



الكلية الدولية للهندسة والإدارة International College of Engineering & Management

STUDENT HANDBOOK – HIGHER EDUCATION 2023-2024

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Welcome to the International College of Engineering and Management

Making the decision to go to College or University to continue your education and then choosing which College or University and which programme to study will change your life. I hope that between our website and our prospectus you will find all the information you require to make an informed decision about your future and which ICEM programme is the right one for you. At ICEM you will be at the heart of everything we do. Our programmes are very practical and we aim to give you the best possible chance of a fantastic career. It is this that means we are "Empowering minds and Powering careers". It is really important to me that you choose the right programme, but more importantly the right programme for you. I am confident that ICEM can offer you interesting, challenging, and exciting programmes that will provide you with a secure foundation for your future career.

This handbook is intended to be a source of information on the academic and non-academic aspects of your programme. You will find information on the programme you will be taking together with an examination and assessment regulations, as well as other rules and regulations of the college/university.

Please read this handbook carefully and make sure that you understand what is required of you. If you find that there are points you do not understand or wish to discuss further, do not hesitate to contact your Head of Department.

We value your participation and your feedback. We hope you will make a contribution to the department, whilst making full use of the resources at your disposal to develop your potential.

Finally, it is worth keeping this handbook as it contains information you may wish to refer to throughout the programme.

Dr Yingkui Zhao

Dean

ICEM Vision, Mission and Values

Vision

To be an internationally recognized institution of higher and professional education, research and community engagement.

Mission

To provide high quality education that prepares students in the areas of engineering and management for national and international markets through innovation and research.

Values

ICEM shall make a major contribution to the intellectual capital of Oman and the region, through:

1. **Excellence.** We are continuously striving to be better and to maintain high quality standards.
2. **Integrity.** We adhere to moral and ethical principles as well as national and international professional and academic regulations and conventions.
3. **Professionalism.** We strive to be diligent, proactive, effective and efficient.
4. **Equality.** We respect each and every member of our College community.
5. **Transparency.** We actively foster an open and free environment and combat fraudulent and insincere practices on all levels.

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 a 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 the appropriate resources, tools and strategies.

Student Charter

The Student Charter has been developed by the College and the Students Advisory Council so that students gain the maximum from their experience. The Student Charter reflects the values of ICEM. It sets out what students are responsible for and what they are entitled to expect. We are a scholarly community committed to the common enterprise of learning in an environment that respects diversity in all its forms, and to the principles of justice, equity and the pursuit of excellence. Read the full Student Charter on ICEM Website.

Section 1: College Information

1. College Services

1.1. Student Support Services

1.1.1. Student Services

The Student Support Services Department (SSSD) is located in the main building and has designated staff as detailed in Section 2.1.1. Students are encouraged to visit the SSSD during college hours for non-academic support and guidance. Coming to college can be a significant transition, the team strives to make students' experience enjoyable and fulfilling. SSSD dedicated team of friendly and approachable staff is 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, managing finance, disability support and ensuring personal safety.

The Student Support Services Department oversees various activities organized within the College working closely with other departments, such as the college clinic, the Student Counsellor Office and Career Guidance Department to achieve both academic and psychological stability. By providing assistance and guidance, the SSSD helps students become active members of the college community and develop their interpersonal skills.

In some cases, students may require specialized counselling to ensure they get the most of their time at ICEM. The SSSD is committed to offering the necessary support and providing a safe space for students to explore and address any concerns they may have. These concerns might include:

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

The Student Counsellor understands that instant solutions may not always be possible, but they are here to provide a listening ear and assist in raising your self-awareness and exploring various possibilities.

1.1.2. Admission & Registration

The Admission & Registration Department is located in the main building and has designated staff as detailed in Section 2.1.1. The department is responsible for maintaining students' academic records and personal details from the time of enrollment until graduation. At the Admission & Registration Department, students can obtain information about:

- Enrolment processes through Higher Education Admission Center (HEAC), ICEM, and Affiliate University.
- Issuing Acceptance letters, grades, enrolment status.
- Issuing ICEM ID Cards.
- Issuing offer letters to progressing students and new students.
- Information packs for students interested in continuing their studies at UCLan.
- Clearance procedures, graduation documents and transcripts.

Entry Criteria for Admission to Higher Education Programmes

- Candidates must possess the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent
- Candidates must have studied Pure or Applied mathematics to apply for the following programmes:
 - BSc (Hons) Fire Safety Management (FSM)
 - BSc (Hons) Health, Safety and Environmental Management (HSEM)
 - BSc (Hons) Facilities Management (FM)
 - BSc (Hons) Construction Project Management
- Candidates must possess the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent
- Candidates must have studied Pure mathematics to apply for the following programmes:
 - BEng (Hons) Fire Safety Engineering (FSE)
 - BEng (Hons) Mechanical Engineering (Well Engineering) (WE)

Experienced Candidates:

- Experienced candidates who have not completed 12 years of schooling and do not possess the General Diploma Certificate can still apply for admission to higher education programs. However, they are required to go through a process of approval from the Ministry of Higher Education, Research and Innovation, Sultanate of Oman. To seek MOHERI approval, these candidates should fulfill the following requirements:
 - Must have passed the ninth grade at minimum.
 - Must have a minimum of six years of work experience in a field approved by the Ministry of Labor.
 - Must have completed a minimum two training courses approved by Ministry of Labor.

College Placement Test and ICEM General Foundation programme:

- Fresh and Experienced Candidates must successfully pass the College Placement Test to assess the candidate's proficiency English, Mathematics, Science & IT.

- Based on the results of the Placement Test, a candidate who does not meet the entry requirements for Year 1 of their desired higher education programme, may be recommended to enroll in the ICEM General Foundation Programme which is specially designed to prepare students for the Higher Education programmes offered by the College.

Exemption from ICEM General Foundation programme:

For exemption from any component of the General Foundation Programme, candidates should provide the following:

- Successfully pass the College Placement Test comprising of English, Mathematics, Science & IT.
- To be exempted from Foundation English either of the following:
 - A valid IELTS certificate with a minimum overall score of 5.0 (none of the four individual scores in writing, speaking, listening, and reading should be below 4.5).
 - TOEFL Paper score of 510
 - TOEFL Internet Based Test (IBT) score of 64+
 - A valid TOEFL certificate with a minimum Computer Based Test (CBT) score of 180+.
 - CEFR (Common European Framework Referencing) Grade : B1
- To be exempted from Foundation IT, IC3 Certificate should be submitted.
- To be exempted from Foundation Math, SAT Certificate on the SAT I math section should be submitted.
 - The college has the right to verify the submitted Certificate.
 - IELTS , TOEFL, CEFR, IC3, and SAT Certificates will not be accepted if the students submit them after the start of their studies in the Foundation Programme.
 - Candidates who successfully completed the General Foundation Programme at another HE institute without studying the science component, should pass ICEM Science Intensive Course before being able to join the Higher Education programmes offered by the College.

Registration Steps

1. Submit Application

Registration for the programme can be done either online or on campus. If the above admission requirements are met, the candidates need to fill out and submit the application form. This form is available on the college website. In addition to the application form, the following documents must be submitted:

For Omanis Candidates:

- General Education Diploma Certificate or certified equivalent (approved by the Ministry of Education)
- Copy of a valid passport and civil ID card.
- Recent (4x6) photograph (in color)
- Registration fee is OMR 50 (non-refundable).

For International Candidates:

- Secondary School 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).
- Recent (4x6) photograph (in color).
- Registration fee is RO 50 (non-refundable).

For assistance and guidance on online registration, candidates can contact the Admission and Registration Department.

2. Placement Test

All candidates are required to take the College Placement Test which evaluates their proficiency in English, Mathematics, Science and Information Technology. This test is a prerequisite for admission to higher education programmes. Candidates must successfully pass the College Placement Test in order to secure a place in their desired programme based on the Placement Test Result.

3. Accreditation of Prior Learning (APL)

Candidates with prior learning experience and qualifications can apply for APL to be exempted from certain modules. APL application will be assessed by Course Leaders with final approval from UCLan.

- APL will be granted after verifying the syllabus of prior learning to match with college syllabus to ensure that he/she is given every opportunity to obtain APL without missing out on any important parts of skills development.
- Applicants can claim for APL using a qualification that is not more than five years old. However, if the qualification exceeds the five-year limit, applicants will be required to provide evidence that they have maintained their knowledge.
- It is important to note that it is impossible to complete a university course only through

APL; the maximum credit that can be awarded is one third of the total module requirement for the award. (I.e. a maximum of 8 modules can be credited towards the award of Bachelor Degree, maximum of 6 modules for exiting with Advanced Diploma and maximum of 4 modules for exiting with Diploma)

- 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 cannot be given based on training courses or certificates.
- 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 work load will be lighter.
- Accreditation of Prior Experiential Learning (APEL)
Credit can be given based on the learning acquired through personal development or work experiences and informal or training study not previously attested through formal education/certification. Applicants will have to show a portfolio of work to prove what you've learnt from that experience. Experience Certificates with job responsibilities should be provided.

Procedures to apply for APL:

APL applications are based on certificated higher education learning. The College can assist a student in making APL applications to the University.

If the student believes that he has certificated higher education learning equivalent to modules within his programme. The student can submit the application form with copies of relevant transcripts, certificates and stamped copy of course syllabus attached to Admission and Registration Department (ARD) within the first four weeks of the academic semester.

Transfer from one programme to another

Students are allowed to transfer from one programme to another within the College, provided that they meet the requirements of the desired programme and have not exceeded the maximum number of years allowed for their studies at ICEM.

To request a transfer, students need to submit their application to the Admission and Registration Department. The department will then forward the request to the HoD/ADAA for their recommendation and approval. MoHERI sponsored students must seek approval from the MoHERI when transferring from one programme to another.

Transfer to other institutions

Student who wishes to transfer to other institutions may apply for Withdrawal from the college after completing the final clearance.

1.1.3. Programme Enrolment at UCLan

Enrolment is the formal step which confirms your status as a student at the University of Central Lancashire and enables your access to all University services. It should be done at the start of each academic year. UCLan verifies that your personal ID and personal details are accurate and up to date. This online process is compulsory for all ICEM Students. Completing the online enrolment on time is the full responsibility of the student. ICEM is not responsible for any consequences of not completing your online enrolment at UCLan. UCLan 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 Enrolment before your programme starts, by following the Enrolment link in [MyUCLan](#). Upon completion of online programme enrolment, you will receive confirmation by email to your UCLan email address within 24 hours.

1.1.4. Arrival

Accommodation Arrangements:

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

Transport Arrangements:

Students are given support in arranging transport.

1.1.5. Student Induction Week

During the induction week, students receive detailed information regarding the affiliate university, the Ministry of Higher Education, Research and Innovation, as well as the rules and regulations of the College. They are also informed about the support services provided by the Student Services Department (SSSD).

Student induction is organized at the start of each semester and is designed to familiarize students with important aspects of their academic journey and campus life. The induction covers the following key areas:

1. An introduction to the University and the College.
2. Briefing on the General Foundation and Higher Education Programmes including the study plans.
3. A presentation about College Regulations including the academic regulations.
4. Student Registration Procedures.
5. An introduction to Student Support Services.
6. IT , Library, Career Guidance and HSE Induction.
7. Distribution of ICEM Notebook.
8. An introduction to the personal tutoring system.
9. A campus tour including visits to facilities and labs.

1.1.6. Medical Arrangements

Arrangements are made with local government hospitals for non-Omani students.

1.1.7. Financial Support

ICEM is committed to providing the support to its students. As part of this commitment, the Finance Department staff explains the College's fee policy 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.

In order 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.

1.1.8. Student Activities

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.

1.2. Health and Safety

1.2.1. First Aid

In the event that first aid is needed, it is important to contact a member of the College staff immediately. The College has a dedicated Paramedic and other staff members who are qualified to provide first aid assistance. Additionally, the College has an onsite clinic available to address any medical needs that may arise.

1.2.2. Sickness

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

No form of medication will be given to any student by College instructors. Medication may only be given by the Paramedic.

1.2.3. Fire Prevention & 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.

1.2.4. 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.

1.2.5. Smoking

Smoking by all people including staff and students is prohibited in all areas of all college.

1.2.6. Safety

All students must at all times behave in a well-disciplined way that does not cause danger or inconvenience to themselves or others. They must also take reasonable care for the health and safety of themselves and the others who may be affected by your activities. Where appropriate, the student must use any protective equipment provided, and ensure, so far as it is reasonably practicable, that they understand and abide by safe systems of work and any safety procedures and regulations established by the College in connection with any of its activities.

1.2.7. The Environment

Students must show respect for the college site and college property. They must behave in a way that will not cause damage to the college site or to college property and should help to keep the College clean and tidy at all times. If you see any problems concerning the site or college property, you should report these to a member of the college staff.

1.3. General Regulations and Services

1.3.1. Dress

All students must comply with the College Dress Code as follows:

- I. Students shall wear decent and appropriate clothing according to the Rules of the College and the Sultanate of Oman.
- II. Students must not wear clothing of transparent material.

- III. The accepted clothing for male students is:
 - National dress
 - Trousers and shirt
- IV. Male students must not wear shorts or sleeveless T-shirts. The exception is when involved in sporting events, but sportswear must not be worn in classes.
- V. The accepted clothing for female students is:
 - Abaya, with or without head dress
 - Frocks/skirts should be below knee level
 - Trousers
- vi) Female students must not wear the following
 - Veils or gashwa. (This will be strictly enforced as instructed by the MoHERI)
 - Clothing that is very tight-fitting, or clothing that exposes the midriff.

1.3.2. 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.

1.3.3. Driving

The speed limit for vehicles on the college campus is set at 20 km/h. It is important to adhere to the instructions and guidance provided regarding driving and parking. Failure to comply with these regulations, may result in your vehicle being clamped.

1.3.4. Mobile Telephones

During class time, it is not allowed to use mobile phones and it is instructed to turn off the mobile phones to minimize distractions.

Mobile phones **MUST NOT** be taken into examination halls.

1.3.5. 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.

1.3.6. 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.

1.3.7. Prayer Rooms

There is one female prayer room located in D Block, and three male prayer rooms located in the Fire Ground, D Block, and beside E Block.

1.3.8. Breakages & Losses

Breakages or loss of college property or losses of personal property should be reported to the respective Personal Tutor/Academic Advisor immediately.

1.4. Academic Support

1.4.1. College Timings

The class timings for students are as follows:

Full-Time Morning Study for all programmes	:	08.00 am – 04:00 pm
Full-Time Evening Study for HSEM Programme	:	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.

1.4.2. Responsibility for Learning

The college supports students in their learning journey. It is the student responsibility to actively engage in their own learning and maximize the time and opportunities available at the college.

1.4.3. Attendance

Attendance at timetabled learning activities of programmes and modules is mandatory. Students MUST attend classes. You are strongly advised not to be absent from class in order to deal with personal tasks. Attendance records for all students will be maintained, and absences may be reported to parents/guardians and relevant ministries for government- sponsored students upon their requests. For more details, refer to Section 3.7.

1.4.4. Information Technology

The IT Department works closely with the various departments to provide a wide range of supportive services to the student 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 into 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 the official ,academic purpose.
- Unsolicited mailings, unauthorized mass mailings, Spoofing from the ICEM network/email system are prohibited.
- The Users are prohibited to use email system or other ICEM IT facilities to harass, spoofing, annoy other users.

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

- Accounts Creation.
- Passwords change/reset.
- Software Installation.
- Network issue resolution.
- Printer and labs support.

1.4.5. Library

A library containing copies of relevant books, periodicals and non-book teaching and learning materials is available. For registered students, all the module texts and recommended reading material listed in the module bibliographies are available together with copies of relevant UCLan publications.

ICEM has a cooperation with Sultan Qaboos University Main Library. Students are allowed to visit the library and use the resources inside the library, but they are not allowed to borrow books from 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 on-line journal materials which are available to all university students. On registration a separate guide to on-line resources will be provided for reference. Detailed guidance in the use of this system will be forwarded to students upon registration.

[Click here for UCLan e-Library](#)

1.4.6. Computer Laboratories

- The computers and the printers in the Computer Lab 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 to change computer peripherals (Mouse, keyboard, monitor, etc.) in the labs
- Food and drink are not allowed in the Computer Labs.

1.4.7. Personal Tutor/Academic Advisor

Each student will be allocated a Personal Tutor/Academic Advisor. For more details, refer to Section 6.1.

1.5. ICEM Tuition Fee Policy

1.5.1. Purpose

This policy details the various fees charged to students across the College, including the refund processes. This policy governs all students and staff in terms of implementation of the articles in this policy. These include:

- Fee Structure
- Liability for Payment
- Terms of Payment
- Mode of Payment
- Discount
- Repeat Module Fee
- Failure to Pay Fees
- Tuition Fee Liability for Withdrawal and Interruption of Studies

1.5.2. Scope

This policy applies to all ICEM students.

1.5.3. Responsibility

Assistant Dean Corporate services, Assistant Dean Student Affairs and Registration, Admission and Registration Department, Finance Department, Student Support Services Department are responsible for implementing and monitoring this policy.

1.5.4. Policy

All students enrolled at ICEM must pay admission & tuition fees. ICEM will set, publish and charge tuition fees for the Academic Year. Students and potential clients (sponsors) will be informed about students' fee policy upon starting the procedures of student enrollment. The Finance Department has an effective financial system to ensure the receipt of fees and automated release of the receipt of payment for each transaction in accordance with the ICEM Tuition Fee Policy.

1.5.5. Fee Structure:

The fee structure includes admission and tuition fees.

Student Tuition fee:

		Omani/Resident (OMR)	International (OMR)
Foundation	Foundation I	1500	1615
	Foundation II	1500	1615
	Foundation III	1500	1615
Management (HSEM/FM/FSM/CPM)	Year 1	3100	3750
	Year 2	3200	3750
	Year 3	3350	3750
	Year 4	4500	5250
Engineering (FSE/WE)	Year 1	3250	3900
	Year 2	3500	4150
	Year 3	3750	4400
	Year 4	4500	5250

Admission and other Fees in OMR

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

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

1.5.6. Liability for Payment

- When a student completes the enrolment process and registers or re-activate for the programme, the student becomes liable for the payment of admission fee and tuition fee and any other fees or amounts outstanding to ICEM.
- The College accepts sponsorship from both public sectors and private sectors. The College reserves the right to confirm the validity of all sponsorship, on a case by case basis. If a sponsor or third party fails to pay some or all of the tuition fee on behalf of a student, the student will become personally liable for payment of the outstanding amount on the date which it was due from their sponsor or the third party.
- If a student is in receipt of financial support, scholarship by Ministry of Higher Education, Research and Innovation or any other financial support and such financial support is

being terminated for any reasons and the College does not receive the payment in time, the student will be liable for paying the full fees.

- 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.

1.5.7. Terms of Payment

1.5.7.1 Admission and registration fees are non-refundable.

1.5.7.1 Options for Tuition Fee Payment:

Option 1	<p>Payment in Full: Students can pay their annual tuition fee in full at the beginning of their study.</p> <p><i>Students will receive a discount of OMR 100/-.</i></p>
Option 2	<p>Payment by TWO instalments:</p> <p>Students can choose to pay their tuition fees in two instalments.</p> <p>The first instalment being no less than 50% of their Full Academic tuition fee to be paid before Semester 1 starts.</p> <p><i>Students will receive a discount of OMR 25/-.</i></p> <p>The second instalment of the tuition fee must be paid before the start of Semester 2.</p> <p><i>Students will receive a discount of OMR 25 /-.</i></p>
Option 3	<p>Payment by instalments:</p> <p>For Semester 1: Students shall pay the amount of OMR 400 /- in advance and the balance shall be paid in three equal installments payable on 1st October, 1st November and 1st December.</p> <p>For Semester 2: Students shall pay the amount of OMR 400 /- in advance and the balance shall be paid in three equal installments payable on 1st February, 1st March and 1st April.</p>
<p>If the student has not chosen the payment plan, Option 3 will be assigned to them by default.</p> <p>Payment Scheme For Annual Tuition Fees: A special authorization from the Finance Department needs to be completed for post-dated cheques with a request letter to be approved by the committee</p>	

1.5.8. Mode of Payment

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

- Payment via ICEM Student Portal.
- Demand Drafts/ Cheque (special cases only).

The Finance Department shall provide the students with the details of the mode of payments during the induction week.

1.5.9. Discount

1.5.9.1. Fixed Discount

- Two and/or more family members studying in the college at the same time will receive a discount of OMR 100/- for each.
- Staff, spouse, sons, daughters, brothers, and sisters will be charged the applicable fee as per Ministry of Higher Education, Research and Innovation, Tuition fees applicable for that year. To be eligible a staff should have served with the College for a minimum of two years. The offer will be subject to clearance from the Human Resources Department.

1.5.9.2. Percentage Discount*

- List of Organizations which are eligible to get 7.5 % discount for each Academic Year for the below mentioned organizations staff and relatives:
 - General Authority for Civil Defense and Ambulance and ROP.
 - Ministry of Environment and Climate Affairs.
 - Ministry of Labor.
 - Ministry of Regional Municipalities and Water Resources.
 - Ministry of Transport, Communications and Information Technology.
 - Ministry of Health.
 - Ministry of Education.
 - Ministry of Higher Education, Research and Innovation.
 - OPAL Group/Members.

1.5.10. Retake the Module*

- Private student who repeats the module should pay the full tuition fee of the module which will be charged proportionately to the annual tuition applicable fee.
- Under MoHERI Fee Structure, sponsored student are eligible for one time to repeat the failed module, after that the student should pay by themselves the tuition fee.(Reference MoHERI contract)

- In the event that the MoHERI sponsored student studies the remaining requirements of the foundation programme at their own expense after exhausting the period specified for this programme, the college will treat the student with the same tuition fee for the MoHERI.

1.5.11. Failure to Pay Fees

- Students are required to meet all due dates of payment whether these are in full or by installments.
- If the student is unable to pay the tuition fees by the payment due date, the student must contact ICEM Finance Department immediately in writing and the application will be evaluated on the basis of evidence approved by the College.
- The College has provided a supportive approach to its students for the collection of tuition fees, thereby helping students to meet their financial obligations. Where necessary and appropriate, the College reserves the right to apply one or more of the following penalties to any student who defaults on payment.
 - Blocking student's access to all classes.
 - Blocking student's access to the College IT systems including email and online library.
 - Withholding certified transcript.
 - Withholding final award certificate.
 - Not allowed to attend the awards ceremonies.
 - Delaying marking of Course Works/Assignments.
 - Withholding assessment results.
 - Results will not be reported to UCLan Module/Course Assessment Boards.

1.5.12. Tuition Fee Liability for Withdrawal and Interruption of Studies

- When a student completes the registration, the student becomes liable for payment of tuition fees. Students have a statutory right to withdraw from the College or postpone study with the College. The student must fill an official withdrawal form/ postponement of studies Failure to do so will make the student liable to pay the full tuition fees for the semester.
- Students who withdraw before the end of the induction week of each semester will be liable for the payment of 10% of tuition fee (Semester tuition fee).
- In case the student withdraws/interrupts after 40 days from the start of the semester, they become liable for payment of the full tuition fee (Semester tuition fee).
- In case the student postpones/withdraws/ Exits his/her studies and re-joins the College, the latest fee structure will apply.

- Fees incurred for repeating module/s will be paid at the beginning of the module/s and will not be refundable under any circumstances.
- If the student is sponsored by the Ministry of Higher Education, Research and Innovation or any other organization, the College will first confirm with the Ministry of Higher Education, Research and Innovation or funding organization before accepting the student's request to withdraw/postpone their study.
- Any refund due will be paid back to the original payer through the same method of the original payment (with the exception of 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.

1.6. ICEM Scholarship and Tuition Fee Discount Policy and Procedure

1.6.1. Purpose

International College of Engineering and Management provides partial scholarships and tuition fee discounts which is considered as a financial support awarded for students based on their academic achievement or other financial needs. These rewards are a source of financial assistance for students and enable students to pursue higher education in their field of specialization.

The purpose of this policy is to define the awarding of scholarships at ICEM.

1.6.2. Scope

This policy is applicable to all students studying at ICEM including ICEM employees and their dependents, high performing students and students with special needs. These procedures and guidelines apply to all the programmes offered by the College.

1.6.3. Responsibility

The Assistant Dean Student Affairs and Registration and Assistant Dean Academic Affairs in conjunction with Student Support Services and Finance Departments are responsible for implementation of this policy.

1.6.4. Policy

This policy sets up a basis to ensure the effective and purposeful planning and implementation of ICEM Scholarships and Financial Aid procedures. It also safeguards that the process of review and approval of scholarships is well managed and defined.

This policy covers the rules and guidelines that should be followed by students applying for ICEM scholarships. The policy considers award of scholarship and/or discount toward tuition fee to different categories of students each academic year depending on the availability of funds.

1.6.5. Procedure

1.6.5.1. Types of Tuition Fee Discounts/Financial Aids

Tuition Fee Discount for ICEM Employees and their Dependents

ICEM Staff and/or their first-degree relatives (spouse, sons, daughters, brothers, and sisters) will be charged the tuition fee in accordance with applicable MoHERI Tuition fees for that Academic Year. To be eligible, a staff should have served with the College for a minimum of two years.

The offer will be subject to clearance from the Human Resources Department.

Tuition Fee Discount for the Employees and their Dependents of the Specific Organizations

Staff and/or their first-degree relatives (spouse, sons, daughters, brothers, and sisters) are eligible for a financial support offered as a tuition fess discount of 7.5% for each Academic Year if they are employed by the organizations with whom ICEM has an agreement (See appendix).

The student should submit the discount request with evidence to the Finance Department through the Student Portal. All applicants should submit the following documents:

- Original certificate of employment or dependents eligibility in one of those organizations
- ID Card of the first-degree relative
- And/or Marriage Certificate

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 getting discount of 20% on tuition fee for each Academic Year.

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 10% discount on tuition fees.

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

1.6.5.2. 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 excel. 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 an evidence of outstanding progress of their final year project and submit it through the Student Portal.

Scholarship for International Students

Scholarship for International Students is provided by the College to recognise outstanding international students, provide them with financial support and encourage international students 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 Final Year Project, by submitting the scholarship request form with evidence for each category through the Student Portal. The requirements/conditions of other scholarship categories (e and f) are applied.

1.6.5.3. Request Process

- The completed scholarship/discount request form is submitted with evidence through the Student Portal.
- All applicants (for categories e, g and f) 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.

1.6.5.4. Forms

Application forms are available in Student Portal

1.7. Code of Conduct for Students

The UCLan Regulations for the Conduct of Students are applied at the College as set out below.

1.7.1. General Student Regulations

Enrolment

Students must pay their fees and enroll; otherwise they cannot be students of the College. The College can decide whether to enroll a student based on the individual assessment.

Attendance

Student attendance is a requirement of the College. Special circumstances which prevent attendance must be notified to the Personal Tutor or HoD.

Criminal Convictions

Any criminal convictions before or during their study must be declared to the College.

Safety

Students must take reasonable care for the health and safety of themselves and of others who may be affected by their activities.

Damage to Equipment and Premises

Damage must be paid for by the responsible individuals.

Fees- Payments due to the College

The students must adhere to the agreed fee payment plan in order to continue being a student.

Examination/Assessment Regulations

It is the student's responsibility to be familiar with the contents of the College's Academic Regulations and with the assessment regulations currently applicable to his/her programme.

Local Rules and Conditions

Students must observe all specific rules and regulations.

Bribery

Students must not give, or offer to give any present including money, goods or services to any member of the College staff. This is regarded as a very serious offence, which may result in immediate expulsion from the College.

Identification

Students must identify themselves to any member of staff requesting their names and IDs.

1.7.2. Partial Exclusion, Suspension and Expulsion of Students

Students who contravene the College regulations may be excluded, partially excluded or expelled. Students may be partially excluded/suspended from the College by the Dean or his nominee without invoking the Disciplinary Regulations.

Partial Exclusion or Suspension Pending a Disciplinary Hearing

A student may be partially excluded or suspended pending a disciplinary process or legal

proceedings.

Partial Exclusion or Suspension under the Disciplinary Regulations

A student may be partially excluded or suspended in accordance with the Disciplinary Regulations.

Suspension and Partial Exclusion pending a Hearing

In more serious disciplinary cases, a student may be suspended pending a disciplinary hearing.

Support for Returning Students

A student who returns to the College after partial exclusion or suspension will be given appropriate support.

Expulsion

A student may be expelled following a disciplinary hearing, and will not be re-admitted to the College.

1.7.3. Disciplinary Regulations

Students are expected to behave themselves at all times. This includes their behaviour outside the College, where bad behaviour could reflect badly on the reputation of the College.

Discretion to dismiss Complaints

Complaints against students will not necessarily be dealt with using the full disciplinary procedures.

Mitigation due to Illness

A student's illness may be taken into account if appropriate.

Criminal Offences

Special procedures apply if the student is subject to legal proceedings.

1.7.4. Disciplinary Procedure

In relatively minor cases of bad behaviour, any member of staff may discipline the student, as a responsible adult would, without going through the disciplinary procedure. However repeated bad behaviour would be referred to the formal regulations.

Stage One: The Disciplinary Interview

Allegations of bad behaviour should be made to the HoD who has direct responsibility for the student. The student will be interviewed in accordance with the college regulations.

Stage Two: The Disciplinary Interview/Hearing

A disciplinary interview is conducted by the Assistant Dean Student Affairs and Registration or nominee where the possible penalty is not likely to involve any form of exclusion from the College.

1.7.5. Appeals Procedure

The students shall have a right of appeal, provided notified within seven working days of the disciplinary interview/hearing. The appeal should state the reasons and, particularly, whether it

is

- (a) against the decision that the allegation was proved, or
- (b) against the decision on the penalty, or
- (c) against both decisions.

The Dean or a different nominee will hear/chair the appeal.

1.7.6. Record of Disciplinary Action

Any finding against a student may be held on his/her file and may be disclosed to third parties such as potential employers.

1.7.7. Exclusion on Academic Grounds

A student may be excluded from the College for unsatisfactory work or other academic reasons.

1.7.8. Examination and Assessment Regulations

Non-compliance with examination and assessment regulations is usually dealt with under the Academic Regulations. However, in some serious cases, such as cheating, the Disciplinary Regulations may be invoked at the discretion of the Dean or his nominee.

Note: The Regulations for the Conduct of Students (UCLAN) may be accessed at the following address: [Regulations for the conduct of students.](#)

1.8. Complaints and Grievances Procedure for Students

1.8.1. Introduction

As part of its commitment to quality, the ICEM recognizes that, from time to time, students may raise complaints or grievances about matters or issues relating to their experiences at the College.

1.8.2. Scope

This policy applies to all current and former students of the College, or groups of students including students of the ICEM General Foundation Programme.

1.8.3. Responsibility

Student Support Services Department and Student Misconduct and Grievance Committee are responsible for the implementation of this policy and procedure and to ensure that staff and students are aware of its application.

1.8.4. 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 are not able to be resolved through informal processes or mediation, and matters relating to allegations of misconduct where disciplinary

action against a student may be an outcome of the investigation.

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

1.8.5. 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 Students Support Services Department.

Students may raise complaints or grievances in relation to misconduct by another student via Students Support Services Department.

Anonymous complaints are not recognized as formal ones.

1.8.6. Timeliness

Current 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.

1.8.7. Complain 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 Student Support Services Department.
- If the matter is not resolved, then it can be brought to the notice of the Head of Department 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 Student Support Services department within two weeks from the time of the incident.

1.8.8. Formal Complaints/ Grievance

Formal complaint 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 student.
 - For an interview, the SSS department 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 communications 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.

1.8.9. 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 5 working days from the date of the interview.

1.8.10. Appeals Procedure

- **First Stage Appeal**
 - If a student wishes to appeal against the decision of the panel he/she must put the grounds for appeal in writing to the concerned Committee 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 concerned committee calls a formal hearing in the presence of the student and/or the concerned staff. All parties present their cases with evidences.
- **Second Stage Appeal**
 - If a student wishes to appeal against the decision of the committee, he/she must put the 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 decision at his discretion. This decision is final.

1.9. Student Voice

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

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.

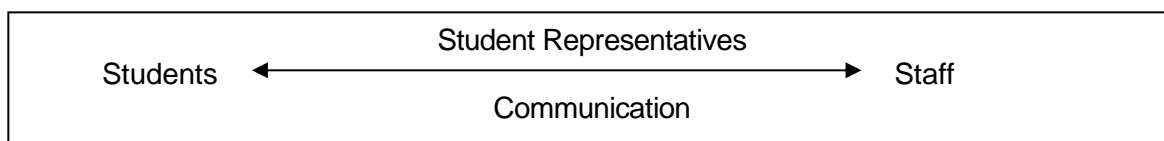
1.9.1. Student Representatives

Student representatives are students who are elected by their fellow students on their programme in order to voice any issues concerning the programme. They represent the students of their programme at the Student Staff Liaison Committee meetings which normally take place once each semester. One student from each year of study, for each programme will be elected for this role.

On each programme there will be at least one Main Representative and one Assistant Representative elected to represent the student body.

Why does the College need Student Representatives?

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



Student Representatives should help students - by making sure that their suggestions, observations, views, opinions and concerns reach College staff who can help. Also, they should help staff by informing students about actions, decisions and plans that will affect students and their programme. Good Student Representatives can make a real difference in improving the learning experience of the students they represent, and in enhancing the reputation of the College.

1.9.2. Student Staff Liaison Committee Meetings (SSLC)

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

1.9.3. Student Experience Committee (SEC)

The purpose of a 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.

- Representative of HE department - Chair
- Assistant Dean Student Affairs and Registration
- One academic staff from each department and one staff from GFP
- Student Representatives from each Academic Department
- Student Advisory Council (SAC) - 2 members
- Student Support Services Department Manager
- Library and Independent Learning Resources Department Manager
- Representative from Admissions and Registration Department
- Head of International Student Office

1.9.4. Students Advisory Council

The Students Advisory Council is a student-led, democratic council and exists to make your student experience better for you while studying at the College. Students shall elect a group among them at the beginning of the academic year. Student group shall elect a chair and a vice-chair among its members. The SAC shall perform the following:

- Identify the needs of students and pinpoint student issues.
- Voice the views of those represented.
- Take up issues with college staff and report outcomes back to students.
- Be familiar with relevant college policies, rules and regulations.
- Propose activities during academic year with the budget required.

1.9.5. Student Feedback

You can play an important part in the process of improving the quality of your programme through the feedback you give. You will be asked to provide feedback in a number of ways such as the Student Staff Liaison Committee meetings (SSLCs) and Student Experience

Committee Meetings (SEC), 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 2: Programme Information

2. General Information

2.1. Programme Staff

The staff of the programme will make every effort to provide a friendly environment where you can work and enjoy yourself. They are keen to ensure a fair and equal opportunity for everyone to develop themselves to their full potential. They will do what they can to help you --- all you have to do is **ASK**.

Useful College Telephone/Fax Numbers:

College switchboard +968 24512000

College Fax +968 24521355

2.1.1. Key ICEM Contacts:

Dr Yingkui Zhao	Dean	Dean@icem.edu.om
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
Mr Mohammed Al Issai	Assistant Dean Corporate Services	Mohammedalissai@icem.edu.om

Programme Teams

Students are welcome to contact the College staff for inquiries about the programmes, access to facilities, services or for general assistance:

Department	Staff	Email
Facilities Management	Dr Rami Hamad (HoD)	rami@icem.edu.om
	Dr Majid Aldahdooh	majidaldahdooh@icem.edu.om
	Ms Seema Shajira	seema@icem.edu.om
	Ms Azza Al Saaidi	Azza@icem.edu.om
	Ms Sheikha Al Shukhaili	Sheikha@icem.edu.om
Fire Safety Engineering / Management	Dr. Shahnawaz Khan (HOD)	shahnawaz@icem.edu.om
	Dr. Javad Hashempour	javad@icem.edu.om
	Dr Sohaib Abujayyab	sohaib@icem.edu.om
	Mr Meet Panchal	meet@icem.edu.om
	Ms Sabra Al Shukairi	sabra@icem.edu.om
	Mr Sivi Varghese	sivi@icem.edu.om
	Mr Amal Goerge	amal.g@icem.edu.om
Well Engineering	Dr Girma Chala (HoD)	Girma@icem.edu.om
	Dr. Nasir Khan	
	Mr Alex Bernard	Alex@icem.edu.om
	Mr Asif Zamir	asif@icem.edu.om
	Mr Al Haitham Al Kalbani	alhaitham@icem.edu.om
Health, Safety and Environmental	Dr. Faris Mahammed (HoD)	Farisomer@icem.edu.om
	Dr Sreejaya K V	sreejaya@icem.edu.om

Management	Dr Riyad Mahfud	riyad@icem.edu.om
	Dr P.S. Raju	raju@icem.edu.om
	Dr Eiman Ibrahim	eiman@icem.edu.om
	Dr Salem Abu Amr	salem.s@icem.edu.om
	Dr Don Anton Balida	don@icem.edu.om
	Dr. Ajaya Kumar	
	Ms Rasha Ali Abdelrahim	rasha@icem.edu.om
	Mr Victor Otitolaiye	victor@icem.edu.om
	Mr Eldar Abdullayev	Eldar@icem.edu.om
	Mr Ali Imran	ali.imran@icem.edu.om
	Ms Lekha K	Lekha@icem.edu.om
	Ms Saada Al Habsi	saada@icem.edu.om
	Mr Ajwad Al Maskari	Ajwad@icem.edu.om
	Ms Fathiya Al Kindi	fathiya@icem.edu.om
General Foundation Department	Mr Joseph Uche Emenyeonu	joseph@icem.edu.om
Students Support Services	Mr Ali Said Al Tobi	Ali.AI2B@icem.edu.om
Counsellor	Ms Muna Al Zadjali	muna@icem.edu.om
Registration	Mr Jabir Salim Al Amri	Jabir@icem.edu.om Registration@icem.edu.om
IT	Mr Mhana Mohammed Al Saifi	Mhana@icem.edu.om IT@icem.edu.om
Career Guidance Department	Ms Narjis Al Omairy	Narjis1@icem.edu.om CGC@icem.edu.om
Library and Independent Learning Department	Mr Ali Al Bahri	AliABdullah@icem.edu.om
First-Aid /Nurse	Ms Fatma AL Ajmi	nurse@icem.edu.om
International Students Office	Mr Rashid Al Hinai	rashidalhinai@icem.edu.om

2.1.2. Key UCLan Contacts

If you need to get in touch with us at the University of Central Lancashire or have a general query, please use one of the contact methods detailed below.

Postal address:

University of Central Lancashire,
Preston,
Lancashire
PR1 2HE

The School of Engineering

School office hub
Telephone: +44 (0)1772 891994
Email: candthub@uclan.ac.uk

Enquiries about studying at UCLan

Telephone: +44 (0)1772 892400

Email: cenquiries@uclan.ac.uk

International Office Team

Telephone: +44 (0) 1772 892444

Email: international@uclan.ac.uk

LIS Customer Support

Tel: +44 (0)1772 895355

liscustomersupport@uclan.ac.uk

2.2. Programmes Offered

All higher education programmes offered at ICEM are designed to lead to Bachelors (Honours) degree in the following disciplines;

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

The duration of study for all these programmes is four years (excluding 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, they 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 specification of each programme, please refer to Programme Handbook.

2.3. Stages and Levels of study

Stage 0 is equivalent to a full-time foundation year.

Stage 1 is equivalent to a first year of a full-time degree programme.

Stage 2 is equivalent to the subsequent years of full-time degree programme.

Year 1 (full time) is referred to as Level 4.

Year 2 (full time) is referred to as Level 5.

Year 3 (full time) is referred to as Level 5 & 6

Year 4 (full time) is referred to as Level 6.

2.4. Classification of Awards

The following target awards are possible from all programmes. For more details, refer to WE Specifications, FM Specifications, HSEM Specifications, FSE Specifications, FSM Specifications, CPM Specifications on ICEM website and Programmes Handbooks.

BSc (Honours) / BEng (Honours) Degree

Requires 480 credits with 360 credits at Stage 2, including a minimum of 120 credits at level 4, 180 credits at level 5 and 180 credits at level 6. Classification of award is based on modules of Level 5 and 6.

Advanced Diploma

Requires 360 credits with 240 credits at Stage 2, including a minimum of 120 credits at level 4, 180 credits at level 5 and 60 credits at level 6. Classification of award is based on modules of Level 5 and 6.

Diploma of Higher Education

Requires 240 credits with 120 credits at Stage 2, including a minimum of 120 credits at level 4, and 120 credits at level 5. Classification of award is based on modules of Level 4 and 5.

Certificate of Higher Education

Requires 120 credits at Stage 1 (level 4). Classification of award is based on all modules of Level 4.

Classification of award is based on APM (Average Percentage Mark) 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

2.5. Grading System

The College is using the conversion method shown below to calculate the Cumulative Grade Point Average (CGPA).

Average Percentage Mark (APM)	UK degree classification		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

3. Modular Framework

3.1. The MODCATS Scheme

The College is using a Modular Course Structure and a Credit Accumulation and Transfer Scheme (known as MODCATS) adopted by University of Central Lancashire for the delivery of its programmes. All taught programmes at the International College of Engineering and Management operate under the MODCAT scheme. Student's progress towards a target award through the study of credit rated programme modules. A module is a component of a programme with its own approved aims and objectives, learning outcomes and assessment methods. A number of credits are allocated to each module at a level appropriate to its content and learning objectives. Each module is worth a certain number of credits, e.g. a standard module is worth 20 credits. Students should pass all modules successfully to progress to the next year of study. Students must complete the required number of modules at the required levels in order to complete their programme.

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

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

Full details are given in the module descriptors including the average learning time and activities undertaken within the module learning plan, including contact hours and independent learning hours.

3.2. 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.

3.3. Semester timetable

A timetable will be available at the beginning of each academic semester, through the Admission and Registration Department. It will be published on the college website and student portal.

3.4. Study Patterns

Full-Time: The normal study pattern for any programme is on a full-time basis. A full-time student is defined as any student undertaking modules equating to 120 credits during a standard academic year (two semesters). At the start of the programme you will be provided with an outline study calendar for the year and a timetable. At appropriate times you will be provided

with a detailed breakdown of each of the programme modules. To get the most from the programme it is important that you use this information to plan your year for both the academic and recreational periods.

The class timings for students are as follows:

Full-Time Morning Study for all programmes : 08.00 am – 04:00 pm

Full-Time Evening Study for HSEM Programme : 04.00 pm – 08:00 pm

3.5. Programme Information

To get a degree with Honours you must pass the equivalent of 24 standard modules. Full time students normally study 6 modules per year - some modules may last all year, whilst other modules may only last for one semester.

We refer to levels because it is possible to study our programmes part-time over a number of years. Part time students take more than one year to study all the necessary modules from a particular Level of study. Part time students tend to study three or four modules per year.

3.6. Programme Structure

Programme	Year	Level	Module Code & Title
BSc (Hons) Facilities Management	1	4	OM1055 Personal and Professional Development 1 OM1081 Planning and Construction of Facilities OM1083 Organisational Management & Economics OM1084 Maths & Science for Built Environment OM1087 Surveying, CAD, and IT Applications OM1088 Building Materials
	2	5	OM2065 Construction Technology OM2081 Health Safety and Environment OM2090 Built Environment Systems & Services 1 OM2092 Laws for the Built Environment and Procurement. OM2093 Built Environment Systems & Services 2 OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2055 Personal and Professional Development 2 OM2068 Quantity Surveying Practice OM2091 Facilities Management Practice and Services
		6	OM3060 Project Management Techniques OM3062 Research Methods in Built Environment OM3082 Construction Contract Administration OM3000 Industrial Placement (Option)
4	6	BN3002 Maintenance Management BN3010 Project Management and BIM BN3040 Facilities Management BN3060 Project Analysis & Appraisal BN3720 Health and Safety Management BN3990 Dissertation / Project	

Programme	Year	Level	Module Code & Title
BSc (Hons) Construction Project Management	1	4	OM1055 Personal and Professional Development 1 OM1081 Planning and Construction of Facilities OM1083 Organisational Management & Economics OM1084 Maths & Science for Built Environment OM1087 Surveying, CAD, and IT Applications OM1088 Building Materials
	2	5	OM2065 Construction Technology OM2081 Health Safety and Environment OM2088 Construction Project Management OM2090 Built Environment Systems & Services 1 OM2092 Laws for the Built Environment and Procurement. OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2055 Personal and Professional Development 2 OM2068 Quantity Surveying Practice OM2089 Construction Economics
		6	OM3060 Project Management Techniques OM3062 Research Methods in Built Environment OM3082 Construction Contract Administration OM3000 Industrial Placement (Option)
4	6	BN3001 Performance Studies* BN3010 Project Management and BIM * BN3050 Construction Law * BN3060 Project Analysis & Appraisal* BN3720 Health and Safety Management * BN3990 Dissertation / Project*	
Programme	Year	Level	Module Code & Title
BEng (Hons) Fire Safety Engineering	1	4	OM1014 Command and Management 1 OM1015 Health and Safety Management OM1023 Fundamentals of fire Fighting OM1024 Introduction to Fire Safety and Law OM1026 Science and Mathematics for Fire Engineering OM1055 Personal and Professional Development 1
	2	5	OM2018 Fire Engineering Science OM2024 Mathematics 1 OM2025 Design for Fire Safety 1 OM2029 Fire Science OM2074 Safety in Oil and Gas Industries OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2023 Fire Safety in Buildings OM2055 Personal and Professional Development 2
		6	OM3011 Disaster Mitigation and Emergency Management OM3022 Research Methods and Statistics OM3024 Fire Modelling and Smoke Control in Buildings OM3025 Design for Fire Safety 2 OM3000 Industrial Placement (Option)
4	6	FV3001 Enclosure Fire Dynamics	

			FV3002 Fire Protection Engineering FV3004 Fire Investigation FV3102 Probabilistic Risk Analysis FV3201 Engineering Design Project FV3900 Engineering Dissertation
Programme	Year	Level	Module Code & Title
BEng (Hons) Mechanical Engineering (Well Engineering)	1	4	OM1041 Fundamentals of Drilling Equipment OM1042 Fundamentals of Drilling Operations OM1043 Engineering Science OM1044 Computer Aided Drafting & Design OM1053 Mathematics A OM1055 Personal & Professional Development 1
	2	5	OM2046 Well Engineering Operations OM2047 Well Engineering Management OM2048 Mechanics of Solids & Fluids OM2049 Metallurgy & Manufacturing Science OM2053 Mathematics B OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2043 Engineering Design & CAD/CAM OM2045 Applied Mathematics for Engineers OM2055 Personal & Professional Development 2
		6	OM3043 Drilling Technology OM3044 Advanced Drilling Technology OM3047 Design and Analysis of Engineering Systems OM3000 Industrial Placement (Option)
4	5	MP2721 Operations Management OM3045 Well Design Technology OM3046 Well Testing & Enhanced Oil Recovery	
	6	MP3705 Manufacturing Technologies & Sustainable Engineering MP3713 Mechanics & Materials MP3995 Project	
Programme	Year	Level	Module Code & Title
BSc (Hons) Health, Safety & Environmental Management	1	4	OM1055 Personal & Professional Development 1 OM1071 Principles of Science & Mathematics OM1074 Fire Risk Management OM1075 Health, Safety & Environment in Workplace 1 OM1076 Introduction to Health and Safety OM1077 Environmental Science and Sustainability
	2	5	OM2063 Health, Safety & Environment 2 OM2072 Law and Management OM2074 Safety in Oil & Gas Industries OM2078 Occupational Health & Industrial Hygiene OM2079 Safety in Construction & Demolition OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2055 Personal & Professional Development 2 OM2073 Sustainability and Built Environment OM2071 Safety Technology
6		OM3071 Human Factors in Health & Safety OM3072 Introduction to Research and Innovation	

			OM3074 Occupational Health, Safety & Environmental Management OM3000 Industrial Placement (Option)
	4	6	BN3720 Health & Safety Management FV3101 Strategic Risk Decision Making FV3103 Hazards & Risk Management FV3990 Management Dissertation FZ3605 Carbon and Energy Management NT3010 Environmental Impact Assessment
Programme	Year	Level	Module Code & Title
BSc (Hons) Fire Safety Management	1	4	OM1014 Command and Management 1 OM1015 Health and Safety Management OM1023 Fundamentals of fire Fighting OM1024 Introduction to Fire Safety and Law OM1026 Science and Mathematics for Fire Engineering OM1055 Personal and Professional Development 1
	2	5	OM2017 Command and Management 2 OM2024 Mathematics 1 OM2028 Fire Fighting and Operations OM2029 Fire Science OM2074 Safety in Oil and Gas Industries OM2094 Professional Development and Entrepreneurship OM1040 Industrial Experience (Option)
	3	5	OM2023 Fire Safety in Buildings OM2055 Personal and Professional Development 2 OM3010 Risk Assessment and Management OM3011 Disaster Mitigation and Emergency Management OM3022 Research Methods and Statistics OM3024 Fire Modelling and Smoke Control in Buildings OM3000 Industrial Placement (Option)
	4	6	FV3001 Enclosure Fire Dynamics FV3002 Fire Protection Engineering FV3101 Strategic Risk Decision Making FV3103 Hazards and Risk Management FV3500 Fire Studies Dissertation

3.7. Attendance and Engagement

Attendance to attend all timetabled learning activities for each module is mandatory for all students. Notification of illness or exceptional requests for leave of absence must be made to your Module Tutor. Notification of illness or exceptional requests for leave of absence must be made to your Module Tutor.

3.7.1. Class Attendance Policy

All students are expected to attend all regularly scheduled classes.

- Students are expected to participate fully in their programme of study, engage actively with learning opportunities and take responsibility for their learning.
- Students are expected to attend and participate in all scheduled sessions and activities whether face-to-face or online.

- Attendance at scheduled classes is monitored and recorded through SIS system.
- Persistent failure of a student to attend classes may result in modules failure or termination of registration. Students are liable for tuition fee debts for periods during which they were registered.
- All modules require a specific attendance level in order to meet the award requirements which are described in the Programme Specification.
- Students are expected to notify Module Tutors of absence in advance or as soon as possible following absence.
- Students get email notifications on daily basis.

3.7.2. Procedure

3.7.2.1. Student Absences

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

3.7.2.2. Excused Absences

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

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

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

3.8. Industrial Placement

Some programmes offered at International College of Engineering and Management have an optional Industrial Placement opportunity. Developing industrial skills is an important part of student's life time at college. Graduate recruiters look for evidence of what skills students have developed and how they can apply them to the world of work. The Industrial Placement opportunity is designed to give students the opportunity to gain further practical experience in an industrial and commercial environment. The College has a close contact with local companies in different industries. If you wish to take this opportunity, you may contact your Personal Tutor/ HoD for further details.

4. Programme Management

4.1. Programme Team

A team of academic and non-academic staff administer the programme within the regulations and policies of ICEM and the affiliate university.

Students play a fundamental role in managing your programme. Their views and opinions influence how the team works and the changes to the programme of study.

Head of the Department - has responsibility for managing & organising the department.

Module Tutor - has responsibility for delivery of modules within the structure agreed at programme team planning meetings.

Advisor/Personal Tutor - has responsibility for assisting you with all queries and advising you as best they can on how to resolve the problems. Also, the personal tutor will definitely assist you in setting up an appointment with someone else who is better equipped to help you, such as Student Support Services.

UCLan Course Leader - has responsibility for ensuring that students have fulfilled the learning outcomes of programmes to a satisfactory standard.

Note that students should always seek to resolve any queries they have by first discussing it with the member of teaching staff most immediately responsible (e.g. Personal Tutor, Module Tutor) - they are much more likely to have detailed knowledge of the issues in question, and can offer specialist advice immediately.

4.2. Communication

The college expects students to use their college email address and check regularly for messages from staff. Students sending email messages from other addresses they risk being filtered out as potential spam and discarded unread. Students are automatically allocated UCLan an email address. They can use their email and password to login to e-mail and Blackboard account.

4.3. Data Protection

All of the personal information obtained from students and other sources in connection with your studies at the college will be held securely and will be used by the college both during your programme and after you leave the college for a variety of purposes. These are all explained during the enrolment process at the commencement of studies.

If the programme has specific data sharing requirements such as the need to share sensitive personal information with a relevant professional body, the college will notify students before or at the time they enroll on the programme and use this opportunity to reinforce the message.

4.4. External Examiner

An External Examiner is appointed to the programme who helps to ensure that the standards of your programme are comparable to those provided at other higher education institutions in the UK.

The External Examiner is responsible for ensuring that standards and comparability are maintained, assuring fairness in the application and implementation of assessment processes and procedures in accordance with the approved programme regulations, and for judging whether students have fulfilled the learning outcomes of programmes to a satisfactory standard. If you wish to make contact with your External Examiner, you should do this through the Head of your Department and not directly.

5. Approaches to Teaching and Learning

Details of how programmes are taught and the learning activities will be detailed in Programme handbook. General support and resources are available as described in the following sections:

5.1. Learning Resources

5.1.1. Learning

All staff involved with the programme are here to help you. All the lectures, tutorials, workshop classes, and coursework have been designed to help you develop necessary skills and knowledge. Different teaching methods have been included in your programme specification. As a learner it is expected that you will progress from being a dependent learner when you arrive to an independent learner by the time you graduate. Lecturers will often suggest background reading or exercises, which you should tackle. You should undertake all necessary pre-reading,

accessing of materials from the Blackboard site prior to (or after) sessions.

Remember that learning is not something that someone else can do for you - it requires considerable work and effort on your part. To keep up with material covered in taught classes and in learning how to obtain information for yourself and how to work with others, you will obviously need to do a substantial amount of work.

5.1.2. Electronic Resources

In addition to the physical book stock available at ICEM Library, UCLan e-Library provides access to a huge range of electronic resources, databases, e- books and journals. These resources are licensed for educational use only and they are available for ICEM students at UCLan Student Portal. Students can access UCLan e-Library using UCLan username and password.

5.2. Personal Development Planning

The College encourages and supports students to achieve personal development plans in a variety of ways – directly through the course material and associated experiences. This is supported by the programme team, your module tutor and the Advisor/Personal Tutor.

5.3. Preparing for your Career: Career Guidance Department

Your future is important to us, so to make sure that you achieve your full potential whilst at the College and beyond, your programme has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at the College:

Services provided to students

- Help students plan for a successful career.
- Choose the appropriate specialty.
- Acquire and refine the skills required for the labor market.
- Helping students find the right job and how to apply.
- Review the careers of students and help them develop and market their skills.
- Provide orientation sessions on job interviews to train students on how to prepare for them.

Services for graduates

- Promoting employment opportunities for the unemployed through the deployment of various employment programmes.
- Issuing training letters for the practical side of college graduates.
- Announcement of job opportunities available to graduates of the kiosk required by the labor market throughout the hour.

5.4. Approach to Teaching and Learning in AY2023-2024

Face to face teaching approach is implemented for AY2023-2024. Each module will have face-to-face teaching sessions.

A complete set of teaching material is prepared and uploaded on Blackboard including the teaching handouts/notes, reading materials, PPT presentations, video materials recorded by staff, and other learning videos such as YouTube videos. Recorded lectures are made available to students on Blackboard.

6. Student Support, Guidance and Conduct

ICEM students can receive full support and guidance from a variety of resources, including their module tutor, Personal Tutor/Academic Advisor, Head of Departments and the Student Support Services department.

6.1. Personal Tutors/Academic Advisors

The Personal Tutor/Academic 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/Academic Advisor from within the department during the induction period. Your Personal Tutor/Academic 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/Academic 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 definitely 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/academic 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/Academic 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/Academic Advisor.
- Attend any meetings that your Personal Tutor/ Academic Advisor arranges.

6.2. Students on academic probation

A student is placed under Academic Probation if he/she:

- Failed at least two modules and did not progress to next academic year.
- Absent from classes for more than 25% of the total lecture hours.

Students on Academic Probation shall be subject to Personal Tutoring/Academic Advising. Initial Evaluation will be conducted by the Academic Advisor to pre-assess student's needs. Results of the Initial Evaluation shall be discussed with the HoD for recommendation. Based on results and recommendation, the Student will be forwarded for the Module tutor for academic support, or forward to Student Support Services Department for non-academic support services.

6.3. Health and Safety

As a student of 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.

6.4. Code of Conduct for Students

You will be expected to abide by the Code of Conduct for Students in the College. The College expects you to behave in a respectful manner demonstrated by using appropriate language in class, and switching mobile phones / other devices off prior to attending classes.

You must show respect for the college site and college property. You must behave in a way that will not cause damage to the college site or to college property and you should help to keep the College clean and tidy at all times. If you see any problems concerning the site or college property, you should report these to a member of the college staff. If your behaviour is considered unacceptable, any member of academic staff is able to issue an informal oral warning and the College will support staff by invoking formal procedures where necessary. You can read more about college expectations in the regulations for the Conduct of Students.

7. Assessment

The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the programme and achieved the standard required for the award they seek.

Students should note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled

unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

7.1. Assessment Strategy

The overall assessment strategy used during the programme includes the use of formative and summative assessment the weighting applied to exams, coursework or practical assessments and is set out in each of the modules. To pass the module you must achieve an aggregate mark of 40%, aggregated across all assessments.

7.2. Notification of assignments and examination arrangements

Students will be notified of the requirements for individual assessments and their respective deadlines for submission / examination arrangements and Feedback through a timetabled session, within module information packs or through Blackboard. Students should submit their assignments in accordance with the requirements detailed in the Assessment Submission criteria of their assignment. The timetable of the final exams will be displayed on the student portal and a copy of the timetable will be emailed to students. The classroom allocations will be displayed on the on the student portal.

7.3. Late Submissions

If you submit work late, a penalty will be applied in relation to unauthorized late submission of work.

- If you submit work within 5 working days after the published submission date, you will obtain the minimum pass mark (40%) for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0%.
- Unauthorized late submission at resubmission will automatically be awarded a mark of 0%.

7.4. Dealing with difficulties in meeting assessment deadlines

Assignments must be submitted no later than the date on your assignment instructions / module information pack. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests due to verifiable extenuating circumstances, you must submit, at the earliest possible opportunity, a case with evidence of circumstances for consideration in accordance with the College's Policies and Procedures on Extenuating Circumstances.

7.5. Extensions and extenuating circumstances:

7.5.1. Grounds for extensions and extenuating circumstances:

For extensions and extenuating circumstances to be considered, they should be unforeseeable or unpreventable and may have had a significant adverse effect on the academic performance of a student. Possible extenuating circumstances include:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependent;
- family crises or major financial problems leading to acute stress;
- absence for jury service or maternity, paternity or adoption leave;
- a criminal act where you have been a victim

Examples of circumstances that may be considered beyond the reasonable control of the student would include:

- previously approved medical operations or tests;
- being taken ill during an examination;
- unanticipated and unavoidable professional obligations;

The following will not be regarded as grounds for extensions and extenuating circumstances:

- any event that could reasonably have been expected or anticipated;
- minor accidents/injuries or minor ailments;
- accidents/illness experienced by friends or relatives (unless this has occurred within 3 days of an assessment deadline or examination or where the student is the sole care taker);
- religious observance or obligation;
- holidays, moving house and events that were planned or could reasonably have been expected;
- childcare problems that could have been anticipated;
- domestic problems (unless supported by independent evidence);
- ignorance of the regulations or examination/assessment arrangements
- misreading the timetable or misunderstanding the requirements for assessments;
- failure, loss or theft of a computer or printer that prevents submission of work on time
- notes burned or stolen (unless supported by a fire or police report);
- general financial problems;
- examination stress or panic attacks not diagnosed as illness

7.5.2. Applying for extensions and Extenuating Circumstances

It is the sole responsibility of the student to submit a request for consideration of extenuating circumstances to the Student Support Services Department according to the published procedures and deadlines.

- Student may submit a request for extension of deadline before the submission date to the concerned Module Tutor along with relevant evidences/documents.
- The student must submit claims for extenuating circumstances within 5 working days of the assessment along with corroborating evidence. Requests for extenuating circumstances submitted after the deadline date will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been declared beforehand.
- Once Assessment and Unfair Means to Enhance Performance committee (AUMEP) has accepted the case, a flexible arrangement for assessment can be applied e.g. by extending a coursework deadline, setting a special examination paper, or allowing an examination to be sat outside the normal examination period.

7.6. Marking and Feedback Following Assessments

Pre-marking is not allowed for any assessments except for Project work, where help can be given by guiding students with generalized examples.

Written assessments are 'first marked' by the Module Tutor in accordance with the assignment brief and marking criteria given to the students. Following the first marking, a random sample of the scripts is second marked by another academic member of staff (moderator). Second marking involves checking that the marking is in accordance with the stated criteria and the marking scheme. Also, the second marker checks for consistency, thoroughness and fairness in the marking process. All marks provided are externally moderated by UCLan Course Leaders and by the programme External Examiners prior to Module/Assessment Boards.

Please note that all marks are externally moderated by UCLan Course Leaders and by the programme External Examiners prior to Module/Assessment Boards. All marks awarded are provisional subject to confirmation by the Module/Assessment Boards of the University of Central Lancashire, UK.

All final year undergraduate projects/dissertations are double marked. Final year projects are first marked by the supervisor followed by second marking by another academic member of staff (second marker). In case of marginal difference (within the class band of indicative language category) between the marks awarded by the first and the second marker, the one with the higher mark will be taken as the final mark. However, if the marks awarded by the first and the second marker show considerable difference (beyond the class band of indicative language category),

the marks are subjected to be finalized after mutual agreement by the two markers and by consulting the third marker

Module Tutors and second marker/moderator use a grade band marking scale provided by the University. This marking scale contains a fixed number of percentage points in each class band which might be assigned by the markers. For certain modules, such as those where marking criteria is definite or those assessed solely numerically and combination of numerical and theory (e.g. multiple choice tests, questionnaire, numerical based answers/assessments), the nature of the assessment will mean the mark should be recorded as a mark out of 100 and these marks would fall outside of the fixed percentage point bands.

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

The use of the minimum pass mark (40) is reserved for assessments passed at resubmission or passed for a capped mark. A marginal fail would receive a mark of 35 and a marginal pass would receive 42.

The college is committed to giving you clear, legible, and informative feedback for all your assessments. You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress through the programme.

- For all assignments, students will be provided with individual feedback within 15 working days of the scheduled submission. Feedback may be provided in oral, written, audio or digital format as appropriate, and posted on Blackboard.
- For Final Examinations, students will not be provided with individual feedback. Students may request generic feedback if needed. Generic feedback may include an outline of the expected answers.

7.7. Penalties for Over-length Assignments

Assignment briefs will include clear instructions about word counts. Students are expected to adhere to the word count requirements for each assessment. If students exceed these word count limits, they may receive a reduction in marks as follows.

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

7.8. Examination Rules

Before the Examination

- Students must check the schedule of the exam to ensure that there are no conflicts in the timetable. Failure to know the examination timetable will not be considered an excuse for not attending the exam.

- No changes will be made to the exam timetable after it has been released to the students.
- Please enter the examination room and take your allocated seat approximately 10 minutes before the start time of the examination. You are not permitted to enter the examination room while the room is being set up or before being given permission to enter by an Invigilator.
- Hall tickets, ID cards/passports must be presented at the time of exam. Student without proper identification will not be permitted to sit for the exam.
- Students are not allowed to bring in any printed materials to and from the examination hall, unless authorized by the exam invigilator.
- Students are not allowed to bring in mobile telephones or any communication devices to the examination hall.
- Students are not allowed to enter the examination hall after 30 minutes from the beginning of the exam.
- Students who arrived late for exam (more than 30 minutes) will be marked absent and will receive a “zero” mark in the particular exam.
- Students may take bottled water into examination rooms.
- Students should keep their bags/handbags away from the seat.

B. During Examination

- Students must sign the attendance sheet as instructed by the Invigilator.
- Students are not allowed to check their mobile phones once the exam has started.
- Students are not allowed to talk to other students.
- No smoking in the examination hall.
- Students must write in black or blue pens.
- Students are not allowed to leave the exam hall within 30 minutes from the beginning of the exam. Students are not allowed to leave the exam hall during the last 15 minutes before the exam finishes.
- Students must use their own calculators and any other writing / stationery materials (pens, rulers) etc. in examinations. Calculators and other materials will not be provided by the College and sharing or borrowing with other students is not permitted.
- If student require something, he/she should raise his/her hand to gain the attention of the invigilator.
- For final examinations, students must write their UCLan Number only, not their names.
- In cases where students are caught cheating or suspected of cheating during exam, the

exam invigilator shall file and Incident Report will be dealt with according to the College's policy and procedures on Academic Misconduct

- Students are discouraged from using the washroom once the exam has started. In cases where use of washroom cannot be avoided, it has to be supervised by the invigilator.
- Students are not permitted to ask questions from the invigilators except where errors in the exam need to be pointed out.
- Student who fall ill during exam must notify the invigilator as soon as possible in order to take necessary decisions/actions.
- Students must stop writing as soon as the announcement is made to indicate that the time of exam is over.
- You must return all papers relating to the examination (including rough work) to the invigilator.
- If the fire alarm sounds, students are to follow the fire alarm procedure and leave all examination materials in the room.

7.9. Unfair Means to Enhance Performance

7.9.1. Definitions

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

- Cheating is any deliberate attempt to deceive. It can include any of the following or similar practices:
 - being in possession of notes, 'crib notes', or text books during an examination
 - copying from another student's work
 - communicating during the examination with another student
 - having prior access to examination questions
 - substitution of examination materials
 - unfair use of a calculator
 - impersonation
 - use of a communication device during an examination
 - any deliberate attempt to deceive
 - Cheating techniques 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 disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers.
- Artificial Intelligence (AI) will breach the academic regulations when: "Using technological aids and AI, including translation software, paraphrasing tools, text generating software (essay bots), and tools to generate graphics or artworks, without specific authorisation." (source QAA April 2023)
- Re-presentation is an attempt to gain credit twice for the same piece of work.

7.9.2. Turnitin and Accepted Similarity Index

The College uses an online Assessment Tool called Turnitin. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, all summative assessment will be marked anonymously where possible. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

- The accepted similarity percentage for an assessment is about 10%. However, the case may still be reported for investigation if the similarity percentage is below 10% subject to the Module Tutor's academic judgment.
- Similarity percentages above 10 % will be reported to the Assessment and Unfair Means to Enhance Performance Committee subject to the discussion with the Module Tutor/justification from the Module Tutor. The case may or may not be formally investigated.

7.9.3. Guidance for students on the use of Artificial Intelligence in Assessment

As per UCLan Guidance for students on the use of Artificial Intelligence 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 what is their own work. Students have to

cite AI tool they used (such as ChatGPT) and describe how they used it.

- Avoid assuming that AI responses are always accurate. AI-generated information may sometimes be inaccurate or misleading.
- Keep drafts to evidence the thinking and development of the work if requested.
- Students may be asked to respond to questions to test their knowledge of their assessed work.
- Failure to follow this advice may lead to allegations of academic misconduct and will impact students' ability to defend themselves.

7.9.4. Procedure to deal with Unfair Means to Enhance Performance

- Alleged acts of Cheating, Plagiarism and Collusion in Coursework are reported in writing to the Chair of the AUMEP Committee by the Marker/Module Tutor.
- The Chair of the AUMEP Committee may set 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 Student Support Services Department on the assessment plagiarized / cheated/ colluded and the date and time of the interview.
- The AUMEP Committee will investigate the matter and may give the student an opportunity to put his/her case. The panel will question both the Module Tutor and the student as required to clarify understanding of any points.
- The Student Support Services Department and module tutor will inform the concerned students of the outcome in writing within 14 working days.

7.9.5. Penalties of Academic Misconduct

You are required to sign a declaration indicating that individual work submitted for an assessment is your 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:

- For the first time: the penalty will be 0% for the element of assessment, the plagiarized element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark (i.e. 40%).
- In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation on the same or any other module within the course; the appropriate penalty will be 0% for

the module with no opportunity for reassessment and you being able to retake the module in a subsequent year.

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

7.10. 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.

7.11. Reassessment

The decision to offer reassessment to you 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. Reassessment takes place before the start of the following academic year. 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. A module, or a component within it may be reassessed only once.

7.12. Module Attempts

The definition of “attempt” is a student’s first sit and any resit (of any component of assessment) within a module. A retake of the same or an alternate module in a subsequent year is considered to be a separate second attempt.

Students shall not be permitted to retake a module which has been passed. Students shall retake the modules which you have not passed. In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full time student to register for one additional module in the following year (exceeding by one the normal maximum of six modules). Retaken modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over. Marks for retaken modules will be capped at the minimum pass mark (40%).

7.13. 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 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 as a whole. Compensation must not be applied where the module mark falls below the threshold mark of 30%. 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 (4 year), may have an additional 20 credits at either L5 or L6.

7.14. Exclusion from a programme during an academic session for academic reasons

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

7.15. 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.

7.15.1. Grounds for Appeal against Assessment Board & AUMEP decisions

Where a student is seeking to appeal a decision of AUMEP committee, the appeal will only be valid if it is based on the following grounds:

1. that the original hearing was not conducted fairly and/or in accordance with the published procedure;
2. that the original decision was unreasonable in all the circumstances.

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.

7.15.2. Appeal Principles and Procedures

- If you want to appeal, you should fill out the necessary form and submit the same with documentary evidences to the Student Support Services Department within 2 weeks (10 working days) from the results being published or being notified about AUMEP decision of Assessment Board decision. The onus is on you to find out your results and submit your appeal on time. Contact the Student Support Services Department for support and advice.
- If a student is not sure whether an appeal is appropriate, she/he should discuss the matter with Student Support Services Department staff or her/his HoD.
- 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

1. First Stage Appeals must be lodged with the Assistant Dean Academic Affairs within two weeks of the official notification of AUMEP decision or publication of the results on students' portal (ICEM or UCLan).
2. The Assistant Dean Academic Affairs , accompanied by an independent HoD, hears the appeal and is responsible for arranging a time with the student, usually within 14 days of receipt of the request for appeal.
3. At the discretion of the Assistant Dean Academic Affairs, the HoD for the student's programme may be called for part or the whole of the hearing.
4. The Assistant Dean Academic Affairs 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:
 - a. The appeal is upheld and referred back to the Assessment Board for reconsideration
 - b. The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board

- c. The appeal is turned down
5. The student should be informed in writing, by Student Support Services Department, of the outcome of the appeal within 7 days.
6. Where an appeal is turned down by the Assistant Dean Academic Affairs, the student has a right to a College appeal.

Stage 2: College Appeal

1. A College appeal will not be called if a first stage appeal has not been held.
2. Requests for College appeals must be made in writing to the HoD, normally within 7 days of the first stage appeal hearing.
3. College appeals will be heard by an appeal panel normally consisted of the Dean and two independent staff.
4. The powers of a 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 UCLan Assessment Board for decision;
 - c. to turn down the appeal and uphold the original decision of the Assessment Board.

8. Students' Research Project/Dissertation

8.1. Introduction

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

- Well Engineering: MP3995 Project (20 credits)
- Facilities 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)

8.2. Instructions for Students

The dissertation / project module, an important element in Honors degree programme, aims to provide the students with the opportunity to develop independent research and evaluation skills and to expand the understanding of managerial, technological and or scientific aspects in the respective academic discipline.

On an individual basis, students are required to carry out an in-depth study involving theoretical, experimental, investigative or computational analysis, industrial problems, or a combination of these. It also enhances students' skills such as written communication skills,

independent planning, execution, and dissemination of research outcomes through the teaching and learning strategy.

1. All dissertation/project students should identify a supervisor who will guide through the entire year and also to 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 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 then subsequently by the respective Head of Department.
4. Students are required to submit their dissertation / project proposals (deadline will be fixed by individual departments).
5. The proposal should include the aims and objectives, rationale for the research, a brief literature review and a very brief outline of approach/methodology for data collection together with any ethical considerations. For the format of the initial proposal, students are required to use Dissertation Proposal Form (RF-Form-13 Dissertation Proposal Form).
6. Students are expected to submit ethical declaration and risk assessment form (if applicable) to the project supervisor which will subsequently be recorded in the department (RF-Form-08 Research Ethics Form for Students, RF-Form-14 Risk Assessment Form)
7. Students should incorporate into their dissertation/project the following statement: "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 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 & based on requirement).
10. Any dissertation that has not been regularly supervised by an academic member of 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. Student should submit the chapters of his/her dissertation to 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 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. For other forms of support, you should approach your Personal Tutor or the other college services departments.
16. Supervisors are expected to warn students, during periodical progress review, where there is a possibility of the student failing the dissertation/project or of not realizing their full potential in respect of the dissertation/project component. However, supervisors should not give any indication of the actual mark which the dissertation/project is likely to be awarded.
17. Assessments are monitored by the supervisor according to dissertation marking criteria and feedback .

8.2.1. 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 in order to receive necessary support to complete the dissertation.

8.2.2. 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 on a monthly basis.

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.

8.2.3. 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

8.3. Referencing

Harvard referencing style is the preferred method of referencing work.

9. Publication and Intellectual Property Rights Policy

9.1. 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.

9.2. 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.

9.3. Responsibility

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

9.4. Policy Statement

1. Intellectual Property (IP) is defined as an intangible knowledge product resulting from the intellectual output of the inventors including academics, staff, and students. IP thus is an outcome of in-house or sponsored research, industrial consulting or other forms of collaborative Research & Development. Any invention that developed at ICEM belongs to the College. Based on the nature of IP generated, IPs can be protected under local and or international laws.
2. All Intellectual Property Rights (IPR)-with regard to any research and consultancy activities carried out at the College including staff research and student research

(Final Year Projects) shall be the property of the College except of joint, sponsored and or collaborative activities in which case the ownership will be decided upon mutually.

3. IPR of inventions arising out of research and or consultancy projects undertaken on behalf of the sponsoring agencies and or as a collaborative work shall be taken jointly in the name of the College and sponsoring / collaborating agencies, provided they bear the cost of filing and maintaining of the IPR appropriately. If otherwise, the College at its discretion may file the application with absolute ownership and the College will meet the entire cost of filing and protection of 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. Revenues generated by the licensing and royalty of College IP provide a strong incentive for staff participation in technology licensing and support further investment in research and technology transfer. The College shall share revenues received from commercialization efforts with all involved inventors (50% - Inventor(s), 50% - ICEM).
6. The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.
7. In case of any disputes between ICEM and the Inventor(s) regarding the implementation of the IP policy, the inventor(s) may appeal to the Dean of ICEM. Efforts shall be made to address the concerns of the inventor(s) and the Dean's decision would be final and binding on both College and Inventor.
8. Staff and students are required to make appropriate use of acknowledgements and references on all works used in the completion of the research and scholarly activities; and to disclose all necessary sources and supports received for the same.
9. All academic staff must fully acknowledge the use of all resources and references in preparing their teaching materials.
10. The College holds no responsibility for any acts of academic misconduct committed by staff and students in the conduct of research and scholarly activities.
11. 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.
12. ICEM shall not claim ownership of copyright on books and publications authored by ICEM staff but ICEM should be acknowledged appropriately.
13. All publications of staff acquired at the time he/she is employed at the ICEM, whether self, internally or externally funded must mention affiliation with the College.

14. 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.

9.4.1. Statement of Authorship

An author should satisfy the following conditions:

1. He/she 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. He/she should be able to defend the major aspects of the research study;
3. He/she should have significant contribution in the preparation of the manuscript, 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 a publication which does not satisfy the conditions of authorship.
3. Inclusion of people or group of people as authors in a research and/or scholarly activity who do not meet the conditions of authorships.
4. Inclusion of people or group of people as authors on the basis of courtesy, prestige, favor, or obligation.
5. Inclusion of people or group of people as authors on the basis of providing financial, logistical and/or administrative support.

In case of violation of this policy, procedure of Research Ethics Policy will be applied.

10. GPA Calculation

The College is using the conversion method shown below, which was prepared by the Ministry of Higher Education, Research and Innovation (MoHERI), to calculate the Cumulative Grade Point Average (CGPA) .

APM to CGPA Conversion Table

Average Percentage Mark (APM)	UK degree classification		CGPA
70+	First class honours	Excellent	4.0
65-69	Upper-second class honours	Very Good	3.7
60-64		Good	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

11. Academic Calendar

Full Academic Calendar is Available in Appendix 1

Section 3: Appendices

Appendix 1: ICEM Public Academic Calendar 2023/2024

Month	Activities/Notes
September 2023	03-07 September 2023: Foundation Placement Tests 10-21 September 2023: Foundation Placement Test + Registration + Fees Payment 17-21 September 2023: Induction Week HE and Foundation 24 September 2023: First day of study - HE and Foundation 27 September 2023: Prophet Muhammad's Birthday
October 2023	05 October 2023: Last date for accepting APL Applications 05 October 2023: Election of Student Advisory Council 12 October 2023: Close of admissions 2022-2023 12 October 2023: Deadline for Sending student lists to UCLan for enrollment 29 October - 02 November 2023: Foundation -Sem1 Midterm Exams
November 2023	18 November 2023: National Day Holiday (Expected Celebration on 29-30 November 2023)
December 2023	10-14 December 2023: Foundation- Sem1 Final Exams 17 December 2023- 11 January 2024: Foundation- Semester Break 24-28 December 2024: Foundation Sem 1 Results publication 31 Dec 2023 -5 January 2024: Foundation-Sem1 Re-Sit Exams 31 Dec 2023 -7 January 2024: HE Sem1-Final Examinations
January 2024	8-25 January 2024: HE- Semester Break 10 January 2024: Deadline for submission of Extenuating Circumstances-Sem 1 14 January 2024: Foundation- Sem 2 First day of study (Start of Semester 2) 25 January 2024: Deadline for Students' appeals against AUMEP Decisions (Semester 1) 28 January 2024: HE- Sem 2 First day of study (Start of Sem 2)
February 2024	08 February 2024: Isra'a Wal Mi'raj (Ascension) 15 February 2024: Deadline for Students' Appeals Against Assessment Board Decisions 18-22 February 2024: Foundation Sem 2 Midterm Exams 27-29 February 2024: HE Sem 1 Reassessment Examination
March 2024	28 March 2024: Submission of Final Year Project-Dissertation First Draft 31 March-4 April 2024: Foundation-Sem 2 Final Exams
April 2024	31 March-8 April 2024: HE Self-Study Period 07 April – 02 May 2024: Foundation Semester Break 09- 11 April 2024: Eid al-Fitr Holiday 16- 18 April 2024: Foundation Semester 2 Results Publication 21-25 April 2024: Foundation-Sem 2 Re-Sit Exams 30 April 2024: Final Submission of Final Year Project-Dissertation (Black Board)
May 2024	05 May 2024: Foundation- Sem 3 First day of study (Start of Semester 3) 19-23 May 2024: HE Sem 2 Final Examinations 28 May 2024: Deadline for submission of Extenuating Circumstances Sem 2 26-30 May 2024: Dissertation presentation/interview
June 2024	13 June 2024: Deadline for Students' appeals against AUMEP Decisions (Sem 2) 09-13 June 2024 : Foundation-Sem 3 Midterm Exams 16-20 June 2024: Eid al-Adha Holiday
July 2024	07 July 2024: Hijri New Year 14 July 2024: Start of Admission for new Students for Academic Year 2024-25 18 July 2024: Deadline for Students' Appeals Against Assessment Board Decisions 21-25 July 2024: Foundation Sem 3 Final Exams 23-25 July 2024: HE Sem 2 Reassessment Examination

	23 July 2024: Renaissance Day
August 2024	4-8 August 2024: Foundation Sem 3 Results publication 11-15 August 2024: Foundation- Sem 3 Re-Sit Exams
September 2024	15 September 2024: Prophet Muhammad's Birthday 16-19 September 2024: Induction Week in Sem 1 AY 2024-25 22 September 2024: First day of study - HE and Foundation .AY2024-25

Dates subject to confirmation by the College.

Appendix 2: Academic Forms

A. EXTENUATING CIRCUMSTANCES REQUEST FORM



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

EXTENUATING CIRCUMSTANCES REQUEST FORM

NAME OF STUDENT:	
UCLAN No:	
PROGRAMME:	ACADEMIC YEAR:
YEAR:	

ASSESSMENT/S AFFECTED:			
No	MODULE CODE / NAME	COURSEWORK / EXAM DETAILS	STATUS

ACCOUNT OF EXTENUATING CIRCUMSTANCES AND HOW ASSESSMENT/S HAVE BEEN AFFECTED: <i>(continued on separate sheets as necessary)</i>	
EVIDENCE PROVIDED / ATTACHED:	
SIGNATURE:	DATE:

B. COURSEWORK EXTENSION REQUEST / APPROVAL FORM



الكلية الدولية للهندسة والإدارة
**International College of
Engineering & Management**

COURSEWORK EXTENSION REQUEST / APPROVAL FORM

ACADEMIC YEAR:	
UCLAN No./NAME OF STUDENT:	
PROGRAMME:	MODULE CODE/TITLE:
ASSESSMENT:	
PUBLISHED ISSUE DATE:	PUBLISHED SUBMISSION DATE:
MODULE TUTOR:	PERSONAL TUTOR:

REQUESTED DATE OF SUBMISSION:	
REASON FOR EXTENSION REQUEST:	
EVIDENCES PROVIDED / ATTACHED:	
Signature:	Date:

C. EXTENUATING CIRCUMSTANCES REPORT



الكلية الدولية للهندسة والإدارة
**International College of
Engineering & Management**

**Extenuating Circumstances Report
(For AUMEPC use only)**

NAME OF STUDENT:	
UCLAN No:	
PROGRAMME:	ACADEMIC YEAR:
YEAR:	

COMMENTS:	
Decision: <input type="checkbox"/> Valid <input type="checkbox"/> Not Valid	
UMEP Committee Chair Signature:	Department Representative Signature:
DATE:	DATE:
Student Signature	
Date:	

D. REPORT OF UNFAIR MEANS TO ENHANCE PERFORMANCE



الكلية الدولية للهندسة والإدارة
**International College of
Engineering & Management**

Report of Unfair Means to Enhance Performance

STUDENT DETAILS

Student Name	
UCLan ID Number	
Programme	
Year Level	
Module Tutor's Name	
Head of Department	

EXAMINATION/COURSEWORK DETAILS

Module	
Examination/Course Work	
Date	
Invigilator/ Marker	

DETAILS OF UMEP

--

INVESTIGATION DETAILS

Date and Time of Interview with Students	
--	--

Outcome

--

DECISION

<input type="checkbox"/> Allegation Upheld
<input type="checkbox"/> Allegation Not Upheld

AUMEP Chair Signature

--

Date

--

HoD Signature

--

Date

--

STUDENT ATTESTATION

I attest that I understand the information above and I have the right to appeal against the above-decision by submitting a request for appeal in writing within 14 days.

Student Signature

--

Date

--

**E. UNFAIR MEANS TO ENHANCE PERFORMANCE: CHEATING,
PLAGIARISM & COLLUSION**



الكلية الدولية للهندسة والإدارة
**International College of
Engineering & Management**

NAME:	DATE:
UCLAN No.:	
PROGRAMME / YEAR / GROUP:	
PERSONAL TUTOR :	
<p>Please be advised that in Year of your programme you were found guilty of a first offence of Unfair Means to Enhance Performance by the University Assessment/ Reassessment Board. This has now been formally marked on the BANNER system. (This is the central computer administration system at the University.)</p> <p>If you use Unfair Means to Enhance Performance again on any module that you study on your programme, either at the College or at the University, you will be awarded zero for the module and you will not have any opportunity for reassessment.</p> <p>You have now received counseling by the College on cheating, plagiarism and collusion and on how to avoid using these unfair means to enhance your performance.</p> <p><i>I understand the University Academic Regulations regarding Unfair Means to Enhance Performance and I have received counseling on how to avoid using unfair means to enhance my performance.</i></p> <p>Student's Signature / Date:</p>	

PERSONAL TUTOR'S / TUTOR'S COMMENTS:

F. APPEAL AGAINST UMEP COMMITTEE DECISION



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

Appeal against AUMEP Committee Decision

Personal Details:

Name of Student:

UCLan No:

Programme:

Year:

Contact Details: *(This is how we will communicate with you during the appeal process.)*

ICEM Email ID:

Mobile Number:

Academic Misconduct Details:

Module Code and Title:

Case for Appeal:

Please provide below details of your case for appeal (continue on an additional sheet if necessary).

Supporting Evidence:

Please list below any supporting evidence for your appeal and ensure that the relevant documentation is submitted with this form.

Signature:

Date:

Decision (To be completed by ADAA)

Proceed to Stage 1 hearing

Appeal ruled invalid

Name and Signature

G. APPEAL AGAINST ASSESSMENT BOARD DECISION



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

APPEAL AGAINST ASSESSMENT BOARD DECISION

Academic Year	
Programme	
Module Code/ Module Title	
Module Tutor	
Assessment Title/Number	
Date of Issue	
Date of Submission	

Use this form if you want to appeal against the decision of the Assessment Board. An appeal cannot be made against the academic judgement of the examiner(s). Appeals on this basis will be ruled invalid. Appeals received outside the stated timescales (within 1 week of the publication of results) will also be ruled invalid. Please read your Student Handbook for full details of the Appeals regulations.

The following are the only grounds for appeal. Before you write anything, consider whether your appeal is a valid one. Tick the box which relates to your circumstance.

Tick the appropriate box

Assessment Board has given insufficient weight to extenuating circumstances

Your academic performance has been adversely affected by extenuating circumstances which you, for good reason, were unable to make known to the Assessment Board.

There has been a material administrative error at a stage of the examining process, or some material irregularities have occurred

The assessment procedure and/or examinations have not been conducted in accordance with the approved regulations

If the above are not relevant, and if you have not ticked a box, you do not have grounds for appeal.

Instructions

Write the nature of your appeal. (Use separate sheet if necessary)

Student's Name and Signature

Date

Decision (To be completed by ADAA)

Proceed to Stage 1 hearing

Appeal ruled invalid

Name and Signature

H. RE-ASSESSMENT NOTIFICATION FORM



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

RE-ASSESSMENT NOTIFICATION FORM

Academic Year

Programme

Module Code/ Module Title

Module Tutor

Student Name

Student ID Number

FOLLOWING THE ASSESSMENT BOARD FOR YOUR COURSE, THE FOLLOWING IS OFFERED TO YOU

Re-assessment of Coursework
Examination

Re-assessment of

DETAILS OF THE WORK REQUIRED

Coursework:

Date:

It is your responsibility to ensure that you meet the requirements of the reassessment and the deadlines set. Failure to meet deadlines may result in failing the Module.

Examination:

Date:

It is your responsibility to ensure you attend for re-sit examinations at the right time and place.

Failure to attend may result in failing the Module.

Contact for Queries/Advice

Telephone Number

Module Tutor Name and Signature

Date

HoD Name and Signature

Date

Special Arrangements or Guidance

(Use separate sheet if necessary)

Student's Reply

I will take up the assessment offered to me and I understand the work that is required from me.

Student's Signature

Date

Note: Original retained by student, photocopy retained by College.

I. REPEAT MODULE NOTIFICATION FORM



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International College of
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REPEAT MODULE NOTIFICATION FORM

Academic Year	
Programme	
Module Code/ Module Title	
Module Tutor	
Student Name	
Student ID Number	

FOLLOWING THE ASSESSMENT BOARD FOR YOUR COURSE, THE FOLLOWING IS OFFERED TO YOU

You will be required to repeat the module in full in the Academic Year 20__ - 20___. No marks will be carried over and, if you complete the module successfully your overall mark will be capped to 40%.

Contact for Queries/Advice	
Telephone Number	
Module Tutor Name and Signature	
Date	
HoD Name and Signature	
Date	

Special Arrangements or Guidance

(Use separate sheet if necessary)

Student's Reply

I will repeat the module in full offered to me and I understand the work that is required from me.

Student's Signature

Date

Note: Original retained by student, photocopy retained by College.



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International College of
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PERSONAL TUTORING/ACADEMIC ADVISING FORM

Student Evaluation

Dear Student,

Initial Evaluation Purpose: In Order to understand you better, kindly reflect on the questions listed and answer them as honestly as you can. Your scores will help us determine which area/s you need to work on.

Post Evaluation Purpose: In the context of knowing the extent to which you benefit from academic and non-academic support and advice in overcoming the obstacles that you were facing at the beginning of your study. kindly reflect on the questions listed and answer them as honestly as you can.

Academic Year

Name of Student

Specialization

Nationality

Start Time

Student ID Number

Date of Filing

Rate yourself based on the following criteria:

- 1 – I really need to work on this
- 2 – I need improvement on this
- 3 – I am confident I can do this
- 4 – I am very good at this.
- 5 – I don't need any help in this

Item No	Criteria	Initial	Post
A. Time and Organizational Skills			
1	Meeting deadlines for assignments and course works		
2	Keeping up with dates to attend lectures and other activities		
3	Prioritizing and Organizing activates, assignments and course work		
4	Arriving on time and attending classes regularly		
5	Managing within the allotted time frame to complete the tasks		
Item No	Criteria	Initial	Post
B. Subject Specific Skills			
1	Understanding and Exploring the problems presented in class		
2	Breaking down complex problems into smaller parts		
3	Connecting the theoretical concepts with actual applications		
4	Interpreting the questions or assessments or following assessment instructions		
5	Applying techniques or using alternative solutions to solve problems are situations		
Reflection: How do I assess myself in this (optional)			
Item No	Criteria	Initial	Post
C. Personal and interpersonal Skills			
1	Working productively with other students or peer		
2	Keeping my study habits		
3	Working constructively with my Module Tutor		
4	Receiving guidance and instructions from peers		
5	Receiving guidance and instructions from my Module Tutor		
Reflection: How do I assess myself in this (optional)			

Item No	Criteria	Initial	Post
D. Use of Recourses			
1	Use of computer applications (word, Excel , PowerPoint) to produce written documents as required		
2	Using software and computer applications required to submit requirements of the Module		
3	Using the internet and online sources to acquire information needed		
4	Using the library and Reference materials to help me complete the tasks		
5	Know how on where to find the right sources of information		
Reflection: How do I assess myself in this (optional)			
Item No	Criteria	Initial	Post
E. Numeracy, Oral and Writing Skills			
1	Using simple calculations, statistical analysis as required by the Module		
2	Presenting my ideas in written English		
3	Communicating my ideas in simple language understood by my peer and/or Module Tutor		
4	Preparing my ideas using visual aids, graphs and/ or presentations.		
5	Preparing assignments and course works in prescribed format or template		
Reflection: How do I assess myself in this (optional)			

Attestation:

Student Signature

Date: ____/____/20____

Name of Staff who provided Advising Support

Date: ____/____/20____

Note: Copy for sending to ADAA

K. PERSONAL TUTORING/ ACADEMIC ADVISING –Student Details



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International College of
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Personal Details of the student

ICEM No.	
UCLan No.	

Photo

Name :

Programme :

Year of study :

Contact Details :

Present Address :

Residence Telephone no. :

Mobile No. :

E-mail id :

Name of Parent/Guardian/ Sponsor :

In case of Emergency, contact details :

Blood Group :

Declaration: I declare that the information provided on this form is correct.

Signature of the student: _____

L. PERSONAL TUTORING/ACADEMIC ADVISING MEETINGS REPORT



الكلية الدولية للهندسة والإدارة
International College of
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TEMPLATE FOR PERSONAL TUTOR/ACADEMIC ADVISOR MEETINGS

Student's Name:

Personal Tutor's/Academic Advisor's Name:

--	--

Programme and Year:

Contact Details (phone no. / email etc):

--	--

S.No.	Meeting Date:	Issues discussed	Remark / Advice / Suggestion

Signed:

Date:

**N. RESEARCH ETHICS APPLICATION FORM FOR RESEARCH /
DISSERTATION PROJECT**



الكلية الدولية للهندسة والإدارة
**International College of
Engineering & Management**

RESEARCH ETHICS APPLICATION FORM FOR RESEARCH / DISSERTATION PROJECT

This ethical approval application is to be submitted by all dissertation students. Students are required to provide the following details and gain approval from the supervisor and submit to the Project Coordinator. Please note that the information provided is true and if any changes are made to your project, you must resubmit another form.

Student and Project Details

Student Name:

Department:

Year:

Email:

Project Title:

Duration of proposed project:

Approval Type: Full approval

Re-Submission

Dissertation Supervisor Details:

Name:

Position:

Telephone:

Email:

Please read the following questions carefully and respond:

1. Does your dissertation project involve human participants (like obtaining data from people through methods like experiments, observation, questionnaire surveys, interview, focus groups, interviews, use of their data) or living animals in any way?

Yes No

2. Give a brief description about your proposed project (if it was Yes for on Question 1) giving details about methodology, design & or factors related to ethical considerations.

3. Have the participants been informed about the aims, their ethical right, and their expected contribution?

Yes No

4. Have you obtained consent from all appropriate participants?

Yes No

5. Does the procedure involve any possible stress, discomfort or harm to participants or researchers?

Yes No

6. Does the activity involve any information pertaining to illegal activities or materials or the disclosure thereof?

Yes No

7. Do you propose to pay or reward participants?

Yes No

8. Are there negative outcomes from the study for the participant?

Yes No

9. Is there any other issues that may have potential implications for your study?

Yes No

Further Information Regarding Ethical Considerations

If any of the above questions need additional information and or justification, please provide below: Please be as comprehensive as possible, as this will speed the decision-making process and may avoid the need to contact you for further information or clarification.

Student declaration

The information I have provided is accurate to the best of my knowledge

Signature of student.....Date.....

Supervisor declaration:

I believe the information provided is an accurate overview of the student's intended research project

Signature of supervisor.....Date.....

For the purpose of Research and Ethics Committee

Approval Type: Full approval Requires more detail Reject

Comments/action:

Name of Chair of REC

Signature of Chair of REC

Date.....

O. DISSERTATION / PROJECT PROPOSAL FORM



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International College of
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Dissertation / Project Proposal Form

Student's Name:	
Student's Registration Number:	
Course:	Submission Date:
Proposed Title:	
Dissertation Supervisor:	

Please provide details of the proposed project in the attached format (not to exceed 2,500 words, excluding references). This must include the list of bibliographic references from / on which it is proposed to start/base the project and an indication of the facilities needed/available. Include relationship to previous work.

Research Rationale <i>What is the purpose of your research?</i>
Aim(s) and Objectives Aim: Objectives: 1. 2. 3.
A Brief Literature Review
Element of Originality <i>Explain in what way(s) your proposed research can be considered to be original work</i>
<u>Proposed Programme of Work/Timetable</u>

Outline Methodology

Facilities, Equipment and Permissions / Authorisations

Initial References

(Must be referenced use Harvard or numerical referencing style)

Student Declaration:

I confirm that the particulars given in this form are correct. I understand that I must prepare my project in English. I declare that all the work done in connection with my project will be my own.

Signature _____

Date _____

Proposed Supervisor: _____

I agree to supervise this project

Signature _____

Date _____

FOR COLLEGE USE ONLY

Date Received:

Further details required YES/NO

Supervisor approved by respective CL YES/NO

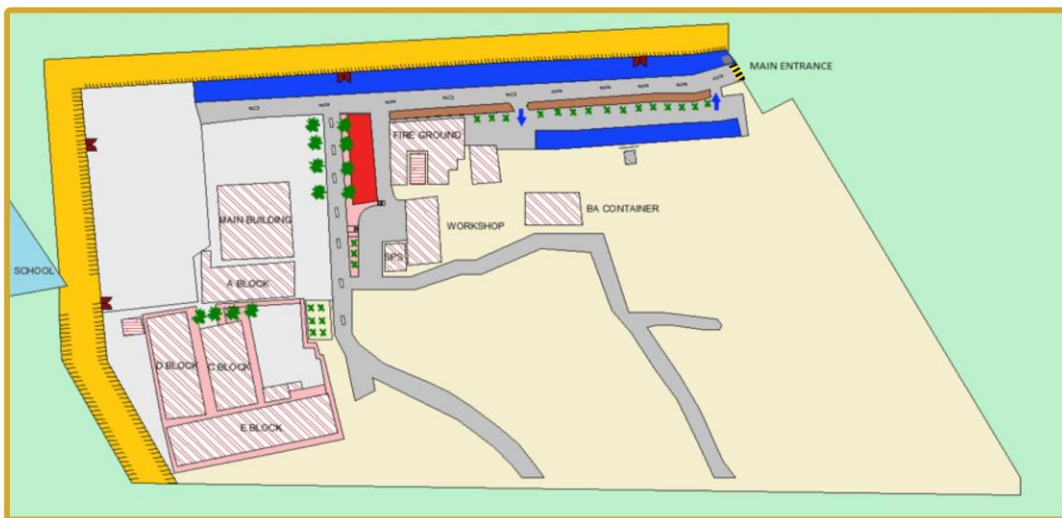
Student notified YES/NO **Date:**






Appendix 3: Parking Plan



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ICEM Plan



COLOR	EXPLANATION
	Management Car Parking
	Staff Car Parking
	Walk Way Path with Shade
	Student Car Parking
	Main Gate