



الكلية الدولية للهندسة والإدارة

International College of
Engineering & Management

HIGHER EDUCATION STUDENT HANDBOOK AY2026-2027

ACRONYMS

ADAA	Assistant Dean Academic Affairs
ADSAR	Assistant Dean Student Affairs and Registration
APM	Average Percentage Mark
AI	Artificial Intelligence
CBT	Computer-Based Test
CGPA	Cumulative Grade Point Average
GFP	General Foundation Programme
HE	Higher Education
HEI	Higher Education Institution
HEAC	Higher Education Admission Centre
HGFP	Head of General Foundation Programme
HRD	Human Resources Department
ICEM	International College of Engineering and Management
ILC	Innovation Learning Center
IP	Intellectual Property
IPR	Intellectual Property Rights
IT	Information Technology
L&ILD	Library and Independent Learning Department
MODCATS	Modular Course Structure and Credit Accumulation and Transfer Scheme
MoE	Ministry of Education
OMREN	Oman National Research and Education Network
PT	Placement Test
SAC	Student Advisory Council
SAUMEPC	Student Assessment and Unfair Means to Enhance Performance Committee
SEC	Student Experience Committee
SSLC	Student Staff Liaison Committee
SMGC	Student Misconduct and Grievance Committee
SSSD	Student Support Services Department
SQU	Sultan Qaboos University
SIS	Student Information System
ARD	Admission and Registration Department

IMPORTANT NOTICE

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Message from the Acting Dean

Choosing to continue your education at College or university and deciding which programme to pursue is a life-changing step. Our website and prospectus will provide you with all the information you need to make an informed choice about your future and to select the ICEM programme that is right for you.

At ICEM, you are at the heart of everything we do. Our programmes are designed to be practical, giving you the strongest possible foundation for a successful career. This is why we say we are “*Transforming Knowledge into Real-World Skills.*”

It is important that you choose not just any programme, but the programme that truly fits you. We are confident that ICEM offers engaging, challenging, and exciting opportunities that will prepare you for a secure and rewarding future.

This handbook is your guide to both the academic and non-academic aspects of your programme and provides details about your studies, examination and assessment regulations, and other important College rules and policies. Please read it carefully to ensure you understand what is expected of you. If there is anything you wish to clarify or discuss further, your Head of Department will be happy to assist.

We value your participation and feedback, and we encourage you to contribute to the department while making full use of the resources available to develop your potential. Keep this handbook close - it will remain a useful reference throughout your time at ICEM. Students can access information relating to the latest developments at ICEM including policies and procedures and activities through the Student Portal.

Warm regards,

Dr. Rami Hamad
Acting Dean

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.

1.4. Student Support Services

The Student Support Services Department (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 Postgraduate Programmes

To be eligible for admission to ICEM postgraduate programmes, applicants will normally be required to have the following:

- Lower Second-Class Honours Degree in a relevant field (equivalent to GPA of 2.7).
- Competency in English Language
 - A minimum IELTS score of 6.0 (or equivalent), or
 - Successful completion of a Postgraduate Qualifying Programme for applicants with an IELTS score below 6.0.
- Professional membership or substantial experience is preferred.

Entry Criteria for Admission to the General Foundation Programme (GFP)

The Table below shows the Placement Test (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).

Administration of PT

The ICEM PTs are administered by the GFP Team.

- After completing the admission process in Student Information System (SIS), GFP team get the students details via SIS to run the ICEM Placement test.
- GFP team is responsible for registering PT results in SIS and the system automatically allocates students to their respective level according to PT results.

Accreditation of Prior Learning (APL) for HE:

- Candidates with prior learning qualifications can apply for APL to be exempted from certain modules.
- APL applications will be assessed by the Head of Department (HoD) and the Assistant Dean Academic Affairs (ADAA). For affiliated programmes, final approval will be obtained from the affiliated university (University of Lancashire, UK). For all other programmes, approval will be granted internally in accordance with College regulations and procedures.
- The maximum credit that can be awarded is two thirds of the total module requirement for the award. (i.e. a maximum of 8 modules can be credited towards the award of Diploma of Higher Education).
- Credit can only be given for prior learning that is at the appropriate higher education level that fulfils specified learning outcomes for the module applied for and that is evidenced.

APL for ICEM Programmes:

- All the College HE programmes have the same standard modular structure that aligns with the Affiliate University.
- Students who are credited with APL will not normally have a reduced study period because the modules they need to take will be running over a complete semester or a complete year; however, their workload will be lighter.
- Students who leave the College with an exit award and subsequently seek re-admission to the College will be considered under the APL rules. All Prior learning will not be graded.

Procedures to apply for APL:

- APL applications are based on certificated learning in higher education. The College can assist a student in making APL applications if a student believes they have certificated learning equivalent to modules within their programme:
 - APL applications are submitted online along with copies of relevant transcripts and module descriptors.
 - The APL requests are automatically transferred to ICEM HoD after ARD review.
 - The ICEM HoD reviews the APL application and submits a recommendation to ADAA for approval.
 - For affiliated programmes, ADAA submits the approved APL application to the affiliated university. The relevant Course Leader at the affiliated university reviews the application and confirms the final approval.
 - For non-affiliated programmes, no further external approval is required following ADAA approval.

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.
- Personal Tutor/ 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.

Applications for Postgraduate Programmes

- Applications are processed by ARD.
- Registration takes place both online and on campus. If the admission requirements are met, the applicant should complete and submit the application form (available Online on the ICEM Website) with copies of relevant transcripts and necessary documents.
- The applications are automatically transferred to ADAA after ARD review.
- ADAA to review the application and notify ARD of the decision.
- ARD should notify the applicant of the decision taken to start the registration process.

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 and student records submitted to ICEM by the affiliate university.

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 institutions

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

Programme Enrollment at Affiliate University

Enrollment is the formal step which confirms your status as a student at the University of Lancashire and enables your access to all University services. It should be done at the start of each academic year. University of Lancashire verifies that your personal ID and personal details are accurate and up to date. This online process is compulsory for all ICEM Students. Completing online enrollment on time is the full responsibility of the student. ICEM is not responsible for any consequences of not completing your online enrollment at University of Lancashire . University of Lancashire may terminate the students who do not enroll on time. Once you have received your blackboard username and created your password you can access Online Enrollment before your programme starts, by following the Enrollment link in **MyUCLan** . Upon completion of online programme enrollment, you will receive confirmation by email to your University of Lancashire email address within 24 hours.

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)

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

- Students are required to pay an advance payment (minimum OMR 400) to confirm their registration.
- 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: <i>Students can pay their Semester tuition fee in full at the beginning of the semester.</i>
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.
If the Student has not chosen their payment plan, Option 3 will be assigned to them by default. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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: Academic Information and Support

2.1. General Information

Staff

The ICEM staff are committed to creating a friendly and supportive environment where you can work, learn, and enjoy your experience. They are dedicated to ensuring fairness and equal opportunities for everyone to develop their skills and reach their full potential. The team will do everything they can to support you - all you have to do is ask.

Useful College Telephone/Fax Numbers:

College switchboard +968 24512000

College Fax +968 24521355

Key ICEM Contacts:

Dr Rami Hamad	Assistant Dean Academic Affairs	rami@icem.edu.om
Ms Hafedha Al Omairi	Assistant Dean Student Affairs and Registration	hafedha@icem.edu.om

College Timings

The class timings for students are as follows:

Morning Study for all programmes : 08:00 am - 04:00 pm

Evening Study for HSEM and Master Programmes : 04:00 pm - 08:00 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.

Study Patterns

- **Full-Time:** A full-time student studies 120 credits per academic year (two semesters), typically 6 modules per year. Some modules run for the full year, while others are completed within one semester.
- **Part-Time:** Part-time students complete the modules for a level over more than one academic year and typically study 3-4 modules per year.

Expected hours of study

A standard module size is 20 credits and equals 200 notional learning hours. Students can typically expect 4 hours of class contact per module per week which equates to approximately 60 hours contact per module with the remainder of the 200 learning hours taken up with self-study in the form of research, revision and assessment.

Semester timetable

A timetable will be available at the beginning of each academic semester, through the ARD. It will be published on the College website and Student Portal.

Programmes Offered

1. Programmes Affiliated with the University of Lancashire

- BSc (Hons) Facilities Management
- BEng (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

2. ICEM Programmes

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

The duration of study for all the undergraduate programmes is four years (excluding the Foundation Year). However, if a student decides to leave the programme at some point before completing the four-year period and has successfully completed all the modules, the student can be awarded:

- At the end of the first year a Certificate of Higher Education.
- At the end of the second year a Diploma of Higher Education
- At the end of the third year an Advanced Diploma.

Throughout the programme emphasis is placed on self-motivation, independent critical thinking, analytical depth and practical application. For programme specifications of each programme, please refer to the Programme Handbook.

Approaches to Teaching and Learning

Details of programme delivery and specific learning activities are provided in the Programme Handbook. In general, students can expect:

- A variety of teaching methods tailored to support different learning styles.
- Structured learning activities designed to develop both academic knowledge and practical skills.
- Access to general support services and learning resources, as outlined in the following sections.
- **Face-to-Face Delivery:** All modules will be delivered through face-to-face teaching sessions during the academic year.
- **Learning Materials:** A complete set of teaching resources will be prepared and uploaded to Blackboard, including:
 - Lecture handouts and notes
 - Reading materials
 - PowerPoint presentations
 - Video materials recorded by staff
 - Supplementary learning videos (e.g., curated YouTube content)
- **Recorded Lectures:** All recorded lectures will be made available on Blackboard to support revision and independent study.

Learning Resources

All staff involved in the programme are committed to supporting your academic development. Lectures, tutorials, workshops, and coursework are carefully designed to help you build the skills and knowledge required for success.

- **Teaching Methods:** A range of approaches are included in the Programme Specification to support different learning styles and encourage progression.
- **Independent Learning:** Students are expected to develop from dependent learners at entry to independent learners by graduation. This requires initiative, self-discipline, and active engagement with learning opportunities.
- **Preparation and Reading:** Lecturers may recommend background reading or exercises. You are expected to complete all necessary pre-reading and access materials on Blackboard before or after sessions.

- **Effort and Responsibility:** Learning is a personal responsibility. To keep pace with taught material, develop research skills, and collaborate effectively with peers, you must commit to substantial independent study alongside scheduled classes.

Personal Development Planning

The College actively encourages and supports students in achieving their Personal Development Plans (PDPs) through a variety of approaches:

- **Course Material and Experiences:** Opportunities for personal growth are embedded directly within the programme content and associated learning activities.
- **Programme Team Support:** The programme team, including Module Tutors and Personal Tutors/Advisors, provide guidance and encouragement to help students identify goals and track progress.
- **Individual Guidance:** Personal Tutors/Advisors are available to assist with queries, offer advice, and help students make the most of available resources to achieve their academic and personal development objectives.

Industrial Placement

Developing industrial skills is an essential part of a student's journey at the College. Graduate recruiters value evidence of practical skills and the ability to apply academic knowledge in real-world settings.

- **Available Modules:**
 - **Industrial Experience Module (OM1040)** – Optional, eight-week placement offered during the summer break after successful completion of Year 2.
 - **Industrial Placement Module (OM3000/Eidaad)** – Optional, one-year placement available after successful completion of Year 3.
- **Purpose:** These modules are designed to provide students with practical experience in industrial and commercial environments, enhancing employability and professional readiness.
- **Industry Links:** The College maintains strong connections with local companies across various industries, offering students valuable opportunities to gain hands-on experience.
- **Application Process:** Students interested in pursuing an industrial placement should contact their Personal Tutor or HoD for further details and guidance.

2.2. Academic Framework

The MODCATS Scheme

ICEM uses the MODCATS (Modular Course Structure and Credit Accumulation and Transfer Scheme) adopted from the University of Lancashire.

Under this system, the programme is divided into modules. Each module has its own learning outcomes, assessments, and credit value. A standard module is usually worth 20 credits.

To progress to the next year of study and successfully complete your programme, you must pass the required modules and earn the required number of credits.

For example, the minimum number of credit points required for the exit awards is as follows:

Category	Credits
Bachelor degree (Honours)	480 credits - 24 standard modules
Advanced Diploma	360 credits - 18 standard modules
Diploma of Higher Education	240 credits - 12 standard modules
Certificate of Higher Education	120 credits - 6 standard modules

Detailed information about each module, including learning activities, contact hours, independent study requirements, and assessments, can be found in the relevant Module Descriptor.

Programme Structure

The programme structures, including the list of module names and codes by year and level, are available in the programme handbooks

APM and Classification of Awards

The APM is calculated based on the marks achieved in specified modules as follows:

- The APM for Certificate of HE Award is calculated based on the average of all passed modules at level 4 (Year 1 Modules)
- The APM for Diploma Award is calculated based on a weighted average of all passed modules at level 4 (Year 1 Modules) and Level 5 (Year 2 Modules) using the ratio 1:2 for Level 4: Level 5.
- The APM for Advance Diploma Award is calculated based on a weighted average of all passed modules at level 5 (Year 2 & 3 Modules) and Level 6 (Year 3 Modules) using the ratio 2:3 for Level 5: Level 6.
- The APM for Honours Degree is based on the highest of:
 - average of the best 100 credits at Level 6. Or
 - a weighted average of best 100 credits at level 5 and best 100 credits at level 6 using the ratio 2:8 for Level 5: Level 6.
- The APM for master's degree is calculated based on the average of all passed modules.

Classification of award for undergraduate programmes is based on APM calculation.

APM from 70 - 100% First Class Honours

APM from 60 - 69.99% Upper Second Class Honours

APM from 50 - 59.99% Lower Second Class Honours

APM from 40 - 49.99% Third Class Honours

Master's awards shall be classified as Distinction, Merit, or Pass in accordance with the approved programme regulations. A minimum overall mark of 50% is required for the award of a Master's degree.

Master's Classification

Master's Classification	Typical Overall Mark
Distinction	70% and above
Merit	60%-69%
Pass	50%-59%
Fail	Below 50%

Grading System

The College is using the conversion method shown below, which was prepared by MoE, to calculate the Cumulative Grade Point Average (CGPA).

Table 4: APM to CGPA Conversion

Average Percentage Mark (APM)	UK degree classification	Status	CGPA
70+	First class honours	Excellent	4.0
65-69	Upper-second class honours	Very Good	3.7
60-64			3.3
55-59	Lower-second class honours	Good	3.0
50-54			2.7
45-49	Third class honours	Fair	2.3
40-44			2.0
35-39	Ordinary/Unclassified	Fail	1.0
Below 35			0.0

Attendance and Engagement

Attendance at all scheduled learning activities for each module is mandatory for all students. Students are expected to attend and actively participate in lectures, tutorials, laboratory sessions, workshops, and any other timetabled academic activities.

In cases of illness or other exceptional circumstances requiring an absence, students must notify their Module Tutor as soon as possible and provide appropriate supporting documentation where required. Requests for leave of absence should be submitted in advance whenever practicable and will be considered in accordance with college policies and procedures.

Regular attendance is essential for academic success and enables students to fully benefit from the learning opportunities provided by the College.

Class Attendance Policy

- **Class Attendance:** Students are expected to fully participate in their programme of study, engage actively with learning opportunities, and take responsibility for their own learning.
- **Scheduled Sessions:** Attendance and participation are required for all scheduled sessions and activities, whether delivered face-to-face or online.
- **Monitoring:** Attendance is monitored and recorded through the SIS system.
- **Consequences of Non-Attendance:** Persistent failure to attend classes may result in module failure or termination of registration. Students remain liable for tuition fees for the period they are registered.
- **Attendance Requirements:** Each module specifies a minimum attendance level necessary to meet award requirements, as outlined in the Programme Specification.
- **Absence Notification:** Students must notify Module Tutors of any absence in advance, or as soon as possible after the absence occurs.
- **Communication:** Students will receive daily email notifications regarding attendance and related matters.

Student Absences

- **First Warning:** If a student is absent for more than 10% of the total lecture hours, a warning will be issued through the SIS system to the student's email. The Personal Tutor will also be notified.
- **Second Warning:** If a student misses more than 20% of the total lecture hours for a module, a second warning will be sent via email. The Personal Tutor, HoD, and Counselor will also be informed.
- **Reports to Parents/Sponsors:** Attendance reports will be provided to parents or sponsors upon request.
- **25% Absence:** If a student misses 25% of the total lecture hours, they must submit a formal request to the Module Tutor to be allowed to sit the exam. The request must include valid reasons and supporting evidence. The Module Tutor and HoD will review and may accept or reject the request based on the justification provided.
- **50% Absence:** If a student misses more than 50% of the total lecture hours without valid excuses, they will not be permitted to sit the final exam or submit coursework. This will result in automatic module failure, and the student must retake the module.

- **No Substitute Assessments:** Academic staff are not permitted to provide substitute assessments for students who miss classes.

Excused Absences

- **Submission Timeline:** Students must file an excused absence within two (02) days of returning to class. The request should be submitted to the respective HoD, who will forward it to the ARD for review and consideration.

Valid Grounds for Excused Absence:

1. Medical Excuse

- A student may be excused if a signed and stamped medical certificate is provided.
- The certificate must clearly state the nature of the medical visit and the number of days of leave recommended.

2. Emergency Excuse

A student may be excused if sufficient evidence or documentation is presented for emergencies such as:

- Family emergencies
- Deaths in the family
- Accidents involving the student or a family member
- Other exceptional circumstances approved by the ADSAR

2.3. Programme Management

Programme Team

The programme is administered by a team of academic and non-academic staff in accordance with the regulations and policies of ICEM and the affiliate university.

Students also play a vital role in programme management. Their feedback and opinions help shape improvements and influence changes to the programme of study.

- **Head of Department (HoD)** Responsible for managing and organising the department.
- **Module Tutor** Responsible for delivering modules within the structure agreed at programme team planning meetings.
- **Personal Tutor / Advisor** Provides guidance and support for student queries, offering advice on resolving problems. Where necessary, the Personal Tutor will assist in arranging appointments with other services, such as Student Support Services.
- **University of Lancashire Course Leader** Ensures that students achieve the learning outcomes of the programme to a satisfactory standard.

Note: Students should always seek to resolve queries by first consulting the member of teaching staff most directly responsible (e.g., Personal Tutor or Module Tutor). These staff members are best placed to provide immediate, specialist advice.

Data Protection

- **Secure Handling of Information:** All personal information obtained from students and other sources in connection with their studies will be held securely by the College. This information may be used both during the programme and after graduation for a variety of legitimate purposes, which are explained during the enrolment process.
- **Data Sharing Requirements:** If a programme requires the sharing of sensitive personal information with a relevant professional body, the College will inform students before or at the time of enrolment. This ensures transparency and reinforces the importance of data protection.

External Examiner

An **External Examiner** is appointed to the programme to ensure that academic standards are consistent with those of other HEIs in the UK.

- **Role and Responsibilities:**
 - Ensures that programme standards and comparability are maintained.
 - Assures fairness in the application and implementation of assessment processes and procedures, in line with approved programme regulations.
 - Judges whether students have achieved the learning outcomes of the programme to a satisfactory standard.

2.4. Academic Progress and Termination of Study

Termination of Study

ICEM reserves the right to terminate a student's enrolment under the following circumstances:

1. Violation of the College Code of Conduct or the laws of the Sultanate of Oman.
2. A medical condition, certified by a licensed physician, that renders the student a danger to themselves or others.

Postponement / Interruption of Study

Students may apply for postponement or interruption of study, subject to approval by the MoE for sponsored students, the HoD, and the University of Lancashire.

Guidelines:

1. Applications must be submitted to ARD.
2. The application should clearly state the reasons and the requested duration of interruption.
3. All dues must be settled and clearance obtained before postponement begins.
4. Postponement may only commence once official approval has been granted.
5. A student may postpone studies for up to one year, and in exceptional cases, up to two years.
6. Retrospective interruptions are not permitted (students cannot apply for interruption after a semester has already passed).
7. Failure to attend classes without applying for interruption may result in termination by the Course Assessment Board.
8. Students wishing to interrupt beyond the authorised period or failing to enroll for an academic year without approval must seek readmission to resume studies.
9. Upon readmission, students will follow the current curriculum in place at the time of rejoining, with transfer credits assessed accordingly.

Withdrawal from the College

Students who wish to permanently withdraw must:

1. Complete and submit the Withdrawal/Postponement of Study Form, including reasons for leaving and clearance from relevant departments.
2. For University of Lancashire-affiliated programmes, withdrawal applications will be shared with the University.
3. Sponsored students must ensure their decision is communicated to the MoE.

Students on Academic Probation

A student will be placed on Academic Probation if they:

- Fail at least two modules and are unable to progress to the next academic year.
- Are absent from more than **25%** of total lecture hours.

Support Process:

- Students on probation will be assigned to a Personal Tutor/Advisor.
- An Initial Evaluation will be conducted to assess academic and personal needs.
- Results will be reviewed with HoD for recommendations.
- Based on recommendations, students will be referred either to:
 - **Module Tutors** for academic support, or
 - **SSSD** for non-academic assistance.

2.5. Assessment

The purpose of assessment is to provide students with the opportunity to demonstrate that they have achieved the learning outcomes of the programme and met the required standards for their award.

All modules are assessed. Students are expected to attempt all required assessments for each registered module at the scheduled times, unless authorised extensions, disability accommodations, or approved extenuating circumstances permit deferral.

Assessment Strategy

The programme uses a combination of formative and summative assessments. The weighting of exams, coursework, and practical assessments is specified in each module.

To pass a module, students must achieve an aggregate mark of 40%, calculated across all assessment components.

Notification of Assignments and Examination Arrangements

- Assessment requirements and deadlines will be communicated through timetabled sessions, module information packs, and Blackboard.
- Students must submit assignments in line with the Assessment Submission Criteria outlined in each assignment brief.
- Final examination timetables will be published on the Student Portal and emailed to students.
- Classroom allocations for examinations will also be displayed on the Student Portal.

Late Submissions

Unauthorised late submissions will incur penalties:

- Work submitted within 7 calendar days after the deadline (without an authorised extension) will be capped at a maximum mark of 40%.
- Work submitted after 7 calendar days without an authorised extension will receive a mark of zero for the first assessment attempt.
- However, late submissions will still be marked to determine whether the student has met the pass threshold:
 - If the work achieves the pass threshold, it will be treated as a re-assessment submission, capped at 40%, and the student will not be required to resubmit.
 - If the work does not meet the pass threshold, the student must undertake reassessment at the next scheduled re-assessment point.

Dealing with Difficulties in Meeting Assessment Deadlines

Assignments must be submitted by the deadline specified in the assignment instructions **or** module information pack.

If you anticipate difficulty in meeting a deadline, or if you miss or are likely to miss in-semester tests due to verifiable extenuating circumstances, you must submit a case with supporting evidence at the earliest possible opportunity. Cases will be considered in line with the College's Policies and Procedures on Extenuating Circumstances.

Extensions and Extenuating Circumstances

Grounds for Consideration Extensions or extenuating circumstances will only be considered if they are unforeseeable or unavoidable and have had a significant adverse impact on academic performance. Examples include:

- Significant illness or injury
- Death or critical illness of a close family member/dependent
- Family crises or major financial problems causing acute stress
- Jury service, maternity, paternity, or adoption leave
- Being a victim of a criminal act

Other circumstances beyond reasonable control may include:

- Previously approved medical operations or tests
- Sudden illness during an examination
- Unanticipated and unavoidable professional obligations

Circumstances Not Accepted The following will not normally be regarded as valid grounds:

- Events that could reasonably have been anticipated
- Minor accidents, injuries, or ailments
- Illness or accidents affecting friends/relatives (unless within three (03) days of an assessment deadline/exam or where the student is the sole caregiver)
- Religious observance or obligations
- Holidays, moving house, or other planned events
- Childcare issues that could have been anticipated
- Domestic problems without independent evidence
- Ignorance of regulations or assessment arrangements
- Misreading timetables or misunderstanding requirements
- Computer, printer, or IT failures (including Wi-Fi or Blackboard access issues during online exams)
- Notes lost, stolen, or destroyed (unless supported by a police or fire report)
- General financial difficulties
- Examination stress or panic attacks not medically diagnosed

Applying for Extensions and Extenuating Circumstances

Applying for Extensions

- Students may request an extension before the submission deadline by submitting the relevant form (ADAA-Form-14) to the Module Tutor, along with supporting evidence/documents.
- The Module Tutor, in consultation with the HoD and the Departmental Representative of the Student Assessment and Unfair Means to Enhance Performance Committee (SAUMEPC), will review the request based on the approved grounds.
- Relevant documents may later be submitted to SAUMEPC for ratification.
- If the evidence is accepted, an extension of 1-10 working days may be granted for coursework submission.
- Students will receive written confirmation of the extension period after consideration of their individual circumstances.

Applying for Extenuating Circumstances

- It is the student's responsibility to submit a request for consideration of extenuating circumstances to the SSSD using ADAA-Form-15, in accordance with published procedures and deadlines.
- Claims must be submitted within five (05) working days of the assessment, accompanied by corroborating evidence. Late claims will not be considered unless a credible and compelling explanation is provided.
- Submission of fraudulent documents will result in disciplinary action under College procedures.
- Once SAUMEPC accepts a case, flexible arrangements may be applied, such as:
 - Extending the coursework deadline
 - Setting a special examination paper
 - Allowing an exam to be taken outside the normal examination period
- Extenuating circumstances will only be approved where the impact is deemed significant, and may apply to a single assessment, multiple assessments, or both.

- All approved extenuating circumstances will be reported to the Assessment Board for consideration when determining results.

Marking and Feedback Following Assessments

- **Pre-Marking:** Pre-marking is not permitted for any assessments, except for project work, where staff may provide general guidance using examples.
- **Anonymised Marking:** The University requires all summative assessments to be anonymised wherever possible. Modules delivered at Level 4 are exempt from this requirement.
- **Assessment Methods:** HE modules are normally assessed through coursework and final examinations, as outlined in the Module Descriptor. Written assessments are first marked by the Module Tutor, in accordance with the Assignment Brief and Assessment Criteria. Anonymous marking will be applied wherever possible, ensuring student names remain hidden during the marking process.
- **Marking Conventions:**
 - Correct work is indicated with a tick.
 - Relevant information is acknowledged with a vertical line.
 - Incorrect work is marked with a cross.
 - Irrelevant but correct information is highlighted with a written comment and a line to indicate the extent of the irrelevant material.
- **Grade Band Marking:** Markers (Module Tutors and second marker/moderator) use the University's grade band marking scale. This scale assigns percentage points within class bands, encouraging markers to judge which band best fits the submitted work.
 - For assessments with definitive numerical criteria (e.g., multiple-choice tests, questionnaires, numerical answers), marks are recorded out of 100 and fall outside the fixed band system.
- **Moderation:**
 - After first marking, a random sample of scripts (minimum 10% or nine scripts, including high, middle, and low marks) is moderated by another academic staff member, normally in green ink.
 - Moderation ensures consistency, fairness, and adherence to criteria.
 - The moderator completes a moderation form (ADAA-Form-013) and submits it to the HoD/Head of GFP (HGFP).
- **Final Year Projects/Dissertations:**
 - All final-year undergraduate projects/dissertations must be double-marked.
 - The supervisor acts as the first marker, followed by a second marker.
 - If marks differ only marginally (within the same class band), the higher mark is awarded.
 - If marks differ significantly (beyond the class band), the final mark is determined through consultation between the two markers, and if necessary, a third marker.
- **Parity Review:** For large courses with multiple marking teams, a parity review may be conducted to ensure consistency. The Module Leader will select a sample of work from all teams. Markers and moderators will meet to compare marks, resolve discrepancies, and agree on final marks and feedback.

- **Oral Presentations/Examinations:** Where oral presentations or examinations contribute more than 25% of the overall module mark, at least two academic staff members must be present to witness and agree on the mark awarded.
 - *Note:* If the presentation is recorded and available for moderation, the presence of two staff members is not required.
- **Overall Module Marks:** Coursework and examination marks are weighted and combined, as prescribed in the Module Descriptor, to determine the overall module mark.
- **Feedback Timelines:**
 - For all assignments, individual feedback will be provided within fifteen (15) working days of the scheduled submission. Feedback may be delivered in oral, written, audio, or digital format, and will be posted on Blackboard.
 - For HE and GFP, feedback on Continuous Assessment and Mid-Term Exams will also be provided within fifteen (15) working days of submission/exam.
 - For Final Examinations, individual feedback will not normally be provided (except for GFP, where Module Directors provide feedback on Mid-Term Exams). Students may request generic feedback, which may include an outline of expected answers.
- **Affiliated HE Programmes:**
 - All marks awarded are considered provisional **until** reviewed by University of Lancashire Course Leaders and External Examiners for moderation.
 - Final confirmation of marks is made by the Module/Assessment Boards of the University of Lancashire, UK.

Grade Band for Undergraduate programmes

Numerical Mark to be awarded	Indicative language
100	Exceptional, creative, insightful, illuminating, inspiring, exciting, authoritative, challenging
94	
87	
80	Persuasive, sophisticated, original, reflective, ambitious, meticulous, critical, convincing, unexpected
74	
68	Fluent, thorough, analytical, precise, rigorous, confident, consistent, thoughtful
65	
62	
58	Satisfactory, clear, accurate, careful, congruent, coherent
55	
52	
48	Sufficient, adequate, descriptive, limited
45	
42	
35	Incomplete, inadequate, inconsistent, derivative, contradictory, superficial, irrelevant
30	Erroneous/wrong, missing, limited, insufficient, unstructured
25	Erroneous/wrong, missing, extremely limited, inappropriate, incoherent
10	Lacking, formless, detrimental
0	Absent/ No academic merit

Feedback on Assessments

The College is committed to providing clear, constructive, and legible feedback for all assessments. Feedback is designed to help you understand your performance, identify areas for improvement, and build on your strengths as you progress through the programme. You are expected to review and reflect on the feedback provided and use it to enhance your future work.

- **Assignments:** Individual feedback will be provided within fifteen (15) working days of the scheduled submission. Feedback may be delivered in oral, written, audio, or digital format, and will be posted on Blackboard.
- **Final Examinations:** Individual feedback is not normally provided. However, students may request generic feedback, which may include an outline of expected answers.
- **Continuous Assessment and Mid-Term Exams (HE and GFP):** Feedback will be provided within fifteen (15) working days of the scheduled submission or exam date.

Grade Band for Master programmes

Numerical Mark to be awarded	Level 4-6 Classification Band
100	Exceptional 1st
94	Very High 1st
87	High 1st
80	Mid 1st
74	Low 1st
68	High 2.1
65	Mid 2.1
62	Low 2.1
58	High 2.2
55	Mid 2.2
52	Low 2.2
45	Marginal Fail*
42	Mid+ Fail
40	Mid Fail
35	Fail
30	Fail
25	Fail
10	Fail
0	Non-submission / Penalty / No Academic Merit
* can be compensated. 50** Minimum Pass / Capped Mark	

Penalties for Over-Length Assignments

Assignment briefs will clearly state the required word count for each assessment. Students are expected to adhere strictly to these limits. Exceeding the word count may result in a reduction of marks, applied as follows:

- **Written Assignments:**

- If the word count exceeds the stated limit by a small margin (up to 10%), a minor penalty may be applied.
- If the word count exceeds the limit by more than 10%, a more substantial penalty will be applied, which may include capping the mark or reducing the grade band.

The exact penalty will be determined in line with the College's assessment regulations and communicated in the Assignment Brief.

For written assignments that exceed a word count limit by:

0-10%	:	no penalty
+>10.1% - 20%	:	2.5% reduction in mark
+>20.1% - 30%	:	5% reduction in mark
+>30.1% - 40%	:	7.5% reduction in mark
+>40.1% - 50%	:	10% reduction in mark
+>50.1% - 60%	:	12.5% reduction in mark
+>60.1% - 70%	:	15% reduction in mark
+>70.1% - 80%	:	17.5% reduction in mark
+>80.1% - 90%	:	20% reduction in mark
+>90.1% - 100%	:	22.5% reduction in mark
>100%	:	25% reduction in mark but no student will fail an assessment because of a penalty for exceeding the word limit

Examination Rules

Before the Examination

- Students must arrive at the examination hall at least 10 minutes before the scheduled start time.
- Students must present a valid ID card or passport together with their Examination Hall Ticket before entering the examination hall. Students without proper identification will not be permitted to sit for the examination.
- Students are prohibited from bringing any printed materials into or out of the examination hall unless specifically authorized by the invigilator.
- Entry to the examination hall will not be permitted 30 minutes after the examination has commenced.
- Students who arrive more than 30 minutes late will be marked absent and awarded a zero (0) mark for that examination.
- Mobile phones must be switched to silent mode and kept inside students' bags. Handbags, vanity bags, and other personal belongings must be placed away from the examination desk.
- Students may bring bottled water into the examination room.

- Students are not permitted to leave the examination hall during the final 15 minutes of the examination.
- Students must sign the attendance sheet as instructed by the invigilator(s).

During the Examination

- Students must sign the attendance sheet as instructed by the invigilator.
- Mobile phones must be switched off before entering the examination hall and placed in the designated area, as directed by the invigilator. Students are strictly prohibited from accessing or using their mobile phones once the examination has commenced.
- Students must not communicate or attempt to communicate with other students during the examination.
- Smoking is strictly prohibited within the examination hall.
- All answers must be written in black or blue ink unless otherwise instructed.
- For final examinations, Higher Education (HE) students must write their University of Lancashire student number only and must not write their names on the examination script.
- Dictionaries are not permitted unless specifically authorized for the examination.
- Students may not ask questions relating to the examination content. Questions may only be raised to report apparent errors or issues in the examination paper.
- Students requiring assistance must raise their hand and wait for the invigilator. Students requiring medical attention will be escorted as necessary.
- All examination materials, including question papers, answer booklets, and any rough work, must be returned to the invigilator before leaving the examination hall.
- Students are not permitted to leave the examination hall during the first 30 minutes of the examination.
- Students who finish the examination before the end time must raise their hand and remain seated until their script has been collected. They must leave the room quietly and will not be permitted to re-enter.
- In the event of a fire alarm or emergency evacuation, students must follow the invigilator's instructions, leave all examination materials behind, and evacuate in accordance with the College's emergency procedures.
- Toilet breaks are normally not permitted during examinations. Students may leave the examination hall only in cases of medical necessity or other genuine emergencies and must be escorted by an authorized member of staff. Students who leave the examination hall will not be permitted to re-enter. Any academic implications arising from such circumstances will be considered in accordance with the College's Extenuating Circumstances Policy.
- Any incident of disorderly, disruptive, or inappropriate behaviour will be formally reported and may result in the student being required to leave the examination hall and/or face disciplinary action.
- Students must bring and use their own calculators, pens, rulers, and other permitted stationery. The College will not provide these items, and borrowing or sharing materials during the examination is strictly prohibited.
- Students who become ill during the examination must inform the invigilator immediately so that appropriate action can be taken.
- Students must stop writing immediately when instructed by the invigilator at the end of the examination. Failure to comply may be treated as a breach of examination regulations.

Unfair Means to Enhance Performance

Definitions

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

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the 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 students' consent with his/her consent. It also includes when two (02) or more students divide the elements of an assignment amongst themselves and copy one another's answers.
- Using technological aids and 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 research data or results such that inaccurate information is reported.
- Academic misconduct will occur where a student uses technological aids and/or 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 assessments 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 SAUMEPC 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 module tutors 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 with associated with 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:
 - student gets capped at the component level following reassessment - GA Flag, Or
 - 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
- Students 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 College/Affiliate 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 is the student 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.

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 university 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 the work of the student. Students must cite the 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.

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 SAUMEPC by the Marker/Module Tutor and by HGFP. (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 HGFP. (ADAA-Form-17).
- All exam incidents are reported to the Chair of the SAUMEPC by the Invigilators and by HGFP (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 provide the student with an opportunity to be heard and present their case before a final decision is reached.
- 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 the 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.
- 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.

Course Assessment Boards

It is the responsibility of the Course Assessment Boards to determine, based on the overall student profile, any applicable compensation and reassessments and to determine results for each student in relation to their progression or award. Results determined by Course Assessment Boards shall not be subject to revision by other Boards.

- The decision to offer reassessment to a student is at the discretion of the Assessment Board. The reassessment shall be offered to a student who does not achieve an aggregate mark of 40%, aggregated across all assessments in the module (ADAA-Form-23).
- Where the module does not require the student to pass each component of assessment, but the module is failed on aggregate, the student is required to be reassessed in the failed component, the maximum mark which may be awarded for any reassessed component will be the minimum pass mark (40), and this mark will contribute to the overall aggregate mark for the module.
 - if following re-assessment, the capping of the component mark prevents the student from passing the module, the module mark will be capped rather than the component mark.
- Reassessment takes place before the start of the following academic year.
- 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 a separate second attempt.
- Students who have failed credits and are unable to proceed to the next academic year, will receive ‘Repeat credits – uncapped recommendation’. This is allowable for up to 120 credits at Stage One (Level 3/4) and 120 credits at Stage 2 (Level 5/6) during the duration of their studies.
 - All assessments will be marked on the full mark range i.e. not capped at minimum pass mark.
 - Any repeat credits exceeding the limits (detailed above) will be capped at the minimum pass mark.
 - This uncapped repeat credit is only available once per module and must not exceed the limits (detailed above)
- 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).
- Foundation students who fail a module are allowed to repeat the module during the next semester.

Module Compensation

- Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal or is offset by good performance in other components of his/her study programme.
- A Course Assessment Board may, at its discretion, compensate for failure in a module where, in its considered academic judgment, the compensation is fair and reasonable in relation to the learning outcomes of the programme and the standard of the student’s performance.
- Compensation must not be applied when the module mark falls below the threshold mark of 30% for undergraduate programme and 45% for Master programmes.
- Compensation should only be considered and applied once students have undertaken all assessment and re-assessment opportunities to try and achieve a pass mark in each module.
- Compensation cannot be applied to modules which have failed because of academic misconduct.
- The number of standard modules (20 credits) which can be compensated within an award is limited and is as:
 - 2 modules (40 credits) at Level 4;
 - 1 module (20 credits) at Level 5; and
 - 1 module (20 credits) at Level 6.
 - Honours degree students (Year 4) may have an additional 20 credits at either L5 or L6.

Exclusion from a programme during an academic session for academic reasons

Students’ studies can be terminated by the Course Assessment Board if the student’s academic progress is deemed unsatisfactory. This means that the student does not meet the academic or other course specific progression requirements, or the student fails to fulfil module/course attendance requirements. Where it becomes clear that a student will not meet the academic or other specific progression requirements, the Chair of the appropriate Course Assessment Board may require a student to interrupt or discontinue their study. In such cases the student will have the same right as under the Academic Appeals procedure.

Appeals against Assessment Board Decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified as below. You cannot appeal simply because you 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.

Appeals on Dismissal

Any student who has been dismissed from the programme may appeal to the SMGC through the SSSD. The appeal should be submitted within seven (07) working days of receiving the decision. A student who has been allowed to continue based on appeal shall be required to sign an undertaking. Failure to return to normal status in the following semester shall result in dismissal without further appeal.

Grounds for Appeal against Assessment Board and SAUMEPC 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:
 1. That an Assessment Board has given insufficient weight to extenuating circumstances;
 2. 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;
 3. That there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
 4. 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 evidence to the SSSD within two (02) weeks (10 working days) from the results being published or being notified about SAUMEPC decision of the 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:

First Stage Appeal: ADAA Appeal

- First Stage Appeals must be lodged with the ADAA within two weeks of the official notification of SAUMEPC decision or publication of the results on students' portal (ICEM or University of Lancashire).
- The ADAA, accompanied by independent HoDs, hears the appeal and is responsible for arranging a time with the student, usually within fourteen (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 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 seven (07) 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 seven (07) days of the first stage appeal hearing.
- College appeals will be heard by an appeal panel normally consisting of the Dean and two independent HoDs.
- The powers of the College Appeals Panel are:
 - a) 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;
 - b) To uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Board for decision;
 - c) To turn down the appeal and uphold the original decision of the Assessment Board.

2.6.Students' Research Project/Dissertation

Introduction

All students are required to refer to their respective module descriptors for complete details.

- Mechanical Well Engineering: MP3995 Project (20 credits)
- Facilities and Construction Project Management: BN3990 Dissertation (20 credits)
- Fire Safety Engineering: FV3900 Fire Science Dissertation (20 credits)
- Fire Safety Management: FV3500 Fire Studies Dissertation (40 credits)
- Health, Safety and Environmental Management: FV3990 Management Dissertation (20 credits)
- Mechanical Maintenance Engineering and Advanced Manufacturing and Digital Fabrication: OM3906 Project (20 credits)

Instructions for Students

The dissertation/project module is a crucial component of the Honors Degree programme as it seeks to offer students the chance to cultivate independent research and assessment skills, and broaden their comprehension of managerial, technological, and/or scientific aspects within their academic discipline. Individually, students are mandated to undertake an in-depth study that encompasses theoretical, experimental, investigative, or computational analysis, industrial problems, or a combination of these. Through the teaching and learning strategy, the module also elevates students' skills, such as written communication skills, autonomous planning, execution, and dissemination of research outcomes.

1. All dissertation/project students should identify a supervisor who will guide them through the entire year and will also ensure parity of standard and assessment.
2. All students are expected to choose a topic based on their interest (options provided below):
 - List of research topics will be suggested by departments. This will be sent to students during the first week of the academic year.
 - Any topic selected by students based on their interest (subject to staff expertise availability).
 - Continuation of Year 3 research project proposal.
 - Industrial problems through departments / students.
3. All topics identified are initially approved by the supervisor and subsequently by the respective HoD.
4. Students are required to submit their dissertation/project proposals by the deadline which will be fixed by individual departments.
5. The proposal should include the aims and objectives, the rationale for the research, a brief literature review and a very brief outline of the approach/methodology for data collection together with any ethical considerations. For the format of the initial proposal, students are required to use RF-Form-10 Final Year Project Proposal Form including the risk assessment section.
6. Students are expected to submit the RF-Form-11 Research Ethics Form if ethical declaration is required, to the project supervisor for record purposes.

7. Students must include the following statement in their dissertation/project: *“this dissertation/project is my own original work and has not been submitted elsewhere in fulfilment of the requirements of this or any other award”*. Students are advised to retain all the data and materials relating to their dissertation/project (including lab books) until they graduate.
8. It is the students’ responsibility to carry out all work including topic identification, submitting proposals, carrying out investigations and writing the final document.
9. It is the students’ responsibility to meet his/her supervisor on a regular basis (timetabled and based on requirement).
10. Any dissertation that has not been regularly supervised by an academic staff will not be accepted.
11. All students are expected to follow the guidelines described in the dissertation work plan prepared by the department and shared with students.
12. Students should submit the chapters of his/her dissertation to the supervisor through Blackboard as per the scheduled submission dates.
13. The student should submit the final version of the dissertation/project on Blackboard.
14. Two bound copies of the dissertation / project are required for final submission. The front cover page can be obtained from the supervisor.
15. The supervisory relationship is a professional academic relationship where both student and supervisor should aim to develop a relationship based on mutual trust and respect. Other forms of support are available through the Personal Tutor or the College services departments.

Dissertation Programme (work plan)

At the start of each academic year, each department should provide Final Year students with the dissertation work plan. The plan shows the specific dates for submissions and receiving feedback. It is vital that students meet their supervisor to receive necessary support to complete the dissertation.

Frequency of Supervision

Supervision meetings are tailored to the needs of the student, the research topic and the stage of the project. Students are responsible for negotiating their own supervision schedule. Generally, most students will meet monthly.

Students should meet their supervisors at least within the first week. Students are recommended to have at least one formal meeting with their supervisors each month.

Word count on the Dissertation Guidelines

The length of the dissertation should be strictly adhered to as per the module descriptor excluding the abstract, content pages, any appendices, list of references and bibliography. Dissertations deemed unnecessarily in excess of the amount specified will be penalized as follows:

- <30% exceeding (5% reduction of your overall mark)
- 30% - 40% exceeding (10% reduction of your overall mark)
- 40% - 50% exceeding (15% reduction of your overall mark)
- 50% - 60% exceeding (20% reduction of your overall mark)
- >60% Dissertation will be rejected

Referencing

Harvard referencing style is the preferred method of referencing work.

2.7. Publication and Intellectual Property Rights Policy

Purpose

This policy aims to facilitate the protection of intellectual property generated during any research, scholarly and or consultancy activities in the College. It was developed to maintain high ethical standards in publication resulting from research and scholarly activities; and to protect intellectual property rights.

Scope

This policy covers:

1. All academics, staff and students engaged in sponsored projects / consultancies, in-house projects and any other initiatives of the College as well as visiting scientists / academics / staff who carry out research at the College.
2. All published (printed or electronic) works resulted from research and scholarly activities of staff and students.

Responsibility

Dean, REC, ADAA, HoDs and HR shall implement and comply with this policy.

Policy Statement

1. Intellectual Property (IP) refers to intangible knowledge products that arise from the intellectual output of inventors, including academics, staff, students, and other employees at ICEM. IP can result from in-house or sponsored research, industrial consulting, or other forms of collaborative Research and Development. Any invention developed at the College is the property of ICEM. Depending on the nature of the IP generated, it may be protected under local and/or international laws.
2. All Intellectual Property Rights (IPRs) pertaining to research and consultancy activities conducted at the College (including staff research, student research and final year projects) shall be owned by the College, except in cases of joint, sponsored, or collaborative activities where ownership will be determined through mutual agreement.
3. IPRs for inventions resulting from research and/or consultancy projects carried out on behalf of sponsoring agencies or in collaboration with others shall be jointly owned by ICEM and the sponsoring/collaborating parties, if they share the costs associated with filing and maintaining the IPR. If not, the College may, at its discretion, file the application with exclusive ownership, and bear the full costs of filing and protecting the IPR.
4. In consultation with the inventor, the College shall have authority for decisions concerning the route of commercialization or transferring a particular IP.
5. The licensing and royalty revenues generated by College IPs serve as a strong incentive for staff involvement in technology licensing and support and continued investment in research and technology transfer. ICEM shall share any revenues received from commercialization efforts with all inventors involved (50% to the inventor(s), and 50% to ICEM).
6. The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.

7. If any disputes arise between ICEM and inventors regarding the implementation of the IP policy, the inventor(s) may appeal to the Dean. The Dean will address the concerns raised by the inventor(s), and the decision shall be final and binding on both the College and the inventor(s).
8. Staff and students must appropriately acknowledge, and reference all works utilized in their research and scholarly activities, as well as disclose all sources and support received during the process.
9. The College is not responsible for any acts of academic misconduct committed by staff and students in the conduct of research and scholarly activities.
10. ICEM shall be the owner of copyright on work / teaching material created by ICEM staff with significant use of ICEM resources. If the teaching material is prepared by the author on behalf of a funding agency, then the copyright will be shared between the College and the funding agency.
11. ICEM shall not claim ownership of the copyright on books and publications authored by ICEM staff, but ICEM should be acknowledged appropriately.
12. All publications of staff acquired at the time he/she is employed at ICEM, whether self, internally or externally funded, must mention affiliation with the College.
13. Evidence of the publications (i.e. abstracts, links) must be submitted before any such publications or scholarly activities can be included in the College annual report.
14. All the patents belong to the College if it fulfills the following: The invention is funded by the College; the invention is developed using facilities or resources of the College and the invention is developed as part of the regularly assigned duties of the inventor.

Statement of Authorship

An author should satisfy the following conditions:

1. The author has significant intellectual contributions in the research whether in terms of conceptual design, data collection and analysis, and/or interpretation and presentation of reports.
2. Can defend the major aspects of the research study.
3. Has made a significant contribution in the preparation of the manuscript and was involved in the review and approval of the final draft.

Violations of this policy include:

1. Intentional or unintentional exclusion of an author.
2. Accepting authorship for publication does not satisfy the conditions of authorship.
3. Inclusion of people or a group of people as authors in a research and/or scholarly activity which does not meet the conditions of authorship.
4. Inclusion of people or a group of people as authors based on courtesy, prestige, favor, or obligation.

Academic Calendar: Appendix 1

Section 3: Student Voice Channels

You can play an important part in the process of improving the quality of your student experience through your feedback.

Different communication channels are developed to support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. You will be requested to complete various questionnaires throughout the academic year for all services provided, including your feedback on academic and non-academic staff.

3.1. Student Advisory Council (SAC)

The SAC is a student-led, democratic body established to enhance the overall student experience at the College. The SAC serves as a platform through which students can actively contribute to the development of their academic and campus life by representing the views and interests of the student community.

At the beginning of each academic year, students shall elect representatives from among themselves to serve on the SAC. The elected members shall, in turn, elect a Chair and a Vice Chair from within the Council.

The SAC shall be responsible for the following:

- Identifying the needs, interests, and concerns of students.
- Representing and communicating the views of the students they serve.
- Raising student issues with relevant College staff and providing feedback to students on the outcomes and actions taken.
- Maintaining awareness of relevant College policies, rules, regulations, and procedures.
- Proposing student-focused activities and initiatives throughout the academic year, together with the required budget and resource requirements.
- Promoting constructive dialogue and collaboration between students and the College to support continuous improvement of the student experience.

Through its activities and engagement, the SAC plays a vital role in ensuring that students' voices are heard and considered in matters affecting their academic journey and overall well-being.

3.2. Student Representatives

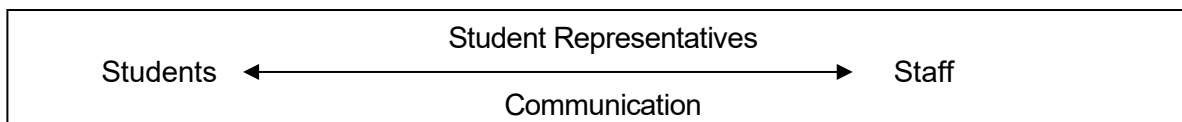
Student Representatives are elected by their peers within each academic programme to act as the voice of the student body and raise any issues, concerns, or feedback related to the programme. They represent their fellow students at Student–Staff Liaison Committee (SSLC) meetings, which are typically held once per semester. To ensure broad representation, at least one student from each year of study within every programme will be elected to serve in this role.

In addition, each programme will elect at least one Main Representative and one Assistant Representative to represent the student body on the Student Experience Committee (SEC). These representatives play a key role in communicating students' perspectives, contributing

to discussions on the overall student experience, and supporting continuous improvement initiatives across the programme.

Why does the College need Student Representatives?

To ensure that there is effective communication between the students and the staff.



Student Representatives play an important role in fostering effective communication between students and College staff. They support students by ensuring that their suggestions, observations, views, opinions, and concerns are communicated to the appropriate College staff who can address them. At the same time, they support staff by keeping students informed about decisions, actions, and developments that may impact their programme and overall learning experience.

Effective Student Representatives can make a meaningful contribution to enhancing the quality of education and the student experience. By acting as a constructive link between students and the College, they help drive positive change, promote student engagement, and contribute to strengthening the reputation and success of the programme and the College as a whole.

3.3. Student Staff Liaison Committee Meetings (SSLC)

The purpose of SSLC meetings is to provide the opportunity for Student Programme Representatives to give feedback to staff about the programme, and to inform students about the overall student experience and to inform them about developments which will improve future programmes. These meetings are normally scheduled once per semester.

3.4. Student Experience Committee (SEC)

The purpose of the SEC is to provide the opportunity for Programme representatives to give feedback to staff about the Programme, the overall student experience and to give information about developments which will improve future Programmes. This Committee normally meets once every semester, and the aim is to discuss issues related to student life at the College and general student experiences. The committee is comprised of a diverse and inclusive group of individuals who play important roles within the College.

3.5. Student Feedback

You can play an important part in the process of improving the quality of your programme and services through your feedback. You will be asked to provide feedback in several ways such as the Student Staff Liaison Committee meetings (SSLC) and Student Experience Committee Meetings (SEC), Student Satisfaction Survey, and Module Evaluation Questionnaires (MEQ). We would encourage you to do so, it is only with your help that we can 'improve the margins' and make student life better.

Section 4: Tutoring and Support

4.1. Personal Tutor/Advisor

The Personal Tutor/ Advisor System is an initiative set in place to help you not only settle into life in Higher Education but also to better understand what is expected from you as a student at the College. Every student is given a Personal Tutor/ Advisor from within the department during the induction period. Your Personal Tutor/ Advisor will be your first point of contact if you wish to discuss any problems or issues (academic or not) which you are faced with while at the College.

Your Personal Tutor/ Advisor will listen to your problem and then advise you as best they can on how to resolve it. As they are academic experts, they might not be able to assist you with all your queries but will assist you in setting up an appointment with someone else who is better equipped to help you, such as Student Support Services Department. Your personal tutor/ advisor will normally:

- Offer academic advice throughout the year,
- Monitor your attendance, progress and attainment through the year,
- Offer personal guidance, referring you to relevant College/University support services where appropriate,
- Support you in the context of any disciplinary matters and issues of Extensions of Time, Extenuating Circumstances, Appeals, etc.

You should:

- Make use of your Personal Tutor/ Advisor.
- Make sure you know where their office is and how to contact them.
- Watch out for emails or notices asking you to attend meetings with your Personal Tutor/ Advisor.
- Attend any meetings that your Personal Tutor/ Advisor arranges.

4.2. Student Peer Tutor Procedures

Purpose

The **Student Peer Tutor Scheme** is designed to enhance student learning, academic success, engagement, progression, and retention through peer-assisted learning. It also provides high-achieving students with opportunities to develop leadership, communication, teamwork, and employability skills.

Scope

This procedure applies to Student Peer Tutors appointed by academic departments to support students enrolled in the GFP and HE programmes.

Eligibility

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

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

Departments may establish additional criteria depending on the module or programme requirements.

Scope of Support

Peer Tutors may provide academic and learning support to GFP and HE students, subject to approval by the HoD. Support may include:

- Tutoring and revision sessions
- Study skills development
- Academic mentoring
- Other approved peer-learning activities

Selection and Appointment

Peer Tutors are identified and appointed by academic departments based on need. The process normally includes:

- Identification of suitable students by academic staff
- Review of academic performance, attendance, and disciplinary records
- Confirmation of successful completion of relevant modules
- Approval by the HoD

Successful candidates receive formal notification of their appointment and assigned responsibilities.

Appointment Period

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

Workload

Peer Tutors should not normally undertake more than six (6) hours of tutoring or support activities per week during teaching periods.

Roles and Responsibilities

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

Peer Tutors shall not:

- Deliver formal lectures independently
- Assess or grade student work
- Complete assignments for students
- Provide answers during examinations or assessments
- Access confidential student information
- Engage in any activity that compromises academic integrity

Supervision and Evaluation

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

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

Academic Integrity

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

Recognition and Benefits

Subject to College approval, Peer Tutors may receive:

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

Reporting

Supervising staff or departments may request activity reports and records from Peer Tutors for monitoring and evaluation purposes.

Section 5: Complaints, Grievances, and Misconduct

5.1. Complaints and Grievances Procedure for Students

Definitions

A **complaint** is a problem or concern raised by a student who considers they have been wronged because of an action, decision or omission within the control or responsibility of the College.

A **grievance** is a complaint to be investigated according to formal complaint handling processes. This includes complaints that cannot be resolved through informal processes or mediation, and matters relating to allegations of misconduct where disciplinary action against a student may be the outcome of the investigation.

An **appeal** is a request for reconsideration of a decision.

Nature of Complaints

Students may raise complaints or grievances in relation to administrative decisions, including but not limited to:

- decisions by administrative staff affecting individuals or groups of students.
- administration of policies, procedures and rules of the College.
- standard of service received through the College administration; or
- access to resources or facilities.

Students may raise complaints or grievances in relation to misconduct by a College staff member via SSSD.

Students may raise complaints or grievances in relation to misconduct by another student via SSSD.

Anonymous complaints are not recognized as formal ones.

Timeliness

Students must submit any complaint or grievance within two weeks after the event, decision or action which is the subject of the complaint or grievance.

Complaint procedure

The cause of a complaint can range from a very minor matter such as a misunderstanding between a student and a member of staff to a failure by the College to provide the service that a student should reasonably expect.

- If the complaint is about a minor matter, it should be dealt with at the lowest possible level (i.e. to raise with staff in charge) and, preferably, at the time of the incident or to get support from a member of SSSD.
- If the matter is not resolved, then it can be brought to the notice of the HoD who will attempt to solve it informally between the two parties.
- If the student is still not satisfied, he / she can make a formal complaint in writing and submit it to the SSSD within two weeks from the time of the incident.

Formal Complaints/ Grievance

Formal complaints should describe the incident or issue as fully and accurately as possible and should explain what, if any, action has been taken to resolve the complaint informally.

Formal Complaints Procedure

- Formal complaints will be considered, in the first instance, by the SSSD, to decide how the complaint will be processed.
- Depending upon the nature of the complaint, the SSSD will conduct an interview with the students.
 - For an interview, the SSSD forms a panel.
 - The student may be accompanied by a friend or a student representative.
 - If the complaint is about a member of staff, that member of staff is given a copy of the written complaint and is invited to be present at the interview or hearing.
- All investigations, proceedings and written communication are treated as confidential within the terms of the regulations and the remit of the law.
- Throughout the interview all parties are expected to display courtesy towards one another, and the panel ensures that the proceedings are non-confrontational.

Procedure for Complaints Interview

- The student presents the complaint verbally.
- The staff concerned responds and clarifies.
- The panel asks questions for further clarification.
- The panel considers the evidence and makes conclusion.
- The conclusion is provided to all the parties in writing within five (05) working days from the date of the interview.

Appeals Procedure

- **First Stage Appeal**
 - If a student wishes to appeal the panel's decision, he/she must submit the grounds for the appeal in writing to the relevant Committee through the SSSD within two weeks of the decision.
 - Requests for appeals must be in writing using the form available in **Appendix 2**.
 - Appeals received outside the stated timescales are ruled invalid.
 - The committee concerned calls a formal hearing in the presence of the student and/or the staff concerned. All parties present their cases with evidence.
- **Second Stage Appeal**
 - If a student wishes to appeal against the decision of the committee, he/she must put grounds for the second appeal in writing to the Dean via SSSD within two weeks.
 - Requests for appeals must be in writing using the form available in **Appendix 2**.
 - Appeals received outside the stated timescales are ruled invalid.
 - The Dean makes the decision at his discretion. This decision is final.

5.2. 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:

- a. **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.
- b. **Physical harassment** includes any non-consensual physical contact such as touching, pushing, blocking someone's movement, or using intimidating physical gestures.
- c. **Verbal harassment** involves inappropriate or offensive comments, including sexual remarks, insults, degrading language, or obscene expressions directed at an individual.
- d. **Sexual misconduct** is any unwanted sexual act, request, or behaviour, including harassment, coercion, or assault, that has a sexual nature.
- e. **Abuse of power** occurs when an individual in a position of authority such as a staff member, or supervisor uses their role to pressure or influence a student into actions or relationships that they would not freely choose.
- f. **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.

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.

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

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 reports 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 the Department.
- The Line Manager of the 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 6: Appendices

Appendix 1: ICEM Public Academic Calendar 2026/2027

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'ā Wal 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 2: Academic Forms

The list of forms below can be downloaded using the link provided:

<https://portal.icem.edu.om/>

- A. EXTENUATING CIRCUMSTANCES REQUEST FORM
- B. COURSEWORK EXTENSION REQUEST / APPROVAL FORM
- C. EXTENUATING CIRCUMSTANCES REPORT
- D. REPORT OF UNFAIR MEANS TO ENHANCE PERFORMANCE
- E. UNFAIR MEANS TO ENHANCE PERFORMANCE: CHEATING, PLAGIARISM & COLLUSION
- F. APPEAL AGAINST UMEP COMMITTEE DECISION
- G. APPEAL AGAINST ASSESSMENT BOARD DECISION
- H. RE-ASSESSMENT NOTIFICATION FORM
- I. REPEAT MODULE NOTIFICATION FORM
- J. PERSONAL TUTORING/ACADEMIC ADVISING FORM
- K. PERSONAL TUTORING/ ACADEMIC ADVISING –Student Details
- L. PERSONAL TUTORING/ACADEMIC ADVISING MEETINGS REPORT
- M. STUDENT COMPLAINT FORM
- N. RESEARCH ETHICS APPLICATION FORM FOR RESEARCH / DISSERTATION PROJECT
- O. DISSERTATION / PROJECT PROPOSAL FORM
- P. RISK ASSESSMENT FORM

Appendix 3: Parking Plan

