



كلية مسقط
Muscat College

Student Manual
General Foundation Programme 2019-2020
(Version 1.0, July 2019, Pages 27)



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Foreword

Dear Student,

Welcome to Muscat College (MC), one of many institutions that symbolises education and knowledge that abounds all over Oman. A nation blessed with the foresight of its great leader, HM Sultan Qaboos, guiding us in the wake of renaissance.

The institutions of our nation were set up and have been made better by the Renaissance Omani, the architect of the development process, geared towards learning up-to-date knowledge.

Muscat College, like the other institutions has its ground rules and by-laws; its goals and objectives to shape its academic path, in order to keep up with the laws and customs of the Omani society that bind the individual to the community at large, on-campus or off-campus.

We hope that you will read this student manual carefully and that you will seek help and explanation on whatever is not clear to you.

Good luck and may you have a successful year!

Dean

Muscat College

1. Muscat College Vision, Mission, Goals and Values

Muscat College was founded in 1997 and is one of the oldest private colleges in Oman. Muscat College is under the supervision of the Ministry of High Education in Oman. The College offers academic programmes at various levels in affiliation with Scottish Qualification Authority (SQA), the University of Stirling University (UK) and University Malaysia Pahang (Malaysia).

1.1. Vision

To be a dynamic institution that is distinctive in its focus on providing education for sustainable futures.

1.2. Mission

To provide lifelong learning supported through teaching, research, training and community engagement.

1.3. Goals

At Muscat College we will:

1. Pursue upgrade of the industry focused Management and Information Technology programmes to produce competent graduates for the industry.
2. Strive to exchange industry relevant knowledge and skills that embraces the current global developments and experiences.
3. Develop and foster an excellent management and work culture that promotes values of collaboration, inclusion, and integrity for providing quality service to the stakeholders and community.
4. Cultivate an innovative learning and teaching environment to empower the overall progress of the students by enhancing academic quality of the offered programmes.
5. Ensure quality training and consultancy services in the areas of expertise to contribute to the continuous development of the industry and community.
6. Enhance research activities to contribute to the advancement of the country by liaising with external research bodies.

1.4. Values

Muscat College staff and students will foster the following values through their activities.

A. Promoting Ethical Values

- 1- Integrity
- 2- Accountability
- 3- Professionalism
- 4- Honesty
- 5- Openness
- 6- Objectivity

B. Communicating Information Effectively and Efficiently

C. Understanding, appreciating and respecting Omani heritage, religion and customs



2. Student's Important Contacts

2.1. The Admissions and Registration Office

The Admissions and Registration Office is the student's first point of contact with the College and the place of continued guidance from where the admission process is initiated. All the records of students are kept in this Office. This is also the place where parents and sponsors could get all the information about the student's progress of study.

2.2. The Head of the Department

The Head of the Department is responsible for overseeing the operation of the academic department and for the management and quality of the programme of study.

2.3. The Academic Advisor

The Academic Advisor plays a very important and key role in the students' study life. He/she provides expert guidance and valuable advice to the student in helping him/her to do what is best in their study path. The Academic Advisor is the helping hand the student may need when faced with any problems or complications. The Academic Advisor also helps the student to manage and budget time.

The Academic Advisor will arrange meetings at regular intervals during the semester, however you may arrange special meetings with the Academic Advisor if you run into an urgent problem which you need to discuss. Where necessary, the Advisor could liaise with other members of staff on your behalf. Later, during your working period, Academic Advisors will often act as referees for job applications.

It is essential that your Academic Advisor knows who you are and is well informed about any problems; personal, academic or otherwise, so that they can offer you guidance, advice and support which can be of great comfort, particularly in the first year of study.

2.4. Student Affairs & General Activities

This section of the College ensures that students are well taken care of and that homely and cordial environment exists all the time in the student's stay at MC, helping them understand the disciplinary rules and code of conduct.

This is also where students can be creative and can exploit their extra-curricular capabilities and where they get a chance to mingle with students from other faculties as well as to meet College staff and faculty members. Students are encouraged to take part in such activities.

2.5. The Student Consultancy Council

As the student is the focal point of the educational process and its targets, the College would like to ensure the active participation of students in its general policy by establishing a student committee, whose members are elected from the student body and supervised by faculty members.

2.5.1. Goals of the Student Consultancy Council

1. Work with Student Affairs Department to improve the quality of services which are provided to the students.
2. Contribute towards creating awareness amongst students about their rights and duties that abide by the regulations and laws of the college.
3. Support student activities in various fields (sports, cultural, artistic and social).
4. Development of leadership skills among students and give them the opportunity to express their views through transparent systems and equip them with leadership and managerial skills which will further enhance their decision-making.
5. Development of democratic practices, a spirit of dialogue and respect others' opinions.
6. To strengthen the spirit of cooperation and the concept of teamwork between the students themselves and between students and members of the academic and/or administrative staff.
7. To strengthen the spirit of dialogue, tolerance, moderation and coexistence with others.
8. Strengthen the sense of belonging to the country and the college.
9. Improvement of the student's personality and discover talents, abilities, skills and development of scientific and creative abilities through incorporation of various innovative programs.
10. To involve students in important decisions which belong to the college and students, and convey the voice of students and their views to College management.
11. Participation in the preparation of plans related with the students.

2.6. Organisational Structure of Muscat College

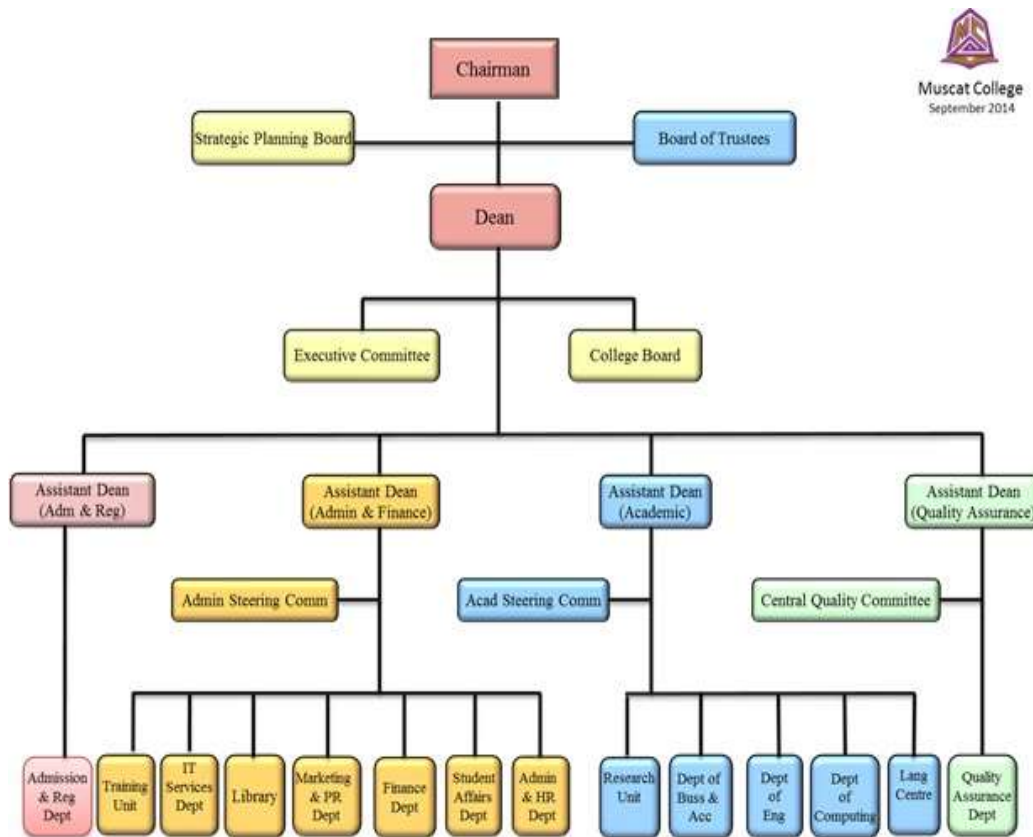


Figure 1: Organisational Structure of Muscat College

2.7. Health and Safety

In compliance with the Muscat College (MC) Health, Safety and Environment (HSE) Management System Manual, the following important points are to be known by all students for their health, safety and convenience:

- Muscat College provides a healthy and safe environment for students, staff and visitors. An environment which meets Oman's legal requirements for safety.
- Mock drills/ evacuation exercises for Staff, Students and any third party are organized on the campus in the beginning of the first month of semester 1 and semester 2.
- In the event of an alarm sound in the building, all staff and students are supposed to evacuate the building immediately to the Assembly point.
- All escape routes through the building are indicated by easily identified Emergency Exit signs which lead to the main assembly points located outside the building.
- A first aid room (Clinic) is available on campus which is equipped as per the Ministry of Health Norms.

The timing of On Campus Medical Facility is:

The timing of On Campus Medical Facility is:		
Doctor:	Every Tuesday	10 am to 12 pm
Nurse:	Sunday to Thursday	9 am to 4 pm

As part of Health and Safety requirements you are required to do the following:

- Taking reasonable care for own health and safety.
- Taking reasonable care for the health and safety of others including the implementation of risk control.
- Complying with instruction issued by HSE (Health, Safety and Environment) Team.
- Complying with all the HSE Policies and Procedures.
- Reporting promptly hazards or incidents via the HSE hazard and incident reporting process.
- Being familiar with emergency and evacuation procedures and complying with instructions given by the HSE Team.
- Reporting promptly to their supervisors or to any members of HSE Team of health and safety concerns without fear of reprisal, to ensure all hazards and incidents are identified, assessed, controlled and reported.

3. Registration, Attendance and Programme Regulations

3.1. Study/Semester duration

There are two semesters in an academic year: autumn and spring, each with a two blocks per semester.

GENERAL FOUNDATION PROGRAMME

Programme New Entry: Block
1, 2, 3 and 4

Registration 15 - 19 SEP 2019

Block 1
8 Weeks

22 SEP 2019
14 NOV 2019

**Registration
24 - 28 NOV 2019**

Block 2
8 Weeks

01 DEC 2019
23 JAN 2020

2 WEEKS OFF

**Registration
9 - 13 FEB 2020**

Block 3
8 Weeks

16 FEB 2020
9 APR 2020

**Registration
19 - 23 APR 2020**

Block 4
8 Weeks

26 APR 2020
18 JUN 2020

3.2. Academic Advising

The student has to meet with his/her Academic Advisor who will guide the student as to what appropriate courses are to be taken and registered for that particular semester.

3.3. Registration Steps

After completing the Academic Advising as in Article 3.2, for the registration process to be final, from the academic, administrative or financial perspective, the following semester registration flow chart have to be carried out by the student at the Admissions and Registrations Office, all within the specified time:

1. Verify Study Plan and sign on Semester Registration Form with Admissions and Registration Department
2. Meet Finance Office to finalise semester registration
3. Receive Timetable through the College Email.
4. Complete the online registration and enrolment in Moodle/LMS in Muscat College website.

Note: Lack of completion of the registration process will result in the student being barred from attending classes and from continuing with his/her studies.

3.4. Students' access to MOODLE

All the PCs in the computer labs are available for students to enable them to do their assignments and academic preparation. All the students will be provided with a username and a password by the college for accessing handouts / lecture notes from the MOODLE. (MOODLE is a link provided for accessing electronic materials). It is mandatory for the student to register each module in MOODLE before the start of classes.

3.5. Mode of Study & Entitlements

A student is designated as full-time or part-time. A part-time student is required to study as per the part-time study plan.

3.6. Change of Mode of Study

A student can change his/her mode of study provided that the mode of study definition is satisfied and there is sufficient capacity in the programme of study to accommodate him/her. There may be financial, visa and other relevant implications in case of such changes.

3.7. Course Registration

Before being permitted to register any course, a student must pass one or more pre-requisite course at a defined level as per the programme regulations.

A student must register for the set of course as prescribed by the framework.

3.8. College Requirement Course - Entrepreneurship

3.8.1 All students who have registered in Muscat College since 2016/17 need to register the college requirement course “Entrepreneurship: Creativity and Innovation” in the second year of their undergraduate study, which has been mandatory by Ministry of Higher Education

3.8.2 This module is designed to introduce students to the backgrounds of business venturing and entrepreneurial activity. The learning outcome of this course is to develop the basic skills, understanding and appreciation of entrepreneurship and business venturing. The course emphasis on entrepreneurship and innovation as a core theme, lecture classes will be conducted apart from business plan assignments, workshops and guest lecturing.

3.9. Course Add and Drop

A student is permitted to add and/or drop a course during the add and drop period. Thereafter, fees become due, and the courses will appear in the student's record.

3.10. Course Withdrawal

A student is permitted to withdraw from courses no later than two weeks from the commencement of teaching. Thereafter, fees are due for the courses, and the courses will remain on the student's record with a result of failure to comply with published requirements.


3.11. Attendance and Engagement

The student attendance at Muscat College is monitored and reported in order to ensure that students attend all scheduled learning and teaching activities and engage with their relevant programme of study.

2.7.1. Class Attendance

Student Attendance guidelines applied to all the students enrolled at Muscat College and given as follows:

- Students who have reached 8% absenteeism level (first warning) will be sent an e-mail (official Muscat College e-mail only) by the ARO informing them about the absent level and the consequence of the same.

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- Students who have reached a 15% absenteeism level (second warning) will be sent an e-mail (official Muscat College e-mail only) with copies to Student Affairs, Lecturer and Academic Advisor.
 - Students who have reached a 20% absenteeism level (third and final warning) will be sent an e-mail (official Muscat College e-mail only) with copies to Student Affairs, Lecturer and Academic Advisor.
 - Students who have reached a 30% absenteeism level will be sent an e-mail (official Muscat College e-mail only) by ARO informing them of their absenteeism has reached the highest level and therefore they were barred from attending further classes or examinations for that course. Copies are to be sent to the Director of Student Affairs, Head of Student Support, Lecturers and Academic Advisor. At this stage, the Admissions and Registration will block the registration of the students remove their names from the class list.
 - If a student has any valid reason for absenteeism, evidence should be submitted to the Admissions and Registration within 3 working days from the absenteeism.
 - The maximum limit of absenteeism with evidence is 30%, Students who have reached a 30% absenteeism level with excuse will be sent an e-mail (official Muscat College e-mail only) informing them that their absenteeism has reached the highest level and that therefore they were barred from attending further classes and examinations for that course. At this stage, the Admissions and Registration will block the registration of the students remove the name from the class list.
 - Students with valid evidences and falling within 30% absenteeism level may appeal to the department in case of any special arrangements for assessments/ examinations. The approval is subject to the regulations of the programme and assessment conditions.
 - Students who failed to meet the attendance criteria will have to re-register for the course.
 - Any exemption from the above absenteeism rules and penalty due to extenuating circumstances needs approval from the Dean directly. In such case the student needs to write a request directly to the Dean and the decision of the Dean is final.
 - Students are required to check their attendance level through Moodle (student portal) regularly. For any discrepancy in attendance percentage, the student is required to send an e-mail to the Lecturer and HOD/DLC (official Muscat College e-mails only) within two working days.

Students who failed to meet the attendance criteria will have to re-register for the course.

3.11.2 Engagement

Other points of required engagement for students will be specified in each course's descriptor.

4. Assessments

4.1. Assessment Policy

Muscat College has the responsibility to deliver all the courses and strives to maintain the set standards of quality in teaching practices.

4.2. Evaluation and Assessment

4.2.1 Grading System

Students' performance for a particular module is indicated by the Performance Indicator. The correlation between the marks and grade is shown in Table 4.1.

Table 4.1 GRADING SCHEME

Module Grading Scheme			
A+	96-100	C	64-74
A	90-95	D	60-64
A-	85-89	E	40-59
B	75-84	G	0-39

Results are normally certified as:

P: Pass

W: Withdrawn

F: Fail

CR: Continuing course

A student who achieves all outcomes will be awarded a pass in the Module.

4.2.3 Grading scheme for APL (Accreditation of Prior Learning)

Description	Grading Scheme
X: Exempted due to prior learning	Grade will be denoted as 'X'

Generally, the minimum passing grade for a particular module is 'D'. However, the passing grade for a particular course is subject to the department with Academic Steering Committee's approval.

4.2.4 Assessment Scheme and Criteria

- (i) Assessment for every course is made periodically and continuously in the particular semester according to the method set by the department.
- (ii) For all courses, the pass mark is 60% of the overall marks.
- (iii) Final examination must be carried out within the period and according to the procedures set by the Department.

4.3. Special Examination

- (i) Special examination can be held for the following cases:
 - a) Students who are unable to sit for the final examination due to illness, as confirmed by the government hospital medical officer.
 - b) Students who has had the death of mother, father, guardian, husband, wife or child.
 - c) Students who have to provide intensive care to their mother, father, guardian, husband, wife or child who are seriously ill.
 - d) Other reasons that can be accepted by the College.
- (ii) The special examination cannot be held for the students who do not sit for their final examination without reasons that can be accepted by the College.
- (iii) A timeframe should be specified for conducting the special exam.
- (vi) A timeframe for the student's request to appear for the special exam should not exceed seven days from the date of absent for the concerned assessment/final exam.

4.4. Assessment of malpractice by students

4.7.1 Severity of Malpractices

- Minor - All cases of minor malpractices will be dealt with by the department and a full, written account of the incident together with any supporting evidence will be given to the Chair of the Academic Honesty Committee.
- Major - All cases of major malpractices will be dealt with by the Academic Honesty Committee. Any second or subsequent minor offence is also considered as major.

4.7.2 Types of Malpractices

Attempting to, or carrying out any malpractice activity is not permitted by the Department. The following are examples of malpractice by students; this list is not exhaustive and other instances of suspected malpractice that may undermine the integrity of assessments may be considered by the Department at its discretion:

- Plagiarism - failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own.
- Turnitin; an originality checking and plagiarism prevention service is used to check students' writing for citation mistakes or inappropriate copying. When students submit their paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc. are an essential part of team work and this must be made clear to the learners.
- Copying from another student, using Information, Communication or Technology to do so.
- Personation - impersonation by pretending to be someone else in order to produce the work for another or arranging for another person to take one's place in an assessment/examination/test.
- Inclusion of inappropriate, offensive, discriminatory or obscene material in the assessment evidence.
- Deliberate destruction of another person's work.
- Fabrication of results or evidence.
- Inappropriate behavior during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behavior or using abusive language.

4.7.3 Internal Assessment: Use of Unfair Means

Malpractice by a student in internal assessment can occur in:

- the preparation and authentication of coursework
- the presentation of practical work
- the compilation of portfolios of internal assessment evidence
- the conduct during an internal assessment

The procedures to handle student malpractices under internal assessment are as follows:

- All suspected instances are reported to the Head of the Department (HoD)
- An investigation should be undertaken by the HoD as early as possible
- The investigation should establish full facts and circumstances of any alleged malpractice
- A full, written account of the incident should be submitted together with any supporting evidence and an indication of the regulation or requirement that has been broken
- Minor cases will be dealt by the departmental committee
- Major and gross cases will be forwarded to the College Academic Honesty Committee
- During the investigation, the conduct of the candidate in other examinations or assessments should not be considered
- After investigating on allegation of malpractice, the HoD should submit a full written report on the case to the Chair of College Academic Honesty Committee

4.7.4 Examination: Use of Unfair Means

Malpractice by a student in examination can occur in:

- Making use of unfair means in examinations
- Assisting another student to make use of unfair means

The procedures to handle malpractice relating to examination are:

- If an invigilator suspects an irregularity in the conduct of a student within the examination room, the invigilator should inform the student, remove any possible prohibited material and highlight the question(s) in the exam affected by the malpractice
- The invigilator has to fill in the student misconduct form duly signed by the invigilator and the student
- The student will be allowed to complete the examination, and at the end of the examination, the invigilator will inform the student that, in accordance with the examinations procedures, the irregularity will be reported to the HoD after the examination
- Minor cases will be dealt by the HoD
- Major and gross cases will be forwarded to the College Academic Honesty Committee

4.7.5 Decisions by the Department/College Academic Honesty Committee

The actions to deal with student malpractices under this category are:

- (a) Written warning from the HOD and downgrading of 10%* of the marks of the assignment/examination in case of a minor offense
- (b) Written warning from the Chair of College Academic Honesty Committee and downgrading of 20%* of the marks of the assignment/examination in case of a major offense
- (c) Written warning from the Chair of College Academic Honesty Committee and a grade F is given for the assessment/examination in case of a gross offense
- (d) Disciplinary action under the College Regulations, which may lead to dismissal from the Programme in case the same student, is caught three times under malpractice offense during the study of programme.

*(Note: No mark shall be awarded to the part (s) where academic misconduct has been reported.)

If the student disagrees with the decisions he/she has to appeal within one (1) day of receiving the decision. The matter will automatically be referred to the Dean for further proceedings.

4.5. Examination Result Announcement

The college will announce the examination results within the stipulated period.

4.6. Students' Study Level Status

Students' study level status is determined by the department based on the total results obtained.

4.7. Study Deferment

- Students who are ill, subject to confirmation by the government hospital medical officer can apply to defer their study. The maximum period for deferment is two semesters for each application. The deferred semester will not be considered in the study period count.
- Application for deferment for other reasons can also be considered. The deferment period is one semester for each application. This deferred semester will be considered in the study period count. The application must be submitted before Thursday of week nine (9) of study.



4.8. Examination Instructions to Students

- It is the duty of students to ascertain the dates and times at which they are required to attend the examinations. The examination timetable is published on the Student Information Notice Boards as well as the in the Student Portal – Moodle.
- Absence or lateness due to misreading the timetable or similar error does not entitle a student to any further examination or special consideration.
- Students will normally be admitted to the examination room ten minutes before the commencement of the examination.
- Prior to entering the examination room, students have to have a printed copy of their Hall Ticket.
- Prior to entering the examination room, students must ascertain their seat numbers from the lists posted on the notice boards at the entrance of the examination room.
- Any student who has not been allocated a seat number should report to the Examination Officer in charge of the examination before the commencement of the session.
- Students are not allowed not bring into examination rooms any unauthorized material. (“Unauthorized” material is any material not specified on the examination paper which includes mobile phone, smart watch, Bluetooth etc.).
- Using unfair means in any College examination or test, or to assist another student to indulge in such unfair means is a College disciplinary offence.
- Eating and drinking in the examination hall is strictly prohibited.

5. Programmes

5.1. Placing New Students

Placement tests will be given to all new students for all modules in the General Foundation Programme: English, Mathematics and Information Technology and students will be placed according to their results in one of four (4) levels for each module.

5.2. Modules Offered

Table 5.1 Modules and Levels

GFP	Modules Offered* Semester 1 – Block 1 and Block 2			
	Level 1	Level 2	Level 3	Level 4
	EN1 – English 1	EN2 – English 2	EN3 – English 3	EN3 – English 4
	IT1 – Information Technology 1	IT2 – Information Technology 2	IT3 – Information Technology 3	IT4 – Information Technology 4
	MA1 – Information Technology 1	MA2 – Information Technology 2	MA3 – Information Technology 3	MA4 – Information Technology 4

GFP	Modules Offered* Semester 2 – Block 3 and Block 4			
	Level 1	Level 2	Level 3	Level 4
	EN1 – English 1	EN2 – English 2	EN3 – English 3	EN3 – English 4
	IT1 – Information Technology 1	IT2 – Information Technology 2	IT3 – Information Technology 3	IT4 – Information Technology 4
	MA1 – Information Technology 1	MA2 – Information Technology 2	MA3 – Information Technology 3	MA4 – Information Technology 4

*Modules Offered

Modules will be offered if there are a minimum of 10 students in a class. If the minimum number is not reached, students will be given the option to take the module at another time or in another block.



5.3. Progression and Exit Awards

Students' progress to the next level of the respective module if they obtain the minimum 60 marks requirement. Students who do not achieve the minimum pass requirements will have to repeat the failed module.

5.4. Awarding Body

After the successful completion of the programme requirements, the students will be awarded with the Award/Exit certificates from Muscat College.

5.5. Certificates Awarded

In accordance to the Ministry of Higher Education (MHE):

Students will not be given letter of notification that states completion of years or level (early award) while they are still in the programme.

The award notification will only be given to the graduates (meeting the full programme requirements) or students who exit from the programme at an early level (meeting the exit requirement), provided they submit an official request through Admissions and Registrations office.

All awards are subject to MHE's regulations.

6. Fee Regulations

1. Semester Fee Payment is due at the beginning of the semester. It can also be paid for the full year in advance.
2. 5% of semester fees will be given as discount for the full payment within the first week of registration.
3. In special cases, instalment may be allowed with prior approval from the College authority. In such case, an agreement for the same should be finalised before the end of the second week of the semester as per the following mechanism:
 - a) There should be a down payment of 40% of the total fees.
 - b) The balance 60% of the total fees can be paid in two equal post-dated cheques (PDC). The dates of the PDCs will be provided by the finance office. These PDCs are to be submitted to the finance office before the end of second week of the semester.
 - c) The above agreement (clause-3) should be signed by either the student or the parent or the guardian. (A copy of the same is given to the parent/guardian).
4. In the case of withdrawal from the college:
 - a) If the withdrawal is within the first two weeks of add and drop period, the full fee will be reimbursed except the non-refundable registration fees.
 - b) If the withdrawal is after the second week and before the fourth week, 25% of the fee is to be paid (in spite of that you have attended or not attended during this period).
 - c) If the withdrawal is after the fourth week, full fee is applicable (in spite of that you have attended or not attended during this period).
 - d) No student will not be allowed to register after the add and drop period.



7. Muscat College Code of Conduct

7.1 Responsibilities of Staff to Students

It is the responsibility of the Muscat College staff to work for the success of all students and to treat them with respect and care. This can be accomplished by:

- Recognizing that students are the very embodiment of Muscat College's mission
- Delivering the prescribed curriculum
- Ensuring that the learning / teaching environment is sensitive to the cultural heritage of students
- Giving students correct and complete information relating to courses and programmes, assessment guidelines and college policies
- Actively promoting the development of students as independent learners
- Ensuring that students receive timely and constructive feedback on their academic performance
- Helping students to communicate effectively by encouraging the skills of inquiry, negotiation and conflict resolution
- Attending classes and assigned meetings regularly and punctually
- Encouraging the participation of students in extra- curricular activities
- Helping students to make appropriate and rational decisions
- Providing students with supportive and caring environment which respects confidentiality
- Providing extra care for students with special needs
- Promoting a safe and clean learning environment
- Recognizing the right of students to resort to appeals process when necessary
- Serving as a positive role model

7.2 Responsibilities of Students to the learning and teaching process

Muscat College represents students' intellectual and academic stature, which should be a source of personal pride and achievement for the student.

It is students' responsibility to participate in the learning process by:

- Demonstrating a commitment to learning
- Participating sincerely and actively in learning activities
- Ensuring that work presented is yours (Presenting your own work)
- Submitting assignments on time
- Attending classes regularly and punctually
- Reading & following the concerned notices
- Ensuring that all information presented is true, complete and accurate
- Asking for guidance and advice from others when needed
- Supporting teaching/ learning process as per the college guidelines
- Respecting the values and roles of staff in the learning process
- Treating others with respect and courtesy by observing appropriate behavior at all times

7.3 Discipline and Code of Conduct

To ensure the cordiality of behaviour and co-operation in the community of the College, amongst students as well as with College staff and keeping with the stature of this Academic institution, students should carefully note the following:

To ensure cordial and cooperative relations amongst the staff and students in line with the stature of this academic institution, the students should note the following:

- To observe college by-laws and disciplinary codes of conduct
- To safe guard college equipment and property
- To contribute actively and sincerely to the betterment of learning environment
- To be careful in handling any of the college equipment and appliances
- To respect students, staff and visitors

7.4 Disciplinary Measures imposed for Breach of Students' Code of Conduct and Responsibility

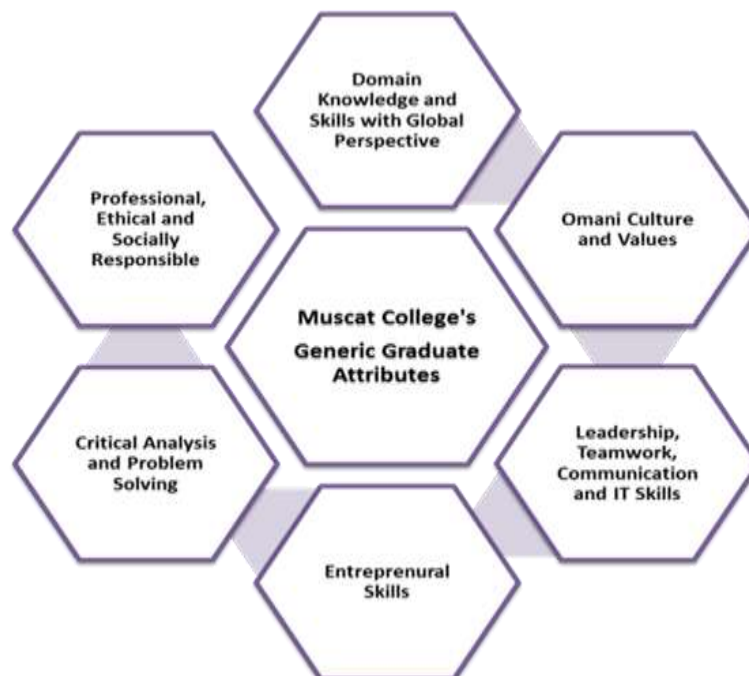
Students in breach of college code of conduct would be subjected to disciplinary proceedings. Disciplinary measures may be any of the following:

- Verbal warning
- Written warning
- Temporary suspension from attending classes for a period of time
- Termination of scholarship for one semester
- Deprivation from college accommodation for one semester
- Deprivation from college accommodation for one year or longer
- Pay fines for the value of damaged furniture, equipment, tools and other properties
- Penalization for plagiarism and unfair means as per the regulations
- Penalization for breach of examination rules as per the regulations

8. Graduate Attributes

8.1 Generic Graduate Attributes of Muscat College

Generic graduate attributes are transferable skills that are valued by Muscat College as being important outcomes of our higher education. These skills are those identified as important by employers, government and the higher education sector.





9. Students' Academic Grievances

A College Committee for Students Academic Grievances is established to discuss grievances of students on academic matters and to recommend suitable solutions. In particular, the committee will deal with following matters:

- Unfair distribution of marks and grades in a course.
- Unnecessary complications in the level of exams or course requirements.
- Unnecessary complications in the application of rules pertaining to withdrawals from a course or barring from exams.
- Grievances pertaining to admissions in a program.
- Grievances pertaining transfers between programs
- Grievances pertaining special exam, delay or repeat of exams
- Grievances pertaining registration, withdrawal from the Colleges, postponement of the study, delays in tuition payments or reimbursements

The procedure for processing a grievance is as follows:

- (a) The student fills the grievance form and submits it to the Department of Admissions and Registration (DAR).
- (b) DAR sends the grievance to the concerned Department HoD.
- (c) HoD discusses the grievance with the instructor and supervisor.
- (d) HoD submits the department recommendation to DAR.
- (e) If the grievance is not resolved, DAR submits the grievance to the Rapporteur of the Committee along with department recommendation.
- (f) In exceptional circumstances, such as severe time constraint, absence of enough faculties in the department, or other exceptionally verifiable personal or private reason, a student can submit the grievance directly to the Committee.
- (g) The Committee has the right to access any relevant documents or information from the concerned department or DAR while deliberating the grievances.



10. Contacts

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