MEC without prior authorization.
9) Confidential or sensitive MEC information must not be sent, forwarded or received through non-MEC e-mail accounts.
10) Students should not share their password or allow anyone to login using their ID.
11) Student must not use computer labs through 'Remote Access' during college hours unless it is for their schedule lab class or the lab is free as per the timetable. The remote access to these labs for purposes other than scheduled lab sessions is however recommended after 8pm and on weekends.

3. 8. 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 7:00 pm
Saturday   9:00 am to 1:00 pm
Friday   Closed
MEC's E-Library can also be accessed online 24X7 using the link https://elibrary.mec.edu.om/index

Registration Office
Sunday to Thursday   8:00 am to 12:30pm; 1:15 pm to 6:00 pm
Friday & Saturday   Closed

Front Desk & Security
Sunday to Thursday   7:45 am to 9:00 pm

Wellness Centre
Sunday to Thursday
8:00 am to 12:30pm
                                1:15 pm to 5:00pm

Student hub timings
Sunday to Thursday   7:30 am- 8:00 pm

Class Timings
As per timetable

4. ACADEMIC POLICIES AND PROCEDURES

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

4. 1. ACADEMIC REGULATIONS FOR THE PROGRAMME

The programme would be run primarily adhering to the Academic Regulations of Middle East College, applicable to all taught postgraduate programmes of the college. The overall assessment of students, progression and the granting of the college's taught postgraduate awards will be in accordance with the appropriate and relevant Academic Regulations of Middle East College applicable for this programme.

4. 2. REGISTRATION POLICY

4. 2. 1. MODULE REGISTRATION SCHEDULES

Module Registration shall start and end on the dates notified in the Academic Calendar. Changes, if any, shall be communicated through appropriate media.

4. 2. 2. MODULE REGISTRATION

1) Students can register for modules through the Student Information System (SIS). Full-time students must enroll on 180 credit points a year, normally with 60 credit points in each of the three semesters.
2) Part-time students are required / expected to enroll on 90 credit points each year, normally with 30 credit points in each of the three semesters.

4. 2. 3. ADD/DROP PERIOD

Students are permitted to add or drop modules online, without paying a penalty, during the Add/Drop period. Add/Drop takes place during the first week of classes during the Fall, Spring and Summer semesters.

4. 2. 4. MODULE WITHDRAWAL

A student who wishes to withdraw from a module after the Add/Drop period, but before the end of the half-way point in the module, will be required to complete the module withdrawal process by applying through SIS. They will also need to pay the prescribed fees *(Please refer clause 2. 18. 2.)*.

4. 3. RE-JOINING

Students who desire to re-join the College after having withdrawn may be considered for re-admission which is not automatic and will take into consideration several factors including but not limited to availability of Modules being offered, reasons for withdrawal, etc.

It is important to note that, if a student re-joins (maximum period of study applies) to complete the study within a period of three regular semesters, the same fee structure prevailing at the time of exit will be applicable.

Students re-joining after having withdrawn or after having dropped for more than three regular semesters, 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 out a prescribed form for re-joining which is available at the Registration Office and follow the usual procedures for module registrations. However, such students shall be registered one day after reporting to the College. The Registration

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

4. 4.   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 due to the college have been paid in full which includes but is not limited to the hostel, cafeteria and library. No student will be allowed to register modules for the next semester until fees for all preceding semesters have been paid in full and advance payment has been made for the semester. Students may approach the AO for various payment options. Documents such as letters and transcripts shall not be provided in case of outstanding fees.

4. 5.   ATTENDANCE

Classes will be conducted in Full Time / Part time (Week Days / Weekend) in **blended mode (**50% in-class sessions and 50% online sessions)**.**

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

Student with attendance between 40% and 49% (overall with in-class) is eligible to appear for/submit the assessments which will be evaluated. However, if the student secures passing marks in the module, the final marks will be capped to 40 and if the student fails, will be given a re-sit opportunity. Students with attendance more than 35% but less than 40% (overall with in-class) , can apply for exemption in attendance to the Academic Exemption Committee with relevant supporting documents. The document should be submitted by week 11 of every semester and if the committee approves, it shall be considered for evaluation. In this case, if the student secures passing marks in the module, the final marks will be capped to 40 and if the students fail, will be given a re-sit opportunity.

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

4. 5. 1.   ATTENDANCE MONITORING

In the case of modules registered for the particular semester, attendance will be monitored and reports indicating absenteeism of the student is sent through e-mails on a periodic basis. However, the student is responsible for ensuring that his/her attendance stays within the specified limits and should continuously monitor his/her attendance through 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.

4. 5. 2. COMING LATE TO CLASS

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.

4. 6. QUALITY ASSURANCE

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

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

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

5. STUDENT SUPPORT AND GUIDANCE

5. 1. ACADEMIC WRITING

The Centre for Academic Writing (CAW) aims to provide a comprehensive writing support programme for undergraduate and postgraduate students at MEC. The interventions include scheduled writing courses for selected modules, weekly workshops in HyFlex mode, consultations (both online and face-to-face), and adoption of research-informed models such as genre-based and corpus-based pedagogies.

At present CAW offers support for selected modules that involve a substantial amount of writing through scheduled contact hours. The language support and learning materials provided by CAW are based on the writing requirements of the coursework in each module and are planned in consultation with the respective Programme Managers, Module Leaders and faculty teaching these modules.

The Centre also offers customized writing support through one-to-one consultations for assignment writing. Students can book multiple appointments with CAW faculty through the student information system. Students have access to videos prepared on CAW workshop topics for asynchronous learning through MEC Learn. The CAW website (https://qms.mec.edu.om/caw/) facilitates access to learning materials, CAW services such as registering for workshops and booking consultations, and announcements of CAW events.

5. 2. STUDENT SUCCESS CENTRE

The Student Success Centre (SSC) in MEC supports students for their academic success . The mission of SSC is to enable sustained improvement in academic performance of the students including those with learning difficulties, facilitate professional competence and clarify the policies, regulations, rules and procedures of the institution to ensure optimal compliance.

OBJECTIVES

1) To intensify and strengthen academic advising on academic, career, personal and social matters.
2) To facilitate better understanding of 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/alumni mentoring in various academic

departments

5) To identify issues affecting performance of academically weak students and providing appropriate interventions including counselling.
6) To provide special support 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 activities and awards

5. 2. 1. ACADEMIC ADVISING

a) Every student in MEC is assigned with an Academic Advisor during his/her study at MEC and students on weak academic standing shall be assigned an additional advisor from Student Success Centre and develop an appropriate remedial plan.

b) Academic advisors 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 advisors in SSC and develop an appropriate remedial plan.

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

  - Students can also meet the programme team consisting of the following members:

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

- **Module leaders and Module Instructors:** There will be a module leader for each module, who will be responsible for coordinating teaching and assessment within that module, ensuring deadlines are followed with regard to examination setting and submitting marks in preparation for the assessment board meeting. In addition to the module leader, there may be several lecturers involved in teaching each of the modules on the programme. An instructor may be responsible for lectures, tutorials, seminars or workshops on a particular module. If students have a problem that concerns some aspect of the work they are engaged in, they can inform the module instructor or module leader for that particular module

about their difficulties. In some cases, it may be useful to consult their Academic Advisor or the Programme Manager, as the problem may be a general one that can be resolved by appropriate representation.

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

5. 2. 2. PSYCHOLOGICAL COUNSELLING

- Faculty and Academic Advisors at SSC shall refer students with personal, or other psychological problems to the counsellor at SSC.
- Cases that require further clinical assistance shall be referred to external professionals, with the consent of the student concerned.
- Student counselling details shall be kept confidential.

5. 2. 3. PROVISIONS F O R STUDENTS WITH MEDICAL CONDITIONS

- Students with any medical conditions, that affect their studies, shall be supported by an Academic Advisor at SSC.
- SSC shall work closely with relevant departments to ensure that the necessary support for such students is provided.
- Confidentiality shall be maintained while dealing with students with special medical conditions.

5. 3. LEARNING RESOURCES

5. 3. 1. LAB FACILITIES

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

a) Use of extensive computer facilities – MEC has around 1000 PCs with substantial specialist computer suites, available until 8.00 pm on-campus, whereas they are also available 24/7 through 'Remote Access' from anywhere outside the campus. The remote access to these labs for purposes other than scheduled lab sessions is however recommended after 8pm and on weekends..

b) Access to a huge variety of the latest standard and specialized software installed on student computers.

c) Extensive wireless network on campus – free access to Wi-Fi.

d) IT Helpdesk/STL (Student Technology Leaders) to help with computer and IT services.

e) Cloud email service and personal 1 TB storage space for saving study files that can be accessed.

f) Support and resources for activities related to research and innovation.

g) Print facility from various printers across the campus.

Students are encouraged to use the labs available in the college. There are several labs with computers, electronic equipment's, supporting software and hardware, and

internet facility. Additional computer time is provided to students upon availability and prior booking with the respective Lab Technicians. Students are advised to follow all safety rules in all department operated labs. As each lab has a specific focus such as software lab, hardware lab, electronics lab general purpose lab etc., students are required to identify the lab that may want to use. They are welcome to take help from the Lab Technicians to identify the lab that would prove useful to their interest for further study and practice.

5. 3. 2. LIBRARY RESOURCES

The Library & Learning Resources Center supports the students in identifying and accessing all required printed text and reference books available within the library and also electronic resources available globally. Both types of available resources support the course and research needs of students and staff. One of the main resources available is a core collection of essential reading and reference books listed in the course outlines of the modules. MEC Library subscribes to various e-databases which contain electronic versions of journals, case studies, theses and dissertations and magazines, which are available both online and off campus to all its registered users. The library building has spacious reading areas, both individual and group study areas, discussion rooms, PG study suite, lending desk, online search and booking console, and photocopying facilities. There is an 'issue and return' rule to be followed by all library users. Library staff explain these rules, along with the procedure to use the library resources, during the Orientation Programme for new students. The Library also conducts many awareness sessions and activities for encouraging students to use its facilities.

Students are informed about the relevant reading materials for every module they register at the beginning of the semester by their respective module teacher through the Module Information Guide and discussion on the same by their faculty in the first week of the semester. Students are provided with additional learning materials in the form of lecture Power Points and links to additional reading material by their module teachers through MEC Learn. MEC Library has subscription to several databases that serve all academic programmes that aim to serve students and academics in research, student assignments and reading. The databases usually subscribed by the library are listed below.

1- OMREN – Masader
2- ProQuest – Dissertation
3- ProQuest – E-Book Central
4- ProQuest – Central
5- Emerald Management
6- Al Manhal

For more details, please visit https://elibrary.mec.edu.om/Mec

5. 4. CAREER SERVICES AND ENTREPRENEURSHIP OFFICE

Career Services and Entrepreneurship Office assists students with aspects of their career and professional development. It conducts relevant workshops, organizes campus interviews, career fairs, and assists the students by providing letters for training and internship in companies/organizations. Students may request for training letters online through the Letter Request feature on the SIS. Information about availability of job vacancies are communicated to students and alumni through this office.

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5. 5.   COMMUNITY OUTREACH AND ACTIVITIES

5. 5. 1.   ACTIVITIES OFFICE

Activities Office is the main contact point for organizing, supervising, and managing extracurricular activities for students. All societies and Rovers club are under Activities Office. Membership to Rovers club is open to students with good conduct, communication skills and the spirit to serve as volunteers. Students can approach activities office if they want to participate in any external events. Students shall intimate the Activities Office regarding their participation in external events during the semester. Students must attend all scheduled classes and will not be given class attendance on account of participation in activities. A student who missed a module coursework component due to official participation in an external competition, is eligible for a make-up test. Participation in activities will be strongly discouraged during the final exam period. However, a student who is a member of a national team may be granted IP status if all program requirements are satisfied. In case students are representing MEC in national and international events then part of the expense may be borne by the college depending on the importance of the event and level of student participation. Community Outreach activities are conducted by the Community Outreach and Activities department by involving students with governmental and non- governmental organizations and schools. Students involved in community outreach do not receive academic credit. The Activities Office also conducts inbound and outbound international exchange programs.

5. 5. 2.   Societies and Clubs/Student Chapters at MEC

A Society at MEC is defined as an organization supervised by MEC staff in association with external experts/organizations. Due to the generic nature of a society, students across specializations can seek membership. There are currently 6 societies: Health, Safety, and Environmental Society; Art and Craft Society; Photography Society; Music and Drama Society; Literary and Debating Society; Sport Society. All societies are under Activities Office.

Programme offering academic departments have clubs/chapters of professional bodies associated with them. The clubs/chapters organize activities related to various specializations offered by the department. The goal of the clubs/chapters is to engage students in co-curricular activities such as domain related workshops, training, certifications, guest lecturers and competitions. The coordinators of clubs/chapters prepares their annual activity plan in consultation with students and the respective Heads of Department. There are currently 10 clubs/chapters at MEC: IEEE Student Chapter, ASME Student Chapter, IMechE Student Chapter, ICE Student Chapter, CEO student chapter, BCS Student chapter, CIOB student chapter (Tomorrow's Leaders' community) and, IEOM student chapter ,Archives Club; Post Graduate Club.

Membership
Students are automatically members of clubs representing their specializations and are not required to register formally to be members whereas for the student chapters, student may have a free membership or paid membership as per the regulation of the respective chapter.. Membership in societies is open for all students. Students are allowed to register in a society only during the module registration period through SIS.

a) Certificates
Students get points on the level of participation in activities as per the point system:
A student who accumulates:

- 250 points and above is eligible for Diamond Member Certificate
- 100 - 249 points are eligible for Gold Member Certificate.
- 50 - 99 points are eligible for Silver Member Certificate.

Based on the points collected students are recommended for scholarship (for extracurricular activities) from college.

b) Point System

Points may be accumulated based on whether the event can be categorized as institutional, national, international, or individual.

- **College Level:** Any student event organized by MEC.
- **National Level:** Any event organized by MEC or other institutions open to participants across the Sultanate.
- **International Level:** Any event outside the country/or in Oman but of International significance.

The points for this category are only generic descriptors; actual allotment of points is subject to the evaluation of the nature of participation by the Committee on Student Affairs, External Relations and Community Outreach.

- **Participation in person:** Any event that involves participation at the individual level such as online submission of the student's work (e.g. photographs) and Summer School Programs.

	College Level (any student event organized by MEC)	National Level (any event organized by MEC or other institutions open to participants across the Sultanate)	International Level (any event outside the country/or in Oman but of International significance) (The points for this category are only generic descriptors; actual allotment of points is subject to the evaluation of the nature of participation by the Committee on Student Affairs, External Relations and Community		
			(Participation in person)	(Online submission of photographs etc.)	Participation in Summer School Programs
First Prize	60	80	120	60	NA
Second Prize	50	70	100	50	NA
Third Prize	40	60	80	40	NA
Participant	10	20	60	10	60 (going for Summer Schools)
Organizer	20	40	60	NA	NA
Attendees (in college)	5	5	10	NA	NA
Attendees (outside college)	NA	10	15	NA	NA

5. 5. 3. Student Welfare Office

Student Welfare Office is responsible for collecting applications for the economically weak students' scholarship category. A student with total family income RO 600 and below can approach Student Welfare Office for more details. The applications are submitted to the scholarship committee for consideration.

5. 6. SCHOLARSHIPS AND STUDENT RECOGNITION

Scholarship awards are granted at the start of every academic year by the Scholarship Committee. Students who excel in co-curricular and extra-curricular activities are recognized for their participation and/or achievement in relevant activities. Community Outreach and Activities Department shall be responsible for identifying and promoting students who take part in extra-curricular activities.

Categories of scholarships and recognitions at MEC:

5. 6. 1. Scholarships for economically weak students

These are scholarships given to support students coming from weak economic backgrounds.

There are five full scholarships under this category; a student may be sponsored for the entire Diploma programme and may continue to be supported depending on his or her performance in the subsequent semesters.

Eligibility Criteria
1) Such scholarships are provided to students whose parents' combined monthly income is less than RO 600/-.
2) Students should have passed all modules in the first attempt.
3) Students should have completed a minimum of two semesters (excluding GFP) of study at MEC.

5. 6. 2. EXTRA-CURRICULAR ACHIEVEMENTS SCHOLARSHIP

These are scholarships given to students for their extraordinary achievements/participation in extracurricular activities such as sports, games, community and social services, science, engineering, management and innovation events. There are two full scholarships under this category.

Eligibility Criteria
1) The student should have accumulated maximum points for participating in activities as per the point system.
2) The student should have at least minimum attendance in all modules
3) The student should have passed all modules in the first attempt.

5. 6. 3. STUDENT ADVISORY COUNCIL OFFICE BEARERS SCHOLARSHIP

SAC office bearers (5) are eligible for 25% scholarship for the academic year in which they hold office.

5. 6. 4. BEST OUTGOING STUDENT AWARD

During the annual graduation ceremony, one topper with the highest OAM from all PG programmes shall receive the best outgoing student award.

5. 6. 5. BEST MASTER PROJECT AWARD

1) One award is given for following category of Postgraduate programme:
   a. MSc RIM
2) The project/dissertation with the highest mark in each category will be

eligible for the award.

3) If there is a tie, then the project/dissertation scoring more marks in the "Creativity, Innovation and Research" component will be the winner.

5. 7. GENERAL TERMS APPLICABLE TO ALL CATEGORIES OF SCHOLARSHIPS

MEC has the right to change the scholarship terms and conditions at any point of time without any recourse. The decision of the Dean's Council is final and binding to all type of scholarships allotted. Two scholarships cannot be availed at the same time unless it is specified so.

Scholarship cannot be transferred. The regulations apply to all scholarships unless it is specified to be exempted.

5. 7. 1. PERIOD OF SCHOLARSHIP AND EXTENSIONS

a) The period of scholarship for economically weak category, scholarship awarded by the Boards and Executive Office, scholarship granted to MEC staff members and fee discount for sibling, alumni and staff discount shall be the minimum term of study of particular programme:
- Postgraduate- Masters – (Part-time 2 academic years)
- Postgraduate- Masters – (Full-time one academic year)

b) For all other categories the scholarship is valid only for the academic year for which it has been award.

c) Extension of period of scholarship is subject to the approval of the Academic Exemptions Committee (AEC). Students seeking extension are required to make a request to the AEC for the same only under extenuating circumstances (pregnancy, health related, unavoidable family situation arising out of death of parents/guardian, employment related issue, etc.)

d) Extensions are not allowed for scholarships categories that of Student Advisory Council and Extracurricular activities.

5. 7. 2. TERMINATION OF SCHOLARSHIP

a) The student withdraws from study, takes an Unofficial drop for (a semester/s), or takes an interim exit

b) Change of specialization without due approval.

c) The student is on reduced academic load due to weak academic standing continuously for three regular semesters.

d) If the student fails to join the program during the academic year in which the scholarship is granted.

e) If the student has been suspended or terminated due to violating the academic integrity or code of conduct policy.

f) If student graduates or upon the expiry of the period of the scholarship, whichever is earlier.

g) If the student exceeds the term of study the scholarship shall be terminated.

Note: Appeal on the termination of a student scholarship shall follow the Student Grievance Redress policy.

5. 7. 3. Fees

Student shall be required to pay fees in the following cases:

a) If the student has withdrawn any of the modules after the Add/Drop period without the approval of DDR.

b) If a student re-registers a module due to any reason.

c) Admission fee, caution deposit, fee for graduation ceremony or any

mandatory fee other than the tuition fee shall be applicable.

5. 8.   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 them.

5. 8. 1.   THE STUDENT ADVISORY 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

5. 8. 2.   CRITERIA FOR PRESIDENT AND VICE PRESIDENT OF THE STUDENT ADVISORY COUNCIL

Both must fulfill the following conditions:
1) They must be Omanis.
2) They should have successfully completed:
   a. 180 credit points of the 240 credit points for Diploma programmes.
   b. 240 credit points of the 480 credit points for Bachelor's programmes.
   c. 60 credit points of the 180 credit points for Master's programmes.
3) Any student taking the position of President/Vice-President can only hold office for a period of one term.
4) They must not take up any administrative position in any other student's club.
5) There should have been no disciplinary action history against the candidate.

5. 8. 3.   CRITERIA FOR OTHER MEMBERS

A member of the Council must fulfill the following **criteria** they must have:
1) at least, successfully completed one semester with a workload not less than the minimum requirement.
2) an OAM is not below 54 % for PG students
3) not exceeded the required term (study-period) in the respective programme.
4) registered at least, with the minimum required workload during the period of membership, except for Summer Semester and the last semester of study in the respective programme.
5) not faced a disciplinary penalty, or been condemned for any violation under disciplinary procedures

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

5. 8. 4.   OBJECTIVES OF THE STUDENT ADVISORY COUNCIL

1) Representing the student community.
2) Promoting the enhancement of 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, being open to the suggestions and ideas of others, and being committed to their responsibilities.
4) Developing students' 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 teamwork, 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 the 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).

5. 8. 5. RESPONSIBILITIES OF THE STUDENT ADVISORY COUNCIL

1) Preparing the Council's annual plan and proposing it to the Dean for approval. (After approval, the annual plan is forwarded to the Student Advisory Council Committees.)
2) Discussing the budget of the Council that is proposed by the Student Advisory 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 Advisory 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 appropriate actions to enable the Council to fulfil its responsibilities.

5. 9. HOSTEL FACILITIES

Hostel facilities are available for both male and female students, supervised by the Student Accommodation and Estate Department. The range of services include furnished rooms, utilities, 24/7 internet, safety and maintenance, shopping trips, medical emergency hospital visit, and airport pick-up and drop facilities. Single, double, and triple occupancy rooms are available. The accommodation for boys is separate and is located outside the campus but is within two kilometers from the College. Students are required to sign a hostel contract which details the terms and conditions to be followed.

All students staying in college hostels have to follow the health and safety guidelines.

Students are advised not to use Bukhur or any smoke-generating-equipment other than for the purpose of cooking. In case any student is found using Bukhur, he or she shall be penalized RO. 25/- with a warning letter for the first instance.

For the second instance a fine of RO. 50/- will be charged with a final warning letter. If the offence is repeated after the second instance, the student shall be asked to vacate the hostel.

5. 9. 1. HOSTEL FEES

The fee covers charges for accommodation, services, and facilities at the hostel.

Girls Hostel

Occupancy Type	Annual fee (payable in three equal instalments)
Triple Occupancy	RO 720/-
Double Occupancy	RO 900/-
Single Occupancy	RO 1080/-

Table 1: Fee structure - Girls Hostel

Boys Hostel

Occupancy Type	Annual fee (payable in three equal instalments)
Shared room occupancy	RO 630/-

Table 2: Fee structure – Boys Hostel

Every student who opts for the hostel facility, must pay a refundable caution deposit of OMR.50/- (OMR. Fifty Only). The caution deposit will be collected in advance and will be refundable at the time of vacating the accommodation. The caution deposit may be adjusted and paid in case of any outstanding amounts by the student. If the student fails/refuses to pay the prescribed fees of hostel, the college has the right to cancel her/his accommodation by giving 15 days' notice.

5. 10. VEHICLE PARKING

MEC provides non – reserved parking areas for students and staff. Students and staff are expected to obey circulation rules by driving within the specified speed limit and parking properly in designated areas. Royal Oman Police (ROP) conducts random inspection in and out of campus and may fine those violating parking rules. Any fine charged shall not be the responsibility of MEC. Students with disabilities can request for specially allotted parking through the Student Success Center.

PART B.   ACADEMIC REGULATIONS

1. ESSENTIAL INFORMATION FOR POSTGRADUATE STUDENTS

Full-time postgraduate programmes are usually conducted over three semesters (minimum) in one calendar year. Part-time postgraduate programmes consist of six semesters (minimum) run over two calendar years, with each semester usually extending over 14 weeks.

1. 1. TEACHING AND LEARNING

Teaching in all modules shall be in a blended mode (on-campus combined with online). 50% of the overall module delivery shall be on campus and the remaining online. Delivery methods will differ from module to module but in general, the flipped learning approach of the College and *'three degrees of interactivity'* approach for online learning is the key characteristics of the teaching and learning experience. Whereas the online pre-class and post-class sessions are offered asynchronously, the blended in-class sessions are offered synchronously. students are engaged using activity led approaches including highly interactive class sessions; group discussions; video presentations; individual and group exercises (classroom exercises, homework assignments, etc.); role play and real-life situations, and case studies with guidance on understanding practical situations. Students are encouraged to participate actively in class discussions and to share their ideas and experiences.

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

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

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

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

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

1. 2. COMMITMENT AND EFFORT

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

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

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point module will generally have 15 hours of teaching and 15 hours of tutorials.

1. 3. ASSESSMENT

A student shall be deemed to have passed a taught module or project module on obtaining an overall module mark of 40% or more, subject to any criteria specified in the module descriptor as to how the mark is to be calculated (e.g. by specifying the relative weighting of coursework, examination or other components) and any other conditions (e.g. the minimum marks to be required in each component); marks between 39.5% and 40% inclusive shall be regarded as 40% for these purposes. In modules with more than one component, there may be provision for a compensation band to enable good performance on one component to offset failure in another component or there may be a threshold marks required to pass each of the components. This will be clearly notified to students through MIG provided at the start of the module.

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

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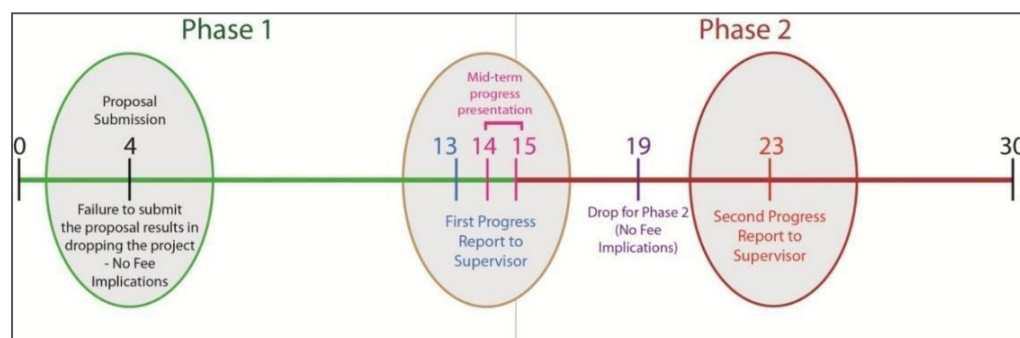
1. 4. DISSERTATION / PROJECT

Students are advised to take keen interest in their dissertation/project and its related activities.
1) Students will be advised on the details with reference to their dissertations/projects.
2) Students have to meet their respective supervisors regularly at appointed times and keep a record of all weekly meetings
3) It is important to submit the dissertation/project proposals and other documents as may be required from time to time for the smooth completion of the work.
4) Failure to adhere to dissertation/project work schedules and submissions will result in a deduction of marks in the respective components of the Dissertation.

Every dissertation/project in its final form and its Intellectual property rights (IPR) shall remain with the college and the document shall be available for further study or future reference. The College has the right to archive and/or keep student dissertations/projects at any time for the purpose of keeping a permanent record. Student should submit the Ethics and Biosafety Approval Form for conducting research.

1. 5. DISSERTATION / PROJECT PROCESS

Figure 1: Dissertation /Project process

The dissertation/project is composed of two phases and total duration is 30 weeks except for MBA where the dissertation is of 15 weeks duration in one phase. Research Methods sessions are conducted for project /dissertation module of the programme during week 1. This helps to gain knowledge on different research methodologies and research methods that provide insights and perspectives in designing and submitting a proposal in week 4.

Midterm evaluation is conducted at the end of Phase-1 to review the progress of dissertation/project. A panel of subject experts including the supervisor critically reviews the research progress during midterm evaluation. The panel approves or rejects progression to Phase-2 based on the status of research and milestones achieved during Phase 1. The second dissertation review is scheduled during week 23rd of the dissertation/project. The viva /presentation conducted at the end of phase 2 provides an opportunity to students to demonstrate an understanding of their work carried out in the project. There will be fee implications if a student drops/ withdraws Phase-1 or Phase-2 due to lack of progress. Student who completes phase 1 successfully must continue with phase 2 with in same academic year.

1. 5. 1. DISSERTATION / PROJECT EXTENSIONS

Requesting for dissertation / project extensions, students are advised to follow the procedure for coursework extensions. The dissertation / project supervisor or the PG coordinator is to be consulted for advice and support before submitting the form.

2. PROGRAMME REGULATIONS

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

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

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

2. 1. THE MODULAR FRAMEWORK

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

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

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

level.

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

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

a) Postgraduate Certificate

b) Postgraduate Diploma

2. 1. 1. REGISTRATION

No student may enter the programmes with advanced standing.

a) Students may normally be registered for a particular taught postgraduate programme for a maximum of three years (full time) and five years (part-time). This defines the maximum period between initial registration and course completion. However, students can apply for periods of study leave which shall be within the maximum period of study.

b) All postgraduate students shall be subject to the same Regulations, regardless of mode of attendance unless specific provision is made to the contrary.

c) Student should check their study programme has been recorded accurately in the MEC system. Errors in the recording of your study programme may cause problems with processing your results.

d) If the student wish to change from full-time to part-time, or vice versa, then he/she must notify MEC at enrolment. If the student wishes to make such changes at other times, he/she must inform the Programme Manager and the Registration Office immediately.

2. 1. 2. INTERRUPTION OF STUDIES

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

In exceptional circumstances where an extension to the period of study is required, a written request for this supported by documentary evidence must be submitted to the MEC Deputy Dean and Registrar for consideration prior to the period of extension being agreed with the student.

2. 1. 3. WITHDRAWAL FROM COURSE

Students may withdraw from their course with incomplete modules at any point two-thirds (10th week) through its delivery. In such cases it is the student's responsibility to inform the college of the withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the Programme Manager signed the form; retrospective withdrawal dates shall not be accepted. All marks attained at the time of withdrawal of the module shall stand and the student may re-enrol for the

course in later years if appropriate.

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

> If you just stop attending the classes and do not withdraw officially, the module will show as a 'fail' on your results and will appear on your final transcript.
>
> If you decide to withdraw from the whole programme, you should discuss this with your Programme Manager as there are clearly defined procedures that must be followed. Failure to comply with these may mean that you are not eligible for a refund on your tuition fees and you may have to pay back your student scholarship.

2. 1. 4. MODULE DESCRIPTORS, THE MODULE INFORMATION GUIDE (MIG) AND PROGRAMME SPECIFICATION

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

2. 1. 5. TIMETABLING

There are a number of patterns of module delivery for postgraduate programmes. Most of your taught modules operate over 14-week semesters. The final stage of your programme is the dissertation / project.

2. 2. COURSEWORK ASSESSMENTS

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

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

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

You should note that **extensions may only be given for extenuating circumstances and medical reasons.** Please note that theft or loss of coursework will not be considered as reasons for extension.

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

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

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

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

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

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

2. 2. 1. EVALUATION AND MODERATION

1) Each module shall be evaluated for a total of 100 marks. Marks are divided among various course work assessments and end semester examination.
2) Minimum percentage required for passing a module is 40%
3) All modules are 100% coursework modules which are assessed completely through coursework. Coursework assessment will be based on continuous evaluation and include methodologies of assessment such as: (1) Open book test (2) Closed book test (3) Individual Assignment (report/presentation) (5) Group Assignment (report/presentation) (6) case study. Student feedback shall be documented and announced by the respective module instructor within the time frame mentioned.
4) Evaluation of all assessments shall be done by respective Module Instructors and will be further moderated internally. Assessments are further moderated by external examiners of outside the college.
5) In order to maintain transparency in the procedures followed and to confirm that there are no bias or unfair practices in any task relating to examination systems student has the right to appeal and confirm procedures. However, there shall be no contest on the academic judgment passed.

2. 2. 2. STUDENT APPEAL

a) The student has the right to appeal against the decision made to the respective Programme Manager. Further appeal on the decision taken may be made to the Head of the department concerned. If a student is not satisfied by the decisions taken by the Head of the department, s/he can appeal to the Student Experience Unit and the formal process mentioned will be followed.
b) The maximum time limit given to a student to raise an appeal against the

charges of plagiarism is two working days including the day on which the matter is informed to the student. It is preferable that the appeals are made on the same day on which the student is informed of the issue. All appeals must be made during regular working hours of the college.

c) Repeated offences of plagiarism by the student (more than two times) are dealt with as per the college policy on Academic Dishonesty. All decisions on plagiarism related offences will be communicated to the student by respective module instructors, using routine channels of communication with students, currently used by the college, preferably on the same day the charges are confirmed or the very next working day.

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

2. 2. 3. SUBMISSION OF COURSEWORK

a) All MEC modules require students to submit an electronic copy of coursework assessment in a plagiarism detection (Turnitin) link through MEC Learn. All electronic copy uploaded in MEC Learn shall be in .Doc (Microsoft Word) format. This is not applicable for close book test and open book test.

b) Coursework shall not be considered "complete" and "on time" unless the electronic copy/hard copy is submitted by the stated deadline.

c) Student shall be responsible for checking the deadline.

2. 2. 4. FEEDBACK

a) Feedback plays a vital role in sustaining excellence in teaching and learning. Teacher shall provide feedback on the student assignment/case study through MEC Learn and handwritten feedback on the manuscript for the closed book test.

b) Feedback should explain clearly how the submitted work has been evaluated.

c) It is the College policy that the marked coursework shall be showed to students within three working weeks of submission, assuming it has been fully submitted on time. It's very likely that there will be delays if the coursework is received late or incomplete. Please remember that College holidays and vacation periods do not count as working weeks.

2. 2. 5. SPECIAL CIRCUMSTANCES

1) Special circumstances can sometimes affect a student's performance in following the course, in producing coursework or in completing examinations. Procedures exist to highlight these circumstances and seek consideration of them in evaluations of academic performance.

2) All special circumstances must be notified in writing by the student through the appropriate route as early as possible after the individual student's last assessment, be that either examination or coursework, and certainly no later than two working days after the end of the relevant examination/coursework submission.

3) The Special Circumstances form SHALL:
   a. be accompanied by all relevant documentary evidence
   b. be signed by the student and their Module Instructor
   c. Give full details of the courses affected and the periods and extent to which they were affected be approved by the Head of the Department

2. 3. ACADEMIC INTEGRITY POLICY

1. 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. Any benefit obtained by indulging in the act of violation of academic integrity shall be cancelled. MEC also reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate thereafter in any investigation of such activity.

2. Faculty can conduct a viva as per the institutional guidelines to investigate and ascertain that the work submitted is student's own work. It is expected that the student attends the viva during the first chance itself unless due to extenuating circumstances. If the student is not able to attend the first call for viva as per the date and time notified by faculty, s/he shall be given one more chance to attempt the viva within a week from the first call. If the student does not attend the viva in spite of being given two chances and fails to submit valid reasons for the absence in viva within three working days from the last call for the viva, he/she will be awarded a fail in the module. This shall also be counted as a case of academic integrity violation.

3. If the student fails a module and has a proven case of academic integrity violation in the module, the student is required to re-register the module. This is also applicable in case the student fails and has a first or second offence of academic integrity violation of plagiarism type. The fee for the failed module for the semester in which academic integrity violation was observed shall not be re-funded.

4. All cases of violation of academic integrity on the part of the student shall be considered under any of the below mentioned categories:
    1) Plagiarism
    2) Malpractice
    3) Ghost Writing
    4) Collusion
    5) Other cases

5. The penalty for the academic integrity violation for a student shall depend on his/her history of violations and the category of violation as detailed in section 2. 4. The penalty for collusion shall be equally applicable for all students involved in collusion irrespective of their degree of involvement.

6. Academic Integrity Violation in UG and PG Projects
    - If AIV is detected in UG level project work (Diploma and Bachelor projects), the work will be summarily rejected and the student(s) involved will be awarded a fail (F) grade. Such student(s) shall be required to re-register the module. The student(s) shall also receive a warning letter.
    - If AIV is detected in PG dissertation/project work/consultancy project, the project work will be summarily rejected. In such cases, he/she will be awarded a fail (F) grade. The student is required to re-register the module by choosing a new topic and the final marks in the subsequent attempt shall be capped to pass mark. The student shall also receive a warning letter.

If AIV is detected for the second time in PG dissertation/project work/consultancy project, the work will be summarily rejected. The student involved is required to exit with the award qualification as appropriate based on the remaining credit points earned (PG diploma)

2. 3. 1. PLAGIARISM

Plagiarism is an act of copying or including in one's work, work of another (published

or unpublished), without adequate acknowledgement, intentionally or unintentionally, for one's benefit. This could include copying another person's work such as the creative expressions, ideas, words, data, figures, assertions, verbatim (cut copy paste) or summarizing/paraphrasing without giving credit to the original source through proper references and/or citations. However, copying the work of another student enrolled in the same module without his/her knowledge shall not be considered under plagiarism, but under malpractice for the purposes of this policy. 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 citations and references, is also considered as an act of plagiarism (Massachusetts Institute of Technology, 2012; Oxford University, 2016; Merriam -Webster.com 2018).

2. 3. 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. Copying the work of another student enrolled in the same module without his/her knowledge is also treated as malpractice. It also includes using unfair means to avoid similarity detection in assignments by making use of various mechanisms like letter substitutions, adding white spaces or special characters, inserting solutions as images and so on (Turnitin, LLC 2020).

2. 3. 3. GHOST WRITING

Ghostwriting is an act in which someone illegally engages a third party to write on his/her behalf and then the work is presented as his / her own, concealing the fact that another person has written it (Merriam-Webster.com 2018).

2. 3. 4. COLLUSION

Collusion is a type of academic deception where students have intentionally collaborated on a piece of work (which originally is not termed as a group work/assessment), in part or whole, and submitted it separately passing it off as their own individual effort. In other words, it is a form of cheating which occurs when students work together to develop the submission for an individual based assessment where the students are expected to come up with independent solutions. It also includes those instances where a student has worked on his/her own but has consciously allowed other student/(s) to use his/her work, in part or whole to represent as their own (City Students' Union, 2020)

2. 3. 5. OTHER CASES

It denotes all other forms of academic misconduct not defined above including but not limited to fabrication, falsification, impersonation, copyright violation, unauthorized access to unseen examination papers and other academic and administrative documents/systems and aiding academic dishonesty/misconduct.

2. 4. PENALTIES FOR ACADEMIC INTEGRITY VIOLATION

The penalty for the academic integrity violation for a student shall depend on his/her history of violations and the category of violation as follows.

2. 4. 1. FIRST OFFENCE OF ACADEMIC INTEGRITY VIOLATION

2. 4. 1. 1. PLAGIARISM

a) If a student is caught first time in an act of academic integrity violation during his/her course of study in any assignment other than project work and if the type of violation is plagiarism, then the student will be allowed to re-submit the assignment once as per the period allowed for re submission 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 within one week (5 working days) from the date he or she is advised to re-submit.

c) Re-submission of the work beyond the allowed period of resubmission will not be accepted and the assessment will be awarded a zero mark.

d) If the re-submitted work (within the allowed period of resubmission) is also found to be plagiarized, then that assessment component will be awarded a zero mark. It shall also contribute to the total count of academic integrity violation for that student.

2. 4. 1. 2.   MALPRACTICE / GHOSTWRITING / COLLUSION

a) If a student is caught first time in an act of academic integrity violation during his/her course of study for an assessment component irrespective of coursework or end semester examination and if the type of violation is Malpractice/Ghostwriting/Collusion, then the student shall fail the module and shall be required to re-register the module. However, such student shall be allowed to continue to attend further classes and remaining assessments of that module in the semester considering the provision provided to the student to raise grievance against the decision, as detailed under sub-sections 'Appeals' and 'Student Grievance Redressal' in this handbook.

b) In case of collusion, all the students involved shall fail the module and shall be required to re-register the module.

2. 4. 2.   SECOND OFFENCE OF ACADEMIC INTEGRITY VIOLATION

2. 4. 2. 1.   PLAGIARISM

a) If any student is caught second time in an act of academic integrity violation during his/her course of study and if the type of violation is plagiarism, then the student will not be allowed to resubmit the work, and s/he will directly be awarded zero for the work in which plagiarism is detected.

b) The student shall also receive a warning of suspension in such cases.

2. 4. 2. 2.   MALPRACTICE/GHOSTWRITING/COLLUSION

a) If a student is caught a second time in an act academic integrity violation for an assessment component irrespective of coursework or end semester examination and if the type of violation is Malpractice/Ghostwriting/Collusion, then the

student shall fail the module and required to re-register the module. However, such student shall be allowed to continue to attend further classes and remaining assessments of that module in the semester considering the provision provided to the student to raise grievance against the decision, as detailed under sub-sections 'Appeals' and 'Student Grievance Redressal' in this handbook.

b) The student shall also receive a warning of suspension in such cases.

c) In case of collusion, all the students involved shall fail the module and shall be required to re-register the module. All the students shall also receive a warning of suspension in such cases.

2. 4. 3. THIRD OFFENCE OF ACADEMIC INTEGRITY VIOLATION

a) If a student is caught a third time in an act of academic integrity violation for an assessment component irrespective of coursework or end semester examination then the student shall fail the module and also shall be suspended for one semester from the College, once the academic integrity violation (AIV) case is confirmed by Institutional Assessment Review Committee (IARC). However, such student shall be allowed to continue to attend further classes and remaining assessments of that module in the semester considering the provision provided to the student to raise grievance against the decision, as detailed under sub-sections 'Appeals' and 'Student Grievance Redressal' in this handbook.

b) The student shall be suspended for the immediate subsequent semester and can register for modules only after having served the suspension period fully. This is also applicable for semesters offered in block mode.

c) During the suspension period, the student shall have to mandatorily complete a course on academic integrity/writing before s/he can register for any modules.

d) During the period of suspension, the student shall be allowed to attempt supplementary examinations if s/he is eligible for the same. S/he shall also be allowed access to all college facilities permitted for a regular student except for registering the modules.

2. 4. 4. FOURTH OFFENCE OF ACADEMIC INTEGRITY VIOLATION

a) If a student is caught a fourth time in an act of academic integrity violation for an assessment component irrespective of coursework or end semester, the student shall fail the module and also shall be expelled from the College, once the AIV case is confirmed by IARC.

b) The student shall be expelled from the college and all access to the college facilities and premises shall be denied. The student record shall be released only after getting the NOC (No Objection Certificate) from Registration Office.

c) On termination, the student shall not be refunded any fees paid for the academic semester in which academic integrity violation was observed.

2. 4. 5. OTHER CASES

If a student commits an act of academic integrity violation as per the definition of "other cases" mentioned in the previous section or of a different nature, student's

case shall be forwarded to IARC, Chaired by the Associate Dean, Academic Affairs. The committee shall examine the case by means of a meeting and/or a hearing of the parties concerned if required and shall take appropriate decision. The penalty that can be granted to a proven case of academic integrity violation which falls in this category of "other cases" can be a warning/component zero/ module fail/suspension/expulsion depending on the nature and gravity of the offence.

2. 5.   TYPES/VARIATIONS OF CASES OF PLAGIARISM AND ASSOCIATED ACTIONS

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.

Type 2: In case plagiarism is detected in a group assessment/project, 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. If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied as per the policy for each student according to his / her history of violations.

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. If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied as per the policy for each student according to his / her history of violation.

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:

a) 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.

b) If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied for each student according to his / her history of violation.

c) If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted - if the student is eligible for resubmission-. The policy will then be applied to that student alone.

d) In both cases (a) and/or (b), the deduction in marks will be applicable for the whole assessment (assignment).

2. 6.   TYPES/VARIATION OF CASES OF MULTIPLE OFFENCES

If student is caught with multiple violations of same or different nature in different modules of the same semester, they will be considered as one offence and student will be penalized for each violation according to the type of the offence.

2. 7. APPEALS

A student has the provision to appeal against the academic integrity violation finding/decision against them. Appeal against the procedure undertaken for handling the case of academic integrity violation shall be dealt with as per the student grievance redress policy and procedure. For any appeal against a decision that involves a reduction in the grades, the appeal shall be dealt with as per Grade appeal policy and procedure.

2. 8. IN-CLASS TESTS

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

You should always arrive in plenty of time for your test, as you may not be permitted to start late. If you do arrive late but within 30 minutes of the start of the exam and are permitted to start, you will not be allowed extra time at the end in compensation for your late arrival. The invigilator will explain the procedures for the test and is available to answer any queries you may have. You should always ensure that you have the correct test paper. If your first language is not English, you may use a short bilingual dictionary for the first 15 minutes of the test, to ensure you understand the questions, after which it will be removed by the invigilator for collection by you after the session. Programmable calculators and portable computers are not permitted in the test room and will be confiscated. At the end of the test, you must remain silent, and not leave your seat until an invigilator has collected your script.

You are not allowed to take anything into the test room that could aid cheating; this includes notes, bags, heavy clothing, programmable calculators, computers, mobile telephones, and audio equipment. You may not eat, drink or smoke during tests; you are advised that valuable items (e.g. mobile phones, credit cards, purses, etc.) should not be brought to tests. The college cannot in any circumstances, accept responsibility for the loss of private property left or lost on college premises. If you need special test conditions due to illness, disability (physical or sensory) or for religious reasons, you must inform your Programme Manager well in advance of the test period. The administrative office normally responsible for your programme will be able to advise whom you should contact.

In case of activation of Emergency Alarm during a written or oral or practical exam / quiz, students (examinees) must leave the exam hall immediately as guided by the faculty without any delay for submitting/collecting their answer scripts/ examination material. Re-exam of such examination/assessments will be conducted at the earliest (within two to three working days) which shall be communicated formally by faculty concerned (in case of CW related tests/exams) or by Assessment Office (in case of End semester Examinations).

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

2. 9. WHAT TO DO IF YOU EXPERIENCE ILLNESS OR OTHER CIRCUMSTANCES THAT AFFECT YOUR STUDIES/TESTS

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

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

In brief, these procedures allow you to request

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a) an extension of a coursework deadline (normally up to a maximum of two weeks);

b) a deferral of assessment for a coursework or a test.

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

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

2. 10. EMERGENCY ALARM DURING WRITTEN OR ORAL OR PRACTICAL EXAM / QUIZ

In the event of emergency alarm during written or oral or practical exam / quiz, students (examinees) and staff should

a) Evacuate from the examination hall as guided by the faculty without any delay for submitting/collecting their answer scripts/ examination material.

b) Re-exam of such examination/assessments will be conducted at the earliest (within two to three working days) which shall be communicated formally by faculty concerned (in case of CW related tests/exams) or by Assessment Office (in case of End semester Examinations).

For more information regarding this, students can refer the Assessment Guidelines published in the College portal (Instructions to students for ESE).

2. 11. ASSESSMENT BOARDS, REASSESSMENT AND RESULTS

After each semester, your results will be considered, and your position reviewed. This is done at two levels; at a Subject Assessment Board (SAB) and at a Programme Assessment Board (PAB).

The results for individual modules are considered at a SAB that determines whether the components of the module assessment fulfill the required standard. A SAB has the power to raise or lower marks for all students taking the module, if it considers it to be appropriate. The final mark recorded for your coursework, for example, may differ from the total of the marks that you have received during the year.

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

Continuation Pending Results: Where a student commences studying modules before having received the confirmed results from the previous semester/block/academic year, this continuation/progression is deemed to be provisional until the results have been confirmed by the Programme assessment Board. If the Programme assessment Board determines that a student's course has been terminated, the student will be required to cease studying with immediate effect. If the Programme assessment Board determines that a student may not progress to the next stage of the course, the stage on which a student is enrolled must be amended with immediate effect.

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

After SAB has ratified the marks of the modules, and your PAB has reached a decision about you regarding progression or award, your results will be released.

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

a) Reassessment by re-sit of any taught module shall be an integrated assignment with all

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learning outcomes covered.

b) Reassessment by re-sit in any Masters project/Dissertation module may be allowed at the discretion of the Assessment Board. Normally, such reassessment shall only be allowed when the Board is satisfied that there is evidence that the student concerned is likely to complete the programme of study successfully. The Board shall nominate an examiner who will, on its behalf, specify the work required for the student to achieve a pass mark.

c) Where a module is failed and reassessment by re-sit is permitted, all components must be reassessed.

d) Reassessment of a module shall be restricted to one attempt. This must normally be completed when the module is offered next, if not, the module has to be re- registered.

e) A student may opt not to undergo a reassessment by informing the college via the procedure notified. No other reassessment shall be permitted, and the fail mark(s) shall stand. This does not preclude a student registering to repeat a module.

f) A student shall not be permitted to be reassessed by re-sit in any module or component that has received a pass mark or has been condoned.

g) Any module component failed at the first attempt and passed at the second attempt shall carry the higher of the reassessed or original mark. Any module failed at the first attempt and passed at the second attempt shall carry a maximum mark of 40% or the original module mark if higher. The original module mark (ie before reassessment) shall be used in any calculation for Distinction or Merit. Deferred first assessments shall be treated as a first attempt.

h) A module failed at the re-sit attempt may be assigned as condoned and receive full credit at the discretion of the Programme Assessment Board subject to the following limitations:

   i. The student shall have attained a minimum overall module mark of 35%. Marks between 34.5 and 35 inclusive shall be regarded as 35% for this purpose;

   ii. no more than one taught module may be condoned;

   iii. Condonement is not permitted to allow a student to achieve an award at any interim stage of a Master's programme.

   iv. condoned modules may not be repeated or reassessed in any way;

   v. Condoned modules may not be raised to a pass.

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

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

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

1) Complete reassessment in all components shall be required with the original marks not being taken forward or recombined with the repeat marks. In repeating a module, the student shall be eligible for reassessment. Any module failed at the first attempt and passed at the repeat attempt shall carry a maximum mark of 40% or the original mark if higher, unless the original attempt has been nullified by the process notified. Students who are repeating a module due to previous failure shall have the original module mark used to determine the calculation for Merit or Distinction (where applicable). Any reassessment required during the repeat period of study shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified. This right is subject to the module or equivalent still being offered by the college.

2) Normally, only one repeat opportunity shall be permitted for any module.

3) Students may not repeat a module to improve marks in a previously passed module.

4) Students may not repeat a Masters Project/Dissertation module. Project/Dissertation modules may be re-sit only at the discretion of the Programme Assessment Board.

2. 12. DEFERRALS FOR EXTENUATING CIRCUMSTANCES

a) Students who submit work for assessment or who sign the examinations attendance slip are declaring themselves fit to be assessed and no subsequent claim for extenuating circumstances shall normally be accepted.

b) Student has the right to inform the college about extenuating circumstances which may impair his/her ability to undertake an assessment, and to request deferral of the assessment. Requests for such deferrals must be accompanied by verifiable and current third party evidence and a letter from the appropriate academic member of staff. No request for deferral shall be considered after the date for work submission or examination date has passed unless there are wholly valid and exceptional reasons (such as physical incapacity due to a serious accident).

c) All applications for deferral of assessments shall be considered by the Subject Assessment Board.

d) Deferred assessments and repeat periods of study shall be treated as a first attempt.

e) Work for assessment submitted after the notified deadline shall be awarded a fail grade.

f) Students who fails to submit assessments or attend examinations shall be considered failed in the same.

g) Students experiencing special long term difficulties arising from changes in their personal, medical or work circumstances may apply to interrupt their studies for up to twelve calendar months according to the procedure notified. The period of interruption shall be included within the maximum registration period for the award. A student returning from a period of interruption of studies shall be subject to the Regulations that apply to the cohort being joined. Marks obtained up to the point of interruption shall stand.

MEC considers compassionately, the extenuating circumstances in a student's life that may affect his/her academic performance negatively. Students can request for exemptions on academic rules and regulations of the college and an Academic Exemptions Committee will scrutinize the case and arrive at a decision.

2. 13. PROGRESSION

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

2. 14. AWARDING BODY

Middle East College, Sultanate of Oman.

2. 15. AWARDS AND CLASSIFICATIONS

a) A student who obtains 60 credits at level M (see 2.1), within the terms of an approved course shall be eligible for the award of the Programme's Postgraduate Certificate (or equivalent award).

b) A student who obtains 120 credits at level M (see 2.1), within the terms of an approved course shall be eligible for the award of the Programme's Postgraduate Diploma (or equivalent award).

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

Academic Award (THIS IS NOT A CASCADE OF AWARDS)	Total	Level 7
Postgraduate Certificate	60	60
Postgraduate Diploma	120	120
Masters	180	180

2. 15. 1. MERIT AND DISTINCTION

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

a) a student who achieves at the first attempt an average of at least 70% in the 90 credits worth of M-level modules with the highest marks shall be eligible for a Postgraduate Diploma with Distinction;

b) a student who achieves an average of at least 60% but less than 70% under the above calculation shall be eligible for an award with Merit;

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

a) a student who, at the first attempt, achieves an average of at least 70% in the 150 credits worth of level M modules with the highest marks taken in the whole of a Master programme, shall be eligible for the award of a Master degree with Distinction;

b) a student who achieves an average of at least 60% but less than 70% under the above calculations shall be eligible for an award with Merit;

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

2. 15. 2. CLASSIFICATION EQUIVALENT

OAM	Arabic Equivalent Classification	Equivalent Classification	Arabic Classification	Classification
40 – 49	مقبول	Satisfactory	ناجح	Pass
50 – 59	جيد	Good	ناجح	Pass
60 – 69	جيد جدا	Very Good	امتياز	Merit
70 - 100	ممتاز	Excellent	امتياز مع مرتبة الشرف	Distinction

2. 15. 3. OVERALL AVERAGE MARK

MSC-RIM

IF Project mark is minimum when compared to all other modules marks with 15 credit,

OAM= [(Sum of all modules) + (2* project mark)] /10

$$OAM = \frac{\sum_{x=1}^{x=8} Marks(x) + (2 * Project\ Mark)}{10}$$

ELSE IF project mark greater than second smallest of all module marks with 15 credits

OAM= [(Sum of all modules) – (minimum of all modules) – (second smallest of all module) + (4 * project marks)] /10

OAM = $\sum\limits_{X=1}^{X=8}$ [Marks(n) – (min (All module marks)) – (Second Smallest (All Module Marks)) + (4*Project Mark)] / 10

ELSE
OAM= [(Sum of all modules) – (minimum of all modules) + (3 * project marks)] /10

OAM = $\sum\limits_{X=1}^{X=8}$ [Marks(x) – (min (All module marks)) + (3 * Project Marks)] / 10

2. 16. REVIEWS AND APPEALS

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

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

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

APPEAL AGAINST COURSE WORK ASSESSMENTS

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.

1) All evaluations of academic performance of students must be fair and unprejudiced.

2) Students who believe that there has been a procedural error, which has led to an unexpectedly low grade, have the right to initiate a grade appeal.

3) Students may raise a formal appeal on grades obtained in coursework and/or end-semester assessments through the Student Experience Office.

4) Candidates who have attempted the Placement Test shall also be eligible to appeal against the result prior to the commencement of classes. The Admission Office coordinates the Placement Test grade appeal.

5) Changes in grades may occur if there is evidence of procedural errors found during the grade appeal process.

6) Academic rights and privileges of faculties shall be honored in the process of investigating a grade appeal.

7) Students may appeal against the marks awarded within five working days from the announcement of results.

8) Any appeal submitted after the time period set by this policy shall not be considered. Holidays are not counted as working days.

9) Grade appeal is limited to the review of the procedures followed and there shall be no contest on the academic judgment passed.

10) After release of results, any grade appeal will require payment of prescribed fees of RO. 10/-.

11) After release of results, the student will be able to see all assessments of the module for which fee is paid. If any change of mark is affirmed after the appeal, the fee will be refunded.

12) All grade appeals shall be considered by the Department Assessment Review Committee (DARC).

13) Further appeal on the decision taken by the DARC may be raised to the Institutional Assessment Review Committee (IARC).

14) The final appeal on the decision taken by the IARC may be made to the Dean whose decision shall be final and binding.

Note 1: DARC comprises the Head of Department/Assistant HoD or Associate Professor nominated by HoD (as Chair), two Faculty from the department who do not have any conflict of interest with the particular appeal case and the Quality coordinator as the convener.

Note 2: IARC comprises the Associate Dean (Academic Affairs)/ any Associate Dean or a Professor nominated by Associate Dean – Academic Affairs (Chair). Assessment Office representative and two faculty from other academic departments who do not have any conflict of interest with the particular case. IARC checks the consistency of the procedure followed by DARC.

2. 17.   DATA PROTECTION AND CONSENT TO PROCESS INFORMATION

2. 17. 1. FAIR PROCESSING NOTICE - DATA PROTECTION ACT 1998

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

a) To authorized bodies such as sponsors, government agencies (e.g. Ministry of Higher Education, Research and Innovation, MOHERI) and present/potential employers. One such body is the Higher Education

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Statistics Agency (HESS); further information about the uses for which HESS processes personal data can be found on the HESS website at http://www.heac.gov.om/. Your contact details may also be passed to the Higher Education Funding Council (HEFCE) or its agents for the purpose of administering the national student survey, and to the College's agents for the purpose of administering our own surveys;

b) Release of results to former schools/colleges, and publication of awards in local newspapers;

c) Publication of your email address on the College's web site. This means that the address will be available worldwide, including in countries where the rights of data subjects are not protected by law. If you wish, you may opt to have your address withheld by emailing Support@mec.edu.om ;

d) Names will be included in pass lists and may be displayed on notice- boards.

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

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

You understand that by completing the enrolment process you consent to the uses of your personal data as described above. You also understand that by completing the enrolment process you are also giving consent to the use of your personal data for submission to official agencies in Oman including MOHERI and to your sponsors (organizations/parents/guardians), if applicable.

Privacy Policy

a) The student information must be collected during the admission process.

b) The personal information must not be disclosed without the permission of the owner.

c) The personal information must be used only for official purpose only.

d) Personal information includes and not limited to: Personal contact information, date of birth, phone number, health history, resume and references, performance assessment, work history.

e) Personal information must be accessed by authorized people only.

2. 18. NOTIFICATION OF WITHDRAWAL

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

2. 18. 1. LEAVING THE PROGRAMME

a) Students may withdraw from their programme with uncompleted modules at any point two-thirds (tenth week) for regular semesters and third week when offered in blocks of five weeks through its delivery by completing a withdrawal form which is available at the Registration Office. In such cases it is the student's responsibility to inform the College of the withdrawal through the procedure notified. The date of withdrawal shall be taken as the date on which the Programme Manager signed the form; retrospective withdrawal dates shall not be accepted. All marks attained for the modules completed previously shall stand. Results for any outstanding modules and eligibility for any exit award due will be considered at the next scheduled Assessment Board SAB/PAB.

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

2. 18. 2. MODULE WITHDRAWALS

The student may withdraw from a module officially during the course of his/her study and following regulation is applicable.

a. Students may withdraw from a module at any time up to the end of the add/drop week of a semester subject to the approval of the supervisor (faculty) in consultation with the PG coordinator.

b. Student module status is shown as withdrawn with the status W.

c. Withdrawn module should not be capped. Actual marks awarded to be shown.

d. Any withdrawal after add/drop week will be considered as dropping a module. The student will be considered as absent with an F grade and the following financial implications

From Week 2 to Week 3	25% of module fee
From Week 4 to Week 5	50% of module fee
From Week 6 to Week 7	75% of module fee
From Week 8 till end of Classes	100% of module fee

Note: In case of block release of a module,

Within Week 2	25% of module fee
From Week 3 till end of Classes	100% of module fee

A student who has not formally withdrawn from a module by the specified deadline but who does not attend the examinations or submit the required coursework by the final deadline shall have zero marks recorded. The attempt shall count as a failure and shall be recorded on official documentation.

2. 19. EXIT AWARDS

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

2. 19. 1. AWARD OF POSTGRADUATE CERTIFICATES

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

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

2. 19. 2. AWARD OF POSTGRADUATE DIPLOMAS

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

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

2. 19. 3. AWARD OF MASTERS DEGREES

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

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

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

Posthumous awards: Awards may be made posthumously on the basis of work completed by a student. Any evidence submitted in support of a case must be such as to make it clear that the candidate had been or would have been likely to have been successful in the full set of examinations for the award. All work completed by students who have died must be marked, submitted and considered in the normal way.

2. 20. CLASSIFICATION OF EXIT AWARDS

2. 20. 1. MASTERS PROGRAM - MERIT AND DISTINCTION

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

Awards for Postgraduate Certificate:
a) A student who obtains 60 credits at level M and achieves an average of at least 70% shall be eligible for Postgraduate certificate with Distinction.
b) A student who obtains 60 credits at level M and achieves an average at least 60% but less than 70% is eligible for Postgraduate certificate with Merit.
c) A student who obtains 60 credits at level M and achieves an average at least 40% but less than 60% is eligible for Postgraduate certificate with Pass.

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

Awards for Postgraduate Diploma:

a) A student who obtains 120 credits at level M and achieves an average of at least 70% shall be eligible for Postgraduate Diploma with Distinction.

b) A student who obtains 120 credits at level M and achieves an average of at least 60% but less than 70% is eligible for Postgraduate Diploma with Merit.

c) A student who obtains 120 credits at level M and achieves an average of at least 40% but less than 60% is eligible for Postgraduate Diploma with Pass.

Awards for a Masters Degree:

a) A student who obtains 180 credits at level M and achieves an average of at least 70% shall be eligible for Masters Degree with Distinction.

b) A student who obtains 180 credits at level M and achieves an average of at least 60% but less than 70% is eligible for Masters Degree with Merit.

c) A student who obtains 120 credits at level M and achieves an average of at least 40% but less than 60 % is eligible for Masters Degree with Pass.

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

3. EMERGENCY RESPONSE GUIDE INFORMATION

4. USEFUL CONTACTS

4. 1. CAMPUS CONTACT INFORMATION

Middle East College
P.O. Box 79, Al Rusayl Postal Code 124, Muscat Sultanate of Oman TEL.: +968 24531400
FAX: +968 24446028; +968 24446554
E-mail: info@mec.edu.om   Website:www.mec.edu.om

4. 2. IMPORTANT CONTACT NUMBERS

Office/Person	Extension	Mail ID
Front Office	444	
Hot Line Emergency Number	888	
Dean's Office	499/414	Dean'sOffice@mec.edu.om
DEAN		
Dr. Kiran G R	599	kirangr@mec.edu.om
DEPUTY DEAN AND REGISTRAR		
Mr. Ashwin J K	727	ash@mec.edu.om
ASSISTANT REGISTRAR (HUMAN RESOURCES & DEAN'S OFFICE)		
Mr. Harith Jahwari	405	harith@mec.edu.om
ASSOCIATE DEAN		
Dr. Anupam Srivastav	505	anupam@mec.edu.om
Dr. Saleh Al Shaaibi	411	salshaaibi@mec.edu.om
Dr. Ahmed Nawaz Hakro	492	Ahakro@mec.edu.om
CAMPUS SERVICES DEPARTMENT		
Mr. Mohammed Sakeer	434	sakeer@mec.edu.om
Mr. Rafeeq Abdul Rahman	431	rafeeq@mec.edu.om
IT SUPPORT OFFICE		
Mr. Wael Shawkat	531	wshawkat@mec.edu.om
Ms. Maryam Khalid	539	mkhalid@mec.edu.om
STL DESK	537	StudentTechnologyLeaders@mec.edu.om
REGISTRATION OFFICE		
Mr. Jabir Al Aamri	731	jabir@mec.edu.om
Mr. Vinu P	711	vinu@mec.edu.om
Mr. Sujin Samuel	467	sujin@mec.edu.om
Mr. Zahir Al Rawahi	733	zahir@mec.edu.om
Mr. Ahmed Al Aamri	763	aalaamri@mec.edu.om
Ms. Hajer Al Harthi	732	halharthi@mec.edu.om
Ms. Fatema Al Nudhairi	607	falnadhiri@mec.edu.om
Assessments Office		
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Ms. Hamda Al Ghilani	728	halghilani@mec.edu.om
PG DESK		
Mr. Ahmed Al Amri	763	aalaamri@mec.edu.om
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ADMISSION OFFICE		
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Ms. Faiza Al Zadjali	418	faiza@mec.edu.om
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Ms. Bushra Al Farsi	744	Bushra@mec.edu.om
Mr. Hashim Mohammed	517	hasim@mec.edu.om
MEDIA, COMMUNICATION & ADMISSION DEPARTMENT		
Mr. Ritesh Rajendran (Admissions)	535	ritesh@mec.edu.om
COMMUNITY OUTREACH & ACTIVITIES DEPARTMENT		
Ms. Thuraya Al Yaarubi	521	talyaarubi@mec.edu.om
STUDENT EXPERIENCE UNIT		
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STUDENT ACCOMMODATION & ESTATES DEPARTMENT (HOSTEL)		
Mr. Saed Al Musheifri	583	salmusheifri@mec.edu.om
Ms. Thuraiya Al Kharusi	526	thuraiya@mec.edu.om
STUDENT SUCCESS CENTRE		
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Ms. Badriya Al Hosni	747	badriya@mec.edu.om
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Center for Research and Consultancy	509	nizar@mec.edu.om
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HUMAN RESOURCE DEPARTMENT		
Mr. Harith Al Jahwari	405	harith@mec.edu.om
Ms. Mahdim Al Balushi	527	mahdim@mec.edu.om
WELLNESS CENTRE	777	clinic@mec.edu.om

Table 3: Details of Contact Persons

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