UNDERGRADUATE STUDENT HANDBOOK

ACADEMIC YEAR
2025 - 2026

Contents

Table of Revision:

Section	Nature of revision	Purpose of revision	Approved by
1.1.2	Reaccreditation included		QAEC
1.2	Vision updated	New Strategic Plan 2025-2030	QAEC
1.3	Mission updated	New Strategic Plan 2025-2030	QAEC
1.4	Values updated	New Strategic Plan 2025-2030	QAEC
2.2	RPL should be used consistently	consistency	QAEC
4.2	Turnitin submission guidelines	guidelines approved by QAEC and part of the Written Assessment Policy	QAEC
4.3.	student undertaking for plagiarism and AI included	sub-sections 4.3.8 and 4.3.9	QAEC
4.4.6	Late submission of assessments	Process for acceptance included	QAEC
4.5.13	Attendance Block	Process for obtaining permission slip included	QAEC
4.6	Bachelor students exiting with diploma not allowed	Registered students with bachelor degree to exit with diploma not allowed with more than 30 credit in level 6	QAEC
4.6.15	Students who arrive late for exams	Rewritten for clarity	QAEC
5.7.7	AI guidelines	Guidelines on the use of Generative AI in Assessments included	QAEC
8.1	Student Services and Guidance Department	Department name changed	QAEC
9.3	Entry requirements	Reworded	QAEC
9.4	Visa requirements	Reworded	QAEC
10	Programme Information updated	Programme objectives reworded (FoBM, FoIT, FoELS)	QAEC

SECTION I: Overview

1.1   Introduction

This Student Handbook is here to support you on your journey from now until graduation. This handbook will provide you clear information about requirements and the resources available to help you succeed in your academic journey.

1.1.1. Majan University College (MUC) was established in 1995 as the first private Higher Education in Oman. MUC is an accredited College of the University of Bedfordshire, United Kingdom.

1.1.2. Majan University College became the first higher education institution in Oman to achieve institutional accreditation from the Oman Academic Accreditation Authority (OAAA) in December 2017. In September 2024, it reaffirmed its leadership by being the first to be successfully reaccredited by the Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA).

1.1.3. The University of Bedfordshire (UoB) is the awarding body for Majan's undergraduate programmes, which are fully aligned with the University's academic regulations and requirements. All academic decisions—including those on 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 a moral and ethical duty to follow the regulations, policies, and standards that ensure its smooth operation while protecting the rights and freedoms of everyone in its community—students, staff, and the wider society.

1.1.6. MUC reserves the right to make changes at any time that may affect tuition and other fees, degrees and programmes offered, academic requirements and policies, as well as student regulations.

We wish you a productive and enjoyable learning experience in the College.

Have a great year!

1.2   Vision

To be a higher education institution that excels in education and knowledge creation, transforms the future, and contributes to national development.

1.3   Mission
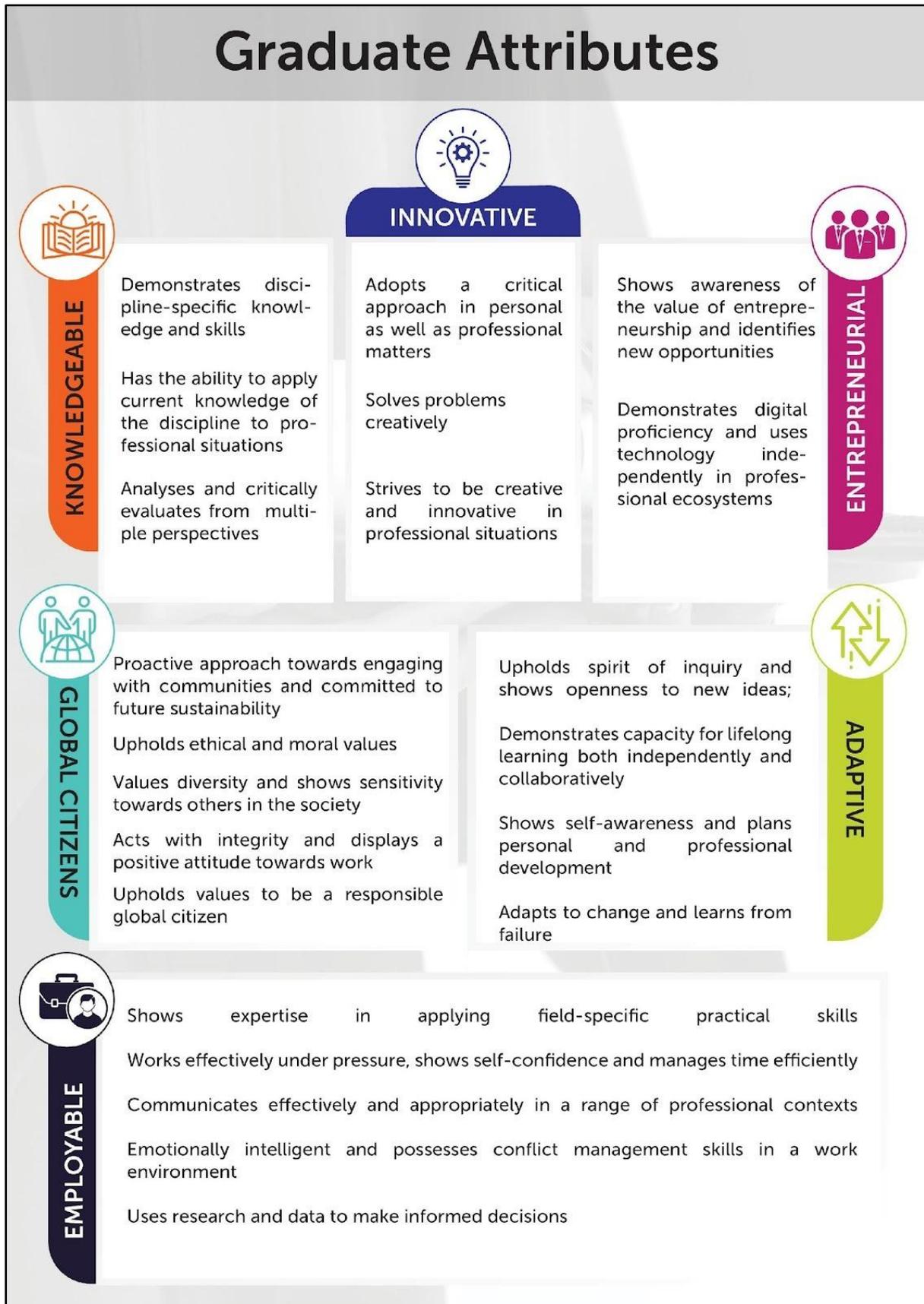
To provide world-class education, foster innovation and advance knowledge through research and collaboration, empowering students and the community to contribute to national development and shape a sustainable future.

1.4   Values

- Excellence
- Integrity
- Creativity
- Inclusiveness
- Sustainability

1.5   Graduate Attributes

Graduate Attributes

INNOVATIVE

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

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 Both local and international communities, including employers, expect graduates to show initiative, commitment, and the skills needed for lifelong learning and development.

1.6.2 As a student, you are responsible for your own learning and for helping to create a campus environment where everyone can grow and succeed.

1.6.3 All students—whether part-time or full-time—are held to the same admission standards, rules, and degree requirements. Being a part-time student does not mean different treatment, regardless of work or other commitments.

1.6.4 All students -part time and full time- are encouraged to build connections with their peers, faculty members, and especially their Academic Advisors, as these relationships are an integral part of the College experience.

1.6.5 All students are expected to read widely for their assessments, think independently, and communicate effectively through analysing, evaluating, and applying subject concepts. Your success in meeting this challenge will shape how well you do in your studies.

1.6.6 At MUC, student-cantered learning. You should not expect to rely only on your lecturers for all information. Instead, you are expected to take an active role in the learning process and take responsibility for your own progress.

1.6.7 Developing your English language skills is central to your success at MUC and beyond. Using English in all your campus interactions will build your confidence and help you grow academically and professionally. Students who actively promote English through clubs and activities will be supported and recognised for their efforts.

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. Students transferring from other higher education institutions (in Oman or abroad) may be awarded credits through the Recognition of Prior (Certificated) Learning (RPL) process. RPL grants credits for modules successfully completed as a part of previous courses, certificated and work experience are not considered equivalent to academic modules under MoHERI regulations in Oman

2.2.2. Students may apply for RPL exemption only **before commencing their programme of study, not after enrolment**. Accordingly, no exemption will be granted for courses completed elsewhere once a student has registered for a programme at MUC.

2.2.3. For non-precedent cases, RPL decisions require approval from the University of Bedfordshire. Precedent cases will be reviewed and confirmed by the RPL committee in the College.

2.2.4. RPL 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 awards divisions are determined exclusively by modules studied and assessed at MUC. **Grades obtained through RPL from other awarding bodies are not recognised by either the College or UoB.**

2.3 Awards

2.3.1 The undergraduate scheme (Diploma/Degree) awards are determined on the basis of the following credit requirements:

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 a 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 For all programmes, students may register either for the **Diploma in Higher Education or the Bachelors with Honours.**

2.4.2 At the time of admission, students must inform the Director of Studies/Programme Manager of their choice. Those intending to obtain a Bachelor's degree are required to register specifically for the Bachelors with Honours award.

2.4.3 To be awarded the Diploma, students must be formally registered for this award. Those enrolled in the Bachelor's programme are not automatically eligible for a Diploma.

2.4.4 Students registered on the Bachelor's/Degree programme **CANNOT** receive a Diploma certificate while still pursuing the Bachelor's degree. However, they may request to exit with a Diploma upon completing Level 5. Such a request may be denied, if the student had earned more than 30 credits at Level 6.

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	PT	FT	PT	FT	PT	FT	PT
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 up to **one academic year,** with the approval of the Head of Faculty and the Deputy Dean (Academic Affairs). Requests must be formally submitted to the Admissions and Registry Department. No assessments may be submitted during the deferral period, except for resits. In exceptional circumstances, deferral may be extended for a maximum of three years with the required approvals.

2.6 Structure of Academic Year

2.6.1. The academic year is structured into two semesters. Each semester consists of twelve weeks of teaching and three weeks of in course and final assessments.

2.6.2. In-class tests are normally held between Weeks 7 and 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 is normally provided before the end-of-semester examinations.

2.7 Opening Time

2.7.1 MUC operates 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 may be scheduled at any time within these hours, though teaching for full time students normally conducted from 8.00 a.m. until 5:00 p.m. and teaching for part-time students 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). Access to certain rooms, equipment, or facilities to times when academic or technical staff is present.

2.7.3 In some cases, classes may also be scheduled between 3.00 p.m. and 8.30 p.m.

2.8 Director of Studies / Programme Manager

2.8.1 If you encounter an academic issue or enquiry that cannot be resolved by the lecturer responsible for the module, you should consult the Programme Manager/Director of Studies or your academic advisor.

2.8.2 for any matter that remains unclear, you are encouraged to contact your Academic Advisor or the Faculty 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   Forthnightly meetings with your Academic Advisor, either as a group or individually are compulsory. Attendance and brief records of these meetings will be maintained electronically. You may 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 that you would like to change the Academic Advisor for personal reasons, you may discuss and request the change 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 You are normally required to maintain a minimum of 80% attendance in all modules. If your attendance falls below this threshold, you may not be allowed to do the final assessments (i.e. final examinations, final assignment, final presentation, final vivas, etc.) and any submitted assessment will not be marked.

2.10.3 In cases of exceptional mitigating circumstances, such as medical reasons, up to 30% absenteeism per module may be allowed provided it is agreed to by your Head of Faculty and the Deputy Dean (Academic Affairs). Students with long-term health issues or other mitigating circumstances must 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 teaching week of 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 may complete their registration through MOVE. The online registration link is available under Majan Online – Online Registration on MOVE, as well as on the College website.

3.2.4.2   After logging in, follow these steps:
   i.   Update your personal details – mobile number, personal email ID and passport number.
   ii.   review and confirm your registered Award, Programme, Level, Mode of Study and the modules you have passed to date of registration.
   iii.   view the modules available for registration, including those with resits, retakes, or deferrals.

      iv.   Register the modules that you intend to study in the current semester.

      v.   note that resit modules will be automatically registered by the system.

      vi.   You need to accept the Agreement of Student Undertaking.

      vii.   Click submit to complete your registration.

3.2.4.3   On completion of the registration process, you will receive a confirmation mail.

3.2.4.4   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.

3.2.4.5   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   You must surrender your previous ID card to the Admissions and Registry Department when requesting a new one.

3.3.2   Students must carry their current ID cards at all times while on campus.

3.3.3   All College staff have the right to ask any student to produce their ID card for verification at any time.

3.3.4   Students will not be allowed into any examination if they do not have their current ID cards with them.

3.3.5   The ID card provides students access to the library and all teaching facilities.

3.3.6   If you lose your ID card you will be required to pay an administrative fee for a replacement card 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   Module Change

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 and Pathway Change

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   Students sponsored by MoHERI and other sponsors must obtain prior approval from their sponsor before requesting any change to their programme of study. MUC will not process programme changes without official sponsor approval.

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 may advise you to 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 of 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 Admissions and 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 must submit a withdrawal request form within two weeks from the start of teaching in that semester. Unless the Admissions and Registry Department is formally notified by email, your enrolment will remain active, and fees will continue to be charged.

3.8.2   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.

3.8.3   If you withdraw between 2-4 weeks from the start of teaching, 50% of your paid fees will be refunded (excluding registration fees).

3.8.4   If you withdraw after 4 weeks from the start of teaching, no refund will be made.

3.8.5   The RPL Fee is **not refundable**.

3.8.6   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 an important tool to develop your skills of critical thinking, and understanding of wider issues, communication, analysis and self-management, which are important 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, based on critical analysis 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 while 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   You may take note of the Turnitin Submission Instructions, when submitting your assignments:
a)   Convert your PowerPoint file to PDF before uploading.
b)   PowerPoint files with the **.pptx** extension that use **non-standard fonts** are **not** fully supported by Turnitin. To ensure your .pptx file is processed correctly, use only **standard fonts** included in PowerPoint: Arial, Times New Roman, Calibri, Verdana, Tahoma, Georgia, Helvetica
c)   Submit your assignment at least one day before the final deadline. This allows sufficient time to address any unexpected technical problems with your submission or file.

4.2.7   Written work (for example an assignment) should be submitted via Turnitin link on MOVE. The submission link on MOVE will be open, a week prior to the submission due date.

4.2.8   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

4.2.9   The last submission, within the deadline, will be considered as your final submission.

4.2.10. 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.

4.2.11   The 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.

4.2.12   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.

4.2.13   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 assignments

4.3.1   The assignment description will be uploaded on the module's MOVE page by your lecturer. You are responsible for downloading 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 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 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.

4.3.6 It is your responsibility to ensure that the correct file is uploaded on MOVE and no excuses for submitting wrong files will be accepted.

4.3.7 You are required to read and understand the undertaking prior to the submission of your assignment to acknowledge the ownership of your work submitted on Turnitin: "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.

4.3.8 You are also required to confirm the use of AI tools / applications for writing their assignments: *If you have used any generative AI tools in your assessment, you need to ensure that this is very clearly flagged in the assignment cover sheet. However, these tools should NOT be used to write/produce content related to assessments as this leads to an Academic Offence, and your submission will be referred to the Academic Integrity Committee*.'

4.3.9 In the 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 lecturer.

4.3.12 Assessment grades/marks will be considered 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, in case 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 assessments

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, will not ordinarily be accepted as good cause of 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 In case of delay in submitting your coursework due to technical error or an emergency situation (medical, death, work commitments), you may send an email and/or meet your module lecturer along with the supporting evidence. The faculty will present your case to the Quality Assurance and Enhancement Committee. Decisions are taken based on the case and circumstantial evidence provided by students.

4.4.7 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 Officer will inform you of the dates for assessments (in-class tests, examinations, assignment submission, viva and presentations) taking place during the semester.

4.5.3   The dates for the in-class tests will be uploaded on MOVE and MyMajan App.

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 noticeboards, MOVE and MyMajan App for the published timetable, and for any changes announced.

4.5.5   You must ensure that you are available to attend all assessments, whether scheduled during the semester, 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 Admissions and Registry Department immediately. If required, the Admissions and 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. Alternatively, you may contact the Registry Department to provide you the permission slip to attend the exam.

4.5.12 Normally MUC allows students to attend an examination, if they have not cleared their fees.

4.5.13 In case students do not meet the required attendance percentage in a module, s/he is blocked from attending the end of semester examination. You may provide the necessary documents to support your absence. You may / may not be excused depending on the evidence provided. In case of assignment, you may be allowed to submit, however you may not be awarded marks due to low attendance.

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's 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 ID 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 the answer booklet.

4.6.7   The list of students to be seated in each room is posted in the reception area of all MUC blocks. You should find out which room you are assigned to before the start of the examination.

4.6.8   It is your responsibility to sit in the examination room allocated to you. If you are in the wrong room, you will be asked to leave and directed to the correct one, accompanied by the HoRSE or an invigilator.

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 other students in the examination hall.

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 to check 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 for 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 the exam time. *Unless there are exceptional circumstances*

4.6.15   Students who arrive late, but within half of the examination duration or one hour (whichever is shorter), may be allowed to take the examination under exceptional circumstances, subject to the approval of the Deputy Dean (Academic Affairs), provided that no student has left the examination hall after half of the allotted time.

4.6.16   Students who arrive late, but after half the exam time or one hour (whichever is shorter), may only be permitted to take the examination under exceptional circumstances subject to approval from the Deputy Dean (Academic Affairs), provided no student has left the examination hall after half the allotted time. No extra time will be given to latecomers unless there are exceptional circumstances.

4.6.17   Only materials approved by the invigilators and indicated on the examination paper may be taken into the examination hall. All other materials must be deposited at the designated place immediately upon entering the examination hall.

4.6.18   You are not permitted to remove from the examination room any answer scripts or other paper provided for use during 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 work, unused examination stationery or other materials.

4.6.20 During an examination, you are not allowed to communicate 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 (academic offence).

4.6.24 Students must us a blue or black 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 ala.rm 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 Faculty 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   No Mitigating Circumstances will be accepted for level 6 project, after the submission date.

4.7.5   Mitigating Circumstances requests for resit examinations/assessments will not be accepted for granting further resit opportunities, unless it is an exceptional circumstance and will be thoroughly verified before considering.

4.7.6   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 send it by e-mail.

4.7.7   Only one Mitigating Circumstances application for non-attendance on any of the above grounds will be accepted.

4.7.8   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.

4.7.9   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 is committed to supporting all students to succeed in their assessments. However, as an educational institution, it must uphold high standards and ensure full compliance with academic regulations, in line with the requirements of the University of Bedfordshire in the conduct of assessments.

4.8.2 All lecturers mark assessments fairly and accurately, using pre-set marking schemes for each assessment that have been 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 moderated by External Examiners to ensure fairness and compliance with international standards.

4.8.5 Students cannot request a pass on personal, social, or financial circumstances. A pass is granted solely on the strength of the academic work submitted, in line with the regulations. No student can be awarded a pass if their work does not meet the required standards and regulations.

4.8.6 No appeals or complaints from students that challenge the academic judgement of examiners will be accepted.

4.8.7 The nature of an assessment cannot be changed for any student (e.g. from an examination to an assignment) except in specific circumstances, such as special needs requirement or chronic illness. Any such change must be approved by the MUC Quality Assurance and Enhancement Committee.

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% (+/-)	More than 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 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 and the appeals committee in case of any mitigating circumstances and maladministration.

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 through the academic feedback form. The module tutor will guide them 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 of 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 on their results from the Admissions and Registry Department and cannot claim / argue that their friends or anyone else misinformed them of their results.

4.10.10 Graduating students will be given their notification of a 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 the exceptions to the BA (Honours) in Finance and BA (Honours) Accounting, BA (Honours) Islamic Banking and Finance).

4.11.3 The project module is spread over two semesters. Once you have started or completed the first semester of the project, you cannot 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.

4.11.4 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.

4.11.5 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.

4.11.6 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.

4.11.7 In general terms, the timing of the Project research and writing is detailed in the Project Handbook.

4.11.8 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.

4.11.9 For the BA (Honours) Accounting, BA (Honours) Islamic Banking and Finance and BA (Honours) 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	PASS	First 1st	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	30-39	Marginal Fail	FAIL		
F	25-29	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 programme 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 in the immediate semester that follows.

5.2.5 The grade for 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, you will be given a resit opportunity and 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

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, 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, 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).

Mark Band %	Grade Letter	Award Classification	
		Bachelors (Honours Degree)	Foundation Degree / Diploma in Higher Education
80-100	A+	First 1st	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 3rd	
44-46	D		
40-43	D-		

GPA Equivalence for bachelor's 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 Degree

- 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 below tables to understand calculation of final classification.

Classification categories for Diploma in Higher Education		
Marks	**Classification**	
70 - 100	Distinction	
60 - 69.99	Merit	
40 - 59.99	Pass	
Sample calculation for all DipHE students		
Modules with highest credits	**GP Weight**	**GP value**
Level 5 - Module 1	60 x 1	= 60
Level 5 - Module 2	51.5 x 1	= 51.5
Level 5 - Module 3	48 x 1	= 48
Level 5 - Module 4	46 x 1	= 46
Total	**4**	**205.5**
Classification		
Average Marks = (Marks/Weight)		**51**
Class (*Requires four equal or higher grades (60 credits) from a range of classification applicable*)	**Pass**	

Classification categories for BA/BSc (Hons) Based on 90 Credits (Level 5) and 90 Credits (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 borderline			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
Total	**18**		**1137**		**Total**	**18**		**1137**
Classification					**Classification**			
Average Marks = (Marks/Weight)			**63.1**		**Average Marks = (Marks/Weight)**			**63.1**
Class	Upper Second class honours				**Class**	Upper Second class honours		

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	63 x 1	=	63
				Level 6 - Project	63 x 1		63
Total	**6**	**392.5**		**Total**	**6**		**392.5**
Classification				**Classification**			
Average Marks = (Marks/Weight)		**65.42**		**Average Marks = (Marks/Weight)**			**65.42**
Class	Upper Second class honours			**Class**	Upper Second class honours		

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 Class Borderline
60 – 67%	Upper Second Class Honours
58 – 59%	2ii/2i Borderline
50 – 57%	Lower Second Class Honours
48 – 49%	3rd /2ii Borderline
40 – 47%	3rd 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:
- your award and programme
- all modules that you have attempted
- the grades for each major assessment
- the overall marks and grade
- the Examination Board's decision
- GPA / Classification
- 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

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

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   Use of Generative AI in Assessments:

    i.   Majan University College allows the responsible and ethical use of Generative Artificial Intelligence (AI) as a learning support tool, such as for understanding concepts, planning work, or creating outlines, provided it does not replace the student's own academic effort.

    ii.   Students must not use Generative AI to generate, write, or substantially produce assessed work. All submitted work must reflect the student's own understanding and analysis.

    iii.   Students remain fully responsible for the originality and academic integrity of all submitted work. Any misuse of Generative AI will be reviewed by the Academic Integrity Committee and, if confirmed, penalties will be applied in accordance with MUC's academic offence policies.

    iv.   Students are required to follow the assessment brief instructions regarding AI use and to declare any permitted use of AI, if applicable, on the assignment cover page.

    v.   Any deliberate attempt to misrepresent authorship or conceal the use of Generative AI will be treated as a breach of academic integrity.

    vi.   Students are strongly encouraged to consult their module tutors for clarification before using any AI tools.

5.7.8   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   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-) may be 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 or for the use of generative AI 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 submitted 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 completed on paper or electronically with the supporting evidence and submitted to the Admissions and Registry Department or by email. You can download the form from MOVE and email the completed form and evidence to: 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 can consider the outcome of student results, and its decisions are confirmed by the Examination Board. 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 Presentations: Academic and 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 Programme Committee Meetings (Academic and non- academic) held twice a semester. The meeting details are communicated to Class Representatives by email.

6.2.3   The Academic Programme 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

6.3.1.2   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).

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 authorised administrative or Faculty member of the College in the performance of their duties will invite punitive action.

Dress Code

MALE

WHAT **NOT** TO WEAR IN CAMPUS

⊐ MUC Majan University College

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.

No wearing shorts except for sports activities.

No ripped jeans.

No tight or revealing clothing.

No tight or transparent pants.

No T-shirts with inappropriate logos or sayings.

No sleeveless or revealing shirts.

No shorts allowed.

No ripped jeans or short skirts allowed.

No tight or revealing tops or shirts are allowed. T-shirts with inappropriate saying are not allowed too.

No sleeveless allowed. Always wear tops with medium to full length sleeves.

Low neckline tops or shirts are not allowed.

No baring the waistline.

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.

6.5.1.13 **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.
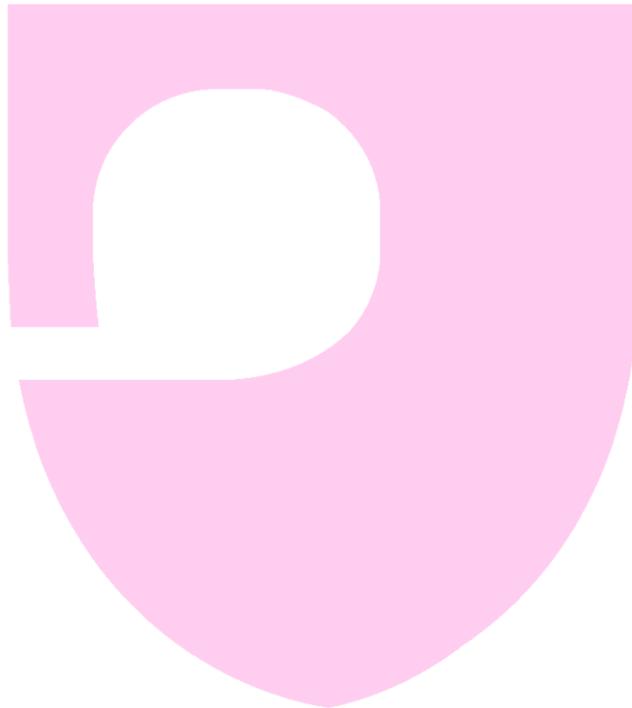
SECTION VII: Learning and Teaching Methods

7.1 General Information

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.

7.2.2 Majan Virtual Learning Environment (MOVE)

7.2.2.1 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.

7.2.2.2   All registered students are provided with a College email ID, which is linked to MOVE.

7.2.2.3   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.

7.2.2.4   It is the student's responsibility to regularly check emails and visit the relevant modules on MOVE for updates.

7.2.2.5   Students can access MOVE using their mobile devices, laptops and iPads

7.2.3 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 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.

7.2.4 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.

7.2.5 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.

7.2.6 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.

7.2.7 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.

7.2.6 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.

7.2.7 Online Techniques – Group Discussion (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.

7.3 Referencing: Harvard and APA 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 and APA

There are many different formatting styles for referencing. In MUC we currently 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. MUC is currently transitioning to the internationally understood APA 7th Edition, starting at undergraduate level with Level 3 in the 2026-2027 academic year.

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 Guidance Department

8.1.1 MUC has a Student Services and Guidance Department (SSGD) that provides counselling and support to students in non-academic matters.

8.1.2 The SSGD works closely with the Student Advisory Council and helps in planning and executing students related activities.

8.1.3 The SSGD 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 and Industry Engagement Office

8.2.1 MUC has a Career & Industry Engagement Office (CIEO) 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 SSGD 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.
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). 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 Database (Online Learning Resources)

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 always switched to silent mode. 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 fines. 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)

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 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

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

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 special needs and chronic illness

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 Guidance 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
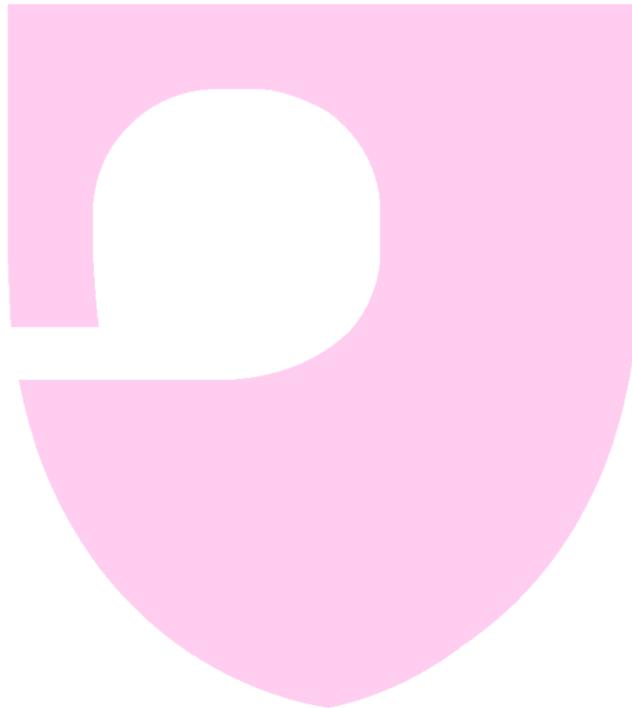
SECTION IX: International Students

9.1 Why Study at Majan University College?

- 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 and the first to be reaccredited in September 2024.
- 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. MUC has its own MBA called MUC MBA (Arabic is the medium of instruction for this programme).

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 Student Visa

If you are accepted to study at MUC, the admission process will begin once you confirm your acceptance by paying the refundable deposit and registration fee. After that, a student number will be generated, and the visa application process will be initiated once the visa fee is paid. 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 an attestation letter from the 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.

Expenses	Monthly Cost (OMR) (Approximate)
Accommodation (shared flat)	100.000
Accommodation (College hostel)	60.000
Food	100.000
Transport	30.000
Entertainment & Leisure	30.000
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 Finance and Technology (FINTECH)

10.1.1 BA (Honours) in 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
- DipHE/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.

DipHE / 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.

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
Total		120

Modules in Second Year (Level 4)

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

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	Financial System Services	15
5	Organisational Change and Development / Compensation and Rewards Management	15
6	Foundation to Business Strategy	15
7	Research Methods	15
8	Strategic Brand Management / Customer Experience Management / Event Management / Digital Marketing	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits

1	Project (Business Administration) (Dissertation)	30
2	Strategic Management	15
3	Entrepreneurship and Small Business	15
4	Operations Management	15
5	Technology shaping Global Markets	15
6	Strategic Human Resource Management / Human Capital Management / Employee Engagement	15
7	Strategic Marketing / Leisure and Visitor Attraction Management / Retail Management / International Marketing	15
Total		120

- *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.*

DipHE / BA (Honours) Business Administration - Marketing Pathway

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.

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
Total		120

Modules in Second Year (Level 4)

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

Modules in Third Year (Level 5)

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

Modules in Fourth Year (Level 6)

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

- *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.

DipHE / BA (Honours) Business Administration - Human Resource Management Pathway

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.

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
Total		120

Modules in Second Year (Level 4)

Sr. No	Module Name	Credits
1	Principles of Management	15
2	Introduction to Human Resource Management	15
3	Business Mathematics and Statistics	15
4	Introduction to Accounting & Financial Control	15
5	Principles of Marketing	15

6	Principles of Economics	15
7	Academic Reading and Writing	15
8	IT Applications for Business	15
Total		120

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
Total		120

Modules in Fourth Year (Level 6)

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

- *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.*

DipHE / BA (Honours) Business Administration - Accounting Pathway

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).

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
Total		120

Modules in Second Year (Level 4)

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

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
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Project (Business Administration) (Dissertation)	30
2	Strategic Management	15
3	Entrepreneurship and Small Business	15
4	Corporate Governance, Risk and Ethics	15
5	Technology shaping Global Markets	15
6	Forensic Accounting	15
7	Advanced Management Accounting	15
Total		120

- *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.*

DipHE / BA (Honours) Business Administration - Information System Pathway

The programme is designed to meet the growing needs of today's business world by merging IT skills with business knowledge. It 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 enables 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.

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
Total		120

Modules in Second Year (Level 4)

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

Modules in Third Year (Level 5)

Sr. No	Module Name	Credits
1	English for Employability Skills	15
2	Legal Aspects of Business	15
3	Cyber Security Essentials	15
4	Operating System	15
5	Human Computer Interaction	15
6	Foundation to Business Strategy	15
7	Research Methods	15
8	Developing Web Application	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Project (Business Administration) (Dissertation)	30
2	Strategic Management	15
3	Entrepreneurship and Small Business	15

4	Technologies Shaping Global Markets	15
5	E-commerce Infrastructure and Applications	15
6	Professional Project Management	15
7	Database Administration	15
Total		120

- *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.*

DipHE / BA (Honours) Business Administration - Entrepreneurship Pathway

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.

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
Total		120

Modules in Second Year (Level 4)

Sr. No	Module Name	Credits
1	Principles of Management	15

2	Introduction to Human Resource Management	15
3	Business Mathematics and Statistics	15
4	Introduction to Financial Accounting	15
5	Principles of Marketing	15
6	Principles of Economics	15
7	Academic Reading and Writing	15
8	Introduction to Accounting Information Systems	15
Total		120

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
Total		120

Modules in Fourth Year (Level 6)

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

- *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.*

DipHE / BA (Honours) Business Administration – Tourism and Event Management Pathway

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.

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
Total		120

Modules in Second Year (Level 4)

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

Modules in Third Year (Level 5)

Sr. No	Module Name	Credits
1	English for Employability Skills	15
2	Legal Aspects of Business	15
3	Tourism, Travel and Hospitality Industry	15
4	Marketing for Tourism and Hospitality	15
5	Foundation to Business Strategy	15

6	Research Methods	15
7	Event Management	15
8	Customer Experience Management	15
Total		120

Modules in Fourth Year (Level 6)

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

- *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.*

DipHE / BA (Honours) Business Administration - Transport Operations Management Pathway

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.

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
Total		120

Modules in Second Year (Level 4)

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

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
Total		120

Modules in Fourth Year (Level 6)

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

- *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   DipHE / BA (Honours) in Accounting

A) Programme overview

The programme is designed for students who are interested in pursuing 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 graduates with the required competencies to match the industry's 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.

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.

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
Total		120

Modules in Second Year (Level 4)

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

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
Total		120

Modules in Fourth Year (Level 6)

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

- *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) in 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.

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
Total		120

Modules in Second Year (Level 4)

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

Modules in Third Year (Level 5)

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

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Corporate Governance, Risk and Ethics	15
2	Strategic Management	15
3	Financial Engineering	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
Total		120

- *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) in 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 at 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.

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
Total		120

Modules in Second Year (Level 4)

Sr. No	Module Name	Credits
1	Principles of Management	15

2	Introduction to Human Resource Management	15
3	Business Mathematics and Statistics	15
4	Introduction to Financial Accounting	15
5	Principles of Islamic Economics	15
6	Conventional and Islamic Banking Practices	15
7	Academic Reading and Writing	15
8	Shariah Law Fiqh & Usul Al Fiqh	15
Total		120

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
Total		120

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
Total Credits		120

- *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) in 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.

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
Total		120

Modules in Second Year (Level 4)

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

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	Consumer Behaviour	15
4	Foundation to Business Strategy	15
5	Research Methods	15
6	Digital Marketing	15
7	Strategic Brand Management	15
8	Customer Experience Management	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Project (Business Administration) (Dissertation)	30
2	Strategic Management	15

3	Entrepreneurship and Small Business	15
4	International Marketing	15
5	Technologies Shaping Global Markets	15
6	Strategic Marketing	15
7	Retail Management	15
Total		120

- *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) in 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 rational 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 and be creative by developing sustainable fact-based solutions.

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 BSc (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
Total Credits		120

Modules in Second Year (Level 4)

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

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	Artificial Intelligence and Machine Learning	15
6	Research Methods	15
7	Big Data Analytics for Business	15
8	Business Forecasting	15
Total		120

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
Total		120

- *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.*

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10.1.7   BSc (Honours) in Finance and Technology

A) Programme Overview

BSc (Hons) in Finance and Technology (Fintech) is a contemporary programme that integrates finance with technological innovation. It is designed to prepare graduates for professional and managerial careers in the Fintech industry. The programme combines the disciplines of finance and technology with innovations such as artificial intelligence, machine learning, and cybersecurity. This programme prepares graduates to understand the principles of finance and the role of technology in transforming financial services. The Fintech programme further focuses on developing the skills required to meet the future demands of the industry by cultivating knowledge and skills in cryptocurrency investments, business forecasting, corporate governance, risk and ethics, business analytics and risk management, predictive analytics, and digital financial solutions.

B) Graduates of this programme will be able to:
- Understand the Fintech industry and the transformative role of technology in shaping modern finance, banking and financial services.
- Identify, apply and integrate core financial principles and emerging technologies including artificial intelligence, machine learning, blockchain and cybersecurity to enhance innovative financial operations.
- Analyse and interpret financial and technological data to develop strategic, evidence-based decisions addressing a variety of managerial and operational issues.

- Develop and implement digital financial solutions that are data driven to optimise performance and address emerging challenges.
- Use technology and information ethically and creatively to promote responsible, sustainable, and data driven innovation in financial technology practices.

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 BSc (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
Total Credits		120

Modules in Second Year (Level 4)

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

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	Quantitative Techniques in Accounting and Finance	15

4	Managerial Finance	15
5	Artificial Intelligence and Machine Learning	15
6	Research Methods	15
7	Fundamentals of Fintech	15
8	Business Forecasting	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Finance and Technology Project	30
2	Corporate Governance, Risk and Ethics	15
3	Technologies Shaping Global Markets	15
4	Cryptocurrency Investments	15
5	Financial Engineering / Security Analysis and Portfolio Management	15
6	Finance for Small Medium Enterprises	15
7	Analytics and Risk Management	15
Total		120

- *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
- BSc (Honours) / DipHE Data Science with 2 pathways

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, operational technologies in oil & gas and other sectors. 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:
- Understand the IT requirements and align them to IT services.
- Apply appropriate theory, tools, and techniques to analyse, design, and synthesise solutions to requirements in the domain.
- Analyse the local and global impact of computing on individuals, organisations, and society
- Demonstrate professional and ethical practice in computing, including effective teamwork, leadership, communication, and a commitment to lifelong learning.

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

This pathway will equip students for a career in the domain of industrial automation in oil & gas, manufacturing, energy, water treatment and building management. 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 programme 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 Supervisory Control and Data Acquisition (SCADA), Programmable Logic Controllers (PLC), sensor networks, industrial computing, SAP, business process management and industrial data networks.

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 BSc (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
Total		120

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
Total		120

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
Total		120

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
Total		120

- *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.*

DipHE / BSc (Honours) Computing – Banking Information Systems Pathway

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.

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 BSc (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
Total Credits		120

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
Total		120

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
Total		120

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 & Risk Management	15
7	Technology Project (Dissertation)	30
Total		120

- *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.*

DipHE / 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.

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 BSc (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
Total		120

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
Total		120

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
Total		120

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
Total		120

- *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 (Honours) Computer and Internet Application

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:

- Exhibit an advanced understanding and use current information Technology techniques, skills, and tools necessary for computing practices.
- Apply mathematical foundations, algorithmic principles, and computer science theory in the modelling and design of computer-based systems in a way that demonstrates various programming skills
- apply design and development principles in the construction of software applications of varying complexity.
- Learn and use new engineering ideas and techniques as they appear within an evolving industry.

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 BSc (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
Total		120

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
Total		120

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
Total		120

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
Total		120

- *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 (Honours) 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:

- Demonstrate advanced understanding of concepts and technologies within the core area of Computer Networking such as Network protocols, Network design, Network modelling and performance analysis, Network Management, Network Security, Programming and troubleshooting
- Contribute specialist expertise productively to a multi-specialist development team working from Network design to implementation, deployment, management and performance analysis
- Learn and use new ideas and techniques as they appear within an evolving industry

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 BSc (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
Total		120

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
Total		120

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
Total		120

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
Total		120

- *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.*

10.2.4   BSc (Honours) Data Science (Cybersecurity pathway)

A) Programme Overview

BSc (Hons) Data Science (Cybersecurity) programme is designed to prepare graduates for professional and managerial careers in data science, big data, and data security disciplines with the application of contemporary technologies such as applied statistics, artificial intelligence, machine learning, and cloud computing. The programme prepares graduates to appraise the principles of data science and the role of machine learning and artificial intelligence in transforming the data into informed decisions. The cybersecurity pathway further focuses on developing the skills required to meet the future skills of data security by developing knowledge and skills in information governance, information security audit, ethical hacking and digital forensic methods.

B) Graduates of this programme will be able to:

- Demonstrate an understanding of the principles and applications of data science, artificial intelligence, machine learning, data analytics and its application.
- Design cybersecurity strategic for an enterprise taking into consideration of the business objectives, and compliance requirements
- Investigate the security incidents and perform digital forensic investigations
- Use the modern technologies and strategies of Information security by lifelong independent learning.
- Prepare and appear for the professional certifications offered by the information technology industry such as certified cybersecurity associate, information security auditor, ethical hacking professional, forensic investigation professional.

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 BSc (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
Total		120

Modules in Second Year (Level 4)

Sr. No	Module Name	Credits
1	Introduction to Database Systems	15
2	Mathematical and Statistical Skills	15
3	Computer Systems and Networking	15
4	Introduction to Programming	15
5	Academic Reading and Writing	15
6	Data Structures and Algorithms	15
7	Legal and Ethical Aspects of Information Systems	15
8	Statistical Methods for Data Analysis	15
Total		120

Modules in Third Year (Level 5)

Sr. No	Module Name	Credits
1	English for Employability Skills	15
2	Cybersecurity Essentials	15
3	Artificial Intelligence and Machine Learning	15
4	Local Area Networks	15
5	Ethical Hacking and Preventive Controls	15
6	IT Research Methods	15
7	Business Data Analytics	15
8	Cloud Computing and Data Security	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Professional Project Management	15
2	Information Systems Audit and Risk Management	15
3	Emerging Technologies in Networking	15
4	Entrepreneurship and Small Business	15
5	Digital Forensics	15
6	Information Security Governance	15
7	Technology Project	30
Total		120

- *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.

10.2.5 BSc (Honours) Data Science (Digital Archives)

A) Programme Overview

BSc (Hons) Data Science (Digital Archives) programme is designed to prepare graduates for professional and managerial careers in information storage and retrieval, digital archives and related disciplines with the application of contemporary technologies in data science and digital information assets using the contemporary technologies like applied statistics, artificial intelligence, machine learning, and cloud computing. The programme prepares graduates to appraise the principles of data science and the role of machine learning and artificial intelligence in transforming the data into informed decisions. It further focuses on developing the skills required to create digital archives, which can store information in various formats and preserve them using the international standards. It also provides necessary knowledge and skills required to secure the data and convert the data into meaningful information using appropriate data analytical and statistical methods.

B) Graduates of this programme will be able to:

- Demonstrate an understanding of the principles and applications of data science, artificial intelligence, machine learning, data analytics and its application.
- Design digital archives for an enterprise taking into consideration of the business objectives, and compliance requirements
- Investigate the security incidents and develop information security governance strategies.
- Use the modern technologies and strategies of data curation and preservation.
- Prepare and appear for the professional certifications offered by the information technology industry such as certified digital archives specialist, information security auditor, certified records analyst, certified records manager

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 BSc (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
Total		120

Modules in Second Year (Level 4)

Sr. No	Module Name	Credits
1	Introduction to Database Systems	15
2	Mathematical and Statistical Skills	15
3	Computer Systems and Networking	15
4	Introduction to Programming	15
5	Academic Reading and Writing	15
6	Data Structures and Algorithms	15
7	Legal and Ethical Aspects of Information Systems	15
8	Statistical Methods for Data Analysis	15
Total		120

Modules in Third Year (Level 5)

Sr. No	Module Name	Credits
1	English for Employability Skills	15
2	Cybersecurity Essentials	15
3	Artificial Intelligence and Machine Learning	15
4	Fundamentals of Data Archiving	15
5	Data Curation and Management	15
6	IT Research Methods	15
7	Business Data Analytics	15
8	Information and Records Management	15
Total		120

Modules in Fourth Year (Level 6)

Sr. No	Module Name	Credits
1	Professional Project Management	15
2	Data Warehousing and Data Mining	15
3	Database Administrations	15

4	Entrepreneurship and Small Business	15
5	Digitization and Electronic Archiving	15
6	Information Security Governance	15
7	Technology Project	30
Total		120

- *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 academic programmes (the General Foundation Programme and BA (Hons) English Language) and collaborates with the Faculty of Business Management and the Faculty of Information Technology to offer modules in their programmes. The Faculty engages in research and scholarly activities in collaboration with national and international partners. 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:
- General Foundation Programme
- DipHE/BA (Honours) English Language

10.3.1 General Foundation Certificate

A) Programme Overview

The General 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.

Graduates of this programme will be able to:

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

Programme Structure

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

Semester 1		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)

10.3.2   BA (Honours) in English Language

A) Programme Overview

The programme focuses on developing highly employable bilingual 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 this programme are not confined to the acquisition of high-level English Language and communication skills. Graduates develop the intellectual depth and critical skills expected in the 21st century workplace. Such thinking skills are transferable to any career requiring judgement, problem-solving or critical evaluation.

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
Total Credits		120

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
Total		120

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
Total		120

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
Total		120

- *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 for 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: Security, Health and Safety 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 an 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 SSGD or the AHR department may assist you in reporting any such incidents.

Appendix C: Digital Support Diary

S/No	Platform	Description	Access Link / Location	Department	Contact Details
1	Majan Online Virtual Environment (MOVE)	The Move page provides students with access to course materials, submitting assignments, viewing assessments, written feedback, and engaging in discussion forums and other activities.	https://move.majancollege.edu.om/	E-learning and Innovation	mohammad.yassen@majancollege.edu.om mohammed.alsidairi@majancollege.edu.om
2	MyMajan App	The MyMajan App provides students with quick and easy access to all essential college services and information. It includes features such as class timetables, MOVE , attendance tracking, results, and transcripts. Students can also access the library, make online payments, check PC availability, view campus maps, and submit feedback.	Available on: Android and iOS	IT Help Desk (IT Services)	ithelpdesk@majancollege.edu.om
3	Library Portal	The Library portal provides students with Access to e-books, databases, and online journals. Enables book search, renewals, and research resources.	https://library.majancollege.edu.om/	Library	library@majancollege.edu.om WhatsApp: 0096893691208