



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

STUDENT HANDBOOK –HIGHER EDUCATION

2022-23

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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. It is a two-way commitment or "contract" between the College and each individual student. It acts as means of establishing in black and white what students can expect from the College and the Council in terms of support, and in return what we expect from our students. 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

Student Support Services Department (SSSD) is located in the main building and has staff as given in Section 2.1.1. You may go to SSSD at any time during college hours for non-academic support and guidance. Coming to college is one of the biggest moves you will ever make. The years ahead will be fun, exciting and fulfilling but there may be times when you will need some help and advice. We have a range of support services with friendly, approachable staff that are there to listen and provide the advice, support, and information you need throughout your time with us. At the SSSD our aim is to help you make the very best of your time at ICEM. We provide you with all your non-academic support needs including settling into college life, arranging accommodation, finance, disability support and personal safety.

The Student Support Services department supervises various activities organized and/or controlled by the College. The SSSD works closely with all the other departments, such as: the college clinic, the student counseling office and Career Guidance center. It also helps students to achieve academic and psychological stability within the college environment, which would entitle them to be active members of the college's community and develop their interpersonal skills. Also, to provide students with the practical skills and professionalism required by the labor market to be available after graduation from the College.

Occasionally you may need more specialist counselling to make sure you get the most out of your time at ICEM. The SSSD will give you the support that you may need and gives you time and space to explore issues that are of concern to you. These might include

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

Student Counsellor will not be able to provide instant solutions but will listen and help raise your self-awareness and your choice of possibilities.

1.1.2. Admission & Registration

The Admission & Registration Department is in the main building and has staff as given in Section 2.1.1. Students' academic records and personal details from the date of joining to the graduation date are held in this department. Information on the following may be obtained from Admission & Registration:

-) Enrolment (HEAC, ICEM and Affiliate University)
-) Issue of Acceptance letter, Grades, Enrolment Status and etc.

-) Issue of ICEM ID Cards
-) Issue of Offer Letters to progressing students & new students.
-) Information packs for students interested in continuing their studies at UCLan.
-) Clearance, Graduation Documents, Transcripts and etc.

Entry Criteria for Admission to Higher Education Programs

-) Candidates are required to have the General Diploma Certificate (high school certificate/ grade 12) or its equivalent with Pure or Applied mathematics to apply for the programs:
 - Fire Safety Management
 - Facilities Management
 - Health, Safety and Environmental Management
 - Construction Project Management
-) And to have the General Diploma Certificate (high school certificate/ grade 12) or its equivalent with Pure Mathematics to apply for the programs:
 - Fire Safety Engineering
 - Well Engineering

Experienced Candidates:

-) Experienced Candidates who have not completed 12 years of schooling and do not have the General Diploma Certificate are required to go through the process of approval from the Ministry of Higher Education, Research and Innovation, Sultanate of Oman, confirming that they can join the Higher Education programs without General Diploma Certificate. They should submit the following requirements to seek MOHERI approval:
 - The applicant must have passed the ninth grade (minimum).
 - At least 6 years of experience in the work approved by the Ministry of Labor.
 - Minimum two courses Training courses approved by Ministry of Labor.

College Placement Test and ICEM General Foundation program:

-) Fresh and Experienced Candidates must successfully pass the College Placement Test comprising of English, Mathematics, Science & IT.
-) On completion of the ICEM Placement test, candidates who do not meet the requirements for entry onto Year 1 of the Higher Education program of their choice may be recommended to enroll on the ICEM Foundation program which is specially designed to prepare students for the Higher Education programs offered by the College.

Exemption from ICEM General Foundation program:

-) For exemption from the General Foundation Program, candidates should provide the following:

1. Successfully pass the College Placement Test comprising of English, Mathematics, Science & IT.
2. To be exempted from Foundation English either of the following
 -) An IELTS score of at least 5.0 (with none of the four areas of writing, speaking, listening and reading below 4.5). IELTS certificate dated within the last 6 months.
 -) TOEFL Paper score of 510
 -) TOEFL Internet Based Test (IBT) score of 64+
 -) TOEFL Computer Based Test (CBT) score of 180+. TOEFL certificate dated within the last 12 months.
 -) CEFR (Common European Framework Referencing) Grade : B1
3. To be exempted from Foundation IT, IC3 Certificate should be submitted.
4. 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 Program.
 -) Candidates who successfully completed the General Foundation Program at another HE institute without studying the Science component, should pass ICEM Science Intensive Course before being able to join the Higher Education programs offered by the College.

Registration Steps

1. Submit Application

Registration takes place both online and on campus. If the above admission requirements are met, the student must complete and submit the application form (available Online at the College Website) with the following documents.

For Omanis and GCC Nationals:

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

For International Candidates:

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

For online registration, the applicants can contact the Admission and Registration Department for guidance and assistance.

2. Placement Test

All applicants must take the College Placement Test which consists of English, Mathematics, Science and Information Technology. Candidates should successfully pass college Placement Test in order to get a place in any programmes. of the higher education

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 our college syllabus to ensure that he/she is given every opportunity to obtain APL without missing out on any important parts of skills development.
-) 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, 6 modules for exiting with Advanced Diploma and 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.
-) 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.

Procedure 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 program. The student can submit the application form with copies of relevant transcripts,

certificates and stamped copy of course syllabus attached to ARD.

Transfer from one program to another

Transfer from one program to another within the College is permitted as long as the student satisfy the requirements of the program and has not exceeded the maximum allowable number of years within ICEM. Request for transfer shall be submitted to the Office of the Registrar then forwarded to the HoD/ADAA for recommendation and approval.

MoHE sponsored students must seek approval from the MoHE when transferring from one program 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. Course 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 course starts, by following the Course Enrolment link in [MyUCLan](#). Upon completion of online course 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

Students are briefed during induction week in relation to the affiliate university, Ministry of Higher Education, Research and Innovation and College rules and regulations and support offered to students by Student Services. Student Induction for all Programmes is arranged at the beginning of each academic semester, and it includes:

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
10. An introduction to different HE programmes with a tour on the labs and facilities.

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 support students. During the induction week, Finance department staff explained the College's fee policy to all students and help students with making a plan to facilitate their fees payment. The College also invites banks to the College during the induction week to facilitate students' applications for bank loan.

The College also has a scholarship scheme to internally support students. The announcement of the scholarships will be made during the academic year.

1.1.8. Student Activities

Students are invited and encouraged to contribute to the organization of College social activities, cultural activities and sporting 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

If first aid treatment is required, you should contact a member of the College staff immediately.

The College has a Paramedic and a number of other staff who are qualified to give first aid. The College also has an onsite clinic.

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 see anything that you think is a fire hazard, report this to a member of the College staff. If there is a fire, students should not take any action against the fire themselves. They should raise the alarm and follow the evacuation procedure. The College will have regular fire drills so that you can become familiar with and practice the evacuation procedure.

1.2.4. Smoking

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

1.2.5. Safety

You must at all times behave in a well-disciplined way that does not cause danger or inconvenience to yourself or others. You must also take reasonable care for the health and safety of yourself and the others who may be affected by your activities. Where appropriate, you must use any protective equipment provided, and ensure, so far as it is reasonably practicable, that you 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.

1.2.6. The Environment

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.

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 is reserved for college staff and the parking spaces in front of the main building are reserved for visitors. You must not park in these areas or on the fire ground. Your vehicle may be parked on college premises at your own risk and the College accepts no responsibility for this. You should not park anywhere where another vehicle's access and egress are blocked.

The parking allocated for students are highlighted in yellow in the parking plan (Appendix 3)

1.3.3. Driving

The speed limit for vehicles being driven on the college site is 20 km/h. Driving on the fire ground is strictly prohibited. Safe careful driving is required at all times on the college site. Permits with the correct details of the vehicle and the driver must be displayed at all times. You must comply with instructions from college security staff for driving and parking. If you infringe the regulations, your vehicle may be clamped.

1.3.4. Mobile Telephones

Mobile telephones must not be used during class time and must be turned off during classes. They **MUST NOT** be taken into examinations.

1.3.5. Gifts

Please do not present gifts to college staff. As the regulations do not allow staff to receive gifts from students and if you present a gift this may cause embarrassment to the staff member concerned. All college staff work either directly or indirectly to support students in their studies. If

you wish to thank a member of staff, you can do so by speaking to them or by expressing your thanks in writing on your module evaluation questionnaire.

1.3.6. Meals and Refreshments

Meals and refreshments are available at the College cafeterias in Block A and Block D. Local fast-food restaurants will also deliver meals to the College.

1.3.7. Mosque

Male and Female prayer rooms are located in Block D with an additional male prayer room in the fire ground.

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:

Foundation Morning Classes : Sunday – Thursday 8.30 am – 3:30 pm

Higher Education Morning Classes : Sunday – Thursday 8.00 am – 4:00 pm

Higher Education Evening Classes : Sunday – Thursday 4.00 pm – 8:00 pm

Students may not stay in the college, either in the buildings or outside, after 9.00 pm unless they are undertaking an activity supervised by a member of staff or are given specific permission by a member of staff.

1.4.2. Responsibility for Learning

The college instructors will help you to learn, but they cannot learn for you. It is your responsibility to be active in your learning and make the most of the time you have and the opportunity you have to learn at the College.

1.4.3. Attendance

Student attendance at timetabled learning activities of programmes and modules is required. You **MUST** attend classes. You are strongly advised not to be absent from class in order to deal with personal tasks. Attendance for all students will be recorded. Absences will be reported to parents / guardians and to the relevant ministries for government- sponsored students. For more details, refer to Section 3.7.

1.4.4. Information Technology

The Information Technology 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).

- J The users should keep the login ID and Password secure.
- J The users are allowed to login only with their login ID and password.
- J The Users should use the email facility mainly for the official ,academic purpose.
- J Unsolicited mailings, unauthorized mass mailings, Spoofing from the ICEM network/email system are prohibited.
- J The Users are prohibited to use email system or other ICEM IT facilities to harass, spoofing, annoy other users.

The **Technical Support Center** is located in the IT Department in the Main Building which provides several support like:

1. Create accounts.
2. Change / reset passwords.
3. Install software.
4. Fix network issue
5. 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 there. ICEM is arranging monthly visits to SQU Main Library for year 3 and 4 students to attend workshops on using resources and on methods of research.

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
-) Award of Scholarships

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 pay admission & tuition fee enrolled at ICEM. 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. 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 fee and tuition fees.

Student Tuition fee:

		Omani/Resident (OMR)	International (OMR)
Foundation	Foundation I	1500	1605
	Foundation II	1500	1615
	Foundation III	1500	1617
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. (This clause has to be read in conjunction with clause number 5.8.2)
-) 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 fees.

1.5.7.1 Options for Tuition Fee Payment:

Option 1	Payment in Full: Students can pay their annual tuition fee in full at the beginning of Their study. <i>Students will receive a discount of OMR 100/-.</i>
Option 2	Payment by TWO instalments: Students can choose to pay their tuition fees in two instalments. The first instalment being no less than 50% of their Full Academic tuition fee to be paid before Semester 1 starts. <i>Students will receive a discount of OMR 25/-.</i> The second instalment of the tuition fee must be paid before the start of Semester 2. <i>Students will receive a discount of OMR 25/-.</i>

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: Student 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 their 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 repeat 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 program at their own expense after exhausting the period specified for this program, 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. Code of Conduct for Students

A Introduction

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

B General Student Regulations

B1 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.

B2 Attendance

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

B3 Criminal Convictions

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

B4 Safety

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

B5 Damage to Equipment and Premises

Damage must be paid for by the responsible individuals.

B6 Fees- Payments due to the College

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

B7 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.

B8 Local Rules and Conditions

Students must observe all specific rules and regulations.

B8 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.

B9 Identification

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

C Partial Exclusion, Suspension and Expulsion of Students

C1 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.

C2 Partial Exclusion or Suspension Pending a Disciplinary Hearing

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

C3 Partial Exclusion or Suspension under the Disciplinary Regulations

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

C4 Suspension and Partial Exclusion pending a Hearing

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

C5 Support for Returning Students

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

C6 Expulsion

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

D Disciplinary Regulations

D1 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.

D2 Discretion to dismiss Complaints

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

D3 Mitigation due to Illness

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

D4 Criminal Offences

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

E 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.

F 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.

G 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.

H Exclusion on Academic Grounds

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

I 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.**

1.7. Complaints and Grievances Procedure for Students

A 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.

B Scope

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

C 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.

D 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.

E 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.

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.

F 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.

1. 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.
2. 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.
3. 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.

G 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

1. Formal complaints will be considered, in the first instance, by the SSSD, to decide how the complaint will be processed.
2. Depending upon the nature of the complaint, the SSSD will conduct an interview with the student.
 - a. For an interview, the SSS department forms a panel.
 - b. The student may be accompanied by a friend or a student representative.
 - c. 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.
3. All investigations, proceedings and written communications are treated as confidential within the terms of the regulations and the remit of the law.
4. Throughout the interview all parties are expected to display courtesy towards one another and the panel ensures that the proceedings are non-confrontational.

H Procedure for Complaints Interview

1. The student presents the complaint verbally.
2. The staff concerned responds and clarifies.
3. The panel asks questions for further clarification.
4. The panel considers the evidence and makes conclusion.
5. The conclusion is provided to all the parties in writing within 5 working days from the date of the interview.

J Appeals Procedure

1. First Stage Appeal
 - a. 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.
 - b. Requests for appeals must be in writing using the form available in Appendix 2.
 - c. Appeals received outside the stated timescales are ruled invalid.
 - d. 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.
2. Second Stage Appeal
 - a. 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.
 - b. Requests for appeals must be in writing using the form available in Appendix 2.
 - c. Appeals received outside the stated timescales are ruled invalid.
 - d. The dean makes decision at his discretion. This decision is final.

1.8. 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.

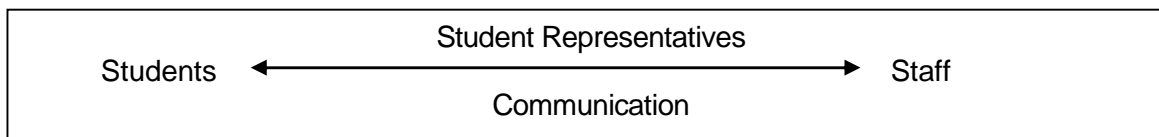
1.8.1. Student Representatives

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 program 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 program. 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.

1.8.2. Student Staff Liaison Committee Meetings (SSLC)

The purpose of a 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. These minutes will be read by the College Management Team and sent to the University. These minutes will be available to the students via e-mail.

1.8.3. Student Experience Committee

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 currently chaired by an appointed academic staff and consists of one member of the teaching staff from each department, one student representative from each department, the president of the Student Advisory Council, Students Support Services department representative, IT department representative, Library and Independent learning Department representative.

1.8.4. Students Advisory Council

The Students Advisory Council is a student-led, democratic organization 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.

A. What do Students Advisory Council's member need to do?

1. Identify the needs of students and pinpoint student issues:

Talk to all students on your programme about how they are getting on, not just your friends. Make sure you speak to students who do not find it easy to speak to staff – perhaps because they are

shy or they find it difficult to speak in English. Be observant about what is happening on your programme and in the College.

2. Voice the views of those represented:

Your role is not to speak for yourself, but for the students that you represent, even if you do not agree with their views!

3. Take up issues with College Staff:

You need to meet with the HoD or any other staff members as often as you feel you need to, to share information.

4. Attend College Management- Students Advisory Council meetings:

These meetings are very important because they are formal meetings where minutes are taken. You need to make sure that you know when these meetings are, and that you take time to prepare very well for them. You will also be invited to other meetings with senior College staff. Contribute as much as you can to these meetings.

5. Report meeting outcomes back to students:

Make sure that you keep all the students that you represent up to date with any news or developments that concern them.

6. Be familiar with relevant College policies, rules and regulations:

Get to know as much as you can about the College and its staff, systems and procedures, so that you can help give direction to other students about what to do, where to go and who to see.

7. Monitor and improve your own performance, and to help train new Student Representatives:

Ask yourself how effective you are as a Student Representative and how you can improve. Work with other Student Representatives to help each other to improve. Aim to be a role model for new students who may wish to be a Student Representative. Help College staff to train new Student Representatives.

8. Propose activities during academic year with the budget required.

The Students Advisory Council will propose and Implement different activities in the college after taking official approval to such implementation from the student affairs department Coordination with student groups at other colleges to implement activities within the College.

B. If you become a Student Advisory Council's member, how will the College Support you?

1. You will meet the Dean and Senior College Staff:

Very soon after you are elected, you will meet the Dean and other senior College Staff. They will introduce themselves and tell you about the College.

2. You will meet experienced Student Advisory Council's member :

They will help you to understand your role.

3. You will receive training:

College staff and experienced Student Advisory Council's members will give you training to help you perform your role effectively.

4. You will be invited to meetings:

You will be invited to Programme Committee Meetings, meetings with your HoD, and other meetings attended by senior College Staff who require your help.

5. You will have access to the Dean and other Senior Staff:

The Dean and other senior College staff will agree to see you if you have a serious matter to discuss.

C. If you become a Student Advisory Council's member, what will you get out of it?

1. You will find it rewarding:

You will have the opportunity to help people and to make a real difference to student life in the College.

2. You will develop many useful skills:

You will develop 'transferable skills' relating to communications, working in a group, team work, skills for meetings, assertiveness, negotiating skills and diplomacy. You will also enjoy the closer involvement with staff.

3. You will get a Certificate:

If you do a good job, at the end of the year you will be presented with a Certificate by the Dean. The certificate will have the logos of the College and the University, will give a brief explanation of your responsibilities, and be signed by the Dean.

4. Publicity:

Everyone will know you!

5. You will have a better CV:

You will be able to refer to your role on your CV (supported by your certificate). This is something that most employers will find very impressive.

1.8.5. 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/ADAA)	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	Dr. Shahnawaz Khan (HOD)	shahnawaz@icem.edu.om

Engineering / Management	Dr. Javad Hashempour	javad@icem.edu.om
	Dr Sohaib Abujayyab	sohaib@icem.edu.om
	Mr Anoop Warrior	anoop@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
	Mr Alex Bernard	Alex@icem.edu.om
	Mr Asif Zamir	asif@icem.edu.om
	Mr Imtiaz Ali	imtiaz@icem.edu.om
	Mr Al Haitham Al Kalbani	alhaitham@icem.edu.om
Health, Safety and Environmental Management	Dr. Faris Mahammed (HoD)	Farisomer@icem.edu.om
	Dr Sreejaya K V	sreejaya@icem.edu.om
	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. S. Ajith	ajith@icem.edu.om
	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	Ms Shaimaa Al Maani	shaimaa@icem.edu.om Registration@icem.edu.om
IT	Mr Abdul Latif Al Farsi	abdullatif@icem.edu.om IT@icem.edu.om
Career Guidance Department	Ms Narjis Al Omairy	Narjis1@icem.edu.om CGC@icem.edu.om
Library Staff	Mr Ali Al Bahri	AliABdullah@icem.edu.om
First-Aid /Nurse	Ms M. Vaishnavi	vaishnavi@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 you decide to leave the programme at some point before completing the four-year period and you have successfully completed all the modules, you 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. 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.

1. 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.

2. 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.

3. 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.

4. 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

2.4. 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.

There are many options for you to study that are designed to be flexible to fit around your job:

Full-Time Morning Study (8:00am- 4:00pm) : Study for 12 contact morning hours per week

Full-Time Evening Study (4:00pm-8:00pm) : Study for 12 contact evening hours per week

Full-Time Block Study: 2 weeks studying followed by 2 weeks at work.

Part-Time: Part-time completion of years 1-3 of the full-time programme may be achieved by a variety of routes.

3.5. Programme Information

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.

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	OM2054 Professional Development and Entrepreneurship 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 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	
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	OM2054 Professional Development and Entrepreneurship 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. 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 OM2054 Professional Development and Entrepreneurship OM2074 Safety in Oil and Gas Industries 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	
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 OM2054 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 OM1076 Introduction to Health and Safety OM1077 Environmental Science and Sustainability OM1074 Fire Risk Management OM1075 Health, Safety & Environment in Workplace 1
	2	5	OM2054 Professional Development and Entrepreneurship 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 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 OM3073 Introduction to Research 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	
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 OM2054 Professional Development and Entrepreneurship OM2074 Safety in Oil and Gas Industries 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

You are required to attend all timetabled learning activities for each module. 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

Students are required to attend all classes for courses enrolled. The policy for absence in class without excuse is as follows:

1. Students are required to attend all classes for courses enrolled. The policy for absence in class without excuse is as follows:
2. Students who enter classroom after the start of the class period will be marked "Absent" but will be allowed to sit in class.
3. Faculty must maintain class attendance records.
4. The first warning will be sent to student via email if he/she is absent from class for more than 10% of the total lecture hours. A copy of the warning email will be sent to the Module Tutor and Personal Tutor/Academic Advisor.
5. 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, HoDs and Counselor will be also notified.
6. Parents and Sponsors will be provided with a report about their student's attendance upon their request.
7. In the event the student misses more than 25% of the module total lecture hours without excuses, the student will be assigned the grade of fail (Attendance failure AF). She/ He must spare the module.
8. Module Tutor shall not give substitute assessments to students who miss classes.

3.7.2. 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 Course Leader who will submit it to the responsible committee for further consideration:

Absences based on the following circumstances will be considered as valid excuse by Ad-Hoc Committee:

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.

You play a fundamental role in managing your programme. Your views and opinions influence how we work and the changes we make to your 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.

Please note that you should **always** seek to resolve any queries you 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 you to use your college email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread. You are automatically allocated UCLan an email address. You can use your email and password to login your e-mail and Blackboard account.

4.3. Data Protection

All of the personal information obtained from you 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 your studies.

If your 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 your 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 your programme is taught and the learning activities will be detailed in your 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 programs.
-) 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 AY2022-23 – Face to Face Teaching

Face to face teaching approach is implemented for AY2022-23. Each module will have weekly two face-to-face teaching sessions of 2 hours each.

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 modules and the average percentage mark drop is below 40% (CGPA < 2.0 on any semester)
-) 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.

Please 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 distribution during 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 program External Examiners prior to Module/Assessment Boards.

Please note that all marks are externally moderated by UCLan Course Leaders and by the program 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.

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.

Grade Band Scale

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	
65	Fluent, thorough, analytical, precise, rigorous, confident, consistent, thoughtful
62	
58	
55	Satisfactory, clear, accurate, careful, congruent, coherent
52	
48	
45	Sufficient, adequate, descriptive, limited
42	
35	
30	Incomplete, inadequate, inconsistent, derivative, contradictory, superficial, irrelevant
25	Erroneous/wrong, missing, limited, insufficient, unstructured
10	Erroneous/wrong, missing, extremely limited, inappropriate, incoherent
0	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. 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 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.

7.8. Unfair Means to Enhance Performance

7.8.1. Definitions

Unfair means (which includes cheating, plagiarism, collusion or re- presentation).

-) 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.
 -) Re-presentation is an attempt to gain credit twice for the same piece of work.

7.8.2. 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.

7.8.3. 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 sets a date and time for an interview with the concerned student if required. The student will be notified through a formal letter/mail by the 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 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.

7.8.4. 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.

7.9. 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.

7.10. 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.

7.11. 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%).

7.12. Programme 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 program. 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.

7.13. 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.

7.14. 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.

7.14.1. Grounds for Appeal against Assessment Board & AUMEP decisions

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

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

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.

7.14.2. 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 HoDs
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.

7.15.Referencing

Harvard referencing style is the preferred method of referencing work.

8. 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

9. Academic Calendar

Full Academic Calendar is Available in Appendix 1

Section 3: Appendices

Appendix 1: ICEM Detailed Academic Calendar 2022/2023

Month	Activities/Notes
September 2022	04-08 September 2022: Placement Tests Foundation 11-15 September 2022: Placement Test Foundation + Registration 18-22 September 2022: Induction Week HE and Foundation 25 September 2022: First day of study - HE and Foundation 29 September 2022: last date for accepting APL Applications
October 2022	03 October 2022: Close of admissions 2022-2023 06 October 2022:- Election of Student Advisory Council 08 October 2022: Prophet Muhammad's Birthday (Expected Celebration on 09 October 2022) 20 October 2022: Deadline for Sending student lists to UCLan for enrollment 30 October -03 November 2022: Midterm Exams Foundation -Sem1
November 2022	18 November 2022: National Day Holiday (Expected Celebration on 23-24 November 2022)
December 2022	11-15 December 2022: Final Exams Foundation-Sem1 18 December 2022- 12 January 2023: Semester Break Foundation 25-29 December 2022: Foundation Results publication
January 2023	1-5 January 2023: Re-Sit Exams Foundation-Sem1 1-8 January 2023: Semester 1 HE Final Examinations 8-26 January 2023: Semester Break HE 11 January 2023 Deadline for submission of Extenuating Circumstances Semester 1 15 January 2023: Start of Sem 2 Foundation Teaching week 1 30 January 2023: Start of Semester 2 (First day of study - HE) 30 January 2023: Deadline for Students' appeals against AUMEP Decisions (Semester 1) (by Student Support Services)
February 2023	16 February 2023: Deadline for Students' Appeals Against Assessment Board Decisions 18 February 2023: Isra'a Wal Mi'raj (Expected Celebration on 19 February 2023) 19-23 February 2023: Midterm Exams Foundation-Sem2 28 February -03 March 2023: Semester 1 HE Reassessment Examination
March 2023	30 March 2023: Submission of Final Year Project-Dissertation First Draft
April 2023	2-6 April 2023: Final Exams Foundation-Sem 2 16- 20 April 2023: Foundation Results Publication Semester 2 21- 24 April 2023: Eid al-Fitr Holiday 25-30 April 2023: Re-Sit Exams Foundation-Sem2 27 April 2023: Final Submission of Final Year Project-Dissertation (Black Board)
May 2023	07 May 2023: Start of Foundation Sem 3 14-21 May 2023: Sem2 Final Examinations - HE 24 May 2023: Deadline for submission of Extenuating Circumstances Semester 2 21-23 May 2023: Dissertation presentation/interview (7-11 May and 21-23 May for HSEM)
June 2023	11 June 2023: Deadline for Students' appeals against AUMEP Decisions (Semester 2) 11-15 June 2023 : Midterm Exams Foundation-Sem 3 28 June-1 July 2023: Eid Al-Adha Holiday

July 2023	16 July 2023: Start of Admission for new Students for Academic Year 2022-23 17 July 2023: Deadline for Students' Appeals Against Assessment Board Decisions 17-19 July 2023: Semester 2 Reassessment Examination 19 July 2023: Hijri New Year (Expected Celebration on 20 July 2023) 23 July 2023: Renaissance Day 23-27 July 2023: Final Exams Foundation -Sem 3
August 2023	6-10 August 2023: Foundation Results publication Sem 3 13-17 August 2023 Re-Sit Exams Foundation-Sem 3
September 2023	17-21 September2023: Induction Week in Sem 1 AY 2023-24 24 September2023: First day of study - HE and Foundation

Dates subject to confirmation by the College.

Appendix 2: Academic Forms

A. EXTENUATING CIRCUMSTANCES REQUEST FORM



EXTENUATING CIRCUMSTANCES REQUEST FORM

NAME OF STUDENT:	
UCLAN No:	
PROGRAM:	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: *(continued on separate sheets as necessary)*

EVIDENCE PROVIDED / ATTACHED:

SIGNATURE:

DATE:

B. COURSEWORK EXTENSION REQUEST / APPROVAL FORM



COURSEWORK EXTENSION REQUEST / APPROVAL FORM

ACADEMIC YEAR:	
UCLAN No./NAME OF STUDENT:	
PROGRAM:	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



Extenuating Circumstances Report (For AUMEPC use only)

NAME OF STUDENT:	
UCLAN No:	
PROGRAM:	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



Report of Unfair Means to Enhance Performance

STUDENT DETAILS

Student Name

UCLan ID Number

Program

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



NAME:

DATE:

UCLAN No.:

PROGRAMME / YEAR / GROUP:

PERSONAL TUTOR :

Please be advised that in Year of your program 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.)

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.

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.

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.

Student's Signature / Date:

PERSONAL TUTOR'S / TUTOR'S COMMENTS:

F. APPEAL AGAINST UMEP COMMITTEE DECISION



Appeal against AUMEP Committee Decision

Personal Details:

Name of Student:

UCLan No:

Program:

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:

G. APPEAL AGAINST ASSESSMENT BOARD DECISION



APPEAL AGAINST ASSESSMENT BOARD DECISION

Academic Year	
Program	
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



RE-ASSESSMENT NOTIFICATION FORM

Academic Year

Program

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

Re-assessment of Examination

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



REPEAT MODULE NOTIFICATION FORM

Academic Year

Program

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.

J. PERSONAL TUTORING/ACADEMIC ADVISING FORM



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/Faculty who provided Advising Support

Date: ____/____/20____

Note: Copy for sending to ADAA

K. PERSONAL TUTORING/ ACADEMIC ADVISING –Student Details



Personal Details of the student

ICEM No.	
UCLan No.	

Photo

1. Name :
2. Name of the Program :
3. Year of study :
4. **Contact Details:**
Present Address :
Residence Telephone no.:
Mobile No. :
E-mail id :
5. Name of Parent/Guardian/ Sponsor :
6. In case of Emergency, contact details :
7. 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



TEMPLATE FOR PERSONAL TUTOR/ACADEMIC ADVISOR MEETINGS

Student's Name:

Personal Tutor's/Academic Advisor's Name:

--	--

Program and Year:

Contact Details (phone no. / email etc):

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

Appendix 3: Parking Plan

