



الكلية الدولية للهندسة والإدارة

International College of
Engineering & Management

International Students Arrival Guide

International College of Engineering and Management



www.icem.edu.om

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Welcome Speech

The International Students Office responsible for non-Omani students from different countries of the world, and responsible for their care and follow-up of all their affairs during their presence at the college from their first day at the college until the end of their studies or training associated with the study. The office is also interested in providing them with the appropriate environment that gives them a good stay and helps them adapt to the local community. The office also organizes scientific and recreational trips for international students that introduce them to the authentic Omani heritage. The office is also interested in overcoming all the difficulties that may hinder the educational attainment process or practical training for all international students.

Dean's Message

I am delighted to welcome our international students from all over the world to the International College of Engineering and Management.

Dear international students, you have a great responsibility in building the scientific future of your countries through the serious and fruitful pursuit of the study. Wishing the students every success. I desire that your choice for the International College of Engineering and Management will be a good choice and help you achieve your scientific and cognitive ambition and aspirations in life. You remain proud and attributed to your homelands.



Life in Muscat, Oman

Muscat is a growing vibrant city known for its rich cultural heritage, hospitable people and beautiful coastline. The city offers a wide variety of shopping and entertainment venues from international brands to local gems, you are sure to find everything you need to feel at home. Amongst the most notable attractions are the Sultan Qaboos Grand Mosque, Muttrah Souq, the National Museum and The Royal Opera House Muscat. You can also enjoy a very active lifestyle in Muscat with its various sports and recreational activities such as horse riding, diving, snorkelling, parasailing, abseiling, kayaking and sailing as well as venues such as golf courses, hiking trails, and marinas.

From Muscat, you will have easy access to other regions and tourist hotpots all around the country where you will be able to see forts, traditional souqs, wadis, hot springs and dessert adventures.

Cultural Background

In the Sultanate of Oman, Islam is the official religion and influences many of its social norms. Arabic is considered the official language although English is widely spoken throughout the country.

Getting to Muscat

Oman's strategic location, makes it easier to arrive by air via Muscat International Airport or through its many land borders. Kindly ensure you have all the required travel documents and that you inform the college of your travel itinerary prior to your departure so we are able to assist you accordingly.

Living Expenses

Oman’s currency is the Omani Rial (OMR). Living expenses can vary depending on your lifestyle although there are options available to cater to everyone’s financial capacity.

Should you require more information on financial planning and budgeting, please contact the Student Support Services Department or the international student representative.

Estimated Living Cost (average)	
Accommodation (shared) including gas, electricity, water and internet	300 OMR - 350 OMR
Food	150 OMR
Transportation	50 OMR

Note: The college is not responsible for any contracts with external providers.



Medical Services

Medical services are widely available in Oman as it boasts a variety of high standard health care facilities. If you are a citizen of the Gulf Cooperation Council (GCC), you are entitled to free health care at government hospitals and health centres. For all other nationalities, you will need to issue a residency card upon your arrival, which will automatically allow you to use the same services for free.



Student Visa (Non GCC)

The International College of Engineering and Management will sponsor student visa for those who require it based on the below terms and conditions.

Validity: One year (extendable)

Required documents:

- Offer Letter from the college.
- 4 passport-size photographs (blue background).
- A copy of passport, valid for at least 6 months from the date of entry to Oman.
- Medical Fitness Certificate attested by the Ministry of Health for citizens from the following countries (India, Pakistan, Philippines, Bangladesh, Indonesia, Sri Lanka, Egypt, Syria, Sudan and Ethiopia).

Fees:

- Visa fee 30 OMR.
- Resident card 11 OMR.
- Processing fees 14 OMR.

Resident card (GCC Citizens)

GCC citizens are able to issue a residency card without obtaining a visa by providing the following documents:

- Offer Letter from the college.
- A copy of passport, valid for at least 6 months from the date of entry to Oman.

Fees:

- Resident Card 11 OMR.
- Processing fees 6 OMR.

For more information, please visit the Royal Oman Police website www.rop.gov.om where you get access to detailed guidelines on customs and immigration.

Telecommunication

There are many telecommunication providers in Oman with various services ranging from landline, mobile and internet services. The most notable providers are Omantel, Ooreedo and Vodafone. Please visit their website or any of their outlets located all around Oman for more information on packages that suit your needs.



Traffic Regulations in Oman

The National Traffic Safety Institute provides general guidelines on traffic rules and regulations in the Sultanate. You will also be able to get in touch with driving instructors should you require lessons. Students from GCC countries should be aware that the unified GCC traffic laws apply in the Sultanate as well.

Driving in Muscat

Students with international driving licences should apply for Omani driving licence within six weeks of obtaining the student visa. Failure to do so, could nullify your insurance coverage should you be involved in an accident. In case of emergencies, dial 9999. For more information on traffic laws and regulations, kindly visit www.rop.gov.om

General Guidelines

- All students should enter the Sultanate using their passports and not using their GCC identity cards.
- Students should have photocopy of their national identity card.
- 4 passport size photographs .
- Students should bring their official acceptance letter, original certifications and transcripts stamped and in English.
- Secondary School Certificate.
- GCC citizens should complete an attestation of their original high school diploma GED at the Ministry of Higher Education, Research and Innovation and their respective countries' embassies.
- Non GCC countries should visit www.moheri.gov.om for specific information on the attestation process applicable to your country of origin.
- Students should bring any relevant medical records including medication and prescription records if applicable.
- if you have clear medical records stating the need for an ongoing prescription you will be entitled to free medication at any government medical facility.

Enrolling in ICEM

We advise student to arrive in Muscat an ample time before the beginning of the semester to ensure the completion of all official procedures to allow students to settle in smoothly. Attending induction week is a great way for students to familiarize themselves with their surroundings where they will be able to engage in activities and induction programmes specifically designed for them to acclimate to their new life in Muscat and get to know college rules and regulations before commencing their studies.

Fees/Funding

Students should ensure their complete payment during the registration process. Payments can be made securely online. For more information, please visit the finance department in on campus. In cases where payments are made through a sponsor/guardian, they should provide an official letter confirming their sponsorship. For detailed information on payments and applicable fees, please visit www.icem.edu.om



Student Support Services

The Student Support Services Department was founded to ensure all students get their necessary support in non-academic issues including but not limited to funding, accommodation and transportation.

In addition, Student Counsellor is also available to provide students with the necessary guidance and advice in dealing with any emotional or personal challenges they might face. The Counsellor is also available to give the necessary support to students facing personal issues such as depression, anxiety and learning difficulties.

Students Advisory Council (SAC)

The Student Advisory Council is a student led initiative founded to ensure that each student makes the most of their experience in ICEM. The SAC works on a mandate of ensuring students are aware of their rights and expectations from the college and the advisory council. The SAC aims to provide an inclusive platform where students, staff and members work hand in hand to progressively improve services and standards for students. The SAC is made of student-elected members who represent the different programmes, clubs and demographics to ensure fair representation.

Students Clubs and Activities

They are various activities and initiatives that are organized by the various students' clubs ranging from sports, the arts and academia you are surely going to find your find in the many extracurricular activities that are organised by SAC in collaboration with the Student Support Services Department.

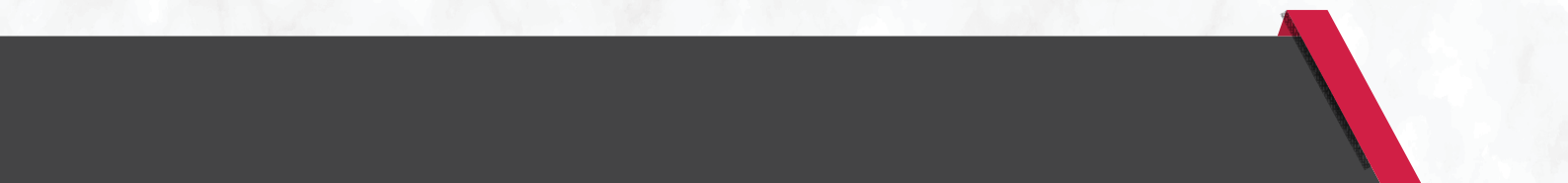
The college encourages and actively promotes students' participation in both local and international events in order to build stronger ties with the wider community.

The College Library

The in-campus library is available for students all year round where students are allowed to loan up to 6 books with the possibility of extension. They are also facilities such as discussion rooms and computer labs where students can access the electronic library in collaboration through our partnership with the University of Central Lancashire.

The College Clinic

The college clinic is made available for all students and staff and acts as a first stop for First Aid, triage and general illness during their time in the college.



Services for International Students

Introducing students to study and aspects of living:

Information of international students is available before they arrive to the college where coordination is done with the Admissions and Registration Department and cultural attaché of each country and through which international students are introduced to some practical aspects of living and studying at the college, in addition to details about the support provided during periods of Study.

Reception of new students at the airport per request.

The International College of Engineering and Management gives great importance to receiving new students coming to study as the first step begins with receiving them from the airport with prior coordination with the college administration. Once the student arrives, he or she will be received and delivered to the college so that the rest of the procedures can be completed.

Transport service:

The College offers transportation service to international students coming from their countries to Muscat International Airport, where students are received at the airport and delivered to the college.

The transfer service is also provided to students enrolled from their campus residences and vice versa throughout the official college days, except for special transfer requests that must be clarified upon request.

Student social and psychological counselling:

The College is concerned with the student's non-academic situation, providing social and psychological counselling to students through the Student Support Services Department. The advice and guidance for students continues during the academic year, helping them overcome the pressures that students may face in the academic and non-academic aspects during the study period.



ICEM 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.



Useful Contacts

Visa and Immigration	www.rop.edu.om 25510227
Traffic services	www.rop.edu.om 24512961
Tourism Information	www.omantourism.gov.om
Student Support Services Department	+968 24512055 +968 24512057
International Students' Office	+968 24512048 +968 95606590 intl.students@icem.edu.om rashidalhinai@icem.edu.om