



كلية مسقط
Muscat College

The Scottish Qualifications Authority Diploma Programmes

Programme Guide: 2018-2019

In academic Affiliation with





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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. 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).

VISION

A quality higher education institution of technology

MISSION

To provide quality higher education in Management and Information Technology in Oman within a culture of creativity and innovation

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.



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 on, 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.

2.4.1 The Student Consultancy Council

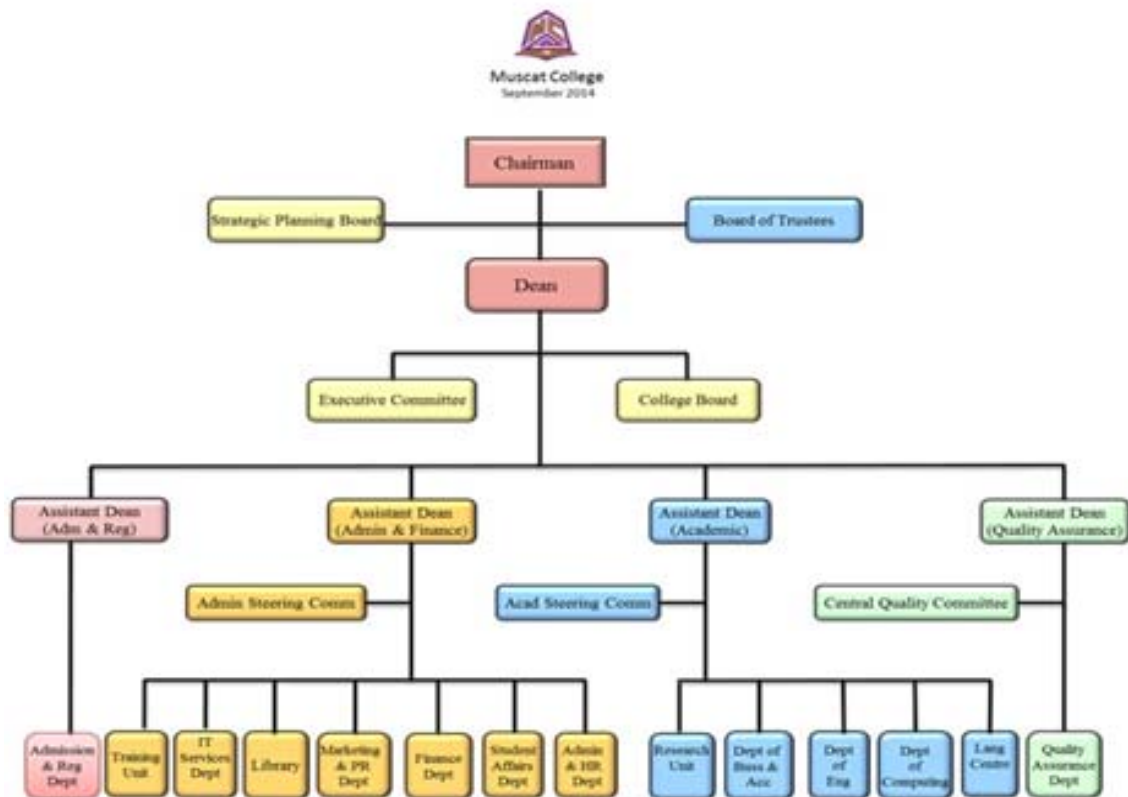
As the student is the focal point of the educational process and its targets, the College would like to ensure the active participation of students in its general policy by establishing a student committee, whose members are elected from the student body and supervised by faculty members.

2.4.2 Goals of the Student Consultancy Council:

1. Work with Student Affairs Department to improve the quality of services which 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 and 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 and difference and 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.

2.5. Organizational Structure of Muscat College





2.6 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.



2.7 Semester Duration

There are three semesters in an academic year, each with a (particular) designated path of modules with a maximum of Units per semester.

2.8 Mode of Study

A student will be designated as full-time or part-time. Where part-time, a programme may be studied on a part-time structured basis.

2.9 Registration Steps

After meeting the academic advisor for the study plan, 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 finalize semester registration
3. Receive Timetable through the College Email.

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.

2.10 Fees Regulation

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, installment 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.

2.11 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 unit in MOODLE before the start of classes. Students can get information about Assessment Instructions, submission deadlines and mode of submissions all through the each unit link from MOODLE.

3. About the Scottish Qualifications Authority (SQA)

SQA was founded in 1997 as an executive Non-Departmental Public Body (NDPB) sponsored by the Scottish Government Schools Directorate. It is the national body for national qualifications other than university Degrees.

The overall aim of the SQA is to manage the qualifications system below degree level to allow students to fulfil their potential to participate in the economy, society and communities of Scotland and around the world.

For more information about SQA log on to: www.sqa.org.uk

Muscat College is an approved Centre of Scottish Qualification Authority (SQA) since 2001, similar to the other international centres in UK & Europe.



3.1. Merits of the SQA Programmes

- The syllabus is designed to meet the changing requirements of the labour market. They are subject to continuous evaluation and improvement by the SQA.
- The system is flexible enough to allow students to enrol for one credit to a maximum of five credits per semester according to the students' intellectual and financial capabilities.
- The system is carefully designed to evaluate both knowledge and skills.
- Student may join the job market at a certain exit qualification which suits the best of their circumstances with an open opportunity to re-join whenever they decide to do so.
- Availability of part-time studies.

3.2. Entry Requirements

The entry requirements are:

- General Education Diploma or other equivalent certificates approved by the Oman Ministry of Higher Education.
- Successful completion of Muscat College Foundation Programme.

Students wishing to enrol for specialisations offered by Department of Built Environment Engineering should fulfil the following admission criteria:

- General Diploma Certificate (Equivalent to 12 years schooling) in science stream with pure Mathematics & Physics approved by the Oman Ministry of Higher Education.
- Successful completion of Muscat College Foundation Programme.
- Should have a minimum score of 'C' (65 or above) for Mathematics & English.
- Applicant who wish to join without scoring 'C' in Mathematics and/or English, may be allowed if the candidate score B (75 or above) or better in Muscat College Foundation Mathematics Course.

4. Programmes

4.1. Duration of study

The academic year is divided into three semesters. Each semester runs for eleven teaching weeks with two weeks inter-semester break. Normally semester one begins in September, semester two in December and semester three in March. Two week inter semester break gives time to prepare for the following semester. Students are continuously assessed during each semester. Since the assessments are conducted after the completion of each outcome of a unit, the pressure of having all outcomes assessed at the end of the semester is eliminated.



4.2. Credit System

The credit system used by SQA is remarkably simple. Credits are allocated to the units which make up your programme. Each unit is assigned a Credit Value; 1.0 or 2.0 credits. Each Credit Value is equivalent to 8 Credit Points. A typical one credit will involve 88 hours of academic work, about half of which will be independent study, with the other half being spent in lectures, tutorials, seminars, practical, case studies and directed study.

Courses are made up of core and optional units. In each semester, student could take 1 to 5 Credits, depending on circumstances. Students are guided by an “Academic Advisor” on the number of credits to be taken at the beginning of each semester according to their study plan.

4.3. Awards

The academic Credit Values (Credit Points) are part of national system in the U.K.

To achieve HNC award, student has to achieve 12 Credit Values (96 Credit Points)

To achieve HND award, student has to achieve 30 Credit Values (240 Credit Points)

Student who achieved HND may progress to Stirling Bachelor with Honours Degree programme subject to achieving grade B or better in all Graded Units. Alternatively a student can also apply for University Malaysia Pahang’s (UMP) relevant programme through mapping of credits.

4.3.1 Awarded Certificates (All certificates are issued by SQA)

	Certificate awarded <u>on exit</u> after the successful completion of:	
Departments	<u>YEAR ONE</u>	<u>YEAR TWO</u>
	Higher National Certificate (HNC) in	Higher National Diploma (HND) in
Business & Accounting	▪ Business	▪ Business
	▪ Accounting	▪ Accounting
Computing	▪ Computing	▪ Software Development
		▪ Technical Support
Built Environment Engineering	▪ Built Environment	▪ Quantity Surveying
		▪ Construction Management



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 apply through official request through Admissions and Registrations office.

Students who apply for an official programme exit are not allowed to re-join the programme unless they complete a minimum of one year leave of absence (not less than one academic year and its main semesters).

All exit awards are subjected to MHE's guidelines.

4.4. Assessments

In the beginning of every academic year, the academic calendar will be displayed in the College notice board. This will indicate the start and finish date of each semester. Students are informed of all deadlines in the beginning of semester through flow charts and unit delivery schedule. Failure to adhere to the deadlines may result in not accepting the registration or failing in a registered unit. Results of the units are also subjected to the internal verification and external verification process by SQA.

Student's learning is assessed continuously throughout the course. This is conducted in various ways, depending on the nature of the course, including:

- Assignments
- Closed and/or open book assessments
- Projects
- Case studies
- Practical work

Units are divided into Outcomes. Students will be assessed in each Outcome and will have a maximum of two attempts to achieve each outcome. Failing in any outcome will result in failure in the unit.



4.4.1 Instruments of Assessments

Depending on the nature of the unit and as presented in the unit specifications, assessments are of conducted as:

- Closed book
- Open book (class supervised)
- Assignments
- Project works
- Practical work(Log Books)
- Case study based assessments/ examinations

Students will be informed about the type of assessments at the beginning of the semester by the concerned lecturer through unit specification, unit outline and delivery schedules.

4.4.2. Assessment Only Arrangements

This arrangement enables students to complete / achieve a unit by submitting required evidences or actually appearing for the closed book/ open book assessments and achieving them if they have failed in a previous attempt.

However to register for “assessment only” arrangement, the student should also have an attendance of *minimum 80%*.

Other conditions are:

- 1) Achieved more than 50% of the outcomes for all SQA HN units other than graded units*
- 2) All submissions are complete or have attempted the examination of the failed outcome
- 3) Unit content has not changed significantly from the one undertaken
- 4) There has been no gap in the studies or has a maximum of two years break
- 5) Has not attempted or attempted the outcome (or graded unit) only once as assessment only
- 6) Has got no more than 3 units as assessment only for a specific semester**
- 7) Assessment only is allowed only once by meeting all the above conditions. .if the candidate fails to achieve , then next time the unit has to be registered full

*For graded units assessment item 2 does not apply.

**If there are more than 3 units to be registered as assessment only for a specific semester then student will have to place a request for the remaining units. Only on exceptional grounds (such as graduating or Accreditation to Prior Learning (APL) student), the request will be approved and a new “Assessment Only Request Form” will have to be completed.

4.4.3. Student Progress Report

Student's Progress Report is issued by the Admissions and Registration Office at the end of each semester. The Progress Report would contain semester-wise details regarding units registered; credits attempted and earned grades in each unit, the semester and cumulative GPA. The report will also include the record of all units including the unit(s) a candidate has failed to achieve. Also the progress report includes the record of all units in which the student got exemption due to Accreditation to Prior Learning (APL).

4.4.4 Grading

When a student completes a unit of study, the result for each unit is entered by the Scottish Qualifications Authority (SQA) as:

- Pass (P)
- Fail (F)
- Withdrawn (W)
- Graded Units have grading system : A ,B or C

A student who achieves all the outcomes will be awarded a **Pass** in the unit.

Additionally, Muscat College operates an internal grading system in which “**P**” is converted into grades.

The grading issued by Muscat College for each outcome is given in Table 4.1:

Table 4.1 Outcome wise grade scale

Grade Description		Grade (%)	Numeric Value of Grade
SQA	Muscat College		
Pass at first attempt with outstanding performance*	Excellent	A (85 – 100)	4.0
Pass at first attempt	Very Good	B (60– 84)	3.0
Pass at second attempt with outstanding performance*	Good	C (70-100)	2.0
Pass at second attempt	Pass	D (60 – 69)	1.5
Fail	Fail	F (< 60)	0.0
Accreditation to Prior Learning (APL)		X	NA



The Grades of the outcomes are converted into an overall Unit grade as given below in tables 4.2.a / 4.2.b

Table 4.2.a: For SQA intake from 2013/14 onwards

Range	Unit Grade
3.4 to 4.00	A*
2.46 to 3.39	B
1.76 to 2.45	C
1.5 to 1.75	D
0.0 to 1.49	F

Table 4.2.b: For SQA intake until 2012/13

Range	Unit Grade
3.96 to 4.00	A*
2.46 to 3.95	B
1.76 to 2.45	C
1.5 to 1.75	D
0.0 to 1.49	F

**To achieve an overall “A Grade” in a Unit, student should complete all the outcomes in the first attempt itself*

*** Accreditation to Prior Learning (APL) Units will be graded as ‘X’ and this will not be counted for GPA and CGPA*

At the end of each semester, a semester Grade Point Average (GPA) will be calculated, along with a cumulative GPA which includes all credits attempted and earned to date. This is a single total calculation (not average of averages).



Semester and Cumulative Rating will be based on the semester and cumulative Grade Point Average; the details are given in Table 4.3:

Table 4.3: Semester and Cumulative Rating

Description	Semester and Cumulative GPA Range
Excellent	3.50 – 4.00
Very Good	3.00 – 3.49
Good	2.50 – 2.99
Pass	1.50 – 2.49
Poor	Less than 1.50

Certificates awarded will be classified based on the cumulative Grade Point Average earned on all courses within the certificate plan; the details are given in Table 4.4:

Table 4.4 – Classification of Certificates

Description	Cumulative GPA Range
Excellent	3.50 – 4.00
Very Good	3.00 – 3.49
Good	2.50 – 2.99
Pass	1.50 – 2.49


In all cases of repeated courses, all grades earned will be appeared on the transcript but the most recent grade will be used in the calculation of the Grade Point Average.

4.4.5 Graded Units

The purpose of the Graded Units in the awards is to assess the candidates' ability to integrate and apply the knowledge and / or skills gained in the individual units in order to demonstrate that they have achieved the principal aims of the Group Award. In addition, a Graded Unit is used to grade candidate achievement. This is done by assessing the integration of knowledge and skills developed across the individual units which makes up the group award.

Thus it is recommended that students should retain all lecture notes and hand-outs of all the units included in any Graded Unit to help them in preparing for the examination.

Grade boundaries:



Grade A = 70% - 100%

B = 60% - 69%

C = 50% - 59%

4.4.5.1 Graded Units: Department of Business & Accounting

Accounting: Group Award Graded Unit 1 (F8KE 34)

Pre requisites: (F7JV 34) (F7JT 34) (F7JP 34) (F7JS 34) (F7JR 34)

Accounting: Group Award Graded Unit 2 (F8KF 35)

Pre requisites: (F82H 35) (F82J 35) (F7R6 35)

Accounting: Group Award Graded Unit 3 (F8KG 35)

Pre requisites: (HC43 35) (HC44 35) (F7R6 35)

Business: Group Award Graded Unit 1 (F8LD 34)

Pre requisites: (F84M 34) (F7J834) (F84T34) (F7BX 34)

Business: Group Award Graded Unit 2 * (F8LE 35)

Pre requisites: (F84M 34) (F84R 35) (F7J8 34) (F86E 35) (F7J6 35) (F84T 34) (F7BX 34) (F7J7 35) (F84W 35) (D75X 34) (F84V 34) (H7TK 34) (F84L 35) (F84P 34) (F84N 34) (F84K 35)

4.4.5.2 Graded Units: Department of Computing

Computing: Graded unit 1 (H1J8 34)

Pre requisites: (H175 34) (H173 34) (H1F7 34) (H177 34)

Computing: Technical Support: Graded Unit 2 (H48X 35)

Pre requisites: (H173 34) (H1F7 34) (H175 34) (H177 34) (H178 34) (H16T 35), (H16V 35), (H3LN 35), (H18C 35)

Computing: Software Development: Graded Unit 2 (H48W 35)

Pre requisites: (H173 34) (H1F7 34) (H175 34) (H177 34) (H178 34) (H171 35) (H172 35) (H16Y 35)

4.4.5.3 Graded Units: Department of Built Environment Engineering

Built Environment: Graded Unit 1 (H72R 34)

Pre requisites: 10 Units *

Quantity Surveying: Graded Unit 2 (H733 35)

Pre requisites– 24 Units *

Construction Management: Graded Unit 2 (H731 35)

Pre requisites- 26 Units *

* Further details are available with the Academic Advisor



4.4.6 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 (Closed Book / Graded Units). The examination Schedule will be published as Notice to students in respective units MOODLE link by Unit Coordinator.
- Absence or lateness due to misreading the notice or similar error does not entitle a student to any further examination or special consideration.
- Students will normally be admitted to the examination ten minutes before the commencement of the examination.
- Prior to entering the examination, students must ascertain their seat numbers from the lists posted on the notice boards at the entrance of the examination room.
- Students are not allowed to bring any unauthorized material into examination rooms. (“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.

4.5 Academic Probation

A student is placed on academic probation if the Cumulative Grade Point Average (CGPA) falls below 2.0 or if the Semester Grade Point Average (SGPA) falls below 1.5. Any official postponement of study (semesters) need not be counted as the part of the probation cycle.

4.5.1 Students on Academic Probation – Regulations

The following regulations will be applied to all students under Academic Probation:

- Students will not be allowed to register for more than 3 credits in the following semester.
- Students will not be allowed to register for any credit in summer semester.
- Students need to achieve a cumulative GPA of 2 or more within 3 consecutive semesters or else his / her studies will be terminated.
- Parents / Sponsors / Guardians and the like will be informed in writing by the Admissions and Registration Office and will be documented with due acknowledgment.



In case of termination, the students can appeal to the HOD. The HOD will review the case of the student and forward the recommended cases to College Appeal Committee (CAC) for the final review. Students with unsuccessful appeal can make an appeal revaluation request to the CAC. The final decision will be taken in accordance with the Ministry of Higher Education's letter.

4.6. Policy on Reassessment

- Students are eligible for one more chance to submit the assessment or assignment if they fail to achieve a satisfactory outcome in the first attempt. A new assessment instrument shall be given according to the guidelines given in unit specifications.
- Students who are given one more chance shall be awarded a C or D based on the standards of achievement.
- Students granted 'deferred assessment' could complete the assessment/assignment with the other students failed to achieve in the first attempt. This submission shall be considered as first submission.
- If the student fails to attempt a resubmission due to acceptable grounds, he / she shall be given one more chance. If the student fails to achieve a pass, then the student has to wait until the next session.
- In case of exam based Graded Unit, if a candidate does not achieve a pass or if a candidate wishes to upgrade, this will be based on a significantly different examination from that given originally. A candidate's grade will be based on his/her achievement in the new assessment event using a significantly different examination, if this results in a higher grade.
- In case project based Graded Unit, if a candidate fails the project overall or wishes to upgrade, then this will be done using a substantially different project, i.e. all stages are undertaken using a new significantly different project assessment task, assignment, case study, etc. In this case, a candidate's grade will be based on the achievement in the re-assessment, if this results in a higher grade.



4.7. Special Arrangements for Candidates with Special Needs

Special assessment arrangements are applied to all SQA Qualifications.

4.7.1 Eligibility

Candidates with certain disabilities at the time of assessment may be eligible for special assessment arrangement. Each case is looked at individually according to general guidelines given in SQA's "Guidance on Special Assessment Arrangements".

Type of disabilities which makes a candidate eligible to request for special assessment arrangement are:

- Physical disability
- Sensory impairment
- Learning difficulty
- Temporary disability at the time of the assessment.

The nature and extent of any disability must be specified and documented according to the case. All the necessary information to support the Special assessment arrangement request must be provided.

The candidates who require Special Assessment Arrangement must complete the Special Assessment Arrangement Request Form and submit to the College through the Academic Advisor. The form can be obtained from his/her academic advisor. Decision for the request will be finalised by HOD, after consulting the College Management.

4.7.2 General guidance

Special assessment arrangements should, as far as possible, reflect candidate's usual methods of working. The arrangements permitted depend on the circumstances of individual candidate and should do no more than is necessary to allow candidates to demonstrate attainment.

Special assessment arrangements must not compromise the credibility of the award. All interested parties, including candidates, must have confidence in the result.



4.8. Equal Opportunity Policy

Muscat College supports equality of opportunity for all students on the basis of the required merits, qualifications, abilities and potential of individuals.

The objectives are:

- Students are treated fairly and in accordance with published criteria and procedures.
- Students with an equal opportunity to develop their full potential, the policies, procedures and practices of the college in relation to teaching, learning and examining.
- To promote harmonious learning environment for students based on mutual respect within which students are encouraged to develop their full potential in the interests of the individual and the College.
- Developments of students are well defined with clear criteria and fair execution.

4.9. Student Academic Appeal Procedures against Assessment Decisions

This system allows the student to raise the appeal at an informal level within the Academic Department or Student Affairs Department. If, this not satisfy, then the student can resort to formal procedure.

4.9.1 Grounds for an Academic Appeal

Student can appeal against unfair award of marks/ grades in a course or unit.

4.9.2 Informal Procedure

For informal procedure, the student may discuss his/ her situation with the Assessor or Academic Advisor. The next step is to meet the Head of Department within 24 hours of the occurrence of the grounds of appeal. The feedback/decision by the Head of Department will be informed to the student within 1 day of the notification of the appeal.

4.9.3 Formal Procedure

1. A student wish to follow the formal procedure should fill the Student Academic Appeal Form (available in the Admissions and Registrations Office) and submit it to the Department of Admissions and Registration (DAR) within 1 working day of receiving the results of the assessment. This will be considered by the HOD and the Academic Grivences Commitees and the final decision will be informed to the student.
2. If the student decides to appeal against the decision made by the Academic Grivences Committee, he/she can appeal to the Dean directly and must provide valid grounds of disagreement of the Committee decision within 3 working days of receiving the recommendation of the Committee. Decision by the Dean is deemed final.



4.10. Pre-exit and Career Guidance

Pre-exit and Career Guidance provides the required guidance to the students in terms of assisting them for higher academic progression, planning their career goals and exploring opportunities for employment. Various departments in Muscat College coordinate with each other and provide the pre-exit and career guidance to the students. The purpose of pre-exit and career guidance is to support the students in identifying their skills, interests and abilities that are related to their future study and employment. In some cases, students get guidance on their personal matters as well, for instance a student may be in need of counseling relating to wellness or any distress experienced. The aim of this guidance is to ensure that the students get an opportunity to prepare for the next stage after completing their current educational program.

4.10.1 Areas of Guidance

a. Pre-exit study guidance

It provides student progression guidance based on their achievement in course within their programs by their respective academic advisors and the Department of Admission and Registration. This activity will include tracking of student progression records and exploring options for further study programs in their respective areas of specialization.

This includes various activities such as verifying the study plan, the student progression report, student advisory report, providing the details of unit specifications for mapping purposes when a student wishes to transfer to other colleges, and involving alumni students of the college.

b. Support services

The Department of Admission and Registration will provide necessary guidance related to scholarship resources that are available to the students and will provide the necessary support in forwarding their requests to the concerned authorities. The main activities include the guidance about scholarship resources available, transfer letters for other colleges and preparation of withdrawal letters.

c. Student Service

The Student Affairs Department will provide support and offer assistance in order to enhance students' quality of academic, cultural and social life and maximizing personal and academic growth. It includes various activities like supporting and assisting students in personal troubles or distress, counseling services, tracking student progression from



foundation to academic programs and integrating students into clubs to provide various activities on the campus (like sports, culture, music and poetry, etc.).

d. Partnership with external specialist agencies

The career placement officer in each department will work in partnership with external specialist agencies and other institutions to help the students by providing updated information on internships, interviews and other placement opportunities in both government and private sectors. The main support services include guiding students for internships, supporting student in outreach-for interviews and placement opportunities, and identifying specific job vacancies.


4.11 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 or unit.
- 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 resit, 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.

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- f. In exceptional circumstances, such as severe time constraint, absence of enough faculty 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.

4.12 Examination/Assessment Instructions to Students

- It is the duty of students to ascertain the dates and times at which they are required to attend the examinations. 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/assessment room five minutes before the commencement of the examination/assessment.
- Prior to entering the examination/assessment room, students must ascertain their seat numbers from the lists posted on the notice boards at the entrance of the examination room or as directed by the examination officer/lecturer.
- Any student who has not been allocated a seat number should report to the Examination Officer/lecturer 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/assessment hall is strictly prohibited.



5. Academic Rules

Muscat College is committed to creating a learning environment that is honest and ethical. Academic Dishonesty will not be tolerated at Muscat College. Academic Dishonesty includes cheating, plagiarism or any other attempt to gain an academic advantage in a dishonest or unfair manner.

5.1 Malpractice Policy

Malpractice consists of those acts which undermine the integrity and validity of internally and externally assessed examinations and/or damage the authority of those responsible for conducting the internal and external assessment. This refers to acts and omissions made by students involved with the assessment process.

5.2 Assessment of Malpractice by Students

5.2.1 Types of Malpractices

Attempting to, or actually carrying out any malpractice activity is not permitted by Muscat College. The following are examples of malpractice by students:

- Plagiarism - failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own.
- Plagiarising the work of other students within a collaborative environment and submitting it as an individual learner work.
- Copying from another student (including using ICT to do so).
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test
- Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence.
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- Inappropriate behaviour during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language.
- Turnitin has been used for checking plagiarism. Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or



inappropriate copying. When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc.

5.2.2 Internal Assessment: Use of Unfair Means

Malpractice by a student during internal assessment can occur in:

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

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

- Written warning.
- Written warning and downgrading from A to B of the assignment.
- Written warning and downgrading from A to C or from A to D of the assignment.
- Written warning and a grade F is given for the assessment.
- Disciplinary action under the College's Regulation, which may lead to dismissal from the academic program.

5.2.3 Examination: Use of Unfair Means

Malpractice by a student in examination can occur in:


- Make use of unfair means in Examinations
- Assist another student to make use of unfair means
- irregularity in the conduct of a student within the examination room

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 endorse the student's answer book.
- 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.

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

- Written Warning

- 
- Reduction in the grade for the examination or according to the decision by committee formed when any such case comes up
 - Fail grade for the examination or
 - Referral to the College Grievance Committee chaired by the Vice Dean, under the major offences procedures.

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

5.3 Disciplinary Regulations for Attendance and Absenteeism

Students are obliged to attend all hours of any unit of study. The College has set the regulation of attendance for any unit not to be below 80% of the total number of hours for that unit to ensure that students get the best possible education. Student attendance starts from the first teaching week of the semester and for late registrations/ adding of units it is from the date of registration of the Unit.

5.3.1 Disciplinary Measures Imposed for Breach of Attendance Policy

- a. Students who are not present in the class will be marked absent for the complete period.
- b. Late comers will be given attendance as absent for the first hour only
- c. The first communication will be issued to the student via E-MAIL (College official e-mail) when the absenteeism is 8%.
- d. The second and final warning message will be sent via e-mail/ letter to the student when the absenteeism is 15%.
- e. Student who is absent for more than 20% of the classes without valid evidence, will not be allowed to continue in that Unit in that semester. The student is required to re-register as a regular student for the Unit and pay the fees for repeating the Unit.
- f. All evidences are to be submitted to Admissions and Registrations for circumstance beyond student's capability.
- g. 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 unit. At this stage, the Admissions and Registration will block the registration of the students remove the name from the class list.



- h. Students must inform the Admissions and Registration Office in case of absence due to any valid reason for absenteeism like illness and evidence should be submitted to the Admissions and Registration within 3 working days from the absenteeism
- i. 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.
- j. Students who failed to meet the attendance criteria will have to re-register for the Unit.
- k. 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.
- l. 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.
- m. A copy of the above warning may also be sent to the sponsor or parent.

6. Frameworks

Higher National Certificate (HNC): Business

Award Code: **G9ML15**

Total number of credits required for the Award: 12 credits

Core : 10 Credits from Table 6.1

Table 6.1

Unit Title	Unit Code	Total teaching hours /Semester	SQA credit points	SQA credit Value	Prerequisites
Managing People and Organisations	F84T 34	88	16	2	Nil
Marketing: An Introduction	F7BX 34	44	8	1	Nil
Economic Issues: An Introduction	F7J8 34	44	8	1	Nil
Business Accounting	F84M 34	88	16	2	Nil
Communication: Business Communication	H7TK 34	44	8	1	Nil
IT in Business: Spreadsheet	F84V 34	44	8	1	Nil
IT : Applications Software 1	D75X 34	44	8	1	Nil
Business Graded Unit 1	F8LD 34	44	8	1	F84M 34, F7J8 34, F84T 34, F7BX 34

Optional: 2 credits from Table 6.2

Table 6.2

Unit Title	Unit Code	Total teaching hours /Semester	SQA credit points	SQA credit Value	Prerequisites
Using Financial Accounting Software	F7JP 34	44	8	1	Nil
Business Taxation	F7R6 35	88	16	2	Nil
Management Accounting Using Information Technology	F7JS 34	88	16	2	Nil
Business Culture and Strategy	F7J7 35	88	16	2	Nil
Behavioural Skills for Business	F84L 35	44	8	1	Nil
Creating a Culture of Customer Care	H1F0 34	44	8	1	Nil
Economic 1 : Micro and Macro Theory and Application	F7J6 35	44	8	1	Nil
Economic 2 : The World Economy	F86E 35	44	8	1	Nil
Developing the Individual Within a Team	F86Y 35	44	8	1	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.



Higher National Certificate (HNC): Accounting

Award Code: **G9M5 15**

Total number of credits required for the Award: 12 credits

Core : 9 Credits from Table 6.3

Table 6.3

Unit Title	Unit Code	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
Recording Financial Information	F7JV 34	44	8	1	Nil
Preparing Final Statements	F7JT 34	88	16	2	Nil
Using Financial Accounting Software	F7JP 34	44	8	1	Nil
Cost Accounting	F7JR 34	88	16	2	Nil
Management Accounting using Information Technology	F7JS 34	88	16	2	Nil
Accounting Graded Unit 1	F8KE 34	44	8	1	F7JV 34, F7JT 34, F7JP 34, F7JS 34, F7JR 34

Optional: 3 credits from Table 6.4

Table 6.4

Unit Title	Unit Code	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
Statistics for Business	F84K 35	44	8	1	Nil
Business Law : An Introduction	F84P 34	44	8	1	Nil
Business Contractual Relationships	F84N 34	44	8	1	Nil
Communication: Business Communication	H7TK 34	44	8	1	Nil
Economic Issues: An Introduction	F7J8 34	44	8	1	Nil
Marketing: An Introduction	F7BX 34	44	8	1	Nil
Economic 1 : Micro and Macro Theory and Application	F7J6 35	44	8	1	Nil
Economic 2 : The World Economy	F86E 35	44	8	1	Nil
Information and Communication Technology in Business	F84W35	88	16	2	Nil
Office Management	F84D35	88	16	2	Nil

College Requirement Course

<i>Entrepreneurship</i>	<i>ENTSTMC</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Certificate (HNC): Computing

Award Code: **GF3E15**

Total number of credits required for the Award: 12 credits

Core : 6 credits from Table 6.5

Table 6.5

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
H175 34	Computer Systems Fundamentals	44	1	8	Nil
H173 34	Developing Software: Introduction	44	1	8	Nil
H1F7 34	Professionalism and Ethics in Computing	44	1	8	Nil
H178 34	Team Working in Computing	44	1	8	Nil
H177 34	Troubleshooting Computer Problems	44	1	8	Nil
H1J8 34	HNC Computing: Graded Unit 1 (Exam)	44	1	8	H175 34, H173 34, H1F7 34, H177 34

Optional: 6 credits from Table 6.6

Table 6.6

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
H179 34	Cloud Computing	44	1	8	Nil
DH2R 34	Multimedia: Developing Multimedia Applications	88	2	16	Nil
H1FY 34	Computer Hardware: Hardware Installation and Maintenance	88	2	16	Nil
DV6E 34	Database Design Fundamentals	44	1	8	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Certificate (HNC): Built Environment

Award Code: **GJ5P 15**

Total number of credits required for the Award: 12 credits

Core : 11 Credits from Table 6.7

Table 6.7

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
DW54 33	Construction Technology - Domestic Construction	44	1	8	Nil
DW3R 34	Architectural Design Sketching and Drawing	44	1	8	Nil
DW4H 34	Environmental Building Science	44	1	8	Nil
DW53 34	Construction Materials and Specification	44	1	8	Nil
H72A 34	Construction Technology - Substructure	44	1	8	Nil
H726 34	Building Measurement and Cost Studies	44	1	8	Nil
DW5H 34	Construction Site Surveying - A	44	1	8	Nil
DW4P 33	Building Services - An Introduction	44	1	8	Nil
DW1E 34	CAD - 2D 1	44	1	8	Nil
H72D 35	Sustainability and Modern Methods of Construction	44	1	8	Nil
H72R 34	Built Environment Graded Unit 1	44	1	8	All of the above 10 units

Optional: 1 credit from Table 6.8

Table 6.8

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
H728 34	Construction Industry Fundamentals	44	1	8	Nil
DW4E 34	Health and safety in Construction	44	1	8	Nil
H72L 33	Mathematics for Construction	44	1	8	Nil
H9PW 33	Mathematics for the Built Environment	44	1	8	Nil
H72C 35	Scottish law for Construction	44	1	8	Nil
DW45 34	Structural Mechanics	44	1	8	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Business

Award Code: **G9MM 16**

Total number of credits required for the Award: 30 credits

Core : 23 Credits from Table 6.9

Table 6.9

Unit Code	Unit Title	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
F84T 34	Managing People and Organizations	88	16	2	Nil
F7BX 34	Marketing: An Introduction	44	8	1	Nil
F7J8 34	Economic Issues: An Introduction	44	8	1	Nil
F84M 34	Business Accounting	88	16	2	Nil
H7TK 34	Communication: Business Communication	44	8	1	Nil
F84V 34	IT in Business: Spread sheets	44	8	1	Nil
D75X 34	IT : Applications Software 1	44	8	1	Nil
F7J7 35	Business Culture and Strategy	88	16	2	Nil
F84L 35	Behavioural Skills for Business	44	8	1	Nil
F7J6 35	Economics 1: Micro and Macro Theory and Application	44	8	1	Nil

F86E 35	Economics 2: The World Economy	44	8	1	Nil
F84W 35	Information and Communication Technology in Business	88	16	2	Nil
F84K 35	Statistics for Business	44	8	1	Nil
F84R 35	Preparing Financial Forecasts	44	8	1	Nil
F84P 34	Business Law: An Introduction	44	8	1	Nil
F84N 34	Business Contractual Relationships	44	8	1	Nil
F8LD 34	Business Graded Unit 1	44	8	1	F84M 34, F7J8 34, F84T 34, F7BX 34
F8LE 35	Business Graded Unit 2	88	16	2	F84M 34, F84R 35, F7J8 34, F86E 35, F7J6 35, F84T 34, F7BX 34, F7J7 35, F84W 35, D75X 34, F84V 34, H7TK 34, F84L 35, F84P 34, F84N 34, F84K 35

Optional: 7 credits from Table 6.10

Table 6.10

Unit Code	Unit Title	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
F7JP 34	Using Financial Accounting Software	44	8	1	Nil
F7R6 35	Business Taxation	88	16	2	Nil
F7JS 34	Management Accounting Using Information Technology	88	16	2	Nil
H1F0 34	Creating a Culture of Customer Care	44	8	1	Nil
F86Y 35	Developing the Individual within a Team	44	8	1	Nil
F7JA 34	Office Administration	44	8	1	Nil
F7J9 34	Office Technologies	44	8	1	Nil
F84D 35	Office Management	88	16	2	Nil
F84E 35	Presentation Skills	44	8	1	Nil
DF4E 34	Developing Skills for Personal Effectiveness	44	8	1	Nil
H1KP 34	Human Resource Management	44	8	1	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Accounting

Award Code: **G9M6 16**

Total number of credits required for the Award: 30 credits

Core : 19 Credits from Table 6.11

Table 6.11

Unit Code	Unit Title	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
F7JV 34	Recording Financial Information	44	8	1	Nil
F7JT 34	Preparing Final Statements	88	16	2	Nil
F7JP 34	Using Financial Accounting Software	44	8	1	Nil
F7JR 34	Cost Accounting	88	16	2	Nil
F7JS 34	Management Accounting using Information Technology	88	16	2	Nil
F8KE 34	Accounting Graded Unit 1	44	8	1	F7JV 34, F7JT 34, F7JP 34, F7JS 34, F7JR 34
HC43 35	Financial Reporting and Analysis	88	16	2	Nil
HC44 35	Accounting for Specialized Transactions	44	8	1	Nil
F82H 35	Management Accounting for Planning and Control	44	8	1	Nil



F82J 35	Management Accounting for Decision Making	88	16	2	Nil
F7R6 35	Business Taxation	88	16	2	Nil
F8KF 35	Accounting Graded Unit 2	44	8	1	F82H 35, F82J 35, F7R6 35
F8KG 35	Accounting Graded Unit 3	44	8	1	HC43 35, HC44 35, F7R6 35

Optional: 11 credits from Table 6.12

Table 6.12

Unit Code	Unit Title	Total teaching hours/ Semester	SQA credit points	SQA credit Value	Prerequisites
F84K 35	Statistics for Business	44	8	1	Nil
F84P 34	Business Law: An Introduction	44	8	1	Nil
F84N 34	Business Contractual Relationships	44	8	1	Nil
H7TK 34	Communication: Business Communication	44	8	1	Nil
F7J8 34	Economic Issues: An Introduction	44	8	1	Nil
F7BX 34	Marketing: An Introduction	44	8	1	Nil
F7J6 35	Economics 1: Micro and Macro Theory and Application	44	8	1	Nil
F86E 35	Economic 2 : The World Economy	44	8	1	Nil
F84W 35	Information and Communication Technology in Business	88	16	2	Nil
F84D 35	Office Management	88	16	2	Nil
H1F0 34	Creating a Culture of Customer Care	44	8	1	Nil
F84L 35	Behavioural Skills for Business	44	8	1	Nil
F7J7 35	Business Culture and Strategy	88	16	2	Nil
F84T 35	Managing People and Organizations	88	16	2	Nil

College Requirement Course

ENTSTMC	Entrepreneurship	60	12	1.5	Nil
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Technical Support

Award Code: **GG7F 16**

Total number of credits required for the Award: 30 credits

Core : 14 Credits from Table 6.13

Table 6.13

Unit Code	Unit Title	Total teaching Hours/ Semester	Academic value		Prerequisite
			SQA Credit Value	SQA Credit Point	
H175 34	Computer Systems Fundamentals	44	1	8	Nil
H173 34	Developing Software: Introduction	44	1	8	Nil
H1F7 34	Professionalism and Ethics in Computing	44	1	8	Nil
H178 34	Team Working in Computing	44	1	8	Nil
H177 34	Troubleshooting Computer Problems	44	1	8	Nil
H1J8 34	Computing: Graded Unit 1	44	1	8	H175 34, H173 34, H1F7 34, H177 34
H16T 35	Network Server Operating Systems	44	2	16	H17V 34, H1EM 34
H16V 35	Network Technology and Data Communications	44	2	16	Nil
H3LN 35	Providing Technical Support to Users	44	1	8	H175 34, H173 34, H1F7 34, H17734, H178 34, H18334, H84 34



H18C 35	Open Source Operating Systems: Introduction to Command Line Administration	44	1	8	H175 34 / DH3A 34 / H177 34
H48X 35	Computing: Technical Support: Graded Unit 2	88	2	16	H16T 35, H16V 35, H3LN 35, H18C 35

Optional: 16 credits in Table 6.14

Table 6.14

Unit Code	Unit Title	Total teaching Hours/ Semester	Academic value		Prerequisite
			SQA Credit Value	SQA Credit Point	
H179 34	Cloud Computing	44	1	8	Nil
H17D 34	Computing: Introduction to Project Management	44	1	8	Nil
DH2R 34	Multimedia: Developing Multimedia Applications	44	2	16	Nil
H1FY 34	Computer Hardware: Hardware Installation and Maintenance	44	2	16	Nil
DV6E 34	Database Design Fundamentals	44	1	8	Nil
H17X 34	Software Development: Programming Foundation	44	1	8	Nil
H1EM 34	Client Operating Systems	44	2	16	Nil
H183 34	Technical Support : Supporting Users Hardware	44	1	8	Nil
H184 34	Technical Support : Supporting Users Software	44	1	8	Nil
H17C 34	Building Local Area Network	44	2	16	Nil
H17V 34	Security Concepts	44	2	16	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Software Development

Award Code: **GG7E 16**

Total number of credits required for the Award: 30 credits

Core : 14 Credits in Table 6.15

Table 6.15

Unit Code	Unit Title	Total teaching Hours/ Semester	Academic value		Prerequisite
			SQA Credit Value	SQA Credit Point	
H175 34	Computer Systems Fundamentals	44	1	8	Nil
H173 34	Developing Software: Introduction	44	1	8	Nil
H1F7 34	Professionalism and Ethics in Computing	44	1	8	Nil
H178 34	Team Working in Computing	44	1	8	Nil
H177 34	Troubleshooting Computer Problems	44	1	8	Nil
H1J8 34	HNC Computing: Graded Unit 1	44	1	8	H175 34, H173 34, H1F7 34, H177 34
H171 35	Software Development: Object Oriented Programming	44	2	16	H173 34
H172 35	Systems Development: Object Oriented Analysis and Design	44	2	16	H180 34
H16Y 35	Software Development: Data Structures	44	2	16	H17W 34/ H171 35
H48W 35	Computing: Software Development: Graded Unit 2 (Project)	88	2	16	H173 34, H1F7 34, H175 34, H177 34, H178 34, H171 35, H172 35, H16Y 35

Optional: 16 credits in Table 6.16

Table 6.16

Unit Code	Unit Title	Total teaching Hours/ Semester	Academic value		Prerequisite
			SQA Credit Value	SQA Credit Point	
H179 34	Cloud Computing	44	1	8	Nil
H17D 34	Computing : Introduction to Project Management	44	1	8	Nil
DH2R 34	Multimedia: Developing Multimedia Applications	44	2	16	Nil
H1FY 34	Computer Hardware: Hardware Installation and Maintenance	44	2	16	Nil
DV6E 34	Database Design Fundamentals	44	1	8	Nil
DV6G 34	E-Commerce Publishing Websites	44	2	16	Nil
H180 34	Systems Development : Introduction	44	1	8	Nil
H17W 34	Software Development : Developing Small Scale Standalone Application	44	2	16	Nil
F203 34	Web Development Fundamentals	44	1	8	Nil
H181 34	Systems Development : Testing Software	44	1	8	Nil
H16W 35	Relational Database Management System	88	2	16	DV6E 34

College Requirement Course

ENTSTMC	Entrepreneurship	60	12	1.5	Nil
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Quantity Surveying

Award Code: **GJ5M 16**

Total number of credits required for the Award: 30 credits

Core: 26 Credits from Table 6.17

Table 6.17

Unit Code	Unit Title	Total teaching hours /sem	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
DW54 33	Construction Technology - Domestic Construction	44	1	8	Nil
DW3R 34	Architectural Design Sketching and Drawing	44	1	8	Nil
DW4H 34	Environmental Building Science	44	1	8	Nil
DW53 34	Construction Materials and Specification	44	1	8	Nil
H72A 34	Construction Technology - Substructure	44	1	8	Nil
H726 34	Building Measurement and Cost Studies	44	1	8	Nil
DW5H 34	Construction Site Surveying - A	44	1	8	Nil
DW4P 33	Building Services - An Introduction	44	1	8	Nil
DW1E 34	CAD - 2D I	44	1	8	Nil
H72D 35	Sustainability and Modern Methods of Construction	44	1	8	Nil
H72R 34	Built Environment Graded Unit 1	44	1	8	All of the above 10 units
H728 34	Construction Industry Fundamentals	44	1	8	Nil
H727 35	Building Services in Large Buildings	44	1	8	DW4P 33

H9PW 33	Mathematics for the Built Environment	44	1	8	Nil
H729 34	Construction Technology - Industrial Commercial - Superstructure	44	1	8	H72A 34
DW3H 34	Estimating	44	1	8	Nil
DW3L 34	Quantitative Building Studies – Floors & Roofs	44	1	8	Nil
H72C 35	Scottish law for Construction	44	1	8	Nil
H72G 35	Standard Forms of Construction Contracts	44	1	8	Nil
DW3J 35	Financial Studies for the Construction Industry	44	1	8	Nil
DW3M 34	Quantitative Building Studies - Substructures and Drainage	44	1	8	Nil
DW3W 34	Statutory Control of buildings	44	1	8	Nil
DW3Y 35	Quantity Surveying Practice	44	1	8	Nil
DW3G 35	Economics and the Built Environment	44	1	8	Nil
H733 35	Quantity Surveying: Graded Unit 2	88	2	16	All of the above 24 units

Optional - Minimum 4 credits from Table 6.18

Table 6.18

Unit Code	Unit Title	Total teaching hours /sem	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
DW4G 34	Quality in Construction	44	1	8	Nil
DW4K 35	Human Resource Management in Construction	44	1	8	Nil
DW4J 35	Construction Planning	44	1	8	Nil
DE3R 34	Personal Development Planning	44	1	8	Nil
H72F 34	Site administration	44	1	8	Nil
DW4E 34	Health and Safety in Construction	44	1	8	Nil
DW45 34	Structural Mechanics	44	1	8	H9PW 33

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.

Higher National Diploma (HND): Construction Management

Award Code: **GJ5L 16**

Total number of credits required for the Award: 30 credits

Core : 28 Credits from Table 6.19

Table 6.19

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
DW54 33	Construction Technology - Domestic Construction	44	1	8	Nil
DW3R 34	Architectural Design Sketching and Drawing	44	1	8	Nil
H728 34	Construction Industry Fundamentals	44	1	8	Nil
DW4H 34	Environmental Building Science	44	1	8	Nil
DW53 34	Construction Materials and Specification	44	1	8	Nil
H72A 34	Construction Technology – Substructure	44	1	8	Nil
H726 34	Building Measurement and Cost Studies	44	1	8	Nil
DW5H 34	Construction Site Surveying - A	44	1	8	Nil
DW4P 33	Building Services - An Introduction	44	1	8	Nil
DW1E 34	CAD - 2D I	44	1	8	Nil
H72R 34	Built Environment Graded Unit 1	44	1	8	All of the above 10 units
H72D 35	Sustainability and Modern Methods of Construction	44	1	8	Nil
H727 35	Building Services in Large Buildings	44	1	8	DW4P 33

H9PW 33	Mathematics for the Built Environment	44	1	8	Nil
H729 34	Construction Technology - Industrial Commercial - Superstructure	44	1	8	H72A 34
DW4E 34	Health and safety in Construction	44	1	8	Nil
DW5J 34	Construction Site Surveying - B	44	1	8	DW5H 34
DW4G 34	Quality in Construction	44	1	8	Nil
DW4K 35	Human Resource Management in Construction	44	1	8	Nil
H72C 35	Scottish law for Construction	44	1	8	Nil
H72G 35	Standard Forms of Construction Contracts	44	1	8	Nil
DW43 35	Managing Construction Organisations	44	1	8	Nil
DW3G 35	Economics and the Built Environment	44	1	8	Nil
H72F 34	Site Administration	44	1	8	Nil
DW3W 34	Statutory Control of buildings	44	1	8	Nil
DW4J 35	Construction Planning	44	1	8	Nil
H731 35	Construction Management: Graded Unit 2	88	2	16	All of the above 26 units

Optional: Minimum 2 credits from Table 6.20

Table 6.20

Unit Code	Unit Title	Total teaching hours/ Semester	Academic Value		Prerequisites
			SQA credit Value	SQA credit points	
DW3H 34	Estimating	44	1	8	Nil
DW45 34	Structural Mechanics	44	1	8	H9PW 33
DW3J 35	Financial Studies for the Construction Industry	44	1	8	Nil
DE3R 34	Personal Development Planning	44	1	8	Nil
DW3M 34	Quantitative Building Studies - Substructures and Drainage	44	1	8	Nil

College Requirement Course

<i>ENTSTMC</i>	<i>Entrepreneurship</i>	<i>60</i>	<i>12</i>	<i>1.5</i>	<i>Nil</i>
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The module Entrepreneurship is mandatory for all the students during their second year of studies.



7. 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 or unit.
- 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 programme.
- Grievances pertaining transfers between programmes
- Grievances pertaining re-sit, 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.



8. Graduate Attributes

8.1 HND COMPUTING: SOFTWARE DEVELOPMENT

(Group Award Code: GG7E 16)

Graduate Attributes

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Numeracy

Develop candidate's numeracy skills by focusing number skills and using graphical information. It also allows the candidate to use and evaluate numerical and graphical data to understand. Allows candidate to trace numerical and graphical data using searching and sorting algorithms in software development.

GA2: Communication

Develop candidate's communication skills in a respectful manner with client/users, focusing user satisfaction by avoiding personal distractions and to maintain plain English in both written and oral communication. Develop candidate's communication skills like listening, talking, reading and writing in software development process.

GA3: Information and Communication Technology (ICT)

Develop core skill elements in Information and communication technology in the form of locating, extracting, searching, applying and evaluating the information either from local or remote data sources. Also Developing candidates' employment skills and enhance candidates' employment prospects, particularly relating to the IT industry such as technician or professional level in a software development role, with the awareness of professional IT issues such as legal and ethical considerations.

GA4: Problem Solving

Develop candidate's problem solving skills in critical thinking, planning, organizing, reviewing and evaluating a project development activity. Develop candidate's problem solving skills in the form of specialist technical software development skills and knowledge in programming and systems development.

GA5: Working with Others

Develop candidate's skill in how to work co-operatively with others, how to review and make a co-operative contribution, taking continuing account of own and others' roles, responsibilities and contributions in carrying out and evaluating tasks in software development cycle.



8.2 HND COMPUTING: TECHNICAL SUPPORT

(Group Award Code: GG7F 16)

Graduate Attributes

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Numeracy

Develop candidate's numeracy skills by focusing Number skills and using Graphical information. Also allows candidate to use and evaluate numerical and graphical data to understand. Develop numeracy across learning in the software programming in order to obtain numeracy core skill.

GA2: Communication

Develop candidate's communication skills in a respectful manner with the clients / users. It focuses user satisfaction by avoiding personal distractions and to maintain plain English in both written and oral communication. It provides greater opportunity in technical support to develop literacy skills such as listening and talking, reading and writing.

GA3: Information and Communication Technology (ICT)

Develop core skill elements in Information and communication technology in the form of locating, extracting, searching, applying and evaluating the information either from local or remote data sources. It reflects on the current technological developments and IT Industry knowledge and practices in the use and support of computer systems. It provides option for learners seeking to enter directly into employment opportunities at IT Support technician level.

GA4: Problem Solving

Develop candidate's problem solving skills in critical thinking, planning, organizing, reviewing and evaluating a project development activity. It provides greater opportunity for the development of technical skills by practical implementation of planning, designing, developing, implementing, evaluating and problem solving.

GA5: Working with Others

Develop candidate's skill in how to work co-operatively with others, how to review and make a co-operative contribution, taking continuing account of own and others' roles and responsibilities. It develops social well-being in the team working activities and in the study of computer ethics.



8.3 HND BUSINESS

(Group Award Code: G9MM 16)

Graduate Attributes:

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Communication

Communication skills underpin almost all personal, social, learning, and working activity. They are essential in clarifying one's own thoughts, in interacting and conversing with others, in expressing thoughts and in conveying information, feeling and opinions.

The Core Skill in Communication has two components:

- Oral Communication
- Written Communication

GA2: Numeracy

Numerical skills are necessary for coping with the demands of everyday life, including work and study. People need to be comfortable with numbers, graphs, symbols, diagrams and calculators. This includes interpreting, processing, and communicating, quantifiable and spatial information.

The Core Skill in Numeracy has two components:

- Using Graphical Information
- Using Number

GA3: Information and Communication Technology

Information and Communication Technology is concerned with the electronic collection, organisation, analysis, presentation, and communication of information. It encompasses all media types and formats as well as all relevant tools. Information and Communication Technology focuses on the ability to use IT to process information in ways which will be useful in work and in the home.

The Core Skill in ICT has two components:

- Accessing Information
- Providing/Creating Information

GA4: Working with Others

Workings with others develop the skills needed to co-operate with others in learning and working situations in order to identify and achieve the shared goals.

The Core Skill in Working with Others has two components:

- Working Co-operatively with Others
- Reviewing Co-operative contribution

GA5: Problem Solving

Problem Solving develops the skills needed for tackling issues and problems in personal, social, vocational and occupational contexts.

The Core Skill in Problem Solving has three components:

- Critical Thinking
- Planning and Organising
- Reviewing and Evaluating



8.4 HND ACCOUNTING

(Group Award Code: G9M6 16)

Graduate Attributes:

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Communication

Communication skills underpin almost all personal, social, learning, and working activity. They are essential in clarifying one's own thoughts, in interacting and conversing with others, in expressing thoughts and in conveying information, feeling and opinions.

The Core Skill in Communication has two components:

- Oral Communication
- Written Communication

GA2: Numeracy

Numerical skills are necessary for coping with the demands of everyday life, including work and study. People need to be comfortable with numbers, graphs, symbols, diagrams and calculators. This includes interpreting, processing, and communicating, quantifiable and spatial information.

The Core Skill in Numeracy has two components:

- Using Graphical Information
- Using Number

GA3: Information and Communication Technology

Information and Communication Technology is concerned with the electronic collection, organisation, analysis, presentation, and communication of information. It encompasses all media types and formats as well as all relevant tools. Information and Communication Technology focuses on the ability to use IT to process information in ways which will be useful in work and in the home.

The Core Skill in ICT has two components:

- Accessing Information
- Providing/Creating Information

GA4: Working with Others

Workings with others develop the skills needed to co-operate with others in learning and working situations in order to identify and achieve the shared goals.

The Core Skill in Working with Others has two components:

- Working Co-operatively with Others
- Reviewing Co-operative contribution

GA5: Problem Solving

Problem Solving develops the skills needed for tackling issues and problems in personal, social, vocational and occupational contexts.

The Core Skill in Problem Solving has three components:

- Critical Thinking
- Planning and Organising
- Reviewing and Evaluating



8.5 HND Quantity Surveying

(Group Award Code: GJ5M 16)

Graduate Attributes

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Communication

Develop candidate's communication skills in research, analysis, report preparation and presentation. Also, develop candidate's skills in both written and oral communication.

GA2: Numeracy

Develop candidate's numeracy skills by numerical, graphical exploration as well as presentation of elements of design, surveying and measurement of built environment.

GA3: Information and Communication Technology (ICT)

Develop core skill elements in Information and Communication Technology through accessing information for base research purposes. Also, develop candidate's skill in assimilation and analysis of research information, creation of graphical and narrative materials for presentation purposes.

GA4: Problem Solving

Develop candidate's problem solving skills, critical thinking, planning, organizing, reviewing and evaluating project development activities in built environment.

GA5: Working with Others

Develop candidate's skill on how to work co-operatively with other parties involved in construction industry, review and make a co-operative contribution, take continuing account of own and others' roles, responsibilities and contributions in carrying out as well as evaluating tasks in practical solutions.



8.6 HND Construction Management

(Group Award Code: GJ5L 16)

Graduate Attributes

Scottish Qualification Authority (SQA) is producing graduates who are equipped to cope with the complexities of life and work in the 21st century. On exit, graduate should possess the following graduate attributes:

GA1: Communication

Develop candidate's communication skills in research, analysis, report preparation and presentation. Also, develop candidate's skills in both written and oral communication.

GA2: Numeracy

Develop candidate's numeracy skills by numerical, graphical exploration and presentation of elements of design, surveying and measurement in built environment.

GA3: Information and Communication Technology (ICT)

Develop core skill elements in Information and Communication Technology through accessing information for base research purposes. Also, develop candidate's skill in assimilation and analysis of research information, creation of graphical and narrative materials for presentation purposes.

GA4: Problem Solving

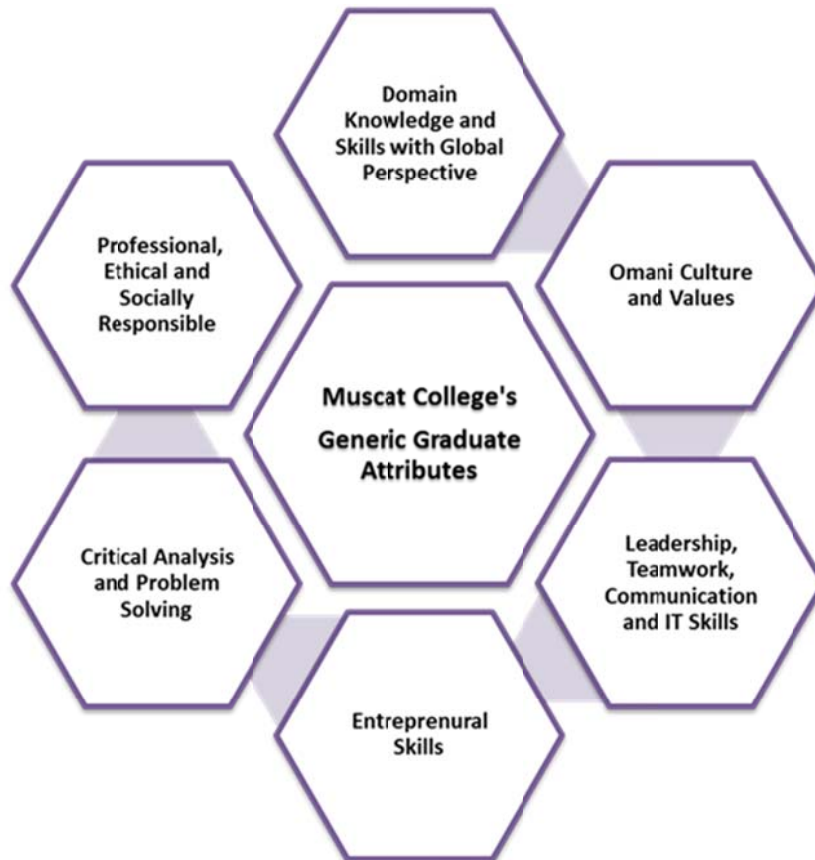
Develop candidate's problem solving skills, critical thinking, planning, organizing, reviewing and evaluating project development activities in built environment.

GA5: Working with Others

Develop candidate's skill on how to work co-operatively with other parties involved in construction industry, how to review and make a co-operative contribution, take continuing account of own and others' roles, responsibilities and contributions in carrying out as well as evaluating tasks in practical solutions.

9. Generic Graduate Attributes

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.





10. Muscat College Code of Conduct

10.1 Responsibilities of Staff to Student

It is the responsibility of 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 our students:
 - Giving students correct and complete information relating to courses and programmes, assessment requirements and College policies and rules.
 - 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 development of 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 relationships which respect confidentiality.
- Providing extra care for students with special needs.
- Promoting a safe and clean learning environment.
- Recognizing the right of students to resort to the appeals process when necessary.
- Serving as a positive role model.



10.2 Responsibilities of Students to the learning and teaching process

Muscat College represents your intellectual honour and academic stature, which should be a source of personal pride and achievement to you and to others, so please note the following. It is the responsibility to participate in the learning process by:

- Demonstrating a commitment to your own learning.
- Sincere and active participation in learning activities.
- Ensuring that work presented is yours.
- Submitting all assignments and other work on time.
- Attend classes regularly and be punctual.
- Reading & observing all pertaining notices issued.
- Ensuring that all information presented is true, complete and accurate.
- Asking for guidance and advice from others when needed.
- Supporting the learning / teaching process within the College without interfering with the educational efforts of others.
- Respecting the values and roles of all staff in the learning process.
- Treating others with respect, courtesy and consideration and by example, promote appropriate behaviour at all times.

10.3 Discipline and Code of Conduct

To ensure the cordiality of behaviour and co-operation in the small 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 observe all by-laws and disciplinary codes of conduct of Muscat College.
- Safe guard all College equipment and property.
- To contribute actively and sincerely to the betterment of safe and clean learning environment.
- To be careful in handling any Muscat College equipment and appliances.
- To have respect for all students, College staff and all College visitors.



10.4 Disciplinary Measure imposed for Breach of Student Code of Conduct and Responsibility

Students in breach of code of conduct and personal responsibilities or other related College regulations would be subject 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 scholarships for one semester.
- Deprivation from College's accommodation for one semester.
- Deprivation from College's accommodation from one year or longer.
- Pay cash compensation for the value of the damaged furniture, equipment, tools and other College properties.
- Penalization for plagiarism and unfair means as per the regulation.
- Penalization for breach of examination rules as per the regulation.

11. Academic Calendar for SQA Programme: 2018-19

Academic Calendar Year 2018/2019

MUSCAT COLLEGE

HNC & HND PROGRAMME Scottish Qualifications Authority	
Programme New Entry: Semester 1 and 3	
Registration 02 - 06 SEPT	
SEM 1 11 Weeks	09 SEP 2018 22 NOV 2018
3 WEEKS OFF	
Registration Week 16 - 20 DEC 2018	
SEM 2 11 Weeks	23 DEC 2018 07 MAR 2019
2 WEEKS OFF	
Registration Week 24 - 28 MAR 2019	
SEM 3 11 Weeks	31 MAR 2019 13 JUN 2019