كـــلية الشـــرق الأوســـط
Middle East College

STUDENT HANDBOOK

POSTGRADUATE PROGRAMME

AY 2025-26

PART A – GENERAL REGULATIONS

PART B – PROGRAMME REGULATIONS

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 revise or amend the information of this handbook at any time. Students will be informed of any such revisions or amendments made.

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WELCOME FROM DEAN

Welcome to Middle East College, one of the most reputed higher education institutions in the Sultanate of Oman. We are dedicated to excellence and are continually evolving to meet the dynamic needs of education and industry. As we embark on this transformative academic journey together, we are proud to share our mission, vision, and values that embody the essence of Middle East College.

As you step into Middle East College, you become part of an environment that fosters entrepreneurship. We offer experiential learning activities, instilling in you an innovative, critical, and creative mindset essential for success in today's world.

Our enterprising mindset empowers you with adaptability, agility, and the enthusiasm to manoeuvre through the challenges posed by business, environmental, technological, and social changes. We believe resilience is crucial to shaping your journey beyond the classroom.

Middle East College is committed to creating a meaningful impact in every aspect of your education. We spearhead initiatives that contribute positively to people, the planet, and businesses, ensuring that your education goes beyond textbooks and lectures to make a real-world difference.

At Middle East College, our mission is clear. We are committed to transforming education to prepare you, our esteemed students, for the ever-changing world of work. This commitment is reflected in our teaching quality, research performance, and continuous efforts to adapt to global standards.

Our commitment to progress is evident in our dynamic academic programmes, strategic partnerships, and a forward-thinking approach that keeps us at the forefront of educational innovation. Embracing global perspectives, we collaborate with esteemed institutions worldwide, bringing you programmes that cross borders and provide you with a well-rounded, international education.

Transparency is the cornerstone of our values. We believe in open communication, honesty, and clarity in all our dealings, creating an environment where trust and understanding flourish.

Middle East College has earned its reputation as a trusted institution dedicated to the success and well-being of its students. Our focus on quality education and strong partnerships guarantees a trustworthy academic experience.

Our commitment goes beyond graduation. With nearly 200 strategic partnerships, we are committed to fostering continuous relationships with collaborators in the job market, ensuring that your knowledge and skills evolve even after graduation.

Along with me, the entire college community joins to welcome you . We are excited to embark on a journey of knowledge, skill development, and personal growth with you. Here's to a transformative academic experience and a future filled with promise and success.

Dr Saleh Al Shaaibi

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 contains all the important information that the students 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 familiarise 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. Efforts will be made, to communicate the same to students through official channels of communication.

2. 2. ABOUT THE COLLEGE

Middle East College (MEC) is a leading private higher education institution in the Sultanate of Oman. Accredited by the Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA), MEC stands as a beacon of academic excellence, nurturing a dynamic community of ambitious students from the region and beyond.
Established in 2002, MEC has continuously evolved to meet the changing needs of the global workforce. Our commitment to academic rigour and innovation is evident in our partnerships with institutions like Coventry University, UK, and Breda University of Applied Sciences, Netherlands. These collaborations ensure that our students receive world-class education that prepares them for success in an increasingly competitive and interconnected world.
At MEC, we believe in unlocking the future through enterprising, resilient, and impactful education. Our mission is to transform education for the world of work, bridging the gap between academia and the professional world, and empowering our graduates to become leaders. Through cutting-edge curricula, state-of-the-art facilities, and a vibrant learning ecosystem, we cultivate a culture of innovation and entrepreneurship.
Our faculty, comprising of experienced educators and industry experts, guide students through rigorous academic programmes that provide theoretical knowledge, practical skills, and real-time learning experiences through community and industry engagement activities. We foster an environment where students are encouraged to think critically, collaborate effectively, and adapt to the demands of a rapidly changing global landscape.
Beyond academics, MEC is dedicated to nurturing socially responsible individuals who are committed to making a positive difference in the world. Through community engagement initiatives, internships, and experiential learning opportunities, we instil, in our students, a sense of purpose and desire to contribute to the betterment of society.
Located in Knowledge Oasis Muscat (KOM), Oman's Information Technology hub, MEC offers a vibrant 100,000 sqm campus environment with modern classrooms, specialised laboratories, learning resources, female hostel, state-of-the-art student hub and recreational spaces designed to enhance the student experience and foster a sense of belonging.

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2. 3. VISION, MISSION, VALUES

VISION

Enterprising. Resilient. Impactful

MISSION

Transforming Education for the World of Work

VALUES

Progressive
Global
Transparent
Trusted
Committed

2. 4. LEARNER ATTRIBUTES

- Professional competence
    - Domain knowledge and research skills
    - Learner autonomy and learning agility
    - Digital competence
    - Leadership and teamwork
- Integrity
- Effective Communication
- Intercultural competence
- Social responsibility
- Entrepreneurial mindset

2. 5. AFFILIATED UNIVERSITY

- Coventry University, UK, awards the degrees and monitors the quality of the academic programmes offered by MEC.
- Founded by entrepreneurs and industrialists as the Coventry School of Design in 1843, and in 2023 celebrated 180 years, Coventry University is a forward-looking, modern university with a proud tradition as a provider of high quality education and a focus on applied research.
- Coventry University Group is proud of its reputation for providing a ground-breaking high-quality learning experience for all its students. Through Coventry's worldwide network of collaborators in academia and industry, the 50,000 learners studying its degrees in more than 30 different countries enjoy access to global opportunities which ensure their employment prospects are enhanced.
- In 2023 Coventry University Group was awarded a prestigious Gold Teaching Excellence Framework (TEF) rating in recognition of its "outstanding student experience and student outcomes". A total of 228 education providers in England took part in TEF in 2023 and Coventry University Group's overall gold rating will remain in place for the next four years.
- Coventry University continues to invest in its staff, students and facilities as part of its goal to become one of the UK's leading universities. Its ethos is one of support, trust integrity and respect while valuing diversity.
- With offices in China, Kenya, Nigeria and Pakistan, its world leading research and academic partners on every continent and students gaining life changing experiences all over the world, Coventry is a truly global university.

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2. 6. AWARDING BODY

Coventry University, United Kingdom.

2. 7. FORMALITIES TO COMPLETE STUDY AT THE AFFILIATED UNIVERSITY

Students desirous of studying in the affiliated University should identify the relevant branch of specialization in the chosen programme of study and seek for admission against the appropriate category, subject to fulfilment of the criteria as prescribed from time to time by the affiliated university. Registry, Coventry University, or others authorised by Coventry University shall provide additional information relating to studies in the affiliated university. Students may also reach the Registration Department, Middle East College, for information related to study with the affiliated University.

2. 8. ADMISSION CONDITIONS IN GENERAL AND FOR EACH SPECIALISATION

2. 8. 1. PROGRAMMES

2. 8. 1. 1. MBA– MASTER OF BUSINESS ADMINISTRATION

To commence the MBA Programme, applicants must:

- Be an Honours graduate of any discipline, obtained from a recognised university/HE institution, or hold an equivalent qualification acceptable to Coventry Business School.
- Have a minimum of two years post-degree full-time work experience in a management/administrative/ professional capacity
- Hold IELTS 6.5 or TOEFL 600 or equivalent, or IELTS 6.0 or equivalent and an authorized letter from the previous institution of higher education study that the medium of instruction was in English, if English is not the applicant's first language.

Students who do not fit with the above entry requirements may gain entry but their degrees and experience will be assessed for appropriate content by the Coventry University Link Tutor and finally approved by Ministry of Higher Education, Research and Innovation, Oman.

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

2. 8. 1. 2. MSc. (IT) – MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

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

- A minimum of a second-class honours Bachelor degree or equivalent in any related subject.
- A third class Bachelor degree or equivalent in addition to an appropriate and relevant experience of minimum two years in any related subject to be confirmed by an interview at MEC.
- An Advanced Diploma, Diploma or equivalent in addition to appropriate and relevant experience with a minimum of 6 years in any related subject to be confirmed by an interview at MEC.
- Hold IELTS 6.5 or TOEFL 600 or equivalent, or IELTS 6.0 or equivalent and an authorized letter from the previous institution of higher education study that the medium of instruction was in English, if English is not the applicant's first language.

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

2. 8. 1. 3. MSc. (EE) – MASTER OF SCIENCE IN ELECTRONIC ENGINEERING

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

- A minimum of a second class honours degree in electronics engineering.
- A relevant professional qualification of an equivalent level to a second-class Honours degree in Electronics Engineering.
- Hold IELTS 6.5 or TOEFL 600 or equivalent, or IELTS 6.0 or equivalent and an authorized letter from the previous institution of higher education study that the medium of instruction was in English, if English is not the applicant's first language.

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

2. 8. 1. 4. MSc (CPCM) – MASTER OF SCIENCE IN CONSTRUCTION PROJECT AND COST MANAGEMENT

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

- A minimum of a second-class honors degree in Civil Engineering / Structural Engineering / Environmental Engineering / Quantity Surveying / Construction Management/ Architectural Engineering/ Construction Engineering/ Construction Technology.
- A relevant professional qualification of an equivalent level.
- Satisfactory independent evidence of working for two years in a position that would normally be occupied by an honors graduate, in a relevant area, which would lead to gaining benefit from the Programme.
- Hold IELTS 6.5 or TOEFL 600 or equivalent, or IELTS 6.0 or equivalent and an authorized letter from the previous institution of higher education study that the medium of instruction was in English, if English is not the applicant's first language

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

2. 8. 1. 5. MSc (CYBER SECURITY) – MASTER OF SCIENCE IN CYBER SECURITY

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

- A minimum of a second-class honours bachelor's degree or equivalent in Computer Science or Information Technology, Information security or Cyber Security or any relevant field of study with a strong quantitative background.

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- A third-class bachelor's degree or equivalent in addition to an appropriate and relevant experience of a minimum of two years in any related subject to be confirmed by an interview at MEC.
- An Advanced Diploma, Diploma or equivalent in addition to appropriate and relevant experience with a minimum of 6 years in any related subject to be confirmed by an interview at MEC.
- Applicant must hold IELTS 6.5 or TOEFL 600 or equivalent, or IELTS 6.0 or equivalent and an authorized letter from the previous institution of higher education study that the medium of instruction was in English, if English is not the applicant's first language.

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

All applicants will be subject to approval from the partner University and MEC

2. 8. 2. INTERNATIONAL STUDENTS

International students who have other qualification equivalent to General Education Diploma (as may be approved by the Ministry of Education, Sultanate of Oman) in appropriate streams may apply for the programmes. Their admission process includes attestation and approvals from appropriate authorities.

2. 8. 3. INTERNATIONAL STUDENTS VISA & VISA RENEWALS

MEC may provide facility of students visa to be under sponsorship of MEC for non-Omani students who require a visa to study in the Sultanate of Oman as per the rules and regulations of the Sultanate.

Students who wish to avail this facility should complete student visa undertaking form (MEC_HRD_FOR_033_01) with the required documents to the Student Recruitment Department for processing the visa.

Students are responsible to provide up to date documents with required attestations from outside of Oman to complete the visa processing formalities.

Students must pay for required tuition fees and all the costs associated with obtaining the visa shall be borne by students.

Students must obtain medical insurance for processing the visa.

Students should deposit an amount of 250 OMR (Two Hundred & Fifty Omani Rials) as a visa security deposit which shall be refunded after cancelation of visa.

Students must update/ inform the college on the following:

- Travelling abroad for any reason.
- Change in personal details of the student such as renewal of passport.

Students must not work in Oman with any other third party while under students' visa sponsorship of the college. Failure to comply will result in students being held liable to all legal consequences as per rules and regulations of the Sultanate. The consequences of this violation may include deportation from the Sultanate.

Students must leave Oman after completion of studies / or graduation ceremony whichever comes later. In all cases, it should be within a period of 6 months or before expiry of the visa whichever comes first. In case the graduation is more than 6 months after the conclusion of the programme, student shall cancel the visa and re-enter Oman on a visit visa for graduation ceremony. Alternately students may transfer the visa to another sponsor, as per rules and regulations of the Sultanate. Failure to comply with any of the above rules will result in the student being held liable for all legal and criminal consequences as per the regulations of the Sultanate.

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Students may renew the visa if it expires before completion of the programme by filling in the application form (MEC_HRD_FOR_032_02). Renewal is subject to approval of the college, and the student must pay all the outstanding amounts payable to the college. All renewal costs are borne by the student.

All visa applications, visa renewals and visa durations are decided by ROP.

2. 9. FEE PAYMENT STRUCTURE

The total fee includes application fee, 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. 9. 1. APPLICATION FEE

All new students, other than MoHERI sponsored students under the scholarship scheme, shall be required to pay the Application Fees as below:

- For students enrolling in PG programmes - OMR 50 (Fifty Omani Rials)

The Application Fee is non-refundable. The Application Fee may be revised from time to time subject to ministry approval.

2. 9. 2. CAUTION DEPOSIT

All students (except MoHERI sponsored students) are required to pay a refundable caution deposit of 100 OMR (Hundred Omani Rials), at the time of admission. This may be revised from time to time subject to MoHERI approval.

The caution deposit shall be refunded upon submission of a duly filled application by the student, after adjusting outstanding fees/fine/other dues if any .

Claim for caution deposit, in any form, beyond three years of completion of the course shall not be entertained.

2. 9. 3. TUITION FEE

Tuition fee as per the fee structure shall be appliable for all modes of study. Normally, the Tuition Fees are fully payable in advance of the start of studies.

2. 9. 4. HOSTEL FEE

- The hostel fees paid by a student, covers rent for the room, furniture and fixtures, electricity, water and utensils if provided..
- The hostel fee must be paid as per the hostel contract.
- Students shall not normally be permitted to use the hostel facility until the outstanding hostel fees are cleared.

The Hostel Fee may be revised from time to time subject to ministry approval.

Instructions 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
   b. Bank Ahli: "6101-066544-001"
   c. Bank NBO: 1051667669002
   d. Sohar Islamic : 7050-1002-022201

   Student MUST mention unique Student ID in "Remarks" for identification. To ensure timely payment processing and receipt issuance, student should notify, with screenshot or transaction ID via email to AO@mec.edu.om.

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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) or through payment gateways specified.
   *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 the 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.

MEC (Middle East College) reserves the right to change ,modify existing fees and introduce new category of fees including but not limited to Semester Registration Fees, Lab Fees, Exam Fees, Facility Fees, Infrastructure Fees etc. Note that the implementation of these changes is subject to the approval of the Ministry.

2. 9. 5. DISCOUNTS ON FEES

A 5% cash discount can be given to direct students in cases where the full year equivalent fees is paid as an advance payment for the academic year within 15 days from commencement of classes.
A 10% fee discount is given to MEC graduates (Diploma or Bachelors) pursuing their Postgraduate studies at MEC.
Immediate family members of students (Father/Mother, direct Brothers/Sisters, and Husband/Wife) are given a discount of 5% to study at MEC. This is applicable up to first 5 subsequent applicants for a period of five years from the date of graduation of the last applicant.
In the event of a student being eligible for discount under multiple categories, the maximum discount shall be capped at 15%.

2. 9. 6. FEE FOR DROPPING OR WITHDRAWAL OF MODULES

Students dropping out after the add/drop period must pay fees, as mentioned below.
For calculation purposes,

- Students who drop module/s from Week 2 to Week 4 , shall pay 25% of the module fees.
- Students who drop module/s from Week 5 to Week 7, shall pay 50% of the module fees.
- Students who drop module/s from Week 8 to Week 10, shall pay 75% of the module fees.
- Students who drop module/s from Week 11 till end of classes , should pay 100% of the module fees.

The student can request to drop or withdraw a module in SIS. Applying to drop or withdraw a module without paying requisite fee shall be considered as if the student is registered for study in that module.

2. 10. STUDENT IDENTITY CARD

On completion of admission formalities each student will be issued an ID card with multiple functionalities such as student identification, access to college printer, access control, and library use/Book Circulation. Students should possess the ID card at all times while on campus and on some occasions while they are not on campus as well. The student should:

1) accepts responsibility for any damage or loss of the card including any money that is stored in the card.
2) use the card responsibly for his/her own purposes and not share it with anyone.
3) Understands that, if the card is lost or damaged, he/she will have to pay an amount of 10 OMR (Ten Omani Riyal) for a duplicate card to be issued.
4) abide by MEC IT Policies and Procedures and understand that he/she is liable to disciplinary action if found violating the same.
5) understand that ID cards are non-transferable. Students must carry the ID cards while on campus and present them on request by authorised personnel.
6) report and submit any lost and found ID cards to the Security Services Office.

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2. 11. STAFF/STUDENT MEETINGS

These are opportunities for all students on the module/programme to meet (face to face / online) with the staff to discuss issues and problems affecting their academic performance and progress. 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 Director of Administration and Legal Affairs (DALA). Such meetings will be considered unlawful, and action will be initiated as per disciplinary policies, which may include expulsion from the college.

2. 12. NOTICE BOARDS

Students are advised to check the appropriate notice boards on a regular basis (every day). The notice boards are located in different areas on the campus for easy access. Students are not allowed to display unauthorised notices on the College notice boards.

Any information which is to be put up on the notice board by the students should have prior approval from Head of Brand and Communications Department. Failure to do so shall invite stringent action which may even lead to expulsion from the College as per disciplinary policies.

2. 13. CONTACTING STAFF

Students are encouraged to reach faculty members 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 faculty members are provided on the Student Information System (SIS) and mentioned in MIGs. Students are welcome to meet faculty members (face to face/online) during their office hours by taking an appointment through SIS.

2. 14. CAFETERIA

The College campus has several spacious cafeterias with a pleasant ambience, serving a variety of intercontinental and local cuisine and is functional during college operational hours on all working days. Separate counters are available for male and female students. MEC ensures the quality of the services offered by the cafeteria through continuous quality enhancement measures which also include collecting feedback from students and staff. The cafeterias are closed during the holy month of Ramadan.

2. 15. WELLNESS CENTRE

MEC believes that good health is vital in the fulfilment of a student‘s academic as well as personal aspirations. MEC Wellness Centre operates from AL KHWARZMI (AKZ) building supported by first aiders in each building. The services of Wellness Centre is available during college operational hours. Additionally, resident nurse(s) are available on call in the girls’ hostel of MEC.

2. 16. 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 relations with Alumni, MEC organises the Alumni Meet every year where MEC graduates re-unite with MEC faculty members, staff, and their classmates. Alumni Engagement Office maintains a database of MEC alumni. Additionally, the alumni are also members of the Programme Advisory Committees. They are encouraged to register their names in the MEC Alumni Association to receive updates on the activities of the Association, to obtain the latest information about the College and to keep in touch with their ex-classmates and friends.

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3. GENERAL STUDENT POLICIES & PROCEDURES

3. 1. STUDENT RESPONSIBILITIES

Students are expected to:

1) plan and register for the programme of study and make necessary amendments if required.
2) register for modules as per the degree plan and in consultation with the respective academic adviser, following the regulations and schedules as prescribed in the Student Handbook and the Academic Calendar respectively, and other regulations as may be prescribed from time to time with regard to the registration process.
3) complete all elements of assessment according to the instructions given by their instructors and such others who are engaged for the purpose of assessing student performance.
4) meet academic adviser regularly and at appointed times and keep the adviser informed about matters that are likely to affect student academic performance and those that require the adviser 's intervention.
5) collect the assessment details, lecture notes, worksheets or any other learning materials required for the registered modules, whenever student is absent during distribution of the same or if 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 student from doing so and keep the appropriate departments updated of student's absence, if any, with supporting evidences as may be required within the prescribed period.
8) inform appropriate departments and faculty members of any circumstances likely to affect student academic performance.
9) immediately inform the Registration Department 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 required to be provided and respond on time.
11) keep student Identity Card at all times while on campus and sometimes off campus when required.
12) read, understand, and keep copies of all official forms student is asked to sign
13) vacate the building when a fire alarm is activated and follow the instructions given by the Fire Wardens.
14) be responsible for any personal belongings that student 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 beyond which it may be discarded.
15) immediately inform the Health and Safety Office of any health concerns, especially if diagnosed with a communicable disease.
16) follow all emergency evacuation procedures, safety guidelines and health advisories issued by the College.
17) be aware of their surroundings and report any suspicious or potentially hazardous situations to the Security Services Office immediately.

3. 2. STUDENT RIGHTS

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

1) MEC students must abide by all applicable government laws, college rules, regulations, policies, and procedures.

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2) In the event of any MEC student not abiding by the policies, regulations and procedures of the institution, country, or the regulatory authorities, the student may be subjected to disciplinary action based on the severity of the violation of the code of conduct.
3) In all such cases where specific action for violating a policy is not explicitly stated within that policy, disciplinary action and process/procedures provided under the Student Code of Conduct Policy shall be applicable for violating that policy.
4) The details of code of conduct applicable for students in MEC campus, MEC hostel and while on MEC educational/official trips is explained in the following subsections:

3. 3. 1. OFFENCES RELATED TO PERSONS

An offence related to a person is committed when a student:

a) Intentionally or knowingly without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner.
b) Threatens (by any means), intimidates or uses physical or sexual force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful of physical or emotional harm.
c) Intentionally harasses another person. Harassment includes, but is not limited to, bothering others persistently.
d) Abuses staff member(s), student(s) or visitor(s) to the College, or any third party within the College premises, irrespective of such third party being related or unrelated to the College, or any third party related to the College whether within or beyond the College premises.

3. 3. 2. OFFENCES RELATED TO PROPERTY

An offence related to property is committed when a student:

a) Knowingly and without consent or authorisation possesses, removes, uses, misappropriates, or sells the property or services of another person or the College.
b) Intentionally or negligently damages or destroys property owned by/in possession of another person or of the College.
c) Obtains the property of another person by misrepresentation or deceptive means.
d) Enters or uses the facilities or property of another person or the College without consent or authorisation.
e) Commits an IT-related offence, including misbehaviour during the conduct of online classes, and unauthorised tampering of data and electronic documents stored on MEC systems.
f) Damages any equipment in the lab with or without causing hurt/hindrance/damage to other students/staff in the lab.
g) Damages the College property which includes breaking fire alarms or other security devices. This shall be considered a grave offence and shall not only result in payment for damage caused on account of breakages but shall also be treated as an attempt to violate security. Engaging in such acts that lead to breach of security, wastage of resources, etc. shall invite disciplinary action which may lead to expulsion from the College.
h) Attempts through software, hardware, or using third party penetration tools to attack the network of the college. This shall be considered as threat to security and shall invite disciplinary action, which may lead to expulsion from the college.

3. 3. 3. OFFENCES RELATED TO THE OPERATIONS OF THE COLLEGE

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

a) Engages in obscene or indecent conduct on college property or at college sponsored events.
b) Consumes food and beverages inside classrooms, laboratories, prayer rooms, discussion rooms and the library.
c) Does not dress modestly and appropriately in line with the values of Oman and Islamic norms. As per the requirements of Ministry of Higher Education, Research and Innovation, female students should not cover their face with veils.
d) Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or authorisation of appropriate college officials.

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e) Fails without just cause to comply with the lawful order of a college official acting in the lawful performance of his/her duties and authority.
f) Engages in solicitation in or on college property unless such solicitation is approved by appropriate college officials.
g) Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College.
h) Prepares or distributes materials without prior approval in order to bring disrepute to the College or malign the staff or another student.
i) Uses college email services for unlawful activities and personal use that violates college policies.
j) Indulge in any act or behaviour that may cause disturbances within the college premise.
k) Displays unauthorised materials in any format, including but not limited to posters, flyers, and advertisements under any circumstances.
l) Does not respect others and engages in communication which can be interpreted offensive, threatening, bullying, obscene, racial, derogatory, and discriminating.
m) Publish or communicate false and defamatory content that could potentially harm the reputation of an individual or the college.
n) Students must carefully think before posting or publishing any content on social media channels or other online channels.
o) Pets are not allowed on college campus.
p) Mobile phones must be turned off while the students attend classes and other important events.
q) The MEC logo is copyrighted with the Ministry of Commerce, Industry and Investment Promotion, as per the Law for the Protection of Copyright and Neighbouring Rights issued by Royal Decree No 65/2008. Misuse or inappropriate use of the MEC logo is prohibited.
r) All images/videos created by the Branding and Communications Department are owned and copyrighted by MEC. Any reproduction, duplication, transmission or publication without permission from the Branding and Communications Department is prohibited.

3. 3. 4. OFFENCES RELATED TO WELFARE, HEALTH OR SAFETY

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

a) Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, or other dangerous articles or substances injurious to persons or property.
b) Falsely reports a fire, activates emergency warning equipment such as fire alarms, or communicates false information regarding the existence of explosives on the College property.
c) Removes, or damages fire and safety equipment.
d) Fails to vacate a building or facility when a fire alarm is activated.
e) Fails to leave the buildings, paths, driveways, or other facilities of the College when directed to do so by an authorised person of the College.
f) Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
g) smokes outside the areas designated for the same.
h) Brings, stores, or consumes alcoholic or banned drugs in the college premises. Additionally, ensure not to attend the college under the influence of any intoxicating substances.
i) Enters the college premise, if he/she has been diagnosed with any communicable disease. It is the responsibility of the student to inform the college in writing if any of his/her peers or staff has come in his/her contact during the period that student was infected.
j) Students must adhere to the health, safety and fire protocols and communications from the college time to time.
k) Appropriate Personal Protective Equipment should be used when and wherever required.
l) Students should respect and abide by the regulations of the College and laws of the Sultanate of Oman. In general, conduct of students are required to be in conformity with the prevailing culture, norms, values, principles and ethnicity of Oman (collectively “Standards”). Anything to the contrary is likely to be regarded as a violation and the student and/or their

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parents/guardians shall remain fully liable to MEC/Knowledge Oasis Muscat (KOM), any affected third party and the Competent Authorities for their actions, inactions, omissions, breaches, negligence or default that are in contravention to the prevailing standards thereof.

3. 4. DISCIPLINARY ACTIONS

Students are advised, at all times to observe good practices, etiquettes, and be in alignment with the values of the college and rich traditions and cultural heritage of the country. It is distinctly understood that there shall be no compromise on the discipline and values. The college has set up policies and procedures to deal with disciplinary issues as well as offices to monitor the same.

1) Student Experience Office (SEO) confirms the lodged issue as a disciplinary case and informs the Student Disciplinary Committee (SDC).
2) The Student Disciplinary Committee resolves student disciplinary cases in accordance with the Student Disciplinary process.
3) Disciplinary actions shall lead to one of the following, based on the nature of the disciplinary cases:
    - ❖ Verbal Warning
    - ❖ Written Warning
    - ❖ Suspension
    - ❖ Termination
4) The student is given three chances to meet the Student Disciplinary Committee to investigate the case. In cases where the student does not respond to the meeting invitation, the Committee has the right to take the decision or give recommendations to the Director of Administration and Legal Affairs (DALA) for further action.
5) Decision on disciplinary actions shall be implemented as follows:
    - ❖ Verbal Warning - Student Disciplinary Committee
    - ❖ Written Warning – DALA based on recommendation of the Committee.
    - ❖ Suspension or Termination – Deputy Dean and Registrar (DDR) based on recommendation from the DALA.
6) The final decision, which is approved by the DALA and/or the DDR is communicated to the student and his / her sponsor through a written letter and an e-mail sent to him/her.
7) In case of a safety or health violation, the college reserves the right to take immediate action before any investigation, especially if the violation poses an immediate threat to the well-being of the college community.

Student Appeals

Students have the right to appeal to the DDR and/or the Dean based on the disciplinary action taken. The decision taken by the Dean shall be final and binding.

3. 5. STUDENT GRIEVANCE REDRESSAL

1) MEC condemns misconduct and does not discriminate against, or permit harassment on the basis of race, color, gender, religion, creed, nationality, disability, or any other ground.
2) In the pursuit of academic goals, a student shall be protected from unfair and improper action by any member of the College.
3) A grievance may be initiated by a student when he/she believes that they have been subjected to unjust action or denied rights as stipulated in the College regulations.
4) The student can approach the staff concerned or the HoD in charge to resolve the issue. If the student is not satisfied with the solution provided, he/she can approach the Student Experience Office and register the case.

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5) 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 concerned to give feedback and response on the particular issue .
6) The student gets an automated email informing him/her of the response given from the 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.
7) SEO provides feedback on the particular issue for explanation and better understanding based on an investigation undertaken by the 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 Assistant Deans/ Directors concerned depending on the reporting structure.
8) The Assistant Deans/ Directors concerned take a decision after necessary investigation, and give feedback on the particular issue. 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 concerned. .
9) The Deputy Dean concerned takes a decision and gives feedback on the particular issue. The student gets an automated email informing him/her of the response from the Deputy Dean . If the student is satisfied, the complaint is closed at this level. If not, the issue is again referred back to the SEO.
10) SEO gives the updated feedback on the particular issue for explanation and better understanding as per the updated feedback, 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.
11) In cases where the complaint is against staff, the case is escalated as per the HR policy.
12) 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 HoD of the department concerned or might advise for a meeting with the student in person. Thereafter, the Dean's decision is final and binding.
13) 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).
14) 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.
15) Any grievance related to award of grades/marks in an assessment shall be dealt with in accordance with the Student Grievance Redress and Grade Appeal Policy and Procedure given in this handbook.

3. 5. 1. COVENTRY UNIVERSITY PROCEDURE FOR STUDENTS STUDYING CU PROGRAMMES AT MEC

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

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

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

On completion of the review, the student will receive a letter setting out the findings and outcome and will additionally be issued a "Completion of Procedures" letter to enable the student to take their complaint to the UK Office of the Independent Adjudicator for Higher Education, if appropriate.

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The Office of the Independent Adjudicator for Higher Education ("OIA") operates an independent student complaints scheme pursuant to the UK Higher Education Act 2004.
Students or former students may only take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. The "Completion of Procedures" letter will therefore only be issued from the office of Coventry University's Registrar and Secretary when it has been determined that all internal processes at Middle East College have been completed.
The OIA must receive a completed Scheme Application Form within three months from the date of Completion of Procedures Letter.

3. 6. RESPONSIBLE USE OF IT RESOURCES

MEC policies concerning unauthorised use of IT resources include but are not limited to the following.

1) Users are prohibited from downloading any material that contains pornography, promotes violence, hatred, racism, or encourages any form of illegal activity.
2) Users must not make unauthorised access to any other computer or networks, using MEC's or any third party resources.
3) User must report any weaknesses in MEC's IT security, potential misuses or violations to the appropriate authority.
4) User must not attempt to access any data or programs on MEC systems for which they are not authorised or have not been explicitly granted consent.
5) User must not share any information or devices which is used for identification and authorisation such as, MEC account(s), passwords, PIN , secure token etc.
6) User must not make illegal copies of copyrighted software.
7) Users are prohibited from using software that is not included on the MEC standard software list. The use of shareware or freeware requires prior approval from the Technology Services Department.
8) Users are prohibited from engaging in any activity that may directly or constructively shall refrain from any activity that may abuse, harass or threaten others. Additionally, users must not obtain resources beyond those allocated to them and must not circumvent security measures of any MEC digital devices.
9) The use of non-approved security programs or utilities that may be harmful to MEC's systems or expose their vulnerabilities, is strictly prohibited. This includes, but is not limited to packet sniffers, port scanners, password cracking programs and any other non-approved software.
10) Users must not create, store, or intentionally transmit materials which MEC considers offensive, indecent or obscene.
11) This policy governs internet access from MEC-provided digital devices and any personal or other devices that utilize MEC credentials or access MEC's systems or data, regardless of the device's location.
12) Users must comply with all applicable national laws.
13) Only authorized MEC users are permitted to use MEC systems.
14) Student must not use computer labs through 'Remote Access' during college hours unless it is for their scheduled 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 during weekends.
15) Student must ensure that computers and other IT resources are shut down or put in sleep mode when not in use to save energy.

Email Regulations

- Following are some of the good practices and set rules for use of email communication:

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- Confidential information must only be used in a manner authorised by MEC and consistent with its intended purpose. Disclosure of confidential information to any third party, without specific written authorisation from MEC, is prohibited.
- Unauthorised use of confidential information, including exploitation, misuse, loss, destruction, reverse engineering, decompiling, alteration, deletion or other harmful effects, is strictly prohibited and subject to penal/disciplinary actions.
- Do not send emails that are intimidating, harassing, considered spam or phishing through the MEC email system.
- MEC email services must not be used for personal business.
- Political lobbying or campaigning via email is prohibited.
- Do not distribute any protected works in violation of copyright laws.
- Impersonating another person via email is forbidden.
- Only authorised email software may be used.
- Sending or forwarding chain letters is not allowed.
- Avoid sending unwanted email messages.
- Email users must not misrepresent or create a false impression by issuing opinions/statements on behalf of MEC without prior authorisation.

3. 7. 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 8:00pm
Saturday	9:00 am to 1:00 pm
Friday	Closed

Registration Department (AKZ 009).

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

Front Desk & Security

Sunday to Thursday	7:45 am to 9:00 pm

Wellness Centre (AKZ 002)

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

Student Hub

Sunday to Thursday	7:30 am- 9:00 pm

Technology Service Department (AKZ 111)

Sunday to Thursday	8:00 am – 6:00 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 reach the relevant departments and units for additional information on specific cases and to constantly update themselves with the information provided from time to time through electronic media and

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other communication systems including but not limited to the notice boards.

4. 1. REGISTRATION POLICY

4. 1. 1. MODULE REGISTRATION SCHEDULE

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

4. 1. 2. MODULE REGISTRATION

a) 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.
b) 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. 1. 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. 1. 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. 9. 6.).* Students who have committed Academic Integrity Violation are not allowed to drop the module in the same semester.

4. 1. 5. PROGRAMME WITHDRAWAL

a) Withdrawal from the College may be initiated by the student or by the Registration Department on behalf of the student. A student who withdraws officially from the College will obtain the grade appropriate to the time of the programme withdrawal.
b) Due to the following academic or disciplinary reasons, the college may require a student to withdraw from the programme mandatorily:
   - ❖ A student who exceeds the maximum time allowed to complete the programme shall be required to withdraw from the College and exit with a Fall-back award (the immediate maximum award possible at the time of exit) where he/she is found to be eligible.
   - ❖ Based on the recommendations from the Student Disciplinary Committee, the DALA and/or DDR can take disciplinary action which may lead to withdrawal.
   - ❖ Students who fail to register by the end of the add/drop period for three consecutive semesters, will be considered to have withdrawn unofficially and will be removed from the registration roll.

4. 2. 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 Department and follow the usual procedures for module registrations.

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However, such students shall be registered one day after reporting to the College. The Registration Department requires a minimum of one day to process the request and update the degree plans of these students on SIS.

4. 3. PAYMENT OF FEES

1) Fees shall be paid for all programmes, as per the fee structure.
2) Normally, students shall be permitted to proceed to the next semester, or to view their results only after all outstanding fees are paid.
3) Students shall be awarded graduation notification / transcripts/ graduation certificate / course completion letter only after all outstanding fees, which includes but is not limited to the hostel and library, are paid. This is also applicable to be able to attend the graduation ceremony.
4) Clearance from the Finance and Accounts Department is normally required for the issue of hall tickets for the end-semester examination.
5) All payments can be made by cash, cheque, bank transfer, credit card or online payment
6) Fees payments above OMR 4K, if not resolved through a payment plan may be referred for further legal proceeding to make sure the fees are collected.

4. 4. ATTENDANCE

Students are required to be punctual and regular to all registered classes. They should be present in all classes for the entire duration. It is the responsibility of the student to check their attendance record on SIS. Students who fail to fulfil the attendance requirement will not be allowed to write the End Semester Examination in the respective module and will subsequently be declared as failed. Students are required to re-register for modules in which they have shortage of attendance. There shall not be any special attendance marked on submission of any kind of certificate whether it is medical, work-related or other. Attendance is calculated based on the actual sessions held in a semester.

4. 4. 1. CLASS ATTENDANCE

For PG programmes:

A student passes a taught or project module upon achieving an overall module mark of 40% or higher and maintaining a minimum attendance of 50% in scheduled sessions. Students with attendance between 40% and 49% can still participate in assessments, but if they pass, their final marks will be capped at 40%. If they fail, they will be provided with a supplementary (re-sit) opportunity.

4. 4. 2. 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 attention of 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 Department 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. 4. 3. ATTENDING CLASSES ON TIME

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.

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4. 5. QUALITY ASSURANCE

1) External Examiners: External examiners are normally senior academic staff from UK Universities other than Coventry University. The role of the external examiners is to ensure that the standards of these awards are appropriate and in line of those on comparable programmes at other UK Universities. The external examiners comment and report on assessment aspects across different programmes.
2) Subject Assessment Board (SAB): Each SAB will meet to analyses module and project results that fall under its remit and pass decisions to the appropriate Programme
3) 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).
4) 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 on any exit awards. Membership and proceedings of the PAB are as per its TOR (Terms of Reference).

4. 6. ACADEMIC INTEGRITY POLICY

1) MEC upholds the spirit of academic integrity in all forms of academic work, including research and in professional work. Any form of violation of academic or professional integrity shall be viewed seriously, and invites penalty.
2) Any benefit obtained by indulging in the act of violation of Academic and Professional Integrity policy shall be cancelled and penalty will be imposed.
3) All academic and professional documents referencing or citing external sources shall adhere to the referencing and citation style used by MEC for academic purposes.
4) All students shall be appraised of the Academic Integrity Violation (AIV) and its consequences every semester. Students are advised to get a comprehensive understanding of the academic integrity and other related policies through their module instructors.

If a student work is suspected to violate academic integrity:

- Faculty concerned can conduct a viva as per the institutional guidelines to investigate and ascertain that the work submitted is student's own work. It is mandatory that the student(s) attend the viva during the first chance itself unless it is 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/MEC, s/he shall be given one more chance to appear for the viva within a week from the first call. If the student does not attend the viva even after giving 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. Further penalties for this violation shall be imposed, as detailed in this section, depending on number of violations and past record of the student, in this context.

- If the student fails in 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.

All cases of violation of academic integrity on the part of the student shall be considered under any of the below mentioned categories:

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- ❖ Plagiarism
- ❖ Malpractice/Ghost Writing/Collusion
- ❖ Other cases

- 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 this section.
- The penalty for collusion shall be equally applicable for all students involved in collusion. In case it is established without any reasonable doubt that one student has not consciously shared his/her assignment, but the 'other' student copied that student's work by 'unfair' means, penalty under this clause shall be given only to the 'other' student.
- In case of Academic Integrity Violation detected in PG Project/Dissertation, the following clauses shall apply:
  - 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 for that module. 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 outlining the category of the offence, the number of occurrences, and the potential consequences.
  - ❖ 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 credit points earned (PG diploma)
- **First Offence of Academic Integrity Violation (AIV):**
  - ❖ **Plagiarism**
    - If a student commits an act of academic integrity violation for the first time 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 resubmit the assignment once as per the period allowed for resubmission. However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.
    - Period of resubmission: The student will have to resubmit the work within one week (5 working days) from the date he or she is advised to resubmit.
    - Resubmission of the work beyond the allowed period of resubmission will not be accepted and the assessment will be awarded a zero mark.
    - If the resubmitted work (within the allowed period of resubmission) is also found to be plagiarised, then that assessment component will be awarded a zero mark. It shall also contribute to the total count of AIV for that student.
  - ❖ **Malpractice / Ghostwriting / Collusion**
    - If a student commits an act of academic integrity violation for the first time during his/her course of study for an assessment component irrespective of coursework or end semester and if the type of violation is Malpractice/Ghostwriting /Collusion, then the student shall fail in the module, and an F grade is awarded. In this case the student is required to re-register the module by paying the requisite fee.

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- The student in such cases shall also be given counselling by the Student Success Centre (SSC).

- **Second Offence of Academic Integrity Violation:**

  - **Plagiarism**

  - If any student commits an act of academic integrity violation for the second time 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.
  - The student in such cases shall also be given counselling by SSC and shall receive a warning of suspension.

  - **Malpractice/Ghostwriting/Collusion**

  - If a student commits an act of academic integrity violation for the second time in 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 is required to re-register the module.
  - The student shall also receive a warning indicating suspension in the event of repetition of AIV.

- **Third Offence of Academic Integrity Violation:**

  If a student commits an act of academic integrity violation for the third time in an assessment component irrespective of coursework or end semester examination then the student shall fail the module and shall be suspended for one semester from the College, once the AIV case is confirmed by the IARC.

  - 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.

  - 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.

  - 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 modules.

- **Fourth Offence of Academic Integrity Violation:**

  - If a student commits an act of academic integrity violation for the fourth time in an assessment component irrespective of coursework or end semester examination, the student shall fail the module and shall be expelled from the College, once the AIV case is confirmed by the IARC.
  - The student shall be expelled from the programme and all access to the college facilities and services shall be denied. The student records shall be released only after getting the NOC (No Objection Certificate) from the Registration Department.
  - On termination, the student shall not be refunded any fees paid for the academic semester in which academic integrity violation was observed.

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- **Other cases**

  If a student commits an act of academic integrity violation as per the definition of "other cases", student's case shall be forwarded to the IARC. The Committee shall examine the case by means of a meeting and/or a hearing of the parties concerned if required and shall take an 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.

- **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 (e.g. assignment), the deduction in marks will be applicable for the whole assessment , 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 resubmit (first offence) and others are not eligible, only eligible students will be allowed to resubmit 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 resubmit (first offence) and others are not eligible, only eligible students will be allowed to resubmit 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.

   If some students in the group are eligible to resubmit (first offence) and others are not eligible, only eligible students will be allowed to resubmit 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.

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

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

- **Types/Variation of Cases of Multiple Offences**

If a student is caught with multiple violations of the same or different natures in different modules of the same semester, for count of offence, it will be considered as one, even though the student is penalised for each violation according to the type of the offence.

- **Appeals**

A student grievance against the academic integrity violation penalty imposed on him/her and/or a student appeal against a decision that involves a reduction in the final grades shall follow Student Grievance Redress and Grade Appeal policy and procedure.

4. 7. STUDENT PROJECT

Students are advised to engage actively in their projects and its related activities.

1) Students have to meet their respective project supervisors regularly at appointed times to get advice with reference to their projects.
2) It is important to submit the project proposals and other documents as may be required from time to time for the smooth completion of the project work.
3) Students will have to meet the attendance requirement as specified by MIG.
4) Students will not be given financial support from the College to buy components for their project work.
5) Project work found to be plagiarised will be summarily rejected. The student will be awarded F grade and the student has to re-register the project module.
6) Failure to adhere to project work schedules and submissions will result in deduction of marks in the respective components of the project.
7) Students must submit the final project report as specified in the Project Schedule (Refer MIG) without fail. Student who fails to submit the final project report in MECFuture as per the submission schedule will not be allowed to make the project presentation. The project presentation will not be re-scheduled due to failure in uploading the project report on time in MECFuture. This is applicable if the student doesn't attend the project presentation on the allotted date and time without getting due permission from the Head of the Department. Only the Head of Department or any higher authority of the college can approve requests for extension of the project presentation. Any extension for presentation shall be subject to a written request from the student with valid supporting documents to show why an extension is required. Under extenuating circumstances, the request for extensions are considered. If the request for extension is approved the student is given a chance to give the presentation either before the processing of that particular semester's results or in the immediate succeeding semester in which the module is offered. If the student is given the chance to present the project in the succeeding semester then an IP grade is given towards the module until the presentation is completed.
8) Failure to meet all the requirements of Project work will result in an award of a Fail grade. In such cases students will have to re-register for the project module by paying the prescribed fees and carry out the project work all over again. While due credit will be given to the student's effort and involvement in different stages of the project, every project in its final form shall remain with the College and shall be available for further study or future reference. The College has the right to archive and/or keep student projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.
9) Student should submit the Ethics and Biosafety Approval Form for conducting research in MEC.

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4. 8. MAKE-UP CLASSES

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

4. 9. EXAMINATION ARRANGEMENT FOR STUDENTS WITH DISABILITIES

Students with disabilities are required to submit supporting medical documents (medical reports and certificate from medical consultants) to the Student Recruitment Department at the time of their admission to MEC, if it is known at that time. If support from student with disabilities is requested during the study period they must submit supporting medial documents to Student Success Centre. Once the medical documents are verified, special provisions/adjustments during final examinations and other assessments will be discussed with the student and an appropriate support shall be provided. It will be the responsibility of the Assessment Department to provide the necessary arrangements requested by the student through Student Success Centre provided that the process has been followed by the student at least one week in advance of the examination.

4. 10. RELEASE OF RESULTS

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

Results may be released over the phone on special requests by the students or their sponsors or to any person authorised to receive such information. However, in all these cases prior requests need to be made by the student or the sponsor. No results shall be released over the phone to any unauthorised person.

Sponsors and parents can avail the facility from parent portal in SIS to view their wards' results. Results will not be released if the student has pending fee payment.

4. 11. GRADE APPEAL POLICY

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 Student Recruitment Department 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 honoured 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

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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 (coursework or end-semester) will require payment of prescribed fees of 10 OMR (Ten Omani Rials).
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 Department 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.

4. 12. STUDENT PERFORMANCE REPORTS TO PARENTS/SPONSORS

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

Parents/Sponsors may request Registration Department for performance reports of their wards/sponsored students. Such requests will be taken up and the reports will be made and issued. The Parents/Sponsor Information Portal provides access to some aspects of student data (pertaining to the sponsored student concerned), including student progress data to sponsors and parents who sponsor such students. Such access shall be provided based only on an appropriate request from the student concerned.

4. 13. GRADUATION CEREMONY

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

All students eligible for the award and would like to participate in the Graduation Ceremony, are required to confirm their participation by paying the prescribed fee and by filling an online form or the appropriate form available in the Registration Department eight weeks prior to the ceremony. Request for the award will not be considered any earlier than the scheduled graduation date. Graduation letters will not be issued by the College. However, on the student's request, the college will provide a provisional notification of degree completion until the original award is provided from the University. A minimum of 4 weeks or more is required to issue the Graduation Notification document from the date of request.

Graduation certificate attestation by Ministry of Higher Education, Research and Innovation will be facilitated by the College.

4. 14. REQUESTS FOR TRANSCRIPTS

Official consolidated transcript and certificate will be issued by the awarding body after the completion of study. Until such time students may seek for provisional transcript/Graduation Notification from the college. Transcripts shall be issued from the Registration Department upon

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request only after the completion of the grade appeal period. A minimum of a day is required to process any such request.

4. 15. INFORMATION TO BE BROUGHT TO THE ATTENTION OF THE REGISTRATION DEPARTMENT

If any student is affected by infectious diseases, the same should immediately be brought to the notice of the Registration Department. Students suffering from such diseases will be required to abstain from classes / examinations. Suppression of such information shall lead to prevention from attending classes / examinations in addition to other action as may be recommended by the appropriate committee constituted for this purpose by the Registration Department.

4. 16. ISSUE OF LETTERS

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

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

5. STUDENT SUPPORT AND GUIDANCE

The main student support units are Student Success Centre, World of Work Services, Alumni Engagement Office, and Centre for Academic Writing. Students shall be carefully profiled at the time of admission to diagnose their needs and plan the support mechanisms required, to enable them to successfully complete the programme and thrive in the world of work. Students with special needs, health issues, personal problems and learning difficulties, shall be referred to the Student Success Centre (SSC) by the Student Recruitment Department. Confidentiality is maintained in all discussions and dealings with the students. Academic support departments liaise with academic departments to plan, deploy, review and improve the support mechanisms offered to students so that the unique requirements of each programme are considered and addressed.

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 customised 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 MECFuture. 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.

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5. 2. STUDENT SUCCESS CENTRE

The Student Success Center (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 programmes 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 facilitate the success of students to achieve their academic, career and life goals.

5. 2. 1. ACADEMIC ADVISING

a) Every student in MEC is assigned an Academic Adviser during their study at MEC. The Academic Advisers shall guide and monitor the academic progress of their advisees and recommend interventions through referrals when required.
b) Students requiring extra academic assistance are classified as the target group. Students in the target group shall be additionally supported by the SSC
c) Core advisers shall assist students in the target group to prepare a study and support plan. Specific interventions shall be provided to students in the target group based on the nature of problems hindering their academic performance and progress. Students in the target group shall adhere to this study plan while registering for modules.
d) The faculty advisers shall provide mentorship and coaching for students on innovation/entrepreneurship as per the Innovation Framework.

5. 2. 2. PEER TUTORING

a) Peer-tutoring shall be implemented in the academic departments, as an additional learning support for students who are struggling academically.
b) Implementation, monitoring and review of peer-tutoring at the academic departments shall be coordinated by the SSC.

5. 2. 3. PSYCHOLOGICAL COUNSELLING

a) Staff may refer students with personal or other psychological problems to the counsellor at SSC. Students who need to discuss their personal problems with the psychological counsellor can fix an appointment and meet or walk-in, in case of an emergency.
b) Cases that require further clinical assistance shall be referred to external professionals, with the consent of the student concerned.
c) Student counselling details shall be kept confidential.

5. 2. 4. PROVISIONS FOR STUDENTS WITH SPECIAL NEEDS

a) Students with any special needs, who require additional support to succeed in their studies, shall be supported by SSC.
b) SSC shall work closely with relevant departments and PMs to ensure that the necessary support for such students is provided.

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c) Confidentiality shall be maintained while dealing with such students.

5. 3. EMPLOYABILITY SUPPORT

1) World of Work Services (WoWS) shall acquire strategic partnerships and collaboration with industries and professional bodies to facilitate knowledge exchange, industry-relevant research, and career development opportunities for students and alumni.
2) The Alumni Engagement Department shall extend its networking with alumni, fostering continued involvement and support in the form of mentorship to support student entrepreneurship and employability at MEC.
3) All students and alumni shall receive comprehensive training encompassing curriculum vitae (CV) writing, job interview preparation, career goal setting etc., in addition to support for securing placement or internship and professional development programmes.
4) Information about placement and internship opportunities shall be communicated effectively to students, faculty, and other stakeholders through relevant channels following MEC communication regulations.
5) Continuous improvement of the activities associated with placement and internship is solicited through feedback from stakeholders and making necessary adjustments to enhance the quality and effectiveness of the curricular and co-curricular activities.
6) Organisation and participating students shall adhere to ethical principles and comply with applicable laws and regulations governing such activities. Any instances of misconduct or non-compliance shall be addressed promptly and appropriately.
7) Entrepreneurship and Incubation Centre shall organise mentorship and guidance programmes for innovation/entrepreneurship.
8) WoWS shall also assist academic departments in arranging industry engagement events such as workshops and sessions with industrial speakers, sourcing live projects and organising meet and greet events at regular intervals.
9) The World of Work Services shall maintain a comprehensive system encompassing a database of all students and alumni, as well as information on placement, internship, and other career opportunities.
10) It conducts relevant workshops, organises campus interviews, career fairs, and assists the students by providing letters for training and internship in companies/organisations. Students may request training letters online through the Letter Request feature on the SIS. Training letters are issued only to those students who have completed 12 undergraduate modules and not on reduced workload at the time of application.

5. 4. STUDENT WORKSHOPS

Academic departments and support departments/centers shall provide additional learning support through professional development and life skills workshops for students to contribute to the achievement of MEC Learner Attributes and employability skills.

5. 5. EXTRA CLASSES

Academic departments shall schedule extra classes on a holiday or during free slots when two or more classes of a module are missed in a semester due to unexpected reasons, after making necessary arrangements with all departments concerned.

6. LEARNING RESOURCES

6. 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

1) Use of extensive computer facilities with substantial specialist computer suites, available until 8.00 pm on-campus, whereas they are also available 24/7 through 'Remote Access' from

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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.

2) Access to a huge variety of the latest standard and specialised software installed on student computers.
3) Extensive wireless network on campus – free access to Wi-Fi.
4) IT Helpdesk/STL (Student Technology Leaders) to help with computer and IT services.
5) Cloud email service and personal 1 TB storage space for saving study files that can be accessed.
6) Support and resources for activities related to research and innovation.
7) 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, 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, civil and mechanical labs, 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.

6. 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, and online search console. Students registered on programmes offered in collaboration with Coventry University have access also to Coventry University online resources. 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 instructor 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 PowerPoints and links to additional reading material by their module instructors through MECFuture. 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) Emerald Management.

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

6. 3. COMMUNITY OUTREACH AND ACTIVITIES

6. 3. 1. ACTIVITIES DEPARTMENT

a) Activities Department is the main contact point for organising, supervising, and managing extracurricular activities for students. All societies and Rovers club are under the Activities Department. Membership to Rovers club is open to students with good conduct,

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communication skills and the spirit to serve as volunteers. Student can approach the Activities Department if they want to participate in any external events. Students shall intimate the Activities Department. regarding their participation in external events during the semester. Students participating in activities shall ensure that they meet the minimum attendance requirements for the registered modules.

b) A student who missed a module coursework component due to official participation in an external competition/event shall be eligible for a make-up test on submitting relevant documentary evidence to the module instructor concerned.

c) Participation in activities, during the final examination period, shall be strongly discouraged. However, a student who is a member of the national team may be granted IP status if all the academic requirements are fulfilled. If students are representing MEC in national and international events, then the cost may be borne by the college, depending on the importance of the event and the level of student participation. Such students, may reach Activities Department for prior approval of their costs to participate in such events.

d) Community outreach activities are conducted by the Activities Department by involving students from governmental and non- governmental organisations and schools. Students do not receive academic credit for being involved in community outreach activities. The Activities Department also conducts inbound and outbound international exchange programmes.

6. 3. 2. SOCIETIES AND STUDENT CHAPTERS AT MEC

A Society at MEC is defined as an organisation supervised by MEC staff in association with external experts/organisations. Due to the generic nature of a society, students across specialisations 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 the Activities Department.

Programme offering academic departments have clubs/Student Chapters of professional bodies associated with them. The clubs/Student Chapters organise activities related to various specialisations offered by the department. The goal of the Chapters is to engage students in co-curricular activities such as domain related workshops, training, certifications, guest lectures and competitions. The coordinators of Student Chapters prepares their annual activity plan in consultation with students and the respective Heads of Department. There are currently 10 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, the Archives Club.

Membership

Students have the opportunity to become members of the Student Chapters representing their specialisations. Membership in societies is open to 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 categorised as institutional, national, international, or individual.

- College Level: Any student event organised by MEC.

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- National Level: Any event organised 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 Senior Leadership Team (SLT) member concerned.

- 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 Programmes.

Table 1: Point System

	College Level (any student event organised by MEC)	**National Level (any event organised 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 Senior Leadership Team (SLT) member concerned)**		
			(Participation in person)	**(Online submission of photographs etc.)**	**Participation in Summer School Programmes**
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

6. 4. STUDENT SCHOLARSHIPS

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 recognised for their participation and/or achievement in relevant activities. The Activities Department shall be responsible for identifying and promoting students who take part in extra-curricular activities.
Categories of scholarships and recognitions at MEC:

6. 4. 1. DEAN'S LIST SCHOLARSHIPS

a) In an academic year, all students with Overall Average Mark (OAM) of 84% shall be recognised by being included in the Dean's List. They shall also be awarded a certificate. Dean's List is published every academic year based on affiliations or based on the type of programmes and qualifications.

b) The total number of eligible students for Dean's scholarship is restricted to a maximum of 25 students with the highest OAM and at the discretion of the Dean. The top 25 students are selected from programmes under each awarding body (Middle East College, Coventry

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University, and Breda University).

c) There shall be four full scholarships, each for one academic year. Every year, one topper each from technology/science, engineering, archives and records management and business programmes is awarded the Dean's list scholarship based on the criteria given below:

- Students with an Overall Average Mark (OAM) of 84%
- Students who have successfully completed two regular semesters and 120 credit points at the end of the Spring semester are considered eligible for scholarship under this scheme.
- The student with the highest OAM will be selected for scholarship.
- In case of a tie, students will be selected based on the maximum number of modules passed. In case of a further tie, the scholarship shall be split between the students.
- Students who are currently availing any other scholarship shall not be eligible for the Dean's List scholarship.
- Students who have taken an interim exit and completed Diploma (Applied Course) are not considered.

6. 4. 2. SCHOLARSHIPS FOR STUDENTS FROM LOW-INCOME GROUPS

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

b) 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.

6. 4. 2. 1. ELIGIBILITY CRITERIA

- Such scholarships are provided to students whose parents' combined monthly income is less than 600 OMR (Six Hundred Omani Rials) .
- Students should have passed all modules in the first attempt.
- Students should have completed a minimum of two semesters (excluding GFP) of study at MEC.

6. 4. 3. 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.

6. 4. 3. 1. ELIGIBILITY CRITERIA

- Students should have accumulated maximum points for participating in activities as per the point system.
- Students should have at least minimum attendance in all modules
- Students should have passed all modules in the first attempt.

6. 4. 4. STUDENT ADVISORY COUNCIL OFFICE BEARERS SCHOLARSHIP

The six SAC office bearers (president, vice president, and heads of the four SAC committees) qualify for a 25% scholarship for the academic year in which they hold office.

6. 4. 5. BEST OUTGOING STUDENT AWARD

During the annual graduation ceremony one topper with the highest CGPA in each of the UG and PG degree awarding universities, shall receive best outgoing student award.

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6. 5. 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 College Board 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.

6. 5. 1. PERIOD OF SCHOLARSHIP AND EXTENSIONS

a) For all scholarship granted by MEC, except for Dean's list scholarship and extra-curricular achievement scholarship, the period of scholarship shall be the minimum term of study for the particular programme:
   - General Foundation Programme- 1 academic year
   - Undergraduate - Diploma 2 academic years
   - Undergraduate- Bachelors/ (Hons) - 4 academic years
   - Postgraduate- Masters – (Part-time 2 academic years)

b) For Dean's list scholarship and extra-curricular achievement scholarship, the scholarship is valid only for the academic year for which it has been awarded.

c) Extension of the scholarship period 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 fall under Student Advisory Council, Dean's List, and Extracurricular activities.

6. 5. 2. TERMINATION OF SCHOLARSHIP

The scholarship shall generally stand terminated under the following condition(s)

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

b) Change of specialisation 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 programme 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 terminating a student scholarship shall follow the Student Grievance Redress and Grade Appeal policy.

6. 5. 3. CHANGE OF SPECIALISATION

Application duly signed by the student shall be submitted to the Registration Department and the Director of Administration and Legal Affairs (DALA) may approve the request on the following grounds:

a) If no financial implication on changing to the new specialisation

b) Change of programme of study should not affect the period of study

c) Weak academic performance in the current specialisation

d) Should satisfy the entry conditions.

6. 5. 4. FEES

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

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

6. 6. 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.

6. 6. 1. THE STUDENT ADVISORY COUNCIL OFFICE BEARERS

a) President of the Council
b) Vice-President of the Council
c) Head of Academic Committee
d) Head of Student Services Committee
e) Head of Activities and Initiatives Committee

6. 6. 2. CRITERIA FOR PRESIDENT AND VICE PRESIDENT OF THE STUDENT ADVISORY COUNCIL

Both must fulfil the following conditions:
a) They must be Omanis.
b) They should have successfully completed:
- 180 credit points of the 240 credit points for Diploma programmes.
- 240 credit points of the 480 credit points for Bachelor's programmes.
- 60 credit points of the 180 credit points for Master's programmes.

c) Any student, taking the position of President/Vice-President can only hold office for a period of one term.
d) They must not take up any administrative position in any other student club/Chapters.
e) There should have been no disciplinary action history against the candidate.

6. 6. 3. CRITERIA FOR OTHER MEMBERS

A member of the Council must fulfil the following criteria .
a) They must have, at least, successfully completed one semester with a workload not less than the minimum requirement.
b) They must have an OAM is not below 54 % for Diploma and Bachelor students
c) They should not have exceeded the required term (study-period) in the respective programme.
d) They should have 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.
e) They should not have 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.

6. 6. 4. OBJECTIVES OF THE STUDENT ADVISORY COUNCIL

a) Representing the student community.
b) Promoting the enhancement of student experience, in terms of student learning, student research activity and student services.
c) 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.
d) Developing student awareness of their surrounding community; i.e., encouraging them to practice social responsibility.

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e) Developing patriotism and spiritual and ethical values.
f) 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.
g) Representing and following up with all student community issues, needs, achievements.
h) Enhancing student activities in all fields; cultural, social, sport, art and others.
i) Strengthening the values of volunteerism, thus supporting charity organisations and enterprises.
j) Helping excelling students to achieve more in studies, research and other related issues.
k) Bridging communication channels between the students and the working team of the institution (administration, faculty, and staff).

6. 6. 5. RESPONSIBILITIES OF THE STUDENT ADVISORY COUNCIL

a) 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).
b) Discussing the budget of the Council that is proposed by the Student Advisory Council and forwarding it to the Dean for approval.
c) Making appropriate decisions and recommendations in harmony with the rules, regulations and instructions of the institution.
d) Representing students and the institution in external activities assigned by the Dean.
e) Discussing and approving the financial and administrative reports proposed by the Student Advisory Council.
f) Terminating the membership of any member of the council, who has been found guilty of committing a prohibited or offensive act/violation. Such termination shall come into action, only after obtaining necessary approval from the Dean.
g) Recommending appropriate actions to enable the Council to fulfil its responsibilities.

7. HOSTEL FACILITIES

Hostel facilities are available for both male and female students, supervised by the Student Accommodation and Estate Office. 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 must follow the health and safety guidelines.

Smoking inside hostel room is strictly prohibited. Students may smoke outside the areas designated for the same. Students are advised not to use Bukhur or any smoke-generating equipment other than for the purpose of cooking. Anyone found smoking inside the hostel room or found using Bukhur, he/she shall be penalised 25 OMR (Twenty Five Omani Rials) with a warning letter for the first instance. For the second instance a fine of 50 OMR (Fifty Omani Rials) 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.

7. 1. HOSTEL FEES

The fee covers charges for accommodation.

7. 1. 1. GIRLS HOSTEL

Table 2: Fee structure for Girls Hostel

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

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7. 1. 2. BOYS HOSTEL

Table 3: Fee structure for Boys Hostel

Occupancy Type	Annual fee (payable in three equal instalments)
Shared room occupancy	630 OMR

Every student who opts for the hostel facility, must pay a refundable caution deposit of 50 OMR (Fifty Omani Rials). 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.

7. 2. VEHICLE PARKING

MEC provides non – reserved parking areas for students and staff. Students and staff are expected to follow 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. For the safety and convenience of all, students are particularly discouraged from parking in spaces reserved for the ROP and ambulance services. Violations of this kind may attract disciplinary measures. Students with disabilities can request for specially allotted parking through the Student Success Center.

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PART B PROGRAMME REGULATIONS

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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

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

Coursework can be both summative and formative. Students will be given 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 make presentations to other students. Tutorial and other exercises will be organized to enable students to practice the techniques they have been taught. Guided reading and other tasks will be set for the students to do outside formal classes. The details of teaching and learning strategies is provided in the Module Information Guide (MIG).

During the programme, students will face 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 who 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 through 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 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 attending the 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 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 a project module on obtaining an overall module mark of 40% or more, subjected 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.

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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 when 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 Programme for an award of the University may not be used as credits towards Programme for another award at the same level of the University, if they amount to more than one third of the modules in the new Programme that the student intends to pursue, other than as credits towards the first stage (i.e. Postgraduate Diploma stage). Modules passed in one Programme for a particular award may not be taken again as part of a Programme, that the student intends to pursue. A University award cannot be used to gain entry with advanced standing to more than one programme for an award from the University. Modules cannot be used in more than one programme for the calculation of Merit or Distinction.

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

1. 4. DISSERTATION / PROJECT

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

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) Students are advised to submit the dissertation/project proposals and other documents as may be required from time to time for the smooth completion of the dissertation/project module.
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. Students should submit the Ethics and Biosafety Approval Form for conducting research.

1. 4. 1. DISSERTATION / PROJECT PROCESS

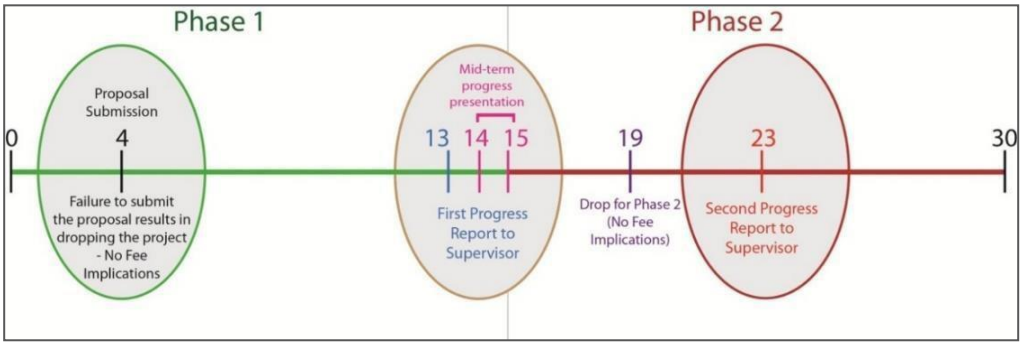

Figure 1: Dissertation /Project process

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 and dissertation modules of MBA, MSc (IT), MSc (EE) and MSc (CPCM) programmes 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

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progress of research 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. If a student drops out of Phase 1 or Phase 2 within the first four weeks, there should be no fee implication, subject to the supervisor. However, there will be fee implications if a student drops/ withdraws Phase-1 or Phase-2 due to lack of progress. Students who completes phase 1 successfully must continue with phase 2 with in same academic year. Students will get the final mark for the dissertation only after the successful completion of Phase 1 and Phase 2. The interim period shall be considered as In Progress.

For MBA programme, the duration of MBA consultancy project is one semester. Figure **1 is applicable for all PG programmes except MBA**. It enables students to apply their skills and management theory in carrying out live consultancy projects within their own or a host organisation.

1. 4. 2. 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 Programmes and for entry, progression and the granting of the University's taught postgraduate awards. They must be referred to in all Programme definitive documentation, together with any specific requirements in respect of particular named Programmes.

The Regulations divide programmes leading to 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 students can find the specification for their study programme. Students will also receive module information guide (either paper-based or electronic) which contains important information on the structure and specific requirements for their modules. Students must read these documents, familiarize yourself with the information, and refer to it throughout their studies, especially when preparing coursework assignments or time constrained examinations. Failure to consult this information, will not under any circumstance, constitute an acceptable defense in the case of the student's failing to comply with the requirements.

2. 1. THE MODULAR FRAMEWORK

MEC aims to provide and achieve education of international standards. 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 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. A student becomes eligible for an interim award, by completing part of a longer Programme and the interim qualification is conferred only if the student fails or withdraws from the next stage of the Programme.

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Such interim awards include the following:

1) Postgraduate Certificate
2) 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) Students should check their course plan on the SIS. Should there be any error, the same should be reported to the registration department.

d) If the student wish to change from full-time to part-time, or vice versa, then he/she must notify MEC at the time of 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 subjected 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 Academic Exemptions Committee (AEC) for consideration prior to the period of extension being agreed with the student.

2. 1. 3. WITHDRAWAL FROM PROGRAMME

Students may withdraw from their Programme 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 signs the form; retrospective withdrawal dates shall not be accepted. All marks obtained at the time of withdrawal of the module shall stand and the student may re-enroll for the Programme in later years if appropriate.

A student who has not formally withdrawn from a Programme 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 a student stops attending the classes without officially completing the withdrawal procedure, the module will be given an F grade and will appear on the final transcript.

If a student decides to withdraw from the whole programme, the student should follow appropriate procedures in consultation with the Programme Manager. In case the student doesn't comply with these procedures, the student may not be entitled for a refund of the tuition fee, and he/she may have to pay back the student scholarships, if any.

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 MECFuture. 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.

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2. 1. 5. TIMETABLING

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

2. 2. COURSEWORK ASSESSMENTS

All modules of the programme require the student to produce coursework, including assignments that will be assessed. The student will be given a schedule for each module, together with guidance on the outcomes. For assignments, there are standard guidelines pertaining to but not limited to word limit, timeframe for handing in student's work, applying for an extension to the deadline and work handed in late, without authorization.

Module Instructor will guide, whether any word limit is a guideline, or whether the 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. The Module Instructor will also advise about the hand-in procedures and the date by which students have to submit the completed work. Students should ensure that he/she manages their 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. Students must attach a cover sheet for each piece of coursework that they hand in. Students must submit their work to the Module instructor or otherwise advised.

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

Students 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.

Students 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. The request will be considered and if successful, the student will be given a new date by which the student must complete and hand-in their work.

It is not possible to apply for a second extension for the same piece of work. If the student submits the 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 fail in 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 the student 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

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be subject to the internal moderation process. There may be written comments on some of the assessed work which indicates that it has been included in the moderated sample.

2. 2. 1. EVALUATION AND MODERATION

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

2. 2. 2. STUDENT APPEAL

a) 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 Office 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 as detailed in Academic Integrity Policy (*Refer Section 4.6*). 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 MECFuture. All electronic copy uploaded in MECFuture 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 MECFuture and a handwritten feedback on the manuscript for the closed book test.
b) Feedback should explain clearly how the submitted work has been evaluated.

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

2. 2. 5. SPECIAL CIRCUMSTANCES

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

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

c) The Special Circumstances request shall:
- be accompanied by all relevant documentary evidence
- be signed by the student and their Module Instructor
- Give full details of the Programmes affected and the periods and extent to which they were affected, along with approval from the Head of the Department.

2. 3. IN-CLASS TESTS

Some postgraduate modules require the student to take in-class tests as a part of coursework.
Students should always arrive in plenty of time for the test, as they may not be permitted to start late. If students arrive late but within 30 minutes of the start of the exam and are permitted to start, he/she will not be allowed extra time at the end in compensation for the late arrival. The invigilator will explain the procedures for the test and is available to answer any queries the student may have.
Students should always ensure that they have the correct test paper. If his/her first language is not English, they may use a short bilingual dictionary for the first 15 minutes of the test, to ensure that the student understand the questions, after which it will be removed by the invigilator for collection by the student 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, students must remain silent, and not leave their seat until an invigilator has collected their script.
Students 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. Students may not eat, drink or smoke during tests; and 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 students need special test conditions due to illness, disability (physical or sensory) or for religious reasons, they must inform respective Programme Manager, well in advance of the test period. The administrative office, normally responsible for the programme, will be able to advise whom students 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 examinations/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 Department (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.

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2. 4. EXEMPTIONS TO ACADEMIC REGULATIONS UNDER EXTRAORDINARY CIRCUMSTANCES

If a student is unwell and feel that the illness is affecting his/her ability to complete work or attend a test, then he/she 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.

The student is required to complete a form if he/she is unwell for a short while (e.g. a cold, migraine). If illness or other circumstances affect his/her ability to meet a deadline for handing in assessed coursework or his/her ability to sit for a test, the student should consult the detailed guidance on the procedures for dealing with extenuating circumstances.

In brief, these procedures allow students to request

1) an extension of a coursework deadline (normally up to a maximum of two weeks);
2) 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 the student is fit for the assessment and no subsequent claims for extenuating circumstances regarding that assessment will be accepted.

2. 5. 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

1) Evacuate from the examination hall as guided by the faculty without any delay for submitting/collecting their answer scripts/ examination material.
2) 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. 6. ASSESSMENT BOARDS, REASSESSMENT AND RESULTS

After each semester, student results will be considered, and position is 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 the coursework, for example, may differ from the total of the marks that student has 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

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Programme 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 Programme, the stage on which a student is enrolled must be amended with immediate effect.

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

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

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

1) Reassessment by re-sit of any taught module shall be an integrated assignment with all learning outcomes covered.
2) 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.
3) Where a module is awarded Fail grade and reassessment by re-sit is permitted, all components must be reassessed.
4) 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.
5) 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 after paying the requisite fee.
6) 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.
7) 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.
8) 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:
    - 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;
    - no more than one taught module may be condoned;
    - Condonement is not permitted to allow a student to achieve an award at any interim stage of a Master's programme.
    - condoned modules may not be repeated or reassessed in any way;
    - 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 student is 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).

- Complete reassessment in all components shall be required with 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

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attempt shall carry a maximum mark of 40% or the original mark if higher, unless the original attempt has been nullified by the process notified. Students who are repeating a module due to previous failure shall have the original module mark used to determine the calculation for Merit or Distinction (where applicable). Any reassessment required during the repeat period of study shall not be considered as deferred unless a student makes a submission under the extenuating circumstances procedure notified. This right is subject to the module or equivalent still being offered by the University.

- Normally, only one repeat opportunity shall be permitted for any module.
- Students may not repeat a module to improve marks in a previously passed module.
- 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. 7. DEFERRALS FOR EXTENUATING CIRCUMSTANCES

1) 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.
2) Student has the right to inform the college/university 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).
3) All applications for deferral of assessments shall be considered by the Subject Assessment Board.
4) Deferred assessments and repeat periods of study shall be treated as a first attempt.
5) Work for assessment submitted after the notified deadline shall be awarded a fail grade.
6) Students who fails to submit assessments or attend examinations shall be considered failed in the same.
7) 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 such requests and arrive at a decision.

2. 8. PROGRESSION

Programmes 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. 9. AWARDS AND CLASSIFICATIONS

1) A student who obtains 60 credits at level M (Refer Section 2.1), within the terms of an approved Programme shall be eligible for the award of the University's Postgraduate Certificate (or equivalent award).
2) A student who obtains 120 credits at level M, within the terms of an approved Programme shall be eligible for the award of the University's Postgraduate Diploma (or equivalent award).

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

Table 4: Awards and classification

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

2. 9. 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 (i.e. 58% or 68% respectively); the calculation cannot be rounded up to meet this criteria under any circumstances.

2. 9. 2. EQUIVALENT CLASSIFICATION

Table 5: Equivalent classification

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

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2. 9. 3. OVERALL AVERAGE MARK

MSc (IT), MSc (EE)

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

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

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

MSc (CPCM)

If Project mark is minimum when compared to all other modules

OAM= [(Sum of all modules with 15 credits) + (2* project mark) + (2* 30 credit module mark)] /10

OAM = $\sum_{X=1}^{X=6}$ [Marks(x) with 15 credits + (2* mark of 30 credit module) + (2* Project Mark)] /10

Else If project mark greater than second smallest of all module mark with 15 credits

OAM= [(Sum of all modules with 15 credits) – (minimum of all modules) – (second smallest of all modules) + (4* project mark) + (2* 30 credit module mark)] /10

OAM = $\sum_{X=1}^{X=6}$ [Marks(n) with 15 credits modules + (2* mark of 30 credit module) - (Min (All module marks))-(second smallest (All module marks)) + (4*Project Mark)]/10

Else
OAM= [(Sum of all modules with 15 credits modules) – (minimum of all modules) + (3* project mark) + (2* 30 credit module mark)] /10

OAM = $\sum_{X=1}^{X=6}$ [Marks(x) with 15 credits modules + (2* mark of 30 credit module) - (Min (All module marks)) + (3*Project Marks)]/10

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2. 10. 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 the student wish to request a review or make an appeal against a Programme Assessment Board decision, he/she must put the case in writing and provide full supporting documentation. Student should then send the 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 doesnot present himself/herself, 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) Changes in grades may occur if there is evidence of procedural errors found during the grade appeal process.
5) Academic rights and privileges of faculties shall be honoured in the process of investigating a grade appeal.
6) Students may appeal against the marks awarded within five working days from the announcement of results.
7) Any appeal submitted after the time period set by this policy shall not be considered. Holidays are not counted as working days.
8) Grade appeal is limited to the review of the procedures followed and there shall be no contest on the academic judgment passed.
9) After release of results, any grade appeal will require payment of prescribed fees of 10 OMR.
10) After release of results, the student will be able to see marks obtained in all the assessments of the module for which fee is paid. If any change of mark is affirmed after the appeal, the fee will be refunded.
11) All grade appeals shall be considered by the Department Assessment Review Committee (DARC).
12) Further appeal on the decision taken by the DARC may be raised to the Institutional Assessment Review Committee (IARC).
13) 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

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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. 11. DATA PROTECTION AND CONSENT TO PROCESS INFORMATION

2. 11. 1. FAIR PROCESSING NOTICE - DATA PROTECTION ACT 1998

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

a) To 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 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/. Student contact details may also be passed to the Higher Education Funding Council (HEFCE) or its agents for the purpose of administering the national student survey, and to the University's agents for the purpose of administering our own surveys;

b) To Coventry University Students' Union to enable the Union to issue NUS card, return lost property and deal with disciplinary matters;

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

d) Publication of student email address on the University's web site. This means that the address will be available worldwide, including in countries where the rights of data subjects are not protected by law. Students may opt to have their address withheld by emailingsupport@mec.edu.om;

e) Names will be included in pass lists and may be displayed on notice- boards. The University will not disclose information about the student to relatives or friends without his/her consent.

The University may hold information about the student, which constitutes 'sensitive data' as defined in the above Act, such as information about ethnic group, relevant health records and the disability classification which is supplied to the University. The ethnicity information supplied will be used to comply with the requirements of HESA, equal opportunities legislation and the University's Race Equality Policy. Information on student admissions and progression will be publicly available; however, it will not be possible to identify individuals from this information, which will assist the University in ensuring equality of opportunity. The disability information supplied will be shared with relevant staff of the University in order to provide the student with the best possible support for their studies. The student should understand that by completing the enrollment process he/she consent to the use of his/her personal data for submission to official agencies in Oman including MoHERI and to the sponsors (organizations/parents/guardians), if applicable.

2. 12. 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.

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2. 12. 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 obtained 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 Programme 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. 12. 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 for that module and the following financial implications

Table 6: Fee For Withdrawal of Modules

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. 13. 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. 13. 1. AWARD OF POSTGRADUATE CERTIFICATES

A student who obtains 60 credits at level M, within the terms of an approved Programme shall be eligible for the award of the University's Postgraduate Certificate (or equivalent award).
These can be awarded to students who decide to leave the Programmes and have passed the 60 M-level credits prescribed for their registered award title.

2. 13. 2. AWARD OF POSTGRADUATE DIPLOMAS

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

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These can be awarded to students who exit from their Programmes 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. 13. 3. AWARD OF MASTERS DEGREES

A student who obtains 180 credits at M level within the terms of an approved Programme 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.

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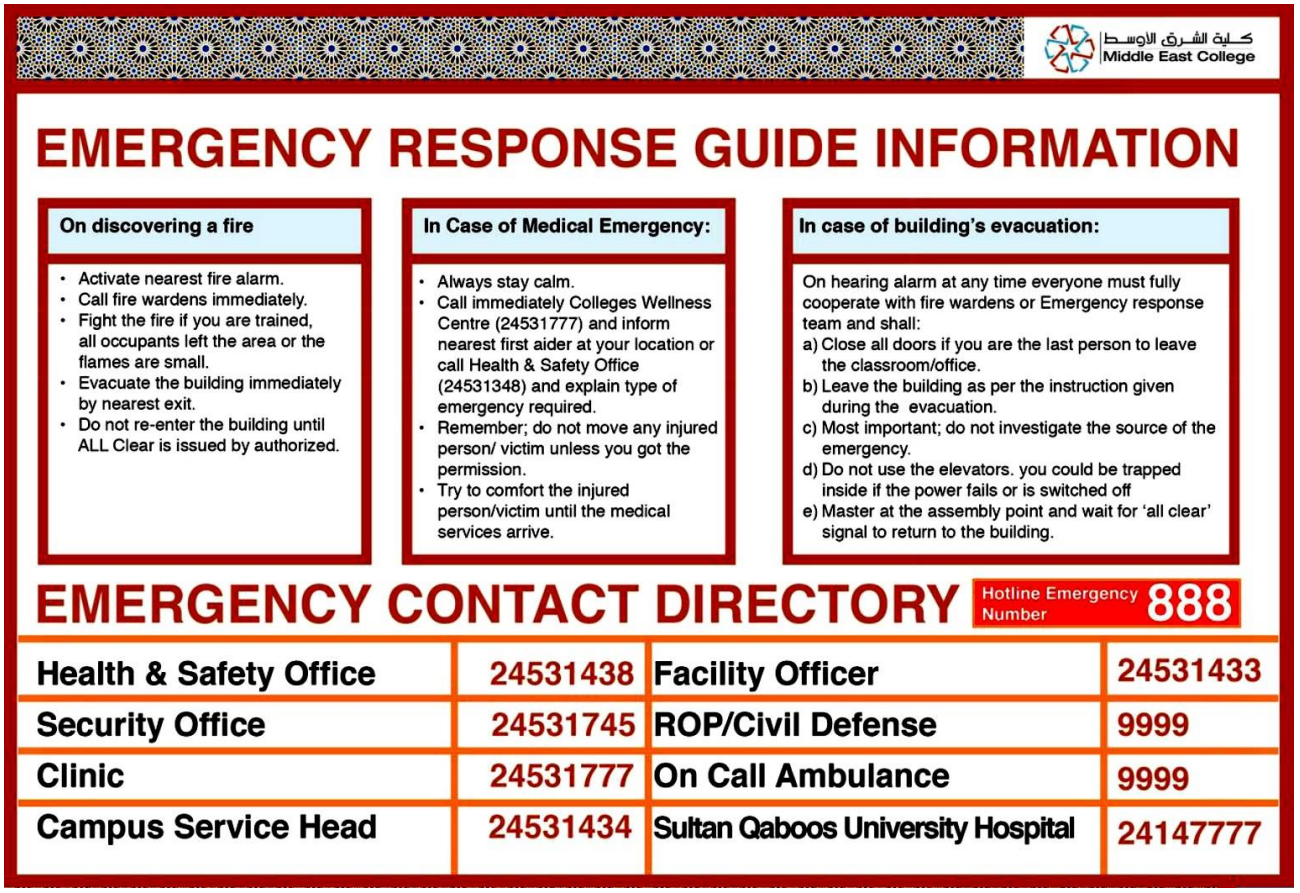
3. EMERGENCY RESPONSE GUIDE INFORMATION



كلية الشرق الأوسط
Middle East College

EMERGENCY RESPONSE GUIDE INFORMATION

On discovering a fire

- Activate nearest fire alarm.
- Call fire wardens immediately.
- Fight the fire if you are trained, all occupants left the area or the flames are small.
- Evacuate the building immediately by nearest exit.
- Do not re-enter the building until ALL Clear is issued by authorized.

In Case of Medical Emergency:

- Always stay calm.
- Call immediately Colleges Wellness Centre (24531777) and inform nearest first aider at your location or call Health & Safety Office (24531348) and explain type of emergency required.
- Remember; do not move any injured person/ victim unless you got the permission.
- Try to comfort the injured person/victim until the medical services arrive.

In case of building's evacuation:

On hearing alarm at any time everyone must fully cooperate with fire wardens or Emergency response team and shall:

a) Close all doors if you are the last person to leave the classroom/office.
b) Leave the building as per the instruction given during the evacuation.
c) Most important; do not investigate the source of the emergency.
d) Do not use the elevators. you could be trapped inside if the power fails or is switched off
e) Master at the assembly point and wait for 'all clear' signal to return to the building.

EMERGENCY CONTACT DIRECTORY

Hotline Emergency Number **888**

Health & Safety Office	24531438	Facility Officer	24531433
Security Office	24531745	ROP/Civil Defense	9999
Clinic	24531777	On Call Ambulance	9999
Campus Service Head	24531434	Sultan Qaboos University Hospital	24147777

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4. HEALTH, SAFETY, AND ENVIRONMENT (HSE) GUIDELINES

4. 1. HSE GUIDELINES-ON CAMPUS

Students are expected to prioritise and maintain health, safety, and environment (HSE) standards while on campus. The following HSE guidelines are designed to create a safer, healthier, and more environmentally-friendly campus:

4. 1. 1. REPORTING HAZARDS

Any unsafe Act, unsafe conditions, or potential hazards must be immediately reported to the faculty member in charge or the campus Health and safety office. Familiarise yourself with the reporting channels guidelines and ensure prompt reporting of health concerns, injuries, or incidents. Regular communication can prevent minor issues from escalating into major problems. Issues concerning health, safety, and environment should be prioritised and addressed immediately.

4. 1. 2. EMERGENCY PROTOCOLS

Familiarise yourself with emergency exits and evacuation routes in all buildings you access. Always keep emergency exit routes clear of obstructions. Do not activate the fire call point unless there's a genuine emergency. False alarms can divert crucial resources and pose risks to the community. Disciplinary action will be taken against anyone found misusing or tampering with emergency equipment or protocols.

4. 1. 3. FIRE SAFETY

Familiarise yourself with the locations of fire extinguishers and how to use them. Do not tamper with fire safety equipment, including fire extinguishers, Fire Hose, smoke detectors and fire alarms.

4. 1. 4. FIRST AID AND WELLNESS

Familiarise yourself with the locations of first aid kits, automated external defibrillators (AEDs), and the Wellness Center. Always report any injuries or health concerns to the Wellness Center, no matter how minor.

4. 1. 5. ENVIRONMENTAL PROTECTION

Conserve energy by turning off lights, computers, and other equipment when not in use. Be mindful of water usage and avoid unnecessary wastage.

4. 1. 6. WASTE DISPOSAL

Always segregate waste according to its type - recyclable, organic, hazardous, etc

4. 1. 7. SAFE TRANSPORTATION

While on campus, always use designated pedestrian pathways and crosswalks. Avoid distractions, like texting or any other distractions, when crossing streets.

4. 1. 8. PREVENTING SLIPS, TRIPS, AND FALLS

Keep personal spaces tidy and free from obstacles. Report any spillages or wet floors to the custodial staff.

4. 1. 9. ELECTRICAL SAFETY

Do not overload power outlets. Check for damaged cords or plugs before using electronic equipment.

4. 1. 10. AWARENESS PROGRAMMES

Participate in HSE awareness programmes, trainings, and drills organised by the college.

4. 1. 11. RESPECTING BIODIVERSITY

Do not harm campus flora and fauna. Respect green spaces and use trash bins for waste disposal.

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4. 2. HSE GUIDELINES-IN HOSTEL

It's important for students to also be aware of waste disposal protocols. Proper segregation into biodegradable, non-biodegradable, and hazardous waste categories is essential, and students are expected to dispose of waste in the allocated bins. Any emergencies, be it fires, medical issues, or security breaches, must be immediately reported to the hostel supervisor or the designated emergency contact.

4. 2. 1. SAFETY PROTOCOLS

All rooms are equipped with smoke detectors and fire extinguishers to ensure student safety. It's essential that these devices are not tampered with or used inappropriately. Evacuation plans are clearly displayed on each floor, and drills will be conducted periodically to ensure students are aware of evacuation routes and assembly points.

4. 2. 2. PROHIBITED ITEMS

For safety reasons, items such as candles, open coil heaters, and inflammable materials are strictly prohibited in the hostel rooms.

4. 2. 3. ELECTRICAL SAFETY

Students should refrain from using high wattage electrical appliances which may cause overloading.

4. 2. 4. WELLNESS CENTER

A wellness center is located in the ground floor of building AKZ, which addresses both physical and mental health concerns. It is essential to report any health-related issues, so they can be promptly addressed.

4. 2. 5. ENVIRONMENTAL CONCERNS

Hostel residents are encouraged to practice sustainable living. This includes turning off lights and electrical appliances when not in use, recycling when possible, and avoiding water wastage.

4. 2. 6. HYGIENE AND CLEANLINESS

Students are expected to maintain a high level of personal hygiene and cleanliness in their rooms. Regular room inspections will be conducted to ensure that health standards are maintained.

4. 2. 7. REPORTING MECHANISM

Any incidents, risks, or concerns related to health, safety, or environment should be promptly reported to the hostel supervisor or through the dedicated HSE reporting channel.

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5. USEFUL CONTACTS

Campus Contact Information

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

Important Contact Numbers

Table 7: Details of Contact Person

Office/Person	Extension	Mail ID
Front Office	444	
Hot Line Emergency Number	888	hse@mec.edu.om
Hot Line IT Support	555	support@mec.edu.om
Dean's Office	412	Dean@mec.edu.om
DEAN		
Dr. Saleh AL Shaaibi	599	salshaaibi@mec.edu.om Dean@mec.edu.om
DEPUTY DEAN AND REGISTRAR		
Mr. Ashwin J K	727	ash@mec.edu.om
DEPUTY DEAN ACADEMIC EXCELLENCE		
ASSISTANT DEAN		
Dr. Alya Al Farsi	704	alya@mec.edu.om
Dr. Ahmed Nawaz Hakro	492	Ahakro@mec.edu.om
DIRECTOR		
Dr. Priya Mathew (Student Success)	600	priya@mec.edu.om
Mr. Harith Jahwari (Employability & Partnerships)	405	harith@mec.edu.om
Mr. Mohammed Al Sabahi (Growth, In charge)	588	mohammed@mec.edu.om
Mr. Waleed Salim Al Atiqi (Administration & Legal Affairs)	437	waleed@mec.edu.om
FACILITIES MANAGEMENT DEPARTMENT		
Mr. Mohammed Sakeer	434	sakeer@mec.edu.om
Mr. Rafeeq Abdul Rahman	431	rafeeq@mec.edu.om
TECHNOLOGY SERVICES DEPARTMENT		
Hashim Mohammed	533	hashim@mec.edu.om
Ms. Duaa Al Sabti	532	duaa@mec.edu.om
Mr. Abdullah Al Rahbi	540	aalrahbi@mec.edu.om
STL DESK	537	StudentTechnologyLeaders@mec.edu.om
REGISTRATION DEPARTMENT		
Ms. Duaa Al Shanfari (HoD, In-Charge)	731	dalshanfari@mec.edu.om
Mr. Vinu P	711	vinu@mec.edu.om
Ms. Noor Al Jafari	733	naljafari@mec.edu.om
Ms. Fatema Al Nadhiri	735	falnadhiri@mec.edu.om

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PG DESK		
Mr. Redha Al Balushi	574	redha@mec.edu.om
STUDENT RECRUITMENT DEPARTMENT		
Mr. Redha Al Balushi (HoD, In-Charge)	574	redha@mec.edu.om
Mr. Mohammed Al Hudaifi	595	malhudifi@mec.edu.om
FINANCE AND ACCOUNTS DEPARTMENT		
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Mr. Ibrahim P.T	423	ipallath@mec.edu.om
Ms. Faiza Al Zadjali	418	faiza@mec.edu.om
QUALITY ASSURANCE OFFICE		
Ms. Nandita Ganesh	744	nandita@mec.edu.om
Mr. Yasser Al Balushi	511	ybalushi@mec.edu.om
Ms. Shima Nasser AL Mandhari	754	shima@mec.edu.om
BRAND AND COMMUNICATIONS DEPARTMENT		
Mr. Ritesh Rajendran	535	ritesh@mec.edu.om
ACTIVITIES DEPARTMENT		
Ms. Thuraya Al Yaarubi	521	talyaarubi@mec.edu.om
STUDENT EXPERIENCE OFFICE		
Ms. Maryam AL Mamari	595	malmamari@mec.edu.om
STUDENT ACCOMMODATION & ESTATES OFFICE (HOSTEL)		
Mr. Saed Al Musheifri	583	salmusheifri@mec.edu.om
STUDENT SUCCESS CENTRE		
Ms. Badriya Al Hosni	747	badriya@mec.edu.om
ACADEMIC DEPARTMENTS		
Department of Management Studies (Acting HoD – Ms. Shyamala Srinivas)	453	shyamala@mec.edu.om
Department of Computing and Electronics Engineering (HoD – Dr. Santosh John)	478	santhosh@mec.edu.om
Department of Civil and Mechanical Engineering (HoD – Dr. Ram Kishore Manchiryal)	720	ramkishore@mec.edu.om
Centre for Foundation Studies (HoD – Dr. Samia Naqvi)	565	snaqvi@mec.edu.om
Curriculum Development and Academic Innovation Centre (Ms. Zahra Al Mehdi)	547	zahram@mec.edu.om
Centre for Research and Consultancy (HoD-Dr. Shaik Asif Hussain)	661	shussain@mec.edu.om
Department of Archives and Records Management (HoD – Dr. Ezzat Saad Hassan Ahmed)	774	ezzatsaad@mec.edu.om
WORLD OF WORK SERVICES		
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Mr. Khalid Al Harthi	451	khalid@mec.edu.om
ALUMNI ENGAGEMENT OFFICE		
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HUMAN RESOURCES DEPARTMENT		
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Ms. Mahdim Al Balushi	527	mahdim@mec.edu.om
WELLNESS CENTRE	777	clinic@mec.edu.om

Revision History

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