The first HEI to achieve institutional accreditation by the Oman Academic Accreditation Authority (OAAA).

Majan College
University College

UNDERGRADUATE
STUDENT HANDBOOK

ACADEMIC YEAR 2019-2020

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SECTION I

1.1   INTRODUCTION

This Student Handbook is a guide that will help you get from where you are now to graduation, successfully.

Its purpose is to clarify information ranging from requirements to resources.

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

1.1.2   Majan University College (MUC) is the first HEI to receive Institutional Accreditation from the Oman Academic Accreditation Authority (OAAA) in December 2016.

1.1.3   The University of Bedfordshire (UoB) is the awarding body for the College's undergraduate programmes and, therefore, all programmes are designed to comply with the University's academic regulations and requirements. All academic decisions regarding programmes, modules, assessments, student registration, progression, and graduation are approved by the University of Bedfordshire.

1.1.4   MUC has three main faculties namely, Faculty of Business Management, Faculty of Information Technology and Faculty of English Language Studies.

1.1.5   MUC has the moral and ethical responsibility to comply with the regulations, procedures, policies, and standards of conduct that safeguard its functions and protect the rights and freedoms of all members of its academic community, including students and staff, and the general community.

1.1.6   The College reserves the right at any time to make changes, which may affect such matters as tuition and other fees, degrees, and programmes offered (including the modification or possible elimination of degrees and programmes), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

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

Have a great year!

1.2   VISION

MUC's vision is:

To be a leading University that provides higher education of international standards in a dynamic environment that values cultural diversity, integrates technology, fosters knowledge creation and builds sustainable skills for employment and lifelong learning.

1.3   MISSION

Majan's mission is to provide an innovative learning environment that emphasises the intellectual disciplines required in local, regional and international contexts.

The key strategic themes underlying the mission statement are to:

- build a knowledge based learning organisation;
- educate students and cultivate their capacity for life-long learning;
- strive for excellence in learning, teaching and research;
- develop the creative potential of all staff members.

1.4   VALUES

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

- Respect for all individuals
- Diversity and inclusiveness
- Co-operation and teamwork
- Continuous improvement
- Transparency and openness
- Service to the community
- Creativity and innovation

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

1.5   GRADUATE ATTRIBUTES

MUC's concept of what it means to be a graduate is defined by the generic attributes that the College aims to instil in its graduates. These are;

MUC focuses on academic, non-academic and student support activities to inculcate these attributes in its graduates.

MUC Graduate Attributes

Ethical
- 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.

Employable
- Shows expertise in applying field-specific practical skills;
- Demonstrates digital literacy and uses contemporary information technology independently;
- Works effectively under pressure, shows self-confidence and manages time efficiently;
- Communicates effectively and appropriately in a range of professional contexts;
- Uses research and data to make informed decisions;

Knowledgeable
- Demonstrates discipline-specific knowledge and skills;
- Has the ability to apply current knowledge of the discipline to professional situations;
- Analyses and critically evaluates multiple perspectives;

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.

Innovative
- Shows awareness of the value of entrepreneurship and identifies new opportunities;
- Solves problems creatively;
- Adapts to change and learns from failure;
- Strives to be creative and innovative in professional situations.

1.6   COLLEGE PHILOSOPHY

1.6.1   The community, both international and local (including employers), expects graduates to have initiative and commitment, as well as have the skills required for continuous learning and development.

1.6.2   Student responsibility is the key to learning and self-development. As a student, you must contribute to your own learning and to the development of a campus climate in which all can grow and learn.

1.6.3   All students, whether part-time or full-time, are subject to the same admission standards, governed by the same rules and regulations, and required to satisfy the same degree requirements. Part-time students should not expect different treatment, because of their positions or their work.

1.6.4   All students (part time and Full time) should try to make the time to develop contact with their fellow students and with faculty members, and in particular with their Academic Advisors, since this is an integral part of the College experience.

1.6.5   All students are expected to read widely for their assessments, demonstrate the ability to think independently and communicate effectively through the analysis, evaluation, and application of subject-related concepts. The ability to rise to this challenge will determine how successful you will be in your studies.

1.6.6   While studying at MUC you should not expect to put in minimal effort, or depend only on lecturer-centred learning, where all information is provided by the lecturer. Student-centred learning is an expectation of MUC. As a student, you will be expected to participate actively in the learning process, as well as to accept responsibility for your learning.

1.6.7   The acquisition of English language skills is a key determinant of your academic success. Therefore, you are advised to use English in all your communications on the College premises, as practice is key for acquiring any language. Student efforts that actively encourage the widespread use of the English language through their extra-curricular and club activities will be rewarded and supported.

SECTION II: ADMISSION AND CURRICULUM PATTERNS

2.1   ADMISSIONS

2.1.1   To register at MUC, you must have completed secondary school and obtained the General Secondary School Diploma, 12th standard, or equivalent. The College 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 MoHE.

2.1.2   You can register straightaway on the undergraduate programme, if you 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 you are required to pass the Entry Tests for Math and IT.

2.2   APL - THE ACCREDITATION OF PRIOR LEARNING

2.2.1   Candidates from other Colleges/Universities may gain credits through APL procedures. APL is the process of giving credits for certain modules that the student has successfully completed as a part of prior certified learning, such as courses from a Diploma or Degree programme. Short courses, certificates, and work experience are not accepted as equivalent to academic modules as per the Ministry of Higher Education Regulations in Oman.

2.2.2   Students can only apply for APL exemption **before they start the programme, and not during their programme of study**. Therefore, students cannot claim exemption from any module, if they have successfully completed an equivalent course elsewhere, **after** registering for a programme at MUC.

2.2.3   All APL decisions for non-precedent cases will be confirmed after availing the necessary approval from the University of Bedfordshire. The decisions for precedent cases will be confirmed by the APL committee in the College.

2.2.4   APL fees will be charged and this must be paid at the time of application for APL, irrespective of the outcome of the APL process.

2.2.5   Honours classifications and other divisions of award are based solely on units/modules studied and assessed at MUC. **Grades awarded by other awarding bodies as part of APL are not recognised by the College and UoB.**

2.3   AWARDS

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

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

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

2.4   DIPLOMA/DEGREE

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

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

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

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

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

2.5 REGISTRATION PERIOD

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

Award	Normal time (semesters)		Normal time (years)		Maximum time (semesters)		Maximum time (years)	
	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
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 suspend (defer) their studies for any period of up to **one academic year,** with the agreement of the Head of Faculty concerned and approved by the Deputy Dean Academic Affairs. These requests must be formally submitted to the Admission and Registry Department. During the period of suspension (deferral), no assessments may be submitted (with exceptions to the referrals). Suspensions may be prolonged for up to **3 years** by agreement with the Head of Faculty and the Deputy Dean Academic Affairs.

2.6 THE STRUCTURE OF THE ACADEMIC YEAR

2.6.1 The academic year is divided into two semesters. Each semester consists of fourteen weeks of teaching and learning, followed by one week of revision, and two weeks of end-of-semester examinations.

2.6.2 In-class tests are normally conducted from Week 8, and assignments are normally issued to students after the second week and submitted 4 weeks thereafter. The feedback on both in-class tests and assignments are normally given before the end-of-semester examinations.

2.7 OPENING TIMES

2.7.1 The College is open from 8:00 am to 8:30 pm on week days (Sunday to Wednesday) and from 8:00 am to 3:00 pm on Thursday.

2.7.2 Classes for full-time students can be scheduled at any time from 8.00 am to 8.30 pm, although full-time teaching is normally conducted from 8.00 a.m. until 5:00 p.m. and part-time teaching from 5:00 pm to 8:30 pm during the academic year (Foundation timing for part time students is from 4:30 pm to 8:30 pm). However, access to certain rooms and equipment or facilities may be available only when a member of academic or technical staff is present.

2.7.3 There may be instances where classes are conducted between 3.00pm and 8.30pm.

2.8 DIRECTOR OF STUDIES/PROGRAMME MANAGERS

2.8.1 If you have an academic problem or an enquiry that cannot be dealt with by the lecturer responsible for any module that you are taking as part of your programme, you should speak to the programme Manager/Director of Studies of that programme and/or your academic adviser.

2.8.2 If there is anything which you are unclear or unsure about, please contact your academic advisor or the Faculty Administrator.

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. The advisor will try to help resolve the problems by advising you of the different options that are available.

2.9.5 Biweekly meetings with your academic advisor, either as a group or individually are compulsory, and attendance records and brief details of such meetings will be maintained electronically. You must arrange for a meeting with your advisor via e-mail.

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 or she should advise you as such.

2.9.8 If you feel that you would like to change the advisor for personal reasons, you can request a transfer by speaking to the Head of Faculty.

2.10 ATTENDANCE

2.10.1 After registration for any module/programme in the College, you are expected to attend the relevant timetabled sessions.

2.10.2 It is compulsory that you maintain at least **80% attendance** for all modules that you register for. If your attendance is less than **80%** in a module you **will not normally be allowed to do the final assessments** *(i.e. final examinations, final assignment, final presentation, final vivas, etc.)* **and your assessment will not be marked even if submitted.**

2.10.3 If you have exceptional mitigating circumstances such as medical reasons, you may be allowed up to 30% absenteeism in each module provided it is agreed to by your Head of Faculty and the Deputy Dean Academic Affairs. If you have any long-term health problems or any other mitigating circumstances, you should submit evidence to support your case to the Module Tutor and to the Director of Quality Assurance in the Faculty.

SECTION III: REGISTRATION

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

3.1   LATE REGISTRATION

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

3.2   REGISTRATION PROCESS

3.2.1 At the beginning of each semester, you should meet 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 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 The steps to be taken for completing your registration before the start of every semester are as follows:

   a.   Meet the Director of Studies/Programme Manager to know which modules should be taken during the semester.

   b.   Pay the fees at the Finance Department using the fee collection devices.

   c.   Collect your Student ID card from the Registry Department.

   d.   Collect your timetable from the Director of Studies/Programme Manager or from MyMajan App.

3.2.5   Online registration process:

3.2.5.1 Returning students can use "online registration" through MOVE.

a)   The link for online registration is available on MOVE under "Majan Online" – Online registration.

b)   After you login there are five (5) steps:

i.   Update your personal details – mobile number, personal email ID and passport number.

ii.   You will be shown your registered Award, Programme, Level, Mode of Study and the Modules you have PASSED till date of registration (these information are for your confirmation).

iii.   You will be shown the modules in which you have Referral, retake and deferral.

iv.   Register the modules that you intend to study.

v.   Module in which you have referral and/or retake will automatically be registered by the system.

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

vii.   Click Submit

3.2.5.2 On completion of the registration process, you will receive a confirmation mail within 24 hours along with the following attachments, confirming acceptance of your application.

i.   Registration receipt,

ii.   Time-table and

iii.   Accepted copy of Undertaking.

3.2.5.3 On receipt of the above, 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.

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

3.2.6   Your registeration will be automatically cancelled if the full fees remain unpaid within two weeks from the start of teaching.

3.3   STUDENT ID CARDS

3.3.1   Every semester, all Majan students are issued a College ID card on completion of their registration for that semester. Students who have not completed their registration process (i.e., settled their financial obligation to the College) will not be issued an ID card.

3.3.2   You should surrender your old College ID card to the Admissions and Registry Department before applying for the new one.

3.3.3　Students are required to have their current ID cards with them at all times when they are in the College.

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

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

3.3.6　The ID card is also a Library card, and provides access to the Library and all teaching facilities.

3.3.7　If you lose your card there will be a penalty in order to issue a replacement.

3.4　STUDENT USERNAMES AND PASSWORDS

3.4.1　It is students' responsibility to obtain their usernames and passwords and to keep them secured.

3.4.2　Once you register for the modules, the username and passwords will be sent to your mobile by SMS.

3.4.3　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.

3.4.4　Your College email account access will be disabled one year after your completion of the programme requirements (i.e. graduation).

3.5　CHANGING MODULES

3.5.1　You may change modules only in the first two weeks of each semester. No matter what level of module you are taking, you must contact your Director of Studies/ Programme Manager to get approval for any such change.

3.5.2　You must fill in the 'Request for change of module' form for this purpose, which is available at the Admissions and Registry Department.

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 the subsequent non-acceptance of your attendance and any assessments that you may have attempted.

3.6　PROGRAMME OR PATHWAY CHANGE

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

3.6.2　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.

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

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

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

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

3.7   WITHDRAWAL/DEFERRING A MODULE (OR SEMESTER)

3.7.1   If you wish to withdraw 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 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 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. This form must be submitted to the Registry Department after all approvals have been obtained; otherwise, the changes will not be incorporated.

3.7.5   **Repeated deferrals of assessments or modules for any reason will not be accepted**. Where students cannot complete a module successfully within an academic year of registration for that module (and a limited referral 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 referrals and the second semester of the level 6 Honours project will not be accepted.

3.8   WITHDRAWAL FROM THE COLLEGE

3.8.1   If you wish to withdraw from a programme or from the College, you fill the request form stating your intention, **within two weeks** of the start of teaching in that semester.

3.8.2   Unless the Registry Department is formally notified, the student's name will not be taken off the programme, and fees will be charged accordingly.

3.8.3   If you withdraw from the College within 2 weeks from the start of teaching, your fees may be fully refunded, after a deduction administrative charges.

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

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

3.8.6   The APL Fee is **not refundable**.

3.8.7   If students withdraw from the hostel within one month from the start of classes or less than one month no hostel fee will be refunded for that month.

SECTION IV: ASSESSMENTS

4.1   ASSESSMENT POLICY – WHAT YOU SHOULD EXPECT

4.1.1   Assessments are not merely a means to test your understanding. They are the most important tools to develop your skills of critical thinking, an understanding of wider issues, communication, analysis and self-management, which are important skills for success in your future career.

4.1.2   Assessments are an important means of developing the higher-order skills required for success, provided students engage themselves effectively in the assessment process.

4.1.3   Assessment is, therefore, intended to evaluate not students' ability to memorise but their ability to think, demonstrate, analyse, differentiate, and show an understanding of critical issues.

4.1.4   You should not expect an assessment (including examinations) to be a test of just your memory. Many modules, particularly at Levels 5 and 6, require you to use your knowledge in different areas to come up with well-thought-out solutions, showing in-depth understanding.

4.1.5   You cannot expect your lecturers to discuss every possible question that may be asked in an assessment.

4.1.6   You should expose yourself to different kinds of problems, and questions from different sources and texts and build your capacity to understand and respond to these problems.

4.1.7   Methods of assessment vary from module to module. Some modules are assessed by coursework only; others require students to present papers or prepare for examinations. Details of assessments (type and weighting) are provided in module handbooks.

4.1.8   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 MOVE.

4.2.4 MUC requires all written work to conform to the rules of Standard English grammar, spelling, and punctuation appropriate to an academic context. It is your responsibility to ensure that your work meets the required standard.

4.2.5 If you are experiencing difficulties, please let your academic advisor know immediately. The sooner appropriate support can be provided, the more benefit you will obtain. It is your responsibility to attend and make full use of the appropriate academic support systems that may be made available.

4.2.6 Written work (for example an Assignment) should be submitted online through MOVE. The submission link on MOVE will be open, a week prior to the submission due date.

4.2.7 You can submit your assignment multiple times, till the submission deadline. You need to note that Turnitin could take up to 24 hours to produce similarity reports for submissions.

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

4.2.9 The similarity percentage of your final submission will be one of the factors considered, for assessing the originality of your assignment. However, the decision to report an assignment for plagiarism is taken by the lecturer according to the rules and regulations followed in MUC.

4.2.10 Your lecturer will consider a number of factors such as assignment type, part of the assignment where similarity occurs, nature of similarity etc., along with the similarity percentage of your assignment, to assess the originality of your assignment. Therefore, similarity percentage alone will not be the basis for disputing academic judgments regarding plagiarism.

4.2.11 You need to bear in mind that the similarity percentage of your submission can keep changing until the submission deadline, if the submissions of other students have similarities to your assignment. Therefore, the similarity percentages are not final, until the assignment submission is closed.

4.3 DISTRIBUTION AND SUBMISSION OF ASSIGNMENT

4.3.1 The assignment task will be uploaded on the module MOVE page by your module lecturer. You must download your assignments from the MOVE page. It is your responsibility to download the assignment task from the respective module MOVE page.

4.3.2 You can show a draft of your assignment to the module lecturer within 7-10 days of the assignment distribution. You can then improve on your work, based on the feedback from the module lecturer.

4.3.3   However, you should ensure that you give your lecturers at least a week to respond to any drafts. You should also note that the feedback given to you on drafts is intended only as a guide so that you can improve. Whether you are successful with your assignment or not depends on how effectively you have followed the advice given. You cannot use the draft feedback as a reason for requesting a pass/higher grade in the assessment.

4.3.4   In order to improve your performance, you are advised to make effective use of the available plagiarism software. To do so, you could submit your assignment online through MOVE in a draft format, before the submission deadline.

4.3.5   Make sure you read and understand the plagiarism statement on the cover sheet.

4.3.6   You must submit your assignments online through MOVE before the specified submission deadline. You are advised NOT to delay your submission until the very last minute.

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

4.3.8   You are required to tick to confirm the statement: "*I confirm that this assignment is my own and all sources have been acknowledged. I understand that the use of other people's work or ideas without acknowledgement is plagiarism and could result in failing the assignment*". You will not be able to submit the assignment without ticking this box.

4.3.9   In a case of group work, it is recommended that the group should identify a leader who can be responsible for uploading the assignment on Turnitin and to share the feedback received from lecturers with the group members.

4.3.10   If you submit an assignment as a soft copy in a module for which you are not registered at the time of submission, the assignment will not be marked, irrespective of whether you have received an acknowledgement of receipt. In short, an acknowledgment of receipt of an assignment only indicates that an assignment has been submitted but does not indicate that the student has the right to have the assessment incorporated in the results.

4.3.11   If you submit the assignment in the wrong link on MOVE, your assignment will not be marked. It is your responsibility to ensure that you submit using the correct link provided on MOVE by your module lecturer.

4.3.12   Assessment grades/marks will be considered as official only if you have completed all the registration requirements for that module.

4.3.13   You are required to keep a copy of all your assignments, in case the College requests a further copy from you. You are advised to retain any receipts that you may be given when handing in your assignment

4.3.14   All submitted assessments are the property of the College.

4.4   NON-SUBMISSION AND LATE SUBMISSION OF COURSE WORK

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 good cause. Problems with computers, such as lost data, corrupted discs or malfunctioning printers, will not ordinarily be accepted as good cause for lateness.

4.4.5   In exceptional cases, where you have a genuine, acceptable reason, you can make a request to the module lecturer and the Head of Faculty for an extension. You have the responsibility to request the extension in good time and support it by documentary evidence, such as a medical certificate or official letter. However, to ensure fairness, unless the student's situation is accepted as valid, the same deadlines will apply to all other students taking that assessment.

4.4.6   If a new date is agreed, there will be no further extensions to 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 will inform you of the dates for assessments (in-class tests) taking place during the semester.

4.5.3   The dates for the in-course assessments, presentations and vivas will be uploaded on MOVE, MyMajan App and will be published on notice boards.

4.5.4   End-of-semester examination timetables are normally published at least one month prior to the start of the examinations. You should always check the notice boards, MOVE and MyMajan App for the published timetable, and for any changes announced.

4.5.5   You will need to ensure that you are free to attend all assessments, whether they are during the semester or at the end of the semester, or in the August/September re-sit period.

4.5.6   The names of students sitting for an examination will be published on the Faculty notice boards before the start of the 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 name is not included on the list for any reason, you must contact the Registry Department immediately; otherwise, you will not be allowed to sit the examination.

4.5.9   If you have failed a module, you must register for that module at the beginning of the semester, and must attend classes, before you can attempt the assessments.

4.5.10   If you attend an examination without proper authorisation or registration, the College is under no obligation to accept your work. The Examination Board will

not consider your work, as you were not registered for the module at the time of attending the examination.

4.5.11   You need to ensure that you have your current MUC ID card when attending examinations.

4.5.12   The College reserves the right not to allow students who have not cleared their fees to sit for an examination.

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 or on subsequent days without a day break.

4.6.3   You should ensure that dates of the examination are checked and confirmed from the notice board, MOVE and MyMajan 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, if you are more than 30 minutes late.

4.6.5   You must bring your current MUC Card into the examination room, and keep it displayed on your desk.

4.6.6   You must not remove staples from the question paper or answer booklet.

4.6.7   The list of students to be seated in each room is posted on the notice boards and on the door of each examination hall/ classroom. You should find out which room you are assigned to before the start of the examination.

4.6.8   It is your responsibility to ensure that you are seated in the room that is allocated to you. If you are seated in the wrong room, you will be asked to leave the room.

4.6.9   You must comply with all instructions given by the examination invigilators.

4.6.10   Your behaviour must not disturb, distract, or adversely affect any other student.

4.6.11   All mobile phones must be switched off and placed on the student's desk. You are not allowed to use your mobile phones as a calculator, or for checking the time.

4.6.12   All bags, jackets, and other personal items must be left at the front of the room. Money, keys and credit cards must be kept about your person. You will not be permitted access to any such bags during the examination.

4.6.13   You are strictly prohibited from bringing any electronic communication devices into the examination.

4.6.14   You are not permitted to leave the examination room:

- Until after half the prescribed examination time or one hour, whichever is less, has elapsed.

- During the last ten minutes of working time.

Unless there are exceptional circumstances.

4.6.15   Students who arrive late, but before half the exam time or one hour (whichever is less), may be permitted to take the examination after approval from the Deputy Dean Academic Affairs. However, no additional time will be allowed for students who come late, unless there are exceptional circumstances.

4.6.16   You may bring into an examination room only those materials approved by the examination invigilators, and indicated as such on the examination paper.

4.6.17   All other materials must be deposited directly upon entering the examination room at a place stipulated by the examination invigilators.

4.6.18   You will not remove from the examination room any answer scripts or other paper provided for use during the course of the examination.

4.6.19   You may take away your question paper, unless you are instructed not to do so on the front of the examination paper, or you are using a hard copy of a computerised examination. You must not take out any rough working, unused examination stationery or other materials.

4.6.20   During an examination, you will not communicate by word or otherwise with any other person, except with the examination invigilators.

4.6.21   You should remain in your seat without talking until your answer book has been collected, and you are permitted to leave the examination hall/room.

4.6.22   You should not attempt any examination in any module, unless you have completed all the registration requirements for that module. In the event you do enter the examination hall, and attempt the examination, the invigilators have every right to ask you to leave the examination hall.

4.6.23   If you are found with unauthorised material, you could be subject to disciplinary procedures (unfair means/academic offence).

4.6.24   Students must use a pen to answer examination questions, except when producing graphs, tables, or diagrams. Additional information about rules and regulations governing examinations can be found in Appendix 1.

4.6.25   Students must write the correct question number for each answer. Any answer without mentioning respective question number will not be marked.

4.6.26   If you wish to leave the examination hall or require extra paper please raise your hand and an invigilator will come for your assistance.

4.6.27   If the fire alarm sounds you will be instructed to stop writing and must await further instructions.

4.7   NON- ATTENDANCE OF ASSESSMENTS and MITIGATING CIRCUMSTANCES

4.7.1   The Mitigating Circumstances Committee will accept only the following reasons as evidence of a student's inability to attend a(n) 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 blood relative, supported by a death certificate.

4.7.2   If you could not attend a test or examination for any of the above reasons, you must submit a 'Mitigating Circumstances' form, together with the appropriate evidence, within two weeks from the date of the in-class test or examination.

4.7.3   For an assignment that is already submitted (late submission) students are required to submit the 'Mitigating Circumstances' form within two (2) working days from the date of submission.

4.7.4   Mitigating Circumstances request for extension of submission should be discussed with the Module Lecturer and the Head of Faculty one week before the specified submission deadline.

4.7.5   No 'Mitigating Circumstances' for level 6 project will be accepted after the submission date.

4.7.6   'Mitigating Circumstances' requests for referral examinations/assessments will not be accepted for granting further referral opportunities.

4.7.8   'Mitigating Circumstances' presented after two weeks of the examination date will not be accepted. If you are unable to come to the College to submit the form, along with the proper documentation, you may request either a friend or relative to do so on your behalf or you can use the e mail.

4.7.9   Only one application for non-attendance/'Mitigating Circumstances' request on any of the above grounds will be accepted.

4.7.10 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.

4.7.11 'Mitigating Circumstances' forms are available with the Faculty Director of Quality Assurance and Faculty Administrators. A completed 'Mitigating Circumstances' form must be submitted to the Faculty Director of Quality Assurance or Faculty Administrators, along with medical forms or other approved documentation.

4.7.12 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 referral 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   The College wants all students to succeed and perform well in their assessments. However, as an educational institution, Majan College and its academic staff have an obligation to maintain high standards and comply with all academic regulations, in accordance with those of the University of Bedfordshire in the conduct of assessments.

4.8.2   All lecturers mark assessments fairly and accurately and according to pre-set marking schemes for each assessment - which are approved by External Examiners.

4.8.3   The College'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 are marked and moderated by internal (MUC lectures), first and second markers. All Level 6 assessments are second/doubled marked. All assessments are reviewed by External Examiners, who moderate the marking to ensure fairness and international standards.

4.8.5   Students cannot make requests for a pass on the basis of their personal, social, or financial status. Students can pass only on the strength of the academic work done by them, within the regulations. A pass cannot be awarded to any student whose work does not reflect or meet the required standards and regulations.

4.8.6   The College will not entertain any complaints from students who question the academic judgment of examiners.

4.8.7   The College cannot change the nature of an assessment for any student, e.g., from an examination to an assignment, unless there are specific circumstances, such as permanent physical handicap. In any such case, the change must be approved by MUC Quality Assurance Committee and confirmed by UoB.

4.8.8   In the case of group work, students within a group normally receive the same grade/mark for the written (submitted) work and individual grades/marks for a viva or presentation if that is part of the assessment. If the submitted work raises suspicions that an academic offence has been committed, then all group members are required to attend an unfair means meeting and, if the offence is proven, all members receive the same penalty.

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 assessments for all modules on that programme, so as to ensure comparability of standards with UK universities.

4.9.2   All marks awarded during the semester are provisional until confirmed by the Examination Board - which meets at the end of every semester after the end-of-semester examinations.

4.9.3   Only the University's Scheme Board can override any decision of the Examination Board.

4.9.4   Students should pass more than 50% of the registered modules in an academic year to show evidence of academic progress. If they do not pass more than 50% of the registered modules in an academic year, the Examination Board will refer them to the Progression Board.

4.10   ASSESSMENT FEEDBACK, CONFIRMATION AND PUBLISHING OF RESULTS

4.10.1   You will receive feedback (verbal, written or online) from your module lecturers on

your performance in the assessments conducted during the semester within 4-5 weeks of submission or by Week 14 of teaching, 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 failed or have been referred in an examination may request the Head of Faculty concerned for feedback on how they can improve their examination performance.

4.10.6   Results (module grades) will be published on MyMajan App at the end of each semester after they have been agreed by the Examination Board.

4.10.7   Results are published as follows:

- In early February for the first semester (September -January).

- End of June or first week of July for the second semester (February –May).

- Early September for referral assessments in August 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   It is students' responsibility to get confirmation of their results from the Registry Department. Students cannot claim that their friends or anyone else misinformed them of their results.

4.10.10 Graduating students will be given their notification of graduation only after the University of Bedfordshire confirms their results. This will take a minimum of 3-4 weeks after the results are published.

4.11   FINAL YEAR PROJECT OR DISSERTATION

4.11.1   The final year project is a sustained piece of research-led writing which you undertake individually, with the close guidance of a supervisor, on a topic of your choice. As the most substantial written element of your degree programme, it is important that you begin work on the project early and work consistently. If you fall behind in the research or writing, it may be difficult to recover the lost time.

4.11.2   The Project accounts for 30 credits at the final year (with exceptions to the BA (Hons) in Finance and BA (Hons) Accounting). The project module is spread over two semesters. Once you have started or completed the first semester of the project, you cannot ask to defer the second semester, unless there is an avoidable circumstances. This is to be fair to all students who are given the same amount of time to complete the project module.

4.11.3 Students are required to submit an interim report (P1) at the end of the first semester of their registration for the Project. The successful completion of this interim report (P1) will qualify them to progress/ register for the second semester of their projects.

4.11.4 You will be notified of your supervisor at the beginning of the first semester; you will meet your supervisor approximately once per fortnight. Please do not miss lecturer meetings without excuse; lecturers' meetings are recorded and students who do not attend will receive a formal warning.

4.11.5 You should work closely with your Project supervisor throughout the process of refining and selecting your topic, researching the material, drafting chapters, and presenting the final work.

4.11.6 In general terms, the timing of the Project research and writing is as detailed in the project handbook.

4.11.7 As a final year Project student, you should:

i)   Manage the relationship with your supervisor, keeping in regular contact with him/her, according to Faculty 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 timely drafts so that the supervisor has adequate time to provide constructive feedback;

viii)   Submit the dissertation and/or other items in the specified format, on time, and according to the Faculty deadlines and regulations.

4.11.8 For the BA (Hons) Accounting and BA (Hons) Finance, students will take Advances in Accounting and Finance which accounts for 15 credits at Level 6 and should be between 4000-5000 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	P A S S	First Class	Distinction
A	75-79	Excellent			
A-	70-74				
B+	67-69	Commendable		Upper Second Class 2:1	Merit
B	64-66				
B-	60-63				
C+	57-59	Good		Lower Second Class 2:2	Pass
C	54-56				
C-	50-53				
D+	47-49	Satisfactory		Third Class	
D	44-46				
D-	40-43				
E	35-39	Marginal Fail	F A I L		
F	25-34	Fail			
F-	01-24	Fail			
G	0	Non-Submission			

5.2 PASSING A MODULE AND GAINING CREDIT POINTS

5.2.1 The overall pass mark for a module is 40%. Each element of assessment must achieve a minimum of 35%. The course specification may stipulate further requirements for one or more assessment components.

5.2.2 If you submit all elements of assessment and do not successfully complete the module you will be given a referral opportunity of the failed elements of assessment at the next opportunity. All referrals, including for non-submission, must be taken at the next scheduled opportunity. **The grade for the referral element is capped at the minimum pass mark.**

5.2.3   If you do not pass a module on referral, you may retake the module at the next opportunity. In case of a retake you will be assessed in all elements of assessment in that module. The retake marks override any previous marks for the module.

5.2.4   If you do not pass the retake module, you will have one final opportunity for referral as under UoB Regulation. This is the final opportunity that will be offered to pass the module.

5.2.5   If you fail the module that you have retaken, your case may be forwarded to the Progression Board for consideration.

5.2.6   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.

5.2.7   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.

5.2.8   A student who is on academic probation and does not pass the retaken modules may have to leave the programme, particularly if the module is a core module.

5.2.9   Students can appeal against the decisions of the Progression Board; however, their appeal might not be accepted.

5.2.10 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)   To stop the registration of students who did not make any progress within an academic year and advise them to withdraw from the College or consider changing their programme of study.

5.3.3   Students who have 50% or more referrals during the semester will be classified as AC - Academic Counselling and will be dealt with at the faculty level.

5.3.4   Students who fail 50% or more of the registered modules in a semester, they will be on probation. The will be dealt with at the faculty level as well. Students at this level will be warned by the faculty.

5.3.5   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.

5.3.6   If you are on the above categories (academic counselling, on probation or Progression Board student), you will be blocked from registration until you meet the board.

5.3.7   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 a 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.

5.3.8   Progression Board, Academic Counselling, and Students on Probation will sign an undertaking to improve their performance. Their performance and attendance will be monitored throughout the semester.

5.4   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 requisite number of credits at the final stage of the programme leading to the registered award.

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

5.4.2   Credit successfully completed at a higher level may be used to contribute to an award at a lower level where there is deficiency in credit.

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

5.4.4   The Bachelor's degree (without Honours) is awarded without any classifications.

5.4.5   When used as exit awards, the Certificate of Higher Education, or the Diploma of Higher Education, may be awarded as an unnamed award. Certificates or Diplomas 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.

5.4.6   For each student for the Bachelor's degree with Honours, the class of Honours achieved will be based on the best of the two following weighted averages of module marks:

5.4.6.1 in the penultimate and final stages of the programme of study:

•   marks from the units comprising the best 90 credits at the final stage, including at least 30 credits from the designated project, are double weighted; and

•   marks from the module comprising the best 90 credits at the penultimate stage 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.

5.4.7   **In the final stage:**

5.4.7.1 The Honours classification is based on the average of the grades attained in 90 credits at the final stage, including at least 30 credits from the designated project.

5.4.7.2 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.

5.4.8   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.

5.4.9   The table below shows the weighted averages and the boundaries for classes of Honours:

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

5.4.10 If the weighted average for a student falls within one of the borderlines noted above, the profile of grades in the final stage will be reviewed. For students with 60 credits or more awarded in the higher classification category the Board of Examiners will confirm the higher classification.

5.4.11 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.

5.4.12 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   UNDERSTANDING YOUR TRANSCRIPT

5.5.1   Your transcript shows the following:

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

5.5.2   The Examination Board's decision may be any of the following as per the normal practice in Higher Education in the United Kingdom:

Code	Explanation
PASS	Passed the module with an overall grade of 40% and above
FAIL	Failed with an overall grade of 34% or less than 34%, and hence, should retake the module
RA	Referral in an in-semester assessment
RE	Referral in an end-of-semester examination
RS	Referral in the final assessment
RAS	Referral in two assessments: in-semester and final assessment
RAE	Referral in two assessments; in-semester and end-of-semester examination
RARA	Referral in two assessments; both in-semester
RA PASS	Pass after Refer in in-semester assessment
RA FAIL	Fail after Refer in in-semester assessment
RA1	Referral in an in-semester assessment but for a reason, e.g., illness. The Refer mark will be awarded in full.
RE1	Referral in an end-of-semester examination but for a reason, e.g., illness. The Refer mark will be awarded in full.
NA	Not Attempted
DD	Deferred Decision
MC	Mitigating circumstances
UMC	Unfair Means case

5.5.3   Referrals in assessments conducted during the semester are normally shown as RA on the transcript, while referrals in the final examinations are shown as RE. If you are referred in a final assessment that is not an examination, this will be shown as RS.

5.5.4   Referral work is marked either as a pass or fail; therefore, the maximum grade you can obtain for any referral assessment is D- (grade point 40%).

5.5.5   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.

5.5.6   Referrals must be completed at the next assessment opportunity provided by the College, and cannot be extended indefinitely. Deferral of referral work will not be allowed, unless there are very exceptional circumstances (as listed in Section 9).

5.5.7   You are responsible for obtaining information, regarding referral assessments, including dates and timings. Such dates and timings will be published on the notice board and MyMajan App at least three weeks before the start of the examinations. You will need to ensure that you have the time and can attend all referral examinations.

5.5.8   If you choose not to use the referral opportunity without a valid reason, you will lose your right to the referral, and will automatically be given a FAIL for that module.

5.5.9   For results published *in February*: Referral work should be attempted in the following semester (February-June Semester). Referral work to be submitted should be accessed/ downloaded from the MOVE page of that module.

5.5.10   For results published *in June*, the referral work should be submitted/attempted by August. Referral work to be submitted during the summer period, i.e., June-August can be accessed/ downloaded from the MOVE page of that module immediately after the results are published in June.

5.5.11   Students will not be allowed to attempt/carry referral work after August/September other than for modules registered for in the summer semester.

5.6   PLAGIARISM AND ACADEMIC MISCONDUCT (Academic Offences)

5.6.1   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.

5.6.2   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.

5.6.3   Regardless of whether you have been working in groups or individually, your final written submission MUST be entirely your own effort.

5.6.4   Copying material from other sources is an academic offence, and is called **PLAGIARISM**.

5.6.5   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.

5.6.6   Examples of Plagiarism, Unfair Means & 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 authorized by the lecturer/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.

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

5.7   PENALTIES FOR PLAGIARISM AND ACADEMIC MISCONDUCT

5.7.1   The University and the College take a zero tolerance approach to the use of unfair means by students in assignments and examinations, and these will be dealt with severely.

5.7.2   All Unfair Means decisions are finally confirmed by the appropriate Examination Board.

5.7.3   Students suspected of plagiarism in assignments will be called for an interview with the Faculty Unfair Means Committee. If student failed to appear for the UMC meeting, the student will normally be blocked from registering in the next semester unless the student attends the same.

5.7.4   Action can be taken against plagiarism and Unfair Means at any time, even after results are published.

5.7.5   If the student is unable to convince the Unfair Means 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.

5.7.6   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.

5.7.7   The more common penalties for academic offences are :

● Failing 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 and serial offences, or where the offense is considered to be deliberate and serious, the student may be exited from the College and not permitted to continue with their studies. They will be normally be entitled to any award for which they are eligible.

5.7.8   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.

5.7.9   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 Unfair Means Committee.

5.8   APPEALS (ACADEMIC)

5.8.1   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.

5.8.2   Appeals must be submitted within two weeks of the examination results being published and handed in to the Registry Department.

5.8.3   Appeals on results from previous semesters will not be accepted.

5.8.4   Students cannot question the academic judgment of the examiners.

5.8.5   The College applies a quality assurance system which endorses moderation by a second marker, UK External Examiners and confirmed by the Examination Boards and by the University of Bedfordshire.

5.8.6 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.

5.8.7 Appeals Forms are available in the Registry Department and on MOVE and must be clearly completed (in English) along with supporting evidence.

5.8.8 Students cannot appeal for repeated referral opportunities in a module for any reason. If students cannot pass an assessment after a referral, this means that their understanding of the module is weak, and they must retake the module.

5.8.9 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 responsibility of the student to find out the outcome of his/her appeal submission.

5.8.10 Only the Appeals Committee is able to consider the outcome of student results, and its decisions are confirmed by the Board of Examiners. Exceptionally, if further information becomes available to support a case that has already been considered by the committee, this can be presented to the Committee along with a clear explanation of why this information was not previously available.

5.8.11 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 to inform himself/herself about 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** referral opportunity in a module;

   e.   To be awarded a pass when the Examination Board has already awarded a referral or fail in a module.

   f.   To be awarded a higher grade in an assessment.

5.8.12 An administration fee will be charged when the written appeal is submitted.

SECTION VI: STUDENTS

6.1 STUDENT PRESENTATIONS: ACADEMIC & HOUSEKEEPING

6.1.1 The College values your participation and input, as this will help us improve the standards of the programmes that we offer. Feedback from students and clients 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 Student Handbooks.

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:

6.1.4 **Student Representatives**: All class group 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).

6.1.5 **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 University 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 gathering of student feedback is done through a variety of methods.

6.1.6 **Academic Events**: You can become involved in quality assurance activities, such as validation events and annual reviews.

6.1.7 **Student Survey:** A College-wide student satisfaction survey provides an analysis of the key issues that affect the quality of the student experience. It is administered centrally through the Quality Assurance Directorate, and distributed to students on campus. 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.

6.1.8 **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 also 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   The student representatives have the responsibility of communicating their group concerns to the Director of Studies/Programme Managers, and to attend and represent their group in the Course Committee Meetings (Academic and non-academic) held twice a semester.

6.2.3   They must represent the group at Course Committee meetings where student problems and issues are discussed. Information about such meetings will be publicised in advance of the student notice boards.

6.2.4   The Course Committee Meeting is a forum for discussing issues relating to:

- Academic Issues;
- Library facilities;
- Infrastructure problems;
- Any issues of general concern to students.

6.3   STUDENT COMPLAINTS FOR NON ACADEMIC ISSUES

6.3.1   General information

6.3.1.1 We recognise that there may be occasions when you have cause for complaint about your experience in the College. When this happens, the Complaints Procedure is intended to provide an accessible, fair, and straightforward system, which ensures an effective, prompt, and appropriate response.

6.3.1.2 You should note that complaints about academic decisions, marking and the academic judgement of examiners will not be entertained, as these are decisions made by the Examination Board.

6.3.1.3 The College 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 given 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:** The College 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 Majan College 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**: The College 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 All Majan College 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 The College 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 its visitors, 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, Majan College 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 degrades 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 **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).

Dress Code
MALE
WHAT NOT TO WEAR IN CAMPUS

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

Dress Code
FEMALE
WHAT NOT TO WEAR IN CAMPUS

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

6.5.1.9 **Impersonation:** under no circumstances will the college accept or allow impersonation and this will be treated seriously and reported to the concerned authority.

6.5.1.10 **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. The College 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.

6.5.1.13 **Computing Resources:** Majan College provides access to electronic information resources, including networks, software, and equipment, to its students. The Majan College Information Technology Policy (IT Policy) is published in the students' handbook, and details requirements governing student, Faculty, and staff use of its information technology resources. All students are bound not only by the 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.

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 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. 80% attendance for all modules is compulsory, unless there are exceptional, mitigating circumstances – which must be accepted by the Faculty Mitigating Circumstances Committee.

6.5.1.18 **Unauthorized Entry:** Any unauthorized or forceful entry, whether actual or attempted, into any College facility or building is strictly prohibited.

6.5.1.19 **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.

6.5.1.20 **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.

6.5.1.21 **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, assessments and unfair means, hostel accommodation, and student groups or organisations.

6.5.1.22 **Student Conduct Hearing:** 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 Committee will then take the following steps:

a. 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.

6.6 DISCIPLINARY ACTION

6.6.1 Students who violate the code of conduct will face Disciplinary Action.

6.6.2 The Disciplinary Committee has recourse to any of the following courses of action, depending on the seriousness of the misconduct:

- Oral warning;
- Written warning;
- Dismissal from classes or College premises for a specified period;
- Failing the assessment;
- Failing the module;
- Failing the semester;
- Temporary exclusion from the activity concerned;
- Financial penalties in the form of a fine;
- Dismissal/Expulsion from the College.

6.6.3   Expulsion from the College: Students may be summarily expelled from the College on any of the following grounds:

- If the Disciplinary Committee finds evidence of serious misconduct on the part of the student, with regard to violating the student code of conduct.

- If the Examination Board recommends expulsion from the College for misconduct, relating to assessments, particularly the use of unfair means in assessments.

SECTION VII: LEARNING AND TEACHING METHODS

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

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   CONTACT TEACHING

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:

7.1.1   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. Students cannot video / record the lectures without prior permission from the lecturer.

7.1.2   Majan Virtual Learning Environment (MOVE)

7.1.2.1 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.

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

7.1.2.3 In addition to class contact and office hours, MOVE is also used for communication between faculty and students.

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

7.1.2.5 Students can access MOVE using their mobile devices and their iPads.

7.1.3   Seminars

The seminar is the major means of generating discussions around a pre-determined topic. It encourages the exchange of knowledge and experiences between students.

During seminars, students take more responsibility with active participation in the activities, such as case studies, presentations and group discussions.

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

7.1.4   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.

7.1.5   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.

7.1.6   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.

7.1.7   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.

7.1.8   Directed and Self-directed 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.

7.1.9   Online Techniques- Group Discussions (Electronic Forums)

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

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

7.1.10   Teaching using iPads

The College uses Doceri, an e-learning application and Chrome lab to enhance teaching and learning in the classroom. It brings greater clarity to content as well as actively involving students in classroom exercises.

7.2   REFERENCING: HARVARD STYLE (BASED ON UOB)

7.2.1   There are three main reasons why accurate referencing is important:

7.2.1.1 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.

7.2.1.2 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.

7.2.1.3 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 counts as an academic offence in Britain known as plagiarism.

7.2.2   **FORMATTING STYLES: HARVARD REFERENCING**

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

7.2.3   **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).

(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, and on many other matters, please check the complete Majan Guide.

7.2.4 **REFERENCES:**

At the end of your work, there should be a References list 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

- Do not number the references

- Do not 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.

7.3 KEY TRANSFERABLE SKILLS

7.3.1 Cognitive abilities and non-subject specific skills that include communication and information technology skills, analytical skills, and interpersonal skills are emphasised at all levels.

7.3.2 By the end of Level 4, you should acquire the following skills:

COMMUNICATION AND INTERPERSONAL SKILLS

- Communicate basic concepts, theories, and ideas in your own words and in a suitable written format.

- Give effective oral presentations, using appropriate visual aids, and bearing in mind the target audience.

- Process academic information in both written and spoken form and identify, extract, and describe main ideas, supporting details, opinions, and judgments.

- Relate to, and interact effectively with, individuals and groups.

- Build an awareness and understanding of the beliefs, ideas and values of others.

- Demonstrate an ability to manage time and meet deadlines both as a team member and as an individual.

- Demonstrate self–confidence and self-worth in a variety of interactive settings.

COGNITIVE SKILLS

- Demonstrate the ability to deal with relatively simple subject-specific tasks, break them into their constituent parts, and identify suitable solutions.

- Demonstrate a developing ability to recognise your own role in learning.

- Demonstrate knowledge and understanding of fundamental concepts and ideas in specific subject areas.

- Demonstrate the possession of a mental map interrelating fundamental terminology, concepts, and areas of knowledge.

- Demonstrate command of subject-specific knowledge and skills in a practical context.

IT SKILLS

- Demonstrate an ability to use IT applications at a sound basic level.

- Show the ability to manage files using appropriate techniques.

- Retrieve information efficiently from lecturer-prescribed sources.

- Demonstrate an ability to use the web effectively.

MATHEMATICAL OR STATISTICAL SKILLS

- Demonstrate an ability to collect, organize and interpret data from a range of sources, citing these appropriately

- Solve problems using appropriate numerical or statistical techniques.

- Demonstrate ability to present and interpret given numerical and graphical data.

7.3.3   By the end of Level 5, you should acquire the following skills:

COMMUNICATION AND INTERPERSONAL SKILLS

- Demonstrate an ability to operate effectively and independently through the medium of English in a variety of academic settings.

- Communicate complex issues with discrimination across the range of written academic formats.

- Give oral presentations demonstrating a good level of linguistic and communicative skills, and awareness of technical vocabulary and appropriate visual aids.

- Communicate effectively, in writing or in speech, including awareness of the importance of arguments, positions, issues and approaches.

- Receive complex subject-specific information in both spoken and written form and analyse and apply the knowledge to a range of situations.

- Demonstrate an ability to lead, or contribute effectively to, a group in solving a problem or reaching a goal.

- Treat with respect and increased understanding the beliefs, ideas, and values of others.

COGNITIVE SKILLS

- Demonstrate the ability to manage complex tasks creatively and self-critically in familiar and less familiar academic contexts.

- Demonstrate deep understanding of subject-specific knowledge and skills

- Demonstrate an ability to criticize or defend a particular subject-specific intellectual viewpoint with supporting evidence, drawing on knowledge from different areas.

- Discuss the wider connection and application of knowledge and skills within the subject/field of study, displaying the ability to come to original solutions/conclusions.

- Demonstrate independent thinking as a learner and appreciate the importance of collecting and evaluating a range of information in the analysis and resolution of a problem.

IT SKILLS

- Demonstrate the ability to identify appropriate IT technology and / or applications in a given context.

- Demonstrate the ability to search for and locate information sources relevant to a specific context

MATHEMATICAL OR STATISTICAL SKILLS

- Demonstrate an ability to collect, organize and analyse numerical and statistical data from a wide range of sources in order to arrive at a solution to a practical problem.

- Demonstrate the ability to identify / use appropriate numerical or statistical techniques to solve problems

- Demonstrate the ability to interpret numerical / statistical data to reach valid conclusions in subject-specific investigations into subject-specific problems.

7.3.4   By the end of Level 6, you should acquire the following skills:

COMMUNICATION AND INTERPERSONAL SKILLS

- Operate effectively and independently through the medium of English in a variety of academic settings and at a high proficiency level.

- Communicate complex issues and build / respond to arguments across the range of written academic formats.

- Deliver a paper or presentation designed as a series of points connected in a coherent argument, demonstrating a high level of linguistic and communication skills and using appropriate visual aids.

- Receive complex subject-specific information in both spoken and written form and analyse, synthesise, and evaluate this to arrive at appropriate conclusions / solutions.

- Take positions of leadership or contribute fully to a team so as to demonstrate skills of negotiation, flexibility and adaptability, and to achieve set objectives.

- Demonstrate clear understanding of ethical issues related to the work place and the wider community.

- Communicate succinctly in writing or in speech well-defined arguments, which are justified with respect to purpose and context.

COGNITIVE SKILLS

- Demonstrate deep understanding of issues to analyse critically a range of situations and evaluate alternative conclusions.

- Demonstrate comprehensive command of subject / field-specific knowledge and skills. Criticize and evaluate existing literature within the area of specialization.

- Demonstrate an ability to plan and execute complex tasks, reaching innovative and original solutions where necessary.

- Appreciate the full context in which subject-specific skills and knowledge exist, including links with other specialisms and wider application of theories.

IT SKILLS

- Demonstrate the ability to use the web to support and enrich own learning at an advanced level.

- Develop and demonstrate personal techniques to search for and locate sources of information effectively.

- Demonstrate the ability to apply acquired IT skills effectively and sometimes creatively in unfamiliar and complex situations.

MATHEMATICAL OR STATISTICAL SKILLS

- Demonstrate sophisticated search techniques to collect information/data from a wide range of sources.

- Apply appropriate numerical techniques to the analysis, presentation, and visualization of data.

- Demonstrate the ability to apply acquired mathematical or statistical skills in unfamiliar and complex situations.

SECTION VIII: COLLEGE FACILITIES

8.1 STUDENT SERVICE CENTRE

8.1.1 MUC has a Student Services Centre that provides counselling and support to students in non-academic matters.

8.1.2 The Student Services Centre works closely with the Student Advisory Council and helps in planning and executing activities.

8.1.3 The centre helps students to participate in sports and other activities inside and outside the College.

8.1.4 It also has a dedicated sport coach who trains students in different sports activities.

8.2 CAREER & INDUSTRY ENGAGEMENT UNIT

8.2.1 MUC has a Career & Industry Engagement Unit 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 organizations.

8.2.2 Students are helped to obtain hands-on work experience, normally during the period between the two semesters. The College also holds job fairs, and invites companies to interview students for suitable positions.

8.2.3 In addition, the College regularly receives notifications from employers about vacancies, which are communicated to students. The College also helps students in their job searches through proper training on the preparation of curriculum vitae, job applications and interview techniques.

8.3 LIBRARY AND LEARNING RESOURCE CENTRE (LRC)

8.3.1 The College Library is located on the ground floor of the Learning Resource Centre, and has around 20,000 volumes of printed books, more than 130,000 eBooks, and 8,946 Scholarly e-journals. The LRC & Library accommodates around 100 computers with Internet facility and Wi-Fi service for students.

8.3.2 **Opening Hours**

The Library opening hours are as follows:

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

Thursday - 08:00 am – 03:00 pm

The library is also open 10:00am - 5:30pm 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.

8.3.3 KOHA Automated Library Management System is installed for managing the library collection and information services. 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). Students should approach library staff if they require any assistance.

8.3.4   Three multi-function printers (photocopy, print and scan) are located in the Library for students to use. There are other MFPs located in N Block and S block. Students are granted RO 1 print credit each semester, and extra credit can be purchased from the library counter. We encourage students to print as little as possible, making use of the free scanning facility (instead of photocopying) and reading from the screen instead of printing.

8.3.5   The Library has a comprehensive collection of over 23,000 texts and 130,000 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.

8.4   ONLINE DATABASE (UOB ONLINE LEARNING RESOURCES)

8.4.1   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 include Masader.

8.4.2   Masader is an online repository of e-books. It contains more than 150,000 e-books available for searching, and downloading full text.

8.5   LENDING TERMS

8.5.1   Students may borrow from 4 to 6 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.

8.5.2   Students are liable to pay fines for the late return of books, at a rate of 100 Baizas per day per book, and will be charged for any loss or damage of library printed information resources.

8.5.3   Certain collections, such as reference books, student's projects, short loan books, Oman publications, Journals, and Dictionaries are for reference only, and cannot be borrowed by students.

8.5.4   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.

8.5.5   Certain collections, such as reference books, students' projects, short loan books, Oman publications and journals, are for reference only and cannot be borrowed by students.

8.6   LIBRARY RULES AND REGULATIONS

8.6.1   You are expected to strictly observe silence at all times in the Library, except when you are in the designated group study area.

8.6.2   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.

8.6.3   Excessive noise in the group study area that disturbs other users is strictly not permitted.

8.6.4   You are expected to treat Library staff and other users of the Library with respect and due consideration.

8.6.5   Mobile phones must not be used, and must remain switched off at all times. Library staff have the right to confiscate mobile phones, if they are used in the Library.

8.6.6   Students must have their ID cards with them at all times, and must produce them, whenever requested to do so.

8.6.7   You must not allow any other person to use your ID card.

8.6.8   Food and drinks should not be consumed in the Library building.

8.6.9   Smoking is not permitted.

8.6.10   You must renew or return resources on time and when requested.

8.6.11   You will be liable to pay fines for late returns, and will be charged for any loss, or damage to resources.

8.6.12   You will be liable to pay the cost of the book, or any other material borrowed from the library if kept for over 90 days, with a service charge of RO.5. This amount will be charged automatically to your student account in the College, and you will be liable to pay it.

8.6.13   You are responsible for all items issued to you.

8.6.14   You must ensure that you keep your surroundings neat and tidy.

8.6.15   You must put all rubbish in the bins provided.

8.6.16   You are responsible for the safety of your belongings.

8.6.17   You must treat and use the Library and computing facilities with care.

8.6.18   You will be liable for damages for misusing any resources, furniture or equipment.

8.6.19   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.

8.7   COLLEGE WEBSITE (www.majancollege.edu.om)

8.7.1   The College has an official website which provides the required links to the online database, emails and VLE (MOVE).

8.7.2   All relevant information regarding the academic programmes and college is available on the college website and MOVE.

8.8   MYMAJAN

8.8.1   MyMajan is a smartphone app exclusively for Majan students. It can be installed on Android and iOS phones or accessed through the web at portal.majancollege. edu.om.

8.8.2   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

8.9   HELP DESK

8.9.1   An 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. IT issues should be reported to ithelpdesk@majancollege.edu.om

8.10   NOTICE BOARD AND DIGITAL SIGNAGE

8.10.1   All important information, such as: changes to timetables; assignment submissions; examination timetables; etc., will be published on the relevant Notice Boards/ Digital Signage as well as on the College web-site, MOVE, and MyMajan App. Students must ensure they check these at regular intervals.

8.11   COMPUTING FACILITIES

8.11.1   The College's IT facilities have grown substantially over the years and there are now over 800 multimedia computers across 15 laboratories and free-access areas. Both the campus and the hostels are equipped with Wi-Fi facility. This facility can be accessed through all devices using your user name and password. The lecture halls, all computer laboratories and all the teaching rooms are provided with on-line access.

8.11.2   All students have personal accounts and reserved disk space for their studies and personal use. With a valid College ID, students can process their print outs, get access to the internet and the college network. Undergraduate students therefore, have relatively unlimited access to IT during their studies. From September 2010, 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   SUPPORT FOR STUDENTS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES

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

8.13   HOSTEL

Separate well-furnished females and males hostels are provided by the College. A Hostel warden is always present in the hostel to look after the needs of students.

8.14   VISA

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

8.15   BUS SERVICE

The College has a fully air-conditioned bus service for transporting hostel students, and it also provides transportation to students for industrial visits and leisure.

8.16   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.

8.17   EXTRA-CURRICULAR ACTIVITIES

Students are expected to be members of the various clubs and activities that are managed by the Students Services Centre. These clubs include the Poetry club, Theatre Club, the English Language Club, and the Sports Club, among others. The College offers a range of well-maintained sports facilities, including basketball, softball, and volleyball courts. There are various clubs that organize cultural and leisure activities for students all year round.

8.18   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. 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?

Studying at Majan gives you the chance to join students from more than 20 different countries and to receive a degree awarded from a UK university (University of Bedfordshire). Majan is a vibrant, friendly and innovative institution known for its high quality education. In 2016, Majan was the first Higher Education Institution in the Sultanate to receive full accreditation from the Oman Academic Accreditation Authority (OAAA). OAAA accreditation, which is awarded on the basis of internationally benchmarked standards, provides objective evidence of institutional quality.

Academic staff at Majan, many of whom are PhD-qualified, are experts in their particular fields, and have extensive experience as educators. They come from

a wide variety of national backgrounds and are accustomed to working with international students. An increasing number of Majan academic staff have also gained recognition for their professional skills through fellowship of the UK Higher Education Academy, a well-respected body that promotes teaching excellence in universities and colleges across the world.

9.2   WHY OMAN?

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

9.3   VISAS

If you are accepted to study at Majan, you will be eligible for a student visa. Please contact us using the form below and we will be happy to guide you through the admissions process. Please note that the issuing of visas is entirely at the discretion of the visa issuing authorities (Royal Oman Police). 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 authorized hospital in your home country.

9.4   ENTRY REQUIREMENTS

- You will need to get your General Education/High School diploma attested by the Ministry of Education (Oman) and provide a copy of the equivalency letter and present the original for verification.

- Copy of passport.

- Through foundation programme

- Two personal photographs.

9.5   UNDERGRADUATE ENTRY TEST

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

9.6   IELTS

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

9.7   LIVING EXPENSES

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

	Monthly cost
Accommodation (Shared flat)	RO 100
Accommodation (College hostel dorm)	RO 60
Food	RO 50
Transport	RO 30
Entertainment & Leisure	RO 30
Medical insurance	TBC

SECTION X: PROGRAMME DETAILS

Currently MCUC offers the following programmes through its three Faculties:

10.1   FACULTY OF BUSINESS MANAGEMENT

The Faculty of Business Management is the largest faculty at Majan College with around 2000 students. 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:

- BA (Hons) /DipHE in Business Administration with 8 pathways

- BA (Hons)/ DipHE in Accounting

- BA (Hons)/DipHE in Finance

- BA (Hons)/DipHE in Marketing

- BSc (Hons)/DipHE in E-business

10.1.1 BA (Hons) in Business Administration

A)   Programme overview

The BA (Hons) 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 specialization.

- Dip HE/BA (Hons) in Business Administration – General pathway

- Dip HE/BA (Hons) in Business Administration – Marketing pathway

- Dip HE/BA (Hons) in Business Administration – Human Resources Management pathway

- Dip HE/BA (Hons) in Business Administration – Accounting pathway

- Dip HE/BA (Hons) in Business Administration – Information Systems pathway

- Dip HE/BA (Hons) in Business Administration – Small Business pathway

- Dip HE/BA (Hons) in Business Administration – Tourism and Event Management pathway

- Dip HE/BA (Hons) in Business Administration – Transport Operations Management pathway

i)   Dip HE/BA (Hons) in Business Administration – General pathway

A)   Programme overview

This 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 also enables students to take a broader perspective and ability to link different issues in the process of decision making. Students of this programme also learn a broad range of managerial capabilities, problem solving and communication skills.

B)   Programme Structure

Students are required to pass 8 modules totalling 120 credits in each year (level). In total students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Honours).

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Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Human Resources Management (HRM)	15
4	Foundation to Business Strategy (FBS)	15
5	Research Methods (RM)	15
6	Financial System and Services (FSS)	15
7	Organisational Behaviour (OB)	15
8	Brand Communications (BC) / Ports Management and Marketing (PMM) / Customer Experience Management (CEM) / Event Management (EM)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Strategic Management (S Mngt)	15
3	Entrepreneurship and Small Business (ESB)	15
4	Operations Management (OM)	15
5	Management Information Systems (MIS)	15
6	Strategic Human Resource Management (SHRM) / Human Capital Management (HCM) / Employee Relations (ER)	15
7	Retail Management (RTM) / International Marketing (IM) / Strategic Marketing (Str Mkt) / Leisure and Visitor Attraction Management (LVAM) / Sustainable Tourism Planning and Development (STPD)	15
	Total Credits	480

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

ii)   **BA (Hons) in Business Administration – Marketing pathway**

A)   **Programme overview**

The programme has a strong emphasis on understanding consumers' wants and needs and also understanding their behaviour. This programme starts with providing the fundamental principles of marketing and progresses to marketing applications in real-life scenarios.

It also develops a good understanding of the core concepts underlying the practice of finance and accounting, micro and macro-economics, organisational structure, management principles and the development of successful business strategies.

B)   **Programme Structure**

S/No.	Module Name	Credits
Modules in Level 3 (first year)		
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	Module Name	Credits
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	IT applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Organisational Behaviour (OB)	15
4	Brand Communications (BC) / Consumer Behaviour (CB)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Marketing for Tourism and Hospitality (MTH) / Travel Tourism and Hospitality Industry (TTHI) / Digital Automation and Solutions (DAS)	15
8	Customer Experience Management (CEM) / Event Management (EM)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Retail Management (RTM) / International Marketing (IM)	15
3	Entrepreneurship and Small Business (ESB)	15
4	Strategic Management (S Mngt)	15
5	Management Information Systems (MIS)	15
6	Strategic Marketing (Str Mkt)	15
7	Operations Management (OM)	15
	Total Credits	480

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

iii) **BA (Hons) Business Administration – Human Resource Management Pathway**

A) **Programme overview**

This programme develops a range of skills and knowledge essential for effective management of HR functions such as staff planning, job analysis and design, recruitment and training, performance appraisal and assessment of training needs. Students of this programme will also take modules in accounting and finance, information systems, mathematics and statistics, management and marketing, in addition to English Language courses.

B) **Programme Structure**

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Human Resources Management (HRM)	15
4	Organisational Behaviour (OB)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Work Psychology (WP)	15
8	Performance Management (PM)	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project (P1 & P2)	30
2	Strategic Management (S Mngt)	15
3	Human Capital Management (HCM)	15
4	Entrepreneurship and Small Business (ESB)	15
5	Management Information Systems (MIS)	15
6	Strategic Human Resource Management (SHRM)	15
7	Employee Relations (ER)	15
	Total Credits	480

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

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

A) **Programme overview**

The programme provides a blend of a conceptual theoretical framework with practical applications and covers fundamental theoretical knowledge through to more specialised accounting requirements. This degree will 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 of business organisations.

B) **Programme Structure**

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Financial Accounting (IFA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Cost Accounting (C ACC)	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Business Law & Taxation (BLT)	15
3	Management Accounting (Mngt Acc)	15
4	Advanced Accounting (Adv Acc)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Organisational Behaviour (OB)	15
8	Financial Reporting (FR)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Financial Statement Analysis (FSA)	15
3	Advanced Management Accounting (AMA)	15
4	Strategic Management	15
5	Entrepreneurship and Small Business (ESB)	15
6	Management Information Systems (MIS)	15
7	Forensic Accounting (For Acc) / Islamic Banking and Finance (IBF)	15
	Total Credits	480

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

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

A) **Programme overview**

The BA (Hons) in Business Administration with Information Systems pathway is designed to meet the growing needs of today's business world by merging IT skills with business knowledge.

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

B) **Programme Structure**

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Business Mathematics and Statistics (BMAS)	15
4	Principles of Management (PMG)	15
5	Principles of Economics (POE)	15
6	Academic Reading & Writing for Business (ARWB)	15
7	IT Applications for Business (ITAB)	15
8	Introduction to Programming (ITP)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	English for Professional Development and Communication (EPDC)	15
2	Operating Systems (OS)	15
3	Foundation to Business Strategy (FBS)	15
4	Legal Aspects of Business (LAB)	15
5	Database Management Systems (DBMS)	15
6	Organisational Behaviour (OB)	15
7	Research Methods (RM)	15
8	Internet Technology & Web Applications (ITWA)	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project (P1 & P2)	30
2	Database Administration (DBA)	15
3	Project Management Tools & Techniques (PMMT)	15
4	E Systems (E SYS)	15
5	Strategic Management (S Mngt)	15
6	(Emerging Technologies in Information Systems) (ETIS)	15
7	Entrepreneurship and Small Business (ESB)	15
	Total Credits	480

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

vi)   **BA (Hons) Business Administration – Small Business pathway**

A)   **Programme overview**

The BA (Hons) in Business Administration with Small Business pathway develops the skills that are necessary to meet the demands for setting up and managing a business. The programme provides the business management core that includes an extensive background in the functional areas of marketing, accounting, and management; an understanding of the business environment to include the legal, economic, behavioural and human aspects; technical skills in information systems, mathematics and quantitative analysis; and the ability to communicate, integrate and synthesise.

B)   **Programme Structure**

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Financial Accounting (IFA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading & Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	Introduction to Accounting Information Systems (IAIS)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Organisational Behaviour (OB)	15
4	New Business Enterprise (NBE)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Financial Systems and Services (FSS)	15
8	Accounting for Small Business (ASB)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Small Business Finance (SBF)	15
3	Retail Management (RTM)	15
4	Strategic Management (S Mngt)	15
5	Management Information Systems (MIS)	15
6	E Business for SMEs (EBSME)	15
7	Operations Management (OM)	15
	Total Credits	480

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

vii) **BA (Hons) Business Administration – Tourism and Event Management Pathway**

A) **Programme overview**

The BA (Hons) Business Administration with Tourism and Event Management include modules aimed at providing students with the fundamentals of business management including accountancy, computing and marketing and is augmented by specialist travel and tourism modules. Research methods and skills, market segmentation, strategic planning, advertising, sales, promotions, pricing, and distribution will be 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 sector.

B) **Programme Structure**

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading & Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Tourism, Travel and Hospitality Industry (TTHI)	15
4	Customer Experience Management (CEM)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Organisational Behaviour (OB)	15
8	Event Management (EM)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Strategic Management (S Mngt)	15
3	Event Operations Management (EOM)	15
4	Leisure and Visitor Attraction Management (LVAM)	15
5	Management Information Systems (MIS)	15
6	Sustainable Tourism Planning and Development (STPD)	15
7	Entrepreneurship and Small Business (ESB)	15
	Total Credits	480

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

viii) **Dip HE/BA (Hons) in Business Administration – Transport Operations Management pathway**

A) **Programme overview**

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

B) **Programme Structure**

S/No.	Modules in Level 3 (first year)	Credits
	Module Name	
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15

S/No.	Modules in Level 4 (second year)	Credits
	Module Name	
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading & Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Introduction to Transport Management	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Land Transport Management	15
4	Supply Chain and Logistics Management	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Organisational Behaviour (OB)	15
8	Ports Business and Marketing/ Ports Management and Shipping	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project (P1 & P2)	30
2	Strategic Management (S Mngt)	15
3	Inventory and Warehouse Management	15
4	Ports Operations, pricing and Financing/ Transport Finance and Insurance	15
5	Project Management/ Enterprise Resource Management	15
6	Transport Operations Management	15
7	Entrepreneurship and Small Business (ESB)	15
	Total Credits	480

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

10.1.2 BA (Hons) in Accounting

A)   Programme overview

This degree programme is designed for students who are interested in following a career in accountancy or in obtaining further professional accounting qualifications. Students are provided with information on accounting principles, cost accounting, budget creation and control, tax accounting, auditing procedures and statement analysis measurement and disclosure, managerial accounting, business law, forensic accounting, and corporate finance. Knowledge of the above gives students the necessary edge that they need to find work in this highly competitive, very rewarding field.

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 (Hons) in Accounting are exempted from 8 papers by the ACCA and BA (Hons) Business Administration (Accounting pathway) receive 6 papers exemptions.**

B)   Programme Structure

Students are required to pass 8 modules totalling 120 credits in each year (level). In total students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Honours).

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15

Modules in Level 4 (second year)		
S/No.	Module Name	Credits
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Financial Accounting (IFA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Cost Accounting (C ACC)	15
8	Introduction to Accounting Information Systems (IAIS)	15
Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Business Law & Taxation (BLT)	15
3	Management Accounting (Mngt Acc)	15
4	Advanced Accounting (Adv Acc)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Quantitative Techniques in Accounting & Finance (QTAF)	15
8	Financial Reporting (FR)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Advances in Accounting & Finance (AAF)	15
2	Financial Statement Analysis (FSA)	15
3	Advanced Management Accounting (AMA)	15
4	Strategic Management (S Mngt)	15
5	Auditing (AUD)	15
6	Forensic Accounting (For Acc)	15
7	Corporate Finance (CF)	15
8	Small Business Finance (SBF)	15
	Total Credits	480

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 (Hons) in Finance

A)   **Programme overview**

The BA (Hons) in Finance 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)   **Programme Structure**

Students are required to pass 8 modules totalling 120 credits in each year (level). In total students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Honours).

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Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Financial Accounting (IFA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Fundamentals of Finance (FOF)	15
8	Introduction to Accounting Information Systems (IAIS)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Business Law and Taxation (BLT)	15
3	Financial Markets and Institutions (FMI)	15
4	Managerial Finance (MF)	15
5	Quantitative Techniques in Accounting & Finance (QTAF)	15
6	Foundation to Business Strategy (FBS)	15
7	Research Methods (RM)	15
8	Financial Reporting (FR)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Advances in Accounting & Finance (AAF)	15
2	Financial Statement Analysis (FSA)	15
3	International Finance (IF)	15
4	Corporate Finance (CF)	15
5	Security Analysis and Portfolio Management (SAPM)	15
6	Strategic Management (S Mngt)	15
7	Small Business Finance (SBF)	15
8	Financial Engineering (FE)	15
	Total Credits	480

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 (Hons) in Marketing

A)   **Programme overview**

This degree 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 the 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.

B)   **Programme Structure**

Students are required to pass 8 modules totalling 120 credits in each year (level). In total students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Honours).

S/No.	Module Name	Credits
Modules in Level 3 (first year)		
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	Module Name	Credits
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Principles of Management (PMG)	15
4	Business Mathematics and Statistics (BMAS)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Economics (POE)	15
7	Principles of Marketing (P MKT)	15
8	IT Applications for Business (ITAB)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	English for Professional Development and Communication (EPDC)	15
2	Legal Aspects of Business (LAB)	15
3	Organisational Behaviour (OB)	15
4	Brand Communications (BC)	15
5	Foundation to Business Strategy (FBS)	15
6	Research Methods (RM)	15
7	Consumer Behaviour (CB)	15
8	Customer Experience Management (CEM)	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project (P1 & P2)	30
2	Project Management (P Mngt)	15
3	Retail Management (RTM)	15
4	International Marketing (IM)	15
5	Management Information Systems (MIS)	15
6	Strategic Marketing (Str Mkt)	15
7	Entrepreneurship and Small Business (ESB)	15
	Total Credits	480

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 BSc (Hons) in E-Business

A) **Programme overview**

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

B) **Programme Structure**

Students are required to pass 8 modules totalling 120 credits in each year (level). In total students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Honours).

S/No.	Modules in Level 3 (first year)	Credits
	Module Name	
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15

S/No.	Modules in Level 4 (second year)	Credits
	Module Name	
1	Integrated Language Skills for Business (ILSB)	15
2	Introduction to Business Accounting (IBA)	15
3	Introduction to Programming (ITP)	15
4	Principles of Management (PMG)	15
5	Academic Reading and Writing for Business (ARWB)	15
6	Principles of Marketing (P MKT)	15
7	IT Applications for Business (ITAB)	15
8	Business Mathematics and Statistics (BMAS)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication (EPDC)	15
2	Operating Systems (OS)	15
3	Foundation to Business Strategy (FBS)	15
4	Digital Automation and Solutions (DAS)	15
5	Database Management Systems (DBMS)	15
6	Customer Experience Management (CEM) / Brand Communications (BC)	15
7	Research Methods (RM)	15
8	Internet Technology and Web Applications (ITWA)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project (P1 & P2)	30
2	Virtual Enterprises (VE)	15
3	E-Systems (ESYS)	15
4	Strategic Management (S Mngt)	15
5	Management Information Systems (MIS)	15
6	Project Management Methods & Tools (PMMT)	15
7	Entrepreneurship and Small Business (ESB)	15
	Total Credits	480

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 (IT), an integral academic unit of Majan University College, is committed towards providing a host of state-of-the-art academic programmes in support of the local, regional, and global IT community. These programmes are strategically studied 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. These programmes are:

●   BSc (Hons) / DipHE Computing with 3 pathways

●   BSc (Hons) / DipHE Computer and Internet Applications

●   BSc (Hons) / DipHE Networking

Students are required to pass 8 modules totalling 120 credits in each year (level). In the final year students must also register for the project (dissertation) which accounts for 30 credits (equivalent to a double module). In total, students must satisfactorily complete 480 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BSc (Hons).

10.2.1 BSc (Hons) Computing

A)   Programme overview

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

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

•   DipHE / BSc (Hons) Computing (Oil and Gas)

•   DipHE /BSc (Hons) Computing (Banking Information Systems)

•   DipHE / BSc (Hons) Computing (Software Engineering)

i.   DipHE / BSc (Hons) Computing (Oil and Gas)

A)   Programme overview

The programme will equip students for a career in the domain of IT solutions and management in the Oil and Gas Industry. Graduates of the BSc (Hons) Computing (Oil & Gas) programme 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 skills gap within the oil and gas industry. It will provide hands-on experience with technologies like SCADA, Wireless Sensor Network, Industrial Computing, Oil and Gas processes and Industrial Data networks.

B)   **Programme Structure**

S/No.	Module Name	Credits
	Modules in Level 3 (first year)	
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
	Module in Level 4 (second year)	
1	Integrated Language Skills for Information Technology	15
2	Mathematical and Statistical Skills	15
3	Computer Systems and Networking	15
4	Introduction to Programming	15
5	Academic Reading and Writing for Information Technology	15
6	Digital Logic Design	15
7	System Analysis and Design	15
8	Data Structures and Algorithms	15
	Modules in Level 5 (third year)	
1	English for Professional development and Communication for IT	15
2	Oil and Gas Business Processes	15
3	Database Management System	15
4	Local Area Networks	15
5	IT Research methods	15
6	Supervisory Control and Data Acquisition	15
7	Industrial Data Networks	15
8	Data Visualization Techniques	15

Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project Management Methods and Tools	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 (Double weighted)	30
	Total Credits	480

ii.   BSc (Hons) Computing (Banking Information Systems)

A)   Programme overview

Technologies like cloud computing, Big Data and the Internet of Things have allowed banks to deliver state of the art customer services to their customers while maintaining the market competitiveness required for winning and retaining business. This pathway will prepare students for analysing, formulating and implementing the diverse information technology solutions required in the banking sector. It will also provide students with understanding of the various technologies which underpin security measures.

B)   Programme Structure

Modules in Level 3 (first year)		
S/No.	Module Name	Credits
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15

Module in Level 4 (second year)		
S/No.	Module Name	Credits
1	Integrated Language Skills for Information Technology	15
2	Mathematical and Statistical Skills	15
3	Computer Systems and Networking	15
4	Introduction to Programming	15
5	Academic Reading and Writing for Information Technology	15
6	Fundamentals of Finance	15
7	System Analysis & Design	15
8	Principles of Banking	15
Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	English for Professional Development and Communication in IT	15
2	Legal Aspects of Business	15
3	Database Management Systems	15
4	Internet Technology and Web Applications	15
5	Operating Systems	15
6	Islamic Banking Products and Services	15
7	Financial Markets and Institutions	15
8	IT Research Methods	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	E-Systems	15
2	Database Administration	15
3	eBanking Technology	15
4	Technology Project (double weighted)	30
5	Managing IT Risk in Banking	15
6	International Banking and FOREX	15
7	Entrepreneurship and Small Business	15
	Total Credits	480

iii.   BSc (Hons) Computing (Software Engineering)

A)   Programme overview

The BSc (Hons) Computing (Software Engineering) 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, reliable software is becoming increasingly vital as its use continues to grow both generally and in specific environments.

The students will be able to understand and demonstrate the concepts of software quality, the quality models, standards and the methodologies used in software industry. The students will also be able to develop an understanding of the principles, methods, and best practices in software architecture development in Oman in the Information Technology domain.

B)   Programme Structure

S/No.	Module Name	Credits
	**Modules in Level 3 (first year)**	
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
	Module in Level 4 (second year)	
S/No.	**Module Name**	**Credits**
1	Integrated Language Skills for Information Technology	15
2	Mathematical and Statistical Skills	15
3	Computer Systems and Networks	15
4	Introduction to Programming	15
5	Academic Reading and Writing for Information Technology	15
6	Digital Logic Design	15
7	Data Structures and Algorithms	15
8	Process Analysis and Requirements Engineering	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	English for Professional Development and Communication	15
2	Object Oriented Programming	15
3	Database Management System	15
4	Software Quality and Reliability	15
5	Operating Systems	15
6	Internet Technology and Web Applications	15
7	IT Research Methods	15
8	Mobile Application Development	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project Management Methods and Tools	15
2	Software Architecture	15
3	Parallel and Distributed Systems	15
4	Emerging Technologies in Information Systems	15
5	Entrepreneurship and Small Business	15
6	Technology Project (Double weighted)	30
7	Emerging Software Techniques	15
	Total Credits	480

10.2.2 BSc (Hons) in Computer and Internet Applications

A)   Programme overview

This programme BSc (Hons) in Computer and Internet Applications will equip students with the 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.

B)   Programme Structure

Modules in Level 3 (first year)		
S/No.	Module Name	Credits
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	Module Name	Credits
1	Mathematical and Statistical Skills (MSS)	15
2	Computer Systems and Networking (CSYN)	15
3	Introduction to Programming (ITP)	15
4	Integrated Language Skills for IT (ILSIT)	15
5	Digital Logic Design (DLD)	15
6	Data Structures and Algorithms (DSA)	15
7	Systems Analysis and Design (SAD)	15
8	Academic Reading and Writing for IT (ARWIT)	15

Modules in Level 5 (third year)		
S/No.	Module Name	Credits
1	Human Computer Interaction (HCI)	15
2	Object Oriented Programming (OOP)	15
3	Database Management Systems (DBMS)	15
4	English for Professional Development and Communication (EPDC)	15
5	Operating Systems (OS)	15
6	Software Engineering (SE)	15
7	Internet Technology and Web Applications (ITWA)	15
8	IT Research Methods (ITRM)	15
Modules in Level 6 (fourth year)		
S/No.	Module Name	Credits
1	Project Management Methods and Tools (PMMT)	15
2	Database Administration (DBA)	15
3	Emerging Technologies in Information Systems (ETIS)	15
4	E-Systems (ESYS)	15
5	Data Warehousing and Data Mining (DWDM)	15
6	Entrepreneurship and Small Business	15
7	Technology Project (TP1 & TP2)	15
	Total Credits	480

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

10.2.3 BSc (Hons) in Networking

A)   **Programme overview**

This degree programme will equip graduates with the necessary knowledge and technical skills needed to design, create, operate and maintain network infrastructure for modern distributed enterprise computer systems. It will also strengthen their awareness of networking security threats and be able to implement networking related configurations.

B)   **Programme Structure**

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Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Mathematical and Statistical Skills (MSS)	15
2	Computer Systems and Networking (CSYN)	15
3	Introduction to Programming (ITP)	15
4	Integrated Language Skills for IT (ILSIT)	15
5	Digital Logic Design (DLD)	15
6	Data Structures and Algorithms (DSA)	15
7	Systems Analysis and Design (SAD)	15
8	Academic Reading and Writing for IT (ARWIT)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	Local Area Network (LAN)	15
2	Object Oriented Programming (OOP)	15
3	Database Management Systems (DBMS)	15
4	English for Professional Development and Communication (EPDC)	15
5	Operating Systems (OS)	15
6	Fundamentals of Wireless Networking (FWN)	15
7	Network Architecture (NA)	15
8	IT Research Methods (ITRM)	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project Management Methods and Tools (PMMT)	15
2	Internetworking (INTERW)	15
3	Computer Network Programming (CNP)	15
4	Emerging Technologies in Networking (ETN)	15
5	Network Security (NS)	15
6	Entrepreneurship and Small Business (ESB)	15
7	Technology Project (TP1 & TP2)	30
	Total credits	480

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

10.3   FACULTY OF ENGLISH LANGUAGE STUDIES

The Faculty of the English Language Studies offers two major independent academic programmes (Foundation and BA (Hons) in English Language) and collaborates with the Faculty of the Business Studies and the Faculty of Information Technology to offer courses in their programmes.

The faculty is constantly engaged in research and scholarly activities. It strives to coordinate between students' research, teachers' research and the areas of study for the degree. It also researches the growing needs of society.

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

- Foundation programme

- BA (Hons)/DipHE in English Language

10.3.1   Foundation certificate

A)   Programme overview

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

B)   Programme Structure

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

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

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

10.3.2 BA (Hons) in English Language

A)   **Programme overview**

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

B)   **Programme Structure**

Like other programmes offered in the college, students are required to pass 8 modules totalling 120 credits in each year (level). In the final year students must also register for the project (dissertation) accounts for 30 credits (equivalent to a double module). In total, students must satisfactorily complete 420 credits (32 modules) with a combination of core and specialisation modules to be eligible for the award of the BA (Hons).

Modules in Level 3 (first year)		
S/No.	**Module Name**	**Credits**
1	Arabic Language and Society (Arabic speakers) / Omani Culture & Civilization (Non-Arabic Speakers)	15
2	English Vocabulary in Use	15
3	Fundamentals of Business Management	15
4	Fundamentals of ICT	15
5	English for General Reading and Writing	15
6	Professional Communication Skills in English	15
7	Fundamentals of Personal Development	15
8	Logical and Problem Solving Skills	15
Modules in Level 4 (second year)		
S/No.	**Module Name**	**Credits**
1	Introduction to Linguistics (ITL)	15
2	English Phonology and Phonetics (EPP)	15
3	English Language and the Media (ELME)	15
4	Intensive Academic Writing (IAR)	15
5	Principles of Translation (POT)	15
6	Varieties of English (VOE)	15
7	Language And Society (LAS)	15
8	Academic Writing in English (AWE)	15

Modules in Level 5 (third year)		
S/No.	**Module Name**	**Credits**
1	Corpus-based English Study (CES)	15
2	History of English Language and Literature (HELL)	15
3	English Syntax (ES)	15
4	Critical Reading and Writing Skills in English (CRWSE)	15
5	Fiction in English (FIE)	15
6	Semantics and Pragmatics (SAP)	15
7	Entrepreneurship and Professional Development in English (EPDE)	15
8	English Research Methods (ERM)	15
Modules in Level 6 (fourth year)		
S/No.	**Module Name**	**Credits**
1	Project (ENGP 1 & ENGP2)	30
2	Theories of Language Learning (TOLL)	15
3	Spoken Discourse (SpD)	15
4	Poetry in English (PIE)	15
5	Written Discourse (WDC)	15
6	Second and Foreign Language Acquisition (SFLA)	15
7	Drama in English	15
	Total credits	480

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: GENERAL INFORMATION

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 Director of Registry Systems/Examinations officer, who will provide the student with the required verification of identity. The student must be allowed to continue with the assessment only if s/he has been identified to the student whose name appears on the register.

1.5   Invigilators will distribute question papers when all students are seated, having instructed students not to read the questions until authorised to do so.

1.6   Invigilators will read aloud the instructions to candidates provided in Appendix 1 immediately prior to the start of the examinations.

1.7   Students may be allowed a maximum of 15 minutes reading time for written examinations. During the reading time, students may write on the examination question paper, but may not write in the answer booklets. Answer booklets may be distributed towards the end of the reading time. Where reading time is to be allowed for a particular examination, the time published on the examination timetable should denote the commencement of the reading time.

2.   During examinations

2.1   Students may only be permitted to enter the exam room during the first hour of the exam or up to half of the assessment time, whichever is the smaller, and only if no other candidates have left the room. Where a candidate arrives late his or her exam script should be annotated with the time of arrival. No extra time is awarded to late arrivals.

2.2   Students will only be allowed extra time at the end of an exam, if the Examination Officer decides that due to extraordinary circumstances an exam was unable to start on time.

2.3   Students are not allowed to borrow stationery from fellow students.

2.4   Students must use a pen to answer examination questions, except when producing graphs, tables, or diagrams.

2.5   Students must write the correct question number for each answer. Any answer without mentioning respective question number will not be considered for grading.

2.6   You 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

4.1   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

5.1   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

6.1   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

7.1   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

1.1   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.

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

1.3   The College has a complete CCTV system of 51 cameras in place that monitor and record events that occur in and outside buildings.

1.4   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 Clinic which provides a fully qualified nurse, available in the College's clinic Sunday to Thursday 0830-4.30pm, to attend to student and staff medical needs. A female doctor also visits the female hostel twice a month to provide medical assistance and advice to female students staying in the hostel. Medical insurance is provided to staff and students.

1.6   **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.

1.7   **First Aid Kits**

There are First Aid kits in the Nurse's Clinic and each of the College's buildings.

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

1.8   **Fire Extinguishers**

All firefighting equipment, including fire exits and fire alarms, are checked on a weekly basis by the Security, Health and Safety officer and also checked every six months by an external contractor, who provides a report on his findings and a certificate of compliance.

1.9   **Evacuation Drills**

The College conducts an evacuation drill during the student registration period at the start of each semester. In future there are plans to conduct an evacuation drill during the semester.

1.10   **Fire Wardens**

Two Fire Wardens have been identified for a floor of each building on MUC's campus and signs have been erected next to all the A3 evacuation plans around the campus, as well as in all offices and classrooms.

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