



# UNDERGRADUATE STUDENT HANDBOOK

..... Academic Year .....  
..... **2023-2024** .....

**SEMESTER 2 (February 2024 - June 2024)**

In partnership with  University of Bedfordshire



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## SECTION I: INTRODUCTION

### 1.1 INTRODUCTION

This Student Handbook is a guide that will help you get from where you are now to graduation, successfully. Its purpose is to clarify information ranging from requirements to resources.

- 1.1.1 Majan University College (MUC) was established in 1995 as the first private University College in Oman. MUC is an accredited College of the University of Bedfordshire, United Kingdom.
- 1.1.2 Majan University College (MUC) was the first HEI to receive Institutional Accreditation from the Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA) in December 2016.
- 1.1.3 The University of Bedfordshire (UoB) is the awarding body for the College's undergraduate programmes and, therefore, all programmes are designed to comply with the University's academic regulations and requirements. All academic decisions regarding programmes, modules, assessments, student registration, progression, and graduation are approved by the University of Bedfordshire.
- 1.1.4 MUC has three main faculties namely, Faculty of Business Management, Faculty of Information Technology and Faculty of English Language Studies.
- 1.1.5 MUC has the moral and ethical responsibility to comply with the regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of its academic community, including students and staff, and the general community.
- 1.1.6 MUC reserves the right at any time to make changes, which may affect such matters as tuition and other fees, degrees, and programmes offered (including the modification or possible elimination of degrees and programmes), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.
- 1.1.7 We wish you a productive and enjoyable learning experience in the College.

Have a great year!

### 1.2 VISION

MUC's vision is:  
Recognising potential, engaging minds, transforming futures.

### **1.3 MISSION**

To provide an innovative learning environment that supports students in reaching their full potential in a changing world.

### **1.4 VALUES**

In line with its mission, MUC is committed to developing and sustaining an organisational culture that supports continuous learning and improvement. This requires a learning environment in which all staff and students strive for excellence and fulfil their potential and this can be achieved only if staff and students are encouraged to participate safely and effectively. Hence all staff are expected to demonstrate behaviours that support the following values which represent our core priorities with respect to the institutional culture:

- Excellence
- Integrity
- Creativity
- Teamwork
- Inclusivity

The above values are intended to guide and support College staff in achieving the mission and are stated in MUC's ethical code of conduct.

1.5 MUC GRADUATE ATTRIBUTES

# Graduate Attributes



**KNOWLEDGEABLE**

Demonstrates discipline-specific knowledge and skills

Has the ability to apply current knowledge of the discipline to professional situations

Analyses and critically evaluates from multiple perspectives



**INNOVATIVE**

Adopts a critical approach in personal as well as professional matters

Solves problems creatively

Strives to be creative and innovative in professional situations



**ENTREPRENEURIAL**

Shows awareness of the value of entrepreneurship and identifies new opportunities

Demonstrates digital proficiency and uses technology independently in professional ecosystems



**GLOBAL CITIZENS**

Proactive approach towards engaging with communities and committed to future sustainability

Upholds ethical and moral values

Values diversity and shows sensitivity towards others in the society

Acts with integrity and displays a positive attitude towards work

Upholds values to be a responsible global citizen



**ADAPTIVE**

Upholds spirit of inquiry and shows openness to new ideas;

Demonstrates capacity for lifelong learning both independently and collaboratively

Shows self-awareness and plans personal and professional development

Adapts to change and learns from failure



**EMPLOYABLE**

Shows expertise in applying field-specific practical skills

Works effectively under pressure, shows self-confidence and manages time efficiently

Communicates effectively and appropriately in a range of professional contexts

Emotionally intelligent and possesses conflict management skills in a work environment

Uses research and data to make informed decisions

**1.6 MUC PHILOSOPHY**

- 1.6.1 The community, both international and local (including employers), expects graduates to have initiative and commitment, as well as have the skills required for continuous learning and development.
- 1.6.2 Student responsibility is the key to learning and self-development. As a student, you must contribute to your own learning and to the development of a campus climate in which all can grow and learn.
- 1.6.3 All students, whether part-time or full-time, are subject to the same admission standards, governed by the same rules and regulations, and required to satisfy the same degree requirements. Part-time students should not expect different treatment, because of their positions or their work.
- 1.6.4 All students (part time and full time) should try to make the time to develop contact with their fellow students and with faculty members, and in particular with their Academic Advisors, since this is an integral part of the College experience.
- 1.6.5 All students are expected to read widely for their assessments, demonstrate the ability to think independently and communicate effectively through the analysis, evaluation, and application of subject-related concepts. The ability to rise to this challenge will determine how successful you will be in your studies.
- 1.6.6 While studying at MUC you should not expect to put in minimal effort, or depend only on lecturer-centred learning, where all information is provided by the lecturer. Student-centred learning is an expectation of MUC. As a student, you will be expected to participate actively in the learning process, as well as to accept responsibility for your learning.
- 1.6.7 The acquisition of English language skills is a key determinant of your academic success. Therefore, you are advised to use English in all your communications on the College premises, as practice is key for acquiring any language. Student efforts that actively encourage the widespread use of the English language through their extra-curricular and club activities will be rewarded and supported.



## SECTION II: ADMISSION AND CURRICULUM PATTERNS

### 2.1 ADMISSIONS

#### **Entry requirements for Undergraduate programmes for Omani Students**

To register at Majan University College:

- Students must have completed the General Secondary School Diploma in Oman (12th standard), or equivalent.
- MUC also accepts mature students (aged between 25 - 45) with minimum work experience of 6 years and a school certificate of class 9, in line with the regulations of the Ministry of Higher Education, Research and Innovation (MoHERI).
- Students can register straightaway on the undergraduate programme, if they have successfully completed the College's Foundation programme or passed the undergraduate entry tests (English, Math and IT) or have an IELTS (Academic) score of 5 but they are required to pass the Entry Tests for Math and IT.

#### **Entry requirements for Undergraduate programmes for Non- Omani Students**

MUC accepts students from all nationalities that reside in Oman or who come from abroad (international students).

Prospective students should have

- Completed General Education/High School diploma and it should be attested by the Ministry of Education (Oman)
- a copy of the equivalency letter from the Ministry of Education (MoE, Oman) with the original for verification.
- Copy of passport.

### 2.2 RECOGNITION OF PRIOR LEARNING

- 2.2.1 Candidates who studied at other higher education institutions (whether in Oman or abroad) may gain credits through Recognition of Prior (Certificated) Learning (RPL) procedures. RPL is the process of giving credits for certain modules that the student has successfully completed as a part of prior certified learning, such as courses from a Diploma or Degree programme. Short courses, certificates, and work experience are not accepted as equivalent to academic modules as per the MoHERI Regulations in Oman.
- 2.2.2 Students can only apply for RPL exemption **before they start the programme, and not during their programme of study**. Therefore, students cannot claim exemption from any module, if they have successfully completed an equivalent course elsewhere, **after** registering for a programme at MUC.
- 2.2.3 All APL decisions for non-precedent cases will be confirmed after availing the necessary approval from the University of Bedfordshire. The decisions for precedent cases will be confirmed by the RPL committee in the College.
- 2.2.4 APL fees will be charged and this must be paid at the time of application for RPL, irrespective of the outcome of the RPL process
- 2.2.5 Honours classifications and other divisions of award are based solely on units/modules studied and assessed at MUC. **Grades awarded by other awarding bodies as part of RPL are not recognised by the College and UoB.**

## 2.3 AWARDS

2.3.1 The awards within the undergraduate scheme (Diploma/Degree) are based on the following number of credits:

|                                                                  |     |
|------------------------------------------------------------------|-----|
| Credits required at each Level (3 – 6)                           | 120 |
| Minimum credits to be obtained for a Diploma in higher Education | 360 |
| Minimum Credits to be obtained for an Honours Degree             | 480 |

2.3.2 A standard module carries 15 credits and is normally delivered over one semester. The exception is the Level 6 Honours project, which carries 30 credits and is normally spread over two semesters. The exceptions to this are: BA (Hons) Accounting, BA (Hons) Finance and BA (Hons) Islamic Banking and Finance; students on these programmes take Advances in Accounting and Finance (AAF) which is treated as a project. This module carries only 15 credits and runs for one semester.

## 2.4 DIPLOMA/DEGREE

2.4.1 On all programmes you can register for either the award of the **Diploma in Higher Education or the Bachelors with Honours.**

2.4.2 At the time of admission on the programme, you must inform the Director of Studies/Programme Manager of your choice.

2.4.3 Students who wish to obtain a Bachelor’s degree must register for the award of Bachelors with Honours.

2.4.4 **In order to be awarded the Diploma, you must be registered for this award. Students who register for the Bachelors award will not automatically be awarded the Diploma.**

2.4.5 Students registered on the Bachelor’s/Degree programme **CANNOT** request a Diploma certificate if they are still continuing on the Bachelor’s/Degree programme.

## 2.5 REGISTRATION PERIOD

2.5.1 The **normal** period of time for completion of each award is shown in the table below, along with the **maximum periods** of registration permitted. In each case, the student is assumed to begin his or her studies at **Level 3**. (The Foundation programme is not included in the following table)

| Award                       | Normal time (semesters) |    | Normal time (years) |    | Maximum time (semesters) |    | Maximum time (years) |    |
|-----------------------------|-------------------------|----|---------------------|----|--------------------------|----|----------------------|----|
|                             | FT                      | FT | FT                  | FT | FT                       | FT | FT                   | FT |
| Diploma in Higher Education | 6                       | 8  | 3                   | 4  | 10                       | 18 | 5                    | 9  |
| Degree with Honours         | 8                       | 10 | 4                   | 5  | 14                       | 22 | 7                    | 11 |

- 2.5.2 Students may defer their studies for any period of up to **one academic year**, with the agreement of the Head of Faculty concerned and approved by the Deputy Dean (Academic Affairs). These requests must be formally submitted to the Admission and Registry Department. During the period of deferral, no assessments may be submitted (with exceptions to the resits). In exceptional cases, deferral may be extended for up to **3 years** by agreement with the Head of Faculty and the Deputy Dean (Academic Affairs).

## 2.6 THE STRUCTURE OF THE ACADEMIC YEAR

- 2.6.1 The academic year is divided into two semesters. Each semester consists of twelve weeks of teaching and learning and three weeks of in-course and final assessments.
- 2.6.2 In-class tests are normally conducted between Week 7 and Week 8, and assignments are normally issued to students during the second week and submitted 4 weeks thereafter. The feedback on both in-class tests and assignments are normally given before the end-of-semester examinations.

## 2.7 OPENING TIMES

- 2.7.1 MUC is open from 8:00 am to 8:30 pm on weekdays (Sunday to Wednesday) and from 8:00 am to 3:00 pm on Thursday.
- 2.7.2 Classes for full-time students can be scheduled at any time from 8.00 am to 8.30 pm, although full-time teaching is normally conducted from 8.00 a.m. until 5:00 pm. and part-time teaching from 5:00 pm to 8:30 pm during the academic year (Foundation timing for part time students is from 4:30 pm to 8:30 pm). However, access to certain rooms and equipment or facilities may be available only when a member of academic or technical staff is present.
- 2.7.3 There may be instances where classes are conducted between 3.00pm and 8.30pm.

## 2.8 DIRECTOR OF STUDIES/PROGRAMME MANAGERS

- 2.8.1 If you have an academic problem or an enquiry that cannot be dealt with by the lecturer responsible for any module that you are taking as part of your programme, you should speak to the Programme Manager/Director of Studies of that programme and/or your academic advisor.
- 2.8.2 If there is anything which you are unclear or unsure about, please contact your academic advisor or the Executive Officer.

## 2.9 ACADEMIC ADVISORS

- 2.9.1 Every student will be assigned an Academic Advisor from the Faculty in which they are registered. You will normally have the same academic advisor during your entire study on the programme.
- 2.9.2 Your Academic Advisor will give you guidance not only in academic matters, but also on a personal level, throughout your time at the College.
- 2.9.3 An Academic Advisor provides pastoral support and advice for his/her students and refers them to other staff as and when needed. He/she also provides academic

guidance in the broadest sense (for example checking that the students are registered/attending the right modules) and monitors student progress.

- 2.9.4 You should approach your Academic Advisor if you have personal, financial, or academic problems during your studies. He/She will try to help resolve the problems by advising you of the different options that are available.
- 2.9.5 Fortnightly meetings with your Academic Advisor, either as a group or individually are compulsory, and attendance records and brief details of such meetings will be maintained electronically. You must arrange for a meeting with your advisor via email.
- 2.9.6 Your Academic Advisor will exercise discretion with regard to any personal matters disclosed by you and will, wherever possible, treat as confidential any matter which you ask to remain in confidence.
- 2.9.7 If your Academic Advisor judges that it would be in your best interests to inform other members of staff of a sensitive matter, he/she should advise you as such.
- 2.9.8 If you feel that you would like to change the Academic Advisor for personal reasons, you can request a transfer by speaking to the Head of Faculty.

## **2.10 ATTENDANCE**

- 2.10.1 After registration for any module/programme in the College, you are expected to attend the relevant timetabled sessions.
- 2.10.2 Normally you are required to maintain at least 80% attendance for all modules that you register for. If your attendance is less than 80% in a module you may not be allowed to do the final assessments (i.e. final examinations, final assignment, final presentation, final vivas, etc.) and your assessment will not be marked even if submitted.
- 2.10.3 If you have exceptional mitigating circumstances such as medical reasons, you may be allowed up to 30% absenteeism in each module provided it is agreed to by your Head of Faculty and the Deputy Dean (Academic Affairs). If you have any long-term health problems or any other mitigating circumstances, you should submit evidence to support your case to the Module Tutor and to the Faculty Director of Quality Assurance.

## SECTION III: REGISTRATION

New and returning students are required to register at the start of each semester. The registration process should be completed before the start of teaching; otherwise, students cannot attend classes, access MOVE, submit assignments or attend examinations.

### 3.1 LATE REGISTRATION

You should register before the first week of teaching in every semester. Students who register after the start of teaching will be liable to a financial penalty, which is not negotiable. They will also lose their right to any discounts that may be applicable.

### 3.2 REGISTRATION PROCESS

3.2.1 At the beginning of each semester, you should consult your Director of Studies/ Programme Manager and Academic Advisor, who will approve your choice of modules, and can also provide guidance on other matters, which may affect your academic welfare.

3.2.2 You may be registered as full-time or part-time, as appropriate, and in accordance with when part-time classes are on offer. If you are sponsored by an organisation, you must produce a letter from your sponsor, stating whether you are to be registered as a full-time or part-time student. You can register as a part-time student only if you are working.

**3.2.3 Full-time students normally register for four modules in each semester. Part-time students register for three modules in each semester.**

#### 3.2.4 Online registration process:

3.2.4.1 Returning students can use **online registration** through MOVE.

- a) The link for online registration is available on MOVE under Majan Online – Onlineregistration, as well as on the College’s website.
- b) After you login, follow the steps below:
  - i) Update your personal details – mobile number, personal email ID and passport number.
  - ii) You will be shown your registered Award, Programme, Level, Mode of Study and the Modules you have PASSED till date of registration (all this information is for your confirmation).
  - iii) Along with your normal modules, you will be shown the modules in which you have a resit, retake, or deferral.
  - iv) Register the modules that you intend to study.
  - v) Modules in which you have a resit and/or retake will automatically be registered by the system.
  - vi) You need to accept the Agreement of Student Undertaking.
  - vii) Click **Submit**.

3.2.4.2 On completion of the registration process, you will receive a confirmation mail within 24 hours.

3.2.4.3 On receipt of the timetable and a copy of the undertaking, you may proceed to the Finance Department for payment of fees and collect your ID Card from the Registry Department. This will complete the registration process.

- 3.2.4.4 If for any reason you are unable to complete the registration process or do not receive the confirmation mail, it indicates that your application is not processed and you are required to visit the College and register in-person.

### 3.3 STUDENT ID CARDS

- 3.3.1 Every semester, all MUC students are issued a College ID card on completion of their registration for that semester.
- 3.3.2 You should surrender your old College ID card to the Admissions and Registry Department before applying for the new one.
- 3.3.3 Students are required to have their current ID cards with them at all times when they are in the College.
- 3.3.4 All College staff have the right to ask any student to produce their ID card for verification at any time.
- 3.3.5 Students will not be allowed into any examination if they do not have their current ID cards with them.
- 3.3.6 The ID card is also a Library card and provides access to the Library and all teaching facilities.
- 3.3.7 If you lose your card you will need to pay an administrative fee for a replacement to be issued.

### 3.4 STUDENT USERNAMES AND PASSWORDS

It is the responsibility of students to obtain their usernames and passwords and to keep them secured.

- 3.4.1 Once you register for the modules, the username and passwords will be sent to your mobile by SMS.
- 3.4.2 The username and password are used to access different College resources such as: Majan Online Virtual Learning Environment (MOVE), email, library resources, MyMajan App, etc.
- 3.4.3 Your College email account access will be disabled one year after completion of the programme requirements (i.e. graduation).

### 3.5 CHANGING MODULES

- 3.5.1 You may change modules only in the first two weeks of each semester. No matter what level of module you are taking, you must contact your Director of Studies/ Programme Manager to get approval for any such change.
- 3.5.2 You must fill in the **Request for change of module form** for this purpose, which is available at the Admissions and Registry Department and through MOVE (Handbook and Forms).
- 3.5.3 You must not, in any circumstances, register for a new module, or simply begin attending a new module at any level, without getting approval from the Director of Studies/Programme Manager, and before submitting the approved form to the

Registry Department. Failure to do this will result in subsequent non-acceptance of your attendance and any assessments that you may have attempted.

### 3.6 PROGRAMME OR PATHWAY CHANGE

3.6.1 If you wish to transfer from your current programme to another within the College, you may be permitted to do so, provided that there is a strong case for transfer on academic grounds.

3.6.2 For those who are sponsored by the MoHERI and other sponsors, you are required to take the approval from your sponsor prior to the change. MUC will not change your programme of study without the approval from your sponsor.

3.6.3 Furthermore, credits already acquired by you in one programme may not be counted towards the new programme, if the modules in the two programmes are different; hence, you must consider this when making a request to change a programme.

3.6.4 A request for a change of programme must be approved by both the Head of Faculty and the Deputy Dean (Academic Affairs).

3.6.5 Normally, you will not be allowed to change a programme or pathway after the third week of teaching in a semester, unless in doing so you can continue on the same modules you are registered for in that semester.

3.6.6 MUC, in certain cases, may recommend that you change the programme you are registered for, if you fail to demonstrate adequate academic progress in that programme. This is normally done through the Progression Board.

3.6.7 You must fill in the **Request for change of programme/pathway form** for this purpose, which is available at the Registry and on MOVE. This form must be submitted to the Admissions and Registry Department after all approvals have been obtained; otherwise, the changes will not be incorporated.

### 3.7 WITHDRAWAL/DEFERRING A MODULE (OR SEMESTER)

3.7.1 If you wish to withdraw/defer from a module you have registered for, you must do so within two weeks from the start of teaching in that semester. Your fees for that module will be carried forward to the next semester.

3.7.2 You can withdraw/defer from the module only after consulting with your Director of Studies/Programme Manager, after which you must inform the Admissions and Registry Department. Failure to do so will result in your records not being updated.

3.7.3 In no circumstances can you withdraw/defer from a module after two weeks from the start of the semester.

3.7.4 You must fill in the **Request for withdrawal/defer of module form**, which is available from the Admissions and Registry Department and on MOVE. The form must be submitted to the Registry Department after all approvals have been obtained; otherwise, the changes will not be incorporated.

3.7.5 **Repeated deferrals of assessments or modules for any reason will not be accepted.** Where students cannot complete a module successfully within an academic year of registration for that module (and a limited resit period), they

will be awarded a Fail and will have to retake the module.

- 3.7.6 To defer a semester, you are required to fill in the **deferral form** and submit it to the **Registry Department within two weeks from the start of teaching**. Requests for deferrals will not be accepted after this date. Deferral of resits and the second semester of the level 6 Honours project will not be accepted.

### 3.8 WITHDRAWAL FROM THE COLLEGE

- 3.8.1 If you wish to withdraw from a programme or from the College, you fill the request form stating your intention, **within two weeks** of the start of teaching in that semester.
- 3.8.2 Unless the Registry Department is formally notified, your name will not be taken off the programme, and fees will be charged accordingly.
- 3.8.3 If you withdraw from the College within 2 weeks from the start of teaching, your fees may be fully refunded, after a deduction of administrative charge.
- 3.8.4 If you withdraw between 2-4 weeks from the start of teaching, 50% of your paid fees will be refunded (excluding registration fees).
- 3.8.5 If you withdraw after 4 weeks from the start of teaching, no refund will be made.
- 3.8.6 The APL Fee is **not refundable**.
- 3.8.7 If students withdraw from the hostel within one month or less than one month from the start of classes, no hostel fee will be refunded for that month.



## SECTION IV: ASSESSMENTS

### 4.1 ASSESSMENT POLICY – WHAT YOU SHOULD EXPECT

- 4.1.1 Assessments are not merely a means to test your understanding. They are the most important tools to develop your skills of critical thinking, an understanding of wider issues, communication, analysis and self-management, which are important skills for success in your future career.
- 4.1.2 Assessments are an important means of developing the higher-order skills required for success, provided students engage themselves effectively in the assessment process.
- 4.1.3 Assessment is, therefore, intended to evaluate not students' ability to memorise but their ability to think, demonstrate, analyse, differentiate, and show an understanding of critical issues.
- 4.1.4 You should not expect an assessment (including examinations) to be a test of just your memory. Many modules, particularly at Levels 5 and 6, require you to use your knowledge in different areas to come up with well-thought-out solutions, showing in-depth understanding.
- 4.1.5 You cannot expect your lecturers to discuss every possible question that may be asked in an assessment.
- 4.1.6 You should expose yourself to different kinds of problems, and questions from different sources and texts and build your capacity to understand and respond to these problems.
- 4.1.7 You also need to study outside class time and read a variety of relevant texts etc (independent study) to enhance your skills and knowledge.
- 4.1.8 Methods of assessment vary from module to module. Some modules are assessed by coursework only; others require students to present papers or prepare for examinations. Details of assessments (type and weighting) are provided in module handbooks.
- 4.1.9 All lecturers are required to mark student work on the basis of specific assessment marking criteria & rubric, and therefore, it is important that you understand and comply with the requirements of each assessment.

### 4.2 GUIDANCE FOR WRITTEN ASSESSMENTS

- 4.2.1 Your written work should express your ideas clearly. You should argue your points logically and coherently, but you will also have to attend to matters of presentation. This means that you need to demonstrate an ability to apply the norms for presenting academic work. All written work must be word-processed.
- 4.2.2 Write as clearly and plainly as you can. It is important that you learn to express yourself in your own way, while at the same time using correct grammar, syntax, and good spelling in the process. Your aim should be to communicate your meaning at a level of sophistication consistent with degree-standard academic work.

- 4.2.3 Your written work should follow academic conventions, with regard to sources and the mechanics of citing other works. Information on the use of quotations, referencing styles and the preparation of bibliographies is provided in this handbook and on MOVE.
- 4.2.4 MUC requires all written work to conform to the rules of Standard English grammar, spelling, and punctuation appropriate to an academic context. It is your responsibility to ensure that your work meets the required standard.
- 4.2.5 If you are experiencing difficulties, please let your academic advisor know immediately. The sooner appropriate support can be provided, the more benefit you will obtain. It is your responsibility to attend and make full use of the appropriate academic support systems that may be made available.
- 4.2.6 Written work (for example an assignment) should be submitted online through MOVE. The submission link on MOVE will be open, a week prior to the submission due date.
- 4.2.7 You can submit your assignment multiple times, till the submission deadline. You need to note that Turnitin could take up to 24 hours to produce similarity reports for submissions.
- 4.2.8 The last submission, within the deadline, will be considered as your final submission.
- 4.2.9 The similarity percentage of your final submission is just one of several factors considered, for assessing the originality of your assignment. However, the decision to report an assignment for plagiarism is taken by the lecturer according to the rules and regulations followed in MUC.
- 4.2.10 Your lecturer will consider a number of factors such as assignment type, part of the assignment where similarity occurs, nature of similarity etc., along with the similarity percentage of your assignment, to assess the originality of your assignment. Therefore, similarity percentage alone will not be the basis for disputing academic judgments regarding plagiarism.
- 4.2.11 You need to bear in mind that the similarity percentage of your submission can keep changing until the submission deadline, if the submissions of other students have similarities to your assignment. Therefore, the similarity percentages are not final, until the assignment submission is closed.
- 4.2.12 Where contract cheating is suspected a viva will be arranged. During vivas, lecturers will ask questions that arise directly from the text of the submitted assignment.

### **4.3 DISTRIBUTION AND SUBMISSION OF ASSIGNMENT**

- 4.3.1 The assignment description will be uploaded on the module MOVE page by your module lecturer. You must download your assignments from the MOVE page. It is your responsibility to download the assignment task from the respective module MOVE page.
- 4.3.2 You can show a draft of your assignment to the module lecturer within 7-10 days of the assignment distribution. You can then improve on your work, based on the feedback from the module lecturer.

- 4.3.3 However, you should ensure that you give your lecturers at least a week to respond to any drafts. You should also note that the feedback given to you on drafts is intended only as a guide so that you can improve. Whether you are successful with your assignment or not depends on how effectively you have followed the advice given. You cannot use the draft feedback as a reason for requesting a pass/higher grade in the assessment.
- 4.3.4 In order to improve your performance, you are advised to make effective use of the available plagiarism software. To do so, you could submit your assignment online through MOVE in a draft format, before the submission deadline.
- 4.3.5 Make sure you read and understand the plagiarism statement on the cover sheet.
- 4.3.6 You must submit your assignments online through MOVE before the specified submission deadline. You are advised NOT to delay your submission until the very last minute.
- 4.3.7 It is your responsibility to ensure that the correct file is uploaded on MOVE and no excuses for submitting wrong files will be accepted.
- 4.3.8 You are required to tick to confirm the statement: "I confirm that this assignment is my own and all sources have been acknowledged. I understand that the use of other people's work or ideas without acknowledgement is plagiarism and could result in failing the assignment". You will not be able to submit the assignment without ticking this box.
- 4.3.9 In a case of group work, it is recommended that the group should identify a leader who can be responsible for uploading the assignment on Turnitin and to share the feedback received from lecturers with the group members.
- 4.3.10 If you submit an assignment as a soft copy in a module for which you are not registered at the time of submission, the assignment will not be marked, irrespective of whether you have received an acknowledgement of receipt. In short, an acknowledgment of receipt of an assignment only indicates that an assignment has been submitted but does not indicate that the student has the right to have the assessment incorporated in the results.
- 4.3.11 If you submit the assignment in the wrong link on MOVE, your assignment will not be marked. It is your responsibility to ensure that you submit using the correct link provided on MOVE by your module lecturer.
- 4.3.12 Assessment grades/marks will be considered as official only if you have completed all the registration requirements for that module.
- 4.3.13 You are required to keep a copy of all your assignments, incase required for future reference either by the College or yourself.
- 4.3.14 You cannot request the College to provide a copy of your assignment, as all submitted assessments are the property of MUC.

#### **4.4 NON-SUBMISSION AND LATE SUBMISSION OF COURSEWORK**

- 4.4.1 Assignments and projects have the important objective of developing yourself and your time management skills, besides subject knowledge. Therefore, the reasons listed in Section 4.7 may not be accepted for non-submission of assignments, as students are generally given at least 4 weeks for preparing an assignment.

- 4.4.2 All coursework is given a time limit and non-submission within the deadline will be awarded a 0 grade point and it will be recorded as NA or NS.
- 4.4.3 Student work that is handed in late without a valid written extension by the module lecturer will not be marked.
- 4.4.4 Extensions to coursework deadlines can only be granted in exceptional circumstances, and only where the student shows an accepted excuse. Problems with computers, such as lost data, corrupted discs or malfunctioning printers, will not ordinarily be accepted as good cause for lateness.
- 4.4.5 In exceptional cases, where you have a genuine, acceptable reason, you can make a request to the module lecturer and the Head of Faculty for an extension. You have the responsibility to request the extension in good time and support it by documentary evidence, such as a medical certificate or official letter. However, to ensure fairness, unless the student's situation is accepted as valid, the same deadlines will apply to all other students taking that assessment.
- 4.4.6 If a new date is agreed, there will be no further extensions to the deadline.

#### **4.5 ATTENDANCE OF IN-CLASS TESTS AND EXAMINATIONS**

- 4.5.1 It is your responsibility to make yourself available for all assessments, including in-class tests, presentations, vivas, and examinations at the proper time and place.
- 4.5.2 Your lecturers and/or Programme Manager/Director of Studies/Examination Office will inform you of the dates for assessments (in-class tests) taking place during the semester.
- 4.5.3 The dates for the in-class tests will be uploaded on MOVE, MyMajan App and will be published on notice boards.
- 4.5.4 End-of-semester examination timetables are normally published at least one month prior to the start of the examinations. You should always check the notice boards, MOVE and MyMajan App for the published timetable, and for any changes announced.
- 4.5.5 You will need to ensure that you are free to attend all assessments, whether they are during the semester or at the end of the semester, or in the August September resit period.
- 4.5.6 The in-class test / exam seating arrangement will be published on the Faculty notice boards and in the reception area of all MUC blocks on the day of the in-class test / examination.
- 4.5.7 If you have not completed the registration for the module, your name will not appear for assessments in that module. You cannot attempt any assessment for which you are not registered.
- 4.5.8 If your student ID is not included on the list for any reason, you must contact the Registry Department immediately. If required, the Registry Department may guide you with a course of action.
- 4.5.9 If you have failed a module, you must register for that module at the beginning of the semester, and must attend classes, before you can attempt the assessments.

- 4.5.10 If you attend an examination without proper authorisation or registration, the College is under no obligation to accept your work. The Examination Board will not consider your work, as you were not registered for the module at the time of attending the examination.
- 4.5.11 You need to ensure that you have your current MUC ID card when attending examinations.
- 4.5.12 Normally MUC allows students to attend an examination, however it reserves the right not to allow if students have not cleared their fees.

#### **4.6 RULES GOVERNING EXAMINATIONS**

- 4.6.1 The end-of-semester examination is usually the final/second element of assessment in a module.
- 4.6.2 You may have two exams on the same day with different timings or on subsequent days without a day break.
- 4.6.3 You should ensure that dates of the examination are checked and confirmed from the notice board, MOVE and My Majan App.
- 4.6.4 You should arrive at least 15 minutes before the start of the examination. You may not be allowed into the examination, after one hour or half-time of the exam duration (whichever is earlier).
- 4.6.5 You must bring your current MUC Card to the examination room, and keep it displayed on your desk.
- 4.6.6 You must not remove staples from the question paper or answer booklet.
- 4.6.7 The list of students to be seated in each room is posted on the notice boards of each examination hall/ classroom. You should find out which room you are assigned to before the start of the examination.
- 4.6.8 It is your responsibility to ensure that you are seated in the room that is allocated to you. If you are seated in the wrong room, you will be asked to leave the room.
- 4.6.9 You must comply with all instructions given by the examination invigilators.
- 4.6.10 Your behaviour must not disturb, distract, or adversely affect any other student.
- 4.6.11 All mobile phones must be switched off and placed on the student's desk. You are not allowed to use your mobile phones as a calculator, or for checking the time.
- 4.6.12 All bags, jackets, and other personal items must be left at the front of the room. Money, keys and credit cards must be kept about your person. You will not be permitted access to any such bags during the examination.
- 4.6.13 You are strictly prohibited from bringing any electronic communication devices into the examination.
- 4.6.14 You are not permitted to leave the examination room:
  - Until after half the prescribed examination time or one hour, whichever is less, has elapsed.
  - During the last ten minutes of working time.

*Unless there are exceptional circumstances.*

- 4.6.15 Students who arrive late, but after half the exam time or one hour (whichever is less), may be permitted to take the examination after approval from the Deputy Dean Academic Affairs. However, no additional time will be allowed for students who come late, unless there are exceptional circumstances.
- 4.6.16 You may bring into an examination room only those materials approved by the examination invigilators and indicated as such on the examination paper.
- 4.6.17 All other materials must be deposited directly upon entering the examination room at a place stipulated by the examination invigilators.
- 4.6.18 You will not remove from the examination room any answer scripts or other paper provided for use during the course of the examination.
- 4.6.19 You may take away your question paper, unless you are instructed not to do so on the front of the examination paper, or you are using a hard copy of a computerised examination. You must not take out any rough working, unused examination stationery or other materials.
- 4.6.20 During an examination, you will not communicate by word or otherwise with any other person, except with the examination invigilators.
- 4.6.21 You should remain in your seat without talking until your answer book has been collected, and you are permitted to leave the examination hall/room.
- 4.6.22 You should not attempt any examination in any module, unless you have completed all the registration requirements for that module. In the event you do enter the examination hall, and attempt the examination, the invigilators have every right to ask you to leave the examination hall.
- 4.6.23 If you are found with unauthorised material, you could be subject to disciplinary procedures (unfair means/academic offence).
- 4.6.24 Students must use a pen to answer examination questions, except when producing graphs, tables, or diagrams. Additional information about rules and regulations governing examinations can be found in Appendix A.
- 4.6.25 Students must write the correct question number for each answer. Any answer without mentioning the respective question number will not be marked.
- 4.6.26 If you wish to leave the examination hall or require extra paper please raise your hand and an invigilator will come for your assistance.
- 4.6.27 If the fire alarm sounds you will be instructed to stop writing and must await further instructions.

#### **4.7 NON- ATTENDANCE OF ASSESSMENTS and MITIGATING CIRCUMSTANCES**

- 4.7.1 The Mitigating Circumstances Committee will accept only the following reasons as evidence of a student's inability to attend an in-class test/presentation-examination:
  - a. Serious illness/medical condition, supported by a medical certificate, which is stamped by the Ministry of Health (please note that minor illnesses, such as headaches and colds may not be accepted, particularly if the student has a history of non-attendance in assessments).

- b. Non-adjustable work-related problems for working students, which are supported by letters from employers.
  - c. Death of a very close relative, supported by a death certificate.
- 4.7.2 If you could not attend an in-class test or examination for any of the above reasons, you must submit a **Mitigating Circumstances form** available through MOVE, together with the appropriate evidence, within two weeks from the date of the in-class test or examination to the Faculty Director of Quality Assurance or Executive Officer.
- 4.7.3 For an assignment that is already submitted (late submission) students are required to submit the **Mitigating Circumstances form** within two working days from the date of submission.
- 4.7.4 Mitigating Circumstances request for extension of submission should be discussed with the Module Lecturer and the Head of Faculty one week before the specified submission deadline.
- 4.7.5 No Mitigating Circumstances for level 6 project will be accepted after the submission date.
- 4.7.6 Mitigating Circumstances requests for resit examinations/assessments will not be accepted for granting further resit opportunities.
- 4.7.7 Mitigating Circumstances presented after two weeks of the examination date will not be accepted. If you are unable to come to the College to submit the form, along with the proper documentation, you may request either a friend or relative to do so on your behalf or you can use e-mail.
- 4.7.8 Only one Mitigating Circumstances application for non-attendance on any of the above grounds will be accepted.
- 4.7.9 Repeated submission of medical certificates or repeated 'Mitigating Circumstances' on any grounds will not be accepted, unless the medical situation is serious enough to warrant long periods of treatment.
- 4.7.10 Please note that once you have attempted an assessment, you cannot claim ill health or other mitigating circumstances as the basis for an appeal to award you a pass or resit in that assessment. If you are too ill to sit an in-class test/examination, you are strongly advised not to attend the assessment/examination. You cannot use your sickness as an excuse for attempting the assessment/examination again.

#### **4.8 ASSESSMENT MARKING AND MODERATION**

- 4.8.1 MUC wants all students to succeed and perform well in their assessments. However, as an educational institution, MUC and its academic staff have an obligation to maintain high standards and comply with all academic regulations, in accordance with those of the University of Bedfordshire in the conduct of assessments.
- 4.8.2 All lecturers mark assessments fairly and accurately and according to pre-set marking schemes for each assessment - which are approved by External Examiners.
- 4.8.3 MUC's quality assurance systems also ensure that assessments are second/double-marked and moderated by External Examiners.

- 4.8.4 All assessment work submitted by students in each module is marked and moderated by first and second markers (MUC lectures). All assessments are reviewed by External Examiners, who moderate the marking to ensure fairness and compliance with international standards.
- 4.8.5 Students cannot make requests for a pass on the basis of their personal, social, or financial status. Students can pass only on the strength of the academic work done by them, within the regulations. A pass cannot be awarded to any student whose work does not reflect or meet the required standards and regulations.
- 4.8.6 MUC will not entertain any complaints from students who question the academic judgement of examiners.
- 4.8.7 MUC cannot change the nature of an assessment for any student, e.g., from an examination to an assignment, unless there are specific circumstances, such as permanent physical handicap. In any such case, the change must be approved by MUC Quality Assurance and Enhancement Committee and confirmed by UoB.
- 4.8.8 In the case of group work, students within a group normally receive the same grade/mark for the written (submitted) work and individual grades/marks for a viva or presentation if that is part of the assessment. If the submitted work raises suspicions that an academic offence has been committed, then all group members are required to attend an Academic Integrity Committee meeting and, if the offence is proven, all members receive the penalty.
- 4.8.9 Students are requested to adhere to the word count guidelines specified in the assessment. In case of breaching the guidelines, students will be penalised in the form of losing some marks from the total marks of the assignment. The reduction will be based on the following table.

|           |                |                 |                 |                 |       |
|-----------|----------------|-----------------|-----------------|-----------------|-------|
| 10% (+/-) | 11-20% (+/-)   | 21-30% (+/-)    | 31-40% (+/-)    | 41-50% (+/-)    | > 50% |
| Fine      | Reduce 5 marks | Reduce 10 marks | Reduce 15 marks | Reduce 20 marks | Fail  |

**4.9 EXTERNAL EXAMINERS AND EXAMINATION BOARDS**

- 4.9.1 Each programme has an independent External Examiner from a UK University. External Examiners moderate the standards of assessments, student work and the marking of all module assessments on that programme, so as to ensure comparability of standards with other UK universities.
- 4.9.2 All marks awarded during the semester are provisional until confirmed by the Examination Board, which meets at the end of every semester after the end-of-semester examinations.
- 4.9.3 Only the University’s Scheme Board can override any decision of the Examination Board.
- 4.9.4 Students should pass more than 50% of the registered modules in an academic year to show evidence of academic progress. If they do not pass more than 50% of the registered modules in an academic year, the Examination Board will refer them to the Progression Board.



**4.10 ASSESSMENT FEEDBACK, CONFIRMATION AND PUBLISHING OF RESULTS**

- 4.10.1 You will receive feedback (verbal, written or online) from your module lecturers on your performance in the assessments conducted during the semester within 3 weeks of submission or by teaching week 12, whichever is earlier.
- 4.10.2 Feedback is to make you aware of the strengths and weaknesses of your work, so that you can improve your performance in that module as well as in other modules in future.
- 4.10.3 However, you must note that any grades given to you during the semester are provisional and may be subject to change by the Examination Board at the end of the semester.
- 4.10.4 Detailed feedback is not given on end-of-semester examinations/assessments, particularly if the student has passed the examination. However, students can request to see their end of semester examination paper through the appeals process.
- 4.10.5 Students who have not passed in an examination may request the Head of Faculty concerned for feedback on how they can improve their examination performance.
- 4.10.6 Results (module grades) will be published on MyMajan App at the end of each semester after they have been agreed by the Examination Board.
- 4.10.7 Results are published as follows:
  - End of January or early February for the first semester (September -January).
  - End of June or first week of July for the second semester (February – June).
  - Early September for resit and summer semester.
- 4.10.8 Results will NOT be given over the telephone and will not be given to friends and relatives without a letter of authorisation.
- 4.10.9 Students can get further clarification of their results from the Registry Department and can that their friends or anyone else misinformed them of their results.
- 4.10.10 Graduating students will be given their notification of graduation only after the University of Bedfordshire confirms their results. This will take a minimum of 3-4 weeks after the results are published.

**4.11 FINAL YEAR PROJECT OR DISSERTATION**

- 4.11.1 The final year project is a sustained piece of research-led writing which you undertake individually, with the close guidance of a supervisor, on a topic of your choice. As the most substantial written element of your degree programme, it is important that you begin work on the project early and work consistently. If you fall behind in the research or writing, it may be difficult to recover the lost time.
- 4.11.2 The Project accounts for 30 credits in the final year (with exceptions to the BA (Hons) in Finance and BA (Hons) Accounting, BA (Hons) Islamic Banking and Finance). The project module is spread over two semesters. Once you have started or completed the first semester of the project, you cannot ask to defer the second semester, unless there is an unavoidable circumstance. This is to be fair to all students who are given the same amount of time to complete the project module.

- 4.11.3 Students are required to submit an interim report at the end of the first semester of their registration for the Project. The successful completion of this interim report will qualify them to progress/ register for the second semester of their projects.
- 4.11.4 You will be notified of your supervisor at the beginning of the first semester; you will meet your supervisor approximately once fortnightly. You are required to meet your supervisor regularly, as these meetings are recorded.
- 4.11.5 You should work closely with your Project Supervisor throughout the process of refining and selecting your topic, researching the material, drafting contents, and presenting the final work.
- 4.11.6 In general terms, the timing of the Project research and writing is detailed in the Project Handbook.
- 4.11.7 As a final year Project student, you should:
- i) Stay in communication with the Project Supervisor according to the College policy;
  - ii) Agree on a schedule of meetings with the supervisor for reports/briefing on your progress;
  - iii) Ensure the agreed schedule is adhered to, and any deadlines met;
  - iv) Discuss with the supervisor the type of guidance and comments that you find most helpful;
  - v) Take the initiative in discussing any problems with the project work and/or its supervision, so that these can be resolved as soon as possible;
  - vi) Keep a diary of work conducted, related to the project. This will include: copy of the supervisor's feedback and milestones forms, notes on discussions/ correspondence with your supervisor, problems found and solutions, resources used, diagrams, plans, sketches, etc.;
  - vii) Submit your draft to the supervisor giving him/her adequate time to provide constructive feedback;
  - viii) Submit the project and/or other items in the specified format, on time, and according to the Faculty deadlines.
- 4.11.8 For the BA (Hons) Accounting, BA (Hons) Islamic Banking and Finance and BA (Hons) Finance, students will take Advances in Accounting and Finance which accounts for 15 credits at Level 6 and should be 5000 words in length. This module is spread over one semester. This, like the Project, is a sustained piece of research-led writing which you undertake individually, with the close guidance of a lecturer, on a topic of your choice. As the most substantial written element of your degree programme, it is important that you begin work on the project early and work consistently. If you fall behind in the research or writing, it may be difficult to recover the lost time successfully.

**SECTION V: ACADEMIC POLICIES**

**5.1 GRADING SYSTEM**

5.1.1 Your work is assessed out of 100%, ranging from A+ (outstanding) to G/0 (non-submission). The grades are converted into their corresponding numerical equivalents ranging from 100 to 0, for each weighted assessment element, only for the purpose of averaging assessment grades within a module.

5.1.2 The grading systems scheme as follows:

| Grade Letter | Mark Band % | Grade Descriptor | Award Classification |             |
|--------------|-------------|------------------|----------------------|-------------|
|              |             |                  | Honours Degree       | Diploma     |
| A+           | 80-100      | Outstanding      | First 1              | Distinction |
| A            | 75-79       | Excellent        |                      |             |
| A-           | 70-74       |                  |                      |             |
| B+           | 67-69       | Commendable      | Upper Second 2:1     | Merit       |
| B            | 64-66       |                  |                      |             |
| B-           | 60-63       |                  |                      |             |
| C+           | 57-59       | Good             | Lower Second 2:2     | Pass        |
| C            | 54-56       |                  |                      |             |
| C-           | 50-53       |                  |                      |             |
| D+           | 47-49       | Satisfactory     | Third 3rd            |             |
| D            | 44-46       |                  |                      |             |
| D-           | 40-43       |                  |                      |             |
| E            | 35-39       | Marginal Fail    | FAIL                 |             |
| F            | 25-34       | Fail             |                      |             |
| F-           | 01-24       | Fail             |                      |             |
| G            | 0           | Non-Submission   |                      |             |

**5.2 PASSING A MODULE AND GAINING CREDIT POINTS**

5.2.1 The aggregate pass mark for a module is 40%. The course specification may stipulate further requirements for one or more assessment components.

5.2.2 Your assessment is graded anonymously. However, some assessments cannot be marked and graded in this way, for example performance, presentations, viva.

5.2.3 If a module has more than one assessment and these assess different learning outcomes, you must achieve the pass mark in all assessments in order to pass the module.

- 5.2.4 If you submit all elements of assessment for a normal module and do not successfully complete the module you will be given a resit opportunity of the failed elements of assessment at the next available opportunity as determined by MUC. All resits, including for non-submission, must be taken at the next scheduled opportunity.
- 5.2.5 The grade for the resit assessments is capped at the minimum pass mark i.e. 40%, unless there is an accepted mitigating circumstances.
- 5.2.6 If you do not pass a module on resit, you may retake the module at the next opportunity. You will be required to retake the module, including all teaching and assessment, at the next available opportunity.
- 5.2.7 If you are required to retake a module, your assessment will not be capped. The marks you achieve will override those you achieved on your first attempt at the module. However, if you fail your first attempt at your retaken unit, your grade for the resit will be capped at the minimum pass mark of 40%.
- 5.2.8 If you do not pass the retake module, you will have one final opportunity for resit in accordance with UoB regulations. This is the final opportunity that will be offered to pass the module.
- 5.2.9 If you fail the module that you have retaken, your case may be forwarded to the Academic Counselling/Progression Board for consideration.
- 5.2.10 The Board may give you one final chance to retake the failed module; however, this is not an automatic right and the decision depends on your overall profile and academic performance.
- 5.2.11 If the Progression Board allows you a further opportunity to retake the module, you will be placed on academic probation. No further opportunities for redeeming failure will be allowed.
- 5.2.12 A student who is categorised as a progression board and does not pass the retaken modules may have to leave the programme, particularly if the module is a core module.
- 5.2.13 Students can appeal against the decisions of the Progression Board; however, their appeal might not be accepted.
- 5.2.14 The University's regulations do not allow you to retake a module that has been passed in order to improve a grade.

### **5.3 PROGRESSION BOARD AND ACADEMIC COUNSELLING**

- 5.3.1 The Progression Board meets twice a semester (after the examination boards, and before registration).
- 5.3.2 The Progression Board's responsibilities are:
- a) To discuss students' progress and allow them a fair and unbiased hearing;
  - b) To ensure that the agreed upon decisions are implemented;
  - c) Students who did not make any progress within an academic year are advised to consider changing their programme of study, or withdraw from the College.

- 5.3.3 Students who have 50% or more resits during the semester will be classified as AC - Academic Counselling and will be dealt with at the faculty level.
- 5.3.4 Students who do not pass 50% of the registered modules in an academic year will be referred to the Progression Board after the Examination Boards.
- 5.3.5 If you are in the above categories (Academic Counselling or Progression Board student), you will be blocked from registration until you meet the Board.
- 5.3.6 The Progression Board and the faculty:
- a) will discuss all the academic issues with individual students relating to their performance;
  - b) will produce an agreed plan of action for the student to follow;
  - c) will try to ensure that the student raises his or her level of performance and successfully completes the programme they are studying.
- 5.3.7 Academic Counselling, and Progression Board Students will sign an undertaking to improve their performance. Their performance and attendance will be monitored throughout the semester.

#### **5.4 PROGRESSION BETWEEN STAGES OF AN UNDERGRADUATE PROGRAMME**

- 5.4.1 Your undergraduate programme consists of stages, each usually relates to a level of study. You must pass each stage by meeting its intended learning outcomes before you can progress to the next stage.
- 5.4.2 If you have submitted an appeal or are subject to an Academic Panel, the Examination Board may allow you to progress to the next stage of study before the outcome of your appeal or the Academic Panel is known. Depending on the outcome of your appeal or the Academic Panel, the Examination Board may have to review any decision it has made about your continuation or progression.
- 5.4.3 If you have submitted a claim for mitigation and the outcome is not known by the time the Examination Board meets, the Board may allow you to progress pending the outcome of your claim. Depending on the outcome of your claim, the Examination Board may have to review any decision it has made about your continuation or progression.
- 5.4.4 You must have met all the progression criteria before you are eligible to progress.

#### **5.5 AWARDING THE DEGREE (CLASSIFICATION)**

A student will become eligible for conferment of an award on completion of the programme and when the student has acquired the required number of credits at the final stage of the programme leading to the registered award.

- 5.5.1 A student who is exiting the College either due to failure to progress or other reasons may be granted an exit award. The Examination Board will consider the highest award available to the student based on the credit the student has successfully gained in the programme.

5.5.2 Credit successfully completed at a higher level may be used to contribute to an award at a lower level where there are insufficient credits.

5.5.3 The Bachelor's degree with Honours is awarded in classes of First (1); Upper Second (2i); Lower Second (2ii) and Third (3rd).

**Outline of University's Grading System**

| Mark band % | Grade Letter | Undergraduate Award Classification |                                                 |
|-------------|--------------|------------------------------------|-------------------------------------------------|
|             |              | Bachelors (Honours Degree)         | Foundation Degree / Diploma in Higher Education |
| 80-100      | A+           | First                              | Distinction                                     |
| 75-79       | A            |                                    |                                                 |
| 70-74       | A-           |                                    |                                                 |
| 67-69       | B+           | Upper Second 2:1                   | Merit                                           |
| 64-66       | B            |                                    |                                                 |
| 60-63       | B-           |                                    |                                                 |
| 57-59       | C+           | Lower Second 2:2                   | Pass                                            |
| 54-56       | C            |                                    |                                                 |
| 50-53       | C-           |                                    |                                                 |
| 47-49       | D+           | Third 3 <sup>rd</sup>              |                                                 |
| 44-46       | D            |                                    |                                                 |
| 40-43       | D-           |                                    |                                                 |

GPA Equivalence for Bachelors Degree

| Percentage mark scheme | Grade Point Average | 16-point mark scheme |
|------------------------|---------------------|----------------------|
| 71-100                 | 4.0                 | 14.0-16.0            |
| 67-70                  | 3.75                | 13.0-13.9            |
| 64-66                  | 3.50                | 12.0-12.9            |
| 61-63                  | 3.25                | 11.0-11.9            |
| 57-60                  | 3.0                 | 10.0-10.9            |
| 54-56                  | 2.75                | 9.0-9.9              |
| 50-53                  | 2.50                | 8.0-8.9              |
| 48-49                  | 2.25                | 7.0-7.9              |
| 43-47                  | 2.0                 | 6.0-6.9              |
| 40-42                  | 1.50                | 5.0-5.9              |

5.5.4 Diploma of Higher Education may be established as exit awards and also conferred as named awards where the requirements, including relevant learning outcomes, are defined through the course approval process.

5.5.5 For each student for the bachelor's degree with Honours, in the penultimate and final stages of the programme of study:

- marks from the modules comprising the best 90 credits at the final level, including at least 30 credits from the designated project, are double weighted: and
- marks from the modules comprising the best 90 credits at the final level are single weighted: and
- the result of this weighted average calculation is rounded to the nearest whole number using the convention 0.5 and above rounded up, otherwise rounded down.

5.5.6 **Calculating honours degrees**

- Marks from the modules comprising the best 90 credits at the final stage, including at least 30 credits from the designated project, are double weighted;
- Marks from the modules comprising the best 90 credits at the penultimate stage are single weighted;
- The result of the weighted average calculation is rounded using the convention: 0.5 and above rounded up, otherwise rounded down to the nearest whole number.
- The calculated mark for classifications for all honours awards will be determined using both of the above methodologies; students will be awarded using the higher of these calculations.

Note: You may refer to the table on the next page to understand calculation of final classification.

Calculation of final classification

| Classification categories for BA/BSc (Hons) Based on 90 Credits (Level 5) and 90 Credits (Level 6)                                         |                              |                                   |        |             |                                                                                                                                           |                              |                                   |        |              |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|--------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------------|--------|--------------|
| Level 5                                                                                                                                    |                              |                                   |        |             | Level 6                                                                                                                                   |                              |                                   |        |              |
| Marks                                                                                                                                      |                              | Classification                    |        |             | Grade Points                                                                                                                              |                              | Classification                    |        |              |
| 70 - 100                                                                                                                                   |                              | First class honours               |        |             | 14 - 16                                                                                                                                   |                              | 1st Class                         |        |              |
| 68 - 69                                                                                                                                    |                              | 2i/1st border line                |        |             | 13.5 - 13.99                                                                                                                              |                              | 2i/1st Class borderline           |        |              |
| 60 - 67                                                                                                                                    |                              | Upper Second class honours        |        |             | 11 - 13.49                                                                                                                                |                              | 2i                                |        |              |
| 58 - 59                                                                                                                                    |                              | 2i/2ii border line                |        |             | 10.5 - 10.99                                                                                                                              |                              | 2ii/2i borderline                 |        |              |
| 50 - 57                                                                                                                                    |                              | Lower Second class honours        |        |             | 8 - 10.49                                                                                                                                 |                              | 2ii/2i borderline                 |        |              |
| 48 - 49                                                                                                                                    |                              | 3rd/2ii border line               |        |             | 7.5 - 7.99                                                                                                                                |                              | 3rd Class/2ii borderline          |        |              |
| 40 - 47                                                                                                                                    |                              | Third class honours               |        |             | 5 - 7.49                                                                                                                                  |                              | 3rd Class                         |        |              |
| Sample calculation for students registered in Business/Marketing/IT/English Programmes and Registered for a Level 5 module from Sept. 2010 |                              |                                   |        |             | Sample calculation for students registered in Accounting/Finance programme Programmes and Registered for a Level 5 module from Sept. 2010 |                              |                                   |        |              |
| Level                                                                                                                                      | Modules with highest credits | GP                                | Weight | GP value    | Level                                                                                                                                     | Modules with highest credits | GP                                | Weight | GP value     |
| Level 5 - Module 1                                                                                                                         |                              | 60                                | x 1    | = 60        | Level 5 - Module 1                                                                                                                        |                              | 60                                | x 1    | = 60         |
| Level 5 - Module 2                                                                                                                         |                              | 61                                | x 1    | = 61        | Level 5 - Module 2                                                                                                                        |                              | 61                                | x 1    | = 61         |
| Level 5 - Module 3                                                                                                                         |                              | 61.5                              | x 1    | = 61.5      | Level 5 - Module 3                                                                                                                        |                              | 61.5                              | x 1    | = 61.5       |
| Level 5 - Module 4                                                                                                                         |                              | 54                                | x 1    | = 54        | Level 5 - Module 4                                                                                                                        |                              | 54                                | x 1    | = 54         |
| Level 5 - Module 5                                                                                                                         |                              | 52                                | x 1    | = 52        | Level 5 - Module 5                                                                                                                        |                              | 52                                | x 1    | = 52         |
| Level 5 - Module 6                                                                                                                         |                              | 63                                | x 1    | = 63        | Level 5 - Module 6                                                                                                                        |                              | 63                                | x 1    | = 63         |
| Level 6 - Module 1                                                                                                                         |                              | 72                                | x 2    | = 144       | Level 6 - Module 1                                                                                                                        |                              | 72                                | x 2    | = 144        |
| Level 6 - Module 2                                                                                                                         |                              | 72.5                              | x 2    | = 145       | Level 6 - Module 2                                                                                                                        |                              | 72.5                              | x 2    | = 145        |
| Level 6 - Module 3                                                                                                                         |                              | 60                                | x 2    | = 120       | Level 6 - Module 3                                                                                                                        |                              | 60                                | x 2    | = 120        |
| Level 6 - Module 4                                                                                                                         |                              | 62                                | x 2    | = 124       | Level 6 - Module 4                                                                                                                        |                              | 62                                | x 2    | = 124        |
| Level 6 - Project                                                                                                                          |                              | 63                                | x 4    | = 252       | Level 6 - Module 5                                                                                                                        |                              | 63                                | x 2    | = 126        |
|                                                                                                                                            |                              |                                   |        |             | Level 6 - Project                                                                                                                         |                              | 63                                | x 2    | = 126        |
| <b>Total</b>                                                                                                                               |                              | <b>18</b>                         |        | <b>1137</b> | <b>Total</b>                                                                                                                              |                              | <b>18</b>                         |        | <b>1137</b>  |
| <b>Classification</b>                                                                                                                      |                              |                                   |        |             | <b>Classification</b>                                                                                                                     |                              |                                   |        |              |
| <b>Average Marks = (Marks/Weight) 63.1</b>                                                                                                 |                              |                                   |        |             | <b>Average Marks = (Marks/Weight) 63.1</b>                                                                                                |                              |                                   |        |              |
| <b>Class</b>                                                                                                                               |                              | <b>Upper Second class honours</b> |        |             | <b>Class</b>                                                                                                                              |                              | <b>Upper Second class honours</b> |        |              |
| Classification categories for BA/BSc (Hons) Based on 90 Credits (Level 6 only)                                                             |                              |                                   |        |             |                                                                                                                                           |                              |                                   |        |              |
| Level                                                                                                                                      | Modules with highest credits | GP                                | Weight | GP value    | Level                                                                                                                                     | Modules with highest credits | GP                                | Weight | GP value     |
| Level 6 - Module 1                                                                                                                         |                              | 72                                | x 1    | = 72        | Level 6 - Module 1                                                                                                                        |                              | 72                                | x 1    | = 72         |
| Level 6 - Module 2                                                                                                                         |                              | 72.5                              | x 1    | = 72.5      | Level 6 - Module 2                                                                                                                        |                              | 72.5                              | x 1    | = 72.5       |
| Level 6 - Module 3                                                                                                                         |                              | 60                                | x 1    | = 60        | Level 6 - Module 3                                                                                                                        |                              | 60                                | x 1    | = 60         |
| Level 6 - Module 4                                                                                                                         |                              | 62                                | x 1    | = 62        | Level 6 - Module 4                                                                                                                        |                              | 62                                | x 1    | = 62         |
| Level 6 - Project                                                                                                                          |                              | 63                                | x 2    | = 126       | Level 6 - Module 5                                                                                                                        |                              | 6                                 | x 1    | = 63         |
|                                                                                                                                            |                              |                                   |        |             | Level 6 - Project                                                                                                                         |                              | 63                                | x 1    | = 63         |
| <b>Total</b>                                                                                                                               |                              | <b>6</b>                          |        | <b>393</b>  | <b>Total</b>                                                                                                                              |                              | <b>6</b>                          |        | <b>392.5</b> |
| <b>Classification</b>                                                                                                                      |                              |                                   |        |             | <b>Classification</b>                                                                                                                     |                              |                                   |        |              |
| <b>Average Marks = (Marks/Weight) 65.4</b>                                                                                                 |                              |                                   |        |             | <b>Average Marks = (Marks/Weight) 65.4</b>                                                                                                |                              |                                   |        |              |
| <b>Class</b>                                                                                                                               |                              | <b>Upper Second class honours</b> |        |             | <b>Class</b>                                                                                                                              |                              | <b>Upper Second class honours</b> |        |              |



5.5.7 **Borderline awards**

5.5.7.1 The table shows the weighted averages and the boundaries for honours classification.

| Weighted average | Class                           |
|------------------|---------------------------------|
| 70 – 100%        | First class Honours             |
| 68 – 69%         | 2i/1st borderline               |
| 60 – 67%         | Upper Second class honours      |
| 58 – 59%         | 2ii/2i borderline               |
| 50 – 57%         | Lower Second class honours      |
| 48 – 49%         | 3 <sup>rd</sup> /2ii borderline |
| 40 – 47%         | 3 <sup>rd</sup> class honours   |

5.5.7.2 If your weighted average falls within one of the borderlines noted in the table, the Examination Board will review your profile of marks in your final stage. If you have been awarded 60 credits or more in the higher classification category, you will be recommended for the higher classification.

5.5.7.3 The Diploma of Higher Education (DipHE) is awarded with Distinction to students who have attained grades of 70% or higher in a minimum of 60 credits at level 5 for DipHE.

5.5.7.4 The Diploma of Higher Education (DipHE) is awarded with Merit to students who have attained grades of 60% or higher in a minimum of 60 credits at level 5 for DipHE.

5.5.7.5 Please refer to the GPA Equivalence table mentioned under 5.5.3.

**5.6 UNDERSTANDING YOUR TRANSCRIPT**

5.6.1 Your transcript shows the following:

- all modules that you have attempted
- the grades for each major assessment
- the overall marks and grade
- the Examination Board’s decision
- the date of the Examination Board at which the decision was made

5.6.2 The Examination Board’s decision may be any of the following as per the normal practice in Higher Education in the University of Bedfordshire.

**Understanding your transcript**

| <b>Code</b>          | <b>Explanation</b>                                                                                               |
|----------------------|------------------------------------------------------------------------------------------------------------------|
| <b>RPL</b>           | Recognition of Prior Learning                                                                                    |
| <b>PASS</b>          | Passed the module with an overall grade of 40% and above                                                         |
| <b>FAIL</b>          | Failed with an overall grade of 34% or less than 34%, and hence, should retake the module                        |
| <b>RA1</b>           | Resit in an in-semester assessment but for a reason, e.g., illness. The resit mark will be awarded in full.      |
| <b>RE1</b>           | Resit in an end-of-semester examination but for a reason, e.g., illness. The resit mark will be awarded in full. |
| <b>RA</b>            | Resit in an in-semester assessment                                                                               |
| <b>RE</b>            | Resit in an end-of-semester examination                                                                          |
| <b>RS</b>            | Resit in the final assessment                                                                                    |
| <b>RAS</b>           | Resit in two assessments: in-semester and final assessment                                                       |
| <b>RAE</b>           | Resit in two assessments; in-semester and end-of-semester examination                                            |
| <b>RARA</b>          | Resit in two assessments; both in-semester                                                                       |
| <b>RA / RA1 PASS</b> | Pass after resit in in-semester assessment                                                                       |
| <b>RA FAIL</b>       | Fail after resit in in-semester assessment                                                                       |
| <b>RAE/RAS PASS</b>  | Pass after resit in in-semester assessment along with and end-of-semester examination or final assessment.       |
| <b>RAE/RAS FAIL</b>  | Fail after resit in in-semester assessment along with and end-of-semester examination or final assessment.       |
| <b>RE / RE1 PASS</b> | Pass after resit in end-of-semester examination                                                                  |
| <b>RE FAIL</b>       | Fail after resit in end-of-semester examination                                                                  |
| <b>NA</b>            | Not Attempted                                                                                                    |
| <b>DD</b>            | Deferred Decision                                                                                                |
| <b>MC</b>            | Mitigating Circumstances                                                                                         |
| <b>AO</b>            | Academic Offence                                                                                                 |

- 5.6.3 Resits in assessments conducted during the semester are normally shown as RA on the transcript, while resits in the final examinations are shown as RE. If you are referred to in a final assessment that is not an examination, this will be shown as RS.
- 5.6.4 Resit work is marked either as a pass or fail; therefore, the maximum grade you can obtain for any resit assessment is D- (grade point 40%).
- 5.6.5 Failure to obtain a grade point of D-/40% in any referred assessment will result in a Fail for that module, irrespective of the grades obtained in other assessments in that module.
- 5.6.6 Resits must be completed at the next assessment opportunity provided by the College and cannot be extended indefinitely. Deferral of resit work will not be allowed unless there are very exceptional circumstances (as listed in Section 9).
- 5.6.7 You are responsible for obtaining information regarding resit assessments, including dates and timings. Such dates and timings will be published on the notice board and MyMajan App at least three weeks before the start of the examinations. You will need to ensure that you have the time and can attend all resit examinations.

- 5.6.8 If you choose not to use the resit opportunity without a valid reason, you will lose your right to the resit, and will automatically be given a FAIL for that module.
- 5.6.9 For results published *in February*: Resit work should be attempted in the following semester (February-June Semester). Resit work to be submitted should be accessed/ downloaded from the MOVE page of that module.
- 5.6.10 For results published *in June*, the resit work should be submitted/attempted by August. Resit work to be submitted during the summer period, i.e., July-August can be accessed/ downloaded from the MOVE page of that module immediately after the results are published in June.
- 5.6.11 Students will not be allowed to attempt/carry resit work after August/September other than for modules registered for in the summer semester.

## 5.7 PLAGIARISM AND ACADEMIC MISCONDUCT (Academic Offences)

- 5.7.1 As a student, you will listen to or read other people's ideas and opinions. You do this when you sit in a lecture or read from textbooks, the Internet, or any other published material. So, naturally, when you are asked to prepare an assignment, you will use and incorporate these ideas into your work. As these ideas are not your own, it is very important to give credit to the sources of these ideas.
- 5.7.2 The work that you submit for grading should always be your own. The work should be in your own words, and based on what you understand either from handouts, textbooks, the Internet, journals, or other references.
- 5.7.3 Regardless of whether you have been working in groups or individually, your written submission **MUST** be entirely your own effort.
- 5.7.4 Copying material from other sources is **PLAGIARISM** and is considered an academic offence.
- 5.7.5 Plagiarism includes:
- lifting information from a published work without reference to it;
  - paraphrasing ideas from a text without acknowledgement of its author;
  - submitting work that is done by others; and,
  - copying the work of other students.
- 5.7.6 Examples of Plagiarism, Academic offences & Cheating include, but are not limited to:
- i) Copying from another student's assignment;
  - ii) Giving a copy of your work to another student;
  - iii) Copying or closely paraphrasing from textbooks, the Internet, journal articles or from any published sources, such as newspapers and magazines;
  - iv) Getting the assignment written by someone else;
  - v) Discussing answers in an exam hall;
  - vi) Carrying notes into exam halls;
  - vii) Using mobile phones in the exam hall;
  - viii) Copying from another student or other sources during an exam;
  - ix) Having someone else take an exam in your place, or taking an exam for someone else;
  - x) Getting someone else (including relatives, friends and other students) to work on your assignments, instead of doing the work yourself;

- xi) Doing another student's formal assessment work for them;
- xii) Using any unauthorised materials, including a text, voice, hard and soft copies or any media in an examination;
- xiii) Depending on sources beyond those authorised by the lecturer in writing papers, preparing reports, solving problems, or carrying out other assignments;
- xiv) Acquiring, without permission, tests or other academic material which belongs to a member of the College;
- xv) Using any form of unfair means to gain advantage in an assignment or examination;
- xvi) Allowing other students to copy from you;
- xvii) Submitting an assignment that was written wholly or largely by a chatbot or other AI application

5.7.7 If you leave the examination hall without clarification or explanation on being questioned by the invigilators on suspicion of using unfair means, such a departure will be considered evidence of cheating. MUC is not required to look for any further physical evidence of cheating and is entitled to apply the appropriate penalty.

## **5.8 ACADEMIC CONCERN**

- 5.8.1 An academic concern, is applied to modules in the first semester of the programme at level-3, where the student submission is found to have concerns of academic writing.
- 5.8.2 Academic Concern relates to issues of similarity or plagiarism in the submissions due to lack of academic writing skills such as poor/weak paraphrasing, sourcing unreliable academic materials, lack of citation and inappropriate referencing.
- 5.8.3 An academic concern is notified through the College email. Students will be invited to attend a meeting for academic guidance and support on the issues of concern. A zero mark (F-) maybe awarded and the student is provided with a resit opportunity.
- 5.8.4 Cheating in examination in Level 3 is considered as an academic offence with 'Fail' as an awarded penalty.

## **5.9 PENALTIES FOR PLAGIARISM AND ACADEMIC MISCONDUCT**

- 5.9.1 The University and the College take a zero-tolerance approach to academic misconduct by students in assignments and examinations, and these will be dealt with severely.
- 5.9.2 All Academic Offence decisions are finally confirmed by the appropriate Examination Board.
- 5.9.3 Students suspected of plagiarism in assignments will be called for an interview with the Faculty Academic Integrity Committee. If a student fails to appear for the meeting, the student will normally be blocked from registering in the next semester unless the student attends the same.
- 5.9.4 Action can be taken against plagiarism and other academic misconduct types at any time, even after results are published.

- 5.9.5 If the student is unable to convince the Academic Integrity Committee that the work is his/her own, he/she will be penalised. The minimum penalty for Plagiarism in any form is a mark of 0 for that assessment.
- 5.9.6 The maximum penalties vary according to the nature of the offence, the level at which it is committed, and whether the student is involved in a repeat offence.
- 5.9.7 The more common penalties for academic offences are:
- Fail and undertake a retake assessment
  - Fail and repeat the module
  - Fail and repeat the module with the grades/marks capped
  - Fail the semester
  - Where a student has multiple offences, or where the offence is considered to be deliberate and serious, the student may be expelled from the College and not permitted to continue with their studies. They will normally be entitled to any award for which they are eligible.
- 5.9.8 Cheating in an examination is considered a grave offence, irrespective of the level of the module; the minimum penalty is a Fail in the module.
- 5.9.9 A student who violates any of the rules governing examinations is liable to be immediately removed from the examination room, and may be subject to disciplinary action by the College without being called for an interview by the Academic Integrity Committee.

## **5.10 APPEALS (ACADEMIC)**

- 5.10.1 Appeals (Academic) must be made only by those students who have an exceptional situation or problem which has affected their performance in a module. An appeal can be made only for the following reasons:
- a. Where a student did not attend an assessment and could not submit the Mitigating Circumstances Form and supporting evidence to the Faculty before the results were published because of valid reasons;
  - b. If the students' marks were affected because of any administrative error or mistake on the part of the College;
  - c. If the College did not follow its academic regulations in relation to that assessment;
  - d. If the assessment procedures were unfair in some way;
  - e. If the student's performance was affected by an exceptional personal situation and for which valid supporting evidence can be produced.
- 5.10.2 Appeals must be submitted within two weeks of the examination results being published and handed in to the Registry Department.
- 5.10.3 Appeals on results from previous semesters will not be accepted.
- 5.10.4 Students cannot appeal against academic judgement of the examiners.
- 5.10.5 MUC applies a quality assurance system which includes moderation by a second marker, UK External Examiners and confirmation of results by the Examination Boards and by the University of Bedfordshire.
- 5.10.6 An appeal which asks for an assessment mark or examination result to be changed or re-marked without proper academic grounds for such reconsideration will be rejected by the Appeals Committee.

- 5.10.7 Appeals Forms may be filled physically and submitted along with the evidence to the Registry Department. Alternatively, the form can be downloaded from MOVE and submitted along with the evidence by email to: [appeals@majancollege.edu.om](mailto:appeals@majancollege.edu.om)
- 5.10.8 Students cannot appeal for repeated resit opportunities in a module for any reason. If a student is unable to pass an assessment after a resit, they must retake the module.
- 5.10.9 The outcome of the Appeals Committee will normally be made available within one to two weeks after the appeal has been submitted by the student. It is the students responsibility to check the outcome of their appeal submission, with the Registry department
- 5.10.10 Only the Appeals Committee is able to consider the outcome of student results, and its decisions are confirmed by the Board of Examiners. Exceptionally, if further information becomes available to support a case that has already been considered by the committee, this can be presented to the Committee along with a clear explanation of why this information was not previously available.
- 5.10.11 Appeals made for the following reasons will be rejected:
- a. To check/review the marks or grades awarded in an assessment;
  - b. Non-attempt of an assessment due to the student's failure for not taking note of the dates of the examination/assessment.
  - c. Non-attempt of an assessment/poor performance due to lack of awareness of the College's academic regulations or misreading the results;
  - d. Requests for more than one resit opportunity in a module;
  - e. To be awarded a pass when the Examination Board has already awarded a resit or fail in a module.
  - f. To be awarded a higher grade in an assessment.
- 5.10.12 An administration fee will be charged when a written appeal is submitted.

## SECTION VI: STUDENTS

### 6.1 STUDENT REPRESENTATIONS: ACADEMIC & HOUSEKEEPING

- 6.1.1 MUC values your participation and input, as this will help us improve the standards of the programmes that we offer. Feedback from all stakeholders including students is welcomed as part of the College's approach to the development and enhancement of the quality of its services.
- 6.1.2 There are many routes whereby concerns and issues can be raised and addressed, and you are encouraged to make full use of these routes. In particular, you should ensure that you are familiar with the quality assurance procedures that exist within academic departments, as stated in the Student Handbook.
- 6.1.3 There are a number of quality assurance systems in place through which you can express your opinions, views, and suggestions. These include:
- i. **Student Representatives:** All class groups within a programme are required to elect student representatives. Student representatives should understand the concerns and views of other students, and speak on their behalf at Course Committee (Academic and Housekeeping) meetings, which are held twice each semester. Academic and student issues are discussed at these committees, and then presented to Senior Management for appropriate action(s).
  - ii. **The Student Feedback Form:** This is your means to convey your experiences of teaching and learning on your modules. Feedback from students is essential for the College to identify issues and areas for quality improvement, as well as to learn from those areas where quality is seen as being of a high standard. The student feedback is collected via online form accessible via student email and MyMajan App.
  - iii. **Academic Events:** You can become involved in quality assurance activities, such as validation events, annual reviews and representing student bodies at some of MUC's internal committees.
  - iv. **Student Survey:** A College-wide student experience survey provides an analysis of the key issues that affect the quality of the student experience. It is administered centrally through the Quality Assurance, and is accessible to students online. The analysis is presented to the College Academic Board and to Faculties/Departments who are required to identify how they will respond to particular areas of concern.
  - v. **Student Advisory Council:** To include the spirit of democracy among the students and to strengthen their relationship, the College has constituted a Student Advisory Council to facilitate activities and events for the college community. The Council works towards resolving student issues, developing student talents, and inculcating good habits so that they can grow themselves as responsible citizens of the country. All students are encouraged to participate in the operations of the Council.

## 6.2 CLASS REPRESENTATIVES

- 6.2.1 Every semester, a student representative is elected from each class group by the students.
- 6.2.2 Student representatives have the responsibility of communicating their group concerns to the Director of Studies/Programme Managers, and to attend and represent their group in the Course Committee Meetings (Academic and non-academic) held twice a semester. The meeting details are communicated to Class Representatives by email.
- 6.2.3 The Course Committee Meeting is a forum for discussing issues relating to:
- Academic issues;
  - Library facilities;
  - Infrastructure problems;
  - Any issues of general concern to students.

## 6.3 STUDENT COMPLAINTS FOR NON-ACADEMIC ISSUES

### 6.3.1 General information

- 6.3.1.1 We recognise that there may be occasions when you have cause for complaint about your experience in the College. When this happens, the Complaints Procedure is intended to provide an accessible, fair, and straightforward system, which ensures an effective, prompt, and appropriate response.
- 6.3.1.2 You should note that complaints about academic decisions, marking and the academic judgement of examiners will not be entertained, as these are decisions made by the Examination Board.
- 6.3.1.3 MUC aims to handle complaints in a way that:
- encourages informal conciliation, and facilitates early resolution;
  - ensures a full and fair investigation;
  - addresses all the points at issue, and provides an effective response and appropriate redress;
  - ensures that action is taken to improve services.

### 6.3.2 Complaints procedure

- 6.3.2.1 If you wish to make a complaint, the first place to start is with the staff member involved at the point at which the problem arose.
- 6.3.2.2 If the issue is not resolved, or if you don't wish to discuss the problem with the person involved, you should fill in the Complaint Form and submit it to the appropriate Head of Faculty/Department.
- 6.3.2.3 Complaints are considered valid only if a written statement of the problem or complaint is submitted by the student. Unattributed complaints will not be considered.
- 6.3.2.4 You will normally receive a written response within two weeks unless the complaint requires a more detailed and extended review.
- 6.3.2.5 If you still feel that the complaint has not been given proper consideration, you may then approach the Deputy Dean Academic Affairs.



## 6.4 STUDENT RIGHTS

- 6.4.1 **Programme and Module Information:** A student has the right to be informed at the beginning of each semester of the nature of the module, the module expectations and the assessment strategy that will be used. This information will be available in the module handbook on MOVE.
- 6.4.2 **Changes to programmes:** As far as possible, the structure of a programme, in terms of the number of modules to be taken for an award that a student is registered on, will not be changed at a later stage to the disadvantage of a student. However, the nature of higher education is such that changes to programmes and modules are necessary to maintain their relevance to the needs of students, industry, and in accordance with new developments in the world of academia. Hence, the College will, from time to time, review and make appropriate amendments to its programmes and modules, in accordance with its quality assurance procedures and after approval from the affiliating University.
- 6.4.3 **Academic Evaluation:** Students are protected against prejudiced or dishonest academic evaluation through the College's quality assurance procedures and academic regulations. At the same time, students cannot question the academic evaluation of their performances, once the Board of Examiners has confirmed the results and the standards of marking. Students are responsible for maintaining their standard of academic performance in each module for which they are registered.
- 6.4.4 **Student Data:** MUC will take all reasonable steps to ensure that students' personal data submitted to the College are securely maintained. Administrative staff and Faculty members are expected to respect confidential information about students which they may gather in the process of providing counsel and advice.
- 6.4.5 **Discrimination:** It is the policy of MUC not to discriminate against any student or individual on matters of admission, employment, or in the educational programmes or other College-related activities, based on non-meritorious factors, including, but not limited to: age, race, colour, religion, gender, nationality, ancestry, or disability.
- 6.4.6 **Equal Rights and Protection:** MUC has an obligation to apply its rules equally to all students who are similarly situated. Procedural fairness is guaranteed to all students, irrespective of their gender, race, religion, nationality, age, sponsor, financial, or personal status and part-time/full-time status. This does not mean, however, that the College cannot take action against those who violate its rules and regulations, or against offenders when other offenders cannot be identified, or who are not similarly charged.

## 6.5 STUDENT CODE OF CONDUCT

### 6.5.1 General information

- 6.5.1.1 MUC students enjoy rights and privileges which are due to them as students. Students are required to exert sufficient care and commitment in order to fulfil their roles and special obligations as members of the academic community.
- 6.5.1.2 MUC expects all students to conduct themselves by the following standards that are designed for its general well-being. It also includes any acts or conduct whereby the interests of the College, its staff or other students are clearly

violated. Any violations of these policies may result in disciplinary action and/or legal action. The fact that a violation occurs off-campus does not preclude the interest and involvement of the College. Moreover, students are required to familiarise themselves with the published rules, regulations and standards of expected conduct. Claims of ignorance will not be considered as a mitigating factor.

- 6.5.1.3 Visitors to the College shall also observe these regulations while on College property. Non-compliance of regulations, particularly in cases of abuse and harassment of members of the College community, and destruction of College property, may subject students/visitors to sanctions imposed by the College.
- 6.5.1.4 **General Conduct:** In general, MUC students are expected to respect one another and the College staff; demonstrate civility and loyalty to the institution; be responsible for their actions and for their learning; be fair and act with honesty. All students are expected to conduct themselves as responsible members of the academic and social community, while on- or off-campus. They must respect the rights and privileges of others, as well as differences of opinion and diversity. They must treat all College staff, students and visitors with respect and consideration. They must take responsibility for their own learning by fully engaging in the learning process and participating in College or class activities.
- 6.5.1.5 **College Identification Card:** While on campus, all students are expected to carry with them their current College Identification card. Any member of the College staff, whether academic or administrative, has the right to ask any student to produce their identification card, failing which the student may be asked to leave the College premises.
- 6.5.1.6 **Individual Dignity:** Disrespectful and abusive behaviour towards any of the College's staff or other students on or off campus will be considered an extremely serious violation and will invite severe penalties. Such behaviour may include verbal abuse or threatening and obstructive acts towards another individual of the College community. This also includes acts which cause embarrassment, fear, humiliation, ridicule or degrade another individual, or endangers the physical safety of another person. Students and their visitors should desist from making any insulting or derogatory comments about another individual's social or personal background, including ethnicity, religion, gender, family, nationality, ancestry, or disability.
- 6.5.1.7 **Harassment:** Students must not engage in any conduct which interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for any individual. Such acts also include statements of a sexual nature which are abusive, intimidating, harassing, or embarrassing. Any student who is found guilty of the above, or who retaliates against any person filing a complaint, or against any witness to the incident, will be expelled from the College.
- 6.5.1.8 **Impersonation:** Under no circumstances will the College accept or allow impersonation and this will be treated seriously and reported to the concerned authority.
- 6.5.1.9 **Dress:** All students are expected to dress in an appropriate manner that reflects sensitivity to local culture and traditions. Female students are not allowed to wear the "NIQAB" (covering the face) inside the campus or the hostel premises (as instructed by the Ministry of Higher Education, Research and Innovation).

## Dress Code

# MALE

WHAT **NOT** TO WEAR IN CAMPUS

Male students are expected to dress modestly. They can wear shirts, T-shirts, polo shirts with medium to full length sleeves. There should be no messages, pictures or logos which may offend others. Male students are also expected to wear long trousers at all times. The wearing of jeans is acceptable as long as they are not ripped. Shorts are not acceptable except when the student is participating in some kind of sport activity inside the campus. Male Omani students are encouraged to wear a dishdasha and kummah.



## Dress Code

# FEMALE

WHAT **NOT** TO WEAR IN CAMPUS



Students are requested to dress modestly and not wear T-shirts that highlight inappropriate wordings, logos or designs. Female students are expected to wear non-revealing tops with medium to full length sleeves. They are also expected to wear skirts or trousers that reach well below the knees upto the ankles. Tight fitting or revealing styles, sheer fabrics, low neckline, bare waistline, bare shoulders and bare upper arms are not acceptable. Female Muslim students are encouraged to wear abaya and/or shayla.

- 6.5.1.10 **Academic Dishonesty:** All students are expected to practise high standards of academic and professional honesty and integrity. Cheating or plagiarism in any form is unacceptable, and will be strictly penalised. MUC's key objective is to promote the cognitive and psycho-social development of all students. All work submitted by a student must represent his or her own ideas, concepts, and current understanding. Academic dishonesty also includes submitting the same or substantial portions of coursework for more than one module or for the same module at different times without the permission of the lecturers concerned.
- 6.5.1.11 **Falsification of Official Records:** Wilful falsification of official records or documents, including College documents, student academic transcripts and records, registration forms, fee receipts, identification cards, etc., or omission with the intent to deceive, is prohibited. Falsifying, distorting, or misrepresenting information to any College staff or authority/committee will also constitute a violation.
- 6.5.1.12 **Official Notification:** Failure to comply with any official notification or legitimate directives, written or verbal, of a duly-authorized administrative or Faculty member of the College in the performance of their duties will invite punitive action.
- 6.5.1.13 **Computing Resources:** MUC provides access to electronic information resources, including networks, software, and equipment, to its students. All students are bound not only by the College IT policy, but also by national and international laws relating to electronic media, copyrights, privacy, and security. The use of IT resources is a privilege, and using the internet for chatting, downloading, and accessing offensive and unlawful material is strictly forbidden. Action will be taken against any student found using the internet for any of the above purposes. Students are allowed to use the College's internet facilities only for research relating to their studies. The flash disks can no longer be used on College's computers.
- 6.5.1.14 **Drugs, alcoholic beverages, and substances banned by the laws of Oman:** Possession, consumption, or sale of any of the above substances by members of the College community, and on the College campus, is strictly prohibited. The possession and viewing of pornographic items is also strictly prohibited.
- 6.5.1.15 **Religious Sentiments:** Any acts or comments which may hurt religious sentiments inside or outside the College premises are strictly prohibited.
- 6.5.1.16 **Destruction of College Property:** The intentional and malicious destruction or misuse of private property belonging to others in the College community or its visitors, as well as College property, is prohibited.
- 6.5.1.17 **Attendance:** Not attending classes and encouraging others not to attend classes will result in appropriate action by the College, including not allowing the student to attempt assessments in that module. It is normally the case that 80% attendance for all modules is compulsory, unless there are exceptional, mitigating circumstances – which must be accepted by the Mitigating Circumstances Committee.
- 6.5.1.18 **Student Unions:** All student clubs, organisations or committees must have prior, official approval from the Dean. Students are not allowed to issue any pamphlets/magazines or literature in the College without the prior approval of the Dean.

- 6.5.1.19 **Unauthorised Entry:** Any unauthorised or forceful entry, whether actual or attempted, into any College facility or building is strictly prohibited.
- 6.5.1.20 **Theft:** Theft or the conversion of the Institution's or another individual's property will invite legal action. This includes the possession of College property or property of any member of the College community without permission or authorisation of the owner of the property.
- 6.5.1.21 **Violation of College rules and regulations:** The violation of other published College regulations, policies, or rules, or violations of Omani laws are prohibited. Such regulations, policies, or rules include, but are not limited to, those which prohibit the misuse of computing resources, use of unfair means in assessments, hostel accommodation, and student groups or organisations.
- 6.5.1.22 **Student Disciplinary Meeting:** Any member of the College community may file charges against a student or their visitors for violating the code of conduct. Charges shall be prepared in writing and directed to the Disciplinary Committee. The Disciplinary Hearing will then take place in accordance with the following:
- a. The Disciplinary Committee will notify the concerned parties of the date of the Disciplinary hearing within seven working days from the time the complaint is filed;
  - b. Submissions of any relevant information by the plaintiff and the respondent must be received at least 24 hours prior to the hearing;
  - c. Decisions regarding the complaint will be submitted and communicated in writing within seven working days of the hearing;
  - d. Any appeals to decisions must be submitted in writing to the Dean's office within three working days.
- 6.5.1.23 It is prohibited to make any video and audio recordings of any students and employees of the College during classes and assessments on campus or online without their consent.

## 6.6 DISCIPLINARY ACTION

- 6.6.1 Students who violate the code of conduct will face Disciplinary Action.
- 6.6.2 The Disciplinary Committee has recourse to any of the following courses of action, depending on the seriousness of the misconduct:
- Oral warning;
  - Written warning;
  - Dismissal from classes or College premises for a specified period;
  - Failing the assessment;
  - Failing the module;
  - Failing the semester;
  - Temporary exclusion from the activity concerned;
  - Financial penalties in the form of a fine;
  - Dismissal/Expulsion from the College.
- 6.6.3 Expulsion from the College: Students may be summarily expelled from the College on any of the following grounds:
- If the Disciplinary Committee finds evidence of serious misconduct on the part of the student, with regard to violating the student code of conduct.
  - If the Examination Board recommends expulsion from the College for misconduct, relating to assessments, particularly the use of unfair means in assessments.

## SECTION VII: LEARNING AND TEACHING METHODS

This section describes the main learning and teaching methods you will encounter as a student of MUC. These fall under two main headings: contact teaching and directed and self-directed learning.

- 7.1.1 It is your responsibility, as a student, to ensure that you avail yourself of these methods and take responsibility for your own learning. Lecturers and academic advisors cannot ensure that you learn, unless you are an active co-participant in the learning process.
- 7.1.2 In some cases, the College may use online teaching using MS Teams. Your lecturer will send you the link to the online class (if any) through MOVE. You should not share the link with anyone outside the class. It is your responsibility to make sure that you arrange a computer and a stable internet connection in order to attend your classes and to do your assessments.
- 7.1.3 MUC makes use of a variety of assessments. These include but are not limited to assignments, exams, presentations, and debates. If you require any support do not hesitate to contact your lecturers who will be happy to assist you.

### 7.2 TEACHING AND LEARNING

A proportion of all module hours provides the opportunity for teaching contact between individual students or groups of students and staff members. Contact teaching takes the following forms:

#### 7.2.1 Lectures

The lecture is used to disseminate a specific body of knowledge to a large number of students, and is usually accompanied by slides and/or other visual aids. In many cases, the ideas and issues generated by lectures will be elaborated on through supporting seminars and tutorials.

##### 7.2.1.1 Majan Virtual Learning Environment (MOVE)

- 7.2.1.2 MOVE is the College's official virtual learning environment. All teaching and learning resources needed for a module are available to students through this virtual learning environment. Assessment submissions are also done through MOVE.
- 7.2.1.3 All registered students are provided with a College email ID, which is linked to MOVE.
- 7.2.1.4 In addition to class contact and student hours, MOVE is also used for communication between faculty and students. Digital office hours can be accessed via MOVE.
- 7.2.1.5 It is the student's responsibility to regularly check emails and visit the relevant modules on MOVE for updates.
- 7.2.1.6 Students can access MOVE using their mobile devices, laptops and iPads.

### 7.2.2 Seminars

Seminar is the major means of generating discussions around a predetermined topic. It encourages the exchange of knowledge and experiences between students. During seminars, students take more responsibility with active participation in the activities, such as case studies, presentations and group discussions.

As students you will often encounter the need to generate ideas through discussions, make presentations in your working life, and generally be effective in your communication and thinking skills. These sessions help to develop critical thinking skills, and to explore complex issues and concepts through discussion.

### 7.2.3 Tutorials

Tutorials are meetings between the module lecturer and individual students or a small group of students. Students have the opportunity to ask their lecturer about any matters relating to the module in which they are having problems.

### 7.2.4 Workshops

Workshops are task-based. Students develop practical skills related to their area of study. These workshops may be delivered from time to time by guest speakers from industry or by technical staff.

### 7.2.5 Case studies

Case studies provide students with the opportunity to apply theoretical knowledge to practical situations, and to develop their analytical, creative and problem-solving skills. Through case studies, they will be exposed to a variety of issues, choices and problems facing real-life organisations to help them to understand how practice is linked to the theory they learn in the classroom.

### 7.2.6 Group learning approaches

Group learning approaches ensure that students are exposed to teamwork. Students then begin to understand the importance of learning from one another, and of listening to differing points of view as well as building leadership abilities. Throughout the programme, group learning approaches may be used in lectures, seminars and workshops.

### 7.2.7 Guided and Independent Learning

Although module lecturers will ensure that all relevant concepts and issues are discussed in class, you are required to read widely and make further notes for yourself. You should not hesitate to approach your lecturers to give you further guidance on texts and articles that you can read to improve your understanding.

### 7.2.8 Online Techniques- Group Discussions (Electronic Forums)

Group Discussions enable students interested in a special topic or undertaking a certain task to work together, usually under the guidance of a group leader or the tutor. This technique facilitates active discussion between students of the same group, between students of different groups or between students and their lecturer.

Students prepare for the discussion by reading the assigned material or undertaking a related task, and then log on to enter comments and respond to messages already posted by others in the workspace (electronic message bulletin or message board). Furthermore, students can use e-mail to discuss and communicate between themselves, as well as with their lecturer.

### 7.2.9 Chrome Lab

MUC uses Chrome lab to enhance teaching and learning in the classroom by more interactive activities that actively involves students.

### 7.3 REFERENCING: HARVARD STYLE

- 7.3.1 There are three main reasons why accurate referencing is important:
- 7.3.1.1 it provides relevant background information, illustrations of ideas or theories, or evidence for an argument that you are making in your essay or report. Your ideas need to be based on prior reading, and referencing is a way of showing that you have done this and are familiar with the field.
  - 7.3.1.2 It enables readers to find any source of information mentioned in the text, if they want to follow up on a point or examine a theory more closely. In other words, if you refer to someone's work in an essay or report, you have to give enough information to allow readers to find it for themselves, if they find it interesting or relevant.
  - 7.3.1.3 it gives due credit to the person(s) from whom you acquired the information. Using those ideas and/or words as if they were your own, or without acknowledging where they came from, is equivalent to 'stealing' someone else's ideas and is treated as plagiarism by the College, in line with practice at the University of Bedfordshire and at all other reputable universities worldwide.

### 7.4 FORMATTING STYLES: HARVARD REFERENCING

There are many different formatting styles for referencing. In MUC we use the 'Majan Harvard Style' which is our own version of one well-known style – the Harvard Referencing System. You should use this style of referencing for all your written work while studying at MUC. Below there are a few pointers on using this style which you should refer to.

#### 7.4.1 IN-TEXT REFERENCING

##### Identifying authors within the text of your essay/paper

To identify an author or authors within the text of your essay, you should give the surname(s) followed by the year of publication. Do NOT give the name of the book - this information is given in the reference list at the end of your essay/paper.

- (1) One author:** Give the author's surname followed by the year of publication;  
e.g. Blackford (2014).  
e.g. Blackford et al. (2014) - if there are more than one authors.

- (2) Brackets:** Brackets are put around either the name of the author or the year denoting the publication year, or both. If the author/s is/are part of the sentence structure only the year of publication should be within brackets. However, if the author is not part of the sentence structure the last name of the year and year of publication should both be within brackets. The examples below illustrate this:

*Researchers such as Blackford (2014) have explained that innovation is not an isolated phenomenon and is a process comprising input and output factors.*

*Innovation is not an isolated phenomenon and is a process comprising input and output factors (Blackford 2014).*

Please note that the full stop comes after closing the brackets. For details on how to handle the in-text referencing of works by two or more authors.



### 7.4.2 REFERENCES:

At the end of your work, there should be a list of references which contains the works which you have referred to in writing your assignment.

- List ALL the references that you have mentioned/cited in your essay
- Order them according to the surname of the first authors
- Indent the second and subsequent line(s) of each reference
- Format them correctly (see below)

#### DO NOT

- number the references
- divide the reference section into Books, Edited Books, Journals, etc. (The division below into 'books', 'edited books', and so on, is purely to demonstrate how to write individual references taken from those types of sources. It does not mean that you should order your references in this way!)

The example below is for a book. Journal referencing is different. See the complete 'Majan Harvard Referencing Style Guide' for other types of reference, and guidance on how to list the entries.

Burns, P. (2016) *Entrepreneurship and small business*. London, Palgrave Macmillan.

## SECTION VIII: COLLEGE FACILITIES

### 8.1 STUDENT SERVICES and ALUMNI RELATIONS

- 8.1.1 MUC has a Student Services and Alumni Relations (SSAR) Department that provides counselling and support to students in non-academic matters.
- 8.1.2 The SSAR works closely with the Student Advisory Council and helps in planning and executing students related activities.
- 8.1.3 The SSAR helps students to participate in sports and other activities inside and outside the College.
- 8.1.4 It also has a dedicated Counsellor who supports students with their personal issues.

### 8.2 CAREER & INDUSTRY ENGAGEMENT OFFICE

- 8.2.1 MUC has a Career & Industry Engagement Office (CIEO) as part of the Student Services and Alumni Relations Department that provides a placement network for students on completion of their programme of study in order to help students obtain employment in private and public sector organisations.
- 8.2.2 Students are helped to obtain hands-on work experience, normally during the period between the two semesters. MUC also holds job fairs and invites companies to interview students for suitable positions.
- 8.2.3 The CIEO organises regular workshops and guest lectures conducted by industry professionals to provide students with additional opportunities to engage with industry in relation to their field of study.
- 8.2.4 In addition, the College regularly receives notifications from employers about vacancies, which are communicated to students. MUC also helps students in their job searches through proper training on the preparation of curriculum vitae, job applications and interview techniques.
- 8.2.5 The CIEO also organises campus placement for graduating students studying at levels 5 and 6 of their programmes.

### 8.3 COUNSELLING

- 8.3.1 MUC has a Counsellor as part of the Student Services and Alumni Relations Department who provides quality counselling intervention to students to address a range of emotional and psychological difficulties and promote a culture of emotional and psychological wellbeing and good behavioural conduct among students.
- 8.3.2 The Counsellor may also provide support, guidance, and advice to students with academic difficulties and facilitate meetings between such students and their Academic Advisors.
- 8.3.3 In addition, the Counsellor advises and guides students regarding their conduct in the College and in the hostel.
- 8.3.4 The Counsellor works closely with the admissions department to provide support to students with special needs and chronic illness.

## 8.4 LIBRARY AND LEARNING RESOURCE CENTRE (LRC)

8.4.1 MUC Library has over 16,000 volumes of printed books, more than 202,000 eBooks, and 842718 Scholarly e-journal articles. The LRC & Library accommodates around 109 computers with internet facility and Wi-Fi service for students. The **Think Cube** in LRC is a space for group - work, study and discussion. Group study arrangements are also made in B 200.

### 8.4.2 Opening Hours

The Library opening hours are normally as follows:

Sunday – Wednesday 08:00 am – 08:30 pm

Thursday - 08:00 am – 03:00 pm

The library is also open 10:00am - 2:00pm on Fridays and Saturdays when postgraduate classes are in session. The updated dates of these PG sessions will be displayed by the Library regularly.

The Library is open from 10:00am - 2:00pm every Saturday for undergraduate students. This arrangement is from teaching weeks 8 until completion of final assessments.

Note: during non-teaching weeks, the library operates on reduced opening hours, usually 8am – 4:30pm. Any changes to library opening times are announced on MOVE.

8.4.3 The College’s automated Library Management System for managing the library collection and information services is called KOHA. Students can search the MUC Library catalogue, renew loans, view a module’s reading lists and check their account status through the library portal ([library.majancollege.edu.om](http://library.majancollege.edu.om)). If the search results do not appear in the library portal, there is a link to Masader that the students can click on to search for ebooks. Students should approach library staff if they require any assistance.

8.4.4 Three multifunction printers MFPs - (photocopy, print and scan) are located in the library for students to use. There are other MFPs located in Al Nahda Block and Al Bustan Block. Students are encouraged to print as little as possible, making use of the free scanning facility (instead of photocopying) and reading from the screen instead of printing. You may top-up your printing credit using the MyMajan App.

8.4.5 The Library has a comprehensive collection of over 16,000 texts and 202,000 digital information resources in the field of English Language, Linguistics, EFL, Management, Accounting, Finance, Business, E-business, HRM, Marketing, Computing and IT and Applied and Social Sciences.

## 8.5 ONLINE DATABASES

8.5.1 Links to all online resources are found on the Library Resources page on MOVE. You need to log into MOVE to gain access to these resources. The online resources are provided through Masader and library portal, available on-campus as well as off-campus

8.5.2 Masader is an online repository of e-books and journals. It contains more than 150,000 e-books available for searching, and downloading full text. Masader can be accessed through MyMajan App through the library portal.

8.5.3 The online resources are made available to students through the Oman Virtual Science Library, Masader. Masader is an initiative of The Research Council, Oman (TRC). Oman Research and Education Network (OMREN) – also a TRC

initiative – is Masader’s main strategic partner, and Omantel is the founding sponsor. The resources available include e-books and e-journals as well as Arabic language dissertations (Masters and PhD) and scientific articles. The number of Dissertations (Arabic) is 165562. The number of Scientific Articles (Arabic) is 985428

## 8.6 LENDING TERMS

- 8.6.1 Students may borrow from 4 books at a time (depending on their level of study) for a period of two weeks. They can renew the item for up to 14 days as long as no one else has requested it or the library has not recalled it.
- 8.6.2 Students are liable to pay fines for the late return of books, at a rate of 100 Baizas per day per book. Students will be charged for any loss or damage of library printed information resources.
- 8.6.3 Certain collections, such as reference books, short loan books, Oman publications, journals, and dictionaries are for reference only, and cannot be borrowed by students.
- 8.6.4 A student has to use his/her own college ID card for borrowing books, using the self-service circulation station or present his/her ID card to library staff at the Circulation Desk.

## 8.7 LIBRARY RULES AND REGULATIONS

- 8.7.1 You are expected to observe silence when possible in the Library, except when you are in the designated group study area.
- 8.7.2 You should not disturb others by any kind of insensitive behaviour. The Library should not be used as a place for social meetings and talking to your friends.
- 8.7.3 Excessive noise in the group study area that disturbs other users is strictly not permitted.
- 8.7.4 You are expected to treat Library staff and other users of the Library with respect and due consideration.
- 8.7.5 Mobile phones must be switched to silent mode at all times. Library staff have the right to confiscate mobile phones, if they are used improperly in the Library.
- 8.7.6 You must have your ID card with you at all times and must produce it whenever requested to do so.
- 8.7.7 You must not allow any other person to use your ID card.
- 8.7.8 Food and drinks should not be consumed inside the Library and LRC. Water is permitted.
- 8.7.9 You must renew or return resources on time and when requested.
- 8.7.10 You will be liable to pay fines for late returns and will be charged for any loss or damage to resources.
- 8.7.11 Items not returned by the beginning of the next Semester are deemed lost. Library users will be charged for the cost of the book as well as any outstanding

finer. The charge will be applied at the beginning of the first complete month of the semester. If the book is returned before the end of that month, the charge will be reversed.

- 8.7.12 You are responsible for all items issued to you.
- 8.7.13 You must ensure that you keep your surroundings neat and tidy.
- 8.7.14 Rubbish must be disposed of in the designated general waste bins.
- 8.7.15 You are responsible for the safety of your belongings.
- 8.7.16 You must treat and use the Library and computing facilities with care.
- 8.7.17 You will be liable for damages for misusing any resources, furniture or equipment.
- 8.7.18 Failure to comply with the rules governing the use of Library services may result in the temporary or permanent withdrawal of access to the facilities and/or a recommendation to proceed through the College's disciplinary process.

## **8.8 COLLEGE WEBSITE ([www.majancollege.edu.om](http://www.majancollege.edu.om))**

- 8.8.1 MUC has an official website which provides the required links to the online registration, online payment, virtual learning environment (MOVE), library and MUC email.
- 8.8.2 All relevant information regarding the academic programmes and College is available on the College website.

## **8.9 MYMAJAN APP**

- 8.9.1 MyMajan is a smartphone app exclusively for MUC students. It can be installed on Android, Huawei and iOS phones or accessed through the web at [portal.majancollege.edu.om](http://portal.majancollege.edu.om).
- 8.9.2 MyMajan is an essential tool for your College life, you should install it immediately from the App Store. Through MyMajan you can access your grades, transcript, attendance, check library loan status and see your learning resources. If you have any issues with MyMajan, please email [mymajan@majancollege.edu.om](mailto:mymajan@majancollege.edu.om)

## **8.10 IT HELP DESK**

The IT help desk is located at the back of the library and it is staffed throughout all teaching hours. The touch screen kiosk is available during opening hours for you to receive confirmation of your password by SMS. You may regenerate your password through the kiosk or through the password portal on MOVE. IT issues should be reported to [ithelpdesk@majancollege.edu.om](mailto:ithelpdesk@majancollege.edu.om)

## **8.11 NOTICE BOARD AND DIGITAL SIGNAGE**

All important information, such as in-class test and end of semester examination timetables; assignment submissions; revision schedule, support session schedule are published on the notice boards, digital signage as well as is published on MOVE, and MyMajan App and by email. Students must ensure they check these at regular intervals.

## 8.12 COMPUTING FACILITIES

- 8.12.1 MUC's IT facilities have grown substantially over the years and there are now over 700 multimedia computers across 11 laboratories and free-access areas. Both the campus and the hostel are equipped with Wi-Fi. This facility can be accessed through all devices using your username and password. The lecture halls, all computer laboratories and all the teaching rooms are provided with on-line access.
- 8.12.2 Students must ensure that your data is stored either on your google drive or network drive provided by the College. The College does not take any responsibility for loss of data store on personal computers.
- 8.12.3 All students have personal accounts with storage for their studies and personal use. With a valid College ID, students can process their printouts, get access to the internet and the College network. Undergraduate students, therefore, have relatively unlimited access to IT during their studies. MUC students have a College email address and have access to the College's own virtual learning environment. Students are also able to access their registration details, results and other details via MyMajan App.
- 8.12.4 Students may avail printing and photocopying facilities in the College via MFP located in the library as well as on every floor in the College buildings. Students may purchase credits from the IT Helpdesk to use and recharge for use of these facilities.

## 8.13 SUPPORT FOR STUDENTS WITH DISABILITIES

MUC accepts students with disabilities, where such students can be properly supported. In conducting assessments and examinations, the different needs of students with disabilities will (wherever possible, and after approval from the University of Bedfordshire) be recognised, within the regulations.

## 8.14 HOSTEL

MUC provides a well-furnished hostel for female students. Hostel wardens are always present in the hostel to look after the needs of students.

## 8.15 VISA

MUC can sponsor Expatriate and International Students and provide them with a visa for their study duration in MUC.

## 8.16 BUS SERVICE

MUC has a fully air-conditioned bus service for transporting hostel students to the College and back. It provides transportation to students for leisure and industrial visits.

## 8.17 CAFETERIA

A clean and pleasant cafeteria is located within the College campus and serves hygienically prepared meals and snacks. It offers a variety of international and local choices.

### **8.18 COFFEE SHOPS**

There are outlets in both Al Nahda Block and the Student Social Area in Al Maha Block that provide a range of hot and cold beverages and snacks.

### **8.19 EXTRA-CURRICULAR ACTIVITIES**

Students are expected to be members of various clubs and activities that are managed by the Student Services and Alumni Relations department. MUC offers a range of well-maintained sports facilities, including basketball, softball, and volleyball courts. There are various clubs that organise cultural and leisure activities for students all year round.

### **8.20 SICKNESS**

In case students are sick and miss classes, they should inform their lecturers as soon as possible, and provide a medical certificate. For more than one day's absence a detailed medical report is required as leave of absence. During class hours, if any student falls sick, the College has an in-house qualified nurse who is on duty (see Appendix B). Nursing services will generally be for first aid, and in the event of any serious illness, students will be taken to the College's approved medical clinic/hospital.

## SECTION IX: INTERNATIONAL STUDENTS

### 9.1 WHY STUDY AT MAJAN UNIVERSITY COLLEGE (MUC)?

- Majan University College (MUC) was established in 1995 as the first private Higher Educational Institution in Oman and has continued to be at the forefront of higher education in the Sultanate.
- MUC became the first private higher education institution to achieve institutional accreditation from OAAAQA in 2017.
- MUC is licensed by the Ministry of Higher Education, Research & Innovation.
- The University of Bedfordshire, UK, is the awarding body for undergraduate and masters' programmes in the College.

### 9.2 WHY OMAN?

Oman is a peaceful and hospitable country, with easy access to the GCC and beyond. Muscat is a clean and well developed capital city, nestling between the mountains and the ocean. The city has abundant modern shopping malls, cinemas, entertainment facilities and beautiful sandy beaches. Approximately 45% of the population of Oman are expatriates hailing from many different countries, giving the nation an engaging and multicultural feel. Living and studying in Oman contributes to your international exposure, preparing you for the excitement and challenges of the increasingly globalised workplace.

### 9.3 VISAS

If you are accepted to study at MUC, you will be eligible for a student visa. Please note that the issuing of visas is entirely at the discretion of the visa issuing authorities (Royal Oman Police). The Student Services and Alumni Relations Department and the Administration and Human Resource Department will liaise with you for documents and processing your visa application. The student visa is renewed at the end of each year depending on the student's recent registration status. To apply for your visa you will require the following documents:

- 6 personal photographs
- Copy of your passport
- Copy from the parent's passports
- Address outside of Oman and contact details.
- Visa medical check from authorised hospital in your home country.

#### Arrival to Oman

- A representative of the Student Services and Alumni Relations Department will meet and welcome international students at the airport.

#### Accommodation

- Normally we recommend our registered students reside in the College hostel, which is under the College's supervision, as well as students can take advantage of all services, including free transport (to and from College), free electricity and water, free cooking gas and of course free Wi-Fi (high-speed internet access).
- However, if students wish to, they have the freedom to stay in their own accommodation. The College may assist you to find suitable apartments and make necessary transport arrangements to reach the College.



#### 9.4 ENTRY REQUIREMENTS

- Secondary School Certificate attested by Ministry of Foreign Affairs (in Oman) and the Omani Embassy at the applicant’s country,
- The attested secondary certificate,
- Copy of the applicant’s passport,
- Transcripts of class 10 and 11.

All above should be sent to: international@majancollege.edu.om in order to get attestation letter from Ministry of Education.

#### 9.5 UNDERGRADUATE ENTRY TEST

All students must take the undergraduate entry test covering English Language, Mathematics and IT. Depending on the outcome of your test, you may be eligible for exemption from certain foundation and UG modules. Please contact us for more details.

#### 9.6 IELTS

IELTS is not required for enrolment at Majan University College, but with a valid IELTS Academic certificate you can be exempted from certain foundation and UG English language modules. Please contact us to inquire about your status and the fees after modules are exempted.

#### 9.7 LIVING EXPENSES

Living expenses obviously depend on the kind of lifestyle you expect, but the figures below give an example of a budget for a simple, but comfortable lifestyle.

|                                | Monthly Cost<br>(approximately) |
|--------------------------------|---------------------------------|
| Accommodation (shared flat)    | RO. 100                         |
| Accommodation (College hostel) | RO. 60                          |
| Food                           | RO. 100                         |
| Transport                      | RO. 30                          |
| Entertainment & Leisure        | RO. 30                          |
| Medical insurance              | TBC                             |

## SECTION X: PROGRAMME DETAILS

### 10.1 FACULTY OF BUSINESS MANAGEMENT

The Faculty of Business Management is the largest faculty at MUC. The programmes offered in the faculty are current, innovative and designed to develop students' cognitive and transferable skills besides subject knowledge. The programmes offered are:

- BA (Honours)/DipHE Business Administration with 8 pathways
- BA (Honours)/ DipHE Accounting
- BA (Honours)/DipHE Finance
- BA (Honours)/DipHE Marketing
- BA (Honours)/DipHE Islamic Banking and Finance
- BSc (Honours)/DipHE Business Analytics with Artificial Intelligence
- BSc (Honours)/DipHE E-business

#### 10.1.1 BA (Honours) Business Administration

##### A) Programme overview

The BA (Honours) in Business Administration is a comprehensive programme of study, which develops business knowledge, skills and competence essential for effective decision making in business. This programme facilitates an easy entry and acclimatisation to any organisation, both locally and internationally.

The programme offers the following awards (pathways), to provide students with an opportunity to gain in-depth knowledge in their chosen area of specialisation.

- DipHE/BA (Honours) Business Administration – General pathway
- DipHE/BA (Honours) Business Administration – Marketing pathway
- DipHE/BA (Honours) Business Administration – Human Resource Management pathway
- DipHE/BA (Honours) Business Administration – Accounting pathway
- DipHE/BA (Hons) Business Administration – Information Systems pathway
- DipHE/BA (Hons) Business Administration – Entrepreneurship pathway
- DipHE/BA (Hons) Business Administration – Tourism and Event Management pathway
- Dip HE/BA (Hons) Business Administration – Transport Operations Management pathway

##### B) Graduates of this programme will be able to:

- Demonstrate knowledge of business functions that includes marketing, accounting, human resources, tourism, tourism, Transport, and information systems.
- Recognise the industry developments, the changes in the business, global environment, and its impact on business.
- Understand the concepts, practices, and contemporary issues in firms in the context of its interdependence with other business functions such as Law, human resources, finance, marketing, information systems, operations, business communication and its relevance in practice.
- Use cross-functional knowledge and skills to critically analyse the issues to make an informed decision in a context circumvented with uncertainty with respect to various risks in a time-constrained situation and effectively communicate the same to relevant stakeholders.
- Apply the skills that are necessary to meet the demands for setting up and managing businesses.
- Exhibit the ability to inquire the information using scientific methods, apply subject-specific skills to evaluate and draw out feasible options for decision making.
- Use professional and scholarly information, exhibit critical skills that encompass both quantitative and qualitative analysis in the field of study to deduce arguments and propose solutions.
- Be informed of the application of contemporary and radical changes in the field of study that impact the performance of the business, and analyse the risks, and rewards that arise from uncertainty.

- Exhibit moral and ethical values that reflect sustainable business practices and be a socially responsible individual both in work and society.

**i) BA (Honours) Business Administration – General pathway**

The programme aims to develop a student’s intellectual ability, executive personality and managerial skills through an appropriate blending of business and general education. The programme provides students with exposure to different areas and functions of business such as Accounting, Finance, Information Technology, Marketing, Human resource and Strategy. It enables students to take a broader perspective and ability to link different issues in the process of decision-making. Students of this programme learn a broad range of managerial capabilities, problem solving and communication skills.

MUC has partnered with the Chartered Institute of Marketing (CIM) to give students the opportunity to gain professional qualifications through the CIM Graduate Gateway. A graduate of this programme is eligible to avail exemption from the L4 certification in CIM.

**C) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Accounting & Financial Control | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Principles of Marketing                        | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | IT Applications for Business                   | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                                                                                        | Credits    |
|--------------|----------------------------------------------------------------------------------------------------|------------|
| 1            | English for Employability Skills                                                                   | 15         |
| 2            | Legal Aspects of Business                                                                          | 15         |
| 3            | Organisational Psychology and Behaviour                                                            | 15         |
| 4            | Organisational Change and Development / Compensation and Rewards Management                        | 15         |
| 5            | Financial System Services                                                                          | 15         |
| 6            | Foundation to Business Strategy                                                                    | 15         |
| 7            | Research Methods                                                                                   | 15         |
| 8            | Strategic Brand Management / Customer Experience Management / Event Management / Digital Marketing | 15         |
| <b>Total</b> |                                                                                                    | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                                                                                   | Credits    |
|--------------|---------------------------------------------------------------------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation)                                                              | 30         |
| 2            | Strategic Management                                                                                          | 15         |
| 3            | Technologies Shaping Global Markets                                                                           | 15         |
| 4            | Strategic Human Resource Management / Human Capital Management / Employee Engagement                          | 15         |
| 5            | Operations Management                                                                                         | 15         |
| 6            | Entrepreneurship and Small Business                                                                           | 15         |
| 7            | Strategic Marketing / Leisure and Visitor Attraction Management / Retail Management / International Marketing | 15         |
| <b>Total</b> |                                                                                                               | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**ii) BA (Honours) Business Administration – Marketing pathway**

**A) Programme overview**

The programme has a strong emphasis on understanding consumers' wants and needs and understanding their behaviour. This programme starts with providing the fundamental principles of marketing and progresses to marketing applications in real-life scenarios. It enables students to develop a good understanding of the core concepts underlying the practice of marketing and business, micro and macroeconomics, organisational structure, management principles and the development of successful business strategies.

MUC has partnered with the Chartered Institute of Marketing (CIM) to give students the opportunity to gain professional qualifications through the CIM Graduate Gateway. A graduate of this programme is eligible to avail exemptions in one module each in L4 and L6, for a diploma in CIM.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No | Module Name                                    | Credits |
|--------|------------------------------------------------|---------|
| 1      | Principles of Management                       | 15      |
| 2      | Academic Reading and Writing                   | 15      |
| 3      | Principles of Economics                        | 15      |
| 4      | Introduction to Accounting & Financial Control | 15      |
| 5      | Business Mathematics and Statistics            | 15      |

|              |                                           |            |
|--------------|-------------------------------------------|------------|
| 6            | Principles of Marketing                   | 15         |
| 7            | Introduction to Human Resource Management | 15         |
| 8            | IT Applications for Business              | 15         |
| <b>Total</b> |                                           | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                      | Credits    |
|--------------|----------------------------------|------------|
| 1            | English for Employability Skills | 15         |
| 2            | Legal Aspects of Business        | 15         |
| 3            | Strategic Brand Management       | 15         |
| 4            | Consumer Behaviour               | 15         |
| 5            | Foundation to Business Strategy  | 15         |
| 6            | Research Methods                 | 15         |
| 7            | Digital Marketing                | 15         |
| 8            | Customer Experience Management   | 15         |
| <b>Total</b> |                                  | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | Retail Management                                | 15         |
| 5            | Strategic Marketing                              | 15         |
| 6            | International Marketing                          | 15         |
| 7            | Entrepreneurship and Small Business              | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**iii) BA (Honours) Business Administration – Human Resource Management pathway**

**A) Programme overview**

The programme is designed in line with national and international requirements with a strong focus on contemporary human resource management practices. This programme targets students willing to ground their career in the gamut of Human resource functions and general administration. This programme provides a comprehensive insight into the local and international Human resource practices, and policies thus examining the various relationship between employee and employers in the workplace. The subject areas, pedagogy, the assessments help students in developing the required graduate attributes in addressing the industry requirements. On completing this programme, one will gain the required knowledge and competencies to take up an entry level career in the field of human resource management.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Accounting & Financial Control | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Principles of Marketing                        | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | IT Applications for Business                   | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                             | Credits    |
|--------------|-----------------------------------------|------------|
| 1            | English for Employability Skills        | 15         |
| 2            | Legal Aspects of Business               | 15         |
| 3            | Organisational Psychology and Behaviour | 15         |
| 4            | Compensation and Rewards Management     | 15         |
| 5            | Foundation to Business Strategy         | 15         |
| 6            | Research Methods                        | 15         |
| 7            | Organisational Change and Development   | 15         |
| 8            | Performance Management                  | 15         |
| <b>Total</b> |                                         | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | Employee Engagement                              | 15         |
| 5            | Strategic Human Resource Management              | 15         |
| 6            | Human Capital Management                         | 15         |
| 7            | Entrepreneurship and Small Business              | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**iv) BA (Honours) Business Administration – Accounting pathway**

**A) Programme overview**

The programme provides a blend of a conceptual theoretical framework with practical applications and covers fundamental theoretical knowledge through to more specialised accounting requirements. This degree will enable students to develop a wide range of skills

such as analytical problem solving, teamwork, research and organising, and communicating information, in addition to an understanding of the legal, economic, behavioural and human aspects in business.

**Exemptions by Professional Bodies:**

- Graduates of the BA (Honours) Accounting pathway are exempted from 5 papers by the ACCA (the Association of Chartered Certified Accountants).

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Financial Accounting           | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Cost Accounting                                | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | Introduction to Accounting Information Systems | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                             | Credits    |
|--------------|-----------------------------------------|------------|
| 1            | English for Employability Skills        | 15         |
| 2            | Business Law & Taxation                 | 15         |
| 3            | Organisational Psychology and Behaviour | 15         |
| 4            | Management Accounting                   | 15         |
| 5            | Foundation to Business Strategy         | 15         |
| 6            | Research Methods                        | 15         |
| 7            | Advanced Accounting                     | 15         |
| 8            | Financial Reporting                     | 15         |
| <b>Total</b> |                                         | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | Corporate Governance, Risk and Ethics            | 15         |
| 5            | Advanced Management Accounting                   | 15         |
| 6            | Forensic Accounting                              | 15         |
| 7            | Entrepreneurship and Small Business              | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**v) BA (Honours) Business Administration – Information Systems pathway**

**A) Programme overview**

The programme is designed to meet the growing needs of today's business world by merging IT skills with business knowledge. This programme will enable students to apply information technology solutions to business situations, evaluate technical knowledge and confidently take on project-and team- management in IT-related business scenarios. It enable students in developing a good understanding of the business environment including the legal, economic, behavioural and human aspects and the core concepts underlying the practice of management principles and the development of successful business strategies. It is aimed at developing students' skills of interpreting and communicating complicated technical ideas to those with less technical knowledge and prepares them for leadership roles in Business and IT management such as IT consultant, management consultant, business analyst, project manager, systems analyst, business systems and integration consultant, and security and privacy consultant.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Accounting & Financial Control | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Introduction to Programming                    | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | Introduction to Database Systems               | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No | Module Name                      | Credits |
|--------|----------------------------------|---------|
| 1      | English for Employability Skills | 15      |
| 2      | Legal Aspects of Business        | 15      |
| 3      | Operating System                 | 15      |
| 4      | Human Computer Interaction       | 15      |



|              |                                 |            |
|--------------|---------------------------------|------------|
| 5            | Foundation to Business Strategy | 15         |
| 6            | Research Methods                | 15         |
| 7            | Developing Web Application      | 15         |
| 8            | Cyber Security Essentials       | 15         |
| <b>Total</b> |                                 | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | E-commerce Infrastructure and Applications       | 15         |
| 5            | Professional Project Management                  | 15         |
| 6            | Database Administration                          | 15         |
| 7            | Entrepreneurship and Small Business              | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**vi) BA (Honours) Business Administration - Entrepreneurship Pathway**

**A) Programme overview**

The programme develops the skills that are necessary to meet the demands for setting up and managing a business. The programme aims to develop business management skills in the areas of accounting, marketing, human resource and general business management that helps nurturing entrepreneurial skills of graduates. It provides students with an understanding of the business environment to include the legal, economic, behavioural and human aspects; technical skills in information systems, mathematics and quantitative analysis; and the ability to communicate, integrate and synthesise.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No | Module Name                          | Credits |
|--------|--------------------------------------|---------|
| 1      | Principles of Management             | 15      |
| 2      | Academic Reading and Writing         | 15      |
| 3      | Principles of Economics              | 15      |
| 4      | Introduction to Financial Accounting | 15      |

|              |                                                |            |
|--------------|------------------------------------------------|------------|
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Principles of Marketing                        | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | Introduction to Accounting Information Systems | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                             | Credits    |
|--------------|-----------------------------------------|------------|
| 1            | English for Employability Skills        | 15         |
| 2            | Business Law & Taxation                 | 15         |
| 3            | Digital Marketing                       | 15         |
| 4            | New Business Enterprise                 | 15         |
| 5            | Foundation to Business Strategy         | 15         |
| 6            | Research Methods                        | 15         |
| 7            | Financial Systems and Services          | 15         |
| 8            | Accounting for Small Medium Enterprises | 15         |
| <b>Total</b> |                                         | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | Finance for Small Medium Enterprises             | 15         |
| 5            | E-Business for SMEs                              | 15         |
| 6            | Entrepreneurship and Small Business              | 15         |
| 7            | Operations Management                            | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**vii) BA (Honours) Business Administration – Tourism and Event Management pathway (From February 2024)**

**A) Programme overview**

The programme includes modules aimed at providing students with the fundamentals of business management including accountancy, computing and marketing and is augmented by specialist travel, tourism and event modules. Research methods and skills, market segmentation, strategic planning, advertising, sales, promotions, pricing, and distribution are explored in depth. Graduates will be prepared for a career in business management with an emphasis on the relevant skills and knowledge pertaining to the tourism and event management sector.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No | Module Name                                                                                        | Credits |
|--------|----------------------------------------------------------------------------------------------------|---------|
| 1      | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15      |
| 2      | Integrated Language Skills in English                                                              | 15      |
| 3      | Fundamentals of Business Management                                                                | 15      |
| 4      | Fundamentals of ICT                                                                                | 15      |
| 5      | English for General Reading and Writing                                                            | 15      |

|                      |                                              |            |
|----------------------|----------------------------------------------|------------|
| 6                    | Professional Communication Skills in English | 15         |
| 7                    | Business and Entrepreneurship                | 15         |
| 8                    | Logical and Problem Solving Skills           | 15         |
| <b>Total Credits</b> |                                              | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Accounting & Financial Control | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Principles of Marketing                        | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | IT Applications for Business                   | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                              | Credits    |
|--------------|------------------------------------------|------------|
| 1            | English for Employability Skills         | 15         |
| 2            | Foundation to Business Strategy          | 15         |
| 3            | Research Methods                         | 15         |
| 4            | Legal Aspects of Business                | 15         |
| 5            | Tourism, Travel and Hospitality Industry | 15         |
| 6            | Marketing for Tourism and Hospitality    | 15         |
| 7            | Event Management                         | 15         |
| 8            | Customer Experience Management           | 15         |
| <b>Total</b> |                                          | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation) | 30         |
| 2            | Strategic Management                             | 15         |
| 3            | Technologies Shaping Global Markets              | 15         |
| 4            | Leisure and Visitor Attraction Management        | 15         |
| 5            | Sustainable Tourism Planning and Development     | 15         |
| 6            | Entrepreneurship and Small Business              | 15         |
| 7            | Event Operations Management                      | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**viii) BA (Honours) Business Administration – Transport Operations Management pathway (From February 2024)**

**A) Programme overview**

The programme is designed to equip students with knowledge and skills relevant to the operation of shipping and road transport systems and associated supply chains. Students who pursue this pathway will gain a good grounding in logistics and inventory management tasks, preparing them for careers in ports, logistics and land transport management. Diploma and Degree programmes covering these areas are unusual in Oman, so students choosing this pathway may well find employment successfully after graduation.

**B) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level).

Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Principles of Management                       | 15         |
| 2            | Academic Reading and Writing                   | 15         |
| 3            | Principles of Economics                        | 15         |
| 4            | Introduction to Accounting & Financial Control | 15         |
| 5            | Business Mathematics and Statistics            | 15         |
| 6            | Introduction to Transport Management           | 15         |
| 7            | Introduction to Human Resource Management      | 15         |
| 8            | IT Applications for Business                   | 15         |
| <b>Total</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                          | Credits    |
|--------------|--------------------------------------|------------|
| 1            | English for Employability Skills     | 15         |
| 2            | Legal Aspects of Business            | 15         |
| 3            | Ports and Shipping Management        | 15         |
| 4            | Supply Chain and Logistic Management | 15         |
| 5            | Foundation to Business Strategy      | 15         |
| 6            | Research Methods                     | 15         |
| 7            | Land Transport Management            | 15         |
| 8            | Ports Management and Marketing       | 15         |
| <b>Total</b> |                                      | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                                      | Credits    |
|--------------|------------------------------------------------------------------|------------|
| 1            | Project (Business Administration) (Dissertation)                 | 30         |
| 2            | Strategic Management                                             | 15         |
| 3            | Inventory and Warehouse Management                               | 15         |
| 4            | Transport Operations Management                                  | 15         |
| 5            | Entrepreneurship and Small Business                              | 15         |
| 6            | Transport Pricing Finance and Insurance                          | 15         |
| 7            | Enterprise Resource Management / Professional Project Management | 15         |
| <b>Total</b> |                                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

### 10.1.2 BA (Honours) Accounting

#### A) Programme overview

The programme is designed for students who are interested in following a career in accountancy or in obtaining further professional accounting qualifications. Students are provided with information on accounting principles, cost accounting, budget creation and control, tax accounting, auditing procedures and statement analysis measurement and disclosure, managerial accounting, business law, forensic accounting, and corporate finance. This programme provides the graduate with required competencies to match the industry requirements.

This programme aims to develop a wide range of skills including technical, analytical, problem solving, tax and accounting research, teamwork, research, organising, together with technological, communication and interpersonal skills all of which are crucial to today's accounting profession.

#### Exemptions by Professional Bodies:

- Graduates of the BA (Honours) Accounting are exempted from 6 papers by the ACCA (the Association of Chartered Certified Accountants).
- Graduates of the BA (Honours) Accounting are exempted from 7 papers by the AIA (Association of International Accountants).
- Graduates of the BA (Honours) Accounting are eligible for Associate Membership with the Institute of Financial Accountants, UK.

#### B) Graduates of this programme will be able to:

- Understand the concepts, practices and contemporary issues in managing accounting in a complex business environment in the context of its interdependence with other business functions such as such as human resources, marketing, finance, information system and its relevance in achieving business excellence.
- Apply contemporary and radical changes in the field of accounting, and other cross-functional knowledge & skills critically analyse the issues to make an informed decision in a context circumvented with uncertainty with respect to various risks in a time constrained situation.
- Exhibit scholarship in the field of accounting to demonstrate awareness in the development of international financial reporting practices and apply those to ethically address issues/concerns to the appropriate stakeholders in the related field either working in group setting and or individually.
- Critically analyse and evaluate contemporary accounting theories, and practices in local and international contexts.
- Demonstrate advanced scholarship in the accounting domain exhibit competencies in addressing strategic issues in the field of study and disseminate knowledge for a sustainable development.

#### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No | Module Name                                                                                        | Credits |
|--------|----------------------------------------------------------------------------------------------------|---------|
| 1      | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15      |
| 2      | Integrated Language Skills in English                                                              | 15      |
| 3      | Fundamentals of Business Management                                                                | 15      |
| 4      | Fundamentals of ICT                                                                                | 15      |
| 5      | English for General Reading and Writing                                                            | 15      |
| 6      | Professional Communication Skills in English                                                       | 15      |

|                      |                                    |            |
|----------------------|------------------------------------|------------|
| 7                    | Business and Entrepreneurship      | 15         |
| 8                    | Logical and Problem Solving Skills | 15         |
| <b>Total Credits</b> |                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No               | Module Name                                    | Credits    |
|----------------------|------------------------------------------------|------------|
| 1                    | Principles of Management                       | 15         |
| 2                    | Academic Reading and Writing                   | 15         |
| 3                    | Principles of Economics                        | 15         |
| 4                    | Introduction to Financial Accounting           | 15         |
| 5                    | Business Mathematics and Statistics            | 15         |
| 6                    | Cost Accounting                                | 15         |
| 7                    | Introduction to Human Resource Management      | 15         |
| 8                    | Introduction to Accounting Information Systems | 15         |
| <b>Total Credits</b> |                                                | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No               | Module Name                                      | Credits    |
|----------------------|--------------------------------------------------|------------|
| 1                    | English for Employability Skills                 | 15         |
| 2                    | Business Law & Taxation                          | 15         |
| 3                    | Management Accounting                            | 15         |
| 4                    | Advanced Accounting                              | 15         |
| 5                    | Foundation to Business Strategy                  | 15         |
| 6                    | Research Methods                                 | 15         |
| 7                    | Quantitative Techniques for Accounting & Finance | 15         |
| 8                    | Financial Reporting                              | 15         |
| <b>Total Credits</b> |                                                  | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No               | Module Name                                       | Credits    |
|----------------------|---------------------------------------------------|------------|
| 1                    | Advances in Accounting & Finance                  | 15         |
| 2                    | Audit & Assurance                                 | 15         |
| 3                    | Advanced Management Accounting                    | 15         |
| 4                    | Strategic Management                              | 15         |
| 5                    | Corporate Governance, Risk and Ethics             | 15         |
| 6                    | Corporate Finance                                 | 15         |
| 7                    | Finance for Small Medium Enterprises              | 15         |
| 8                    | Forensic Accounting / Islamic Banking and Finance | 15         |
| <b>Total Credits</b> |                                                   | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**10.1.3 BA (Honours) Finance**

**A) Programme overview**

The programme is designed for students who would like to be players in global financial markets, designing financial management strategies or providing financial advice to governments, companies or individuals. Finance students will have the opportunity to learn the principles and applications of financial analysis, management, securities analysis, portfolio management, risk management, international finance, and strategy.

**B) Graduates of this programme will be able to:**

- Understand the finance principles and financial environment and their impact in managing financial resources of a firm while dealing with the interlinked business functions.

- Apply finance and other cross functional knowledge and skills individually and as a group to find the solution considering the risk factors in a time constrained environment.
- Exhibit the scholarship in the domain of finance to show the awareness of the current practices in the field of finance while keeping the ethical considerations reflecting lifelong learning experience.
- Critically analyse the contemporary finance practices/ business environmental factors and come up with the solutions considering risk and ethical considerations.
- Evaluate a range of business concepts/models using scientific methods and apply subject specific skills to draw out feasible options for decision making.

### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

#### Modules in Second Year (Level 4)

| Sr. No       | Module Name                                   | Credits    |
|--------------|-----------------------------------------------|------------|
| 1            | Principles of Management                      | 15         |
| 2            | Principles of Economics                       | 15         |
| 3            | Business Mathematics and Statistics           | 15         |
| 4            | Introduction to Accounting Information System | 15         |
| 5            | Introduction to Financial Accounting          | 15         |
| 6            | Academic Reading and Writing                  | 15         |
| 7            | Introduction to Human Resource Management     | 15         |
| 8            | Fundamentals of Finance                       | 15         |
| <b>Total</b> |                                               | <b>120</b> |

#### Modules in Third Year (Level 5)

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Foundation to Business Strategy                  | 15         |
| 2            | Research Methods                                 | 15         |
| 3            | Business Law & Taxation                          | 15         |
| 4            | English for Employability Skills                 | 15         |
| 5            | Quantitative Techniques for Accounting & Finance | 15         |
| 6            | Financial Markets & Institutions                 | 15         |
| 7            | Managerial Finance                               | 15         |
| 8            | Financial Reporting                              | 15         |
| <b>Total</b> |                                                  | <b>120</b> |

#### Modules in Fourth Year (Level 6)

| Sr. No | Module Name                           | Credits |
|--------|---------------------------------------|---------|
| 1      | Corporate Governance, Risk and Ethics | 15      |
| 2      | Financial Engineering                 | 15      |
| 3      | Strategic Management                  | 15      |
| 4      | Corporate Finance                     | 15      |

|              |                                                     |            |
|--------------|-----------------------------------------------------|------------|
| 5            | Advances in Accounting & Finance (Dissertation)     | 15         |
| 6            | Security Analysis & Portfolio Management            | 15         |
| 7            | Finance for Small Medium Enterprises                | 15         |
| 8            | Islamic Banking and Finance / International Finance | 15         |
| <b>Total</b> |                                                     | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

#### 10.1.4 BA (Honours) Islamic Banking and Finance

##### A) Programme overview

The programme prepares students for careers in the Islamic Banking and Finance industry. The curriculum structure is designed to provide an opportunity to students to gain appropriate knowledge of Islamic Banking and Finance. The programme aims developing students analytical thinking skills and fosters creativity through which they develop effective strategies for core and contemporary issues related to Islamic Banking and Finance in both local and international contexts. The programme enhances the student's ability to apply theoretical knowledge to analyse and evaluate real-life Islamic Banking and Finance problems and recommend sustainable strategies.

##### B) Graduates of this programme will be able to:

- Understand the Islamic finance and banking principles and Islamic financial environment through established Islamic shariah principles, concepts, and its impact on the financial market practices in managing Islamic resources of a firm while dealing with the interlinked business functions to address and communicate business problems/opportunities to achieve excellence.
- Apply Islamic finance principles and & skills individually and as a group to analyse critically the given situation to find the solution considering the halaal and risk factors in a time constrained environment.
- Exhibit the scholarship in the domain of Islamic shariah to show the awareness of the current practices in the field of finance to address the issues/concerns of the different stakeholders while keeping the halaal and ethical considerations reflecting lifelong learning experience.
- Critically analyse and evaluate the contemporary Islamic finance and banking practices/ business environmental factors to address the finance management related problems and come up with the solutions considering risk and ethical considerations.
- Exhibit the ability to inquire the information by evaluating a range of Islamic concepts/models using scientific methods and apply subject specific skills to draw out feasible options for decision making.

##### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

##### Modules in First Year (Level 3)

| Sr. No | Module Name                                                                                        | Credits |
|--------|----------------------------------------------------------------------------------------------------|---------|
| 1      | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15      |
| 2      | Integrated Language Skills in English                                                              | 15      |
| 3      | Fundamentals of Business Management                                                                | 15      |
| 4      | Fundamentals of ICT                                                                                | 15      |



|                      |                                              |            |
|----------------------|----------------------------------------------|------------|
| 5                    | English for General Reading and Writing      | 15         |
| 6                    | Professional Communication Skills in English | 15         |
| 7                    | Business and Entrepreneurship                | 15         |
| 8                    | Logical and Problem Solving Skills           | 15         |
| <b>Total Credits</b> |                                              | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No               | Module Name                                | Credits    |
|----------------------|--------------------------------------------|------------|
| 1                    | Principles of Management                   | 15         |
| 2                    | Introduction to Financial Accounting       | 15         |
| 3                    | Academic Reading and Writing               | 15         |
| 4                    | Business Mathematics and Statistics        | 15         |
| 5                    | Principles of Islamic Economics            | 15         |
| 6                    | Conventional and Islamic Banking Practices | 15         |
| 7                    | Introduction to Human Resource Management  | 15         |
| 8                    | Shariah Law Fiqh & Usul Al Fiqh            | 15         |
| <b>Total Credits</b> |                                            | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No               | Module Name                                             | Credits    |
|----------------------|---------------------------------------------------------|------------|
| 1                    | English for Employability Skills                        | 15         |
| 2                    | Ethics and Governance in Islamic Financial Institutions | 15         |
| 3                    | Islamic Financial Markets & Institutions                | 15         |
| 4                    | Fundamentals of Islamic Finance                         | 15         |
| 5                    | Foundation to Business Strategy                         | 15         |
| 6                    | Research Methods                                        | 15         |
| 7                    | Islamic Banking Products and Services                   | 15         |
| 8                    | Financial Reporting for Islamic Financial Institutions  | 15         |
| <b>Total Credits</b> |                                                         | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No               | Module Name                                                                                            | Credits    |
|----------------------|--------------------------------------------------------------------------------------------------------|------------|
| 1                    | Corporate Governance, Risk and Ethics                                                                  | 15         |
| 2                    | Islamic Equity & Alternative Assets / Derivatives & Risk Management Practices in Islamic Finance       | 15         |
| 3                    | Strategic Management                                                                                   | 15         |
| 4                    | Corporate Finance                                                                                      | 15         |
| 5                    | Project- Islamic Banking and Finance                                                                   | 15         |
| 6                    | Finance for Small Medium Enterprises                                                                   | 15         |
| 7                    | Takaful                                                                                                | 15         |
| 8                    | Contemporary Issues in Islamic Banking and Finance / Wealth Planning and Management in Islamic Finance | 15         |
| <b>Total Credits</b> |                                                                                                        | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**10.1.5 BA (Honours) Marketing**

**A) Programme overview**

The programme is designed for students who are interested in dealing with people because people are in a constant change of flux in their needs, wants and desires.

This programme will develop an in-depth understanding of the theoretical base relevant to consumer behaviour, advertising and promotional activities, brand management, sales force management, retail marketing and related marketing decisions. It will enhance students' ability to apply theoretical knowledge to analysis and evaluation of marketing problems using appropriate market research techniques. The subjects covered include marketing

strategy and campaign planning, public relations, event management and journalism, and working across different media and technologies while skills such as analytical problem solving, teamwork, research and organising and communicating information receive great emphasis.

MUC has partnered with the Chartered Institute of Marketing (CIM) to give students the opportunity to gain professional qualifications through the CIM Graduate Gateway. A graduate of this programme is eligible to avail exemptions in one module each in L4 and L6, for a diploma in CIM.

**B) Graduates of this programme will be able to:**

- Demonstrate knowledge which reflects academic developments in the field of marketing.
- Acquire relevant cognitive and transferable skills such as creativity, planning, decision making and communication to excel in different specialisms related to marketing.
- Exhibit intellectual development and ability to solve real world problems and meet the challenges of the global workplace.
- Critically analyse and synthesise knowledge in the field of marketing that aids professional decision making in different contexts.
- Analyse research and show advanced scholarship, which are at the forefront of marketing discipline and make judgements about tools and techniques to work collaboratively and independently on marketing projects.
- Develop an understanding of how to measure the success of marketing efforts in different types of companies.
- Learn how to use digital tools and data to make effective marketing decisions.

**C) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No               | Module Name                                      | Credits    |
|----------------------|--------------------------------------------------|------------|
| 1                    | Marketing Communication and Media Management     | 15         |
| 2                    | Principles of Economics                          | 15         |
| 3                    | Business Mathematics and Statistics              | 15         |
| 4                    | Principles of Marketing                          | 15         |
| 5                    | Introduction to Accounting and Financial Control | 15         |
| 6                    | Introduction to Human Resource Management        | 15         |
| 7                    | Academic Reading and Writing                     | 15         |
| 8                    | IT Applications for Business                     | 15         |
| <b>Total Credits</b> |                                                  | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No               | Module Name                                                   | Credits    |
|----------------------|---------------------------------------------------------------|------------|
| 1                    | English for Employability Skills                              | 15         |
| 2                    | Legal Aspects of Business / Marketing for Tourism Hospitality | 15         |
| 3                    | Digital Marketing                                             | 15         |
| 4                    | Strategic Brand Management                                    | 15         |
| 5                    | Foundation to Business Strategy                               | 15         |
| 6                    | Research Methods                                              | 15         |
| 7                    | Consumer Behaviour                                            | 15         |
| 8                    | Customer Experience Management                                | 15         |
| <b>Total Credits</b> |                                                               | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No               | Module Name                                      | Credits    |
|----------------------|--------------------------------------------------|------------|
| 1                    | Project (Business Administration) (Dissertation) | 30         |
| 2                    | Strategic Management                             | 15         |
| 3                    | Retail Management                                | 15         |
| 4                    | International Marketing                          | 15         |
| 5                    | Technologies Shaping Global Markets              | 15         |
| 6                    | Strategic Marketing                              | 15         |
| 7                    | Entrepreneurship and Small Business              | 15         |
| <b>Total Credits</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**10.1.6 BSc (Honours) Business Analytics with Artificial Intelligence**

**A) Programme overview**

Today's businesses are driven by data. The influence of technology on all verticals of the business, namely human resources, sales, finance, manufacturing, and marketing, has created a volume of data based on which decisions have to be evolved. Hence, developing business analytics skills to infer and predict data is imperative. Graduates of this program will have career opportunities across the sector as business/data analysts and business consultants. Graduates of this programme develop a strong understanding of the core principles underlying data analytics and artificial intelligence and develop skills to manage and analyse data to make informed decisions.

**B) Graduates of this programme will be able to:**

- Understand the roles of data in the decision-making process and appreciate business analytics as a rationale approach in addressing a variety of business issues.
- Identify, choose and develop appropriate data models using relevant business analytics tools and techniques to address decision problems.
- Infer and apply the results to develop decisions/strategies to address varieties of managerial and non-managerial issues.
- Develop and implement strategies that are data-driven to optimise decisions.
- Use data/information ethically able be creative by developing sustainable fact-based solutions.

**C) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                          | Credits    |
|--------------|--------------------------------------|------------|
| 1            | Principles of Business Analytics     | 15         |
| 2            | Introduction to Programming          | 15         |
| 3            | Business Mathematics and Statistics  | 15         |
| 4            | Introduction to Financial Accounting | 15         |
| 5            | Principles of Management             | 15         |
| 6            | Principles of Marketing              | 15         |
| 7            | Principles of Economics              | 15         |
| 8            | Introduction to Predictive Analysis  | 15         |
| <b>Total</b> |                                      | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                                  | Credits    |
|--------------|----------------------------------------------|------------|
| 1            | English for Employability Skills             | 15         |
| 2            | Cyber Security and e-Commerce Law            | 15         |
| 3            | Digital Marketing                            | 15         |
| 4            | Social Media Analytics                       | 15         |
| 5            | Research Methods                             | 15         |
| 6            | Artificial Intelligence and Machine Learning | 15         |
| 7            | Big Data Analytics for Business              | 15         |
| 8            | Business Forecasting                         | 15         |
| <b>Total</b> |                                              | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Business Analytics - Project        | 30         |
| 2            | Strategic Marketing                 | 15         |
| 3            | Technologies Shaping Global Markets | 15         |
| 4            | Operations Management               | 15         |
| 5            | Enterprise Information Management   | 15         |
| 6            | Strategic and HR Analytics          | 15         |
| 7            | Analytics and Risk Management       | 15         |
| <b>Total</b> |                                     | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

### 10.1.7 BSc (Honours) E-Business

#### A) Programme overview

The programme is designed to give students employable skills that they can use within the growing field of E-business. Students will gain skills in research, communication, problem solving, contemporary business strategies, planning, management, supervision, and critical thinking. In addition, they will gain proficiencies of web page design, network administration, databases, systems analysts, and technical support. Hence, this programme provides a synthesis of business and information technology to evaluate instantaneously disseminated information via online resources, intranets, and various networks of information for the purposes of improved business communication.

#### B) Graduates of this programme will be able to:

The curriculum for the e-business programme includes relevant modules from business, accounting, IT and essential e-business. The curriculum design provides students with an adequate exposure to knowledge of core business areas and to apply Internet technology to make businesses more competitive and customer-service oriented. Graduates of this programme have an impetus in this sector with the focus on e-governance in Oman.

- The specific objective of the programme is to enable students to appreciate the e-Business environment both locally and internationally.
- The programme also aims to enable students to capitalise on the knowledge gained through the programme and enable their future work environment to integrate e-Commerce into their operations to achieve a competitive edge in the marketplace.
- Our goal is for our graduates to find career opportunities in e-commerce, Banking, Web-Design, e-government, Direct Marketing and Information System Management.

#### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

##### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | English Vocabulary in Use                                                                          | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

##### Modules in Second Year (Level 4)

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Academic Reading and Writing        | 15         |
| 2            | Business Mathematics and Statistics | 15         |
| 3            | IT Applications for Business        | 15         |
| 4            | Integrated Language Skills          | 15         |
| 5            | Introduction to Business Accounting | 15         |
| 6            | Introduction to Programming         | 15         |
| 7            | Principles of Management            | 15         |
| 8            | Principles of Marketing             | 15         |
| <b>Total</b> |                                     | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                      | Credits    |
|--------------|----------------------------------|------------|
| 1            | English for Employability Skills | 15         |
| 2            | Operating Systems                | 15         |
| 3            | Foundation to Business Strategy  | 15         |
| 4            | Digital Automation and Solutions | 15         |
| 5            | Database Management Systems      | 15         |
| 6            | Customer Experience Management   | 15         |
| 7            | Brand Communications             | 15         |
| 8            | Research Methods                 | 15         |
| <b>Total</b> |                                  | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Virtual Enterprises                 | 30         |
| 2            | E-Systems                           | 15         |
| 3            | Strategic Management                | 15         |
| 4            | Management Information System       | 15         |
| 5            | Project Management Methods & Tools  | 15         |
| 6            | Entrepreneurship and Small Business | 15         |
| 7            | Project (E-Business) (Dissertation) | 15         |
| <b>Total</b> |                                     | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

## 10.2 FACULTY OF INFORMATION TECHNOLOGY

The Faculty of Information Technology is committed towards providing state-of-the-art academic programmes in support of the local, regional, and global IT community. These programmes are strategically aligned and updated to enable graduates to adapt to the dynamic nature of the IT industry.

The programmes offered in the faculty are current and innovative and designed to develop students' cognitive and transferable skills besides subject knowledge. The programmes offered are:

- BSc (Honours) / DipHE Computing with 3 pathways
- BSc (Honours) / DipHE Computer and Internet Applications
- BSc (Honours) / DipHE Networking

### 10.2.1 BSc (Honours) Computing

#### A) Programme overview

The BSc (Honours) Computing Programme provides students the skills needed for the practical application of computing to areas typically found in industry. These include software engineering, information systems application related to banking, oil & gas sector. Graduates of this programme will be able to function as user advocates, as well as select, create, apply, integrate, and administer computing technologies in order to meet the needs of users within societal and organisational contexts.

The programme offers the following awards (pathways), to provide students with an opportunity to gain in-depth knowledge in their chosen area of specialisation.

- DipHE / BSc (Honours) Computing (Oil and Gas)
- DipHE /BSc (Honours) Computing (Banking Information Systems)
- DipHE / BSc (Honours) Computing (Software Engineering)

#### B) Graduates of this programme will be able to:

- Good understanding of the IT requirements and the ability to align IT services.
- Apply appropriate theory, tools, and techniques to analyse, design, and synthesise solutions to requirements in the domain.
- Evaluate, monitor, and enhance the development of students' analytical and critical evaluation skills & encourage creativity.
- Build problem solving skills and instil the desire for life-long learning.
- To give a well-rounded education that enables the students to conduct themselves as responsible professionals and global citizens who are aware of ethical issues, societal needs and problems.

#### i. DipHE / BSc (Honours) Computing – Oil & Gas Pathway

This pathway will equip students for a career in the domain of IT solutions and management in the oil and gas industry. Graduates of BSc (Hons) computing (oil and gas) pathway will be ideally positioned to acquire a job in the oil and gas industry among its IT solution providers. The program is the first of its kind and is specifically designed for students looking to gain the required competency to help fill a major skill gap within the oil and gas industry. The pathway will provide hands on experience with technologies like SCADA, sensor networks, industrial computing, SAP, business process management and industrial data networks.

#### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Programme Structure:**

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Computer Systems and Networking     | 15         |
| 2            | Mathematical and Statistical Skills | 15         |
| 3            | Introduction to Programming         | 15         |
| 4            | Academic Reading and Writing        | 15         |
| 5            | Introduction to Database Systems    | 15         |
| 6            | Digital Logic Design                | 15         |
| 7            | Systems Analysis and Design         | 15         |
| 8            | Data Structures and Algorithms      | 15         |
| <b>Total</b> |                                     | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                              | Credits    |
|--------------|------------------------------------------|------------|
| 1            | English for Employability Skills         | 15         |
| 2            | Cybersecurity Essentials                 | 15         |
| 3            | Business Process Management              | 15         |
| 4            | Local Area Networks                      | 15         |
| 5            | Industrial Data Networks                 | 15         |
| 6            | Supervisory Control and Data Acquisition | 15         |
| 7            | Business Data Analytics                  | 15         |
| 8            | Operating Systems                        | 15         |
| <b>Total</b> |                                          | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                      | Credits    |
|--------------|--------------------------------------------------|------------|
| 1            | Professional Project Management                  | 15         |
| 2            | Database Administration                          | 15         |
| 3            | Wireless Sensor Networks in Oil and Gas Industry | 15         |
| 4            | Data Warehousing and Data Mining                 | 15         |
| 5            | Enterprise Information Management                | 15         |
| 6            | Entrepreneurship and Small Business              | 15         |
| 7            | Technology Project (Dissertation)                | 30         |
| <b>Total</b> |                                                  | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**ii. BSc (Honours) Computing (Banking Information Systems)**

In today's digitally driven world, the banking sector is undergoing rapid transformation, and the need for skilled professionals who can navigate the intersection of technology and banking processes has never been greater. This unique pathway is designed to equip



students with the knowledge and skills required to excel in the dynamic field of Banking Information Systems. Advancements in banking and electronic banking technologies have enabled financial institutions to provide cutting-edge customer services, ensuring they remain competitive and capable of attracting and retaining customers. This pathway will prepare students for analysing, formulating, and implementing the diverse information technology solutions required in the banking sector. It will also equip students with knowledge about different electronic banking technologies, risk management and IT auditing specifically tailored for banking.

### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

#### Modules in Second Year (Level 4)

| Sr. No       | Module Name                               | Credits    |
|--------------|-------------------------------------------|------------|
| 1            | Introduction to Database Systems          | 15         |
| 2            | Computer Systems and Networking           | 15         |
| 3            | Mathematical and Statistical Skills       | 15         |
| 4            | Introduction to Programming               | 15         |
| 5            | Fundamentals of Finance                   | 15         |
| 6            | Systems Analysis and Design               | 15         |
| 7            | Academic Reading and Writing              | 15         |
| 8            | Conventional & Islamic Banking Principles | 15         |
| <b>Total</b> |                                           | <b>120</b> |

#### Modules in Third Year (Level 5)

| Sr. No       | Module Name                           | Credits    |
|--------------|---------------------------------------|------------|
| 1            | Legal Aspects of Business             | 15         |
| 2            | English for Employability Skills      | 15         |
| 3            | Developing Web Applications           | 15         |
| 4            | Cybersecurity Essentials              | 15         |
| 5            | Financial Markets and Institutions    | 15         |
| 6            | Business Data Analytics               | 15         |
| 7            | IT Research Methods                   | 15         |
| 8            | Islamic Banking Products and Services | 15         |
| <b>Total</b> |                                       | <b>120</b> |

#### Modules in Fourth Year (Level 6)

| Sr. No       | Module Name                                | Credits    |
|--------------|--------------------------------------------|------------|
| 1            | Database Administration                    | 15         |
| 2            | Professional Project Management            | 15         |
| 3            | eBanking Technology                        | 15         |
| 4            | Entrepreneurship and Small Business        | 15         |
| 5            | International Banking and FOREX            | 15         |
| 6            | Information System Audit & Risk Management | 15         |
| 7            | Technology Project (Dissertation)          | 30         |
| <b>Total</b> |                                            | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

### iii. BSc (Honours) Computing (Software Engineering)

This pathway provides the key technical skills needed to take up jobs in the software engineering domain. The information technology industry requires professionals with knowledge and awareness of modern computer techniques and programming skills. The need for high quality and reliable software is becoming increasingly vital as its use continues to grow both in general and in specific environments. The students will be able to understand and demonstrate the concepts of software engineering design aspects, software quality models, standards and methodologies used in the software industry. The students will also be able to develop an understanding of the principles, methods and best practices in software architecture, quality assurance and software testing in the information technology domain.

### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

#### Modules in Second Year (Level 4)

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Computer Systems and Networking     | 15         |
| 2            | Mathematical and Statistical Skills | 15         |
| 3            | Introduction to Programming         | 15         |
| 4            | Introduction to Database Systems    | 15         |
| 5            | Academic Reading and Writing        | 15         |
| 6            | Digital Logic Design                | 15         |
| 7            | Systems Analysis and Design         | 15         |
| 8            | Data Structures and Algorithms      | 15         |
| <b>Total</b> |                                     | <b>120</b> |

#### Modules in Third Year (Level 5)

| Sr. No       | Module Name                      | Credits    |
|--------------|----------------------------------|------------|
| 1            | English for Employability Skills | 15         |
| 2            | Object Oriented Programming      | 15         |
| 3            | Cybersecurity Essentials         | 15         |
| 4            | Mobile Application Development   | 15         |
| 5            | Operating Systems                | 15         |
| 6            | Software Requirement and Design  | 15         |
| 7            | IT Research Methods              | 15         |
| 8            | Developing Web Applications      | 15         |
| <b>Total</b> |                                  | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                                 | Credits    |
|--------------|---------------------------------------------|------------|
| 1            | Software Architecture and Quality Assurance | 15         |
| 2            | Enterprise Information Management           | 15         |
| 3            | Professional Project Management             | 15         |
| 4            | Parallel and Distributed Systems            | 15         |
| 5            | Emerging Software Techniques                | 15         |
| 6            | Entrepreneurship and Small Business         | 15         |
| 7            | Technology Project (Dissertation)           | 30         |
| <b>Total</b> |                                             | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**10.2.2 BSc (Hons) in Computer and Internet Applications**

**A) Programme overview**

The programme will equip students with necessary knowledge and skills for the existing and emerging challenges that a career in computing and Internet technology will entail. In addition, it prepares graduates to show a high quality of independent thought, flexibility and maturity based on a sound technical knowledge of the field. The students will be able to demonstrate knowledge of ecommerce architecture and applications, relevant security protocols and the applications in the domain. The students will have hands on experience in developing web applications aligned with standard principles and practice.

**B) Graduates of this programme will be able to:**

- To prepare students for employment at various technical positions in the domains like insurance, government, education, banking.
- To provide a balance between the theoretical and the practical aspects of computer applications;
- To give students a sound background for further studies leading to the award of an MSc degree;
- To equip the students with skills required for designing and developing applications in Information Technology;
- To give a well-rounded education that enables the students to conduct themselves as responsible professionals and global citizens who are aware of ethical issues and societal needs and problems;
- To engage the students effectively in oral, written, and graphical communications and to be comfortable in both interpersonal and public settings.

**C) Programme Structure**

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

**Modules in First Year (Level 3)**

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

**Modules in Second Year (Level 4)**

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Computer Systems and Networking     | 15         |
| 2            | Mathematical and Statistical Skills | 15         |
| 3            | Introduction to Programming         | 15         |
| 4            | Academic Reading and Writing        | 15         |
| 5            | Introduction to Database Systems    | 15         |
| 6            | Digital Logic Design                | 15         |
| 7            | Systems Analysis and Design         | 15         |
| 8            | Data Structures and Algorithms      | 15         |
| <b>Total</b> |                                     | <b>120</b> |

**Modules in Third Year (Level 5)**

| Sr. No       | Module Name                                  | Credits    |
|--------------|----------------------------------------------|------------|
| 1            | Human Computer Interaction                   | 15         |
| 2            | Object Oriented Programming                  | 15         |
| 3            | Cybersecurity Essentials                     | 15         |
| 4            | English for Employability Skills             | 15         |
| 5            | Operating Systems                            | 15         |
| 6            | Software Engineering Principles and Practice | 15         |
| 7            | Developing Web Applications                  | 15         |
| 8            | IT Research Methods                          | 15         |
| <b>Total</b> |                                              | <b>120</b> |

**Modules in Fourth Year (Level 6)**

| Sr. No       | Module Name                               | Credits    |
|--------------|-------------------------------------------|------------|
| 1            | Professional Project Management           | 15         |
| 2            | Database Administration                   | 15         |
| 3            | Enterprise Information Management         | 15         |
| 4            | Ecommerce Infrastructure and Applications | 15         |
| 5            | Data Warehousing and Data Mining          | 15         |
| 6            | Entrepreneurship and Small Business       | 15         |
| 7            | Technology Project (Dissertation)         | 30         |
| <b>Total</b> |                                           | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

**10.2.3 BSc (Hons) in Networking**

**A) Programme overview**

The programme will equip graduates with the necessary knowledge and technical skills needed to design, create, operate and maintain wired and wireless network infrastructure for modern distributed enterprise computer systems. It will also strengthen their awareness of Adhoc sensor networks, network security threats and be able to implement networking related configurations. The students will have hands-on experience in network administration and management as well as programming for Internet of Things. In addition, students will be taught on emerging technologies in networking.

**B) Graduates of this programme will be able to:**

- To prepare students for employment at various network administration/support positions in the industry or further studies;
- To provide a balance between the theoretical and the practical aspects of computer networks;
- To give a well-rounded education that enables the students to conduct themselves as responsible professionals and global citizens having awareness of ethical issues and societal needs and problems;

- To meet the growing demand for graduates with the necessary knowledge and technical skills needed to design, create, troubleshoot and maintain network infrastructure for modern distributed enterprise computer networks;
- To strengthen awareness for securing computer users and be able to enhance security of home and enterprise networks.

### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

#### Modules in Second Year (Level 4)

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | Computer Systems and Networking     | 15         |
| 2            | Mathematical and Statistical Skills | 15         |
| 3            | Introduction to Programming         | 15         |
| 4            | Introduction to Database Systems    | 15         |
| 5            | Academic Reading and Writing        | 15         |
| 6            | Digital Logic Design                | 15         |
| 7            | Systems Analysis and Design         | 15         |
| 8            | Data Structures and Algorithms      | 15         |
| <b>Total</b> |                                     | <b>120</b> |

#### Modules in Third Year (Level 5)

| Sr. No       | Module Name                           | Credits    |
|--------------|---------------------------------------|------------|
| 1            | English for Employability Skills      | 15         |
| 2            | Object Oriented Programming           | 15         |
| 3            | Cybersecurity Essentials              | 15         |
| 4            | Local Area Networks                   | 15         |
| 5            | Operating Systems                     | 15         |
| 6            | AdHoc Sensor Networks                 | 15         |
| 7            | Network Administration and Management | 15         |
| 8            | IT Research Methods                   | 15         |
| <b>Total</b> |                                       | <b>120</b> |

#### Modules in Fourth Year (Level 6)

| Sr. No | Module Name                         | Credits |
|--------|-------------------------------------|---------|
| 1      | Professional Project Management     | 15      |
| 2      | Internetworking                     | 15      |
| 3      | Programming for Internet of Things  | 15      |
| 4      | Emerging Technologies in Networking | 15      |
| 5      | Network Security                    | 15      |
| 6      | Entrepreneurship and Small Business | 15      |
| 7      | Technology Project (Dissertation)   | 30      |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

### 10.3 FACULTY OF ENGLISH LANGUAGE STUDIES

The Faculty of the English Language Studies offers two major independent academic programmes (Foundation and BA (Honours) English Language) and collaborates with the Faculty of Business Management and the Faculty of Information Technology to offer courses in their programmes. The faculty is constantly engaged in research and scholarly activities. It strives to coordinate between students' research, teachers' research and the areas of study for the degree. It also researches the growing needs of society. The programmes offered in the faculty are current and innovative and designed to develop students' cognitive and transferable skills besides subject knowledge. These programmes are:

- Foundation Programme
- DipHE/BA (Honours) English Language

#### 10.3.1 Foundation Certificate

##### A) Programme overview

The Foundation programme is a two-semester preparatory programme of one-year duration. Students are required to pass semester one modules before proceeding onto semester two.

##### B) Graduates of this programme will be able to:

The Foundation Programme is a bridging programme for the students with the Thanawiya to proceed to Degree or DipHE level study which is conducted in English Language. It equips students with the necessary study and academic skills required at undergraduate level.

##### C) Programme Structure

Students must satisfactorily complete 10 modules to be eligible for the award of the Foundation Certificate.

| Modules in semester 1 |                                | Modules in semester 2 |                                |
|-----------------------|--------------------------------|-----------------------|--------------------------------|
| S/No.                 | Module Name                    | S/No.                 | Module Name                    |
| 1                     | Vocabulary in Context (VC)     | 1                     | Academic Reading (AcR)         |
| 2                     | Grammar in Context (GC)        | 2                     | Academic Writing (AcW)         |
| 3                     | Study Skills (SS)              | 3                     | Research Skills (RS)           |
| 4                     | Information Technology 1 (IT1) | 4                     | Information Technology 2 (IT2) |
| 5                     | Basic Mathematics (BM)         | 5                     | Applied Mathematics (AM)       |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

#### 10.3.2 BA (Honours) English Language

##### A) Programme overview

The programme focuses on developing highly employable bi-lingual individuals with marketable skills for potential employers. Apart from its vocational applications, it provides candidates with rigorous intellectual education, valuable in training them to analyse perceptively and critically, to reason effectively and express themselves clearly and rationally. Professions that require expertise in English Language include, but are not restricted to Translation, Journalism and the Media, Publishing, Human resources, Communications and Education.

##### B) Graduates of this programme will be able to:

The benefits of the degree are not confined to the acquisition of high-level English language communication skills. A glance at the structure of the degree will confirm that graduates

from the programme will also have attained deep knowledge about the English language, and, in this way, developed the intellectual depth and critical skills expected of any graduate. Such thinking skills are potentially transferable to any work situation requiring judgement, problem-solving or evaluation.

### C) Programme Structure

Students are required to pass 8 modules, totalling to 120 credits in each year (each level). Students must complete 360 credits (24 modules) for a Diploma in Higher Education and 480 credits (32 modules) for a BA (Honours) degree.

#### Modules in First Year (Level 3)

| Sr. No               | Module Name                                                                                        | Credits    |
|----------------------|----------------------------------------------------------------------------------------------------|------------|
| 1                    | Omani Culture & Civilization (Non-Arabic Speakers) / Arabic Language and Society (Arabic Speakers) | 15         |
| 2                    | Integrated Language Skills in English                                                              | 15         |
| 3                    | Fundamentals of Business Management                                                                | 15         |
| 4                    | Fundamentals of ICT                                                                                | 15         |
| 5                    | English for General Reading and Writing                                                            | 15         |
| 6                    | Professional Communication Skills in English                                                       | 15         |
| 7                    | Business and Entrepreneurship                                                                      | 15         |
| 8                    | Logical and Problem-Solving Skills                                                                 | 15         |
| <b>Total Credits</b> |                                                                                                    | <b>120</b> |

#### Modules in Second Year (Level 4)

| Sr. No       | Module Name                     | Credits    |
|--------------|---------------------------------|------------|
| 1            | Introduction to Linguistics     | 15         |
| 2            | Academic Writing in English     | 15         |
| 3            | Language and Society            | 15         |
| 4            | Principles of Translation       | 15         |
| 5            | Varieties of English            | 15         |
| 6            | English Language and the Media  | 15         |
| 7            | English Phonology and Phonetics | 15         |
| 8            | Intensive Academic Reading      | 15         |
| <b>Total</b> |                                 | <b>120</b> |

#### Modules in Third Year (Level 5)

| Sr. No       | Module Name                                    | Credits    |
|--------------|------------------------------------------------|------------|
| 1            | Corpus-based English Study                     | 15         |
| 2            | Language Through Literature                    | 15         |
| 3            | English Syntax                                 | 15         |
| 4            | Critical Reading and Writing Skills in English | 15         |
| 5            | Fiction in English                             | 15         |
| 6            | Semantics and Pragmatics                       | 15         |
| 7            | English Research Methods                       | 15         |
| 8            | Language and Technology                        | 15         |
| <b>Total</b> |                                                | <b>120</b> |

#### Modules in Fourth Year (Level 6)

| Sr. No       | Module Name                         | Credits    |
|--------------|-------------------------------------|------------|
| 1            | English Project (Dissertation)      | 30         |
| 2            | Theories of Language Learning       | 15         |
| 3            | Spoken Discourse                    | 15         |
| 4            | Entrepreneurship for Small Business | 15         |
| 5            | Written Discourse                   | 15         |
| 6            | Second Language Acquisition         | 15         |
| 7            | Drama in English                    | 15         |
| <b>Total</b> |                                     | <b>120</b> |

*\*Please note that modules may be replaced or changed after approval by the University of Bedfordshire, based on programme reviews from time to time. This is to enhance the learning outcomes according to changes in the environment/subject/discipline, in accordance with the College's quality assurance systems. In such cases, students will then take the equivalent new module.*

## APPENDIX A: EXAMINATION INVIGILATION

### 1. Once students have entered the examination room invigilators need to carry out the following procedures

- 1.1 Students must not be allowed to enter an examination room carrying loose course materials i.e. books or folders. All students' personal belongings should be placed inside their personal bags or rucksacks before entering the examination room.
- 1.2 Ensure that the only items on students' desks are the materials they need to complete the assessment, which may include non-scientific calculators, Student ID card, and mobile phones which must be SWITCHED OFF. All baggage must be placed at the front of the examination room.
- 1.3 If a student's name does not appear on any of the registers provided, the student must be sent to the Examinations Officer. If a student produces a receipt accompanied with the appropriate photo ID (preferably the student's current college ID card), invigilators must allocate a seat and add their name and reference number to the bottom of the register by hand. This receipt should be attached to the examination register.
- 1.4 Ensure that all students produce their current college ID card and that it is placed on their tables. When students sign the attendance register the invigilator must check students against the photo on the ID card. Students who do not have any appropriate photo ID with them and if none of the invigilators can confirm his/her identity, he or she must be sent to the Head of Registry Systems and Examinations office, who will provide the student with the required verification of identity. The student must be allowed to continue with the assessment only if s/ he has been identified to the student whose name appears on the register.
- 1.5 Invigilators will distribute question papers when all students are seated, having instructed students not to read the questions until authorised to do so.
- 1.6 Invigilators will read aloud the instructions to candidates provided in Appendix 1 immediately prior to the start of the examinations.
- 1.7 Students may be allowed a maximum of 15 minutes reading time for written examinations. During the reading time, students may write on the examination question paper, but may not write in the answer booklets. Answer booklets may be distributed towards the end of the reading time. Where reading time is to be allowed for a particular examination, the time published on the examination timetable should denote the commencement of the reading time.

### 2. During examinations

- 2.1 Students may only be permitted to enter the exam room during the first hour of the exam or up to half of the assessment time, whichever is the smaller, and only if no other candidates have left the room. Where a candidate arrives late his or her exam script should be annotated with the time of arrival. No extra time is awarded to late arrivals.
- 2.2 Students will only be allowed extra time at the end of an exam, if the Examination Officer decides that due to extraordinary circumstances an exam was unable to start on time.



- 2.3 Students are not allowed to borrow stationery from fellow students.
- 2.4 Students must use a pen to answer examination questions, except when producing graphs, tables, or diagrams.
- 2.5 Students must write the correct question number for each answer. Any answer without mentioning the respective question number will not be considered for grading.
- 2.6 Students must not remove staples from the question paper or answer booklet.
- 2.7 Invigilators will remind students of the time remaining at regular intervals and towards the end of the examination.
- 2.8 Students are not permitted to leave the examination during the first hour, or the first half of the assessment time, whichever is the smaller.
- 2.9 Misconduct – In the events that invigilators suspect a candidate of misconduct, they must politely but firmly challenge the candidate. Care must be taken to cause as little distress to the concerned candidate, and other candidates as possible. The candidate may be allowed to continue with the examination.
- 2.10 After doing so, the senior invigilator must fill out the misconduct report form. Any evidence apprehended such as crib notes etc. must also be attached. The misconduct report form must be handed over to the Examinations Officer.
- 2.11 The senior invigilator must also note on the answer script of the concerned candidate the time of the incident with his/her signature, before the candidate is allowed to continue with the examination.

**3. On completion of examinations, the invigilator must:**

- 3.1 Announce to all students that they should remain seated until all scripts have been collected.
- 3.2 Remind students to leave quietly as other candidates may still be sitting their exams.
- 3.3 Ensure the exam room is returned to a state of good order. In particular all exam furniture is replaced.
- 3.4 All invigilators will be required to assist the senior invigilator to check that scripts for all candidates present have been accounted for.
- 3.5 The senior invigilator should complete a report in respect of the exam session. The report should include all incidents that have occurred, either during or immediately prior to the exam session, which may have had an effect on candidates' performance. A copy of this report is sent with the scripts to the marker.
- 3.6 The senior invigilator should return annotated registers, unused question papers and all scripts to the Examinations Officer where he/she will be required to book them in and verify that the number of scripts being handed in is the same as the number of candidates recorded as present.

**4. What to do if the fire alarm sounds**

Do not evacuate until told to do so by the person responsible for policing the examination. If the emergency is real the problem will be identified quickly and students will be requested to leave the premises in an orderly fashion, leaving the examination scripts and other materials behind.

**5. What to do in the case of a medical emergency**

One invigilator must contact the Examinations Officer and the College nurse as soon as possible. The Examinations Officer and Programme Managers need to ensure that the College nurse is aware of when and where examinations are taking place.

**6. What to do if a student needs to visit the bathroom**

If a student needs to visit the bathroom during an exam a female invigilator for a female student and male invigilator for a male student, will escort the student to the bathroom and back to the examination room.

**7. Students with Special Needs**

Students with special needs should report to the Examinations Officer/Programme Manager 30 minutes prior to the start of the examination who will inform them of the arrangements that have been made for them.

## APPENDIX B: HEALTH, SAFETY, SECURITY AND ENVIRONMENT POLICY

MUC is fully aware of its responsibility of ensuring students, staff and visitors find themselves in a secure, healthy and safe environment when visiting or working at MUC's campus. The policies and procedures laid out in this document have been designed to guarantee that this occurs.

### 1.1 Campus

A team of Security Guards are employed 24 hours a day using a shift system to ensure that the College campus remains safe and secure.

### 1.2 CCTV

The College has a complete CCTV system of more than 50 cameras in place that monitor and record events that occur in and outside buildings. CCTV coverage is monitored by the Security and Safety Officer.

### 1.3 Car Parking

MUC maintains a close relationship with the Royal Oman Police (ROP). The ROP are called to the campus if and when required to deal with vehicle incidents

### 1.4 Hostels

Security Guards are employed 24 hours a day using a shift system to ensure that the Hostels remain safe and secure.

### 1.5 Medical Facilities

MUC has a contract with a local healthcare provider which provides a fully qualified nurse, available in the College's clinic Sunday to Thursday, 08.30am -4.30pm, to attend to students' and staff medical needs. At other times, calls to the clinic are automatically directed to the healthcare provider which is contracted to respond accordingly. There is a dedicated driver to provide transport to a medical facility for students in the hostel when required. All staff and students are made aware of the College procedures for a medical incident or emergency. Medical insurance is provided to staff and there is general insurance cover for all staff, students and visitors to the campus.

### 1.6 Cafeteria

The College maintains Muscat Municipality approval that the cafeteria meets national health and safety regulations. Municipality officials pay regular visits to the cafeteria to check on how food is prepared and displayed, as well as to ensure that fire and safety measures are being observed. The College conducts regular checks on the cafeteria (normally weekly) to monitor standards of food preparation, hygiene, and food expiry dates.

### 1.7 Campus Cleaning and Maintenance

The College has a contract with a company that provides a team of staff that clean and maintain the College buildings, the campus and the hostel, six days a week. The team includes a supervisor who reports to the College Facilities Supervisor.

### 1.8 Smoking

The College strictly adheres to article 16 of resolution 33/2010 of the Omani law regarding smoking in public places. Smoking is strictly prohibited on campus and signs are displayed around the campus warning that if anyone is caught smoking, they are liable to be fined RO100-RO300.

**1.9 First Aid**

There are First Aid kits in the Clinic and each of the College’s buildings. The Head of Admin & HR, the Health and Transportation Officer and a minimum of five other staff are qualified first aiders.

**1.10 Campus Events**

Once an open forum event has been arranged, the Police are informed of when and where it will take place. The Head of Administration and HR seeks their advice in ensuring that the event will pass safely for all participants.

**1.11 Fire Safety Equipment**

All fire safety equipment, including fire extinguishers, fire exits and fire alarms, is checked on a weekly basis by the Security and Safety Officer and it is also checked for compliance with national requirements every six months by an external contractor which provides a report on its findings and a certificate of compliance.

**1.12 Fire/Evacuation Drills**

The College conducts at least one evacuation drill during each semester. During the course of the academic year this exercise includes all College buildings and student groups.

**1.13 Fire Wardens**

Two trained Fire Wardens are identified for each floor of each building on MUC’s campus. Their names are posted on each floor.

**1.14 Vehicle Maintenance**

The Security and Safety Officer is responsible for ensuring all College vehicles are maintained and serviced regularly. Contracted transport services that the College uses (including buses for hostel students) meet the relevant requirements of the Ministry of Higher Education, Research and Innovation and the ROP. The Security and Safety officer checks and keeps a record of the roadworthiness of all the College’s vehicles once a week.

**1.15 Pandemics**

In the case of pandemics or similar situations, the Chair of SPRM will take the lead. The SPRM, in accordance with its terms of reference, will meet in emergency session and take action to mitigate risks in accordance with any applicable national directives, as was the case during the COVID-19 Pandemic.

**1.16 The Environment**

The College makes every effort to preserve natural resources and avoid activities which impact the environment negatively. Measures include efficient use of water and electricity, proper disposal of waste including food waste, plastics and wastewater, and responsible disposal of unwanted electronic equipment. The College strives for continuous improvement in promoting environmental sustainability.

In case of any incidents they may be reported to the Head of Admin & HR using a digitized standard form which classifies the incident and provides relevant details. The SSAR or the AHR department may assist you in reporting any such incidents.