



الكلية الدولية للهندسة والإدارة
International College of
Engineering & Management

STUDENT HANDBOOK – HIGHER EDUCATION 2025-2026

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Welcome to the International College of Engineering and Management

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

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

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

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

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

Dr Yingkui Zhao

Dean

ICEM Vision, Mission and Values

Vision

To be an internationally recognised University College, distinguished for innovation, collaboration, and academic excellence in teaching, research, community engagement and empowering students to thrive in a dynamic world.

Mission

To deliver high-quality, accessible education that fosters student success, advances teaching excellence, drives impactful research, and cultivates strong community partnerships.

Values

Excellence: We continuously improve to pursue the highest standards in education, research, innovation, and community engagement.

- **Professionalism:** We strive to be diligent, proactive, effective and efficient.
- **Integrity:** We uphold ethical principles, adhering to national and international academic and professional standards.
- **Transparency:** We promote openness, accountability, and the highest ethical practices.
- **Inclusivity:** We embrace diversity, ensuring an equitable and supportive environment for all.
- **Sustainability:** We are committed to responsible resource management and practices for a sustainable future

Graduate Attributes

1. **Knowledge of engineering and management disciplines**
Graduates have comprehensive knowledge and understanding of their field of specialization.
2. **Critical, Analytical and Creative thinking**
Graduates demonstrate an ability to think critically and solve problems innovatively.
3. **Leadership and teamwork**
Graduates can play constructive leadership roles in their careers and contribute in a collaborative manner to achieve common goals.
4. **Communication skills**
Graduates convey ideas and information effectively to a range of audiences for a variety of purposes.

5. Ethics and Professionalism

Graduates use their skills to act in a professional and ethical way and are aware of the importance of ethical standards on personal and social levels.

6. Lifelong Learning, Research and Innovation

Graduates have a commitment to continue research based inspired independent learning.

7. Global competitiveness

Graduates have skills that help them to be a competent in the global job market and to be productive member of their work teams and society.

8. Technological Literacy

Graduates are able to locate, manage, integrate and convey information using the appropriate resources, tools and strategies.

Student Charter

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

Section 1: College Information

1. College Services

1.1. Student Support Services

1.1.1. Student Services

The Student Support Services Department (SSSD) is located in the main building and has designated staff. 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, Internal Scholarship, disability support and ensuring personal safety.

The Student Support Services Department oversees various activities organized within the College working closely with other Clubs and departments 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 awareness and exploring various possibilities.

1.1.2. 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.

All applicants are admitted through fair, transparent, and equitable procedures, based on clearly defined and consistent criteria, and in alignment with the College's Access and Equity principles.

The College confirms that all applicants possess the necessary pre-existing knowledge, skills, and personal attributes required to successfully complete their chosen programme prior to enrollment.

The College offers all applicants the opportunity to apply for Accreditation of Prior Learning (APL) during the admission and enrollment process. All credentials submitted for APL will be verified by the College and the affiliate University.

Entry Criteria for Admission for Undergraduate Programmes

- Candidates are required to submit the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent with Pure or Applied Mathematics to apply for the Management programmes and to submit the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent with Pure Mathematics to apply for the Engineering programmes.
- Experienced Candidates who do not have the General Education Diploma Certificate (high school certificate/ grade 12) or its equivalent are required to go through the process of approval from the Ministry of Higher Education, Research and Innovation, Sultanate of Oman, confirming that they can join the Higher Education programmes without the General Education Diploma Certificate. They should submit the following requirements to seek MoHERI approval:
 - The applicant must have passed the ninth grade (minimum).
 - At least 6 years of experience in the work approved by the Ministry of Labour.
 - Minimum two courses Training courses approved by Ministry of Labour.
- All Fresh and Experienced Candidates must take the College Placement Test comprising of English, Mathematics, Science & IT.
- On completion of the ICEM Placement test, candidates who do not meet the requirements for entry onto Year 1 of the Higher Education programme of their choice should be recommended to enroll on the ICEM Foundation programme which is specially designed to prepare students for the Higher Education programmes offered by the College.
- Exemptions from the Placement Test and General Foundation Programme
 - English Module Exemptions: Candidates seeking exemption from the English modules must submit one of the following as evidence of proficiency:
 - a. IELTS: A minimum overall band score of 5.0, with no individual band (reading, writing, listening, speaking) below 4.5. The certificate must be issued by an authorized testing center and dated within the last 6 months.
 - b. TOEFL:
 - Paper-Based Test (PBT): Minimum score of 510
 - Internet-Based Test (iBT): Minimum score of 64
 - Computer-Based Test (CBT): Minimum score of 180The TOEFL certificate must be dated within the last 12 months.
 - Note: TOEFL Institutional Testing Programme (ITP) scores are not accepted.
 - c. CEFR: A minimum proficiency level of B1.

- IT Module Exemption: To be exempted from the Foundation IT module, candidates must submit a valid IC3 Certificate.
- Math Module Exemption: To be exempted from the Foundation Math module, candidates must submit a SAT certificate with a minimum score of 550 in the Math section.
- Submission Deadline for Certificates
Certificates for exemptions (IELTS, TOEFL, CEFR, IC3, SAT) will not be accepted if submitted after the student has commenced studies in the General Foundation Programme.
- Certificate Verification
The College reserves the right to verify the authenticity of any submitted certificate.
- Science Requirement for Transferred Students
Candidates who have completed the General Foundation Programme at another higher education institution but have not studied the Science component, are required to complete the ICEM Science Component before being eligible to join Higher Education programmes at the College.

Entry Criteria for Admission to Postgraduate Programmes

- To be eligible for admission to ICEM postgraduate programmes, applicants will normally be required to have the following:
 - Lower Second-Class Honours Degree in a relevant field (equivalent to GPA of 2.7).
 - Competency in English Language
 - A minimum IELTS score of 6.0 (or equivalent), or
 - Successful completion of a Postgraduate Qualifying Programme for applicants with an IELTS score below 6.0.
 - Professional membership or substantial experience is preferred.

Entry Criteria for Admission to Foundation Programme

- The Table below shows PT Scores with the corresponding proficiency level across the four areas covered in the test.

SKILLS	PLACEMENT SCORE	PLACED IN:
English/Math/ /Science	IT0-50	Foundation I
	51-94	Foundation II
	95 and above	Undertake Challenge Test

Procedures

Admission and Registration Procedures

- **Applications (New in-take) for General Foundation and Undergraduate Programmes**

- Applications are processed by the Admission and Registration Department.
- Admission takes place both online (anytime) and on campus (during the college working hours).
- If the above admission requirements are met, the student must complete and submit the application form (available Online at the College Website). For online registration, the applicants can contact the Admission and Registration Department for guidance and assistance
- The admission process is completed prior to Placement Test.
- All candidates must appear for ICEM Placement Test or produce valid documentation that excludes them from part or all of the test.
- The department ensures that no candidates take an unauthorized re-test.

- **Applications received through Higher Education Admission Centre (HEAC), Ministry of Higher Education, Research and Innovation**

- The ARD staff identifies the Ministry-sponsored students through the list published by the HEAC on the system.
- As soon as the applicant confirms the choice ICEM responsible entity will contact him/her.
- The next step is to register in the system of Ministry of Higher Education, Research and Innovation
- Then, to continue ICEM admission procedures.

- **Documents required for Admission**

Omani Applicants are advised to complete an online or on campus detailed admission form and are required to submit the following documents:

1. Completed admission form
2. Original OMANI (General Education Diploma) certificate or certified equivalent (approved by the Ministry of Education)
3. Copy of a valid passport and Civil ID card
4. A recent (4x6) photograph (in color)
5. Admission Fee receipt (The registration fee is RO 50 non-refundable).

For International Candidates are advised to complete the detailed admission form and are required to submit the following documents:

1. General Diploma Certificate (high school certificate)/ Grade 12 (Equivalence) certified by the Embassy of the Sultanate of Oman and the Ministry of Foreign Affairs in their country.
2. Copy of passport with valid residence visa (for non-GCC residents).
3. Four recent (4x6) photographs (in color)
4. Admission Fee receipt (The registration fee is RO 50 non-refundable).

- **Administration of Placement tests**

The ICEM Placement tests are administered by the GFP Team.

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

- **Accreditation of Prior Learning (APL) for HE:**

Regulation

- Candidates with prior learning qualifications can apply for APL to be exempted from certain modules.
- APL applications will be assessed by the Head of Department, ADAA with final approval from the affiliate university.
- The maximum credit that can be awarded is two thirds of the total module requirement for the award. (I.e. a maximum of 8 modules can be credited towards the award of Diploma of Higher Education)
- Credit can only be given for prior learning that is at the appropriate higher education level that fulfils specified learning outcomes for the module applied for and that is evidenced.

APL for ICEM Programmes:

- All the College Higher Education programmes have the same standard modular structure that aligns with the Affiliate University.
- Students who are credited with APL will not normally have a reduced study period because the modules they need to take will be running over a complete semester or a complete year; however, their workload will be lighter.

- Students who leave the College with an exit award and subsequently seek re-admission to the College will be considered under the Accreditation of Prior Learning (APL) rules. All Prior learning will not be graded.

Procedures to apply for APL:

- APL applications are based on certificated learning in higher education. The College can assist a student in making APL applications.
- If a student believes they have certificated learning equivalent to modules within their programme:
- APL applications are submitted online along with copies of relevant transcripts and module descriptors.
- The APL requests are automatically transferred to ICEM HoD after ARD review.
- ICEM HoD double review and forward the initial decision to ADAA approval.
- ADAA sends approved APL forms to the affiliate university
- the affiliate university sends final approval to ICEM HoD.

• Creating Students Profiles

- ARD creates student's profile in SIS based on the submitted registration form.
- ARD is responsible for completing the entry of ASAS records (MOHERI Database) data of ICEM students.
- ARD is responsible for allocating students to the selected programme and personal tutor.
- Personal Tutor/ HOD is responsible for confirming the modules recommended by the system for each student
- The Finance Department is responsible for checking and approving the semester/yearly fees plan of each student.
- ARD and Finance departments are responsible for approving and publishing the recommend semester/yearly enrollment for each student through the student portal.
- The student is responsible for confirming his/her semester enrollment.

• Applications for Postgraduate Programmes

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

- ARD should notify the applicant of the decision taken to start the registration process.

- **Collection, maintenance & security of Student Records:**

ARD maintains the records of ICEM students in the office and is responsible for the maintenance, disclosure and protection of student records.

- ICEM students shall be granted the right to inspect, review and/or request copies of their educational records at ICEM.
- ARD shall comply with the requests forwarded within a reasonable period not exceeding 30 days, and where requests to expedite the process are made fast - ICEM shall ensure that appropriate actions are taken.
- Where appropriate fees are collectible on behalf of the requesting parties on matters related to student records, fees shall be collected prior to release of any such requests.
- If the request is being made by someone other than the student (e.g., a parent or representative), a written authorization signed by the student must be provided, along with a copy of the authorized person's ID.
- ICEM shall keep hard copies of students' records active for 3 years after graduation, after which, it will be archived for another 3 years.
- ICEM shall maintain e-copies of the documents for the 10 years, during which time, the hard copies will be sent for destruction.
- Where pending requests or legal cases exist, ICEM shall keep the documents active until such a time resolution has been reached.
- No information about the student or student records/progression will be given to anyone without written and signed authorization from the student.
- No student information or records shall be given to anyone via phone or on any social media platforms (i.e. facebook, whatsapp, Instagram, etc). Any staff who violates this provision shall be subject to disciplinary action.
- Requests from sponsors regarding student information shall be accompanied by a written and signed authorization letter.

The ARD is responsible for maintaining and updating all student personal data such as:

- Contact Telephone Number
- Email Address
- Sponsor Address
- Contact person and Telephone number in case of emergency

The ARD is verifying student personal details at both ICEM and Affiliate University at the end of each academic year.

University of Lancashire University of Lancashire **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. Ministry of Higher Education, Research and Innovation (MoHERI) sponsored students must seek approval from the MoHERI when transferring from one programme to another.

Transfer to other institutions

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

1.1.3. ICEM Tuition Fee Policy

1.1.3.1. Policy

All students enrolled at ICEM are required to pay both admission and tuition fees. The College determines, publishes, and applies tuition fees on an academic year basis. Students and sponsors are informed of the Student Fee Policy at the start of the enrollment process to ensure transparency and informed decision-making.

Students have the flexibility to commence their studies in either Semester 1 or Semester 2, depending on their preference and programme availability.

Admission & Academic Timelines

- **Semester 1:** September – December
- **Semester 2:** February – May

Students may begin in either semester, subject to programme availability.

Fee Structure:

Student Tuition fee

Description	Year	Omani/Resident Students (OMR)	International Students (OMR)
Foundation	Foundation I	2,250	2,400
	Foundation II	2,250	2,400
Management (HSEM/FM/FSM/CPM) Applicable to all BSc programmes)	Year 1	3,100	3,750
	Year 2	3,200	3,750
	Year 3	3,350	3,750
	Year 4	4,500	5,250
Engineering (FSE/WE) Applicable to all BEng programmes)	Year 1	3,250	3,900
	Year 2	3,500	4,150
	Year 3	3,750	4,400
	Year 4	4,500	5,250
Post-graduate Programmes	MSc Fire Safety Engineering	7,875	7,875
	**		

(** Tuition Fee for the Students from MoHERI will be determined as per the contract with the MoHERI)

Admission and other Fees in OMR

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

* Nonrefundable

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

Liability for Payment

1. 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. (This clause has to be read in conjunction with clause number 5.8.2)
2. The College accepts sponsorships from both the public and private sectors. It reserves the right to verify the validity of each sponsorship on a case-by-case basis. If a sponsor or third party fails to pay some or all of the tuition fees on behalf of a student, the College reserves the right to suspend the student's scholarship and prevent the student from attending classes until the fees are paid by the respective sponsor or by the student directly.
3. If a student is in receipt of any external financial support except a scholarship by Ministry of Higher Education, Research and Innovation (MoHERI) and the College does not receive the payment on time, the student will be liable for paying the full fees.
4. If relatives or personal friends are paying a student's fees, the College does not consider them to be official sponsors, and the student will be treated as a self-funded student. The student will be liable to pay all fees due.

Terms of Payment

Admission and registration fees are non-refundable fees.

Options for Tuition Fee Payment:

Option 1	Payment in Full: Students can pay their annual tuition fee in full at the beginning of their study. <i>Students will receive a discount of OMR 100/-.</i>
Option 2	Payment by TWO instalments:

	Students can choose to pay their tuition fees in two instalments. The first 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	Payment by instalments: 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. 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. Late Enrollment Students who enroll after the official start date of a semester are still required to pay the full tuition fees based on their selected payment plan. If the student opts for the three-installation plan, and one or more scheduled installments have already passed by the time of enrollment, they must: • First pay the advance payment of OMR 400, and • Settle any missed installments immediately upon enrollment. • The remaining balance may then be paid as per the original installment schedule. All non-tuition fees—including registration, resource, and laboratory charges—remain fully applicable and non-prorated, regardless of the enrollment date.
If the Student has not chosen their payment plan, Option 3 will be assigned to them by default. A special authorization from the Finance Department needs to be completed for post-dated Cheques with a request letter to be approved by the Dean. In all cases, whether following the standard installment plans (as outlined above) or late enrolment, students are required to select and confirm their preferred payment option through the official Student Portal at the time of Registration. Failure to complete this selection may result in delays in registration and access to academic services.	

Mode of Payment

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

- Payment using Debit & Credit Cards via ICEM's Student Portal (<https://portal.icem.edu.om/>)
- Demand Drafts

- Cheque (special cases only).

**The finance department shall provide the students with the details of the mode of payments, including online payment options, during the induction week.*

All students are required to accept the Financial Responsibility Agreement at the time of registration through the Student Portal. This agreement confirms their acknowledgment and acceptance of full responsibility for the timely payment of tuition and all associated fees, in accordance with the institution's approved fee policies.

Discount

Fixed Discount

- Two and/or more immediate family 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 as per the ICEM Scholarship and Tuition Fee Discount Policy and Procedures.

Retake of Modules

- A student repeating a module must pay the full tuition fee for that module, which will be charged proportionately based on the annual tuition fee.
- Retake tuitions fees for the students under Company's / Charity Sponsorships will be governed by the terms & conditions stated on the Sponsorship letter, received by the College, from the respective sponsor / institution.
- In the event that the MoHERI sponsored student studies the remaining requirements of the programme at their own expense after exhausting the period specified for this programme, the college will treat the student with the same tuition fee for the MoHERI.

Failure to Pay Fees

1. Students are required to meet all due dates of payment whether these are in full or by installments.
2. If the student is unable to pay the tuition fees by the due date of agreed payment schedule, the student must contact ICEM Finance Department immediately in writing for the rescheduling of fee payment and the application will be evaluated on the basis of evidence approved by the College.
3. The College has provided a supportive approach to its students for the collection of tuition fees,

thereby helping students to meet their financial obligations. However, if a student defaults on payment, the College reserves the right to impose the following penalties as necessary and appropriate.

- Blocking student's access to all classes.
- Blocking student's access to the College IT systems including email and online library.
- Withholding certified transcript.
- Withholding final award certificate.
- Not allowed to attend the awards ceremonies.
- Withholding marking of Course Works/Assignments.
- Withholding assessment results.
- Results will not be reported to University of Lancashire Module/Course Assessment Boards.

Tuition Fee Liability for Withdrawal and Interruption of Studies

1. When a student completes the registration, the student becomes liable for payment of tuition fees. (Refer clause No 5.9.2) 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.
2. Students who withdraw within 40 days from the start of the semester will be liable to pay 10% of the semester tuition fee.
3. In case the student withdraws/interrupts after 40 days from the start of the semester, they become liable for payment of the full tuition fee (Semester tuition fee).
4. In case a student interrupts, withdraws from, exits, or postpones their studies and then re-joins the College within two years of exit, the original fee structure will apply. After two years, the latest fee structure applicable at the time of rejoining will be applied.
5. Fees incurred for repeating module(s) (Section 5.7) will be paid at the beginning of the module(s) and will not be refundable under any circumstances.
6. If the student is sponsored by 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.
7. Any refund due will be paid back to the original payer through the same method of the original payment (with the exception of cash which will be refunded by Cheque). The College will not be liable for any foreign exchange variances and bank charges between the time of making the payment and the refund being processed.

1.1.4. Programme Enrollment at University of Lancashire

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

1.1.5. Arrival

Accommodation Arrangements:

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

Transport Arrangements:

Students are given support in arranging transport.

1.1.6. Student Induction Week

During the induction week, students receive detailed information regarding the Ministry of Higher Education, Research and Innovation, the affiliate university, 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:

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

1.1.7. Medical Arrangements

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

1.1.8. Financial Support

ICEM is committed to providing the support to its students. As part of this commitment, the Finance Department staff explains the College's fee policy to all students during the induction week. They also assist students in developing a realistic plan for fee payment, ensuring that students have a clear understanding of their financial responsibilities.

In order to further assist students, the College invites banks to the campus during the induction week to enable students to easily apply for bank loans (education).

Moreover, ICEM has established a scholarship scheme to internally support students. The College announces these scholarships throughout the academic year, providing eligible students with the opportunity to apply.

1.1.9. Student Clubs and 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.

The ICEM has a variety of clubs that cater to different interests, including creativity, community service, fire safety, media, and sports. These clubs offer students opportunities to engage in academic support, cultural events, leadership, and skill development through extracurricular activities. Clubs like the Fire Safety, Media, and Well Engineering clubs also focus on specific fields, while others like the Sport and Library Friends Clubs provide general engagement for a well-rounded college experience. You can find more details [\[here\]](#).

1.1.10. Health and Safety

As a student of the college, you are responsible for the safety of yourself and for that of others around you. You must understand and follow all the regulations and safety codes necessary for a safe campus environment. Please help to keep it safe by reporting any incidents, accidents or potentially unsafe situations to a member of staff as soon as possible.

You will be advised of all applicable safety codes and any specific safety issues during the induction to your programme. You must ensure that you understand and apply all necessary safety codes. These form an essential element of your personal development and contribute to the safety of others.

1.1.10.1. First Aid

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

1.1.10.2. Sickness

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

1.1.10.3. Fire Prevention & Safety

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

1.1.10.4. Evacuation Procedure

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

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

1.1.10.5. Smoking

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

1.1.10.6. Safety

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

1.1.10.7. The Environment

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

1.2. General Regulations and Services

1.2.1.Dress

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

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

1.2.2.Parking

The car park within the college campus is specifically designated for staff and visitors only. It is important to note that students are not permitted to park their vehicles inside the college. It is essential to avoid parking in any area that obstructs the access and exit of other vehicles.

To assist students in identifying appropriate parking spaces, the college provides a parking plan in Appendix 3. The allocated parking areas for students are clearly marked in yellow on this plan.

1.2.3.Driving

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

1.2.4.Mobile Telephones

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

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

1.2.5. Gifts

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

1.2.6. Meals and Refreshments

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

1.2.7. Prayer Rooms

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

1.2.8. Breakages & Losses

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

1.3. Academic Support

1.3.1.College Timings

The class timings for students are as follows:

Full-Time Morning Study for all programmes	:	08.00 am – 04:00 pm
Full-Time Evening Study for HSEM Programme	:	04.00 pm – 08:00 pm

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

1.3.2.Responsibility for Learning

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

1.3.3.Attendance

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

1.3.4.Information Technology

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

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

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

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

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

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

1.3.5. Library, and Independent Learning Department

The ICEM library and independent learning department plays an essential role for all students and staff of the college as it provides learning services and facilities to support the education process during the study period in all academic years.

The library contains a collection of over 7,500 books, magazines, periodicals and non-book teaching and learning materials covering various subjects related to the college programmes. For registered students, the module textbooks and recommended reading material listed in the module bibliographies are available together with copies of relevant University of Lancashire publications. Additionally, a photocopying facility is available for students in the Innovation Learning Center (ILC) lab. The ILC computer lab is equipped with new computers connected to the college's internet services. Students also have access to a discussion hall and individual study rooms for daily use.

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

Registered students are also entitled to access the on-line library services provided by the affiliate university. This access enables students to view the library catalogue and use the on-line journal materials which are available to all university students. On registration a separate guide to on-line resources will be provided for reference. Detailed guidance in the use of this system will be forwarded to students upon registration.

[Click here for University of Lancashire e-Library](#)

1.3.6. Computer Laboratories

- The computers and the printers in the Computer Lab are used only for the academic work.
- The Users are not allowed to install software on their own unless it is approved by the IT department.
- Students are prohibited to change computer peripherals (Mouse, keyboard, monitor, etc.) in the labs
- Food and drink are not allowed in the Computer Labs.

1.3.7. Personal Tutor/ Advisor

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

1.4. ICEM Scholarship and Tuition Fee Discount Policy and Procedure

1.4.1. Policy

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

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

1.4.2. Procedure

1.4.2.1. Types of Tuition Fee Discounts/Financial Aids

Tuition Fee Discount for ICEM Employees and their Dependents

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

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

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

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

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

Tuition Fee Discount for Self-Funded Students from Low Income Families

Self-Funded students under the Low-income category certified by the Ministry of Social Development are eligible for getting discount of 20% on tuition fee for each Academic Year.

The student should submit the request with evidence through the Student Portal. All applicants should submit the following document:

- The evidence of either the student's family is supported financially by social security fund, or the family is defined as a low-income family by the Ministry of Social development.

Tuition Fee Discount for Physically Challenged Students

Physically Challenged Students will be entitled to a 10% discount on tuition fees.

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

1.4.2.2. Types of Scholarships

Academic Excellence Scholarship.

Academic Excellence Scholarship is provided by the College to recognise students' outstanding academic achievement and encourage outstanding students to continue excel. It is based on academic performance from a preceding period of study and usually tied to Average Percentage Mark (APM).

The student should meet the academic excellence scholarship requirements and provide evidence with the scholarship request form through the Student Portal.

Scholarship for Students with Outstanding Progress in Final Year Project.

The scholarship is provided by the College to recognise students with outstanding progress in the final year project. To be eligible for this scholarship, the students are required to provide an evidence of outstanding progress of their final year project and submit it through the Student Portal.

Scholarship for International Students

Scholarship for International Students is provided by the College to recognise outstanding international students, provide them with financial support and encourage international students to continue to excel.

International students can apply for the two types of scholarships, namely Academic Excellence Scholarship and Scholarship for Students with Outstanding Progress in Final Year Project, by submitting the scholarship request form with evidence for each category through the Student Portal.

1.4.2.3. Request Process

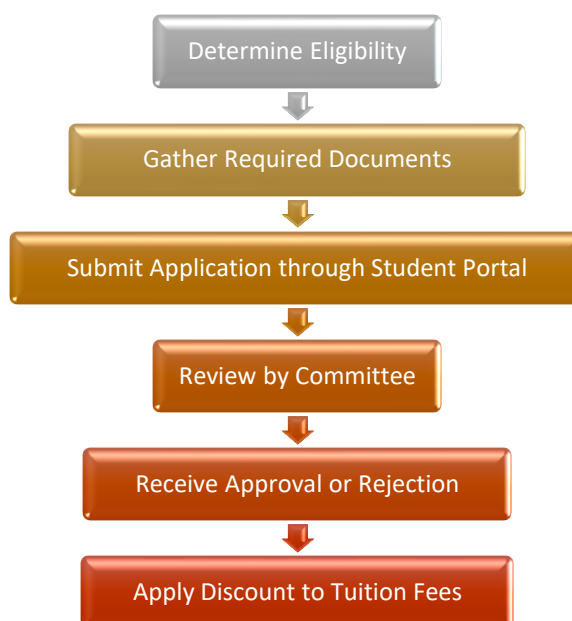


Figure 1: Scholarship and Tuition Fee Discount Application Process

- The completed scholarship/discount request form is submitted with evidence through the Student Portal.
- All applicants should submit the following documents:
 - Student's Academic Profile with all marks.
 - Scholarship Application letter including a summary of the applicant's services to the College and the Community.
 - Recommendation Letter from the HoD for Academic Excellence Scholarship.
 - Recommendation Letter from the supervisor and HoD for the Final Year Project Scholarship.
- The Committee assesses the eligibility of the documents and forwards the recommended list to the Dean for final approval.
- The Finance Department is responsible for implementing the Deans' decision.
- The students are notified of the outcome by the Finance Department.

1.5. Code of Conduct for Students

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

You must show respect for the college site and college property. You must behave in a way that will not cause damage to the college site or to college property and you should help to keep the College clean and

tidy at all times. If you see any problems concerning the site or college property, you should report these to a member of the college staff. If your behaviour is considered unacceptable, any member of academic staff is able to issue an informal oral warning and the College will support staff by invoking formal procedures where necessary. You can read more about college expectations in the regulations for the Conduct of Students.

Note: The Regulations for the Conduct of Students (UNIVERSITY OF LANCASHIRE) may be accessed at the following address: **Regulations for the conduct of students.**

1.6. Complaints and Grievances Procedure for Students

1.6.1. Definitions

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

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

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

1.6.2. Nature of Complaints

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

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

Students may raise complaints or grievances in relation to misconduct by a college staff member via Students Support Services Department (SSSD).

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

Anonymous complaints are not recognized as formal ones.

1.6.3. Timeliness

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

1.6.4. Complain procedure

The cause of a complaint can range from a very minor matter such as a misunderstanding between a student

and a member of staff to a failure by the College to provide the service that a student should reasonably expect.

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

1.6.5. Formal Complaints/ Grievance

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

Formal Complaints Procedure

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

1.6.6. Procedure for Complaints Interview

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

1.6.7. Appeals Procedure

- **First Stage Appeal**

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

1.6.8. Student Voice

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

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

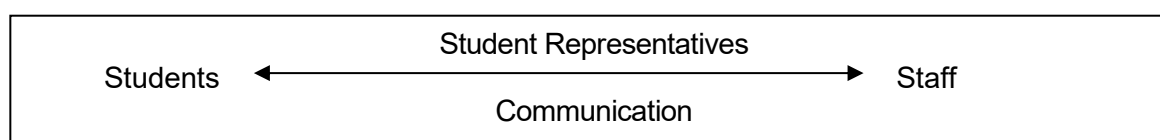
1.6.9. Student Representatives

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

On each programme there will be at least one Main Representative and one Assistant Representative elected to represent the student body on the Student Experience Committee (SEC).

Why does the College need Student Representatives?

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



Student Representatives should help students - by making sure that their suggestions, observations, views, opinions and concerns reach College staff who can help. Also, they should help staff by informing students about actions, decisions and plans that will affect students and their programme. Good Student

Representatives can make a real difference in improving the learning experience of the students they represent, and in enhancing the reputation of the College.

1.6.10. 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 programmes. These meetings are normally scheduled once per semester.

1.6.11. Student Experience Committee (SEC)

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

1.6.12. Student Advisory Council (SAC)

The Student 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 their members. The SAC shall perform the following:

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

1.6.13. Student Feedback

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

Section 2: Programme Information

2.0. General Information

2.1. Programme Staff

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

Useful College Telephone/Fax Numbers:

College switchboard +968 24512000

College Fax +968 24521355

2.2. Key ICEM Contacts:

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

2.3. Programme Teams

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

Department	Staff	Email
Facilities Management	Dr Rami Hamad (HoD)	rami@icem.edu.om
	Dr Majid Aldahdooh	majidaldahdooh@icem.edu.om
	Dr Al Hussein Al Aidarous	hus.alaidrous@icem.edu.om
	Ms Seema Shajira	seema@icem.edu.om
	Ms Azza Al Saaidi	Azza@icem.edu.om
Fire Engineering Management / Safety	Mr Meet Panchal (HOD)	meet@icem.edu.om
	Dr. Shahnawaz Khan	shahnawaz@icem.edu.om
	Dr Sivi Varghese	sivi@icem.edu.om
	Dr. Mohammed Yasir	Muhammad.Yasir@icem.edu.om
	Dr Babak Bahrani	babak@icem.edu.om
	Mr Amal Goerge	amal.g@icem.edu.om

Mechanical/Well Engineering	Dr Girma Chala (HoD)	Girma@icem.edu.om
	Dr. Nasir Khan	nasir.khan@icem.edu.om
	Dr. Saja Al Ajrash	Saja.AIAjrash@icem.edu.om
	Mr Alex Bernard	Alex@icem.edu.om
	Mr Asif Zamir	asif@icem.edu.om
	Mr. Al Haitham Al Kalbani	alhaitham@icem.edu.om
Health, Safety and Environmental Management	Dr. Faris Mahammed (HoD)	Farisomer@icem.edu.om
	Dr Sreejaya K V	sreejaya@icem.edu.om
	Dr Riyadh Mahfud	riyad@icem.edu.om
	Dr Eiman Ibrahim	eiman@icem.edu.om
	Dr Salem Abu Amr	salem.s@icem.edu.om
	Dr Don Anton Balida	don@icem.edu.om
	Dr. Ajaya Kumar	ajaya.kumar@icem.edu.om
	Dr Hashim Elbadri	Hashim.Elbadri@icem.edu.om
	Dr Victor Otitolaiye	victor@icem.edu.om
	Dr. Abubakar Sadiq	Abubakar.Sadiq@icem.edu.om
	Dr. Maher Elbayoumi	maher@icem.edu.om
	Mr Ali Imran	ali.imran@icem.edu.om
	Ms Lekha K	Lekha@icem.edu.om
	Ms Saada Al Habsi	saada@icem.edu.om
	Ms Rasha Ali Abdelrahim	rasha@icem.edu.om
General Foundation Department	Mr Eldar Abdullayev	Eldar@icem.edu.om
	Mr Ali Al Bahri	AliABdullah@icem.edu.om
Students Support Services	Ms. Kristina Alaverdyan(HoD)	kristina@icem.edu.om
Counsellor	Mr Ali Said Al Tobi	Ali.AI2B@icem.edu.om
Registration	Ms Muna Al Zadjali	muna@icem.edu.om
IT	Ms Shaimaa Al Maani	Registration@icem.edu.om
	Ms Tahani Al Wadhahi	
	Ms Amani Al Maqbali	Amanialmaqbali@icem.edu.om
Career Guidance Department	Ms. Bashair	bashair@icem.edu.om
		it@icem.edu.om
Career Guidance Department	Ms Narjis Al Omairy	Narjis1@icem.edu.om CGC@icem.edu.om

Library, and Independent Learning Department	Ms Khulood Al Balushi	khulood@icem.edu.om
First-Aid /Nurse	Ancy	nurse@icem.edu.om
International Students Office	Mr Rashid Al Hinai	rashidalhinai@icem.edu.om

2.4. Key University of Lancashire Contacts

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

Postal address:

University of Lancashire,
Preston,
Lancashire
PR1 2HE

2.5. Programmes Offered

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

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

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

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

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

2.6. Stages and Levels of study

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

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

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

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

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

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

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

2.7. Classification of Awards

The following target awards are possible from all programmes. For more details, refer to Programmes Specifications on ICEM website and Programmes Handbooks.

BSc (Honours) / BEng (Honours) Degree

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

Advanced Diploma

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

Diploma of Higher Education

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

Certificate of Higher Education

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

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

APM from 70 - 100%	First Class Honours
APM from 60 - 69.99%	Upper Second Class Honours
APM from 50 - 59.99%	Lower Second Class Honours
APM from 40 - 49.99%	Third Class Honours

2.8. Grading System

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

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

3.0. Modular Framework

3.1. The MODCATS Scheme

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

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

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

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

3.2. Expected hours of study

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

3.3. Semester timetable

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

3.4. Study Patterns

Full-Time: The normal study pattern for any programme is on a full-time basis. A full-time student is defined as any student undertaking modules equating to 120 credits during a standard academic year (two semesters). At the start of the programme you will be provided with an outline study calendar for the year and a timetable. At appropriate times you will be provided with a detailed breakdown of each of the programme modules. To get the most from the programme it is important that you use this information to plan your year

for both the academic and recreational periods.

The class timings for students are as follows:

Full-Time Morning Study for all programmes	:	08.00 am – 04:00 pm
Full-Time Evening Study for HSEM Programme	:	04.00 pm – 08:00 pm

3.5. Programme Information

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

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

3.6. Programme Structure

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

3.7. Attendance and Engagement

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

3.7.1. Class Attendance Policy

All students are expected to attend all regularly scheduled classes.

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

3.7.2. Procedure

Student Absences

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

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 of the Assistant Dean Student Affairs and Registration (ADSAR).

3.8. Industrial Placement

Developing industrial skills is an important part of a student's lifetime at the College. Graduate recruiters look for evidence of what skills students have developed and how they can apply them to the world of work. Students have the option of taking two industry-based modules, namely the Industrial Experience Module

(OM1040) and the Industrial Placement Module (OM3000/Eidaad) Students who successfully complete Year 2 are eligible to take the optional eight-weeks Industrial Experience Module (OM1040) during the summer break whereas students can take the optional one-year industrial placement module (OM3000/Eidaad) on completion of Year 3.

The Industrial Placement opportunity is designed to give students the opportunity to gain further practical experience in an industrial and commercial environment. The College has close contact with local companies in different industries. If you wish to take this opportunity, you may contact your Personal Tutor/ Course Leader for further details.

4.0. Programme Management

4.1. Programme Team

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

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

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

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

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

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

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

4.2. Communication

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

4.3. Data Protection

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

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

4.4. External Examiner

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

The External Examiner is responsible for ensuring that standards and comparability are maintained, assuring fairness in the application and implementation of assessment processes and procedures in accordance with the approved programme regulations, and for judging whether students have fulfilled the learning outcomes of programmes to a satisfactory standard.

5.0. Approaches to Teaching and Learning

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

5.1. Learning Resources

5.1.1. Learning

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

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

5.1.2. Electronic Resources

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

5.2. Personal Development Planning

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

5.3. Preparing for your Career: Career Guidance Department

Your future is important to us, so to make sure that you achieve your full potential whilst at the College and beyond, your programme has been designed with employability learning integrated into it at every level. This

is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at the College:

Services provided to students

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

Services for graduates

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

5.4. Approach to Teaching and Learning in AY2025-2026

Face to face teaching approach is implemented for AY2025-2026. Each module will have face-to-face teaching sessions.

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

6.0. Student Support, Guidance and Conduct

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

6.1. Personal Tutors/ Advisors

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

Your Personal Tutor/ Advisor will listen to your problem and then advise you as best they can on how to resolve it. As they are academic experts, they might not be able to assist you with all your queries but will

definitely assist you in setting up an appointment with someone else who is better equipped to help you, such as Student Support Services Department. Your personal tutor/ advisor will normally:

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

You should:

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

7.0. Academic Progress and Termination of Study

7.1. Termination of Study

ICEM reserves the right to terminate a student from the College based on the following reasons:

1. Student has violated the code of conduct of the College or of the Sultanate of Oman
2. Student is suffering from a medical condition as certified by a licensed physician that renders him dangerous to himself/herself and others.

7.2. Postponement of Studies / Interruption of Study

Students may apply for postponement/interruption of study subject to the approval of the MoHERI (for sponsored students), Head of Department, and University of Lancashire.

Guidelines for postponement/interruption of Study

1. Application for postponement/interruption must be submitted to the Office of the Registrar by the end of the induction week of each semester.
2. The student should set out the reasons for the interruption and the period of time requested for such interruption.
3. Students must settle all dues and submit required clearance before commencing the postponement of study.
4. Students should not commence postponement of study unless official postponement of study has been officially approved.
5. A student may postpone his/her study up to 1 one year and exceptionally up to two years.

6. Retrospective interruptions to study are not permitted. This means that students cannot retroactively apply for interruption of study for the previous semester.
7. If a student does not attend his/her course and does not apply for interruption, the Course Assessment Board may determine to terminate the student's studies and withdraw him/her from the programme.
8. Students who wish to interrupt their studies for longer than the period which can be authorised, or who fail to enroll for an academic year without authorised interruption, must seek readmission if they wish to resume their studies.
9. Once the student is readmitted, he/she will be considered under the existing curriculum at the time of joining and any transfer credits shall be considered based on the existing curriculum at the time of joining.

7.3. Withdrawal from the College

Student who wishes to leave the College permanently for any reason should:

1. Complete and submit the following forms:
 - Application for Withdrawal/postponement of study form which includes question about the reason for leaving the college and the final clearance from relevant departments.
 - Application for Withdrawal from Study University of Lancashire Partner Institutions
2. If a student is sponsored by the MoHERI, his/her decision should be communicated to the MoHERI.

7.4. Students on academic probation

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

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

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

8.0. 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.

8.1. Assessment Strategy

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

8.2. Notification of assignments and examination arrangements

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

8.3. Late Submissions

1. If a student submits work late and unauthorized, a universal penalty will be applied in relation to his/her work as follows:
 - a. If a student submits work within 7 calendar days after the published submission date, without an authorized extension, he/she will obtain a maximum mark of 40% for that element of assessment.
 - b. Late assessment submission (after 7 calendar days from the published deadline without an authorized extension) will be marked as zero in the first assessment. However, the late submission should be marked.
 - If student achieves the pass threshold, this will be considered as the re-assessment submission and capped at the minimum pass mark (40) and the student will not be required to undertake re-assessment.
 - If the work does not achieve the pass threshold, the students will be required to undertake re-assessment at the next re-assessment point.

8.4. Dealing with difficulties in meeting assessment deadlines

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

8.5. Extensions and extenuating circumstances:

8.5.1. Grounds for extensions and extenuating circumstances:

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

Possible extenuating circumstances include:

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

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

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

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

- any event that could reasonably have been expected or anticipated;
- minor accidents/injuries or minor ailments;
- accidents/illness experienced by friends or relatives (unless this has occurred within 3 days of an assessment deadline or examination or where the student is the sole care taker);
- religious observance or obligation;
- holidays, moving house and events that were planned or could reasonably have been expected;
- childcare problems that could have been anticipated;
- domestic problems (unless supported by independent evidence);
- ignorance of the regulations or examination/assessment arrangements
- misreading the timetable or misunderstanding the requirements for assessments;
- failure, loss or theft of a computer or printer that prevents submission of work on time
- notes burned or stolen (unless supported by a fire or police report);
- general financial problems;
- examination stress or panic attacks not diagnosed as illness
- failure of network, no access to Wi-Fi, issues related to logging-in to Blackboard during the exam period, and other IT related issues for all online exams

8.5.2. Applying for extensions and Extenuating Circumstances

A. Applying for extensions

- Student may submit a request for extension of deadline before the submission date to the concerned Module Tutor along with relevant evidences/documents (ADAA-Form-14).
- Following the submission for a request for an extension, the Module Tutor in consultation with the HoD and the Departmental Representative of the AUMEPC may make a decision on the case based on the grounds given under Section C Above. The relevant documents may be later submitted to the AUMEPC for ratification.
- If the evidence of circumstances produced by the student has been accepted, the student will be given an extension period of between 1 and 10 working days for Coursework submission.
- The student will receive confirmation of the number of days for the extension after consideration has been taken of the individual circumstances.

B. Applying for Extenuating Circumstances

- It is the sole responsibility of the student to submit a request for consideration of extenuating circumstances to the Support Services Department(SSSD) according to the published procedures and deadlines (ADAA-Form-15).
- The student must submit claims for extenuating circumstances within 5 working days of the assessment along with corroborating evidence. Requests for extenuating circumstances submitted after the deadline date will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been declared beforehand.
- In case of students found submitting fraudulent documents as evidence to claim an extenuating circumstance, the student will be subjected to a Disciplinary Action as per the procedure outlined in the Student Handbook.
- Once Assessment and Unfair Means to Enhance Performance Committee (AUMEPC) has accepted the case, a flexible arrangement for assessment can be applied e.g., by extending a coursework deadline, setting a special examination paper, or allowing an examination to be sat outside the normal examination period.
- Extenuating Circumstances will only be approved where it is considered that the effect has been significant. They may be approved for a specific assessment, for more general impairment over a number of assessments, or for both.
- All approved extenuating circumstances will be reported to the appropriate Assessment Board for consideration when results are determined.

8.6. Marking and Feedback Following Assessments

- Pre-marking is not allowed for any assessments except for Project work, where help can be given by guiding students with generalized examples.
- The University requires all summative assessments to be anonymised where possible. Modules delivered at Level 4 are not subject to this requirement.
- HE-Modules are normally assessed by Coursework and Final Examination as mentioned in the Module Descriptor. Written assessments are 'first marked' by the Module Tutor, normally in red ink in accordance with the Assignment Brief and Assessment Criteria given to the students. Anonymous marking will be followed by all the HE departments by keeping the anonymity of the student wherever possible for any submitted work and therefore students' name will be kept hidden/unavailable during the marking process.
- Correct work should be ticked; other relevant information presented may be noted as having been seen and read by the marker by means of a vertical line. Incorrect work should be indicated by a cross. Irrelevant work (which might be correct information but not relevant to the question) should be indicated by an appropriate written comment and a line to indicate the extent of the irrelevant material if there is a considerable amount of irrelevant work).
- To assess the submitted students' work, markers (MT and second marker/moderator) use a grade band marking scale provided by the University (see table 1). This marking scale contains a fixed number of percentage points in each class band which might be assigned by the markers. The grade band marking process encourages markers to make decisions in relation to which class band the submitted work most appropriately belongs. For certain modules, such as those where marking criteria is definite or those assessed solely numerically and combination of numerical and theory (e.g. multiple choice tests, questionnaire, numerical based answers/assessments), the nature of the assessment will mean the mark should be recorded as a mark out of 100 and these marks would fall outside of the fixed percentage point bands.
- For HE & GFP following the first marking, a random sample of the scripts (whichever is minimum: minimum 10% or total nine scripts as a sample that consist of all work submitted for a particular element of assessment to be taken from work awarded the highest marks, marks in the middle range and the lowest marks) is moderated by another academic member of staff (moderator), normally in green ink. Moderation involves checking that the marking should be in accordance with the stated criteria and the marking scheme. Also, the moderator checks for consistency, thoroughness and fairness in the marking and awards a mark in green for each answer script (which may or may not be the same as the marks given by the first marker). After completion of the moderation process, the moderator fills in a moderation form and submits to HoD/HGFP(ADAA-Form-013).

- All final year undergraduate projects/dissertations must be clean double marked. Final year projects are first marked by the supervisor followed by second marking by another academic member of staff (second marker). In case of marginal difference (within the class band of indicative language category) between the marks awarded by the first and the second marker, the one with the higher mark will be taken as the final mark. However, if the marks awarded by the first and the second marker show considerable difference (beyond the class band of indicative language category), the marks are subjected to be finalized after mutual agreement by the two markers and by consulting the third marker.
- As per the Affiliate University Academic regulations, parity review may be used for courses with multiple teams of markers such as large courses. The review ensures that marks have been awarded consistently by different marking teams. The Module Leader will normally identify a sample of work to be reviewed, taking examples from all the marking teams. All markers and moderators will meet and compare the marks awarded, resolving any discrepancies and agreeing on the final mark and feedback for the students.
- Oral presentations or examinations which contribute more than 25% of the overall module mark require at least two members of academic staff to witness the presentation and to agree the mark awarded.
 - Note: where the presentation is recorded and available for moderation purposes, there is no requirement to have at least two members of academic staff present to witness the presentation and agree the mark awarded.
- The overall coursework and examination marks are weighted and combined (as prescribed in the Module Descriptor) to determine an overall mark for the Module.
- For all assignments, students will be provided with individual feedback within 15 working days of the scheduled submission. Feedback may be provided in oral, written, audio or digital format as appropriate, and posted on Blackboard.
- For HE and GFP, feedback on Continuous Assessment and Mid-Term Exams will be provided to individual students within 15 working days of the scheduled submissions and exam schedule.
- For Final Examinations, students will not be provided with individual feedback except for GFP as MD will provide feedback for Mid-Term exams. Students may request a generic feedback if needed. Generic feedback may include an outline of the expected answers.
- (For HE) All marks provided are called provisional mark and are sent to University of Lancashire Course Leaders and the Programmes External Examiners for external moderation prior to Module/Assessment Boards.
- (For HE) All marks awarded are provisional subject to confirmation by the Module/Assessment Boards of the University of Lancashire, UK.

Grade Band

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

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

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

8.7. Penalties for Over-length Assignments

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

For written assignments that exceed a word count limit by:

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

8.8. Examination Rules

Before the Examination

- Students must be present in the Examination Hall at least 10 minutes before the exam time.
- ID cards/passports and Exam Hall ticket must be presented at the time of exam. Student without proper identification will not be permitted to sit for the exam.
- Students are not allowed to bring in any printed materials to and from the examination hall, unless authorized by the exam invigilator
- Students are not allowed to enter the examination hall after 30 minutes from the beginning of the exam.
- Students who arrived late for exam (after 30 minutes) will be marked absent and will receive a “zero” mark in the particular exam
- Mobile phones must be kept in silent mode or inside the student’s bags. Vanity bags should be kept away from the seat.
- Students may take bottled water into examination rooms
- Students are not allowed to leave the exam hall during the last 15 minutes before the exam finishes.
- Students must sign the attendance sheets as instructed by the invigilates.

B. During Examination

- Students must sign the attendance sheet as instructed by the Invigilator
- Students should switch off their mobile phone prior to entering the exam hall and displayed on the table in the front. Students are not allowed to check their mobile phones once the exam has started.
- Students are not allowed to talk to other students
- No smoking in the examination hall
- Students must write in black or blue pens
- For Final Examinations HE students must write their University of Lancashire Number only, not their names.
- Students may not use dictionaries.
- Students are not permitted to ask questions from the invigilators except where errors in the exam need to be pointed out
- Students who require something should raise their hand. If a student needs to visit a first-aid room, they will be escorted.
- All papers relating to the examination (including rough work) must be returned to the invigilator.
- Students will not be allowed to leave the examination room during the first 30 minutes.
- Students who have finished the examination early will have to raise their hand and wait for the examination script to be collected before leaving the room quietly. After leaving, students may not re-enter the room.
- If the fire alarm sounds, students are to follow the fire alarm procedure and leave all examination materials in the room.
- Toilet breaks are normally not permitted during the examinations. Students may not leave the examination room, except for medical reasons or other emergency situations and will be escorted. After leaving, students may not re-enter the examination room. Issues arising from these situations will be dealt by extenuating circumstances.
- Any incident of disorderly or disruptive behaviour will be formally reported and the student concerned may be required to leave the examination room.
- Student must use their own calculators and any other writing / stationery materials (pens, rulers) etc. in examinations. Calculators and other materials will not be provided by the College and sharing or borrowing with other students is not permitted.
- Student who falls ill during exam must notify the invigilator as soon as possible in order to take necessary decisions/actions

- Students must stop writing as soon as the announcement is made to indicate that the time of exam is over.

8.9. 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 and covers a range of offences described in the ICEM Policy on Unfair Means to Enhance Performance. Cheating may include any technique intentionally misused by students in the submitted reports such as intended misuse of quotation marks, using hidden quotes, hidden characters and replaced characters.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others.
- Collusion is an attempt to deceive the examiners by concealing the true authorship of the student's work by copying, or imitating another student's work in detail. This includes copying other student's consent with his/her consent. It also includes when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers.
- Using technological aids and Artificial Intelligence (AI) tools, without specific authorization is considered academic misconduct.
- Re-presentation is an attempt to gain credit twice for the same piece of work.
- Fabrication is making up research data or results and reporting the same.
- Falsification is manipulating the research data or results such that inaccurate information is reported.
- Academic misconduct will occur where a student uses technological aids and/or Artificial Intelligence (AI) to generate all or part of an assessment without specific authorisation, including translation software, paraphrasing tools, text generating software (essay bots) and tools to generate graphics or artworks.
- Commissioning of Assessed Work: Academic Misconduct by commissioning occurs where a student commissions a third party to complete all or part of an assessed piece of work and then submits it as their own. Commissioned work may be pre-written or specifically prepared for the student. It might be obtained from a company or an individual and may or may not involve a financial transaction. It includes the use of essay mills or buying work on-line or the use of a proof-reading service that includes re-writing the original assessed piece of work.

A. Tools and Accepted Similarity Index

- The College uses an online Assessment Tool called Turnitin for HE and Plagiarismcheck for GFP. HE Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, all summative assessment will be marked anonymously where possible. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.
- The accepted similarity percentage for an assessment is about 10%. However, the case may still be reported for investigation if the similarity percentage is below 10% subject to the Module Tutor's academic judgment.
- Similarity percentages above 10 % will be reported to the Assessment and Unfair Means to Enhance Performance Committee subject to the discussion with the Module Tutor/justification from the Module Tutor. The case may or may not be formally investigated.

B. Categories of Academic Misconduct

- **Category 1: Poor Academic Practice:** occurs where a student has attempted but failed to adopt good academic practice. It is normally the result of a failure to understand the required protocols and is most likely to occur at an early stage in the course and form a relatively small part of the student's assessed work.
 - ✓ Examples of poor academic practice include inadequate referencing, omitting to include quotation marks or gaps in the reference list. The module tutors will apply academic judgment in determining whether poor academic practice or academic misconduct has occurred.
 - ✓ Where poor academic practice is identified, the student will be invited to a meeting with the module tutor who will explain the nature of the concern.
 - ✓ The mark for the element of assessment may be reduced (by 10% of the maximum mark)
 - ✓ The student will be informed that if poor academic practice occurs in the future, it will be dealt as academic misconduct and associated penalties will be imposed.
- **Category 2: Academic Misconduct:** will normally be defined as a first instance of academic misconduct. Where there is evidence of academic misconduct in multiple assignments that were submitted at the same time within the same cycle of assessment(s), this will normally be treated as a single occurrence.
 - ✓ Examples of Category 2 academic misconduct include, without limitation: Plagiarism, Re-presentation of work, Collusion, Cheating/examination malpractice, Repeat instances of poor academic practice.
 - ✓ Two options for penalty:

- the student gets capped at the component level following reassessment – GA Flag, Or
- the student gets capped at the module level following reassessment – GB Flag
- **Category 3: Academic Misconduct:** will normally be defined as a repeat offence of academic misconduct in any form, where the student has previously incurred a penalty and a warning for academic misconduct, and where the repeat instance occurs in a subsequent cycle of assessment(s).
 - ✓ **Penalty:** Students module mark is 0, with no reassessment opportunity – G2 Flag
- **Category 4: Gross Academic Misconduct:** will normally be defined as gross academic misconduct where a clear intent to deceive and gain an unfair academic advantage can be established.
 - ✓ Examples of Category 4 gross academic misconduct include, without limitation: A repeat instance of Category 3 academic misconduct in any form, Impersonation, Commissioning of assessed work, Fabrication or falsification of data.
 - ✓ the student should be asked to provide evidence that shows how they prepared for and wrote the assessed work e.g. copies of drafts or notes; and/or
 - ✓ the student should be asked questions about the submitted work during the meeting to give the student the opportunity to demonstrate appropriate knowledge of the subject matter and that they understand the content of the work.
 - ✓ **Penalty:** Level failed and a requirement to withdraw from the programme or Expulsion from the College/Affiliate University on a permanent basis.
- **The penalties for academic misconduct will be determined based on:**
 - ✓ the severity of the case;
 - ✓ the circumstances of the case;
 - ✓ the level at which the offence took place;
 - ✓ what stage of the programme the student is at;
 - ✓ whether it was a repeat offence;
 - ✓ any explanation given by the student;
 - ✓ the extent to which a clear intent to deceive and gain an unfair academic advantage has been established.

Guidance for students on the use of Artificial Intelligence in Assessment

As per University of Lancashire 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

- Where it is suspected that a student has submitted work that has not been written by them, the student may be asked questions about the work during an interview to give them the opportunity to demonstrate appropriate knowledge of the subject matter and that they understand the content of the work. Students must keep copies of drafts and other materials used in researching and preparing their work.
- Alleged acts of Plagiarism and Collusion in Coursework are reported in writing to the Chair of the AUMEPC by the Marker/Module Tutor and by HGFP for GFP. (ADAA-Form-16).
- Alleged act of Cheating or other academic misconduct in Exams/Phase Tests is reported in writing to the Chair of the AUMEPC by the Invigilators and by HGFP for GFP. (ADAA-Form-17).
- All exam incidents are reported to the Chair of the AUMEPC by the Invigilators and by HGFP for GFP. (ADAA-Form-18).
- The Chair of the AUMEP Committee sets a date and time for an interview with the concerned student if required. The student will be notified through a formal letter/mail by the Student Support Services Department (SSSD) on the assessment plagiarized / cheated/ colluded and the date and time of the interview by completing the form (ADAA-Form-19).

- The AUMEPC will investigate the matter and give the student an opportunity to put his/her case. The panel will question both the Module Tutor and the student as required to clarify understanding of any points.
- The outcome of all the reported cases is communicated by the Chair of the AUMEPC to all the respective Head of Departments/Module Leaders/ Student Support Services Department(SSSD) (ADAA-Form-20).
- The SSSD and the module tutor will inform the concerned students of the outcome in writing within 14 days.
- In cases where the allegation stands, it is reported by the ADAA / HoDs to the Assessment Board.
- The student is then counseled by Department Representative of the AUMEPC and asked to sign the form (ADAA-Form-21).

Penalties of Academic Misconduct

- Students are required to sign a declaration indicating that individual work submitted for an assessment is their own. If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the College Regulations.
- All instances or allegations of the use of unfair means within summative assessment will be investigated in line with the college UMEP policy. If an allegation is found to be proven, then the appropriate penalty will be implemented by the Assessment Board.
- The penalties will apply if you transfer from one programme to another during your period of study and module credits gained on the former programme are transferred to the current programme.

Course Assessment Boards

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

- The decision to offer reassessment to a student is at the discretion of the Assessment Board. The reassessment shall be offered to a student who does not achieve an aggregate mark of 40%, aggregated across all assessments in the module (ADAA-Form-23).
- Where the module does not require the student to pass each component of assessment, but the module is failed on aggregate, the student is required to be reassessed in the failed component, the maximum mark which may be awarded for any reassessed component will be the minimum pass mark (40), and this mark will contribute to the overall aggregate mark for the module.

- if following re-assessment, the capping of the component mark prevents the student from passing the module, the module mark will be capped rather than the component mark.
- Reassessment takes place before the start of the following academic year.
- A module, or a component within it may be reassessed only once.

Module Attempts

- The definition of “attempt” is a student’s first sit and any resit (of any component of assessment) within a module. A retake of the same or an alternate module in a subsequent year is considered to be a separate second attempt.
- Students who have failed credits and are unable to proceed to the next academic year, will receive ‘Repeat credits – uncapped recommendation’. This is allowable up to 120 credits at Stage One (Level 3/4) and 120 credits at Stage 2 (Level 5/6) during the duration of their studies.
 - All assessments will be marked on the full mark range i.e. not capped at minimum pass mark.
 - Any repeat credits exceeding the limits (detailed above) will be capped at the minimum pass mark.
 - This uncapped repeat credit is only available once per module and must not exceed the limits (detailed above)
- In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full-time student to register for one additional module in the following year (exceeding by one the normal maximum of six modules).
- Foundation students who fail a module are allowed to repeat the module during the next semester.

Module Compensation

- Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal or is offset by good performance in other components of his/her study programme.
- A Course Assessment Board may, at its discretion, compensate failure in a module where, in its considered academic judgment, the compensation is fair and reasonable in relation to the learning outcomes of the programme and the standard of the student’s performance as a whole. Compensation must not be applied where the module mark falls below the threshold mark of 30%.
- Compensation should only be considered and applied once students have undertaken all assessment and re-assessment opportunities to try and achieve a pass mark in each module.

- Compensation cannot be applied to modules which have failed as a result of Academic misconduct.
- The number of standard modules (20 credits) which can be compensated within an award is limited and is as:
 - ✓ 2 modules (40 credits) at Level 4;
 - ✓ 1 module (20 credits) at Level 5; and
 - ✓ 1 module (20 credits) at Level 6.
 - ✓ Honours degree students (4 year), may have an additional 20 credits at either L5 or L6.

Exclusion from a programme during an academic session for academic reasons

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

Appeals against Assessment Board Decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified as below. You cannot appeal simply because you disagree with the mark given. An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.

Appeals on Dismissal

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

Grounds for Appeal against Assessment Board & AUMEP decisions

- Request for an appeal against an Assessment Board decision shall be valid only if it is based on one or more of the following grounds:
 1. that an Assessment Board has given insufficient weight to extenuating circumstances;
 2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
 3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
 4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.
- Students cannot appeal simply because they disagree with the mark given. An appeal cannot be made against the academic judgement of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.

A. Appeal Principles and Procedures

- If a student wants to appeal, he/she should fill out the necessary form and submit the same with documentary evidences to the Student Support Services Department(SSSD) 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 the student to submit the appeal on time.
- If a student is not sure whether an appeal is appropriate, she/he should discuss the matter with SSSD staff or her/his HoDs.
- Appeals received outside the stated timescales will be ruled invalid.
- Requests for appeals must be in writing and must state the ground (s) for the appeal.
- Students have a right to be accompanied by a representative or friend at any hearings in the Appeals process.
- The Appeals process is a two-stage process as follows:

First Stage Appeal: ADAA Appeal

- First Stage Appeals must be lodged with the ADAA within two weeks of the official notification of AUMEP decision or publication of the results on students' portal (ICEM or University of Lancashire).
- The ADAA, accompanied by an independent HoDs, 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 ADAA, the HoDs for the student's programme may be called for part or the whole of the hearing.
- The ADAA is responsible for making a recommendation to the Chair of the Assessment Board backed by complete documentation with copies to the student. The recommendation may be:
 - a) The appeal is upheld and referred back to the Assessment Board for reconsideration
 - b) The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board
 - c) The appeal is turned down
- The student should be informed in writing, by SSSD, of the outcome of the appeal within 7 days.
- Where an appeal is turned down by the ADAA, the student has a right to a college appeal.

Stage 2: College Appeal

- A College appeal will not be called if a first stage appeal has not been held.
- Requests for College appeals must be made in writing to the HoDs, normally within 7 days of the first stage appeal hearing.
- College appeals will be heard by an appeal panel normally consisted of the Dean and two independent HoDs.
- The powers of a College Appeals Panel are:
 - a) to determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
 - b) to uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Board for decision;
 - c) to turn down the appeal and uphold the original decision of the Assessment Board.

9.0. Students' Research Project/Dissertation

9.1. Introduction

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

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

9.2. Instructions for Students

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

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

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

9.2.1. Dissertation Programme (work plan)

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

9.2.2. Frequency of Supervision

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

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

9.2.3. Word count on the Dissertation Guidelines

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

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

9.3. Referencing

Harvard referencing style is the preferred method of referencing work.

10.0. Publication and Intellectual Property Rights Policy

10.1. Purpose

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

10.2. Scope

This policy covers:

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

10.3. Responsibility

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

10.4. Policy Statement

1. Intellectual Property (IP) refers to intangible knowledge products that arise from the intellectual output of inventors, including academics, staff, students, and other employees at ICEM. IP can result from in-house or sponsored research, industrial consulting, or other forms of collaborative Research & Development. Any invention developed at the college is the property of ICEM. Depending on the nature of the IP generated, it may be protected under local and/or international laws.

2. All Intellectual Property Rights (IPRs) pertaining to research and consultancy activities conducted at the college (including staff research, student research and final year projects) shall be owned by the college, except in cases of joint, sponsored, or collaborative activities where ownership will be determined through mutual agreement.
3. IPRs for inventions resulting from research and/or consultancy projects carried out on behalf of sponsoring agencies or in collaboration with others shall be jointly owned by ICEM and the sponsoring/collaborating parties, provided that they share the costs associated with filing and maintaining the IPR. If not, the College may, at its discretion, file the application with exclusive ownership, and bear the full costs of filing and protecting the IPR.
4. In consultation with the inventor, the college shall have authority for decisions concerning the route of commercialization or transferring a particular IP.
5. The licensing and royalty revenues generated by college IPs serve as a strong incentive for staff involvement in technology licensing and support and continued investment in research and technology transfer. ICEM shall share any revenues received from commercialization efforts with all inventors involved (50% to the inventor(s), and 50% to ICEM).
6. The inventor(s) are required to disclose any conflict of interest or potential conflict of interest.
7. If any disputes arise between ICEM and inventors regarding the implementation of the IP policy, the inventor(s) may appeal to the Dean. The Dean will address the concerns raised by the inventor(s), and the decision shall be final and binding on both the college and the inventor(s).
8. Staff and students must appropriately acknowledge, and reference all works utilized in their research and scholarly activities, as well as disclose all sources and support received during the process.
9. The college is not responsible for any acts of academic misconduct committed by staff and students in the conduct of research and scholarly activities.
10. ICEM shall be the owner of copyright on work / teaching material created by ICEM staff with significant use of ICEM resources. If the teaching material is prepared by the author on behalf of a funding agency, then the copyright will be shared between the college and the funding agency.
11. ICEM shall not claim ownership of the copyright on books and publications authored by ICEM staff but ICEM should be acknowledged appropriately.
12. All publications of staff acquired at the time he/she is employed at ICEM, whether self, internally or externally funded must mention affiliation with the college.
13. Evidence of the publications (i.e. abstracts, links) must be submitted before any such publications or scholarly activities can be included in the college annual report.

14. All the patents belong to the college if it fulfills the following: The invention is funded by college; the invention is developed using facilities or resources of the college and the invention is developed as part of the regularly assigned duties of the inventor.

Statement of Authorship

An author should satisfy the following conditions:

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

Violations of this policy include:

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

The Research Ethics Policy will be applied in case of violation of this policy.

11.0. GPA Calculation

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

APM to CGPA Conversion Table

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

12.0. Academic Calendar

Full Academic Calendar is Available in Appendix 1

Section 3: Appendices

Appendix 1: ICEM Public Academic Calendar 2025/2026

Month	Activities / Notes
SEPTEMBER 2025	31 August - 11 September 2025: Placement Tests Foundation + Registration + Fees Payment 3 September 2025: Issue of HE and Foundation TimeTables 4 September 2025: Prophet Muhammad's Birthday 14-18 September 2025: Induction Week HE and Foundation 21 September 2025: First day of study - HE and Foundation
OCTOBER 2025	02 October 2025: Last date for accepting APL Applications (Sem 1) 02 October 2025: Close of admissions Sem 1 AY 2025-2026
NOVEMBER 2025	09- 13 November 2025: Midterm Exams Foundation -Sem 1 18 November 2025: National Day (Expected Celebration of National Day 26-27 November 2025)
DECEMBER 2025	02-03 December 2025: ICEM 6th Virtual International Undergraduate Research Conference 28 December 2025 - 01 January 2026: HE Final Examinations Semester 1
JANUARY 2026	13 January 2026: Deadline for submission of Extenuating Circumstances Semester 1-GFP 15 January 2026: Isra'a Wal Mi'raj (Ascension) 18 - 22 January 2026: GFP- Result publication 24 January 2026: Deadline for Students' appeals against AUMEP Decisions (Semester 1) 25 - 29 January 2026: GFP- Sem 1 Reassessment exams
FEBRUARY 2026	01 February 2026: Start of Semester 2 (First day of study - HE& GFP) 12 February 2026: Last date for accepting APL Applications (Sem 2) 12 February 2026: Close of admissions Sem 2 AY 2025-2026 08 - 10 February 2026: Semester 1 HE Reassessment Examination 19 February 2026: Deadline for sending the final student list to UCLan for enrollment (sem 2)
MARCH 2026	18 - 23 March 2026: Eid al-Fitr Holiday 26 March 2026: Submission of Final Year Project-Dissertation First Draft 29 March - 02 April 2026: Midterm Exams Foundation-Sem2
APRIL 2026	30 April 2026: Final Submission of Final Year Project-Dissertation (Black Board)
MAY 2026	10 - 14 May 2026: Sem2 Final Examinations - HE 17 - 21 May 2026: GFP Final Exams -Sem 2 19 May 2026: Deadline for submission of Extenuating Circumstances Semester 2-HE 17 - 21 May 2026: Dissertation presentation/interview 25 May 2026: Deadline for submission of Extenuating Circumstances Semester 2-GFP 26 - 31 May 2026: Eid al-Adha Holiday
JUNE 2026	07 - 11 June 2026: GFP Result publication Semester 2 11 June 2026: ICEM Research Day 17 June 2026: Deadline for Students' appeals against AUMEP Decisions (Semester 2) 18 June 2026: Hijri New Year 21 - 25 June 2026: GFP- Sem 2 Reassessment exams 28 June 2026: Start of Summer Semester (GFP)
JULY 2026	14 - 16 July 2026: HE Semester 2 Reassessment Examination 19 July 2026: Start of Admission for new Students for Academic Year 2026-27 28 - 30 July 2026: GFP Summer Sem, Mid-term Exams
AUGUST 2026	27 August 2026: Prophet Muhammad's Birthday 30 August - 3 Sep 2026: GFP Summer Sem: Final Exams
SEPTEMBER 2026	13 September 2026: Induction Week in Sem 1 AY 2026-27 20 September 2026: First day of study - HE and Foundation AY2026-27

Appendix 2: Academic Forms

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

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

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

Appendix 3: Parking Plan

