كـــلية الشـــرق الأوســـط
Middle East College

Degree Awarded by Middle East College

STUDENT HANDBOOK
AY 2025-26

PART A – GENERAL REGULATIONS
PART B – PROGRAMME REGULATIONS (GFP)
PART C – PROGRAMME REGULATIONS (UG)

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 in this handbook at any time. Students will be informed of any such revisions or amendments made.

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 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. AWARDING BODY

Middle East College, Sultanate of Oman.

2. 6. ADMISSION CONDITIONS IN GENERAL

Students seeking admission to any of the (Group A) Bachelor's or Diploma programmes mentioned below should possess a General Education Diploma from the Sultanate of Oman or its equivalent qualification approved by the Ministry of Education, the Sultanate of Oman and a General Foundation Programme (GFP) completion certificate*.

BSc in Archiving and Records Management

* Students who do not have a GFP Certificate will be placed at Level 1 of GFP. However, if they wish to be placed at a higher level or be exempted from GFP to directly undertake the undergraduate studies, they will be required to take the MEC Placement Tests to determine their proficiency levels in English, Math and Computing so that they are placed accordingly.

2. 6. 1. 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.

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2. 6. 2. INTERNATIONAL STUDENTS VISA & VISA RENEWALS

MEC may provide the 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 the 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 for providing 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 to process 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 the 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.

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. 7. FEE PAYMENT STRUCTURE

The total fee includes application fee, Caution Deposit (refundable fees), Tuition Fees, Hostel fees or any other dues from the 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. 7. 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 UG / GFP programmes - 50 OMR (Fifty Omani Rials)

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

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2. 7. 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. 7. 3. TUITION FEE

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

2. 7. 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:

a) Pay by adding MEC as biller in the Bank Muscat M-Banking application.

b) Deposit in Bank Via Internet/Online: Students can transfer money into College Bank accounts by adding MEC as beneficiary

Bank Muscat: 0315003468080017
Bank Ahli: "6101-066544-001"
Bank NBO: 1051667669002
Sohar Islamic: 7050-1002-022201

Student MUST mention the unique Student ID in "Remarks" for identification. To ensure timely payment processing and receipt issuance, students should notify, with a screenshot or transaction ID via email to AO@mec.edu.om. In case of deposit of Cash in the CDM machine, the student should send an email to AO@mec.edu.om with picture/scanned slip with the Student ID mentioned in the email.

c) 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.

d) Pay at the Cash counter in college campus.

e) Payment through Cheque: Students can submit cheque to account office with student ID & contact number mentioned overleaf. In case the cheque submitted towards fee is returned unpaid, due to insufficient fund or any other reason, the 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 categories 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. 7. 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 Post graduate 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

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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. 7. 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 the 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. 8. 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 the 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.

2. 9. 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. 10. 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. 11. 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

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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. 12. 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. 13. 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 are available during college operational hours. Additionally, resident nurse(s) are available on call in the girls' hostel of MEC.

2. 14. 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.

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 the 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 the 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.

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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 the 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.
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 the code of conduct applicable for students in the MEC campus, the 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:

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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 a 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 the Ministry of Higher Education, Research and Innovation, female students should not cover their faces with veils.
d) Forges, alters, possesses, duplicates, or uses documents, records, keys or identification without consent or authorisation of appropriate college officials.
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 premises.
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 as offensive, threatening, bullying, obscene, racial, derogatory, and discriminatory.
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 the college campus.
p) Mobile phones must be turned off while the students attend classes and other important events.

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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 on the college premises. Additionally, ensure not to attend 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 the 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, the 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 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, etiquette, 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 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

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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 make 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 the 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, colour, 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 believe 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.
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, 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.

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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 within 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 the MEC portal).
14) Any grievance which the student wants to officially raise MUST be registered by the student with the SEO at least before the start of the next semester.
15) Any grievance related to the 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. 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 abuse, harass or threaten others. Additionally, users must not obtain resources beyond those allocated to them and must not circumvent the 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 utilise 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 authorised 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

The 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 12:30 pm; 1:15 pm to 6:00 pm
Friday & Saturday	Closed

Front Desk & Security

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

Wellness Centre (AKZ 002)

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

Student Hub

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

Technology Services Department (AKZ 111)

Sunday to Thursday	8:00 am – 6:00 pm

Class Timings

As per the 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

a) The module registration schedule shall be prepared for Full-time (FT) and Part-time (PT) sessions separately. Combined sessions may be scheduled if the students in FT and PT for that module are limited.
b) The college may decide to withdraw the offering of a module in a particular semester if there is insufficient registration to that module.
c) Schedules shall be prepared and published separately for GFP, UG and PG programmes for Fall, Spring and Summer semesters.
d) The students shall be informed about the module registration period through the Academic Calendar published annually.

4. 1. 2. MODULE REGISTRATION

a) Students joining the GFP shall register modules based on the GFP Levels predetermined by the MEC Placement Test or based on the Course Plan after considering the exempted modules(if any).
b) For UG programmes, students shall register for a maximum of 60 credit points in a semester or 120 credit points in two regular semesters (Fall and Spring). Evening session (PT) students may take a lesser load, preferably 90 credit points in two regular semesters (Fall and Spring). In case of graduating students, or for other reasons, student shall apply for waiver request that may be approved by the Head of Department (HoD) of programme-offering departments. students may be allowed to exceed the normal load up to 75 credit points per semester. Students with backlogs of more than two modules are on Reduced Academic Workload (Academic Probation) and shall register for a lesser load of 45 credit points in that semester, subject to approval of the Student Success Centre (SSC).
c) For UG programmes the summer semester is optional and shall not be counted for calculating the term of study. Modules shall be offered in the summer semester primarily for the graduating students and for students who must complete the backlog modules if any. A student can register for a maximum of two modules in the summer semester. For GFP, Fall, Spring and Summer semesters are regular semesters and students are expected to take full academic load in all three semesters.
d) Module registration shall be permitted only on payment of the prescribed fees, which is stipulated by the Fee Policy. This is applicable to all students taking admission to all MEC programmes. Students shall be eligible to register for modules for the new semester only after payment of previous dues.
e) Regulations concerning module registration are communicated to students through the Student Handbook, the Student Orientation Programme and through guidance from the academic advisers.

The Summer semester is normally offered to students to align with their original study plan if they have been delayed. Students who are graduating or re-registering are given priority for module registration during the summer semester. The students can take maximum of 30 Credit Points in Summer Semester, depending on the availability of modules or sessions. For GFP students Summer semester is a mandatory semester to complete the course plan within the term set for the programme.

4. 1. 3. ADD/DROP PERIOD

Add/Drop period is the first week of every semester, wherein the students are allowed to add and drop modules. Modules dropped within add/drop period shall not have any financial implications. There is no Add/Drop for UG programmes in the Summer semester. However, GFP and PG programmes shall have the first week of the Summer semester as the Add/Drop period.

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4. 1. 4. MODULE WITHDRAWAL

a) Students are allowed to withdraw from modules after the Add/Drop period until the end of a semester. Module withdrawal after the Add/Drop period has financial implications and is chargeable (please refer to clause 2.9.6).
b) Programme withdrawal shall be permitted only after withdrawal of all the registered modules. Any marks received for the assessment/s of a withdrawn module shall not be carried forward.
c) A withdrawn module should be re-registered paying full fees as applicable. The module withdrawal date shall be the date on which the student settles the withdrawal fees, and the Finance and Accounts Department approves the same.
d) For UG programmes, the students withdrawing from modules until the seventh week of the semester, would get a grade 'W' for the module and the credit shall not be considered as attempted and for calculating the Overall Average Mark (OAM). After the seventh week, the withdrawn module grade shall be denoted as FW (failed on withdrawal) and shall be considered as attempted and taken for calculating the OAM.
e) 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-readmission which is not automatic and will take into consideration several factors, including but not limited to availability of seats, reasons for withdrawal, and past academic performance etc. Students who have exceeded their term of study in the college *(refer Clause 4.4 Maximum period of study)* shall not be allowed to rejoin unless approved by the Academic Exemptions Committee on the grounds of extenuating circumstances. Students re-joining shall retain the MEC ID numbers given to them prior to withdrawal.

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. Students who exited with a Diploma fall back award can re-join to continue Bachelors degree at any point of time, provided the same programme is offered. 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

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Department, and follow the usual procedures for module registrations. 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 4K OMR, if not resolved through a payment plan may be referred for further legal proceeding to make sure the fees are collected.

4. 4. MAXIMUM PERIOD OF STUDY

The maximum period allowed shall include all kinds of delays, including dropping of a semester, postponement, and other interruptions which may not be listed here. The period of study is calculated from the semester in which the student started the programme.
The maximum period of study for a student who joined a programme with advanced standing shall be double the minimum number of semesters required to complete the remaining modules in the programme.
The maximum time period within which a student is allowed to complete programmes are as follows:

4. 4. 1. GENERAL FOUNDATION PROGRAMME (GFP)

The maximum time period allowed to complete the GFP is two years. A student is expected to pass modules in two regular attempts at any GFP level. Under special consideration, a student may be allowed a third regular attempt only in one module per GFP level.
The GFP certificate is valid for 2 years from the date of issuance of the certificate.

4. 4. 2. DIPLOMA PROGRAMMES

Students registered for Diploma exit in a programme are required to complete all modules within a maximum period of 4 years, or else he/she would be considered under the category of 'term exceeded'.

4. 4. 3. BACHELOR PROGRAMMES

Students in Bachelor programmes are required to complete all modules in the Diploma level within a maximum period of 4 years, or else he/she would be considered under the category of 'term exceeded'.
'Term exceeded' students shall not be allowed to continue their study at MEC and will be required to withdraw from the registered programme with the nearest eligible exit level award as the case may be.
The period-of-study is calculated not withstanding any official or unofficial delays, whether reported or not. Students who exceed the term-of-study for GFP and UG programmes can apply to the Academic Exemptions Committee (AEC) through the Student Success Centre for an extension of one semester if the student is expected to graduate in that one extra semester. The committee shall consider such requests on a case-to-case basis as per the AEC Guidelines.

4. 5. MODULE EXEMPTION

Exemptions can be sought only by those candidates who have passed similar modules with at least

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75% of the components/content matching. Course completion certificates or other certificates of a similar nature shall not be considered.

Students who return to study after their maximum period of registration or after 5 years of interruption of studies, whichever is of a shorter duration, would not get any exemption, irrespective of the institution where the student studied previously. If students have exited with an award, this rule shall not be applicable. The period of registration will be considered as per MEC policy. Exceptions may be made to such students if they have been working in related fields.

Students enrolled for Diploma or Bachelor's programmes exits will not be given exemptions above 50 percent of the maximum number of modules required for the respective exits. Exempted students enrolled for Honours Degree will be eligible for a Diploma if and only if they register and secure a pass in a minimum of 50% of the modules specified for the award, with the College. Else, they will only be eligible for any other award which fulfils the said criteria.

If the applicant has completed all the requirements of the Diploma award from another HEI, but has not been issued a Diploma certificate for want of a minimum CGPA or any another requirement set by that HEI, the student may be accepted to complete a Bachelors degree award at MEC. Such students must commence his/her studies from the last semester of the ongoing, appropriate Diploma programme to complete the Bachelors programme.

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

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

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

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

4. 5. 1. EXEMPTION FEE

a) If a student is allowed to take an exemption in a module, he/she shall be required to pay an amount of 10 OMR (Ten Omani Rials) per module towards exemption fee. The exemption fee may be revised from time to time subject to ministry approval.
b) If the student withdraws from the programme after the issue of the final acceptance letter or in the event of any interim exit, any fee paid on account of exemption fees shall not be refunded.
c) If a student is required to take a test for the purpose of awarding exemption, he/she is charged an additional fee per test apart from the normal exemption fee.

4. 5. 2. DOCUMENTS TO BE SUBMITTED FOR EXEMPTIONS

a) Copy of the Omani ID /passport
b) Original academic transcript/attested copies indicating the grades secured in the module for which exemption is sought for the purpose of verification
c) Detailed official syllabus of the modules against which exemptions is sought
d) General Education Diploma or equivalent, as approved by the Ministry of Education, Sultanate of Oman.
e) Original General Education Diploma

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4. 5. 3. APPEAL – EXEMPTION

Candidates who have applied for module exemption can appeal against the exemptions given prior to the issuance of the final acceptance letter. Students are advised to meet the Student Recruitment Department and submit the appeal in the prescribed form specifying the module/s for which exemption is sought. Respective faculty from the module offering department shall accept the appeal and review the exemption if there is any scope for additional exemptions as claimed by the candidate. The faculty can exempt the requested module or reject the application based on the documents provided by the student. Further appeal can be made to the Head of the Academic Department. The decision of the Head of the Department shall be final and binding.

4. 6. CHANGE OF SPECIALISATION/AWARD

4. 6. 1. PROCEDURE FOR CHANGE OF SPECIALISATION

Students who were admitted to and are registered in a specialisation may opt for a different specialisation by applying through the SIS, provided they fulfil the requirements of the programme sought and the admission conditions to the respective programme. In certain cases, this may require registration of additional modules. Change of specialisation is contingent upon availability of seats and subject to approval from the respective Department Heads and the Academic Adviser. In addition, sponsored students should obtain approvals from the sponsor concerned and 'Direct' students from their parent/guardian as the case may be.

A student is normally allowed to change his/her specialisation only once during the entire period of study. Change of specialisation shall be strictly subject to the admission conditions stated in Programme Regulation clause 2.8

4. 6. 2. CONTINUATION OF STUDIES WITH A CHANGE IN SPECIALISATION

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

4. 6. 3. CONTINUATION OF STUDIES WITHOUT CHANGE IN SPECIALISATION

A student enrolled on a Diploma programme may continue studies for a Bachelor's award by applying to the Registration Department. The prescribed procedure needs to be followed, which includes furnishing supporting documents.

4. 6. 4. CHANGE OF AWARD

Students are eligible for only one award in his/her course of study. Students exiting with an interim award and thereafter re- joining to continue their studies for a higher award may do so only on surrendering the award previously conferred.

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

4. 7. 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

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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. 7. 1. CLASS ATTENDANCE

For UG programmes:

a) For modules comprising of End Semester Examination (ESE), students must maintain a minimum attendance of 75% in the module to be eligible for the End Semester Examination. However, students with attendance between 55% and 75% may still be allowed to attend the ESE if they achieve a minimum of 50% in the coursework component of that module.

b) For 100% coursework modules, including projects, a minimum attendance of 55% is required to be eligible to pass the module, irrespective of the student's performance.

c) Students under the SWOM category must have a minimum attendance of 50% out of which a minimum of 35% must be on-campus. The remaining 15% attendance requirement can be fulfilled through online classes. However, if the module includes a lab component, students must meet the requirements specified by the department. Additionally, students under the SWOM category must have secured a minimum of 50% of the coursework marks to be eligible for the end semester examination or for a pass in a module with 100% coursework. To avail this concession in attendance, they are required to provide proof from the employer at the beginning of each semester with their work schedule during the period.

For GFP:

d) Students must maintain a minimum attendance of 75% in the module to be eligible for the End Semester Examination. However, students with attendance between 55% and 75% may still be allowed to attend the ESE if they achieve a minimum of 50% in the coursework component of that module.

e) Students under the SWOM category must have a minimum attendance of 50% out of which a minimum of 35% must be on-campus. The remaining 15% attendance requirement can be fulfilled through online classes. However, if the module includes a lab component, students must meet the requirements specified by the department. Additionally, students under the SWOM category must have secured a minimum of 50% of the coursework marks to be eligible for the end semester examination or for a pass in a module with 100% coursework. To avail this concession in attendance, they are required to provide proof from the employer at the beginning of each semester with their work schedule during the period.

4. 7. 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. 7. 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

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he/she wishes to do so.

4. 8. EXEMPTIONS TO ACADEMIC REGULATIONS UNDER EXTRAORDINARY CIRCUMSTANCES

All students are expected to comply with the academic policies and procedures in the student handbook. A student may request exemptions from academic regulations only under extraordinary circumstances. The student may apply to the Academic Exemptions Committee under the following circumstances:

1) Eligibility criteria for undertaking end semester exam were not met (provided the student has obtained a minimum of 35% internal marks with no less than 45% class attendance).
2) Exceeded the maximum term of study (provided the credit point does not exceed 45 for graduation).
3) Request for registering extra modules, while the student is on reduced work-load.
4) A second supplementary exam, provided there is only one module left for the student to graduate in the particular semester.

Decisions in such cases shall not be automatic but shall be based on the student application and a rigorous scrutiny of the specific case.

Students must submit the following documents, along with their request:

- Duly filled form stating details of the circumstances leading to noncompliance along with the details of exemption requested.
- Supportive evidence (medical reports, letter from employer, letter from legal or government authority, etc.).
- Recommendation letter from the Head of Department at MEC or Programme Manager/Coordinator.

Students should submit the above-mentioned documents to the Head of Student Success Centre no later than week 13 of the semester. GFP students are required to submit the relevant documents no later than week 13 of the GFP Programme. Any application submitted after the prescribed time limit of a semester shall not be entertained. Academic Exemptions Committee shall respond within three working days of the date of submission of the request. The decision of the committee will be final and binding for the student.

4. 8. 1. STUDENT WORKING OUTSIDE MUSCAT

Many of the working professionals in Oman, especially those in jobs related to national security and key sectors of the economy such as the Oil and Petroleum industry work in an alternating working on-off mode, for e.g., 2 weeks ON - 2 weeks OFF work type of mode. Students with such work schedules may find it difficult to maintain the minimum attendance requirement to pursue their education even in a part-time mode of study. MEC considers such students in the category of "Student Working Outside Muscat (SWOM)". Such students are provided additional academic support, options in terms of date for make-up tests for coursework related time-constrained test/quiz/exams and also alternate options in lieu of attendance requirements to effectively continue their studies.

4. 8. 1. 1. ADMINISTRATIVE REGULATIONS

- Students wanting to be considered under the SWOM category have to bring an official letter addressed to the College confirming the nature of his/her work schedule (15 days on-duty; 15 days off-duty). The letter must also contain permission from his/her organisation to relieve the student from duty on the days of the end semester exam, as well as, if possible, for the time-constrained coursework examinations.
- Students admitted under this category have to produce such a letter at the beginning of every academic year during week 0, before the registration of the modules
- Such students may also be asked to provide evidence of the continuation of their work

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status at the start of every semester if needed.

- At the time of admission as well as every semester by week 0, the students must submit to the Registration Department their work schedule for the whole semester period, duly signed by a competent authority at their workplace. This work schedule should contain details of the weeks during which the students will be at work and the weeks during which he/she can attend classes in the College.
- The student undertaking any programme at MEC in "SWOM" mode should adhere to/comply with all other regulations relating to students.
- The student shall sign a declaration which states the above clause clearly and also that the flexibility is offered with respect to session attendance and scheduling of coursework assessments like closed book/written/quiz/lab examinations only (planned in consultation with the module instructor/programme manager by week 1 of the semester).

4. 8. 1. 2. ACADEMIC REGULATIONS AND SUPPORT

- Minimum of 50 percent attendance in both 100% coursework modules as well as in modules having end semester exam component.
- In cases of assessments like assignments/case studies/projects, individual or group, the schedule of submissions would be as applicable to regular students.
  I. For group work based assessments and Diploma projects, the module instructor may create groups of exclusive SWOM students if a sufficient number of students are available.
  II. In case of group work assessments, it is the student's responsibility to work out meeting times with other team members and ensure proper collaboration so that the deadlines are met.
- In case of time constrained (CBT / Quiz / Lab exam…etc) assessments, students under the SWOM category should attempt the assessments along with the regular students if the assessment falls within their study (on campus) schedule. The students can be permitted to attempt the assessments along with other sessions of the same module if that is applicable/possible. This has to be requested and approvals must be received from the Module Leader and HoD before week 3.
- If a SWOM student is not able to attend a Closed Book Test/Quiz/Time Constrained test/Lab exam due to the prior approved work schedule, a make-up test on the same learning outcomes (topics) as assessed in the original exam that the student has missed shall be administered to the student. Such make up tests will be conducted only once and before the date of issue of the hall tickets of end semester exams.
- For modules with End Semester Examination (ESE) component or project presentation/viva, the student has to take the ESE/ project presentation/viva with other regular students. No separate assessment would be conducted exclusively for this category of students.

4. 9. 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 a penalty.
2) Any benefit obtained by indulging in the act of violation of the 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 apprised 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.

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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, he/she 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 category. 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:
  - ❖ 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 to 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 UG and PG Project/Dissertation, the following clauses shall apply:

  - ❖ If AIV is detected in UG level project work (Diploma and Bachelor projects), the work will be summarily rejected, and the student(s) involved will be awarded a Fail (F) grade for that module. Such student(s) shall be required to re-register for the module. The student(s) shall also receive a warning letter outlining the category of the offence, the number of occurrences, and the potential consequences. If AIV is detected in PG dissertation/project work/consultancy project, the project work will be summarily rejected and the student(s) involved 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 at 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.

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- ❖ If AIV is detected for the second time in PG dissertation/project work/consultancy project, the work will be summarily rejected. In such cases, he/she will be awarded a Fail (F) grade for that module. The student involved is required to exit with the award qualification as appropriate based on the credit points earned (PG Diploma)

- Academic Integrity Violation counts upon completion of the General Foundation Programme (GFP):
  - ❖ Upon successful completion of the GFP, the AIV count for GFP students will be reset to zero.
  - ❖ The expectations for maintaining academic integrity remain stringent and will be rigorously enforced in their subsequent programmes.

- **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 category 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 category 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.
    - 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 category of violation is plagiarism, then the student will not be allowed to resubmit the work, and he/she 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 letter outlining the category of the offence, the number of occurrences, and the potential consequences.**Malpractice/Ghostwriting/Collusion**

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- 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 category 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.
- The student shall also receive a warning letter outlining the category of the offence, the number of occurrences, and the potential consequences.

- **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 in the module and shall be suspended for one semester from the College, once the AIV case is confirmed by the Institutional Assessment Review Committee (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 he/she can register for any modules.
  - During the period of suspension, the student shall be allowed to attempt supplementary examinations if he/she is eligible for the same. He/she shall also be allowed access to all college facilities permitted for a regular student, except for registering for 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 in 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 obtaining 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.

- **Other cases**
  If a student commits an act of academic integrity violation as per the definition of "other cases", the 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 (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.

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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 in 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.

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 the count of offence it will be considered as one, even though the student is penalised for each violation according to the type of 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 the Student Grievance Redress and Grade Appeal policy and procedure.

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4. 10. STUDENT PROJECT

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

1) Students may be allowed to register for Project modules in Diploma and Bachelor's programmes only after they have met all the pre- requisites.
2) Students have to meet their respective project supervisors regularly at appointed times to get advice with reference to their projects.
3) 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.
4) Students will have to meet the attendance requirement as per the clause 4.7.1 in this handbook.
5) Students will not be given financial support from the College to buy components/software/hardware/ accessories/chemicals etc for their project work.
6) 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.
7) Failure to adhere to project work schedules and submissions will result in deduction of marks in the respective components of the project.
8) 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 do 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.
9) 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.
10) Student should submit the Ethics and Biosafety Approval Form for conducting research in MEC.

4. 11. 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. 12. EXAMINATION TIMETABLES

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These are normally published each semester, well ahead of the examinations. It is the responsibility of the student to check and inform the Assessment Department well in advance, if two examinations are scheduled at the same time or on the same day.

Alternative arrangements can usually be made, provided the student informs the Assessment Department within the prescribed time that is usually announced through emails, MEC portal and/or notice boards in the College.

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

Hall ticket for examinations will normally be issued a week before the commencement of examinations, subject to fulfilment of the attendance requirement mentioned in *section 4.7*. Students are required to clear all dues pending with the Finance and Accounts Department and print the hall ticket from SIS.

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

4. 13. EXAMINATION ARRANGEMENT FOR STUDENTS WITH DISABILITIES

Students with disabilities are required to submit supporting medical documents (medical reports and certificates 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 students 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 will be provided. It will be the responsibility of the Assessment Department to provide the necessary arrangements requested by the student through the Student Success Centre, provided that the process has been followed by the student at least one week in advance of the examination.

4. 14. 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. 15. 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 the 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.

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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 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 the 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. 16. 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 the 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. 17. 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 of Bachelor's Degree with Honours or Diploma/Advanced Diploma and would like to participate in the Graduation Ceremony are required to confirm their participation by paying the prescribed fee and by filling an online form or 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 for Diploma, Advanced Diploma or Bachelor's 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. A minimum of 4 weeks or more is required to issue

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the Graduation Notification document from the date of request. Students requesting Graduation Notification for Diploma/Advanced Diploma are required to complete at least 50% of the modules specified for the respective award with the College.
Graduation certificate attestation by Ministry of Higher Education, Research and Innovation will be facilitated by the College.

Note: *For interim graduation/exit requirements, please refer to clause 4.6.2 in Part C (interim exit request)*
Students who are eligible for any exit awards or on completion of their applied course/programme are eligible to apply for graduation notification.

Who can apply for graduation notification?

- Students who have completed the course in which they are enrolled
- Students who choose to exit with an interim award, either the Advanced Diploma or Diploma

4. 18. REQUESTS FOR TRANSCRIPTS

Official consolidated transcript and certificate will be issued by the awarding body after the completion of the study. Until such time, students may seek for provisional transcript/Graduation Notification from the college. *Refer to clause 4.7 in Part C (graduation notification request)* for more details on Graduation Notification.
Transcripts shall be issued from the Registration Department upon request only after the completion of the grade appeal period. A minimum of a day is required to process any such request.

4. 19. 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. 20. ISSUE OF LETTERS

Students can request 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

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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.

5. 2. STUDENT SUCCESS CENTRE

The Student Success Centre (SSC) in MEC supports students for their academic success. The mission of SSC is to enable sustained improvement in the 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 the 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.

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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.
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 preparations, 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.

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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/centres 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 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. 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

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library resources, during the Orientation Programme for new students. The Library also conducts many awareness sessions and activities to encourage 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 aiming to serve students and academics in research, student assignments and reading. The databases usually subscribed by the library are listed below.

- OMREN – Masader
- 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) The 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, 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 the 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 prepare their annual activity plan in consultation with students and the respective Heads of Department. There are currently 10

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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), IEOM Student Chapter, and 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 are eligible for the 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.
- 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

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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 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 the 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 RO 600/-.
- 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,

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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 the best outgoing student award.

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 scholarships granted by MEC, except for Dean's list scholarship and the 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- Master's – (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 the 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

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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:

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. 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:
a. 180 credit points of the 240 credit points for Diploma programmes.
b. 240 credit points of the 480 credit points for Bachelor's programmes.
c. 60 credit points of the 180 credit points for Master’s programmes.
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 not below 54 % for Diploma and Bachelor students

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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 the 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.
e) Developing patriotism and spiritual and ethical values.
f) Equipping students with the essential knowledge/awareness to build personality, enhance sense of teamwork, practice critical thinking, self-expression, openness to others and communication skills.
g) Representing and following up with all student community issues, needs, and 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.

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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 hostel 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

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 outside 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 GENERAL REGULATIONS (GFP)

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1. GENERAL FOUNDATION PROGRAMME

The aim of the General Foundation Programme (GFP) is to equip students with the skills and knowledge required to perform competently in BSc ARM programmes. The General Foundation Programme (GFP) offered at MEC has two levels, which has been developed in compliance with the Oman Academic Standards for General Foundation Programme.

On successful completion of the GFP, which is offered to the students along with Semester 1 and 2 of their BSc ARM programme, students attain the required degree of proficiency in three learning areas, namely: Mathematics; Computing; and General Study Skills (embedded within GFP-RM modules).

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

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

The students will not be eligible to register semester 3 modules of their undergraduate programme (BSc ARM) without completing all the modules of their GFP.

1. 1. TUITION FEES FOR GENERAL FOUNDATION PROGRAMME:

1) For the GFP fees please refer to the clause (No. 2. 7)

1. 2. EXEMPTION

Exemptions are granted based on the criteria in the Table 4 below.

Table 4: Exemption criteria

Exemption	Exemption Criteria
Exemption from Computing component	Placement test score of 60% and above. Or completed computing components of GFP from an approved HEI in Oman. International Computer Driving License (ICDL), European Computer Driving License (ECDL) IC3 International Diploma in IT Skills (All of the above are required to be completed in English)
Exemption from Mathematics component	Placement test score of 60% and above Or completed mathematics components of GFP from an approved HEI in Oman.

1. 3. PLACEMENT TEST

All candidates seeking admission to any programme of Middle East College (who have not completed GFP from any other approved HEI in Oman) will be placed in Level 1 of the General Foundation Programme (GFP). However, if they want to be placed at a higher level of GFP or directly join any Undergraduate Programme, they will have the opportunity to write the Placement Test (PT).

The PT for the two components of Math (Applied) and Computing (Computer Application and IT) will be conducted online via MECFuture at the MEC campus. Any candidate who is not able to take online examination for English and Math shall be allowed to take the exam on paper to complete the placement test. Such candidates will have to register in GFP for Introduction to IT module.

1) The Placement Test is scheduled every working day during the intake period. Candidates may consult the Student Recruitment Department /Registration Department for exact timings.
2) The duration of the test is two hours: an hour each for Mathematics and Computing. Normally, the Placement Test for all areas is expected to be completed on the same day.
3) The results of the Placement Test are released within two working days.
4) The candidate is not charged a fee to attempt the Placement Test. However, a fee is levied for

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administrative expenses if he/she scores 60% or more in all components of the Placement Test and is awarded a GFP Certificate.

5) If the candidate passes all components of the placement test except one, then he/she would be given one chance to retake the placement test for the failed component immediately before the start of the semester. The computing modules (Introduction to IT and Computer Application) shall be treated as a single component.

The candidate 's eligibility to be placed in a particular level is determined by the following criteria as per Table 5:

Table 5: Eligibility criteria GFP module exemption

Module(s) to be studied	**Score obtained in the Placement test**
Foundation Mathematics	
Foundation Mathematics 1	0-44
Foundation Mathematics 2	45-59
Exemption from Foundation Mathematics modules	60 and above
Foundation Computing	
Introduction to IT	0-59
Exemption from Introduction to IT	60 and above
Computer Applications	0-59
Exemption from Computer Applications	60 and above

A candidate could qualify for different levels in Mathematics and Computing modules depending on his/her level of proficiency. This would mean that students may enrol in different combinations of subjects at varying levels. For instance, a candidate could be placed in Foundation Mathematics 1 and computer applications. All courses in Mathematics and Computing are available each semester.

Students transferring from other HEIs without completing GFP but having completed one or more modules, shall be required to register for modules of GFP, as per the Admission Policy, which is based on the equivalencies of the learning outcomes of the modules completed at other HEIs and MEC's GFP outcomes. However, if they want to be placed at a higher level of GFP or be exempted from the GFP modules, they will have the opportunity to write the Placement Test (PT).

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

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

1. 4. GENERAL FOUNDATION PROGRAMME STRUCTURE

Mathematics modules in two levels are named Foundation Mathematics 1(General), and Foundation Mathematics 2 (Pure/Applied mathematics). The two modules of Computing are Introduction to IT and Computer Applications. The Mathematics and Computing components are offered in the Arabic language.

The GFP modules are offered along with the modules of undergraduate programme and is integrated with the undergraduate course structure in the first and second semester. A student can proceed to the third semester of the programme only if all the foundation modules are completed. Under no circumstances is a waiver allowed in this regard.

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1. 4. 1. ASSESSMENTS AND EVALUATION

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

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

For attendance regulations, please refer *Part A -General Regulations 4.7*

Assessment weightages

Table 6: Assessment weightage for GFP programme

Module Code	Module Title	Assessment type	Weightage
FNDM GM1-RM	General Mathematics-RM	Coursework	50%
		End Semester Exam	50%
FNDM AM2-RM	Applied Mathematics-RM	Coursework	50%
		End Semester Exam	50%
FNDC 0001-RM	Introduction to IT-RM	Coursework	50%
		End Semester Exam	50%
FNDC 0002-RM	Computer Application-RM	Coursework	50%
		End Semester Exam	50%

a) Mathematics component of the General Foundation Programme

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

b) Computing component of the General Foundation Programme

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

1. 4. 2. SUPPLEMENTARY EXAMINATION

Eligible students who have failed or were absent due to any extenuating reason in the GFP regular examination, can take a supplementary examination in the same semester.

The eligibility is based on the fulfilment of attendance requirements and marks in the internal coursework assessment.

1. 4. 3. CHALLENGE EXAMINATIONS

A provision is made for students to take a Challenge Examination to skip levels in the GFP in order to motivate them to perform better, and provide an opportunity for exceptional students to skip levels and progress to a higher level. A student is eligible for the Challenge Examination if he/she score 75% or more marks (consolidated) in his/her level summative assessment(s).

The Challenge Examination is an opportunity for students to skip a level if they have made substantial academic progress over one semester. For example, a student from general mathematics is given applied mathematics end-semester test. The student who scores at least 60% marks in the Challenge Examination qualifies to skip one level of that module.

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Students eligible to take the challenge examination shall be informed by the Registration Department.

1. 4. 4. EXIT FROM GENERAL FOUNDATION PROGRAMME

a) Students who meet the exit requirements of the General Foundation Programme are awarded the General Foundation Programme (GFP) Certificate of attainment. This certificate is a pre-requisite for students placed on the General Foundation Programme before undertaking any undergraduate programme to proceed to the third semester of their undergraduate programme.

b) The General Foundation Programme certificate is valid for a period of two years from the date of the Exam Board of a particular semester.

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PART C PROGRAMME REGULATIONS (UG)

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1. EDUCATIONAL PROCESS

MEC aims to provide an educational experience to its students that is on par with the best 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. In addition to knowledge acquisition through classroom lectures, lab-based work and practices, the student is required to allocate time for library visits, internet-based knowledge building and sharing, field visits, teamwork and other activities as may be appropriate for the chosen module. The student is encouraged to use the resources and other support facilities available for this purpose.

The College is committed to developing an efficient and flexible system of education. The College follows a semester calendar with Fall and Spring Semesters, each comprising fourteen weeks in addition to examination period and a Summer Semester of Six weeks. During the Summer semester, a limited range of modules is offered, subject to the availability of instructors, the number of students who are likely to register for a module, or graduation requirements.

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

Normally, a student is allowed to take a maximum of 60 credit points per semester. Exceptional cases will be reviewed by the Academic Exemption Committee (AEC) and is recommended to the Dean for approval.

1. 1. EXCEPTIONAL CIRCUMSTANCES

In the event of exceptional circumstances like pandemic, College reserves the right to offer modules completely or partially through online mode and make specific changes to regulations. The College shall inform students about these changes in the mode of delivery of modules. Students are expected to consider these changes along with all the regulations and information provided in the Student Handbook. However, there shall be no changes to the other regulations, such as Academic Integrity Policy and the fee of the programme.

2. PROGRAMME OF STUDIES

Different programmes at the undergraduate level are organised to have exits upon accumulation of set number of credit points.

2. 1. DIPLOMA EXIT

The title of Diploma is awarded on successful completion of the first 240 credit points. These credit points need to be earned through a prescribed number of modules marked as College Requirements, Majors, Major Electives and General Electives. The Project is an integral part of the requirements to be achieved for the award of a Diploma. For achieving this, normally a two-year study period spread over four semesters, each regular semester extending over a period of 14 weeks, is required.

2. 2. BACHELORS EXIT

A title of Bachelor's with Honours with a specialisation is awarded on successful completion of 480 credit points. These credit points need to be earned through a prescribed number of College Requirements, Majors, Major Electives, General Electives, Special Topics and two Projects, one at Diploma level and the other at Bachelors (Honours) level.

For achieving this, normally a four-year study period, spread over eight semesters, each regular semester extending over a period of 14 weeks is required.

2. 3. ADVANCED DIPLOMA EXIT

The title of Advanced Diploma is awarded for an interim exit, on successful completion of 360 credit

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points. These credit points need to be earned through a prescribed number of College Requirements, Majors, Major Electives and General Electives and Project at the Diploma level. For achieving this, normally a three year study period, spread over six semesters, each regular semester extending over a period of 14 weeks, is required.

3. MODULE CHARACTERISTICS

All programmes have certain modules in common which facilitate the acquisition of academic literacy and preparation for the workplace, such as research skills and entrepreneurial skills. Students need to demonstrate the knowledge and skills that are unique to the specialisation and programme. This differentiation is brought out with modules that are unique to each programme.

A Module Information Guide (MIG) containing all the details pertaining to the module is made available to student in the first week of each semester for all modules he/she has registered.

4. GRADING & EVALUATION

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

4. 1. EVALUATION NORMS and PROCEDURES

1) The module leader will arrange to share details of teaching plan, evaluation plan together with the module objectives, learning outcomes, background materials, etc. to all students through Module Information Guide (MIG) with reference to the different modules taught by him/her.
2) The evaluation plan details how student performance will be evaluated for in-semester coursework and end-semester examination.
3) All coursework assignments and reports should be submitted as an electronic copy in MS word format through the VLE which shall undergo a plagiarism check via Turnitin. Latest student submission as per the due date and time shall be considered as final and shall be used for evaluation purposes.
4) Each module shall be evaluated for a total of 100 marks, involving in-semester coursework alone or in-semester coursework and end semester examination. Modules which are assessed completely through coursework are referred to as 100% coursework modules.
5) Coursework assessment shall be based on continuous evaluation and shall include methodologies of assessment, including but not limited to Open book test, Closed book test, Individual Assignment (report/presentation), Quiz, Group Assignment (report/presentation) and Case-Study (report/presentation).
6) A minimum of 50 percent based on the overall performance in all the assessments put together is required for passing a module. However, there is an additional pass requirement in the case of all modules that have coursework assessment and end semester examination components: Students shall be considered to have passed such modules only if they have scored a minimum of 35% marks in the external examination (end semester examination threshold* pass mark) in addition to attaining an overall aggregate pass mark of 50%.
7) Student's performance will be documented and announced by the respective module instructor periodically.
8) In the case of modules having end semester exam, it is mandatory for the student to attend the end semester examination for a pass in that particular module, even if the student has obtained 100% marks in the coursework component
9) In order to maintain transparency in the procedures followed and to confirm that there is no bias or unfair practices in any task relating to examination systems, student has the right to appeal and confirm procedures. However, there shall be no contest on the academic judgment passed.
10) Students should refer to the Module Information Guide (MIG) and / or reach the module instructors to have a comprehensive understanding of the nature and schedule of assessments for their modules.

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11) It is the responsibility of the student to obtain the marks of his/her module from the instructor or through the SIS.
(The regulation on end semester threshold pass mark shall be applicable to all students joining MEC from Spring 2017 semester onwards.)*

4. 2. LATE SUBMISSION

Students may contact their module instructors for clarification on specific details of the submission time, if required. The recommended practice at MEC is to set the cut-off time to 23:59 on the due date for all assessment submissions.
As per the Assessment Policy at MEC, for any late submissions, a penalty of deduction of 5% (five percent) of the marks obtained for the submitted work shall be imposed for each working day following the last date of submission till the date of actual submission. Assessment documents submitted beyond a period of one week (5 working days) after the last date of submission will not be accepted and will be awarded a zero for that assessment.
In cases where the submission has been delayed due to extenuating circumstances, the student may be permitted to submit the work without imposing penalty for late submission. This extended period of submission will be one week (5 working days) from the original last date of submission. It is permitted only in those cases where the student has submitted the request for extension and supporting certificates online before the original last date of submission and has received approval for the same. The requests shall be approved by the Module Leader and by Asst. HoD/HoD of the department concerned. The late submission policy shall then be applied if the student fails to submit the work within one week of the extended date of submission.

4. 3. COMPENSATION

The Diploma/Advanced Diploma Examination Board may offer a student a condoned pass in at most one module that the student has failed such that if the condoned pass is accepted, the student becomes eligible for the award of a Diploma/Advanced Diploma, subject to the conditions mentioned.
The Degree Examination Board may offer a student a condoned pass in at most one module that the student has failed such that if the condoned pass is accepted, the student becomes eligible for the award of a degree, subject to the conditions mentioned.
After confirmation of the condoned pass eligibility/award by Examination Board, the student offered condoned pass must indicate, in writing, his/her wish to accept the condoned pass (following confirmation of the condoned pass eligibility/award by Examination Board).

4. 3. 1. CONDITIONS FOR COMPENSATION

A failed module may be assigned a condoned pass by an appropriate Examination Board in the above circumstance, under any one of the situations (A or B) mentioned below, subject to the following conditions.

- The condoned module may not be repeated or reassessed in any means in future.
- The condoned module may not be raised to a pass grade.
- The condoned module cannot be the Degree or Diploma Project (Failure in the Degree or Diploma Project, as the case may be, will not be condoned).
- The student has no AIV in the latest attempt of the condoned module.
- Only **Case A** will apply to modules assessed by 100% coursework.
  Case A: The student has obtained 45% aggregate marks (total marks obtained from all assessments) in the module.
  Case B: The student has obtained at least 40% aggregate marks in coursework assessments and (additionally obtained at least) 40% aggregate marks in end-semester assessments of the module.

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- Any changes in the assessments due to any special regulations, shall also result in changes to the above conditions.

4. 4. GRADE DESCRIPTORS (WITHOUT NUMERIC VALUE)

4. 4. 1. IP – IN PROGRESS

The 'In Progress' (IP) grade will be earned by the student when an extenuating circumstance prevented him/her from attending an end semester examination. The module shall not count towards the calculation of grades for that semester. However, an IP grade is awarded only once per module and the student is required to re-register for the module after exhausting the allowed re-sit attempts.
An IP grade will be awarded only after submission of a valid medical certificate within two working days from the date of the end semester examination which was not attended.

4. 4. 2. CP – CONDONED PASS

The 'Condoned Pass' (CP) grade shall be assigned to a failed module for which a student is offered a condoned pass after he/she indicates, in writing, his/her willingness to accept the condoned pass, following the Examination Board recommendation. Condoned Pass is denoted as CP on the transcript and for the purpose of calculation of the Overall Average Mark, Cumulative Grade Point Average and Classification, the mark and grade of minimum pass is considered.

4. 4. 3. W – WITHDRAWN

A grade W shall be assigned to a module in which the student withdraws formally within the prescribed deadline.

4. 4. 4. FW – FAILED ON WITHDRAWAL

A grade FW shall be assigned to a module in cases where a student withdraws a module after the withdrawal period (FALL and SPRING).

4. 4. 5. F – FAILED

A grade F shall be assigned to a module in cases where a student has not completed the module successfully.

4. 4. 6. P – EXEMPTION

A grade P shall be awarded to a module in which the student has been granted exemptions based on the exemptions policy of the college. Exempted modules are not counted for CGPA calculation.

4. 4. 7. T- THRESHOLD

In the case of modules that have coursework assessment and end semester examination components, students shall be considered to have passed such modules only if they have scored a minimum of 35% marks in the end semester examination (threshold pass mark) in addition to attaining an overall aggregate pass mark of 50%. The modules failed on account of threshold shall be shown as T.

4. 5. AVERAGE MARK (AM) AND OVERALL AVERAGE MARKS (OAM)

To be eligible for consideration for an award, a student must pass all the modules and fulfil all the requirements as mentioned in the assessment regulations in the programme document.
The classification of an award shall be on the basis of the marks and credits point accumulated by the student over the period of study for the chosen award.

4. 5. 1. AVERAGE MARKS

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

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modules.
The Average Mark is determined as follows:

Average Mark	= AM
Module Mark	= A(m) for module m
Module Credit Point	= C(m) for module m
Total number of modules attempted	= n

$$AM = \frac{\sum_{m=1}^{m=n} A(m)C(m)}{\sum_{m=1}^{m=n} C(m)}$$

Sample calculation of Average Marks:

Table 7: Module marks and credit points

Modules	Credit Points	Marks Obtained
Module 1	15	90
Module 2	15	83
Module 3	30	75

$$Average\ Marks = \frac{90X15\ +\ 83X15\ +\ 75X30}{15\ +\ 15\ +30} = 80.75\%$$

4. 5. 2. OVERALL AVERAGE MARKS

Overall Average Marks obtained by a student in a programme is calculated using a weighted average of credit point value of all the modules passed in the programme and the marks obtained in those modules. The OAM is determined as follows:

Overall Average Mark	=	OAM
Module Mark	=	$A(m)$ for module m
Module Credit Point	=	$C(m)$ for module m
Total number of modules attempted	=	n

And $OAM = \frac{\sum_{m=1}^{m=n} A(m)C(m)}{\sum_{m=1}^{m=n} C(m)}$

Sample Calculation of OAM:

Table 8: Module marks and credit points for semester

Semester 1			Semester 2		
Modules	Credit Points	Marks Obtained	Modules	Credit Points	Marks Obtained
Module 1	15	90	Module 5	15	60
Module 2	15	83	Module 6	15	77
Module 3	15	75	Module 7	30	65
Module 4	15	54			

$$OAM = \frac{(90X15\ +\ 83X15\ +\ 75X15\ +\ 54X15\ +\ 60X15\ +\ 77X15\ +\ 65X30)}{15\ +\ 15\ +\ 15\ +\ 15\ +\ 15\ +\ 15\ +\ 30} = 71.13\%$$

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4. 5. 2. 1. CUMULATIVE GRADE POINT AVERAGE (CGPA) FOR OAM

The CGPA is assigned as per the equivalence provided in Table 9.

Table 9: Grade point system

Grade Point	OAM
4.00	91 to 100
3.75	87 to 90
3.50	84 to 86
3.25	80 to 83
3.00	77 to 79
2.75	74 to 76
2.50	70 to 73
2.25	66 to 69
2.00	60 to 65
1.75	50 to 59
0.00	< 50

4. 5. 3. REQUIREMENTS FOR AWARDS

Certificate, Diploma, Advanced Diplomas classification:

The classifications under the award of a Certificate, Diploma or Advanced Diploma are shown in Table 10. A Pass, Merit or Distinction classification is based on the OAM accumulated over the whole programme.

Table 10: Mark range for classification

Overall Average marks	Classification
50-76	Pass
77-83	Merit
84-100	Distinction

Honours (Bachelors Degree) Classification:

The award of Bachelors degree classification is based on the OAM accumulated over the whole programme (*See Table 11*).

Table 11: Mark Range for Honours classification

Overall Average marks	Honours Classification
50-69	Third Class
70-76	Second Class, Lower Division
77-83	Second Class, Upper Division
84-100	First Class

In order to arrive at the OAM for Honours degree classification, the following two options are considered, out of which the higher of the OAM shall be considered.

Option 1:

Based on OAM over the whole programme i.e. all modules are considered for calculation of final OAM.

Option 2:

To consider the OAM of 240 credit points worth of modules at Level 2 and Level 3 with Project Design and Implementation module marks being considered compulsory.

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4. 5. 4. CLASSIFICATION EQUIVALENT

A. **Bachelors**

Table 12: Bachelors classification

CGPA	OAM	Arabic Equivalent Classification	Equivalent Classification	Arabic Classification	Classification
1.75 – 2.25	50 – 69	مقبول	Satisfactory	المرتبة الثالثة	Third class
2.50 – 2.75	70 – 76	جيد	Good	المرتبة الثانية، المستوى الثاني	Second class, Lower Division
3.0 – 3.25	77 – 83	جيد جدا	Very Good	المرتبة الثانية، المستوى الأول	Second class, upper Division
3.5 – 4.0	84 – 100	ممتاز	Excellent	المرتبة الأولى	First Class

B. **Diploma**

Table 13: Diploma classification

CGPA	OAM	Arabic Equivalent Classification	Equivalent Classification	Arabic Classification	Classification
1.75 – 2.25	50 – 69	مقبول	Satisfactory	ناجح	Pass
2.50 – 2.75	70 - 76	جيد	Good	ناجح	Pass
3.0 – 3.25	77 – 83	جيد جدا	Very Good	امتياز	Merit
3.5 – 4.0	84 – 100	ممتاز	Excellent	امتياز مع مرتبة الشرف	Distinction

Note: The Examination Board may consider a recommendation of the Department Management Committee for upgrade of classification of a graduating student, subject to condition that OAM of the student is within 2% of the next classification boundary (lower).

4. 6. STUDENT PROGRESSION

A student who is on good academic standing will progress normally taking normal (full) work load. A student is also allowed to take normal workload if the student has a backlog of not more than two modules, provided pre-requisite conditions are met.

4. 6. 1. STUDENTS ON REDUCED WORKLOAD

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

A student who fails in any module but is eligible for taking the supplementary exam is required to pass the same within the immediate two semesters during which the module is offered, failing which the student will be required to retake the module by paying the prescribed fee.

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MOHERI students who are on reduced workload for 3 consecutive semesters shall not be allowed to continue his/her study on their scholarship as per the regulations.

4. 6. 2. INTERIM EXIT REQUEST

Students enrolled for Bachelor's award but desiring to exit with an interim award of Diploma or Advanced Diploma are also required to apply formally via Student Information System (SIS) during the specified period within a semester. This is normally after the announcement of results. Students cannot apply during the course of a semester while he/she has registered for modules.

4. 7. REQUEST FOR GRADUATION NOTIFICATION

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

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

4. 8. ACADEMIC REQUIREMENTS

In order for a Certificate, Diploma, Advanced Diploma, or Bachelors Degree to be conferred, students must have successfully obtained credits for all the required modules. Students must also be in good academic standing and should have a minimum OAM of 50.

4. 9. RE-ASSESSMENTS

4. 9. 1. MODULES WHICH CONTAIN AN END SEMESTER EXAMINATION COMPONENT

Any student, failing a module but achieving a mark of at least 50% in the coursework component of the assessment, will have an opportunity to pass in the module by re-sitting the examination during a semester in which the module is offered. Re-sit examinations for all modules are usually offered during the Summer Semester. Students are also allowed to register for re-sit examinations during the regular semesters provided they get a clash free examination schedule.

Reassessment by re-sit of a module is restricted to one attempt and is free of charge. On failing to secure at least a 'Pass' in a module after the re-sit attempt, the student is required to re-register the module and pay the prescribed fees. Any student, failing a module and achieving a mark of less than 50% in the coursework component of the assessment, will have an opportunity to pass in the module only by re-registering the module by paying the prescribed fee during the semester in which it is offered. For re-sit, the coursework marks will be carried forward. However, for re-registration, the coursework marks will not be carried forward.

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

To obtain additional details regarding the maximum period allowed to complete the programme, *refer clause 4.4 (maximum period of study).*

A student is required to register for supplementary attempts. Details of registration are notified through the notice boards and by email. For a supplementary attempt, the registration process shall be considered complete upon registration for examination through SIS online or submission of the request form duly completed in all respects to the Registration and Assessment Department. Incomplete forms are liable to be considered as not registered.

4. 9. 2. MODULES WHICH ARE ASSESSED BY COURSEWORK ONLY

Any student failing a module which is assessed by coursework only, may be reassessed only by repeating the module, during the semester in which it is offered. The student shall be allowed to re-

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

4. 10. END SEMESTER EXAMINATION DO'S AND DON'TS

1) Students are responsible for ensuring they are aware of the exam timetable details such as the date, time and venue of the exam.
2) Students must bring their MEC Identity Card and Hall Ticket for all the exams. Students shall not be allowed to write the examination if they fail to produce their MEC Identity Card and Hall Ticket for all the exams.
3) Students should not write or draw using pen/pencil on the Hall ticket.
4) Students are advised to have a copy of their examination schedules as published on the noticeboards and website for reference and planning.
5) Use of forged documents to gain entry into the examination hall or any unlawful means shall be viewed seriously. In such cases the relevant committees and authorised personnel will recommend appropriate actions which may include expulsion or suspension from college for a set time period.
6) Students are not allowed into the examination hall after 30 minutes from the commencement of the examination. Student are not allowed to leave the examination hall within the first 30 minutes of the examination.
7) Students are not allowed to leave the examination hall with the answer booklet.
8) Students entering the examination hall should not carry anything other than the authorised materials for examinations. Possessing any material that may be used for cheating will be considered as malpractice.
9) Any student having a contagious illness should be prevented from taking examination. Such students are advised to address his/her health condition on priority.
10) Students must adhere to the directions provided by the invigilators.
11) Students must write their MEC ID numbers on the main answer booklet.
12) Students shall not directly or indirectly disclose their names or other identification marks in the answer scripts.
13) Student should use blue/black pen only. Pencils may be used for diagrams and graph.
14) Student are not allowed to use notes, books etc. in the examination hall. Dictionaries are allowed for certain modules if specified by respective departments.
15) Students are given additional 15 minutes during end semester examinations to read the question papers and clarify doubts, if any.
16) Exchange of calculators and stationery is not permitted during the examination. Exchange of diskettes/flash memories during the Lab Exams is also not permitted.
17) Use of electronic devices or communication networks, software/hardware or other methods not approved by the college, in order to gain advantage over other students or to tamper with the examination system are strictly prohibited and may lead to severe disciplinary action.
18) All rough work shall be done only in the space provided on the Answer booklet.
19) Any unauthorized information or markings on the hall ticket may be subject to review for potential academic integrity violations.
20) Any form of malpractice is strictly prohibited. If any student indulges in malpractice, his/her answer sheet will be cancelled and awarded zero, and/or debarred from appearing for the

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remaining examinations. If there is no evidence found, the student can continue with his/her exam.

21) No digital devices shall be allowed inside the examination hall. Possession or mere presence of any digital device or mobile phone inside the examination hall shall be considered as an act of malpractice and action shall be taken as per MEC Policy.
22) If an invigilator suspects a student of cheating during the examination, the invigilator is authorised to stop the student from continuing the examination. In such case, the invigilator will inform the Assessment Department which in turn will immediately inform the Security Services Office about the case. The security guards will be instructed to check the student (male security guard for male students, female security guard for female students).
23) In case of Malpractice
    a. The students have to fill-in and sign the Malpractice form provided by the Assessment Department acknowledging his/her actions, which will be countersigned by both the Invigilators. In case, the student refuses to sign, the invigilators shall complete the process.
    b. The student must leave the examination hall immediately.
    c. Student must re-register the module.
24) Talking during the examinations is strictly prohibited.
25) Students may not provide assistance to or receive assistance from anyone during the exam. In such case students will face disciplinary action which may include cancellation of marks obtained in the module in the end semester exam.
26) Students who have completed their examination before the allotted time are permitted to leave the exam room, provided 30 minutes have elapsed from the commencement of the examination. Once they have completed the exam, they must:
    a. ensure that their MEC ID is written in answer booklet.
    b. ensure that all the required information in the answer booklet is written clearly.
    c. remain seated until the Answer booklets are verified by the invigilator and the permission is granted by the invigilator to leave the Exam Hall.
    d. immediately leave the exam hall and not disturb any remaining students who are writing examinations.
27) If the emergency alarm goes off during an examination, the following procedure needs to be followed:
    a. The sounding of an emergency alarm requires immediate evacuation off the exam hall.
    b. The students will leave all the materials on their desk and the faculty will guide them to the nearest exit point to assemble at the Emergency Assembly Point of that building.
    c. The faculty will also evacuate the room without collecting any examination materials.
    d. The examination for such modules will be re-scheduled.

If an exam is postponed due to an emergency situation, a new schedule shall be made and communicated to all those students affected. The new schedule is likely to be at the end of the existing examination schedule for that particular semester.

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

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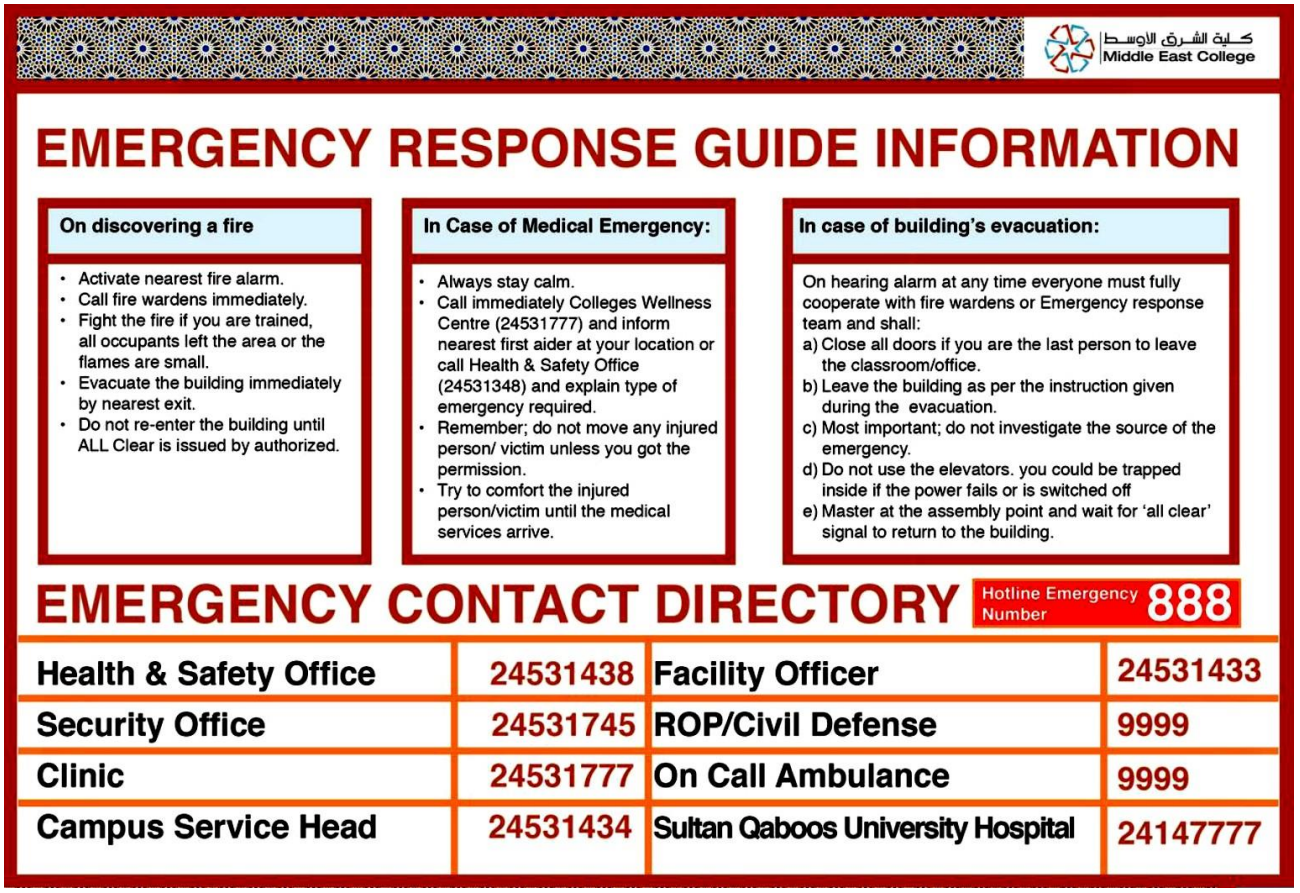
5. EMERGENCY RESPONSE GUIDE INFORMATION



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

6. 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:

6. 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 the environment should be prioritised and addressed immediately.

6. 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.

6. 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.

6. 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.

6. 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.

6. 1. 6. WASTE DISPOSAL

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

6. 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.

6. 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.

6. 1. 9. ELECTRICAL SAFETY

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

6. 1. 10. AWARENESS PROGRAMMES

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

6. 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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6. 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.

6. 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.

6. 2. 2. PROHIBITED ITEMS

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

6. 2. 3. ELECTRICAL SAFETY

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

6. 2. 4. WELLNESS CENTER

A wellness centre 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.

6. 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.

6. 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.

6. 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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7. 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 14: Details of Contact Persons

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		
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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		
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Ms. Shima Nasser AL Mandhari	754	shima@mec.edu.om
BRAND AND COMMUNICATIONS DEPARTMENT		
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ACTIVITIES DEPARTMENT		
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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		
Husam AL Mufadhali	752	husam@mec.edu.om

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HUMAN RESOURCES DEPARTMENT		
Mr. Mohammed Al Shukaili	421	malshukaili@mec.edu.om
Ms. Mahdim Al Balushi	527	mahdim@mec.edu.om
WELLNESS CENTRE	777	clinic@mec.edu.om

Revision History

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