



# الكلية الدولية للهندسة والإدارة International College of Engineering & Management

## Student Handbook – General Foundation Programme AY2024-2025

All programme materials, including lecture notes and any additional resources related to your programme (whether provided electronically or in hard copy as part of your studies), are the property of, or licensed to, ICEM. These materials **MUST** not be distributed, sold, published, made available to others, or copied, except for your personal study use. Any other use of these materials requires written permission from the college. This regulation applies to the materials in their entirety, as well as to any part of them.

## Table of Contents

Welcome to the International College of Engineering and Management.....	3
ICEM Vision, Mission and Values .....	5
Graduate Attributes.....	5
ICEM GFP Vision and Mission .....	6
Student Charter .....	6
<b>SECTION 1: PROGRAMME INFORMATION .....</b>	<b>7</b>
1.1. Introduction .....	7
1.1.1. College facilities .....	7
1.1.2. Student Induction Week.....	8
1.2. GFP Staff.....	8
1.2.1. Email Contacts: .....	8
1.3. Admission & Registration .....	9
1.4. Programme Structure .....	15
1.5. Pass Requirements & Progression to Higher Education .....	15
1.6. Module Pass Requirements .....	15
1.7. Class Attendance Policy.....	16
1.8. Learning Resources.....	17
1.9. Personal Development Planning .....	18
1.10. Preparing for your Career: Career Guidance Department.....	18
1.11. Student Support, Guidance and Conduct.....	18
1.12. Personal Tutors/Advisor .....	18
1.13. Assessment.....	22
1.14. Unfair Means to Enhance Performance .....	23
1.15. Student Voice .....	28
<b>SECTION 2: College Information .....</b>	<b>30</b>
2.1. Student Support Services (SSSD) .....	30
2.2. General Regulations and Services .....	33
2.3. Academic Support .....	34
2.4. ICEM Tuition Fee Policy.....	36
Appendix 1: Programme Structure .....	41
Appendix 2: Conduct of Examinations .....	42
Appendix 3: ICEM Parking Plan .....	44

## Welcome to the International College of Engineering and Management

*Dear Students,*

*As the Academic Year 2024-2025 approaches, with Induction starting on 22nd September 2024, I would like to provide you with an update on the College's arrangements for the upcoming year.*

*First and foremost, the International College of Engineering and Management (ICEM) places a high priority on the health and safety of our students and staff. I want to assure you that we are committed to maintaining your well-being alongside our dedication to delivering high-quality teaching and a positive learning experience.*

*Formal teaching for the Academic Year 2024-2025 will begin on 29th September 2024. We understand that some of you may be concerned about arranging accommodations and transportation in advance to attend on-campus classes. To address this, we have carefully scheduled your timetables to ensure a smooth start to the teaching sessions.*

*For students who live far away and may encounter challenges with accommodation and transportation, we strongly recommend reaching out to Mr. Ali Al Tobi, Manager of Student Support Services Department, at Mobile: 97321650. He will assist you in resolving any issues related to accommodation or transportation.*

*As in previous years, Higher Education students will submit their assignments via Blackboard, while Foundation students will use Moodle for their submissions. Final assessments and examinations will be conducted on campus.*

*Your timetable will be finalized shortly and communicated to you ahead of the teaching week, with clear instructions. Your Head of Department and Module Tutors will also be in touch regarding your study programs and modules.*

*Once again, we want to assure you that you will be entering a healthy and safe teaching and learning environment as you begin your ICEM journey. We wish you a very successful academic year ahead.*

*Stay safe and stay positive!*

**Dr. Yingkui Zhao**

**Dean**

## **Welcome from the Head of Foundation**

*It is my pleasure to welcome you to the General Foundation Programme (GFP) at the International College of Engineering and Management (ICEM). Here at ICEM GFP, we are dedicated to providing a supportive learning environment that empowers our students to excel in their academic pursuits and transform their dreams into reality.*

*The GFP at ICEM consists of three levels: F1, F2, and F3. Admission to our program is determined through the college's Placement Test or by transferring from other colleges. Students are placed into the appropriate level based on their placement test results or transcripts from their previous institutions.*

*The F1 level is a foundational stage where students with little or no English proficiency receive focused instruction to strengthen their language skills, alongside gaining a basic understanding of Math, Science, and IT. Students who succeed at this level progress to F2 and then to F3. The study plan for all levels includes courses in English, Mathematics, Science, and Information Technology. Across these levels, our key strength is in Study Skills, which not only helps students master cognitive skills but also enables them to become effective and independent learners in their respective fields of study.*

*In addition to our academic programs, ICEM GFP offers students the chance to explore and develop their abilities through a variety of exciting extracurricular activities. We have achieved significant successes in these areas and remain committed to striving towards academic excellence.*

*As you embark on your journey with us, I encourage you to take full advantage of the numerous opportunities and challenges that lie ahead. With a strong instructional program, the unwavering support of our staff, a clear roadmap, and well-defined expectations, you will be well on your way to realizing your career dreams.*

*Welcome to ICEM GFP, and I wish you all the best in your academic journey.*

***Kristina Alaverdyan***

***Acting Head of General Foundation Department***

## **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**

- 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 on inspired independent learning.
- 7. Global competitiveness**

Graduates have skills that help them to be competent in the global job market and to be productive members 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.

## **ICEM GFP Vision and Mission**

### **Vision**

To become an independent learning center of excellence for GFP.

### **Mission**

Support students to acquire academic knowledge and skills in English, Math Science and IT to become independent learners in order to pursue higher education.

## **Student Charter**

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

## **SECTION 1: PROGRAMME INFORMATION**

### **1.1. Introduction**

This handbook is a vital resource for both the academic and non-academic aspects of your program. Please take the time to read it carefully and ensure you understand the information it contains. If there are any points that you do not fully understand or would like to discuss further, please do not hesitate to contact your personal tutor. It is recommended keeping this handbook in a safe place, as it contains information that you may need to refer to throughout your time in the programme.

The International College of Engineering & Management (ICEM) was established in 1995 and currently offers six Higher Education programmes in affiliation with the University of Central Lancashire (UCLan) in the United Kingdom:

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

The role of the General Foundation Department is to prepare students for the Higher Education programmes offered at ICEM. The GFP focuses on enhancing students' proficiency in English, Mathematics, Science, and IT skills, ensuring they are well-equipped to succeed in their chosen fields.

#### **1.1.1. College facilities**

The International College of Engineering & Management (ICEM) campus consists of various facilities. These facilities include:

- Main Building which houses essential facilities such as a library, computer rooms, and classrooms.
- Main teaching block, staff offices, and meeting rooms.
- Male/ Female prayer rooms.
- Cafeterias .
- Specialist laboratories and vocational training equipment and facilities.

Students will have the opportunity to take a campus tour to familiarize themselves with the various facilities during the induction week.

### **1.1.2. Student Induction Week**

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

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

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

### **1.2. GFP 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**.

**Contact numbers for the department or switchboard: 24512073 or 24512000**

Early in your programme, you will be assigned a **Personal Tutor/Advisor**. The role of a Personal Tutor/Advisor is to ensure that you are progressing well in your studies, and act quickly if there are any concerns about your academic performance.

#### **1.2.1. Email Contacts:**

Early in your program, you will be provided with a unique ICEM email address. It is important to use this email for communication with your teachers and other college-related matters. Additionally, you should make it a habit to check your college email daily, or at least three times a week, as important updates and information will be sent to you periodically.



Ms. Kristina Alaverdyan	Head of General Foundation Department	<a href="mailto:kristina@icem.edu.om">kristina@icem.edu.om</a>
Mr. Joseph Uche	GFP Coordinator/English Teacher	<a href="mailto:joseph@icem.edu.om">joseph@icem.edu.om</a>
Ms. Fatima Zeb	English Area Coordinator/English Teacher	<a href="mailto:Fatima.z@icem.edu.om">Fatima.z@icem.edu.om</a>
Ms. Sara Mathew	Science Area Coordinator/Science Teacher	<a href="mailto:sara@icem.edu.om">sara@icem.edu.om</a>
Ms. Fatema Al Yahyaai	IT Area Coordinator/IT Teacher	<a href="mailto:Fatema@icem.edu.om">Fatema@icem.edu.om</a>
Ms. Neetu Agarwal	Math Area Coordinator/Math Teacher	<a href="mailto:Neetu@icem.edu.om">Neetu@icem.edu.om</a>
Ms. Anwar Al Zadjali	Science Teacher	<a href="mailto:Anwaralzadjali@icem.edu.om">Anwaralzadjali@icem.edu.om</a>
Mr. Khalid Al Harrasi	English Teacher	<a href="mailto:Khalidalharrasi@icem.edu.om">Khalidalharrasi@icem.edu.om</a>
Ms. Rusul Al Obaidi	Math Teacher	<a href="mailto:rusul@icem.edu.om">rusul@icem.edu.om</a>
Ms. Sharita Furtado	English Teacher	<a href="mailto:sharita@icem.edu.om">sharita@icem.edu.om</a>
Ms. Wafa Al Gharibi	English Teacher	<a href="mailto:wafa@icem.edu.om">wafa@icem.edu.om</a>
Ms. Abeer Fawzi	English Teacher	<a href="mailto:Abeer@icem.edu.om">Abeer@icem.edu.om</a>
Mr. Said Al Mathari	English Teacher	<a href="mailto:saidalmanthari@icem.edu.om">saidalmanthari@icem.edu.om</a>
Ms. Zahra Al Habsi	IT Lecturer	<a href="mailto:Zahra@icem.edu.om">Zahra@icem.edu.om</a>

*See Appendix 1 for General Foundation Department Structure.*

### **1.3. Admission & Registration**

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

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

#### ***Entry Criteria for Admission to Higher Education Programmes***

- Candidates must possess the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent.
- Candidates must have a D grade or above in Advanced Mathematics or Basic Mathematics to apply for the following programmes:

- BSc (Hons) Fire Safety Management (FSM)
- BSc (Hons) Health, Safety and Environmental Management (HSEM)
- BSc (Hons) Facilities Management (FM)
- BSc (Hons) Construction Project Management (CPM)
- Candidates must have a D grade or above in Advanced Mathematics, and Physics or Chemistry to apply for the following programmes:
  - BEng (Hons) Fire Safety Engineering (FSE)
  - BEng (Hons) Mechanical Engineering (Well Engineering) (WE)

***Experienced Candidates:***

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

***College Placement Test and ICEM General Foundation programme:***

- Fresh and Experienced Candidates must successfully pass the College Placement Test to assess the candidate's proficiency English, Mathematics, Science & IT.
- Based on the results of the Placement Test, a candidate who does not meet the entry requirements for Year 1 of their desired higher education programme, may be recommended to enroll in the ICEM General Foundation Programme which is specially designed to prepare students for the Higher Education programmes offered by the College.
- Candidates who successfully completed the General Foundation Programme at another HE institute without studying the science component, should pass ICEM Science Intensive Course before being able to join the Higher Education programmes offered by the College.

### ***Exemption from ICEM General Foundation programme:***

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

- Successfully pass the College Placement Test and Challenge Test comprising of English, Mathematics, Science & IT.

Or

- Submit either of the following:
  - **For exemption of English**
    - A valid IELTS certificate with a minimum overall score of 5.0 (none of the four individual scores in writing, speaking, listening, and reading should be below 4.5).
    - TOEFL Paper score of 510
    - TOEFL Internet Based Test (IBT) score of 64+
    - A valid TOEFL certificate with a minimum Computer Based Test (CBT) score of 180+.
    - CEFR (Common European Framework Referencing) Grade : B1
  - **For exemption of IT,**
    - IC3 Certificate should be submitted.
  - **For exemption Foundation Math,**
    - SAT Certificate on the SAT I math section should be submitted.
- ✓ IELTS , TOEFL, CEFR, IC3, and SAT Certificates will not be accepted if the students submit them after the start of their studies in the Foundation Programme.
- ✓ The college has the right to verify the submitted Certificate.

### **Registration Steps Submit**

#### **1. Submit Application**

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

*For Omanis Candidates:*

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

*For International Candidates:*

- Secondary School Certificate (high school certificate)/ Grade 12 (Equivalence) certified by the Embassy of the Sultanate of Oman and the Ministry of Foreign Affairs in their country.
- Copy of passport with valid residence visa (for non-GCC residents).
- Recent (4x6) photograph (in color).
- Registration fee is RO 50 (non-refundable).

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

## **2. Placement Test**

All candidates are required to take the College Placement Test in English, Mathematics, Science and Information Technology. This test is a prerequisite for admission to higher education programmes.

*ICEM Placement Criteria for Admission to Foundation Programme*

English, Math, Science & IT

Overall Mark	Level
0-25 mark	Foundation 1
26-35 mark	Foundation 2
36-45 mark	Foundation 3
46-50 mark	Challenge Test

## **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 HoD and ADAA with final approval from UCLan.

- APL will be granted after verifying the syllabus of prior learning to match with college syllabus to ensure that he/she is given every opportunity to obtain APL without missing out on any important parts of skills development.

- Applicants can claim for APL using a qualification that is not more than five years old. However, if the qualification exceeds the five-year limit, applicants will be required to provide evidence that they have maintained their knowledge.
- Credit can only be given for prior learning that is at the appropriate higher education level that fulfils specified learning outcomes for the module applied for and that is evidenced. APL cannot be given based on training courses or certificates.
- The maximum credit that can be awarded is one third of the total module requirement for the award. (I.e. a maximum of 8 modules can be credited towards the award of Bachelor Degree, maximum of 6 modules for exiting with Advanced Diploma and maximum of 4 modules for exiting with Diploma).
- Students who are credited with APL will not normally have a reduced study period because the modules they need to take will be running over a complete semester or a complete year; however, their work load will be lighter.
- Accreditation of Prior Experiential Learning (APEL) Credit can be given based on the learning acquired through personal development or work experiences and informal or training study not previously attested through formal education/certification. Applicants will have to show a portfolio of work to prove what you've learnt from that experience. Experience Certificates with job responsibilities should be provided.

#### **Procedures to apply for APL:**

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

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

#### **Transfer from one programme to another**

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

To request a transfer, students need to submit their application to the Admission and Registration Department. The department will then forward the request to the HoD/ADAA for their

recommendation and approval. MoHERI sponsored students must seek approval from the MoHERI when transferring from one programme to another.

**Transfer to other institutions**

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

#### 1.4. Programme Structure

The general foundation programme offered at ICEM normally takes one full year. All students are tested before starting their studies at ICEM. Students who do not meet the entry criteria to one of our higher programmes are offered the Foundation programme. These students are further classified into F1, F2 and F3 students depending on their English (IELTS) Math, Science and IT achieved in the college test. At Level 1 of Foundation (semester long) students study English, Mathematics, Science and IT. Successful students at the end of Level 1 then progress to Level 2 of Foundation (semester long). Successful students at the end of Level 2 then progress to Level 3 of Foundation (semester long) At the end of Level 3 of Foundation, students will sit for an EXIT Final Test prior to progressing to one of the Higher Education programmes.

3 Successive Semesters					
Levels	Hrs./wk.				
	English & Study	Mathematics	Science	Information Technology	Total No. hrs./wk.
F1	20	2	2	2	26
F2	20	4	4	4	32
F3	20	4	4	4	32

#### 1.5. Pass Requirements & Progression to Higher Education

Your final results will be considered by the Foundation Assessment Board and this Board will make final decisions on your results.

#### 1.6. Module Pass Requirements

To pass ALL modules, students must achieve an overall grade of at least 50% or above.

There will be only one re-sit exam after the results are published. The dates of exams and re-sit exams will appear in the Academic Calendar.

### **1.7. Class Attendance Policy**

All students are expected to attend all regularly scheduled classes.

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

#### **Procedure**

##### **Student Absences**

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



which may lead to module failure. She/ He must spare the module.

- Academic staff shall not give substitute assessments to students who miss classes.

### **Excused Absences**

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

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

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

### **1.8. Learning Resources 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. 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. Lecturers will often suggest background reading or exercises, which you should tackle. For un-assessed work, it is probably a good idea to work with others.

Remember that learning is not something that someone else can do for you - it requires considerable work and effort on your part.

### **Activity Room**

The Activity Room is a resource that is available for Foundation students to utilize for all Modules. There are books, activities, games and many more resources that aim to support student learning.

### **1.9. Personal Development Planning**

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

### **1.10. 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:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

### **1.11. Student Support, Guidance and Conduct**

All ICEM teaching staff have a responsibility for the pastoral care of their students. Certain staff have been designated as having responsibility for student affairs e.g., financial matters, employment matters, extracurricular activities etc. Students requiring advice or assistance should approach their Module Tutors or Personal Tutors in the first instance who will refer them to other staff as necessary.

### **1.12. Personal Tutors/Advisor**

You will be allocated your personal tutor during the induction/enrolment period. Your personal tutor will normally:

- Offer academic advice throughout the year,
- Monitor your progress and attainment through the year,
- Advise you on your progress and issues such as option choices and electives,
- Offer personal guidance, referring you to relevant College support services where appropriate,

Support you in the context of any disciplinary matters and issues of Extensions of Time, Extenuating Circumstances, Appeals, etc.

In some instances, your Personal Tutor may refer you to your Module Tutor for clarification of detail.

### **Your Role:**

In order for the advising process to succeed, the student should fulfil her/his role. The following are some of the students' responsibilities. It is important for the student to: establish initial contact with advisor/personal tutor;

- know that the advisor/personal tutor is her/his reference point during her/his stay at ICEM;
- identify who her/his advisor/personal tutor is;
- locate his/ her advisor's/personal tutor`s office;
- observe advisor's/personal tutor`s office hours unless advisor indicates walk-in- basis advising.
- be punctual when meetings are scheduled with advisor/personal tutor, otherwise alert advisor ahead of time for being late or missing the meeting.
- consult with advisor at least once a semester to decide on programmes, verify graduation time and requirements, and academic performance.

### **Academic Advising (Personal Tutoring) for all GFP students**

- At the beginning of each semester, each student is assigned to a member of staff as their PT.
- The list of PTs is displayed on the GFP Noticeboards. Roles and responsibilities of PTs are clearly explained to students during induction week and also included in the Student Handbook.
- Newly appointed teachers are mentored by more experienced members of the staff on personal tutoring.
- Personal Tutoring is used to deal with minor problems, trying to resolve them at class level.
- Students may request for personal tutoring by filling out the Personal Details Template (ADAA-Form-01) and send it to the Personal Tutor by email.

- Personal Tutoring Meeting Report (ADAA-Form-03) shall be filled by the Personal Tutor in order to identify the issues and inquiries and provide the appropriate academic or nonacademic advice.
- More serious concerns are referred to the HGFPD (e.g. about attendance or progress in class). Whenever necessary, PTs refer students to the College Counsellor.
- Formal Personal Tutoring sessions take place after the mid-term examinations and before the final examinations and these are mostly conducted on one-to-one basis.
- Before the final examination, PTs and students use these sessions to discuss how to prepare for examinations. The GFP records Personal Tutoring sessions on a form which both the students and their PTs sign each time that they meet.
- Personal tutoring can take place online following the same procedures mentioned above but the forms are signed only by the tutor.
- Student shall be asked to complete the Post Evaluation of Personal Tutoring (ADAAForm- 02) for references.
- At the end of each academic semester, PTs should submit the Personal Tutoring Evaluation Report (ADAA-Form-04) including a summary of all Personal Tutoring sessions conducted.

### **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 the 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.

### **Students Advisory Council**

The Students Advisory Council is a student-led, democratic council and exists to make your student

experience better for you while studying at the College. Students shall elect a group among them

at the beginning of the academic year. Student group shall elect a chair and a vice-chair among its members. The SAC shall perform the following:

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

### **1.13. Assessment**

The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the programme and achieved the standard required for the award they seek. Students should note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

#### **Notification of Assignments and Examination Arrangements**

This information will be provided to you on your Module delivery plan and Academic Calendar per semester. This information will be displayed on the departments notice boards. The conduct of Examination is in Appendix 2.

#### **Dealing with difficulties in meeting assessment deadlines**

Assignments and all continuous assessment work 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 you must report this at the earliest possible opportunity to your module Tutor or your personal tutor.

#### **Feedback Following Assessments**

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.

## 1.14. Unfair Means to Enhance Performance

### Definitions

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

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

## **Guidelines for Plagiarism Detection and Penalty in GFP**

For online submissions of GFP assessments using Copyleaks as a plagiarism detection tool, the following guidelines are used.

- The first draft of all submitted materials must be uploaded on the plagiarism detection tool. The purpose of the first draft is to reduce the percentage of plagiarized cases.
- There is a deadline for first and later for the final submission of student's tasks; therefore, the module instructor can have adequate time to check the plagiarism and reveal the results.
- The module instructor is responsible for giving the feedback to the student's first draft only, along with the plagiarism report, and the student must resubmit the final version of the project.
- The reviewer is not allowed to extend the date or permit late submission.
- The reviewer does not communicate the report of the final submission with students.
- Plagiarism amount of 15 % in the final submission must be ignored since such amount of detection must be the result of common names, citations, or any similar phrases.
- From 16 % to 20 % plagiarism, students are penalized by reducing 0.5 marks for each percent of the final score.
- Over 20 % plagiarism, the task is considered fully plagiarized, and students receive (0) as the final mark.
- The penalties must be applied to the final version of the task.
- The module reviewer is responsible for uploading the work of the students on Copyleak.com once, unless there are some technical issues which urge the reviewer to upload the paper again.

In case of technical issues, the module reviewer is responsible for the proper and objective judgments along with the GFP coordinator.

## **Guidance for students on the use of Artificial Intelligence in Assessment**

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

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



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

**Procedure to deal with Unfair Means to Enhance Performance:**

- Alleged acts of Cheating, Plagiarism and Collusion in Coursework are reported in writing to the Chair of the AUMEP Committee by the Marker/Module Tutor.
- The Chair of the AUMEP Committee may set a date and time for an interview with the concerned student if required. The student will be notified through a formal letter/mail by the Student Support Services Department on the assessment plagiarized / cheated/ colluded and the date and time of the interview.
- The AUMEP Committee will investigate the matter and may give the student an opportunity to put his/her case. The panel will question both the Module Tutor and the student as required to clarify their 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.

**Appeals against Assessment Board Decisions**

If you consider that you have 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.

### **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:

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

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:

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

#### **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**

- 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).
- 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.
- 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.
- 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:
  - The appeal is upheld and referred back to the Assessment Board for reconsideration
  - The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board
  - The appeal is turned down
- The student should be informed in writing, by Student Support Services Department, of the outcome of the appeal within 7 days.
- 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**

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

back to UCLan Assessment Board for decision;

- to turn down the appeal and uphold the original decision of the Assessment Board.

### **1.15. 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.

#### **Module Evaluation Questionnaires (MEQ)**

Module evaluation questionnaires (MEQ) provide one of the most important means for you to express your opinion about your teaching and learning experience. They capture feedback on your experience within each module and inform staff about where improvements could be made. Your module tutors will ensure that you receive instructions to access the MEQs on-line, please complete these to ensure your voice is heard - all responses are anonymous.

#### **Student Representatives**

The Programme team will make arrangements for you to elect a programme representative who can represent any issues you may have to the programme team within Student Staff Liaison Committee meetings. If you are interested in becoming class representative yourself and wish to find out more about the role you can contact Head of Foundation Programme.

#### **Student Staff Liaison Committee Meetings (SSLC)**

The purpose of SSLC meetings is to provide the opportunity for Student programme Representatives to give feedback to staff about the programme, the overall student experience and to inform developments which will improve future modules/programmes. These meetings are normally scheduled once per semester. The minutes of the meetings will be read by the College Management Team and sent to UCLan. At least once in the Academic Year, a member of staff from UCLan will attend the SSLC meeting for your programme.

### **Student Experience Committee Meetings (SEC)**

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

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

### **Complaints**

The College recognizes that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response. The availability of Student misconduct and grievances committee adds to the opportunities that ensure students voice is heard and is responded to.

## **SECTION 2: College Information**

When you become a student at the International College of Engineering & Management, you agree to comply with the rules and regulations of the College. This Guide provides you with information concerning these. It also gives you information on the support and services available to you during the academic year.

### **2.1. Student Support Services (SSSD) Student Services**

The Student Support Services Department (SSSD) is located in the main building and has designated staff. Students are encouraged to visit the SSSD during college hours for non-academic support and guidance. Coming to college can be a significant transition, the team strives to make students' experience enjoyable and fulfilling. SSSD dedicated team of friendly and approachable staff is available to listen to students' concerns and provide the advice, support, and information required. The SSSD aims to assist students through the provision of comprehensive non-academic support services including settling into college life, arranging accommodation, managing finance, disability support and ensuring personal safety.

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

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

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

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

## **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.

### **Medical Arrangements**

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

### **Student Activities**

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

## **Health and Safety**

### **First Aid**

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

### **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.

### **Fire Prevention & Safety**

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

## **Evacuation Procedure**

In the event of a Fire Alarm, please adhere to the following instructions:

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

## **Smoking**

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

## **Safety**

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

## **The Environment**

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



## 2.2. General Regulations and Services

### Dress

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

- Students shall wear decent and appropriate clothing according to the Rules of the College and the Sultanate of Oman.
- Students must not wear clothing of transparent material.
- The accepted clothing for male students is:
  - National dress
  - Trousers and shirt
- 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.
- The accepted clothing for female students is:
  - Abaya, with or without head dress
  - Frocks/skirts should be below knee level
  - Trousers
- 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.

### Parking

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

### Driving

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

### Mobile Telephones

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

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

### **Gifts**

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

### **Meals and Refreshments**

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

### **Prayer Rooms**

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

### **Breakages & Losses**

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

## **2.3. Academic Support**

### **College Timings**

The Class timings for students are as follows:

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

Students are not allowed to remain on the college campus, whether inside the buildings or outside, after 9.00 pm unless they are engaged in a supervised activity conducted by a staff member or have received explicit permission from a staff member.

### **Responsibility for Learning**

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

### **Information Technology**

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

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

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

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

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

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

#### **Library**

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

ICEM has a cooperation with Sultan Qaboos University Main Library. Students are allowed to visit the library and use the resources inside the library, but they are not allowed to borrow books from SQU Main Library.

#### **Computer Laboratories**

- The computers and the printers in the Computer Lab are used only for 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.

## 2.4. ICEM Tuition Fee

### 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 the students' fee policy upon starting the procedures of student enrollment. The Finance Department at ICEM 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 Fee Policy.

#### **Fee Structure:**

The fee structure includes Admission Fee and Tuition Fees.

*Table 5: ICEM Tuition Fees*

		Omani/Resident (OMR)	International (OMR)
Foundation	Foundation I	1500	1615
	Foundation II	1500	1615
	Foundation III	1500	1615
Management (HSEM/FM/FSM/CPM)	Year 1	3100	3750
	Year 2	3200	3750
	Year 3	3350	3750
	Year 4	4500	5250
Engineering (FSE/WE)	Year 1	3250	3900
	Year 2	3500	4150
	Year 3	3750	4400
	Year 4	4500	5250
Post-graduate Programmes	MSc Fire Safety Engineering	7875	7875

*Table 6: Admission, Registration, and other Fees in OMR*

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

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

### ***Liability for Payment***

- When a student completes the enrolment process and registers or re-registers for the course, the student becomes liable for the payment of admission fee and Tuition fee and any other fees or amounts outstanding to ICEM.
- The College accepts sponsorship from both public sectors and private sectors. The College reserves the right to confirm the validity of all sponsorship, on a case-by-case basis. If a sponsor or third party fails to pay some or all of the tuition fees 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 (MoHERI) 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.

### ***Terms of Payment***

- Admission and registration fees are non-refundable fees.
- Options for Tuition Fee Payment:

Option 1	<b>Payment in Full:</b> Students can pay their annual tuition fee in full at the beginning of Their study. Students will receive a discount of OMR 100/-.
Option 2	<b>Payment by TWO instalments:</b> Students can choose to pay their tuition fees in two instalments. The first installment, which must be at least 50% of the total academic tuition fee, is due before the start of Semester 1. The second installment must be paid before the start of Semester 2.

Option 3	<p><b>Payment by instalments:</b></p> <p>For Semester 1: Students must pay OMR 400 /- in advance. The remaining balance will be divided into three equal installments, payable on 1st October, 1st November, and 1st December.</p> <p>For Semester 2: Students must pay OMR 400 /- in advance. The remaining balance will be divided into three equal installments, payable on 1st February, 1st March and 1st April.</p> <p><b>Payment by instalment subject to a service charge of 5%</b></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 Dean.</p>	

### ***Mode of Payment***

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

- o Payment via ICEM Student Portal (using Debit and Credit Cards).
- o 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.

### ***Discount***

#### ***Fixed Discount***

- Two and/or more immediate members studying in the college at the same time will receive a discount of OMR 100/- for each.
- Staff and their spouse, sons, daughters, brothers, and sisters will be charged the applicable fee as per MoHERI Tuition fees applicable for that year. To be eligible for these fees, a staff member must have served with the College for a minimum of two years.

#### ***Percentage Discount***

- Discounts may be provided to physically challenged students, subject to Dean's approval.

### ***Retake the Module***

- A private student repeating a module must pay the full tuition fee for that module, which will be charged proportionately based on the annual tuition fee.
- Under MoHERI Fee Structure, sponsored students 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.

### ***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. However, if a student defaults on payment, the College reserves the right to impose the following penalties as necessary and appropriate.
  - o Blocking student's access to all classes.
  - o Blocking student's access to the College IT systems including email and online library.
  - o Withholding certified transcript.
  - o Withholding final award certificate.
  - o Not allowed to attend the awards ceremonies.
  - o Withholding marking of Course Works/Assignments.
  - o Withholding assessment results.
  - o Results will not be reported to UCLan Module/Course Assessment Boards.

### ***Tuition Fee Liability for Withdrawal and Interruption of Studies***

- When a student completes the registration, the student becomes liable for payment of tuition fees. (Refer clause No 5.8.2) students have a statutory right to withdraw from the College or postpone study with the College. The student must fill an official withdrawal form/ interruption of studies Failure to do so will make the student liable to pay the full tuition fees for the semester.
- Students who withdraw before the end of 30 days from the start of the semester will be liable for 10% of the semester tuition fee.
- In case the student withdraws/interrupts after 30 days from the start of the semester, they become liable for payment of the full tuition fee (Semester tuition fee).
- In case the student interrupts/withdraws/ exits their studies and re-joins the College, the latest fee

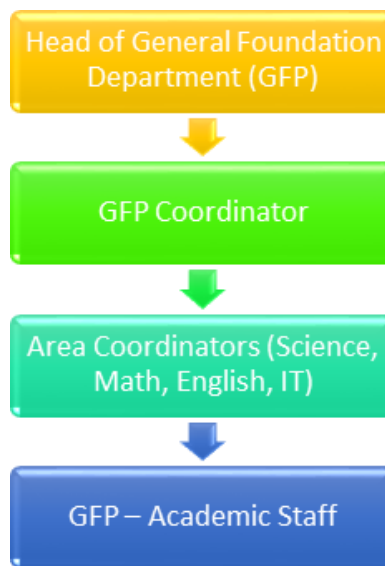
structure will apply.

- 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 MoHERI or any other organization, the College will first confirm with the MoHERI 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.



## SECTION 3: APPENDICES

### Appendix 1: Programme Structure



## Appendix 2: Conduct of Examinations

1. Examinations are conducted according to the regulations of the College.
2. Details of examinations (date, time, room) will be displayed on departmental noticeboards.
3. Students will be given permission to enter the examination room and take their allocated seat approximately 10 minutes before the start time of the examination. Students 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.
4. Students are required to show an identification card when they enter the examination room and to display this on their examination table. (This may be any formal ID card that has a photograph – e.g. College ID card, national ID card, driving license).
5. Students may be admitted to the examination room at any time during the first 30 minutes of an examination of various duration. No student will be admitted to the examination room after the first 30 minutes of an examination of varying duration.
6. The following are examples of items that **MUST NOT** be taken into examination rooms:
  - mobile telephones or any communication devices
  - books & study notes
  - rough paper
  - handbags
  - dictionaries

Students may take bottled water into examination rooms.

7. Any incident of suspected cheating will be formally reported by invigilators. This includes the following:
  - Possessing any form of notes made prior to the exam
  - Communicating in any way with other students
  - Copying from another student
  - Substituting examination materials
  - Unfair use of a calculator
  - Impersonation
  - Use of any communication device

Any incident of disorderly or disruptive behavior will be formally reported and the student concerned may be required to leave the examination room.

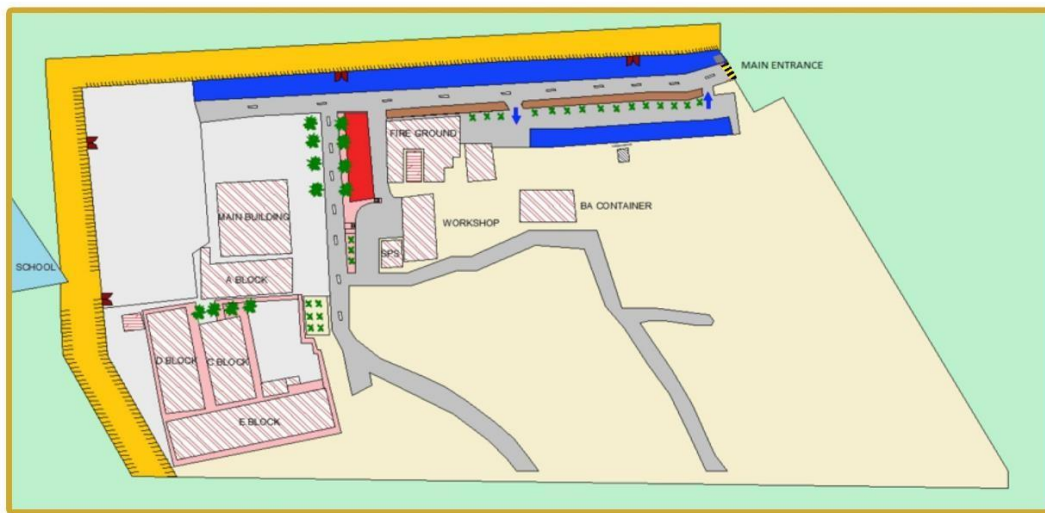
8. Students are required to write examinations using **a pen** (not pencil).
9. Student must use their own calculators and any other writing / stationary materials (pens, rulers) etc. in examinations. Calculators and other materials will not be provided by the College and **sharing with other students is not permitted**. (Instruction manuals for calculators may not be used during examinations.)
10. Once a student leaves the exam hall, he/she will not be allowed to re-enter the exam hall.
11. Toilet breaks are normally not permitted during the examinations. Once such breaks are availed, students will not be permitted to continue the examination.
12. Students with permanent medical problems (like diabetics etc) should produce medical certificate prior to the examination, approved by the college authorities.
13. For coursework tests, students must write their name on the answer sheet. For final examinations, students must write their ICEM Number only, not their name.
14. Students may not leave the examination room during the first 30 minutes of an examination of any duration. After leaving, students may not re-enter the examination room.
15. Students should not ask invigilators about the examination questions. Invigilators will not answer any questions concerning the meaning of words, questions or any other related topic. (If a student thinks there is a problem with a question they can explain this in their answer booklet or inform a member of staff following the exam.)
16. Students must return all papers relating to the examination (including rough work) to the invigilator.
17. If the fire alarm sounds, students are to follow the fire alarm procedure and leave all examination materials in the room.






## Appendix 3: ICEM Parking Plan



الكلية الدولية للإدارة  
International College of  
Engineering & Management

# ICEM Plan



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