



الكلية الدولية للهندسة والإدارة

International College of
Engineering & Management

General Foundation Programme Student Handbook AY2026-2027

IMPORTANT NOTICE

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ACRONYMS

ADAA	Assistant Dean Academic Affairs
APM	Average Percentage Mark (APM).
ADSAR	Assistant Dean Student Affairs and Registration
AI	Artificial Intelligence
AY	Academic Year
GFP	General Foundation Programme
HE	Higher Education
HEIs	Higher Education Institutions
HRD	Human Resources Department
ICEM	International College of Engineering and Management
IT	Information Technology
MEQs	Module Evaluation Questionnaires
MoE	Ministry of Education
PT	Personal Tutor
SAC	Students Advisory Council
SAUMEPC	Student Assessment and Unfair Means to Enhance Performance Committee
SEC	Student Experience Committee
SMGC	Student Misconduct and Grievance Committee
SSLC	Student Staff Liaison Committee
SSSD	Student Support Services Department

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Message from the Acting Dean

Dear Students,

As the new Academic Year (AY) 2026-2027 approaches, with Induction beginning on 13 September 2026, I would like to update you on the College's arrangements for the upcoming year.

At the International College of Engineering and Management (ICEM), the health and safety of our students and staff remain a top priority. Please be assured that we are fully committed to safeguarding your well-being while also providing high-quality teaching and a supportive learning environment.

Formal teaching will commence on 20 September 2026. We are mindful that some of you may need to arrange accommodation and transportation in advance to attend on-campus classes. To support this, your timetables have been carefully scheduled to ensure a smooth start to the teaching sessions.

For students who live at a distance and may face challenges with accommodation or transportation, we strongly encourage you to contact Mr. Ali Al Tobi, Manager of the Student Support Services Department (SSSD), at Mobile: 97321650, who will be happy to assist you with these arrangements.

Your finalized timetable, along with clear instructions, will be shared with you ahead of the teaching week. In addition, your Head of Department and Module Tutors will be in touch to provide guidance on your programme of study and registered modules.

We look forward to welcoming you back to a safe, supportive, and engaging learning environment at ICEM. Wishing you all a very successful and rewarding academic year ahead.

Stay safe and positive!

Dr. Rami Hamad
Acting Dean

Message from the Acting Head of the General Foundation Programme

It is my great pleasure to welcome you to the General Foundation Programme (GFP) at ICEM. At ICEM GFP, we are dedicated to creating a supportive and inspiring learning environment where every student is encouraged to excel academically and turn their aspirations into reality.

The GFP at ICEM consists of two levels: F1 and F2. Admission is determined either through ICEM's Placement Test or by transferring from other recognized Higher Education Institutions (HEIs). Based on placement results or previous academic records, students are placed at the level that best matches their skills and knowledge.

- F1 is the starting stage for students who require further development of their English language skills. Alongside English, students also begin building a foundation in Mathematics, Science, and Information Technology (IT).
- Students who successfully complete F1 progress to F2, which strengthens academic skills and prepares them for higher education studies.

A key strength of the GFP is the Study Skills component, which equips students with essential learning strategies, critical thinking, and independent study habits, all vital for success in future academic and professional pathways.

In addition to academics, ICEM GFP provides students with opportunities to participate in a variety of extracurricular activities, encouraging creativity, leadership, and personal growth.

As you begin your journey with us, I encourage you to take full advantage of the opportunities offered, remain committed to your goals, and approach challenges with determination. With a strong academic programme, dedicated staff, and your own effort, you will be well prepared to achieve your ambitions.

On behalf of the GFP team, I wish you a rewarding, enjoyable and successful experience at ICEM.

Welcome to ICEM GFP- we look forward to supporting you throughout your academic journey.

Your Pathway to Success Begins Here!

Kristina Alaverdyan
Acting Head of General Foundation Department

ICEM Vision, Mission and Values

Vision

To be an internationally recognised University College, distinguished for innovation, collaboration, and academic excellence in teaching, research, community engagement and empowering students to thrive in a dynamic world

Mission

To deliver high-quality, accessible education that fosters student success, advances teaching excellence drives impactful research, and cultivates strong community partnerships.

Values

- **Excellence:** We continuously improve to pursue the highest standards in education, research, innovation, and community engagement.
- **Professionalism:** We strive to be diligent, proactive, effective and efficient.
- **Integrity:** We uphold ethical principles, adhering to national and international academic and professional standards.
- **Transparency:** We promote openness, accountability, and the highest ethical practices.
- **Inclusivity:** We embrace diversity, ensuring an equitable and supportive environment for all.
- **Sustainability:** We are committed to responsible resource management and practices for a sustainable future.

Graduate Attributes

1. Knowledge of engineering and management disciplines

Graduates have comprehensive knowledge and understanding of their field of specialization.

2. Critical, Analytical and Creative thinking

Graduates demonstrate an ability to think critically and solve problems innovatively.

3. Leadership and teamwork

Graduates can play constructive leadership roles in their careers and contribute in a collaborative manner to achieve common goals.

4. Communication skills

Graduates convey ideas and information effectively to a range of audiences for a variety of purposes.

5. Ethics and Professionalism

Graduates use their skills to act in a professional and ethical way and are aware of the importance of ethical standards on personal and social levels.

6. Lifelong Learning, Research and Innovation

Graduates have a commitment to continue research based inspired independent learning.

7. Global competitiveness

Graduates have skills that help them to be competent in the global job market and to be productive member of their work teams and society.

8. Technological Literacy

Graduates are able to locate, manage, integrate and convey information using appropriate resources, tools and strategies.

Student Charter

The Student Charter has been jointly developed by the College and the Student Advisory Council (SAC) to help students gain the fullest benefit from their experience. It reflects the values of ICEM and outlines both the responsibilities of students and the standards they can expect from the College. We are a scholarly community dedicated to learning, guided by respect for diversity in all its forms, and are committed to the principles of justice, equity, and the pursuit of excellence.

SECTION 1: COLLEGE INFORMATION

1.1. Arrival arrangements

Accommodation:

Students from Oman and from other countries are provided support in finding suitable local accommodation.

Transport:

Students are provided with support in arranging transport.

1.2. General Regulations

Code of Conduct for Students

Please refer to the Code of Conduct which is available on the ICEM website.

Dress Code

Students must comply with the College Dress Code and wear modest, appropriate attire that reflects the regulations of the College and the cultural values of the Sultanate of Oman.

- Clothing must be clean, neat, and appropriate for an academic environment.
- Transparent or see-through clothing is not permitted.

Male Students acceptable attire includes:

- Omani national dress (Dishdasha)
- Trousers with a shirt

Male students are not permitted to wear:

- Shorts
- Sleeveless shirts or T-shirts
- Sportswear may be worn only during approved sporting activities and must not be worn in classrooms or other academic settings.

Female Students acceptable attire includes:

- Abaya, with or without a head covering
- Dresses or skirts extending below the knee
- Trousers

Female students are not permitted to wear:

- Veils or gashwa (in accordance with Ministry of Education regulations)
- Tight-fitting clothing
- Clothing that exposes the midriff, shoulders, or other inappropriate areas of the body
- Transparent or revealing garments

Students who fail to comply with the College Dress Code may be denied entry to classes or College facilities until appropriately dressed.

Mobile Telephones

The use of mobile phones during class sessions is not permitted. Students are required to switch off their mobile phones during classes to minimize distractions and maintain a conducive learning environment. Mobile phones **MUST NOT** be brought into examination halls under any circumstances.

Gifts

According to College regulations, staff are not allowed to accept gifts from students. Instead, if a student wishes to express gratitude or appreciation, they can do so by speaking to the staff directly or by providing feedback through the module evaluation questionnaire.

Parking

The car park within the College campus is specifically designated for staff and visitors only. It is important to note that students are not permitted to park their vehicles inside the College. It is essential to avoid parking in any area that obstructs the access and exit of other vehicles. To assist students in identifying appropriate parking spaces, the College provides a parking plan in Appendix 3. The allocated parking areas for students are clearly marked in yellow on this plan.

Driving

The speed limit for all vehicles on the College campus is 20 km/h. All students are required to comply with the instructions and guidance provided regarding driving and parking. Failure to adhere to these regulations may result in disciplinary action, including the clamping of vehicles.

Meals and Refreshments

Meals and refreshments are available at the College cafeterias located in Block A and Block D. Additionally, if a student prefers to order from local fast-food restaurants, some of these provide delivery services to the College.

Prayer Rooms

There are two female prayer rooms located in Block D and Block B, and three male prayer rooms located in the Fire Ground, Block B, and beside E Block.

Breakages and Losses

Breakages or loss of College property or losses of personal property should be reported to SSSD for necessary action.

1.3. Student Induction Week

During the induction week, students are provided with comprehensive information about the Ministry of Education (MoE), the affiliated university, and the College's policies, procedures, and regulations. They are also introduced to the wide range of support services available to assist them throughout their academic journey, including those offered by the Student Services and Student Development Department (SSSD), Career Guidance Department, Library and Independent Learning Department, Information Technology Department, and Finance Department.

The Student Induction Programme is conducted at the beginning of each semester to help students transition smoothly into College life and become familiar with the academic and support systems available to them. The programme includes:

1. **Introduction to the Affiliated University and the College:** Overview of the institution, its vision, mission, facilities, and academic environment.
2. **Orientation to the General Foundation Programme (GFP) and Higher Education (HE) Programmes:** Including programme structures, study plans, and academic expectations.
3. **Briefing on College Policies and Academic Regulations:** Covering student rights and responsibilities, academic integrity, attendance requirements, assessment regulations, and disciplinary procedures.
4. **Student Registration Procedures and MoE Scholarship Regulations:** Guidance on registration processes, scholarship requirements, and related policies.
5. **Introduction to Student Support Services:** Presentations by key support units, including Information Technology (IT), Library and Independent Learning, Career Guidance, Finance, International Student Office, and Health, Safety, and Environment (HSE).
6. **Distribution of ICEM Notebooks:** Provision of essential learning materials and resources.
7. **Campus Tour:** Guided visits to academic buildings, laboratories, learning facilities, and student service offices to help students become familiar with the campus environment.

The induction programme aims to equip students with the knowledge, resources, and support necessary for a successful and rewarding College experience.

College Timings

The class timings for students are as follows:

Morning Study for all programmes

08:00 am - 04:00 pm

Students are not allowed to remain on the College campus, whether inside the buildings or outside, after 9:00 pm unless they are engaged in a supervised activity conducted by a staff member or have received explicit permission from a staff member.

Academic Calendar AY2026-2027: Appendix 2

1.4. Student Support Services Department (SSSD)

The SSSD is located in the main building and has designated staff. Students are encouraged to visit the SSSD during College hours for non-academic support and guidance. Starting College is a significant transition, and our team is dedicated to ensuring that your experience is both enjoyable and rewarding. They are friendly and approachable and are available to listen to students' concerns and provide the advice, support, and information required. The SSSD aims to assist students through the provision of comprehensive non-academic support services including settling into College life, arranging accommodation, internal scholarships, and individual support for those with special needs and ensuring personal safety.

College Clubs: The SSSD works closely with College Clubs and departments to coordinate a wide range of activities that support both academic success and personal well-being. Through guidance and assistance, the SSSD helps students become active members of the College community while developing their interpersonal skills and fostering a sense of belonging.

Students are invited and encouraged to contribute to the organization of College social activities, cultural activities and sports events. The College aims to hold such events throughout the year, and students will be encouraged and supported in participating in these events.

ICEM has a variety of clubs that cater to different interests, including creativity, community service, fire safety, media, and sports. These clubs offer opportunities to students to engage in academic support, cultural events, leadership, and skill development through extracurricular activities. Clubs like Fire Safety, Media, and Well Engineering also focus on specific fields, while others like the Sports and Library Friends Clubs provide general engagement for a well-rounded College experience.

Counselling: Students may benefit from specialized counselling to make the most of their experience at ICEM. The SSSD is committed to providing the necessary support in a safe, confidential space where students can explore and address any concerns. These may include:

- Relationship or family difficulties
- Anxiety or depression
- Fear of failure

The Student Counsellor understands that immediate solutions are not always possible but is ready to listen, raise awareness, and help you explore different perspectives and possibilities.

1.5. Admission and Registration (ARD)

The ARD is located in the main building and has designated staff. The ARD is responsible for maintaining students' academic records and personal details from the time of enrollment until graduation.

All applicants are admitted through fair, transparent, and equitable procedures, based on clearly defined and consistent criteria, and in alignment with the College's policies and procedures.

The College ensures that all applicants possess the necessary pre-existing knowledge, skills, and personal attributes required to successfully complete their chosen programme prior to enrollment.

The College offers all applicants the opportunity to apply for Accreditation of Prior Learning (APL) during the admission and enrollment process. All credentials submitted for APL will be verified by the College and the affiliate University.

Entry Criteria for Admission to Undergraduate Programmes

- Candidates are required to submit the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent with Basic or Advanced Mathematics to apply for the Management programmes and to submit the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent with Pure Mathematics to apply for the Engineering programmes.
- Experienced Candidates who do not have the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent are required to go through the process of approval from the Ministry of Education (MoE), Sultanate of Oman, confirming that they can join the Higher Education programmes without the

General Education Diploma Certificate. They should submit the following requirements to seek MoE approval:

- The applicant must have passed the ninth grade (minimum).
 - At least 6 years of experience in the work approved by the Ministry of Labour.
 - Minimum of two training courses approved by the Ministry of Labour.
- All Fresh and Experienced Candidates must take the College Placement Test comprising of English, Mathematics, Science and Information Technology (IT).
- On completion of the ICEM Placement test, candidates who do not meet the requirements for entry onto Year 1 of the Higher Education programme of their choice will be recommended to enroll on the ICEM General Foundation programme which is specially designed to prepare students for the Higher Education programmes offered by the College.

Exemptions from the Placement Test and General Foundation Programme (GFP)

English Module Exemptions: Candidates seeking exemption from the English modules must submit one of the following as evidence of proficiency:

IELTS: A minimum overall band score of 5.0, with no individual band (reading, writing, listening, speaking) below 4.5. The certificate must be issued by an authorized testing center and dated within the last 6 months.

TOEFL:

Paper-Based Test (PBT): Minimum score of 510

Internet-Based Test (iBT): Minimum score of 64

Computer-Based Test (CBT): Minimum score of 180

The TOEFL certificate must be dated within the last 12 months.

Note: TOEFL Institutional Testing Programme (ITP) scores are not accepted.

CEFR: A minimum proficiency level of B1.

IT Module Exemption: To be exempted from the Foundation IT module, candidates must submit a valid IC3 Certificate.

Math Module Exemption: To be exempted from the Foundation Math module, candidates must submit a SAT certificate with a minimum score of 550 in the Math section.

Submission Deadline for Certificates

Certificates for exemptions (IELTS, TOEFL, CEFR, IC3, SAT) will not be accepted if submitted after the student has commenced studies in the GFP.

Certificate Verification

The College reserves the right to verify the authenticity of any submitted certificate.

Science Requirement for Transferred Students

Candidates who have completed the GFP at another Higher Education Institution (HEI) but have not studied the Science component, are required to complete the ICEM Science Component before being eligible to join Higher Education programmes at the College.

Entry Criteria for Admission to the GFP

The Table below shows the PT Scores with the corresponding proficiency level across the four areas covered in the test.

SKILLS	PLACEMENT SCORE	PLACED IN
English/Math/ IT /Science	0-50	Foundation I
	51-94	Foundation II
	95 and above	Undertaking Challenge Test

Admission and Registration Procedures

Applications (New in-take) for GFP and Undergraduate Programmes

- Applications are processed by the ARD.
- Admission takes place both online (anytime) and on campus (during the College working hours).
- If the above admission requirements are met, the student must complete and submit the application form (available Online at the College Website). For online registration, the applicants can contact the ARD for guidance and assistance
- The admission process is completed prior to PT.
- All candidates must appear for ICEM PT or produce valid documentation that excludes them from part or all of the test.
- The ARD ensures that no candidates take an unauthorized re-test.

Applications received through Higher Education Admission Centre (HEAC), MoE

- The ARD staff identifies the Ministry-sponsored students through the list published by the HEAC on the system.
- As soon as the applicant confirms the choice ARD will contact him/her.
- The next step is to register in the system of MoE.
- Then, to continue ICEM admission procedures.

Documents required for Admission

Omani Applicants: Advised completing an online or on campus detailed admission form and are required to submit the following documents:

- Completed admission form
- Original OMANI (General Education Diploma) certificate or certified equivalent (approved by MoE).
- Copy of a valid passport and Civil ID card.
- A recent (4x6) photograph (in color).
- Admission Fee receipt (The registration fee is RO 50 non-refundable).

International Applicants: Advised completing the detailed admission form and are required to submit the following documents:

- General Diploma Certificate (high school certificate)/ Grade 12 (Equivalence) certified by the Embassy of the Sultanate of Oman and the Ministry of Foreign Affairs in their country.
- Copy of passport with valid residence visa (for non-GCC residents).
- Four recent (4x6) photographs (in color)
- Admission Fee receipt (The registration fee is RO 50 non-refundable).

Creating Students Profiles

- ARD creates student profiles in SIS based on the submitted registration form.
- ARD is responsible for completing the entry of ASAS records (MoE Student Database).
- ARD is responsible for allocating students to the selected programme and personal tutor (PT).
- PT/HoD is responsible for confirming the modules recommended by the system for each student.
- The Finance Department is responsible for checking and approving the semester/yearly fees plan for each student.
- ARD and Finance department are responsible for approving and publishing the recommend semester/yearly enrollment for each student through the student portal.
- The student is responsible for confirming his/her semester enrollment.

Collection, maintenance and security of Student Records:

- ARD maintains the records of ICEM students in the office and is responsible for the maintenance, disclosure and protection of student records.
- ICEM students can view their educational records through the Student Portal and download copies if needed.
- ICEM shall keep hard copies of students' records active for three (03) years after graduation, after which, it will be archived for another three (03) years.
- ICEM shall retain e-copies of the documents for ten (10) years.
- Where there are pending requests or ongoing legal proceedings, ICEM shall retain the relevant documents until the matter has been fully resolved.
- No information about the student or student records/progression will be given to anyone without written and signed authorization from the student.
- Student information and records shall not be disclosed to any individual via telephone or through social media platforms (e.g., Facebook, WhatsApp, Instagram, etc.). Requests for student information or records may only be made by the student's parent subject to applicable authorization and verification requirements.
- Requests from sponsors regarding student information shall be accompanied by a written and signed authorization letter.

- The ARD is responsible for maintaining and updating all student personal data such as:
 - Contact Telephone Number
 - Email Address
 - Sponsor Address
 - Contact person and Telephone number in case of emergency
 - The ARD is verifying student personal details at ICEM.

Transfer from one programme to another

Transfer from one programme to another within the College is permitted if the student satisfies the requirements of the programme and has not exceeded the maximum allowable number of years within ICEM. Request for change of programme shall be submitted to the ARD then forwarded to the HoD/ADAA for recommendation and approval.

For affiliated programmes, ADAA will submit the APL form, signed by the HoD to the University of Lancashire for review and processing. The University of Lancashire will conduct the final review and confirm the approval decision. MoE sponsored students must seek approval from MoE when transferring from one programme to another.

Transfer to other Higher Education Institutions (HEIs)

Students who wish to transfer to other HEIs may apply for Withdrawal from the College after completing the final clearance.

1.6. Library and Independent Learning Department (L&ILD)

The L&ILD plays an essential role for all students and staff of the College as it provides learning services and facilities to support the education process during the study period in all academic years.

The library contains a collection of over 7,500 books, magazines, periodicals and non-book teaching and learning materials covering various subjects related to the College programmes. For registered students, the module textbooks and recommended reading material listed in the module bibliographies are available together with copies of relevant University of Lancashire publications. Additionally, a photocopying facility is available for students in the Innovation Learning Center (ILC) laboratory. The ILC computer lab is equipped with new computers connected to the College's internet services. Students also have access to a discussion hall and individual study rooms for daily use.

ICEM has a cooperation with the Sultan Qaboos University (SQU) Main Library. Students are allowed to visit the library and use the resources in the library, but they are not allowed to

borrow books from the SQU Main Library.

Registered students are also entitled to access the on-line library services provided by the affiliate university. This access enables students to view the library catalogue and use the online journal materials which are available to all university students. On registration a separate guide to online resources will be provided for reference. Detailed guidance in the use of this system will be forwarded to students upon registration. [Click here for University of Lancashire e-Library](#)

The College maintains membership with Oman National Research and Education Network (OMREN), enabling students to access the **Masader Platform** using their ICEM credentials. Through the platform, students can access a wide range of electronic databases, academic journals, e-books, and research resources to support their studies and research activities. Access is available through [Masader Platform](#).

Computer Laboratories

- The computers and the printers in the Computer Laboratories are used only for the academic work.
- The Users are not allowed to install software on their own unless it is approved by the IT department.
- Students are prohibited from changing computer peripherals (Mouse, keyboard, monitor, etc.) in the laboratories.
- Food and drink are not allowed in the Computer Laboratories.

1.7. Career Guidance Department

Your future is important to us. To ensure you achieve your full potential during your time at the College and beyond, employability learning is integrated into your programme at every level. This is not an optional extra but a core part of your degree, designed to help you demonstrate to future employers the value of your qualification. These Employability Essentials guide you through a journey of personal and professional development, enabling you to build a strong career narrative.

Services for Students

- Support in planning for a successful career.
- Guidance in choosing the appropriate specialty.
- Training to acquire and refine skills required by the labour market.
- Career reviews to help students develop, enhance, and market their skills.
- Orientation sessions and training on job interview preparation.

Services for Graduates

- Promotion of employment opportunities through various programmes for unemployed graduates.
- Issuing training letters to support the practical experience of College graduates.
- Regular announcements of job opportunities aligned with labour market needs.

1.8. Financial Support

ICEM is committed to providing support to its students. As part of this commitment, the Finance Department staff will explain the College's Fee Policy and Procedures to all students during the induction week. They also assist students in developing a realistic plan for fee payment, ensuring that students have a clear understanding of their financial responsibilities. To further assist students, the College invites banks to the campus during the induction week to enable students to easily apply for bank loans (education). Moreover, ICEM has established a scholarship scheme to internally support students. The College announces these scholarships throughout the academic year, providing eligible students with the opportunity to apply.

Table 1: Student Tuition Fee Structure

Description	Year	Omani/Resident Students (OMR)	International Students (OMR)
Foundation	Foundation I	1,600	1,750
	Foundation II	1,600	1,750
Management Applicable to all BSc programmes)	Year 1	3,600	4,100
	Year 2	3,750	4,300
	Year 3	3,950	4,450
	Year 4	4,150	4,950
Engineering Applicable to all BEng programmes)	Year 1	3,800	4,400
	Year 2	4,000	4,600
	Year 3	4,150	4,750
	Year 4	4,350	5,250
Post-graduate Programmes	MSc Fire Safety Engineering **	7,875	7,875
	MSc Health, Safety and Environment **	7,875	7,875

(** Tuition Fee for the Students from MoE will be determined as per the contract with MoE)

Table 2: Admission and other Fees in Omani Rials (OMR)

Other fees	Amount (OMR)
New/Reactivation/ Admission Fee or Placement Test Fee	50*
Retake Module Fee	According to the module Fees
Accreditation of Prior Learning (APL)	50**
Academic Appeal	10

***Nonrefundable**

**** APL fees will be refundable if the student is registered to pursue studies at ICEM**

Liability for Payment

1. A student is considered officially registered only upon completion of the enrolment process and payment of the required advance payment (minimum OMR 400). Upon registration, the student becomes liable for the payment of admission fees, tuition fees, and any other applicable charges.
2. The College accepts sponsorships from both the public and private sectors. It reserves the right to verify the validity of each sponsorship on a case-by-case basis. If a sponsor or third party fails to pay some or all the tuition fees on behalf of a student, the College reserves the right to suspend the student's scholarship and prevent the student from attending classes until the fees are paid by the respective sponsor or by the student directly.
3. If a student is in receipt of any external financial support except a scholarship by MoE and the College does not receive the payment on time, the student will be liable for paying the full fees.
4. If relatives or personal friends are paying a student's fees, the College does not consider them to be official sponsors, and the student will be treated as a self-funded student. The student will be liable to pay all fees due.

Advance Payment for Registration

1. Students are required to pay an advance payment (minimum OMR 400) to confirm their registration.
2. Students who do not pay the advance payment will not be considered registered, and the Fee Policy and Procedures will not apply to them.

Table 3: Options for Tuition Fee Payment

Option 1	Payment in Full: Students can pay their annual tuition fee in full at the beginning of their study to be eligible for a <i>discount of OMR 100/-</i> .
Option 2	Payment semester-wise: Students can pay their Semester tuition fee in full at the beginning of the semester.
Option 3	Payment by instalments: For Semester 1: Students must pay OMR 400 /- in advance. The remaining balance will be divided into three equal installments, payable before mid-October, mid-November, and mid-December. For Semester 2: Students must pay OMR 400 /- in advance. The remaining balance will be divided into three equal installments, payable before mid-February, mid-March and mid-April. Late Enrollment Students who enroll after the official start date of a semester are still required to pay the full tuition fees based on their selected payment plan. If the student opts for the three-installment plan and one or more scheduled installments have already become due at the time of enrollment, they must: First pay the advance payment of OMR 400, and Settle any due installments immediately upon enrollment. The remaining balance may then be paid as per the original installment schedule. All non-tuition fees including registration, resource, and laboratory charges remain fully applicable and non-prorated, regardless of the enrollment date.
A special authorization from the Finance Department needs to be completed for post-dated Cheques with a request letter to be approved by the Dean. In all cases, whether following the standard installment plans (as outlined above) or late enrolment, students are required to select and confirm their preferred payment option through the official Student Portal at the time of Registration. Failure to complete this selection may result in delays in registration and access to academic services.	

Mode of Payment

The College aims to provide all students with a flexible range of secure payment options as given below:

- Payment using Debit and Credit Cards via ICEM's Student Portal (<https://portal.icem.edu.om/>)
- Cheque (special cases only).

**The finance department shall provide the students with the details of the mode of payments, including online payment options, during the induction week.*

All students are required to accept the Financial Responsibility Agreement at the time of registration through the Student Portal. This agreement confirms their acknowledgment and acceptance of full responsibility for the timely payment of tuition and all associated fees, in accordance with the College's approved Fee Policy and Procedures.

Retake of Modules

- A student repeating a module must pay the full tuition fee for that module, which will be charged proportionately based on the annual tuition fee.
- Retake tuition fees for the students under Company's / Charity Sponsorships will be governed by the terms and conditions stated on the Sponsorship Letter, received by the College, from the respective sponsor / institution.
- If a MoE-sponsored student continues their studies at their own expense after exhausting the approved sponsorship period for the programme, the College shall charge the student the same tuition fee applicable to MoE-sponsored students.

Failure to Pay Fees

1. Students are required to meet all due dates of payment whether these are in full or by installments.
2. If the student is unable to pay the tuition fees by the due date of the agreed payment schedule, the student must contact the ICEM Finance Department immediately in writing for the rescheduling of fee payment and the application will be evaluated based on evidence approved by the College.
3. The College has provided a supportive approach to its students for the collection of tuition fees, thereby helping students to meet their financial obligations. However, if a student defaults on payment, the College reserves the right to impose the following penalties as necessary and appropriate.
 - Blocking student's access to all classes.
 - Blocking student's access to the College IT systems including email and online library.
 - Withholding certified transcripts.
 - Withholding final award certificate.
 - Not allowing to attend the award ceremonies.

- Withholding marking of Course Works/Assignments.
- Withholding assessment results.
- Results will not be reported to the University of Lancashire Module/Course Assessment Boards.

Tuition Fee Liability for Withdrawal and Interruption of Studies

- When a student completes the registration, the student becomes liable for payment of tuition fees (Please refer to the Fee Policy and Procedures). Students have a statutory right to withdraw from the College or postpone their study with the College. The student must fill an official withdrawal form/ interruption of studies; Failure to do so will make the student liable to pay the full tuition fees for the semester.
- Students who withdraw or interrupt their studies within 40 days from the start of the semester will be liable to pay 10% of the semester tuition fee.
- Students who withdraw or interrupt their studies after 40 days from the start of the semester:
 - If the student has zero attendance, they will be liable to pay 10% of the semester tuition fee.
 - If the student has attended classes, they will be liable to pay the full semester tuition fee.
- In case a student interrupts, withdraws from, exits, or postpones their studies and then re-joins the College within two years of exit, the original fee structure will apply. After two years, the latest fee structure applicable at the time of rejoining will be applied.
- Fees incurred for repeating module(s) (Please refer to the Fee Policy and Procedures) will be paid at the beginning of the module(s) and will not be refundable under any circumstances.
- If the student is sponsored by MoE or any other organization, the College will first confirm with MoE or funding organization before accepting the student's request to withdraw/postpone their study.
- Any refund due will be paid back to the original payer through the same method as the original payment (except for cash which will be refunded by Cheque). The College will not be liable for any foreign exchange variances and bank charges between the time of making the payment and the refund being processed.

Types of Scholarships:**Academic Excellence Scholarship.**

Academic Excellence Scholarship is provided by the College to recognise students' outstanding academic achievement and encourage outstanding students to continue excelling. It is based on academic performance from a preceding period of study and usually tied to Average Percentage Mark (APM).

The student should meet the academic excellence scholarship requirements and provide evidence with the scholarship request form through the Student Portal.

Scholarship for Students with Outstanding Progress in Final Year Project.

The scholarship is provided by the College to recognise students with outstanding progress in the final year project. To be eligible for this scholarship, the students are required to provide evidence of outstanding progress of their final year project and submit it through the Student Portal.

Scholarship for International Students

Scholarships for International Students are provided by the College to recognise outstanding international students, and to provide them with financial support and encourage them to continue to excel.

International students can apply for the two types of scholarships, namely Academic Excellence Scholarship and Scholarship for Students with Outstanding Progress in the Final Year Project, by submitting the scholarship request form with evidence for each category through the Student Portal.

Types of Tuition Fee Discounts/Financial Aids:**Tuition Fee Discount for Self-Funded Students from Low Income Families**

Self-Funded students under the Low-income category certified by the Ministry of Social Development are eligible for a discount on tuition fees for each Academic Year, subject to Board of Directors and Dean's approval.

The student should submit the request with evidence through the Student Portal. All applicants should submit the following document:

- The evidence of either the student's family is supported financially by social security fund, or the family is defined as a low-income family by the Ministry of Social development.

Tuition Fee Discount for Physically Challenged Students

Physically Challenged Students will be entitled to a discount on tuition fees, subject to Board of Directors and Dean's approval.

- The student should provide a copy of a certificate issued by the Ministry of Health during the registration process along with other documents.

Request Process

- The completed scholarship/discount request form is submitted with evidence through the Student Portal.
- All applicants should submit the following documents:
 - Student's Academic Profile with all marks.
 - Scholarship Application letter including a summary of the applicant's services to the College and the Community.
 - Recommendation Letter from the HoD for Academic Excellence Scholarship.
 - Recommendation Letter from the supervisor and HoD for the Final Year Project Scholarship.
- The Committee assesses the eligibility of the documents and forwards the recommended list to the Dean for final approval.
- The Finance Department is responsible for implementing the Deans' decision.
- The students are notified of the outcome by the Finance Department.

1.9. Information Technology (IT)

The IT Department works closely with the various departments to provide a wide range of supportive services to the students in all activities, whether on or off campus.

The department provides e-mail services to employees and students, as well as providing communications and ensuring easy access to them from inside and outside the College campus.

This will allow the user to enter the College network to store and access files and other network resources. Once logged in the system, it will allow the user to store files in the private file area Home folder (H drive, OneDrive).

- The users should keep the login ID and Password secure.
- The users are allowed to login only with their login ID and password.
- The Users should use the email facility mainly for official purposes.
- Unsolicited mailings, unauthorized mass mailings, spoofing from the ICEM network/email system are prohibited.
- Users are prohibited from using the email system or any other ICEM IT facilities to harass, impersonate (spoof), or otherwise cause annoyance or disruption to other users.

The department offers technical support services to students, which include:

- Account Creation.
- Password change/reset.
- Software Installation.
- Network issue resolution.
- Printer and laboratory support.

1.10. Health and Safety

As a student at the College, you are responsible for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

You will be advised of all applicable safety codes and any specific safety issues during the induction to your programme. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

First Aid

If first aid is needed, it is important to contact a member of the College staff immediately. The College has an onsite clinic with a Nurse and staff members who are qualified to provide first aid assistance and any medical needs that may arise.

Sickness

If you are unwell, you should inform a member of the College staff who will, if necessary, arrange for you to see the Nurse.

Fire Prevention and Safety

If you notice any potential fire hazards, it is important to report them promptly to a member of the College staff. It is crucial not to attempt to handle a fire situation independently. In the event of a fire, students should immediately activate the fire alarm system and follow the designated evacuation procedure. The College conducts regular fire drills to ensure that students become familiar with and can practice the evacuation protocol.

Safety

All students are expected to conduct themselves in a responsible, respectful, and disciplined manner at all times, ensuring that their actions do not endanger or inconvenience themselves or others. Students must take reasonable care of their own health and safety, as well as that of any individuals who may be affected by their activities.

Where applicable, students are required to use the protective equipment provided and to comply with all health and safety requirements. They must also make every reasonable effort to understand and adhere to safe working practices, procedures, and regulations established by the College in connection with its academic, practical, and extracurricular activities.

The Environment

Students are expected to respect the College campus, facilities, and property at all times. They must conduct themselves in a manner that does not cause damage to College buildings, equipment, resources, or the surrounding environment. Students are also encouraged to contribute to maintaining a clean, safe, and pleasant campus by disposing of waste responsibly and helping to keep all areas neat and tidy.

Any damage, hazards, or maintenance issues affecting the College site or property should be reported promptly to a member of the College staff to ensure appropriate action can be taken.

Evacuation Procedure

- In the event of a Fire Alarm, please adhere to the following instructions:
- Stop all activities immediately and evacuate your area (including classrooms) within 3 minutes.
- Safety wardens, managers, and lecturers are responsible for ensuring that everyone, including those with mobility limitations, has successfully evacuated their areas.
- Follow the EXIT signs leading to the nearest safe exit. Proceed to the designated assembly points assigned to your building.
- Always use the stairs; never attempt to use the elevator. Walk briskly and calmly but avoid running. Keep to the right side of the stairs to allow unobstructed access for fire wardens and staff.
- Avoid re-entering the building until an "all clear" announcement is issued. It is crucial to wait for fire marshal personnel to declare the building safe under all circumstances before attempting to re-enter.

Smoking

Smoking is prohibited in all areas of the College. The policy statement is displayed across the campus. The prohibition applies to all members of the ICEM community (students, staff, contractors, and visitors) and to all forms of smoking, including cigarettes, electronic cigarettes (vapes), shisha, and any other tobacco-related products. The ban covers all indoor and outdoor campus areas, including but not limited to buildings, parking areas, and surrounding outdoor spaces.

Any violation of this policy statement constitutes a breach of College regulations and will result in the following disciplinary actions:

- **First Violation:** A formal warning letter will be issued.
- **Second Violation:** The student will be suspended from attending College for a period of two (2) days.
- **Repeated or continued non-compliance:** May lead to further disciplinary measures as determined by the College Dean.

SECTION 2: GENERAL FOUNDATION PROGRAMME (GFP) INFORMATION

2.1. Introduction

This handbook is an essential guide to both the academic and non-academic aspects of your programme. We encourage you to read it carefully and ensure you understand the information it provides. If there are any points that are unclear or if you would like further clarification, please do not hesitate to contact your PT. We also recommend that you keep this handbook in a safe place, as it contains important information that you may need to refer to throughout your time in the programme.

ICEM offers a range of undergraduate and postgraduate programmes in engineering, management, and health and safety disciplines, including:

Programmes affiliated with the University of Lancashire, UK:

- BSc (Hons) Facilities Management
- BSc (Hons) Fire Safety Engineering
- BSc (Hons) Fire Safety Management
- BSc (Hons) Health, Safety, and Environmental Management
- BEng (Hons) Mechanical Engineering (Well Engineering)
- BSc (Hons) Construction Project Management

ICEM Programmes:

- BEng (Hons) Mechanical Maintenance Engineering
- BEng (Hons) Advanced Manufacturing and Digital Fabrication
- MSc Health, Safety, and Environment (HSE) Management
- MSc Fire Safety Engineering

The GFP plays a vital role in preparing students for entry into these Higher Education (HE) programmes. The GFP focuses on strengthening students' skills in English, Mathematics, Science, and IT, while also equipping them with the academic study skills and confidence necessary to succeed in their chosen fields.

2.2. GFP Staff

The staff of the GFP are committed to creating a supportive and welcoming learning environment where you can study effectively and enjoy your academic journey. They are dedicated to ensuring that every student has a fair and equal opportunity to reach their full potential. The team is always ready to support you- all you need to do is **ask**.

For any inquiries, you may contact the department at: **24512011** or **24512000**.

At the beginning of your programme, you will be assigned a **PT/Advisor**. The role of the PT/Advisor is to guide you throughout your studies, monitor your progress, and provide support whenever challenges arise. They will also act promptly if there are concerns regarding your academic performance.

Email Contacts:

As your programme starts, you will be provided with a unique ICEM email address. It is important to use this email for communication with your teachers and other college-related matters. Additionally, you should make it a habit to check your college email daily, as important updates and information will be sent to you periodically.

Sr. No.	Name of Staff	Position	Email ID
1.	Ms. Kristina Alaverdyan	Acting HoD of GFP	kristina@icem.edu.om
2.	Mr. Joseph Uche	GFP Coordinator/English Teacher	joseph@icem.edu.om
3.	Ms. Fatima Zeb	English Teacher	Fatima.z@icem.edu.om
4.	Ms. Sara Mathew	Science Area Coordinator/Science Teacher	sara@icem.edu.om
5.	Ms. Fatema Al Yahyaai	IT Area Coordinator/IT Teacher	Fatema@icem.edu.om
6.	Ms. Neetu Agarwal	Math Area Coordinator/Math Teacher	Neetu@icem.edu.om
7.	Ms. Anwar Al Zadjali	Science Teacher	Anwaralzadjali@icem.edu.om
8.	Mr. Khalid Al Harrasi	English Teacher	Khalidatharrasi@icem.edu.om
9.	Ms. Rusul Al Obaidi	Math Teacher	rusul@icem.edu.om
10.	Ms. Sharita Furtado	English Teacher	sharita@icem.edu.om
11.	Ms. Wafa Al Gharibi	English Teacher	wafa@icem.edu.om
12.	Ms. Abeer Fawzi	English Teacher	Abeer@icem.edu.om
13.	Mr. Said Al Mathari	English Teacher	saidalmanthari@icem.edu.om
14.	Ms. Zahra Al Habsi	IT Lecturer	Zahra@icem.edu.om
15.	Ms. Mariya Al Bahri	English Teacher	Mariya@icem.edu.om
16.	Ms. Hajir Al-Sawafi	English Teacher	Hajir.Sawafi@icem.edu.om
17.	Mr. Mohammed Al Barashdi	Math Teacher	Mohammed.Barashdi@icem.edu.om
18.	Ms. Amna Al Balushi	Science Teacher	Amna.Balushi@icem.edu.om

*** See Appendix 1 for General Foundation Programme Department Structure.**

2.3. Administration of Placement tests

The ICEM Placement tests are administered by the GFP Team.

1. After completing the admission process in SIS, GFP team get the students details via IS to run the ICEM Placement test.
2. GFP team is responsible for registering Placement Test results in SIS and the system automatically allocates students to their respective level according to Placement Test results.

2.4. General Foundation Programme (GFP) Structure

The GFP at ICEM is designed to prepare students for successful entry into HE programmes. Spanning two academic semesters, the GFP develops essential skills in **English, Mathematics, Science, and IT** to ensure students are well-equipped for tertiary-level studies.

Before admission, all students sit for a **Placement Test (PT)** to assess their proficiency in English, Math, Science, and IT. Students who do not meet the direct-entry requirements for HE are enrolled in the GFP to strengthen their foundational competencies.

The programme consists of two levels:

- **Foundation Level 1 (F1):** Focuses on developing core skills in English, Mathematics, Science, and IT. At this level, students receive intensive instruction and support to build confidence and gradually meet academic expectations.
- **Foundation Level 2 (F2):** Builds on the skills acquired in F1, with emphasis on advanced applications. Students engage with more complex academic tasks such as extended reading and writing, higher-order problem-solving, scientific analysis, and the academic use of IT tools.

Table 4: Foundation Level 1 and 2 – Total Hours

Level	English and Study Skills	Mathematics	Science	Information Technology	Total Hours
F1	18	4	4	4	30
F2	18	6	6	6	36

At the end of F2, students must sit for the **EXIT Final Test**, which evaluates their readiness for HE. This assessment aligns with national standards and ensures that students have attained the required proficiency levels to progress into their chosen programmes.

2.5. Assessment and Progression

- To pass any module, students must achieve an **overall grade of at least 50%**.
- Only one re-sit exam is allowed after results are published. The dates of exams and re-sits are provided in the Academic Calendar.
- Final results are considered by the Foundation Assessment Board, which makes the final decision on students' progression to Higher Education.
- Beyond academic preparation, the GFP nurtures critical thinking, independent learning, and effective communication, providing students with the essential skills needed for both academic and professional success.

2.6. GFP Student Pathway



SECTION 3: ACADEMIC ROLE AND REGULATIONS

3.1. Class Attendance Policy

- All students are expected to attend all regularly scheduled classes.
- Students are expected to participate fully in their programme of study, engage actively with learning opportunities and take responsibility for their learning.
- Students are expected to attend and participate in all scheduled sessions and activities.
- Attendance at scheduled classes is monitored and recorded through SIS system.
- Persistent failure of a student to attend classes may result in modules failure or termination of registration. Students are liable for tuition fee as per the Fee Policy.
- All modules require a specific attendance level in order to meet the award requirements which are described in the Programme Specification.
- Students are expected to notify Module Tutors of absence in advance or as soon as possible following absence.
- Students get email notifications on a daily basis.

Student Absences

1. The first warning will be sent to student through SIS system to his/her email if he/she is absent from class for more than 10% of the total lecture hours. The PT will also be notified by email.
2. The second warning will be sent to student via email if he/she misses more than 20% of the module total lecture hours. The PT, HoD and Counsellor will be also notified.
3. Parents and Sponsors will be provided with a report about their student's attendance upon their request.
4. In the event the student misses 25% of the module total lecture hours, the student should submit a request to the module tutor allowing him to sit the exam and explaining the reason for the absences. The request should be supported by evidence. The module tutor and the head of department may accept or reject the request based on the reasons and supporting evidence.
5. In the event the student misses more than 50% of the module total lecture hours without excuses, the student will not be allowed to sit the final exam or to submit the coursework which may lead to module failure. She/ He must spare the module.
6. Academic staff shall not give substitute assessments to students who miss classes.

Excused Absences

Excused absence shall be filed by the students within the first 2 days of reporting back and submit the same to the respective HoD who will submit it to the responsible department (Admission and Registration) for further consideration:

Absences based on the following circumstances will be considered as valid excuse by the responsible department:

1. **Medical Excuse:** A student may be excused from his/her absence provided that a signed and stamped medical certificate is presented. The medical certificate must state the nature of the visit to the hospital/clinic, including the number of days of leave recommended.
2. **Emergency Excuse.** A student may be excused from his/her absence provided sufficient evidence/document is presented in cases of emergencies such as family emergency, deaths in the family, any accidents incurred by the student or family member and any other circumstances as approved by the Assistant Dean Student Affairs and Registration (ADSAR).

3.2. Learning Resources

Learning

Your learning journey at ICEM is supported by a team of staff who are here to help you succeed. Classes, workshops, and assignments are designed to build your knowledge and skills step by step. To get the best out of your studies, you should keep up with lessons, practice regularly, and learn how to find information on your own.

Your lecturers may also suggest extra reading or exercises. Doing these will help you strengthen your understanding. For tasks that are not graded, it's a good idea to work with your classmates-you'll learn more and build teamwork skills.

Always remember: **Learning is your responsibility**. The more time and effort you put in, the more confident and successful you will become.

Activity Room

The Activity Room is a special space for GFP students. It's full of books, activities, games, and resources to help you learn in a fun and engaging way. You can use it to review lessons, practice skills, or study together with friends to support your success.

3.3. Personal Development Planning

At ICEM, your growth and future are a priority. The College supports your personal development in many ways-through programme materials, classroom experiences, and the guidance of your Module Tutors and PT/Advisor.

3.4. Preparing for your Career

Your programme is designed to equip you not only with academic knowledge but also with the skills and experiences that prepare you for future career success. Employability skills are embedded at every stage, enabling you to showcase your value to future employers.

Your development journey will involve:

- Exploring yourself-identifying your interests, strengths, and values.
- Investigating opportunities-exploring jobs, internships, postgraduate study, and self-employment pathways.
- Preparing for success-gaining the skills and confidence to navigate the recruitment process effectively.

3.5. Assessment Information

Purpose of Assessment

The purpose of assessment is to allow students to demonstrate that they have achieved the learning outcomes of the programme and attained the standard required for progression or award. All modules are assessed, and you are expected to complete all required assessments at the scheduled times. Exceptions are permitted only in cases of authorised extensions, special arrangements for disability, or approved extenuating circumstances.

Notification of Assignments and Examinations

- Assessment details are provided in the Module Delivery Plan and Academic Calendar each semester.
- Information is also displayed on the Department Noticeboards to ensure students are aware of requirements and dates.

Meeting Assessment Deadlines

- All assignments and continuous assessment tasks must be submitted on or before the specified due date.
- If you anticipate difficulties in meeting a deadline or have missed/are likely to miss an in-semester test, you must inform your Module Tutor or Personal Tutor at the earliest opportunity.

Feedback Following Assessments

The College is committed to providing **clear, timely, and constructive feedback** on all assessments. You are encouraged to:

- Review the feedback carefully.
- Reflect on areas of strength and improvement.
- Use the feedback to enhance future academic performance.

Procedures Before the Examination for Students

1. Students must be present in the Examination Hall at least 10 minutes before the exam time.
2. ID cards/passports and Exam Hall ticket must be presented at the time of exam. Student without proper identification will not be permitted to sit for the exam.
3. Students are not allowed to bring in any printed materials to and from the examination hall, unless authorized by the exam invigilator
4. Students are not allowed to enter the examination hall after 30 minutes from the beginning of the exam.
5. Students who arrived late for exam (after 30 minutes) will be marked absent and will receive a “zero” mark in the particular exam
6. Mobile phones must be kept in silent mode or inside the student’s bags. Vanity bags should be kept away from the seat.
7. Students may take bottled water into examination rooms
8. Students are not allowed to leave the exam hall during the last 15 minutes before the exam finishes.
9. Students must sign the attendance sheets as instructed by the invigilates.

Procedures During the Examination for Students

1. Students must sign the attendance sheet as instructed by the Invigilator
2. Students should switch off their mobile phone prior to entering the exam hall and displayed on the table in the front. Students are not allowed to check their mobile phones once the exam has started.
3. Students are not allowed to talk to other students
4. No smoking in the examination hall
5. Students must write in black or blue pens
6. For Final Examinations HE students must write their University of Lancashire Number only, not their names.
7. Students may not use dictionaries.
8. Students are not permitted to ask questions from the invigilators except where errors in the exam need to be pointed out
9. Students who require something should raise their hand. If a student needs to visit a first-aid room, they will be escorted.
10. All papers relating to the examination (including rough work) must be returned to the invigilator.
11. Students will not be allowed to leave the examination room during the first 30 minutes.
12. Students who have finished the examination early will have to raise their hand and wait for the examination script to be collected before leaving the room quietly. After leaving, students may not re-enter the room.
13. If the fire alarm sounds, students are to follow the fire alarm procedure and leave all examination materials in the room.
14. Toilet breaks are normally not permitted during the examinations. Students may not leave the examination room, except for medical reasons or other emergency situations and will be escorted. After leaving, students may not re-enter the examination room. Issues arising from these situations will be dealt by extenuating circumstances.
15. Any incident of disorderly or disruptive behaviour will be formally reported and the student concerned may be required to leave the examination room.
16. Student must use their own calculators and any other writing / stationery materials (pens, rulers) etc. in examinations. Calculators and other materials will not be provided by the College and sharing or borrowing with other students is not permitted.

17. Student who falls ill during exam must notify the invigilator as soon as possible in order to take necessary decisions/actions
18. Students must stop writing as soon as the announcement is made to indicate that the time of exam is over.

After the Examination

1. Students are not allowed to take out any printed material from the examination hall
2. Invigilators must make sure that the number of exam scripts correspond to the number of students who signed the attendance sheet.

3.6. Unfair Means to Enhance Performance

Definitions

Unfair means (which includes cheating, plagiarism, collusion, re- presentation or using Artificial Intelligence to prepare assignments).

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the ICEM Policy on Unfair Means to Enhance Performance. Cheating may include any technique intentionally misused by students in the submitted reports such as intended misuse of quotation marks, using hidden quotes, hidden characters and replaced characters.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others.
- Collusion is an attempt to deceive the examiners by concealing the true authorship of the student's work by copying, or imitating another student's work in detail. This includes copying other student's consent with his/her consent. It also includes when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers.
- Using technological aids and Artificial Intelligence (AI) tools, without specific authorization is considered academic misconduct.
- Re-presentation is an attempt to gain credit twice for the same piece of work.
- Fabrication is making up research data or results and reporting the same.
- Falsification is manipulating the research data or results such that inaccurate information is reported.
- Academic misconduct will occur where a student uses technological aids and/or Artificial Intelligence (AI) to generate all or part of an assessment without

specific authorisation, including translation software, paraphrasing tools, text generating software (essay bots) and tools to generate graphics or artworks.

- **Commissioning of Assessed Work: Academic Misconduct** by commissioning occurs where a student commissions a third party to complete all or part of an assessed piece of work and then submits it as their own. Commissioned work may be pre-written or specifically prepared for the student. It might be obtained from a company or an individual and may or may not involve a financial transaction. It includes the use of essay mills or buying work on-line or the use of a proof-reading service that includes re-writing the original assessed piece of work.

Tools and Accepted Similarity Index

- The College uses an online Assessment Tool called Turnitin for HE and Plagiarismcheck for GFP. HE Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, all summative assessment will be marked anonymously where possible. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.
- The accepted similarity percentage for an assessment is about 10%. However, the case may still be reported for investigation if the similarity percentage is below 10% subject to the Module Tutor's academic judgment.
- Similarity percentages above 10 % will be reported to the Assessment and Unfair Means to Enhance Performance Committee subject to the discussion with the Module Tutor/justification from the Module Tutor. The case may or may not be formally investigated.

Categories of Academic Misconduct

Category 1: Poor Academic Practice: occurs where a student has attempted but failed to adopt good academic practice. It is normally the result of a failure to understand the required protocols and is most likely to occur at an early stage in the course and form a relatively small part of the student's assessed work.

- Examples of poor academic practice include inadequate referencing, omitting to include quotation marks or gaps in the reference list. The University will apply academic judgment in determining whether poor academic practice or academic misconduct has occurred.

- Where poor academic practice is identified, the student will be invited to a meeting with the module tutor who will explain the nature of the concern.
- The mark for the element of assessment may be reduced (by 10% of the maximum mark)
- The student will be informed that if poor academic practice occurs in the future, it will be dealt as academic misconduct and associated penalties will be imposed.

Category 2: Academic Misconduct: will normally be defined as a first instance of academic misconduct. Where there is evidence of academic misconduct in multiple assignments that were submitted at the same time within the same cycle of assessment(s), this will normally be treated as a single occurrence.

- Examples of Category 2 academic misconduct include, without limitation: Plagiarism, Re-presentation of work, Collusion, Cheating/examination malpractice, Repeat instances of poor academic practice.

Two options for penalty:

- the student gets capped at the component level following reassessment-GA Flag, Or
- the student gets capped at the module level following reassessment -GB Flag

Category 3: Academic Misconduct: will normally be defined as a repeat offence of academic misconduct in any form, where the student has previously incurred a penalty and a warning for academic misconduct, and where the repeat instance occurs in a subsequent cycle of assessment(s).

- **Penalty:** Students module mark is 0, with no reassessment opportunity-G2 Flag

Category 4: Gross Academic Misconduct: will normally be defined as gross academic misconduct where a clear intent to deceive and gain an unfair academic advantage can be established.

- Examples of Category 4 gross academic misconduct include, without limitation: A repeat instance of Category 3 academic misconduct in any form, Impersonation, Commissioning of assessed work, Fabrication or falsification of data.

- the student should be asked to provide evidence that shows how they prepared for and wrote the assessed work e.g. copies of drafts or notes; and/or
- the student should be asked questions about the submitted work during the meeting to give the student the opportunity to demonstrate appropriate knowledge of the subject matter and that they understand the content of the work.

Penalty: Level failed and a requirement to withdraw from the programme or Expulsion from the University on a permanent basis.

The penalties for academic misconduct will be determined based on:

- the severity of the case;
- the circumstances of the case;
- the level at which the offence took place;
- what stage of the programme the student is at;
- whether it was a repeat offence;
- any explanation given by the student;
- the extent to which a clear intent to deceive and gain an unfair academic advantage has been established.

Procedure to deal with Unfair Means to Enhance Performance:

- Where it is suspected that a student has submitted work that has not been written by them, the student may be asked questions about the work during an interview to give them the opportunity to demonstrate appropriate knowledge of the subject matter and that they understand the content of the work. Students must keep copies of drafts and other materials used in researching and preparing their work.
- Alleged acts of Plagiarism and Collusion in Coursework are reported in writing to the Chair of the Student Assessment and Unfair Means to Enhance Performance Committee (SAUMEPC) by the Marker/Module Tutor and by HoD for GFP. (ADAA-Form-16).
- Alleged act of Cheating or other academic misconduct in Exams/Phase Tests is reported in writing to the Chair of the SAUMEPC by the Invigilators and by HoD for GFP. (ADAA-Form-17).

- All exam incidents are reported to the Chair of the SAUMEPC by the Invigilators and by HoD for GFP. (ADAA-Form-18).
- The Chair of the SAUMEPC sets a date and time for an interview with the concerned student if required. The student will be notified through a formal letter/mail by the SSSD on the assessment plagiarized / cheated/ colluded and the date and time of the interview by completing the form (ADAA-Form-19).
- The SAUMEPC will investigate the matter and give the student an opportunity to put his/her case. The panel will question both the Module Tutor and the student as required to clarify understanding of any points.
- The outcome of all the reported cases is communicated by the Chair of the SAUMEPC to all the respective HoDs/Module Leaders/ SSSD (ADAA-Form-20).
- The SSSD and the module tutor will inform the concerned students of the outcome in writing within 14 days.
- In cases where the allegation stands, it is reported by the ADAA / HoDs to the Assessment Board.
- The student is then counseled by Department Representative of the SAUMEPC and asked to sign the form (ADAA-Form-21).

Penalties of Academic Misconduct

- Students are required to sign a declaration indicating that individual work submitted for an assessment is their own. If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the College Regulations.
- All instances or allegations of the use of unfair means within summative assessment will be investigated in line with the college UMEP policy. If an allegation is found to be proven, then the appropriate penalty will be implemented by the Assessment Board:
- For the first time: the penalty will be 0% for the element of assessment, the plagiarized element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark (i.e. 40%).
- In the event of a repeat offence of cheating, plagiarism, collusion or representation on the same or any other module within the course; the

appropriate penalty will be 0% for the module with no opportunity for reassessment and you being able to retake the module in a subsequent year.

- The penalties will apply if you transfer from one programme to another during your period of study and module credits gained on the former programme are transferred to the current programme.

Appeals against SAUMEPC Decisions

- Appeals against the Committee's decision can be made in writing (ADAA-Form-22) to the Student Support Services within a period of 10 working days of being notified. Requests for appeals must state the ground (s) for the appeal.
- Where a student is seeking to appeal a decision of AUMEPC, the appeal will only be valid if it is based on the following grounds:
 - that the original hearing was not conducted fairly and/or in accordance with the published procedure;
 - that the original decision was unreasonable in all the circumstances.
- Appeals received outside the stated timescales will be ruled invalid.
- Students have a right to be accompanied by a representative or friend at any hearings in the Appeals process.

Artificial Intelligence (AI) Guidance

Definition:

AI will breach the academic regulations when: "Using technological aids and AI, including translation software, paraphrasing tools, text generating software (essay bots), and tools to generate graphics or artworks, without specific authorisation."

Initial Key Principles for Academics on the use of Artificial Intelligence

Below are the principles to be followed by academics to reduce the opportunity of students to breach the academic misconduct regulations through using AI:

- Assessment should be designed to reduce opportunities for academic misconduct. This can be achieved by considering assessment methods that are authentic and relate to real-world learning.
- Academic to be cautious in using the tools that claim to detect text generated by AI. Turnitin has announced its AI detection tool is apparently 98% accurate. However, it can't be relied on, and the technology will continue to evolve. These detection tools should only be relied upon to highlight students that

should be required to attend a meeting to discuss their work, and not the core foundation for decisions on academic misconduct.

- Add the AI guidance principles to be followed by students to the assessment briefs and encourage students to follow. These principles are explained in the following section.
- Update the student declaration that is part of assignment submission requesting students to certify that this is their own work, all sources are correctly attributed, and the contribution of any assistive technologies is fully acknowledged.
- Provide guidance for students concerning referencing the contribution of AI to their work.

Guidance for students on the use of AI in Assessment

As per University of Lancashire Guidance for students on the use of AI in assessment, using AI under the tutor's guidance will be acceptable in certain situations but students need to ensure that they comply with the academic regulations on Academic Integrity.

Below are the principles to be followed by students to avoid breaching academic misconduct regulations through using AI:

- Ensure the use of the AI tool is in line with the assessment brief and any further advice from the tutor setting the assignment.
- Do not rely solely on AI tools to complete assignments. Use AI tools to enhance your work, not as a replacement for it.
- Acknowledge the extent to which AI has been used as part of referencing their sources, clarifying the contribution of AI to make clear what is their own work. Students have to cite AI tool they used (such as ChatGPT) and describe how they used it.
- Avoid assuming that AI responses are always accurate. AI-generated information may sometimes be inaccurate or misleading.
- Keep drafts to evidence the thinking and development of the work if requested.
- Students may be asked to respond to questions to test their knowledge of their assessed work.
- Failure to follow this advice may lead to allegations of academic misconduct and will impact students' ability to defend themselves.

Tips for detecting AI in assessment

- A default use of American spelling, currency, terms and other localisations.
- A default use of language or vocabulary which might not appropriate to the qualification level.
- A lack of direct quotations and/or use of references where these are required/expected.
- Inclusion of references which cannot be found or verified (some AI tools have provided false references to books or articles by real authors).
- Instances of incorrect/inconsistent use of first-person and third-person perspective where generated text is left unaltered.
- A variation in the style of language evidenced in a piece of work.
- A lack of graphs/data tables/visual aids where these would normally be expected
- Content being more generic in nature rather than relating to the students themselves, or a specialised task or scenario, if this is required or expected
- The submission of student work in a typed format, where their normal output is handwritten
- The unusual use of several repetitions of an overarching essay structure within a single lengthy essay.

3.7. Assessment Boards

Foundation Assessment Board

1. Foundation Assessment Boards are convened at ICEM at the end of each Semester.
2. The role of Assessment Board is to determine and approve the mark/grade achieved by each student in individual modules and to make recommendations to the appropriate department in relation to reassessment.
3. This Board is chaired by HoD or nominee. It is operated in accordance with ICEM Internal Boards Regulations and procedures. The Assessment Boards are attended by HoD(Chair), Registration, Quality & Accreditation Department, Module Tutor(s), GFP Administrator (to record minutes).and Coordinators.

GFP Reassessment

1. The decision to offer reassessment to a student is at the discretion of the Assessment Board (AB). Reassessment shall be offered to a student, who does not achieve 50% in any of the assessment methods in a Module. All Modules pass mark is 50%. However, if a student gets 45% in one of the Modules or as an overall, the AB can decide to pass the student based on his/her progress and commitment and they will pass the module.
2. Reassessment takes place at the end of each semester and before the start of the following academic year.
3. The maximum mark which may be awarded for any reassessed component will be the minimum pass mark, 50%, and this mark will contribute to the overall aggregate mark for the module. A module, or a component within it may be reassessed only once.

Module Attempts

- The definition of "attempt" is a student's first sit and any resit (of any component of assessment) within a module. A retake of the same or an alternate module in a subsequent year is considered to be a separate second attempt.
- Students shall not be permitted to retake a module which has been passed. Students shall retake the modules which have not been passed (ADAA-Form-24).
- In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full time student to register for one additional module in the following year (exceeding by one the normal maximum of six modules).
- Retaken modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over.
- Marks for retaken modules will be capped at the minimum pass mark (40%).

Exclusion from a programme during an academic session for academic reasons

Where it becomes clear that a student will not meet the academic or other specific progression requirements, the Chair of the appropriate Assessment Board may require a student to interrupt or discontinue their study the academic session. In such cases the student will have the same rights as apply under the Academic Appeals procedure.

Appeals against Assessment Board Decisions

If a student consider that he/she has a reason to appeal against an assessment board decision, the reasons to appeal must fall within the grounds specified as below (ADAA-Form-25).

Grounds for Appeal against Assessment Board decisions

Request for an appeal against an Assessment Board decision shall be valid only if it is based on one or more of the following grounds:

- that an Assessment Board has given insufficient weight to extenuating circumstances;
- that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
- that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
- that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.
- Students cannot appeal simply because they disagree with the mark given.
- An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.

Appeal Principles and Procedures

- If a student wants to appeal, he/she should fill out the necessary form and submit the same with documentary evidences to the SSSD within 2 weeks (10 working days) from the results being published or being notified about SAUMEPC decision of Assessment Board decision. The onus is on the student to submit the appeal on time.
- If a student is not sure whether an appeal is appropriate, she/he should discuss the matter with SSSD staff or her/his HoDs.
- Appeals received outside the stated timescales will be ruled invalid.
- Requests for appeals must be in writing and must state the ground (s) for the appeal.
- Students have a right to be accompanied by a representative or friend at any hearings in the Appeals process.
- The Appeals process is a two-stage process as follows:

Stage 1: Assistant Dean Academic Affairs (ADAA) Appeal

- First Stage Appeals must be lodged with the ADAA within two weeks of the official notification of AUMEP decision or publication of the results on students' portal (ICEM or University of Lancashire).
- The ADAA, accompanied by an independent HoDs, hears the appeal and is responsible for arranging a time with the student, usually within 14 days of receipt of the request for appeal.
- At the discretion of the ADAA, the HoDs for the student's programme may be called for part or the whole of the hearing.
- The ADAA is responsible for making a recommendation to the Chair of the Assessment Board backed by complete documentation with copies to the student. The recommendation may be:
 - The appeal is upheld and referred back to the Assessment Board for reconsideration
 - The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board
 - The appeal is turned down
- The student should be informed in writing, by SSSD, of the outcome of the appeal within 7 days.
- Where an appeal is turned down by the ADAA, the student has a right to a college appeal.

Stage 2: College Appeal

- A College appeal will not be called if a first stage appeal has not been held.
- Requests for College appeals must be made in writing to the HoDs, normally within 7 days of the first stage appeal hearing.
- College appeals will be heard by an appeal panel normally consisted of the Dean and two independent HoDs.
- The powers of a College Appeals Panel are:
 - to determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
 - to uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Board for decision;
 - to turn down the appeal and uphold the original decision of the Assessment Board.

SECTION 4: TUTORING AND SUPPORT

4.1. Personal Tutors (PT)/Advisor

Each GFP student is allocated a PT during the induction/enrolment period. The name and contact details of assigned PTs are displayed on the GFP Noticeboards and explained during induction week.

Roles and Responsibilities of PTs

- Offer academic advice and guidance throughout the year.
- Monitor student progress and attainment.
- Provide advice on study issues, including option choices and electives.
- Offer personal support, referring students to relevant College services where necessary.
- Support students in disciplinary matters, Extensions of Time, Extenuating Circumstances, and Appeals.
- Refer students to Module Tutors for clarification of subject-specific issues.

Roles and Responsibilities of Students

- In order for the advising process to succeed, the student should fulfil her/his role. The following are some of the students' responsibilities. It is important for the student to:
 - establish initial contact with PT/Advisor ;
 - know that the PT/Advisor is her/his reference point during her/his stay at ICEM;
 - identify who her/his PT/Advisor is;
 - locate his/ her PT`s /Advisor's office;
 - observe PT`s /Advisor's office hours unless advisor indicates walk-in- basis advising;
 - be punctual when meetings are scheduled with Advisor/PT, otherwise alert advisor ahead of time for being late or missing the meeting.
 - consult with advisor at least once a semester to decide on courses, verify graduation time and requirements, and academic performance.

Procedure for Academic Advising (Personal Tutoring) for all GFP students

1. At the beginning of each semester, each student is assigned to a member of staff as their PT.
2. The list of PTs is displayed on the GFP Noticeboards. Roles and responsibilities of PTs are clearly explained to students during induction week and also included in the Student Handbook.
3. Newly appointed teachers are mentored by more experienced members of the staff on personal tutoring.
4. Personal Tutoring is used to deal with minor problems, trying to resolve them at class level.
5. Students may request personal tutoring by filling out the Personal Details Template (ADAA-Form-01) and sending it to the PT by email.
6. Personal Tutoring Meeting Report (ADAA-Form-03) shall be filled by the PT in order to identify the issues and inquiries and provide the appropriate academic or non-academic advice.
7. More serious concerns are referred to the HoD (e.g., about attendance or progress in class). Whenever necessary, PTs refer students to the College Counsellor.
8. Formal Personal Tutoring sessions take place after the mid-term examinations and before the final examinations and these are mostly conducted on a one-to-one basis.
9. Before the final examination, PTs and students use these sessions to discuss how to prepare for examinations. The GFP records Personal Tutoring sessions on a form which both the students and their PTs sign each time that they meet.
10. Personal tutoring can take place online following the same procedures mentioned above but the forms are signed only by the tutor.
11. Student shall be asked to complete the Post Evaluation of Personal Tutoring (ADAA-Form-02) for references.
12. At the end of each academic semester, PTs should submit the Personal Tutoring Evaluation Report (ADAA-Form-04) including a summary of all Personal Tutoring sessions conducted.

Academic Advising/Personal Tutoring for GFP-Students on Academic Probation

1. GFP Students on Academic Probation shall be subject to Academic Advising.
2. Initial Evaluation will be conducted by the Academic Advisor to pre-assess student's needs.
3. Results of the Initial Evaluation shall be discussed with the GFP Area coordinator or HoD for recommendation.
4. Based on results and recommendation, the student will be forwarded for the module tutor for academic support, or to SSSD for non-academic support services.

4.2. Student Peer Tutors Procedure**Purpose**

The Student Peer Tutor Scheme aims to enhance student learning, academic success, engagement, progression, and retention through peer-assisted learning. The scheme also provides leadership, communication, teamwork, and employability development opportunities for high-achieving students.

Scope

This procedure applies to Student Peer Tutors appointed by academic departments to provide academic support to students enrolled in the General Foundation Programme (GFP) and Higher Education (HE) programmes.

Responsibilities

Position	Responsibility
Head of Department	Approve appointments and monitor implementation of the scheme.
Academic Supervisor	Provide guidance, monitor activities, and evaluate Student Peer Tutors.
Student Peer Tutor	Conduct assigned support activities and comply with College requirements.
Students Receiving Support	Participate actively and comply with academic integrity requirements.

Eligibility

Only students enrolled in HE programmes at ICEM are eligible to serve as Student Peer Tutors. They must:

- Have successfully completed the relevant module(s) or subject area(s).
- Demonstrate good communication and interpersonal skills.
- Maintain satisfactory attendance and disciplinary records.
- Be recommended by an academic staff member, Module Leader, or HoD.
- Demonstrate a willingness to support fellow students and contribute positively to the learning environment.

The relevant Academic Department may establish additional eligibility criteria based on the nature of the module, programme, or support required.

Scope of Support

Student Peer Tutors may provide academic and learning support to students enrolled in GFP and/or HE programmes, subject to approval by the relevant HoD. Support may include tutoring, study skills development, academic mentoring, and other approved peer-learning activities.

Selection and Appointment

Student Peer Tutors shall be identified and appointed by the relevant academic department based on departmental needs.

The selection process shall normally include:

- Identification of suitable students by academic staff.
- Review of academic performance, attendance, and disciplinary records.
- Confirmation of successful completion of the relevant module(s)
- Approval by the HoD.

Successful students shall receive formal notification of their appointment and assigned responsibilities.

Appointment Period

Appointments shall normally be valid for one academic semester and may be renewed based on performance and departmental requirements.

Workload

Student Peer Tutors shall not normally undertake more than SIX hours of tutoring or support activities per week during teaching periods.

Roles and Responsibilities

Student Peer Tutors may:

- Conduct tutoring and revision sessions.
- Assist students in understanding academic content.
- Support the development of study and learning skills.
- Maintain attendance and activity records.
- Submit activity reports when requested.
- Participate in training and briefing sessions where applicable.

Student Peer Tutors shall not:

- Deliver formal lectures independently.
- Assess or grade student work.
- Complete assignments on behalf of students.
- Provide answers during examinations or assessments.
- Access confidential student information.
- Undertake any activity that compromises academic integrity.

Supervision and Evaluation

Each Student Peer Tutor shall be assigned a supervising academic staff member who shall:

- Provide guidance and support.
- Monitor performance and attendance.
- Review activity records.
- Conduct an end-of-semester evaluation.
- Recommend continuation or termination of the appointment.

Academic Integrity

Any involvement in plagiarism, contract cheating, unauthorized academic assistance, falsification of records, or other academic misconduct shall result in immediate removal from the scheme and referral under the College disciplinary procedures.

Recognition and Benefits

Subject to College approval, Student Peer Tutors may receive:

- Certificates of recognition.
- Leadership and employability development opportunities.
- Recognition through College awards and co-curricular activities.
- Other forms of recognition approved by the College.

Reporting

The supervising academic staff member or department may request activity reports and records from Student Peer Tutors for monitoring and evaluation purposes.

Monitoring and Evaluation

The implementation and effectiveness of the Student Peer Tutor Scheme shall be monitored by the relevant Academic Department.

The following indicators may be used:

- Number of Student Peer Tutors appointed.
- Number of support sessions conducted.
- Number of students receiving support.
- Student attendance and participation rates.
- Student and staff satisfaction feedback.
- Impact on student progression, retention, and academic performance where applicable.

Findings and recommendations shall be reviewed by the department and used to enhance the effectiveness of the scheme.

Records and Documentation

The following records shall be maintained by the relevant department:

- Student Peer Tutor appointment records.
- Attendance records.
- Activity reports.
- Supervision and evaluation records.
- Student feedback records.

Continuous Improvement

The Student Peer Tutor Procedure shall be reviewed periodically based on feedback from students, academic staff, and departmental evaluations. Opportunities for improvement shall be identified and incorporated into future implementation of the scheme.

SECTION 5: STUDENT VOICE

At ICEM, students are central to the continuous enhancement of the academic and social experience. The College values student opinions and actively encourages all learners to engage in shaping their educational journey. By providing constructive feedback and participating in representative structures, students contribute directly to improving teaching, learning, and campus life.

5.1. Students Advisory Council (SAC)

The SAC is a student-led, democratic body that represents the collective voice of students and works closely with College leadership to enhance the student experience.

Structure:

- Members are elected annually by students.
- Among them, a Chair and Vice-Chair are elected to lead the council.

Responsibilities include:

1. Identifying and addressing student needs and concerns.
2. Representing student views to staff and reporting back outcomes.
3. Familiarizing themselves with College policies, rules, and regulations.
4. Proposing activities and initiatives during the academic year, including preparing budget requests.
5. Acting as a bridge between students and College management to ensure inclusivity and transparency in decision-making.

5.2. Student Representatives

The Programme Team organizes the election of Class Representatives at the beginning of the academic year. Their role includes:

Gathering views, concerns, and suggestions from their peers.

Acting as a communication link between students and staff.

Presenting feedback during scheduled meetings at programme and institutional levels.

Students interested in becoming representatives should contact the Head of the General Foundation Programme for further details and guidance.

5.3. Student Staff Liaison Committee (SSLC)

The SSLC is a key platform for structured dialogue between staff and students.

Meetings are held once per semester. Class Representatives present feedback and highlight issues concerning teaching, learning, resources, and the overall student experience. Minutes of the meetings are recorded and reviewed by the College Management Team. The SSLC ensures that issues are tracked, addressed, and followed up transparently.

5.4. Student Experience Committee (SEC)

The SEC provides a broader platform to address issues related to student life beyond the classroom.

- The Committee meets once per semester and includes staff, Class Representatives, and a diverse group of student members to ensure inclusivity.
- Discussions include campus facilities, extracurricular activities, wellbeing services, and community engagement.
- The SEC plays an important role in strengthening the overall student experience and sense of belonging at the College.

5.5. Module Evaluation Questionnaires (MEQ)

The MEQ is one of the most important mechanisms for gathering student feedback on the quality of teaching and learning.

- All responses are anonymous to ensure honesty and confidentiality.
- Results are reviewed by the Programme HoD and shared with tutors, who use the findings to implement improvements.
- Students are strongly encouraged to complete MEQs each semester, as this helps strengthen the quality of the learning experience for current and future students.

5.6. Student Feedback

Students are encouraged to provide feedback through a variety of formal and informal channels. These include:

- **Questionnaires and Surveys:** Administered throughout the academic year to evaluate academic modules, teaching quality, support services, and the overall student experience.
- **Direct Communication with Staff:** Students are welcome to raise concerns or suggestions with their Module Tutors, Personal Tutors, or other relevant staff members.
- **Student Forums and Meetings:** Opportunities are provided to voice opinions collectively, ensuring that feedback is heard at programme, departmental, and institutional levels.

Feedback covers both academic matters (such as teaching methods, assessments, and resources) and non-academic matters (such as facilities, student support, and campus services).

SECTION 6: COMPLAINTS, GRIEVANCES, AND MISCONDUCT

6.1. Complaints

The College acknowledges that there may be occasions when students feel dissatisfied with certain aspects of their experience.

- A formal Complaints Procedure is in place to ensure that concerns are addressed promptly, fairly, and transparently.
- Students are encouraged to first seek informal resolution by discussing issues with their tutors or the GFP HoD.
- If concerns remain unresolved, students may submit a formal complaint through the College system.
- The Student Misconduct and Grievances Committee (SMGC) oversees this process, ensuring that complaints are reviewed impartially and appropriate actions are taken.

By engaging in feedback processes, electing and supporting representatives, and participating in committee structures, students at ICEM play a crucial role in shaping the College environment and contributing to its culture of continuous improvement and quality assurance.

6.2. Harassment and Sexual Misconduct Policy and Procedures

This policy applies to all students and staff at ICEM. It covers all incidents of harassment or sexual misconduct that affect students, whether these involve staff, or other students. It applies to all college settings, including classrooms, offices, online settings, field trips, and any official college activities.

DEFINITIONS

For the purposes of this policy:

- **Harassment** refers to any unwelcome conduct whether physical, verbal, written, or online that causes another person to feel distressed, threatened, or uncomfortable. This may include yelling, insults, threats, offensive jokes, name-calling, or unwanted attention.
- **Physical harassment** includes any non-consensual physical contact such as touching, pushing, blocking someone's movement, or using intimidating physical gestures.
- **Verbal harassment** involves inappropriate or offensive comments, including sexual remarks, insults, degrading language, or obscene expressions directed at an individual.

- **Sexual misconduct** is any unwanted sexual act, request, or behaviour, including harassment, coercion, or assault, that has a sexual nature.
- **Abuse of power** occurs when an individual in a position of authority such as an staff member, or supervisor uses their role to pressure or influence a student into actions or relationships that they would not freely choose.
- **Support** as needed refers to practical, emotional, and academic assistance offered to individuals affected by harassment or misconduct, which may include counselling, adjustments to academic requirements, or measures to ensure personal safety.

RESPONSIBILITY

The SSSD, Student Misconduct and Grievance Committee (SMGC) and Human Resources Department (HRD) are responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

POLICY

As part of its commitment to maintaining a safe, respectful, and supportive environment, the College recognizes that students and staff may, from time to time, experience or witness behaviours that constitute harassment or sexual misconduct. The College is dedicated to addressing such concerns promptly, sensitively, and fairly, ensuring that all members of the community are protected, supported, and empowered to report issues without fear of retaliation.

Relationships Between Students and Staff

The College has a responsibility to safeguard students from any potential conflicts of interest or abuses of authority that may arise in relationships between staff and students.

These relationships can create risks of undue influence, coercion, or unfair treatment.

- Romantic or intimate relationships between staff and students are prohibited.
- Any relationship that already exists must be disclosed immediately to the HRD so that appropriate measures can be implemented.
- Failure to follow this policy may result in disciplinary action, up to and including termination of employment.

Relationships Between Students

Students are expected to interact with one another in a manner that reflects respect and dignity. Any behaviour within these relationships that causes discomfort, pressure, discrimination, or harm will be regarded as harassment and addressed with appropriate seriousness.

The College is required to uphold this policy consistently and ensure it is applied in all situations where it is relevant.

PROCEDURE

The College handles report of harassment and sexual misconduct through clear, structured steps to ensure fairness, sensitivity, and timely action.

Minor Concerns or Early-Stage Misconduct

Some incidents may arise from misunderstandings, inappropriate comments, or behaviour that, while unacceptable, may be resolved quickly.

- These concerns should first be raised at the earliest opportunity with the Student Counsellor or with a designated Student Support Services staff.
- Staff will seek to resolve the issue promptly and respectfully at the lowest appropriate level.

If the Concern Is Not Resolved

- If the issue cannot be resolved informally, the matter should be referred to the Line Manager of Department.
- The Line Manager of Department will attempt to resolve the situation through informal dialogue between the parties involved, ensuring that the complainant feels safe and supported.

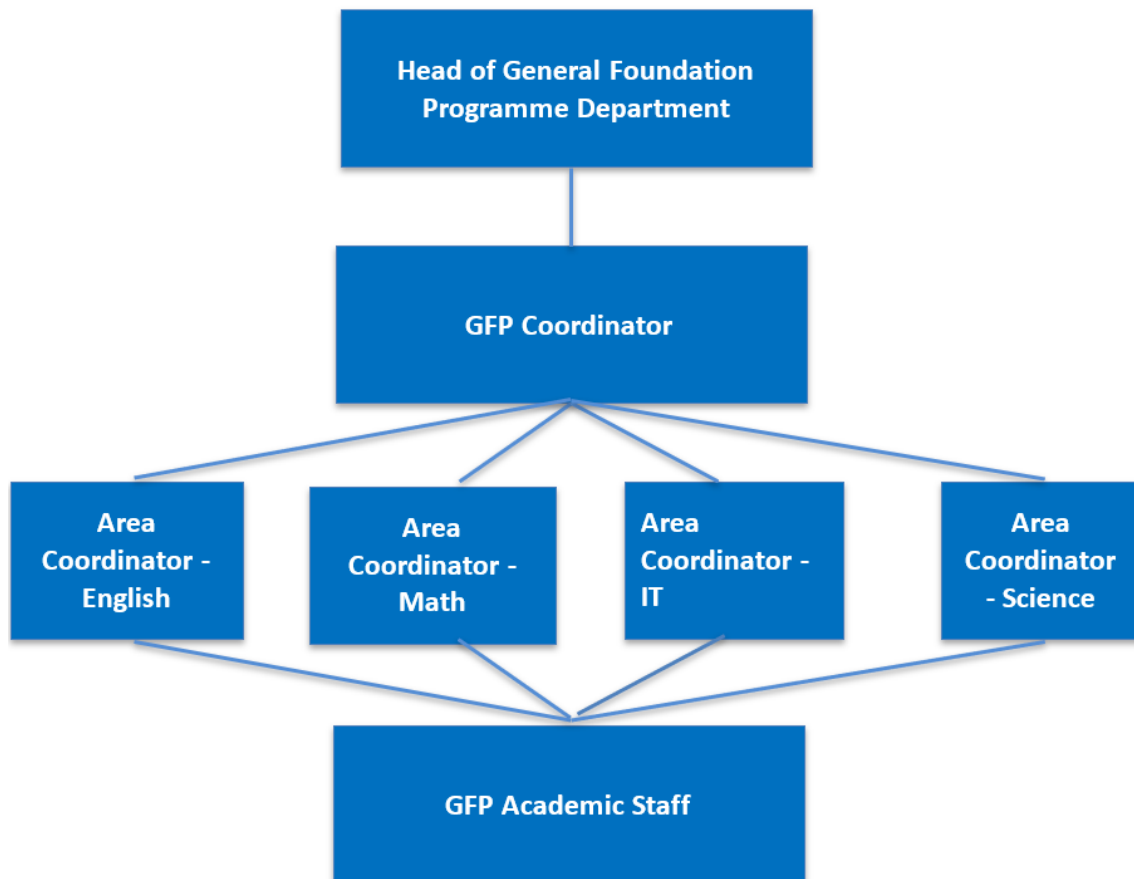
Escalation to Formal Reporting

- If the complainant remains dissatisfied or the matter involves serious misconduct (e.g., sexual assault, coercion, threats, abuse of power), a formal complaint should be submitted in writing to the SSSD within two weeks of the incident.
- Serious allegations may bypass informal steps and proceed directly to formal investigation.

All formal complaints and appeals related to harassment or sexual misconduct shall be administered in full alignment with the College's Student Complaints and Grievances Policy and Procedure. This means that once a report progresses beyond the initial or informal stage, the processes for investigation, panel review, decision-making, and appeals will follow the established College framework.

SECTION 7: APPENDICES

Appendix 1: GFP Structure



1. Head of General Foundation Department (GFP)

- **Role:** Provides overall academic and administrative leadership to the department.

2. GFP Coordinator

- **Role:** Acts as the operational link between the Head of Department and Area Coordinators.

3. Area Coordinators (Science, Math, English, IT)

- **Role:** Academic leads responsible for specific subject areas.

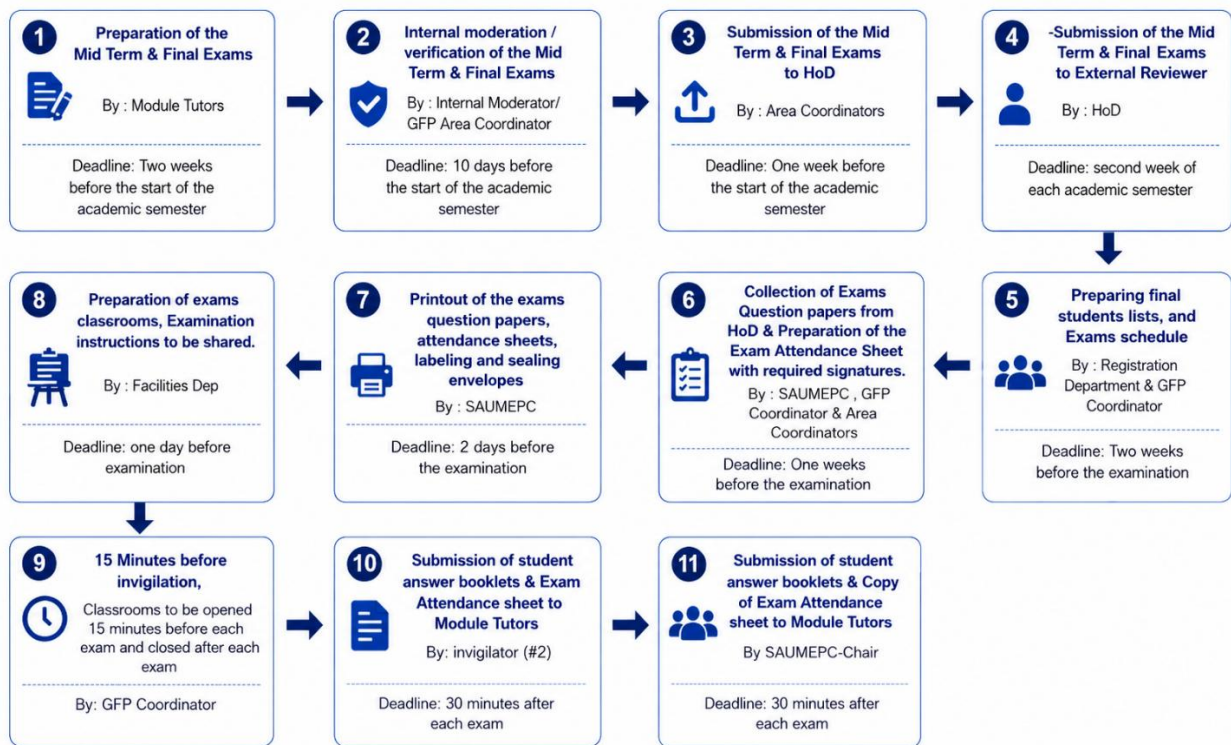
4. GFP Academic Staff

- **Role:** Deliver direct teaching, learning, and assessment to students.

Appendix 2: Academic Calendar AY2026-2027

Month	Activities / Notes
SEPTEMBER 2026	30 August-10 September 2026: Placement Tests Foundation + Registration + Fees Payment 03 September 2026: Issue of HE and Foundation TimeTables 13 - 17 September 2026: Induction Week HE and Foundation 20 September 2026: First day of study - HE and Foundation
OCTOBER 2026	01 October 2026: Last date for accepting APL Applications (Semester 1) 01 October 2026: Close of admissions Sem 1 AY 2026-2027 08 October 2026: Election of Student Advisory Council 08 October 2026: Deadline for sending the final student list to UCLan for enrollment (Semester 1)
NOVEMBER 2026	08 - 12 November 2026: Midterm Exams Foundation - Semester 1 25-26 November 2026: National Day
DECEMBER 2026	02 - 03 December 2026: International Conference on Engineering, Management & Interdisciplinary Research (Hybrid Conference) 27 - 31 December 2026: HE Final Examinations Semester 1
JANUARY 2027	03 - 07 January 2027: GFP Final Exams - Semester 1 05 January 2027: Deadline for submission of Extenuating Circumstances Semester 1 - HE 06 January 2027: Isra' al Mi'raj (Ascension) 12 January 2027: Deadline for submission of Extenuating Circumstances Semester 1 - GFP 17 - 21 January 2027: GFP- Result publication 21 January 2027: Deadline for Students' appeals against AUMEP Decisions (Semester 1) 24 - 28 January 2027: GFP- Semester 1 Reassessment exams 31 January 2027: Start of Semester 2 (First day of study - HE & GFP)
FEBRUARY 2027	07 - 09 February 2027: Semester 1 HE Reassessment Examination 11 February 2027: Last date for accepting APL Applications (Semester 2) 11 February 2027: Close of admissions Semester 2 AY 2026-2027 18 February 2027: Deadline for sending the final student list to UCLan for enrollment (Semester 2)
MARCH 2027	09 - 11 March 2027: Eid Al-Fitr Holiday 25 March 2027: Submission of Final Year Project-Dissertation First Draft 28 March - 01 April 2027: Midterm Exams Foundation - Semester 2
APRIL 2027	01 April 2027: ICEM Scholarship announcement 04-08 April 2027: Midterm Exams Foundation - Semester 2 29 April 2027: ICEM Scholarship Submission Deadline 29 April 2027: Final Submission of Final Year Project-Dissertation (Black Board)
MAY 2027	09 - 13 May 2027: Semester 2 Final Examinations - HE 16 - 20 May 2027: Eid al-Adha Holiday 25 May 2027: Deadline for submission of Extenuating Circumstances Semester 2 - HE 23 - 27 May 2027: Dissertation presentation/interview 31 May 2027: Deadline for submission of Extenuating Circumstances Semester 2 - GFP 30 May - 03 June 2027: GFP Final Exams - Semester 2
JUNE 2027	06 June 2027: Hijri New Year 09 June 2027: ICEM Research Day 17 June 2027: Deadline for Students' appeals against AUMEP Decisions (Semester 2) 20 - 24 June 2027: GFP- Semester 2 Reassessment exams 27 June 2027: Start of Summer Semester (GFP)
JULY 2027	13 - 15 July 2027: HE Semester 2 Reassessment Examination 18 July 2027: Start of Admission for new Students for Academic Year 2027-28 27 - 29 July 2027: GFP Summer Semester, Mid-term Exams
AUGUST 2027	15 August 2027: Prophet Muhammad's Birthday 29 August - 2 Sep 2027: GFP Summer Semester: Final Exams
SEPTEMBER 2027	12 September 2027: Induction Week in Semester 1 AY 2027-28 19 September 2027: First day of study - HE and Foundation AY2027-28

Appendix 3: Process of Examination Workflow



Appendix 4: ICEM Parking Plan

