**Degree Awarded by Middle East College**

# STUDENT HANDBOOK

**PART A – GENERAL REGULATIONS**
**PART B – PROGRAMME REGULATIONS (GFP)**
**PART C – PROGRAMME REGULATIONS (UG)**

# DISCLAIMER

The statements and policies in this handbook are for informational purposes only and serve as guidelines for a successful campus life. The College reserves the right to revise or amend the information of this handbook at any time. Students will be informed of any such revisions or amendments made.

# WELCOME FROM DEAN

Dear Students,

Welcome to Middle East College (MEC), one of the most reputed institutions of higher education in the Sultanate of Oman. We believe in contributing to the development of a harmonious and sustainable world through the pursuit of knowledge. Founded in 2002, MEC is one of the fastest growing higher education institutions in the Sultanate with around 5000 students from 25 different countries. MEC offers 13 undergraduate and 4 postgraduate programmes in academic partnerships with Breda University of Applied Sciences (Netherlands), Coventry University (UK), and University of Wolverhampton (UK). Middle East College is the first educational institution in the Gulf to offer specialized Diploma and Bachelor degrees in Contemporary Archives Science in collaboration with the National Records and Archives Authority of Oman. With a continuously evolving curriculum, various professional body memberships, university associations, and innovative teaching and learning practices at MEC, our students gain professional competence to stay abreast with the latest technologies in their field of study. Our students are provided with opportunities for developing their creativity, and a sense of community in an intercultural environment through various co- curricular and extra-curricular activities, supported by an expanding infrastructure. As a responsible Higher Education institution, we focus on continuous improvement which is responsive to the needs of the community and strive to make useful contributions to education, knowledge, and the society at large.

With best wishes for a wonderful and successful year,


**Kiran G R PhD**
Dean

# CONTENTS

# PART A.    GENERAL REGULATIONS

# 1. CAMPUS CONTACT INFORMATION

MIDDLE EAST COLLEGE

P.O. BOX 79, AL RUSAYL, POSTAL CODE 124, SULTANATE OF OMAN TEL.: +968 24531400

FAX:   +968 24446028

**E-mail:** info@mec.edu.om **Website:** www.mec.edu.om

# 2. GENERAL INFORMATION

## 2. 1. USING THIS HANDBOOK

This handbook contains all the important information that the students will need to understand for their academic progress. As it only includes the most important details, students should also consult other sources of information such as those published by different departments and units.

Students are encouraged to read through the handbook since it will familiarizes them, from the outset, with the various aspects of their studies and the regulations and policies governing them. The answers to the most frequently asked questions are contained in this handbook. Students can also access all student-related policies through the college portal.

*Note*: It may be necessary, on occasions, to amend or revise the details provided in this handbook.

## 2. 2. ABOUT THE COLLEGE

Middle East College (MEC) is an accredited college and has the distinction of being the largest private college in Oman. MEC is located in Knowledge Oasis Muscat (KOM), the Information Technology hub of the Sultanate of Oman. MEC, in collaboration with Coventry University, UK, offers a wide range of programmes in different areas of technology, primarily catering to students in the Sultanate who are interested in furthering their career prospects in the emerging areas of Engineering, Information Technology and Management Studies. MEC is the first Microsoft IT academy in the country and is also a member of the Oracle Academic Initiative and the CISCO Networking Academy.

MEC is situated about 12 km from Muscat International Airport, providing easy access to students from any part of the Sultanate. The College with its vibrant student population is in close proximity to Muscat City Centre and Sultan Qaboos University.

## 2. 3. VISION, MISSION, VALUES

**Vision statement:** Contributing to the development of a harmonious and sustainable world through the pursuit of knowledge.

**Mission statement:** We endeavor to fulfil creative human potential through education, inquiry, innovation, intercultural engagement and service.

**Values:**

**QUALITY:** We challenge ourselves continuously in our quest for excellence.

**DIVERSITY:** We appreciate diversity of individuals, ideas and cultures. **TRANSPARENCY:** We demonstrate integrity and openness in our conduct. **RESPECT:** We discharge our responsibilities with respect for all.

**COMMITMENT:** We commit ourselves to the nation and its culture, intellectual inquiry and the environment

## 2. 4. LEARNER ATTRIBUTES

- Professional competence
  - Domain knowledge and research skills
- Ethical awareness and practice
- Leadership and teamwork skills
- Communication skills
- Digital competence
- Intercultural competence

- Community engagement
- Lifelong learning

## 2. 5.  AWARDING BODY

Middle East College, Sultanate of Oman.

## 2. 6.  ADMISSION CONDITIONS IN GENERAL AND FOR EACH SPECIALIZATION

Students seeking admission to any of the Bachelors or Diploma programmes mentioned below should possess a General Education Diploma from Sultanate of Oman or its equivalent qualification approved by the Ministry of Education, the Sultanate of Oman and a General Foundation Programme completion certificate.

Students who do not have a GFP Certificate will be placed at Level 1 of GFP. However, if they wish to be placed at a higher level or be exempted from GFP to directly undertake the undergraduate studies, they will be required to take the MEC Placement Tests to determine their proficiency levels in English, Math and Computing so that they are placed accordingly.

### BSc in Archiving and Records Management

### 2. 6. 1.  INTERNATIONAL STUDENTS

International students who have other qualification equivalent to General Education Diploma (as may be approved by the Ministry of Education, Sultanate of Oman) in appropriate streams may apply for the programmes. They further have to obtain a General Foundation Programme (GFP) Certificate from MEC. Their admission process includes attestation and approvals from appropriate authorities.

## 2. 7.  FEE PAYMENT STRUCTURE

Fee includes Application fees, Caution Deposit (refundable fees), Tuition Fees, Hostel fees or any other dues from Student to MEC during the course. Students are responsible for paying the fees in accordance with MEC rules and regulations even if it is sponsored by a third party. MEC reserves all the rights to collect any pending fees payments from them. For all fee related issues such as outstanding balance, sharing online payment evidence, and discount not received, Students must contact the Account Office by email "ao@mec.edu.om".

### 2. 7. 1.  APPLICATION FEE

The application fee (non-refundable) OMR 50 (OMR. Fifty only) per application.

### 2. 7. 2.  CAUTION DEPOSIT

Every student taking admission has to pay a refundable caution deposit of OMR.100/- (OMR. One Hundred Only) on admission. The caution deposit will be refunded after the completion of the course or when the student is leaving the college. The caution deposit may be adjusted against any outstanding amounts payable by the student.

### 2. 7. 3.  TUITION FEE:

Tuition fee is the fee charged by MEC for a particular programme certification opted by the student. Tuition fee are normally paid in advance.

### Instruction for Payment:

1) Pay by adding MEC as biller in Bank Muscat M-Banking application.
2) Deposit in Bank Via Internet/Online: Student can transfer money in College Bank accounts by adding MEC as beneficiary
   a. Bank Muscat: 0315003468080017
   b. Bank Ahli: "6101-066544-001"
   c. Bank NBO: 1051667669002

Student MUST mention unique Student ID in "Remarks" for identification. After payment intimate to AO@mec.edu.om to avoid delay in payment posting/issue of receipt.

3) In case of deposit of Cash in CDM machine, student should send email to AO@mec.edu.om with picture/scanned slip with Student Id mentioned in email.
4) MEC students can use Local & International Banks DEBIT / CREDIT CARD* to pay fees through ONEIC (www.tasdeed.om)
   *The Debit/Credit Card should be enabled from their bank to pay online.
5) Pay at Cash counter in college campus.
6) Payment through Cheque: Student can submit cheque to account office with student id & contact number mentioned overleaf. In case of cheque is returned unpaid due to insufficient fund or any other reason, student must pay cheque amount in cash within 5 working days of intimation from MEC, to avoid any legal proceeding.

### 2. 7. 4.   DISCOUNTS ON FEES:

1) **Sibling discount (5% on tuition fee)**

   Immediate family members of students (Father/Mother, direct Brothers/Sisters, and Husband/Wife) are given a discount of 5% to study at MEC. This is applicable up to first 5 subsequent applicants for a period of five years from the date of graduation of the first applicant.

2) **Alumni discount (10% on tuition fee)**

   A 10% fee discount is given to MEC graduates (Diploma or Bachelors) pursuing their Post Graduate studies at MEC.

3) **Advance payment of fees* (5% on tuition fee)**

   A 5% fee discount is given to students in cases where the full fee owed is paid within 15 days from commencement of classes.

   * *This discount applies only if fee is paid in full for one year and within 2 weeks of commencement of classes.*

   **Note:** Advance payment fees discount will be additional to the Sibling/Alumni discount, so the actual discount can be up to 10 or 15%.

### 2. 7. 5.   FEE FOR DROPPING OR WITHDRAWAL OF MODULES

| First month (After Add/Drop period) | 25% of module fee |
|---|---|
| Second Month | 50% of module fee |
| Third Month | 75% of module fee |
| Fourth Month | 100% of module fee |

*Table 1:Fee for Dropping or Withdrawal of Modules*

The student can request to drop or withdraw a module in SIS. After paying the drop or withdrawal fee (as mentioned in the above table), student should contact Account Office mandatorily for final approval.

## 2. 8.   STUDENT IDENTITY CARD

On completion of admission formalities each student will be issued an ID card with multiple functionalities such as student identification, printing facility from college printers, access control, and library use/Book Circulation. Other features, which may be added in the near future, include fee payment, Sunray system login, hot desking, and payments in the cafeteria. Students should possess the ID card at all times while on campus and on some occasions while they are not on campus as well. The student should:

1) accepts responsibility for any damage or loss of the card including any money that is stored in the card.

2) use the card responsibly for his/her own purposes and not share it with anyone.
3) Understands that, if the card is lost or damaged, he/she will have to pay an amount of RO 10/- (Omani Riyal Ten Only) for a duplicate card to be issued.
4) abide by MEC IT Policies and Procedures and understand that he/she is liable to disciplinary action if found violating the same.
5) understand that ID cards are non-transferable. Students must carry the ID cards while on campus and present them on request by security personnel.
6) report and submit any lost and found ID cards to the Security Services Office.

## 2. 9. STAFF/STUDENT MEETINGS

These are opportunities for all students on the module/ programme to meet the staff to discuss issues and problems affecting their academic performance and progress. Students will be informed by the respective departments of the details of such meetings. All students are encouraged to participate and contribute to these meetings. However, students are reminded not to assemble for any meetings without prior permission from the Deputy Dean and Registrar. Such meetings will be considered unlawful and action will be initiated as per disciplinary policies, which may include expulsion from the college.

## 2. 10. NOTICE BOARDS

Students are advised to check the appropriate notice boards on a regular basis (every day). The notice boards are located in different areas in the campus for easy access.
Students are not allowed to display unauthorized notices on the College notice boards.
Any information which is to be put up on the notice board by the students should have prior approval from Head of Media, Communication and Admission Department. Failure to do so shall invite stringent action which may even lead to expulsion from the College as per disciplinary policies.

## 2. 11. CONTACTING STAFF

Students are encouraged to reach members of faculty to address issues relating to their studies, classes and other academic matters and, appropriate units in the College for other issues that they may want to discuss. Office hours of all staff members are provided on the Student Information System (SIS) and mentioned in MIGs. Students are welcome to meet members of faculty during their office hours. Students who would like to meet any staff during their office timings should take an appointment through the SIS.

## 2. 12. CAFETERIA

The College campus has several spacious cafeterias with a pleasant ambience, serving a variety of intercontinental and local cuisine and is functional from 7:30 am to 8:30 pm on all working days. Separate counters are available for male and female students. MEC ensures the quality of the services offered by the cafeteria through continuous quality control measures which also include collecting feedback from students and staff. The cafeterias are closed during the holy month of Ramadan.

## 2. 13. WELLNESS CENTRE

MEC believes that good health is vital in the fulfilment of a student's academic as well as personal aspirations. MEC Wellness Centre operates from AL KHWARZMI building supported by first aiders in each building. The Wellness Centre operates from 8.00 am to 8.00 pm. Additionally, resident nurses are available on call in the girls hostel of MEC.

## 2. 14. ALUMNI

MEC believes in strong relations with its Alumni. Alumni surveys are conducted every year to receive feedback from them for improving the services offered by MEC.
To further strengthen relations with Alumni, MEC organizes the Alumni Meet every year where MEC graduates re-unite with MEC faculty members, staff and their classmates. Career Services, Alumni

and External Affairs Department maintains an online portal for Alumni. Additionally, the alumni are also members of Programme Advisory Committees. They are encouraged to register their names in the MEC Alumni Association to receive updates on the activities of the Association, to obtain the latest information about the College and to keep in touch with their ex-classmates and friends.

# 3. GENERAL STUDENT POLICIES & PROCEDURES

## 3. 1. STUDENT RESPONSIBILITIES

**Students are expected to:**
1) plan and register his/her programme of study and make necessary amendments if required.
2) register for modules as per his/her degree plan and in consultation with the respective academic advisor following the regulations and schedules as prescribed in the Student Handbook and the Academic Calendar respectively, and other regulations as may be prescribed from time to time with regard to the registration process
3) complete all elements of assessment according to the instructions given by different instructors and such others who are engaged for the purpose of assessing his/her performance
4) meet his/her academic advisor regularly and at appointed times and keep the advisor informed about matters that are likely to affect his/her academic performance and those that require the advisor's intervention
5) collect the assessment details, lecture notes, worksheets or any other instruments required for the registered modules, whenever s/he is absent during distribution of the same or if s/he is required to do so
6) return the books provided, on long-term borrowing, in good condition upon completion of the semester or as per the time notified for the purpose of return to the library
7) attend classes at all times unless circumstances prevent him/her from doing so and keep the appropriate departments updated of his/her absence, if any, with supporting evidences as may be required within the prescribed period
8) inform appropriate departments and members of faculty of any circumstances likely to affect his/her academic performance
9) immediately inform the Registration Office of any change of address and contact number
10) check, preferably daily, the notice boards and emails, for any information that may be directly or otherwise be required to be provided and respond on time.
11) keep student Identity Cards at all times while on campus and sometimes off campus when required
12) read, understand, and keep copies of all official forms he/she is asked to sign
13) vacate the building S/he is in when a fire alarm is activated and follow the instructions given by the Fire Wardens.
14) be responsible for any personal belongings that he/she brings to the campus. In case any such property is found unattended, it shall be deposited with the Security Services Office and can be claimed within 30 days or else it may be discarded.

## 3. 2. STUDENT RIGHTS

The students have the right to ask about the college's programmes, facilities, fees, financial aids and refunds, their academic progress, attendance status, and provisions available to students with disabilities.

## 3. 3. STUDENT CODE OF CONDUCT

All students must abide by applicable government laws, college rules, regulations, policies and procedures. Any offence related to person, property, operations of college or welfare, health and safety may be subject to disciplinary action based on the severity of violation of the code of conduct.
1) Students should not harass, threaten or use physical force in a manner that endangers the health and safety of another person, both physically and mentally.
2) Students should not be involved in destruction of college property/IT resources/ Laboratory equipment etc.

3) Smoking is prohibited on the MEC campus.
4) Any alcoholic or banned drugs are not allowed to be brought, stored, or consumed in the college premises.
5) Food and beverages are not permitted inside classrooms, laboratories, prayer rooms, discussion rooms and the library.
6) Dress modestly and appropriately in line with the values of Oman and Islamic norms. As per the requirements of Ministry of Higher Education, female students should not cover their face with veils.
7) Students must not falsely report fire or activate emergency warning equipment.
8) Students should not use college email services for unlawful activities and personal use that violates other college policies.
9) Mobile phones must be turned off during all classes.
10) Students must not indulge in any act or behavior that may cause disturbances within the college premise.
11) Students are not allowed to display unauthorized materials such as posters, flyers, and advertisements under any circumstances.
12) Students must always be respectful to others and must not engage in communication which can be interpreted offensive, threatening, bullying, obscene, racial, derogatory, and discriminating.
13) Students must carefully think before posting or publishing any content on social media channels or other online channels.
14) Students must not publish or communicate false and defamatory content that could potentially harm the reputation of an individual or the college.
15) The MEC logo is copyrighted with the Ministry of Commerce and Industry, as per the Law for the Protection of Copyright and Neighboring Rights issued by Royal Decree No 65/2008. Misuse or inappropriate use of the MEC logo is prohibited
16) All images/videos created by the Media, Communication and Admission Department are owned and copyrighted by MEC. Any reproduction, duplication, transmission or publication without permission from the Media, Communication and Admission Department is prohibited.

## 3. 4.   DISCIPLINARY ISSUES

The following process is initiated in the event of a disciplinary case lodged against a student.
1) Student Experience Office (SEO) confirms the lodged issue as a disciplinary case and informs the Student Disciplinary Committee (SDC).
2) The Student Disciplinary Committee investigates the case and obtain an undertaking from the students involved in the misconduct.
3) An appropriate action against the specific misconduct is decided upon by the committee based on an investigation (verbal warning and issuing first written warning letter which is prepared by SDC). If the student is satisfied with the decision of the committee, the case is closed at this level. If the student does not accept the decision of the committee, he/she can appeal against the decision to the Deputy Dean and Registrar (DDR).
4) In cases wherein the Committee recommends serious actions like a second warning letter, suspension or a termination letter (which are prepared by SDC and signed by the DDR) for a student, his/her case is forwarded with specific recommendation to the DDR for final decision/approval. The final decision, which is approved by the DDR is communicated to the student and his / her parent or sponsor through a written letter and an e-mail sent to him/her.
5) If the student does not accept the decision of the DDR, he/she can appeal against the decision to the Dean. Thereafter, the Dean's decision shall be final and binding.

## 3. 5.   STUDENT GRIEVANCE REDRESSAL

1) If a student faces any issue related to teaching and learning or with any services offered by the college, the student may contact the staff concerned. The staff member meets the student to collect all the information related to the complaint and attempts to resolve it at this level. If the student is satisfied with the response from the respective staff, the issue is

closed at this level. If the student is not satisfied with the response, he/she can take the issue to the HoD/ Asst. HoD of the department concerned.

2) The student may contact the HoD/ Asst. HoD of the department concerned who works on resolving the issue at this level. If the student is satisfied with the response from the HoD/ Asst. HoD, the issue is closed at this level. If the student is not satisfied, he/she can take the issue to the Student Experience Office (SEO).

3) SEO gathers all the details regarding the issue from the student in writing and fills the prescribed online form which contains the description of the complaint. An automated email is sent to the HoD/ Asst. HoD concerned to give feedback and response on the particular issue referred to him/her.

4) The student gets an automated email informing him/her of the response given from the HoD/ Asst. HoD. If the student is satisfied with the action taken, the complaint is closed at this level. If not, the issue is referred back to the SEO.

5) SEO provides feedback on the particular issue for explanation and better understanding based on an investigation undertaken with the HoD/Asst. HoD. The student gets an automated email informing him/her of the response from the SEO. If the student is satisfied, the complaint is closed at this level. If not, the issue is escalated to the Deputy Dean & Registrar/ Associate Dean concerned, depending on the reporting structure.

6) The Deputy Dean & Registrar/ Associate Dean concerned takes a decision and gives feedback on the particular issue referred to him. The student gets an automated email informing him/her of the response. If the student is satisfied with the action taken, the complaint is closed at this level. If not, the issue is escalated to the Deputy Dean & Registrar. In cases where the complaint is against staff coming under the reporting structure of the DDR, the case is escalated as per the HR policy.

7) The Deputy Dean & Registrar takes a decision and gives feedback on the particular issue referred to him. The student gets an automated email informing him/her of the response from the Deputy Dean & Registrar. If the student is satisfied, the complaint is closed at this level. If not, the issue is again referred back to the SEO.

8) SEO gives the feedback on the particular issue for explanation and better understanding as per the updated feedbacks, and the student gets an automated email informing him/her of the response from the SEO. If the student is satisfied, the complaint is closed at this level. If not, the student can appeal to the Dean.

9) The Dean reviews details of the case as given by the student, responses at each level of appeal, and also discusses the issue with the HoD of the concerned department or might request to meet the student in person. Thereafter, the Dean's decision is final and binding.

## 3. 6. RESPONSIBLE USE OF COMPUTER RESOURCES

MEC policies concerning unauthorized use of computer resources include but are not limited to the following.

1) Students must not download, create, store or transmit any material which contain pornography, or which encourages violence, hatred, racism or any other illegal activity.

2) Student must not make unauthorized entry to any other computer or networks, using MEC computers or networks.

3) Students must not try to access any data or program to which they are not authorized.

4) Students must not share any information or devices which is used for identification and authorization such as, MEC account(s), passwords, PIN, secure token etc.

5) Student must not use software which is not on the MEC standard software list. Shareware or freeware software which are non-standard, must not be used without the IT Services Office's approval.

6) It is prohibited to use non-approved security programs or utilities that may be harmful to a system or that may reveal or exploit any weakness of a system, (e.g.:, Packet sniffers, Port scanners, Password cracking programs or any other non- approved programs).

7) It is prohibited to send or forward e-mails that are part of chain letters.

8) E-mail users should not misrepresent and create a false impression by giving opinions or statements on behalf of MEC without prior authorization.

9) Confidential or sensitive MEC information must not be sent, forwarded or received through

non-MEC e-mail accounts.

10) Students should not share their password or allow anyone to login using their ID.

## 3. 7.    FACILITY SCHEDULES

Sufficient notice will be given whenever timings are changed. All facilities remain closed on Fridays.

### Library

| | |
|---|---|
| Sunday to Thursday | 7:00 am to 8:00 pm |
| Saturday | 9:00 am to 1:00 pm |

### Registration Office

| | |
|---|---|
| Sunday to Thursday | 8:00 am to 12:30pm; 1:15 pm to 6:00pm |
| Saturday | Closed |

### Front Desk & Security

| | |
|---|---|
| Sunday to Thursday | 7:45 am to 9:00 pm |

### Wellness Centre

| | |
|---|---|
| Sunday to Thursday | 8:00 am to 1:00 pm |
| | 4:00 pm to 8:00 pm |

### Student hub timings

| | |
|---|---|
| Sunday to Thursday | 7:30 am- 8:00 pm |

### Class Timings

As per timetable

# 4.    ACADEMIC POLICIES AND PROCEDURES

While every effort is made to describe different academic policies and related procedures, students are advised to reach the relevant departments and units for additional information on specific cases and to constantly update themselves with the information provided from time to time through electronic media and other communication systems including but not limited to the notice boards.

## 4. 1.    REGISTRATION POLICY

### 4. 1. 1.    MODULE REGISTRATION SCHEDULES

Module Registration shall start and end on the dates notified in the Academic Calendar. Changes, if any, shall be communicated through appropriate media.
The schedule of module registration is available for full time and part time students from all specializations (GFP, UG & PG) in the academic calendar.

### 4. 1. 2.    MODULE REGISTRATION

1) Students can register for modules through the Student Information System (SIS). Full-time students must enroll on 120 credit points each year, normally with 60 credit points in each of the two semesters.
2) Part-time students are required / expected to enroll on 90 credit points each year, normally with 45 credit points in each of the two semesters.
3) In the case of graduating students, or for other reasons as approved by the Academic Exemptions Committee, students may be allowed to exceed the normal load of 120 credit points a year.
4) The College may decide to cancel the registration of modules where there is insufficient enrolment.
5) Students are allowed to take a smaller workload under the following

circumstances

     a. When pre-requisite conditions are not met due to which the student cannot register for advanced modules.

     b. On account of clashes in scheduled sessions for out of phase students.

     c. When the student is academically weak and has a backlog of modules to study.

     d. Other reasons not limited to medical problems.

6) The Summer semester is normally offered to students to catchup with their study plan if they have been delayed. Students who are graduating or re-registering are given priority for module registration during the summer semester. For GFP students it is a mandatory semester in order to complete the course plan within the term set for the programme.

### 4. 1. 3. ADD/DROP PERIOD

Students are permitted to add or drop modules online, without paying a penalty, during the Add/Drop period. Add/Drop takes place during the first week of classes during the Fall and Spring semesters. In the Summer semester there will not be any add/drop period for undergraduate modules. There will be no refunds for modules dropped after the Add/Drop period.

### 4. 1. 4. MODULE WITHDRAWAL

A student who wishes to withdraw from a module after the Add/Drop period, but before the end of the half-way point in the module, will be required to complete the module withdrawal process by applying through SIS. They will also need to pay the prescribed fees *(Please refer clause 2.9.5).* After applying to withdraw the module in SIS, student should reach out to Account Office mandatorily for final approval after clearing due payment as per withdrawal rules. A **'W'** grade will be given for the appropriate module on his/her transcript. It shall lead to the cancellation of any coursework marks obtained during the semester. Students are normally not allowed to withdraw after the end of the halfway point and a module withdrawn after the halfway point on account of emergency situations will be designated **'FW'** to denote Failed on Withdrawal on the transcript.

### 4. 1. 5. PROGRAMME WITHDRAWAL

1) Withdrawal from the College may be initiated by the student or by the Registration Office on behalf of the student. A student who withdraws officially from the College will obtain the grade appropriate to the time of the programme withdrawal.

2) Due to the following academic or disciplinary reasons, the college may require a student to withdraw from the programme mandatorily:

     a. A student who exceeds the maximum time allowed to complete the programme shall be required to withdraw from the College and exit with a Fall-back award (the immediate maximum award possible at the time of exit) where s/he is found to be eligible.

     b. Based on the recommendations from the Disciplinary Committee, the Deputy Dean and Registrar can take disciplinary action which may lead to withdrawal.

     c. Students who fail to register by the end of the add/drop period for three consecutive semesters, will be considered to have withdrawn unofficially and will be removed from the registration roll.

## 4. 2. RE-JOINING

Students who desire to re-join the College after having withdrawn may be considered for re-admission which is not automatic and will take into consideration several factors including but not limited to availability of seats, reasons for withdrawal, and past academic performance etc. Students who have exceeded their term of study in the college (Ref: Clause 4.4 Maximum period of study) shall not be allowed to re-join unless approved by Academic Exemptions Committee on the

grounds of extenuating circumstances. Students re-joining shall retain the MEC ID numbers given to them prior to withdrawal.

It is important to note that, if a student re-joins (maximum period of study applies) to complete the study within a period of three regular semesters, the same fee structure prevailing at the time of exit will be applicable.

Students re-joining after having withdrawn or after having dropped for more than three regular semesters, shall be subject to the programme structure, regulations and financial implications prevailing during that semester or academic year in progress. Students who exited with a Diploma fall back award can re-join to continue Bachelor's degree at any point of time, provided the same programme is offered. A student may re-join the College only at the beginning of a semester and is required to fill out a prescribed form for re-joining which is available at the Registration Office and follow the usual procedures for module registrations. However, such students shall be registered one day after reporting to the College. The Registration Office requires a minimum of one day to process the request and update the degree plans of these students on SIS.

## 4. 3. PAYMENT OF FEES

Fees are payable for all programmes/modules as per the fee payment schedule. No student will be awarded certificates of completion until all fees due to the college have been paid in full which includes but is not limited to the hostel, cafeteria and library. No student will be allowed to register modules for the next semester until fees for all preceding semesters have been paid in full and advance payment has been made for the semester. Students may approach the AO for various payment options. Documents such as letters and transcripts shall not be provided in case of outstanding fees.

## 4. 4. MAXIMUM PERIOD OF STUDY

The maximum time period within which a student is allowed to complete programmes are as follows:

### 4. 4. 1. GENERAL FOUNDATION PROGRAMME (GFP)

The maximum time period allowed to complete the GFP is two years. A student is expected to pass modules in two regular attempts at any GFP level. Under special consideration, a student may be allowed a third regular attempt only in one module per GFP level.

The GFP certificate is valid for 2 years from the date of issuance of the certificate.

Students in GFP having back logs are allowed to continue their study and register for modules based on the schedule given hereunder.

| GFP Level 1 | GFP Level 2 | GFP Level 3 |
|---|---|---|
| English 1 (passed in maximum 2 regular attempts) | English 2 (passed in maximum 3 regular attempts) | English3 (passed in maximum 2 regular attempts) |
| | General Math (passed in maximum 2 regular attempts) | Pure Math/Applied Math (passed in maximum 3 regular attempts) |
| | Introduction to IT (passed in maximum 2 regular attempts) | Computer Application (passed in maximum 2 regular attempts) |

*Table 2: Period of study – GFP modules*

### 4. 4. 2. DIPLOMA PROGRAMMES: 4 YEARS

Students registered for diploma exit in a programme are required to complete all modules within a maximum period of 4 years or else s/he would be considered under the category of 'term exceeded'.

### 4. 4. 3.    BACHELOR PROGRAMMES: 8 YEARS

The maximum period allowed shall include all kinds of delays including dropping of a semester, postponement, and other interruptions which may not be listed here.

The period of study is calculated from the semester in which the student started the programme.

The maximum period of study for a student who joined a programme with an advanced standing shall be double the minimum number of semesters required to complete the remaining modules on the programme.

Students in Bachelor's programmes are required to complete all modules in the diploma level within a maximum period of 4 years or else s/he would be considered under the category of 'term exceeded'.

'Term exceeded' students shall not be allowed to continue their study at MEC and will be required to withdraw from the registered programme with the nearest eligible exit level award as the case may be.

## 4. 5.    MODULE EXEMPTION

Exemptions can be sought only by those candidates who have passed similar modules with at least 75% of the components/content matching. Course completion certificates or other certificates of a similar nature shall not be considered.

Students who return to study after their maximum period of registration or after 5 years of interruption of studies, whichever is of a shorter duration, would not get any exemption, irrespective of the institution where the student studied previously. If students have exited with an award, this rule shall not be applicable. The period of registration will be considered as per MEC policy. Exceptions may be made to such students if they have been working in related fields.

Students enrolled for Diploma or Bachelor's programmes exits will not be allowed exemptions above 50 percent of the maximum number of modules required for the respective exits. Exempted students enrolled for Honours Degree will be eligible for a Diploma if and only if they study a minimum of 50% of the modules specified for the award with the College. Else, they will only be eligible for any other award which fulfils the said criteria.

If the applicant has completed all the requirements of the diploma award from another HEI, but has not been issued a Diploma certificate for want of a minimum CGPA or any another requirement set by that HEI, the student may be accepted to complete a Bachelor's degree award at MEC. Such students must commence his/her studies from the last semester of the diploma programme going on to complete the Bachelor's programme.

All modules at Level 3 shall not be considered for exemption. The Diploma level Project shall not be considered if the student has not completed a similar programme with similar learning outcome of a Diploma programme approved by MOHE, Oman.

All applications for exemptions shall be reviewed by relevant academic departments. Departments may recommend or reject the application based on the exemption criteria mentioned above. In certain cases, departments may recommend a suitable test for proficiency and competence and also for additional information to determine exemption. Students have a chance to appeal against the modules by filling an appeal form which is available in the Admissions Office. Appeal shall not be considered after the issuance of the final acceptance letter.

Exemptions are given during the enrolment of the student on a programme. The Degree path arrived at after exemptions is final and binding. There shall be no additional exemptions possible during the entire period of study.

Exempted modules shall be indicated by the letter '**P**' in the transcript. Exemptions shall be cancelled, and disciplinary action initiated, if it is found at any point in time that there is a discrepancy in the information/documents submitted by the students to obtain exemptions.

### 4. 5. 1.    EXEMPTION FEE

1) If a student is awarded exemptions s/he will be required to pay a prescribed fee towards exemption charges for each module exempted.
2) If the student withdraws from the programme after the issue of the final acceptance letter or in the event of any interim exit, any fee paid on account of exemption fees shall not be refunded.

3) If a student is required to take a test for the purpose of awarding exemption, s/he is charged an additional fee per test apart from the normal exemption charges.

#### 4. 5. 1. 1.  DOCUMENTS TO BE SUBMITTED FOR EXEMPTIONS:

1) Copy of the Omani ID /passport
2) Original academic transcript/attested copies indicating the grades secured in the module for which exemption is sought for the purpose of verification
3) Detailed official syllabus of the modules against which exemptions is sought
4) General Education Diploma or equivalent, as approved by Ministry of Education, Sultanate of Oman.

### 4. 5. 2.  APPEAL – EXEMPTION

Candidates who have applied for module exemption can appeal against the exemptions given prior to the issuance of the final acceptance letter. Students are advised to meet the Admission Office and submit the appeal in a prescribed form specifying the module/s. Respective faculty from the module offering department shall accept the appeal and review the exemption if there is any scope for additional exemptions as claimed by the candidate. The faculty can exempt the requested module or reject the application based on the documents provided by the student. Further appeal can be made to the Head of the Academic Department. The decision of the Head of the Department shall be final and binding.

## 4. 6.  CHANGE OF SPECIALIZATION/AWARD

### 4. 6. 1.  PROCEDURE FOR CHANGE OF SPECIALIZATION

Students who were admitted to and are registered in a specialization may opt for a different specialization by applying through the SIS, provided they fulfil the requirements of the programme sought and the admission conditions to the respective programme. In certain cases, this may require registration of additional modules. Change of specialization is contingent upon availability of seats and subject to approval from the respective Department Heads and the Academic Advisor. In addition, sponsored students should obtain approvals from the sponsore and 'Direct' students from their parent/guardian as the case may be.

A student is normally allowed to change his/her specialization only once during the entire period of study. Change of specialization shall be strictly subject to the Admission Conditions stated in Programme Regulation clause 2.8

### 4. 6. 2.  CHANGE OF SPECIALIZATION/AWARD – DIPLOMA TO BACHELORS

If a Diploma graduate desires to continue to the Bachelors programme with a different specialization than the one in which the Diploma was awarded, he/she is allowed to do so. However, he/she may be required to study additional modules from the Diploma programme of the specialization sought but is not entitled to receive an additional Diploma in the new specialization. The student is eligible to receive a higher award in the changed specialization, for example, Advanced Diploma or Bachelors, by successfully fulfilling the requirements for the respective awards.

### 4. 6. 3.  CONTINUE BACHELOR

A student enrolled on a Diploma but decides to continue for a Bachelor's award can apply to the Registration Office. The prescribed procedure needs to be followed which includes furnishing supporting documents.

### 4. 6. 4.  CHANGE OF AWARD

Students are eligible for only one award in his/her course of study. Students exiting with an interim award and thereafter re- joining to continue their studies for a higher

award, may do so only on surrendering the award previously conferred.

Requests for change of award (as in Diploma to Bachelor's or from Bachelor's to Diploma) have to be applied through the SIS and the completed form must be submitted between the 12th and 15th weeks of Fall and/or Spring Semesters and between the 6th and 8th weeks of the Summer Semester.

## 4. 7. ATTENDANCE

Students are required to be punctual and regular to all registered classes. They should be present in all classes for the entire duration. It is the responsibility of the student to check their attendance record on SIS.

### 4. 7. 1. CLASS ATTENDANCE

Students are expected to have a minimum of 75 percent attendance for each module registered for the particular semester. Attendance percentages are calculated on the basis of attendance at lectures, practicals, tests and tutorials. Failure to have 75 per cent attendance shall normally make students ineligible for the End Semester Examination. However, students having attendance between 55 and 75 percent shall be allowed to attend the end semester examination provided he/she scores a minimum of at least 50 percent for the internal coursework assessment of the module. In the case of cent percent (100%) coursework module including the project, the minimum attendance required is 55 percent (55%). If the student has scored marks equivalent to a pass in the respective module but has not met the attendance requirement then the student shall be declared failed.

Students who fail to fulfil the attendance requirement will not be allowed to write the End Semester Examination in the respective module and will subsequently be declared as failed. Students are required to re-register for modules in which they have shortage of attendance. There shall not be any special attendance marked on submission of any kind of certificate whether it is medical, work-related or other. Attendance is calculated based on the actual sessions held in a semester.

Students Working Outside Muscat (SWOM) are expected to have a minimum of 50 percent attendance both in full course work modules as well as in modules having end semester exam component. To avail this concession in attendance, they are required to provide proof from the employer at the beginning of each semester with their work schedule during the period.

### 4. 7. 2. ATTENDANCE MONITORING

In the case of modules registered for the particular semester, attendance will be monitored and reports indicating absenteeism of the student is sent through e-mails on a periodic basis. However, the student is responsible for ensuring that his/her attendance stays within the specified limits and should continuously monitor his/her attendance through SIS.

Students are advised to bring any discrepancies noted in the marked attendance to the module instructor concerned within five working days from the date of such lecture, practical, test and tutorials.

Students may bring to the notice of the Registration Office any requests for the attendance report by the parent/sponsor and the same shall be attended to.

Students showing poor attendance may be contacted by the Student Success Centre for counselling.

### 4. 7. 3. COMING LATE TO CLASS

Any student who arrives late to class after 10 minutes from the start time of the session will be marked absent for that session. However, the student shall be permitted to attend the session if he/she wishes to do so.

## 4. 8. EXEMPTIONS TO ACADEMIC REGULATIONS UNDER EXTRAORDINARY CIRCUMSTANCES

All students are expected to comply with the academic policies and procedures in the student handbook. A student may request for exemptions from academic regulations only under extraordinary circumstances. The student may apply to the Academic Exemptions Committee under the following circumstances:

a) Eligibility criteria for undertaking end semester exam not met (provided student has obtained a minimum of 35% internal marks with no less than 45% class attendance)
b) Exceeded maximum term of study (provided the credit point does not exceed 45 for graduation)
c) Extra modules to students who are on reduced work-load
d) A second supplementary exam provided there is only one module left for the student to graduate in the particular semester.

Decisions in such cases shall not be automatic but shall be based on the student application and a rigorous scrutiny of the specific case. Students must apply for exemption by submitting the following documents:

a) Duly filled form stating details of the circumstances leading to noncompliance along with the details of exemption requested,
b) Supportive evidence (medical reports, letter from employer, letter from legal or government authority, etc.),
c) Recommendation letter from Head of Department at MEC or Programme Manager/Coordinator.

Students should submit the above-mentioned documents to the Head of Student Success Centre no later than week 13 of the semester. GFP students are required to submit the relevant documents no later than week 13 of the GFP Programme. Any application submitted after the prescribed time limit of a semester shall not be entertained. Academic Exemptions Committee shall respond within three working days of the date of submission of the request. The decision of the committee will be final and binding for the student.

## 4. 8. 1.  STUDENT WORKING OUTSIDE MUSCAT

Many of the working professionals in Oman, especially those in jobs related to national security and key sectors of the economy such as the Oil and Petroleum industry work in an alternating working on-off mode, for e.g., a 2 weeks ON- 2 weeks OFF work type of mode. Students with such work schedules may find it difficult to maintain the minimum attendance requirement to pursue their education even in a part-time mode of study. MEC considers such students in the category of "Student Working Outside Muscat (SWOM)". Such students are provided additional academic support, options in terms of date for make-up tests for coursework related time-constrained test/quiz/exams and also relaxation in attendance regulations to cope with their studies.

### 4. 8. 1. 1.  ADMINISTRATIVE REGULATIONS

a) Students wanting to be considered under the SWOM category have to bring an official letter addressed to the College confirming the nature of his/her work schedule (15 days on-duty -15 days off-duty ) .The letter must also contain permission from his/her organization to relieve the student from duty on the days of the end semester exam as well as if possible for the coursework written examinations
b) Student admitted under this category have to produce such a letter at the beginning of every academic year during week 0 before the registration of the modules
c) Such students may also be asked to provide evidence of the continuation of their work status at the start of every semester if needed.
d) At the time of admission as well as every semester by week 0, the students must submit to Registration Office, their work

schedule for the whole semester period duly signed by a competent authority at their workplace. This work schedule should contain details of the weeks during which the students will be at work and the weeks during which he/she can attend classes in the College.

e) The student undertaking any programme at MEC in "SWOM" mode should adhere to/comply with all other student regulations of the College.

f) The student shall sign a declaration which states the above clause clearly and also that the flexibility is offered with respect to session attendance and scheduling of coursework assessments like closed book/written/quiz/lab examinations only (planned in consultation with the module instructor/programme manager by week 1 of the semester).

### 4. 8. 1. 2.   ACADEMIC REGULATIONS AND SUPPORT

a) Minimum of 50 percent attendance both in full course work modules as well as in modules having end semester exam component.

b) In cases of assessments like assignments/case studies/projects, individual or group, the schedule of submissions would be as applicable to regular students.

    a. For group work based assessments and diploma projects, the module teacher may create groups of exclusive SWOM students if sufficient number of students are available.

    b. In case of group work assessments, it is the student's responsibility to work out meeting times with other team members and ensure proper collaboration so that the deadlines are met.

c) In cases of Closed Book Tests/Quiz/Time Constrained examinations, students under the SWOM category should attempt the assessments along with the regular students if the assessment falls within their study (on campus) schedule. The students can be permitted to attempt the assessments along with other sessions of the same module if that is applicable / possible. This has to be requested and approvals must be received from the Module Leader and HoD before week 3.

d) If a SWOM student is not able to attend a Closed Book Test/Quiz/Time Constrained test/Lab exam due to the prior approved work schedule, a make-up test on the same topics as assessed in the original exam that the student has missed shall be administered to the students. Such make up tests will be conducted only once and before the date of issue of the hall tickets of end semester exams.

e) For modules with End Semester Examination (ESE) component or project presentation/viva the student has to take the ESE/ project presentation/viva with other regular students. No separate assessment would be conducted exclusively for this category of students.

## 4. 9.   ACADEMIC INTEGRITY POLICY

a) MEC upholds the spirit of academic integrity in all forms of academic work and any form of violation of academic integrity shall invite severe penalty. Any benefit obtained

by indulging in the act of violation of academic integrity shall be cancelled. MEC also reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate thereafter in any investigation of such activity.

b) Faculty can conduct a viva as per the institutional guidelines to investigate and ascertain that the work submitted is student's own work. It is expected that the student attends the viva during the first chance itself unless due to extenuating circumstances. If the student is not able to attend the first call for viva as per the date and time notified by faculty, s/he shall be given one more chance to attempt the viva within a week from the first call. If the student does not attend the viva in spite of being given two chances and fails to submit valid reasons for the absence in viva within three working days from the last call for the viva, he/she will be awarded a fail in the module. This shall also be counted as a case of academic integrity violation.

c) If the student fails a module and has a proven case of academic integrity violation in the module, the student is required to re-register the module. This is also applicable in case the student fails and has a first or second offence of academic integrity violation of plagiarism type. The fee for the failed module for the semester in which academic integrity violation was observed shall not be re-funded.

d) All cases of violation of academic integrity on the part of the student shall be considered under any of the below mentioned categories:
   1) Plagiarism
   2) Malpractice
   3) Ghost Writing
   4) Collusion
   5) Other cases

### 4. 9. 1.  PLAGIARISM

Plagiarism is an act of copying or including in one's work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's benefit. Submitting one's own work for an assessment, either whole or in part, which is previously submitted for any other course, degree or qualification at this or any other institution, without proper references, is also considered as an act of plagiarism (Merriam -Webster.com 2018).

### 4. 9. 2.  MALPRACTICE

It is a form of cheating that includes, but is not limited to, any attempt to gain an unfair advantage in an assessment mainly in written examinations. It includes taking and/or using unauthorized materials and devices to examination hall as well as copying from other candidates.  It also includes using unfair means to avoid similarity detection in assignments by making use of various mechanisms like letter substitutions, adding white spaces or special characters, inserting solutions as images and so on (Turnitin, LLC 2020).

### 4. 9. 3.  GHOST WRITING

Ghostwriting is an act in which someone illegally engages a third party to write on his/her behalf and then the work is presented as his / her own, concealing the fact that another person has written it (Merriam-Webster.com 2018).

### 4. 9. 4.  COLLUSION

Submit a piece of work with the help of another person when it is not permitted. For instance, collaborating with another person in case of individual assignment or taking help from another person who is not part of the group in case of group work assignments.

### 4. 9. 5.  OTHER CASES

It denotes all other forms of academic misconduct including but not limited to fabrication, falsification, copyright violation, unauthorized access to unseen

examination papers and other academic and administrative documents/systems and aiding academic dishonesty/misconduct.

## 4. 10.   PENALTIES FOR ACADEMIC INTEGRITY VIOLATION

The penalty for the academic integrity violation for a student shall depend on his/her history of violations and the category of violation as follows.

### 4. 10. 1.   FIRST OFFENCE OF ACADEMIC INTEGRITY VIOLATION

#### 4. 10. 1. 1.   PLAGIARISM

a) If a student is caught first time in an act of academic integrity violation during his/her course of study in any assignment other than project work and if the type of violation is plagiarism, then the student will be allowed to re-submit the assignment once as per the period allowed for re submission However, a penalty of deduction of 25% of the marks obtained for the resubmitted work will be imposed.

b) Period of re-submission: The student will have to re-submit the work within one week (5 working days) from the date he or she is advised to re-submit.

c) Re-submission of the work beyond the allowed period of resubmission will not be accepted and the assessment will be awarded a zero mark.

d) If the re-submitted work (within the allowed period of resubmission) is also found to be plagiarized, then that assessment component will be awarded a zero mark. It shall also contribute to the total count of academic integrity violation for that student.

e) If plagiarism is detected in UG Project work (Project 1, Project Planning and Project Design and Implementation), the above clauses do not apply, and the work will be summarily rejected. In these cases, the student will be awarded a fail (F) grade and is required to reregister the module.

f) If plagiarism is detected in PG Project work, the above clauses do not apply, and the work will be summarily rejected, and the student is required to exit with a PG Diploma.

#### 4. 10. 1. 2.   MALPRACTICE / GHOSTWRITING / COLLUSION

If a student is caught first time in an act academic integrity violation during his/her course of study for an assessment component irrespective of coursework or end semester and if the type of violation is Malpractice/Ghostwriting/Collusion, then the student shall fail the module.

### 4. 10. 2.   SECOND OFFENCE OF ACADEMIC INTEGRITY VIOLATION

#### 4. 10. 2. 1.   PLAGIARISM

a) If any student is caught second time in an act of academic integrity violation during his/her course of study and if the type of violation is plagiarism, then the student will not be allowed to resubmit the work, and s/he will directly be awarded zero for the work in which plagiarism is detected.

b) The student shall also receive a warning of suspension in such cases.

#### 4. 10. 2. 2.   MALPRACTICE/GHOSTWRITING/COLLUSION

a) If a student is caught a second time in an act academic

integrity violation for an assessment component irrespective of coursework or end semester and if the type of violation is Malpractice/Ghostwriting/Collusion, then the student shall fail the module.

b) The student shall also receive a warning of suspension in such cases.

### 4. 10. 3. THIRD OFFENCE OF ACADEMIC INTEGRITY VIOLATION

a) If a student is caught a third time in an act of academic integrity violation for an assessment component irrespective of coursework or end semester then the student shall fail the module and also shall be suspended for one semester from the College, once the academic integrity violation case is confirmed by Institutional Assessment Review Committee.

b) The student shall be suspended for the immediate subsequent semester and can register for modules only after having served the suspension period fully. This is also applicable for semesters offered in block mode.

c) During the suspension period, the student shall have to mandatorily complete a course on academic integrity/writing before s/he can register for any modules.

d) During the period of suspension, the student shall be allowed to attempt supplementary examinations if s/he is eligible for the same. S/he shall also be allowed access to all college facilities permitted for a regular student except for registering the modules.

### 4. 10. 4. FOURTH OFFENCE OF ACADEMIC INTEGRITY VIOLATION

a) If a student is caught a fourth time in an act of academic integrity violation for an assessment component irrespective of coursework or end semester, the student shall fail the module and also shall be expelled from the College, once the case is confirmed by Institutional Assessment Review Committee.

b) The student shall be expelled from the college and all access to the college facilities and premises shall cease to exist. The documents shall be released only after getting the NOC (No Objection Certificate) from Registration Office.

c) On termination, the student shall not be refunded any fees paid for the academic semester in which academic integrity violation was observed.

### 4. 10. 5. OTHER CASES

If a student commits an act of academic integrity violation as per the definition of "other cases" mentioned in the previous section or of a different nature, student's case shall be forwarded to an Institutional Assessment Review Committee, Chaired by the Associate Dean, Academic Affairs. The committee shall investigate the case by means of a viva and/or a hearing of the parties concerned if required and shall take appropriate decision. The penalty that can be granted to a proven case of academic integrity violation which falls in this category of "other cases" can be a warning/component zero/ module fail/suspension/expulsion depending on the nature and gravity of the offence.

## 4. 11. TYPES/VARIATIONS OF CASES OF PLAGIARISM AND ASSOCIATED ACTIONS

**Type 1:** In case plagiarism is detected in any component or part submission (submitted at different times) of one assessment (assignment), the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted.

**Type 2:** In case plagiarism is detected in a group assessment, all students of the group will be considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students. If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied as per the policy for each student according to his / her history of violations.

**Type 3:** Combination of Type 1 and Type 2: In case plagiarism is detected in any component or part submission (submitted at different times) of a group assessment (assignment), the deduction in marks will be applicable for the whole assessment (assignment), even if only the component or part submission alone needs to be resubmitted. All students of the group would be considered as having committed an act of plagiarism irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all the students of the group.

If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied as per the policy for each student according to his / her history of violation.

**Type 4: Variation of Type 1 and Type 2:** In cases where the assessment consists of components or part submissions that could be a group assessment component (e.g. group assignment) and an individual assessment component (e.g. individual reflection), the following will be applicable:

a) If plagiarism is detected in the group assessment component, all students of the group will be considered as having committed an act of plagiarism, irrespective of whether plagiarism is on account of the act of all or a few or only one member. The policy will then be applied to all students of the group. In such cases the group assessment component will be resubmitted.

b) If some students in the group are eligible to re-submit (first offence) and others are not eligible, only eligible students will be allowed to re-submit within a period of one week and the penalty will be applied for each student according to his / her history of violation.

c) If plagiarism is detected in the individual assessment component, the individual assessment component will be resubmitted - if the student is eligible for resubmission-. The policy will then be applied to that student alone.

d) In both cases (a) and/or (b), the deduction in marks will be applicable for the whole assessment (assignment).

## 4. 12. TYPES/VARIATION OF CASES OF MULTIPLE OFFENCES

If student is caught with multiple violations of same or different nature in different modules of the same semester, they will be considered as one offence and student will be penalized for each violation according to the type of the offence.

If student is caught with multiple violations of same or different nature in the same module of the same semester, then they will be considered as different offences, and each will contribute to the overall count of AIV. The student then shall be penalized for each violation according to the count and type of each offence.

## 4. 13. APPEALS

A student has the provision to appeal against the academic integrity violation finding/decision against them. Appeal against the procedure undertaken for handling the case of academic integrity violation shall be dealt with as per the student grievance redress policy and procedure. For any appeal against a decision that involves a reduction in the grades, the appeal shall be dealt with as per Grade appeal policy and procedure.

## 4. 14. STUDENT PROJECT

Students are advised to engage actively in their projects and its related activities.

1) Students may be allowed to register for Project modules in Diploma and Bachelor's programmes only after they have met all the pre- requisites.

2) Students have to meet their respective project supervisors regularly at appointed times to get advice with reference to their projects.

3) It is important to submit the project proposals and other documents as may be required from time to time for the smooth completion of the project work.

4) Students will have to meet the attendance requirement as per the Assessment Policy of the college.
5) Students will not be given financial support from the College to buy components for their project work.
6) Project work found to be plagiarised will be summarily rejected and the student will be awarded an —**F** grade.
7) Failure to adhere to Project work schedules and submissions will result in deduction of marks in the respective components of the project.
8) Students must submit the final project report as specified in the Project Schedule (Refer Bachelor Project Guide) without fail. Student who fails to submit the final project report in Moodle as per the submission schedule will not be allowed to make the project presentation. The project presentation will not be re-scheduled due to failure in uploading the project report on time in Moodle. This is applicable if the student doesn't attend the project presentation on the allotted date and time without getting due permission from the Head of the Department. Only the Head of Department or any higher authority of the college can approve requests for extension of the project presentation. Any extension for presentation shall be subject to a written request from the student with valid supporting documents to show why an extension is required. Under extenuating circumstances, the request for extensions are considered. If the request for extension is approved the student is given a chance to give the presentation either before the processing of that particular semester's results or in the immediate succeeding semester in which the module is offered. If the student is given the chance to present the project in the succeeding semester then an IP grade is given towards the module until the presentation is completed.
9) Failure to meet all the requirements of Project work will result in an award of a Fail grade. In such cases students will have to re-register for the project module by paying the prescribed fees and carry out the project work all over again. While due credit will be given to the student's effort and involvement in different stages of the project, every project in its final form shall remain with the College and shall be available for further study or future reference. The College has the right to archive and/or keep student projects at any time for the purpose of keeping a permanent record of the work the student did while enrolled.
10) Student should submit the Ethics and Biosafety Approval Form for conducting research in MEC and details related to Block Funding by TRC.

## 4. 15.  MAKE-UP CLASSES

Make-up classes or backlog clearance classes may be scheduled for certain modules where it is required, either during the last hour of class of each day or at other times including Saturdays as agreed between the module instructor and the students of the class. These are compulsory classes that students are expected to attend. These classes will be taken into account for the purpose of calculating attendance.

## 4. 16.  EXAMINATION TIMETABLES

These are normally published each semester, well ahead of the examinations. It is the responsibility of the student to inform the Assessment Office if any of the problems listed below affects him/her.
1) clashes have occurred
2) two examinations at the same time on the same day

Problems such as these are unlikely to occur. However, students must check carefully and well in advance. Alternative arrangements can usually be made provided the student informs the Assessment Office within the prescribed time that is usually announced through emails, MEC portal and/or notice boards in the College.

Students are advised to engage themselves in a continuous learning process and not to set time only on the eve of the examinations. A constant and consistent engagement in learning would avoid the need for marking time between examinations; necessitating a longer period for examinations.

Hall ticket for examinations will normally be issued a week before the commencement of examinations subject to fulfillment of attendance requirement mentioned in *section 4.7*. Students are required to clear all dues pending with the Accounts Office and print the hall ticket from SIS.

End semester exams are held in the morning and afternoon and students studying part time (evening session) are also mandated to take these examinations as there shall be no End semester examinations held separately for part time students in the evening. In the event of instances like natural calamities or changes in holidays declared by the government, there could be changes made to the schedule in the academic calendar leading to exams being deferred to an appropriate date. Any change in a specific examination on this account would normally be deferred and conducted at the end of the exam schedule of that semester. Students are advised to take note of this while planning for their holidays.

## 4. 17. EXAMINATION ARRANGEMENT FOR STUDENTS WITH DISABILITIES

Students with disabilities are required to submit supporting medical documents (medical reports and certificate from medical consultants) to the Registration Office at the time of their admission to MEC, if it is known at that time or whenever known during the study period. Once the medical documents are verified, special provisions/adjustments during final examinations and other assessments will be discussed with the student and an appropriate support shall be provided. It will be the responsibility of the Assessment Office to ensure the agreed arrangements for the student available, provided that the process has been followed by the student at least one week in advance of the examination.

## 4. 18. RELEASE OF RESULTS

Results are announced through the SIS and may not be released to third parties apart from the authorities concerned. Academic transcripts are available from the Registration Office on request after five working days from the announcement of results.

Results may be released over the phone on special requests by the students or their sponsors or to any person authorized to receive such information. However, in all these cases prior requests need to be made by the student or the sponsor. No results shall be released over the phone to any unauthorized person.

Sponsors and parents can avail the facility from parent portal in SIS to view their wards' results. Results will not be released if the student has pending fee payment.

## 4. 19. GRADE APPEAL POLICY

In order to maintain transparency in the procedures followed and to confirm there is no bias or unfair practice in any task relating to examination systems, students have been provided with the right to appeal.

1) All evaluations of academic performance of students must be fair and unprejudiced.
2) Students who believe that there has been a procedural error, which has led to an unexpectedly low grade, have the right to initiate a grade appeal.
3) Students may raise a formal appeal on grades obtained in coursework and/or end-semester assessments through the Student Experience Office.
4) Candidates who have attempted the Placement Test shall also be eligible to appeal against the result prior to the commencement of classes. The Admission Office coordinates the Placement Test grade appeal.
5) Changes in grades may occur if there is evidence of procedural errors found during the grade appeal process.
6) Academic rights and privileges of faculties shall be honored in the process of investigating a grade appeal.
7) Students may appeal against the marks awarded within five working days from the announcement of results.
8) Any appeal submitted after the time period set by this policy shall not be considered. Holidays are not counted as working days.
9) Grade appeal is limited to the review of the procedures followed and there shall be no contest on the academic judgment passed.
10) After release of results, any grade appeal (coursework or end-semester) will require

payment of prescribed fees of RO. 10/-.

11) After release of results, the student will be able to see all assessments of the module for which fee is paid. If any change of mark is affirmed after the appeal, the fee will be refunded.

12) All grade appeals shall be considered by the Department Assessment Review Committee (DARC).

13) Further appeal on the decision taken by the DARC may be raised to the Institutional Assessment Review Committee (IARC).

14) The final appeal on the decision taken by the IARC may be made to the Dean whose decision shall be final and binding.

**Note 1:** DARC comprises the Head of Department/Assistant HoD or Associate Professor nominated by HoD (Chair). Two Faculty from the department who do not have any conflict of interest with the particular appeal case. The DARC investigates the appeal.

**Note 2:** IARC comprises the Associate Dean, Academic Affairs/ any Associate Dean or a Professor nominated by Associate Dean – Academic Affairs (Chair). Assessment Office representative and two faculty from other academic departments who do not have any conflict of interest with the particular case. IARC checks the consistency of the procedure followed by DARC.

## 4. 20. STUDENT PERFORMANCE REPORTS TO PARENTS/SPONSORS

Parents and Sponsors are encouraged to contact Registration Office to follow up on the progress of their wards/sponsored students. Furthermore, they are encouraged to reach the academic advisors for comprehensive feedback on the student performance both academic and otherwise.

Parents/Sponsors may request Registration Office for performance reports of their wards/sponsored students. Such requests will be taken up and the reports will be made and issued. The Parents/Sponsor Information Portal provides access to some aspects of student data (pertaining to the sponsored student concerned), including student progress data to sponsors and parents who sponsor such students. Such access shall be provided based only on an appropriate request from the student concerned.

## 4. 21. GRADUATION CEREMONY

The Annual Graduation Ceremony will be organized after the completion of an academic year or at a time announced by the College.

All students eligible for the award of Bachelor's Degree with Honours or Diploma/Advanced Diploma and would like to participate in the Graduation Ceremony are required to confirm their participation by paying the prescribed fee and by filling an online form or the appropriate form available in the Registration Office eight weeks prior to the ceremony.

Request for the award will not be considered any earlier than the scheduled graduation date. Graduation letters for Diploma, Advanced Diploma or Bachelors will not be issued by the College. However, on the student's request, the college will provide a provisional notification of degree completion until the original award is provided from the University. A minimum of 4 weeks or more is required to issue the Graduation Notification document from the date of request. Students requesting Graduation Notification for Diploma/Advanced Diploma are required to complete at least 50% of the modules specified for the respective award with the College.

Graduation certificate attestation by Ministry of Higher Education will be facilitated by the College.

*Note: For interim graduation/exit requirements, please refer clause 4.8.2 in Part C (interim exit request)*

Students who are eligible for any exit awards or on completion of their applied course/programme are eligible to apply for graduation notification.

### Who can apply for graduation notification?

a) Students who have completed the course in which they have enrolled for
b) Students who choose to exit with an interim award, either Advanced Diploma or Diploma

## 4. 22. REQUESTS FOR TRANSCRIPTS

Official consolidated transcript and certificate will be issued by the awarding body after the

completion of study. Until such time students may seek for provisional transcript/Graduation Notification from the college. *Refer clause 4.9 in Part C (graduation notification request)* for more details on Graduation Notification.

Transcripts shall be issued from the Registration Office upon request only after the completion of the grade appeal period. A minimum of a day is required to process any such request.

## 4. 23.  EXTERNAL EXAMINER

Students may review feedback given by the External Examiner of the partner university, and External Examiner reports from the partner university are made available in the library for students' reference.

## 4. 24.  INFORMATION TO BE BROUGHT TO THE ATTENTION OF THE REGISTRATION OFFICE

If any student is affected by infectious diseases, the same should immediately be brought to the notice of the Registration Office. Students suffering from such diseases will be required to abstain from classes / examinations. Suppression of such information shall lead to prevention from attending classes / examinations in addition to other action as may be recommended by the appropriate committee constituted for this purpose by the Registration Office.

## 4. 25.  ISSUE OF LETTERS

Students can request for letters or documents online through SIS. A minimum of a day is required to process any such request. For certain requests students are required to fill respective forms in the Registration Office. Some requests may need approvals from other departments or offices in the college. All requests will be processed within one working day provided necessary approvals come through.

Individual letters stating details of internal class tests and quizzes will NOT be issued from the Registration Office. Any student who requires such information could make use of the Module Information Guide (MIG) which clearly mentions such details. The MIG could be stamped from the Registration Office to make it official.

# 5.  STUDENT SUPPORT AND GUIDANCE

## 5. 1.  ACADEMIC WRITING

The Centre for Academic Writing (CAW) supports undergraduate and postgraduate students by providing academic writing support in their disciplinary writing tasks. CAW helps the students through comprehensive and systematic intervention mechanisms and also provides in individualized support on writing project reports, dissertations, and coursework assignments at Diploma, Bachelors and Masters Level. It collaborates closely with academic departments to identify student needs and design solutions such as embedded language courses, individual consultations for assignment writing support, and workshops to support students in meeting their coursework writing requirements.

## 5. 2.  STUDENT SUCCESS CENTRE

The Student Success Center (SSC) in MEC supports and provides counselling for students on academic, career, personal and social matters. The mission of SSC is to enable sustained improvement in academic performance of the students particularly those with learning difficulties, facilitate professional competence and clarify the policies, regulations, rules and procedures of the institution to ensure optimal compliance.

### Objectives

1) To intensify and strengthen academic advising
2) To facilitate better understanding of academic and other regulations, rules and procedures and to ensure student compliance with the same.
3) To monitor student progress

4) To coordinate and supervise peer-tutoring programmes in various academic departments
5) To identify issues affecting performance of academically weak students and providing appropriate interventions including counselling.
6) To provide special provisions for students with medical conditions
7) To propose academic policies based on the findings of student data
8) To promote professional competence and social engagement through awards

### 5. 2. 1. ACADEMIC ADVISING

a) Every student in MEC is assigned with an Academic Advisor during his/her study at MEC and students on weak academic standing shall be assigned an additional advisor from Student Success Centre and develop an appropriate remedial plan.
b) Academic advisors and staff members of the Student Success Centre (SSC) play an important role in assisting students to identify and organize different modules for the semester in accordance with academic regulations. They also help students to explore different paths towards their Degree when necessary and advise students on matters that influence their studies.

### 5. 2. 2. PSYCHOLOGICAL COUNSELLING

a) Faculty and Academic Advisors at SSC shall refer students with personal, or other psychological problems to the counsellor at SSC.
b) Cases that require further clinical assistance shall be referred to external professionals, with the consent of the student concerned.
c) Student counselling details shall be kept confidential.

### 5. 2. 3. PROVISIONS FOR STUDENTS WITH MEDICAL CONDITIONS

a) Students with any medical conditions, that affect their studies, shall be supported by an Academic Advisor at SSC.
b) SSC shall work closely with relevant departments to ensure that the necessary support for such students is provided.
c) Confidentiality shall be maintained while dealing with students with special medical conditions.

# 6. LEARNING RESOURCES

## 6. 1. LAB FACILITIES

Studying at MEC gives the student access to a wealth of learning technologies and the latest computer hardware and software. Students have
a) Use of extensive computer facilities – MEC has around 1000 PCs with substantial specialist computer suites, open until 8.00 pm.
b) Access to a huge variety of the latest standard and specialized software installed on student computers.
c) Extensive wireless network on campus – free access to Wi-Fi.
d) IT Helpdesk/STL (Student Technology Leaders) to help with computer and IT services.
e) Cloud email service and personal 1 TB storage space for saving study files that can be accessed.
f) Support and resources for activities related to research and innovation.
g) Print facility from various printers across the campus.

Students are encouraged to use the labs available in the college. There are several labs with computers, electronic equipment, supporting software and hardware, and internet facility. Additional computer time is provided to students upon availability and prior booking with the respective Lab Technicians. Students are advised to follow all safety rules in all department operated labs. As each lab has a specific focus such as software lab, hardware lab, electronics lab, general purpose lab etc., students are required to identify the lab that may want to use. They are welcome

to take help from the Lab Technicians to identify the lab that would prove useful to their interest for further study and practice.

## 6. 2.   LIBRARY RESOURCES

The Library & Learning Resources Center supports the students in identifying and accessing all required printed text and reference books available within the library and also electronic resources available globally. Both types of available resources support the course and research needs of students and staff. One of the main resources available is a core collection of essential reading and reference books listed in the course outlines of the modules. MEC Library subscribes to various e-databases which contain electronic versions of journals, case studies, theses and dissertations and magazines, which are available both online and off campus to all its registered users. The library building has spacious reading areas, both individual and group study areas, discussion rooms, PG study suite, lending desk, online search and booking console, and photocopying facilities. Students registered in programmes offered in collaboration with Coventry University also have access to Coventry University online resources. There is an 'issue and return' rule to be followed by all library users. Library staff explain these rules, along with the procedure to use the library resources, during the Orientation Programme for new students. The Library also conducts many awareness sessions and activities for encouraging students to use its facilities.

Students are informed about the relevant reading materials for every module they register at the beginning of the semester by their respective module teacher through the Module Information Guide and discussion on the same by their faculty in the first week of the semester. Students are provided with additional learning materials in the form of lecture Power Points and links to additional reading material by their module teachers through Moodle. MEC Library has subscription to several databases that serve all academic programmes that aim to serve students and academics in research, student assignments and reading. The databases usually subscribed by the library are listed below.

1- OMREN – Masader
2- ProQuest – Dissertation.
3- ProQuest – E-Book Central.
4- ProQuest – Central.
5- Emerald Management.
6- Al Manhal.

For more details, please visit https://elibrary.mec.edu.om/Mec

## 6. 3.   CAREER SERVICES AND ENTREPRENEURSHIP OFFICE

Career Services and Entrepreneurship Office assists students with aspects of their career and professional development. It conducts relevant workshops, organizes campus interviews, career fairs, and assists the students by providing letters for training and internship in companies/organizations. Students may request for training letters online through the Letter Request feature on the SIS. Training letters are issued only to those students who have completed 12 undergraduate modules and not on reduced workload at the time of application. Information about availability of job vacancies are communicated to students and alumni through this office.

## 6. 4.   COMMUNITY OUTREACH AND ACTIVITIES

### 6. 4. 1.   ACTIVITIES OFFICE

Activities Office is the main contact point for organizing, supervising, and managing extracurricular activities for students. All societies and Rovers club are under Activities Office. Membership to Rovers club is open to students with good conduct, communication skills and the spirit to serve as volunteers. Student can approach activities office if they want to participate in any external events. Students shall intimate the Activities Office regarding their participation in external events during

the semester. Student must attend all scheduled classes and will not be given class attendance on account of participation in activities. A student who missed a module coursework component due to official participation in an external competition, is eligible for a make-up test. Participation in activities will be strongly discouraged during the final exam period. However, a student who is member of national team may be granted IP status if all programme requirements are satisfied. In case students are representing MEC in national and international events then part of the expense may be borne by the college depending on the importance of the event and level of student participation.

Community Outreach activities are conducted by the Community Outreach and Activities Department by involving students with governmental and non-governmental organizations and schools. Students involved in community outreach do not receive academic credit. The Activities Office also conducts inbound and outbound international exchange programs.

## 6. 4. 2.   SOCIETIES AND CLUBS AT MEC

A Society at MEC is defined as an organization supervised by MEC staff in association with external experts/organizations. Due to the generic nature of a society, students across specializations can seek membership. There are currently 6 societies: Health, Safety, and Environmental Society; Art and Craft Society; Photography Society; Music and Drama Society; Literary and Debating Society; Sport Society. All societies are under Activities Office.

Programme offering academic departments have clubs/chapters of professional bodies associated with them. The clubs/chapters organize activities related to various specializations offered by the department. The goal of the clubs/chapters is to engage students in co-curricular activities such as domain related workshops, training, certifications, guest lecturers and competitions. The coordinators of clubs/chapters prepares their annual activity plan in consultation with students and the respective Heads of Department. There are currently 8 clubs/chapters at MEC: IEEE Student Chapter, ASME Student Chapter, IMechE Student Chapter, ICE Student Chapter, Archives Club; Business Club; Computing Club; Post Graduate Club. The goal of the clubs/chapters is to engage students with co-curricular activities such as domain-related workshops, training, certifications, guest lecturers and competitions.

### Membership

Students are automatically members of clubs representing their specializations and are not required to register formally to be members. Membership in societies is open for all students. Students are allowed to register in a society only during the module registration period through SIS.

a)  **Certificates**
    Students get points on the level of participation in activities as per the point system:
    A student who accumulates:
    1)  250 points and above is eligible for Diamond Member Certificate.
    2)  100 - 249 points are eligible for Gold Member Certificate.
    3)  50 - 99 points are eligible for Silver Member Certificate.
Based on the points collected students are recommended for scholarship (for extracurricular activities) from college.

b)  **Point System**
Points may be accumulated based on whether the event can be categorized as institutional, national, international, or individual.

-   College Level: Any student event organized by MEC.

- National Level: Any event organized by MEC or other institutions open to participants across the Sultanate.
- International Level: Any event outside the country/or in Oman but of International significance.

The points for this category are only generic descriptors; actual allotment of points is subject to the nature of participation. This evaluation is conducted by the committee on Student Affairs, External Relations and Community Outreach.

Participation in person: Any event that involves participation at the individual level such as online submission of the student's work (e.g. photographs) and Summer School Programs.

| | College Level (any student event organized by MEC) | National Level (any event organized by MEC or other institutions open to participants across the Sultanate) | International Level (any event outside the country/or in Oman but of International significance) (The points for this category are only generic descriptors; actual allotment of points is subject to the evaluation of the nature of participation by the Committee on Student Affairs, External Relations and Community Outreach) | | |
|---|---|---|---|---|---|
| | | | (Participation in person) | (Online submission of photographs etc.) | Participation in Summer School Programs |
| First Prize | 60 | 80 | 120 | 60 | NA |
| Second Prize | 50 | 70 | 100 | 50 | NA |
| Third Prize | 40 | 60 | 80 | 40 | NA |
| Participant | 10 | 20 | 60 | 10 | 60 ( going for Summer Schools) |
| Organizer | 20 | 40 | 60 | NA | NA |
| Attendees (in college) | 5 | 5 | 10 | NA | NA |
| Attendees (outside college) | NA | 10 | 15 | NA | NA |

### 6. 4. 3.   STUDENT WELFARE OFFICE

Student Welfare Office is responsible for collecting applications for the economically weak students' scholarship category. A student with a total family income of RO 600 and below can approach the Student Welfare Office for more details. The applications are submitted to the Scholarship Committee for consideration.

## 6. 5.   SCHOLARSHIPS AND STUDENT RECOGNITION

Scholarship awards are granted at the start of every academic year by the Scholarship Committee. Students who excel in co-curricular and extra-curricular activities are recognized for their participation and/or achievement in relevant activities. Community Outreach and Activities Department shall be responsible for identifying and promoting students who take part in extra-curricular activities.

Categories of scholarships and recognitions at MEC:

### 6. 5. 1.   DEAN'S LIST SCHOLARSHIP

In an academic year, all students with Overall Average Mark (OAM) of 84 shall be recognized by being included in the Dean's List. They shall also be awarded a certificate. The list is published based on the student's performance after the Spring results are announced.

1) The total number of eligible students are restricted to a maximum of 25 students with the highest OAM.
2) Dean's List is published every academic year based on affiliations or based in the type of programmes and qualifications.
3) Students who have completed two regular semesters and 120 credit points at the end of the Spring semester are considered eligible for scholarship under this scheme.
4) Students who have taken an interim exit and completed Diploma (Applied Course) are not considered
5) The student with the highest OAM is eligible to apply for scholarship under this category
6) In case of a tie, the student who has completed the maximum number of modules or credit points shall be considered.
7) Students under any other scholarship are not normally considered under this category.

### 6. 5. 2.   SCHOLARSHIPS FOR ECONOMICALLY WEAK STUDENTS

These are scholarships given to support students coming from weak economic backgrounds.

There are five full scholarships under this category; a student may be sponsored for the entire Diploma programme and may continue to be supported depending on his or her performance in the subsequent semesters.

#### 6. 5. 2. 1.   ELIGIBILITY CRITERIA

a) Such scholarships are provided to students whose parents' combined monthly income is less than RO 600/-.
b) Students should have passed all modules in the first attempt.
c) Students should have completed a minimum of two semesters (excluding GFP) of study at MEC.

### 6. 5. 3.   EXTRA-CURRICULAR ACHIEVEMENTS SCHOLARSHIP

These are scholarships given to students for their extraordinary achievements/participation in extracurricular activities such as sports, games, community and social services, science, engineering, management and innovation events. There are two full scholarships under this category.

#### 6. 5. 3. 1.   ELIGIBILITY CRITERIA

a) The student should have accumulated maximum points for participating in activities as per the point system.
b) The student should have at least minimum attendance in all modules
c) The student should have passed all modules in the first attempt.

### 6. 5. 4.   STUDENT ADVISORY COUNCIL OFFICE BEARERS SCHOLARSHIP

SAC office bearers (5) are eligible for 25% scholarship for the academic year in which they hold office.

### 6. 5. 5.   BEST OUTGOING STUDENT AWARD

During the annual graduation ceremony one topper with the highest CGPA in each of the UG and PG degree awarding universities, shall receive best outgoing student award.

### 6. 5. 6.   BEST BACHELOR'S PROJECT AWARD

In the Spring and Fall semesters, the Best Bachelor's Project Award is given to students pursuing bachelors for their outstanding performance in their project work. One award is given for each programme offering departments.

## 6. 6.   GENERAL TERMS APPLICABLE TO ALL CATEGORIES OF SCHOLARSHIPS

MEC has the right to change the scholarship terms and conditions at any point of time without any recourse. The decision of the Dean's Council is final and binding to all type of scholarships allotted. Two scholarships cannot be availed at the same time unless it is specified so.

Scholarship cannot be transferred. The regulations apply to all scholarships unless it is specified to be exempted.

### 6. 6. 1.   PERIOD OF SCHOLARSHIP AND EXTENSIONS

a) The period of scholarship for economically weak category, scholarship awarded by the Boards and Executive Office, scholarship granted to MEC staff members and fee discount for Sibling, Alumni and Staff Discount shall be the minimum term of study of particular programme:
- General Foundation Programme- 1 academic year
- Undergraduate - Diploma 2 academic years
- Undergraduate- Bachelors/ (Hons) - 4 academic years
- Postgraduate- Masters – (Part-time 2 academic years)

b) Extension of period of scholarship is subject to the approval of the Academic Exemptions Committee (AEC). Students seeking extension are required to make a request to the AEC for the same only under extenuating circumstances (pregnancy, health related, unavoidable family situation arising out of death of parents/guardian, employment related issue, etc.)

c) Extensions are not allowed for scholarships categories that of Student Advisory Council, Dean's List, and Extracurricular activities.

### 6. 6. 2.   TERMINATION OF SCHOLARSHIP

a) If the student fails to register for modules in any regular semester without approval.

b) If action is taken against the student on violating the academic integrity and code of conduct policies and on those grounds students has been suspended or terminated.

c) If the student exceeds the term of study the scholarship shall be terminated.

### 6. 6. 3.   CHANGE OF SPECIALIZATION

Application duly signed by the student should be submitted to Registration Office and the request shall be approved by the DDR under the following grounds:
a) If no financial implication on changing to the new specialization
b) Change of program of study should not affect the period of study
c) Weak academic performance in the current specialization
d) Should satisfy the entry conditions.

### 6. 6. 4.   FEES

Student shall be required to pay fees in the following cases:
a) If the student has withdrawn any of the modules after the Add/Drop period without the approval of DDR.
b) If a student re-registers a module due to any reason.
c) Admission fee, caution deposit, fee for graduation ceremony or any mandatory fee other than the tuition fee shall be applicable.

## 6. 7.  STUDENT ADVISORY COUNCIL

The Student Advisory Council at MEC is an elected body of 17 members including the president and vice-president. It has three committees with three members in each of them.

### 6. 7. 1.  THE STUDENT ADVISORY COUNCIL OFFICE BEARERS

   a) President of the Council
   b) Vice-President of the Council
   c) Head of Academic Committee
   d) Head of Student Services Committee
   e) Head of Activities and Initiatives Committee

### 6. 7. 2.  CRITERIA FOR PRESIDENT AND VICE PRESIDENT OF THE STUDENT ADVISORY COUNCIL

Both must fulfill the following conditions:
   1) They must be Omanis.
   2) They should have successfully completed:
      a. 180 credit points of the 240 credit points for Diploma programmes.
      b. 240 credit points of the 480 credit points for Bachelor's programmes.
      c. 60 credit points of the 180 credit points for Master's programmes.
   3) Any student, taking the position of President/Vice-President can only hold office for a period of one term.
   4) They must not take up any administrative position in any other student's club.
   5) There should have been no disciplinary action history against the candidate.

### 6. 7. 3.  CRITERIA FOR OTHER MEMBERS

A member of the Council must fulfill the following **criteria** they must have:
   1) at least, successfully completed one semester with a workload not less than the minimum requirement.
   2) an OAM is not below 54 % for Diploma and Bachelor students
   3) not exceeded the required term (study-period) in the respective programme.
   4) registered at least, with the minimum required work load during the period of membership, except for Summer Semester and the last semester of study in the respective programme.
   5) not faced a disciplinary penalty, or been condemned for any violation under disciplinary procedures

**Tenure:** The term for Student Advisory Council membership is one academic year starting from the date of announcement of election results.

### 6. 7. 4.  OBJECTIVES OF THE STUDENT ADVISORY COUNCIL:

   1) Representing the student community.
   2) Promoting the enhancement of student experience, in terms of student learning, student research activity and student services.
   3) Fostering effective communication skills and ethics; i.e., working with transparency, giving constructive feedback, being open to the suggestions and ideas of others, and being committed to their responsibilities.
   4) Developing student awareness of their surrounding community; i.e., encouraging them to practice social responsibility.
   5) Developing patriotism and spiritual and ethical values.
   6) Equipping students with the essential knowledge/awareness to building personality, enhancing sense of teamwork, practicing critical thinking, self-expression, openness to others and communication skills.
   7) Representing and following up with all student community issues, needs, achievements.
   8) Enhancing student activities in all fields; cultural, social, sport, art and others.
   9) Strengthening the values of volunteerism, thus supporting charity organizations and enterprises.

10) Helping excelling students to achieve more in studies, research and other related issues.
11) Bridging communication channels between the students and the working team of the institution (administration, faculty, and staff).

### 6. 7. 5.    RESPONSIBILITIES OF THE STUDENT ADVISORY COUNCIL:

1) Preparing the Council's annual plan and proposing it to the Dean for approval. (After approval, the annual plan is forwarded to the Student AeCouncil e
2) Discussing the budget of the Council that is proposed by the Student Advisory Council Office and forwarding it to the Dean for approval.
3) Making appropriate decisions and recommendations in harmony with the rules, regulations and instructions of the institution.
4) Representing students and the institution in external activities assigned by the Dean.
5) Discussing and approving the financial and administrative reports proposed by the Student Advisory Council Office.
6) Terminating the membership of any member of the council after approval of Dean who has been found guilty of committing a prohibited or offensive act/violation
7) Recommending appropriate actions to enable the Council to fulfil its responsibilities.

# 7.    HOSTEL FACILITIES

Hostel facilities are available for both male and female students, supervised by the Student Accommodation and Estate Department. The range of services include furnished rooms, utilities, 24/7 internet, safety and maintenance, shopping trips, medical emergency hospital visit, and airport pick-up and drop facilities. Single, double, and triple occupancy rooms are available. The accommodation for boys is separate and is located outside the campus but is within two kilometers from the College. Students are required to sign a hostel contract which details the terms and conditions to be followed.

All students staying in college hostels have to follow the health and safety guidelines.

Students are advised not to use Bukhur or any smoke-generating-equipment other than for the purpose of cooking. In case any student is found using Bukhur, he or she shall be penalized RO. 25/- with a warning letter for the first instance.

For the second instance a fine of RO. 50/- will be charged with a final warning letter. If the offence is repeated after the second instance, the student shall be asked to vacate the hostel.

## 7. 1.    HOSTEL FEES

The fee covers charges for accommodation, services, and facilities at the hostel.

### 7. 1. 1.    GIRLS HOSTEL

| Occupancy Type | Annual fee (payable in three equal instalments) |
|---|---|
| Triple Occupancy | RO 720/- |
| Double Occupancy | RO 900/- |
| Single Occupancy | RO 1080/- |

Table 3:Fee structure for Girls Hostel

### 7. 1. 2.    BOYS HOSTEL

| Occupancy Type | Annual fee (payable in three equal instalments) |
|---|---|
| Shared room occupancy | RO 630/- |

Table 4: Fee structure for Boys Hostel

Every student who opts for the hostel facility, must pay a refundable caution deposit of OMR.50/- (OMR. Fifty Only). The caution deposit will be collected in advance and will be refundable at the time of vacating the accommodation. The caution deposit may be adjusted and paid in case of any outstanding amounts by the student. If the student fails/refuses to pay the prescribed fees of hostel, the college has the right to cancel her/his accommodation by giving 15 days' notice.

## 7. 2.    VEHICLE PARKING

MEC provides non – reserved parking areas for students and staff. Students and staff are expected to obey circulation rules by driving within the specified speed limit and parking properly in designated areas. Royal Oman Police (ROP) conducts random inspection in and out of campus and may fine those violating parking rules. Any fine charged shall not be the responsibility of MEC. Students with disabilities can request for specially allotted parking through the Student Success Center.

# PART B.    GENERAL REGULATIONS (GFP)

# 1. GENERAL FOUNDATION PROGRAMME

The aim of the General Foundation Programme (GFP) is to equip students with the skills and knowledge required to perform competently in their post-secondary and higher education programmes. The General Foundation Programme (GFP) offered at MEC has been developed in compliance with Oman Academic Standards for General Foundation Programme.

On successful completion of the GFP, students attain the required degree of proficiency in four learning areas, namely: English Language; Mathematics; Computing; and General Study Skills.

The primary objective of the English language component is to enable students to acquire skills that are needed in their postsecondary and higher education academic programmes and ensuing professional environment. On completion of the English modules, students should have acquired the receptive as well as productive skills necessary to perform competently in programmes where the medium of instruction is the English language.

The objective of the Mathematics component is to equip students with mathematical understanding and skills that are necessary to achieve the cognitive and practical requirements for successfully pursuing their undergraduate studies.

The Computing component of the GFP introduces students to the basics of a computer and enables them to use popular computer applications to prepare and edit formal documents, work with spread sheets, and create professional presentations.

## 1. 1.    TUITION FEES FOR GENERAL FOUNDATION PROGRAMME:

1) Mathematics (2 Levels): OMR.279/- (OMR. Two Hundred Seventy Nine Only)
2) Computing (2 levels): OMR.212/- (OMR. Two Hundred and Twelve Only)

## 1. 2.    EXEMPTION

Exemptions are granted based on the criteria in the table 5 below.

| Exemption | Exemption Criteria |
|---|---|
| **Exemption from Computing component** | Placement test score of 60% and above. Or completed computing components of GFP from an approved HEI in Oman. International Computer Driving License (ICDL) European Computer Driving License (ECDL) IC3 International Diploma in IT Skills (All of the above are required to be completed in English) |
| **Exemption from Mathematics component** | Placement test score of 60% and above Or completed mathematics components of GFP from an approved HEI in Oman. |

*Table 5: Exemption criteria*

## 1. 3.    PLACEMENT TEST

All candidates seeking admission to any programme of Middle East College (who have not completed GFP from any other institutions) will be placed in Level 1 of the General Foundation Programme (GFP). However, if they want to be placed at a higher level of GFP or directly join any Undergraduate Programme, they will have the opportunity to write the Placement Test (PT).

The PT for all the three components of English (Reading, Writing, Listening, and Speaking), Math (Pure/Applied) and Computing (Computer Application and IT) will be conducted online via Moodle at the MEC campus.  Any candidate, who is not able to take online examination for English and Math shall be provided papers to complete the placement test. Such candidates will have to register in GFP for Introduction to IT module.  The candidates scoring 60% in English Language component will be required to take additional test on Listening and Speaking skills and score 50% to be eligible for exemption from the module. Those candidates not meeting these criteria shall be required to study English Level 3 of the Foundation programme.

1) The Placement Test is scheduled every working day during the intake period. Candidates may consult the Admissions Office/ Registration Office for exact timings

2) The duration of the test is four hours: two hours for English Language and an hour each for Mathematics and Computing. Normally, the Placement Test for all three areas is expected to be completed on the same day.

3) The results of the Placement Test are released within two working days.

4) The candidate is not charged a fee to attempt the Placement Test. However, a fee is levied for administrative expenses if s/he scores 60% or more in all components of the Placement Test and is awarded a GFP Certificate.

5) If the candidate passes all components of the placement test except one, then s/he would be given one chance to retake the placement test for the failed component immediately before the start of the semester. The computing modules (Introduction to IT and Computer Application) shall be treated as a single component.

The candidate's eligibility to be placed in a particular level is determined by the following criteria as per Table 6:

| Module(s) to be studied | Score obtained in Placement test |
|---|---|
| **Foundation Mathematics** | |
| Foundation Mathematics 1 | 0-44 |
| Foundation Mathematics 2 | 45-59 |
| Exemption from Foundation Mathematics modules | 60 and above |
| **Foundation Computing** | |
| Introduction to IT | 0-59 |
| Exemption from Introduction to IT | 60 and above |
| Computer Applications | 0-59 |
| Exemption from  Computer Applications | 60 and above |

*Table 6: Eligibility criteria GFP module exemption*

A candidate could qualify for different levels in English Language, Mathematics and Computing depending on his/her level of proficiency. This would mean that students may enroll in different combinations of subjects at varying levels. For instance, a candidate could be placed in English 2, Foundation Mathematics 1 and Introduction to IT. All courses in English, Mathematics and Computing are available each semester.

Students transferring from other HEIs without completing GFP but having completed one or more GFP modules, shall be required to register for modules as per the Exemption Policy which is based on the equivalencies of the learning outcomes of the modules completed at other HEI and MEC's GFP outcomes

The Placement test result is valid only for the academic year in which the test is attempted. If the applicant does not enroll officially during the academic year in which the test is attempted, he/she is required to repeat the test.

The difference in the pass mark for the Placement Test and End Semester Exam is due to the fact that the Placement Test aims at placing candidates at a specific level, whereas the End- Semester Exam ascertains that the learning outcomes of a level have been achieved.

## 1. 4.   GENERAL FOUNDATION PROGRAMME STRUCTURE

English Language modules in each level are collectively called English 1, English 2 and English 3. Mathematics modules in two levels are named Foundation Mathematics 1(General), and Foundation Mathematics 2(Applied mathematics). The two modules of Computing are Introduction to IT and Computer Applications. The math and computing components are offered in the Arabic

language.

The foundation components are offered along with the undergraduate programme and is integrated with the course structure in the first and second semester. A student can proceed to the third semester of the programme only if all the foundation components are completed. Under no circumstances is a waiver allowed in this regard.

## 1. 4. 1.   ASSESSMENTS AND EVALUATION

Students are assessed using a combination of summative and formative assessments. Formative assessments are used to give students an opportunity to fill the gaps in their learning before taking the summative assessments that contribute to their final mark. Summative assessments are assessed from a total range of 100 marks (consolidated) and the student needs to score at least 50 marks to be eligible to pass to the next level.

Students may be allowed to register for a combination of modules of different levels of Mathematics and Computing respectively. For instance, a candidate could be required to take Mathematics 1 and Introduction to IT modules.

*For attendance regulations, please refer Part A -General Regulations 4.7*

### Assessment weightages

| Module Code | Module Title | Assessment type | Weightage |
|---|---|---|---|
| FNDM GM1-RM | General Mathematics-RM | Coursework | 50% |
| | | End Semester Exam | 50% |
| FNDM AM2-RM | Applied Mathematics-RM | Coursework | 50% |
| | | End Semester Exam | 50% |
| FNDC 0001- RM | Introduction to IT-RM | Coursework | 50% |
| | | End Semester Exam | 50% |
| FNDC 0002-RM | Computer Application-RM | Coursework | 50% |
| | | End Semester Exam | 50% |

*Table 7: Assessment weightage for GFP programme*

### a)  Mathematics component of the General Foundation Programme

Assessment at each level is for 100 marks comprising 50% for Coursework and 50% for End-Semester Exam. Students need to score at least 50% to move to the next level.

### b)  Computing component of the General Foundation Programme

Assessment of each module is for 100 marks comprising 50% for Coursework and 50% for End- Semester Exam. Students need to score at least 50% to move to the next module.

## 1. 4. 2.   SUPPLEMENTARY EXAMINATION

Eligible students, who have failed or were absent due to any extenuating reason in the GFP regular examination, can take a supplementary examination in the same semester. The eligibility is based on the fulfilment of attendance requirements and marks in the internal coursework assessment.

## 1. 4. 3.   CHALLENGE EXAMINATIONS

A provision is made for students to take a Challenge Examination to skip levels in the GFP in order to motivate them to perform better and provide an opportunity for exceptional students to skip levels and progress to a higher level. A student is eligible

for the Challenge Examination if he/she scores 75% or more marks (consolidated) in his/her level summative assessment(s).

The Challenge Examination is an opportunity for students to skip a level if they have made substantial academic progress over one semester. For example, a student from general mathematics is given applied mathematics end-semester test. The students who scores at least 50 marks on the Challenge Examination qualifies to skip one level of that module. Students eligible to take the challenge examination shall be informed by the Registration Office.

### 1. 4. 4. EXIT FROM GENERAL FOUNDATION PROGRAMME

1) Students who meet the exit requirements of the General Foundation Programme are awarded the General Foundation Programme (GFP) Certificate of attainment. This certificate is a pre- requisite for students placed on the General Foundation Programme before undertaking any undergraduate programme.

2) General Foundation Programme certificate is valid for a period of two years from the date of the Exam Board of a particular semester.

# PART C.    PROGRAMME REGULATIONS (UG)

# 1. EDUCATIONAL PROCESS

MEC aims to provide an educational experience to its students that is on par with the best international standards. In all programmes of study, emphasis is placed on an effort-based learning system, which requires significant contribution by the student for his/her learning process. In addition to knowledge acquisition through classroom lectures, lab-based work and practices, the student is required to allocate time for library visits, internet-based knowledge building and sharing, field visits, team work and other activities as may be appropriate for the chosen module. The student is encouraged to use the resources and other support facilities available for this purpose.

The College is committed to developing an efficient and flexible system of education. The College follows a semester calendar with Fall and Spring Semesters, each comprising fifteen weeks in addition to examination period and a Summer Semester of five weeks. During the Summer, a limited range of modules are offered, subject to the availability of teachers, the pass percentage of a module, or graduation requirements.

The degree plan for each student is made available on the SIS. Each programme of study is made up of various modules. Each module carries a certain number of credit points. Certain modules may require completion of a prescribed set of module(s). In other words, some modules have prerequisite(s). In some cases, two modules have to be taken together, i.e. registration of one module requires another module to be registered as a co-requisite. Accumulation of a set number of credit points through core modules and specialization modules and fulfilling all other requirements results in different awards.

Normally a student is allowed to take a maximum of 60 credit point modules per semester. Exceptional cases will be considered by the appropriate committee authorized for the same.

## 1. 1.    EXCEPTIONAL CIRCUMSTANCES

In the event of exceptional circumstances like pandemic, College reserves the right to offer modules completely or partially through online mode and make specific changes to regulations. The College shall inform students about these changes in the mode of delivery of modules. Students are expected to consider these changes along with all the regulations and information provided in the Student Handbook. However there shall be no changes to the other regulations such as Academic Integrity Policy and the fee of the programme.

# 2. PROGRAMME OF STUDIES

Different programmes at undergraduate level are organised to have exits upon accumulation of set number of credit points.

## 2. 1.    FIRST LEVEL OF EXIT:  CERTIFICATE

The first level of exit with an award of Certificate is available upon achieving 120 credit points. These credit points need to be earned through a prescribed number of modules that are marked as College Requirements and Majors. A student, who exits with a Certificate, would possess very basic marketable skills and useful knowledge for addressing tasks demanding basic skills.

Usually one-year period of study over two semesters, each semester extending over a 14 weeks period, is required under normal circumstances to meet the requirements for the award of the credit points required under this exit.

## 2. 2.    SECOND LEVEL OF EXIT:  DIPLOMA

The title of Diploma is awarded on successful completion of the second level with 240 credit points. These credit points need to be earned through a prescribed number of modules marked as College Requirements, Majors, Major Electives and General Electives. The Project is an integral part of the requirements to be achieved for the award of a Diploma. For achieving this, normally a two - year study period spread over four semesters, each regular semester extending for a period of 14 weeks is required.

## 2. 3.    THIRD LEVEL OF EXIT: ADVANCED DIPLOMA

The title of Advanced Diploma is awarded on successful completion of this level with 360 credit points. These credit points need to be earned through a prescribed number of College Requirements, Majors, Major Electives and General Electives and Project at Diploma level. For achieving this, normally a three year study period, spread over six semesters, each regular semester

extending over a period of 14 weeks is required.

## 2. 4.  FOURTH LEVEL OF EXIT: BACHELORS WITH HONOURS

A title of Bachelors with Honours with a specialization is awarded on successful completion of this level which necessitates achieving 480 credit points. These credit points need to be earned through a prescribed number of College Requirements, Majors, Major Electives, General Electives, Special Topics and two Projects, one at Diploma level and the other at Bachelors (Honours) level.

For achieving this, normally a four-year study period, spread over eight semesters, each regular semester extending over a period of 14 weeks is required.

Note: Bachelor of Engineering (Hons) Environmental Engineering have only the fourth level of Exit.

## 2. 5.  AWARDING BODY

Middle East College, Sultanate of Oman.

# 3.  MODULE CHARACTERISTICS

All programmes have certain modules in common which facilitate the acquisition of academic literacy and preparation for the workplace such as research skills and entrepreneurial skills. Students need to demonstrate the knowledge and skills that are unique to the specialization and programme. This differentiation is brought out with modules that are unique to each programme.

A Module Information Guide (MIG) containing all the details pertaining to the module is made available to student in the first week of each semester for all modules s/he has registered.

# 4.  GRADING & EVALUATION

Grading and evaluation policies provide the student a clear understanding about course completion requirements and will enable the student to improve his/her performance.

## 4. 1.  EVALUATION NORMS AND PROCEDURES

1) The module leader will arrange to share details of teaching plan, evaluation plan together with the module objectives, learning outcomes, background materials, etc. to all students through Module Information Guide (MIG) with reference to the different modules taught by him/her.

2) The evaluation plan details how student performance will be evaluated for in-semester coursework and end-semester examination.

3) All coursework assignments and reports should be submitted as an electronic copy in MS word format through the VLE which shall undergo a plagiarism check via Turnitin. Latest student submission as per the due date and time shall be considered as final and shall be used for evaluation purposes.

4) Each module shall be evaluated for a total of 100 marks involving in-semester coursework alone or in-semester coursework and end semester examination. Modules which are assessed completely through coursework are referred to as 100% coursework modules.

5) Coursework assessment shall be based on continuous evaluation and shall include methodologies of assessment including but not limited to Open book test, Closed book test, Individual Assignment (report/presentation), Quiz, Group Assignment (report/presentation) and Case-Study (report/presentation).

6) A minimum of 50 percent based on the overall performance in all the assessments put together is required for passing a module. However, there is an additional pass requirement in the case of all modules that have coursework assessment and end semester examination components: Students shall be considered to have passed such modules only if they have scored a minimum of 35% marks in the external examination (end semester examination threshold pass mark) in addition to attaining an overall aggregate pass mark of 50%. (* The regulation on end semester threshold pass mark shall be applicable to all students joining MEC from Spring 2017 semester onwards.)

7) Student's performance will be documented and announced by the respective module instructor periodically.

8) In the case of modules having end semester component it is mandatory for the student to

attend the end semester component for a pass in that particular module even if the student have acquired 100% marks in the coursework component

9) In order to maintain transparency in the procedures followed and to confirm that there is no bias or unfair practices in any task relating to examination systems student has the right to appeal and confirm procedures. However, there shall be no contest on the academic judgement passed.

10) Students should refer to the Module Information Guide (MIG) and / or reach the module instructors to have a comprehensive understanding of the nature and schedule of assessments for their modules.

11) It is the responsibility of the student to obtain the marks of his/her module from the teacher or through the SIS.

## 4. 2.    LATE SUBMISSION

Students may contact their teachers for clarification on specific details of the submission time if required. The recommended practice at MEC is to set the cut-off time to 23:59 on the due date for all assessment submissions.

As per the Assessment Policy at MEC, for any late submissions, a penalty of deduction of 5% (five percent) of the marks obtained for the submitted work shall be imposed for each working day following the last date of submission till the date of actual submission. Assessment documents submitted beyond a period of one week (5 working days) after the last date of submission will not be accepted and will be awarded a zero for that assessment.

In cases where the submission has been delayed due to extenuating circumstances, the student may be permitted to submit the work without imposing the late submission policy. This extended period of submission will be one week (5 working days) from the original last date of submission. It is permitted only in those cases where the student has submitted the request for extension and supporting certificates online before the original last date of submission and has received an approval for the same. The requests shall be approved by the Module Leader and by Asst. HoD/HoD of the department concerned. The late submission policy shall then be applied if the student fails to submit the work within one week of the extended date of submission.

## 4. 3.    COMPENSATION

The Diploma/Advanced Diploma Examination Board may offer a student a condoned pass in at most one module that the student has failed if as a consequence of the condoned pass being accepted the student becomes eligible for the award of a Diploma/Advanced Diploma, subject to the conditions mentioned.

The Degree Examination Board may offer a student a condoned pass in at most one module that the student has failed if as a consequence of the condoned pass being accepted the student becomes eligible for the award of a degree, subject to the conditions mentioned.

A student offered a condoned pass must indicate, in writing, his/her wish to accept the condoned pass following confirmation of the condoned pass eligibility/award by Examination Board.

### 4. 3. 1.    CONDITIONS FOR COMPENSATION

A failed module may be assigned a condoned pass by an appropriate Examination Board in the above circumstance under any one of the situations (A or B) mentioned below subject to the following conditions.

1. The condoned module may not be repeated or reassessed in any way in future.
2. The condoned module may not be raised to a pass.
3. Failure in the Degree or Diploma Project, as the case may be, will not be condoned.
4. Situation A will apply only to modules assessed by 100% coursework.
   A. The student has obtained 45% aggregate marks (total marks obtained from all assessments) in the module.
   B. The student has obtained at least 40% aggregate marks in coursework assessments and additionally obtained at least 40% aggregate marks in end-semester assessments of the module.

## 4. 4.    GRADING SYSTEM

All modules are marked out of a total of 100 marks. Equivalent Grade point (GP), as detailed in the table below shall also be provided for modules

| Grade | Grade Point | Marks |
|-------|-------------|-------------|
| A | 4.00 | 91 to 100 |
| A- | 3.75 | 87 to 90 |
| B+ | 3.50 | 84 to 86 |
| B | 3.25 | 80 to 83 |
| B- | 3.00 | 77 to 79 |
| C+ | 2.75 | 74 to 76 |
| C | 2.50 | 70 to 73 |
| C- | 2.25 | 66 to 69 |
| D+ | 2.00 | 60 to 65 |
| D | 1.75 | 50 to 59 |
| F | 0.00 | < 50 |

*Table 8:UG Grade Point system*

## 4. 5.    GRADE DESCRIPTORS (WITHOUT NUMERIC VALUE)

### 4. 5. 1.    IP – In Progress

The 'In Progress' (IP) grade will be earned by the student when an extenuating circumstance prevented him/her from attending an end semester examination. The module shall not count towards the calculation of grades for that semester. However, an IP grade is awarded only once per module and the student is required to re-register for the module after exhausting the allowed re-sit attempts.

An IP grade will be awarded only after submission of a valid medical certificate within two working days from the date of the end semester examination which was not attended.

### 4. 5. 2.    CP – Condoned Pass

The 'Condoned Pass' (CP) grade shall be assigned to a failed module for which a student is offered a condoned pass after he/she indicates, in writing, his/her wish to accept the condoned pass, following the Examination Board recommendation (Refer the Student Performance Policy). Condoned Pass is denoted as CP on the transcript and for the purpose of calculation of the Overall Average Mark, Cumulative Grade Point Average and Classification, the mark and grade of minimum pass is considered.

### 4. 5. 3.    W – Withdrawn

A grade W shall be assigned to a module in which the student withdraws formally within the prescribed deadline.

### 4. 5. 4.    FW – Failed on Withdrawal

A grade FW shall be assigned to a module in cases where a student withdraws a module after the withdrawal period (FALL and SPRING).

### 4. 5. 5.    P – Exemption

A grade P shall be awarded to a module in which the student has been granted exemptions based on the exemptions policy of the college.

### 4. 5. 6.    T- THRESHOLD

In the case of modules that have coursework assessment and end semester examination components, students shall be considered to have passed such modules only if they have scored a minimum of 35% marks in the external examination (end semester examination threshold pass mark) in addition to attaining an overall aggregate pass mark of 50%. The modules failed on account of threshold shall be shown as T.

## 4. 6. AVERAGE MARK (AM) AND OVERALL AVERAGE MARKS (OAM)

To be eligible for consideration for an award, a student must pass all the modules and fulfil all the requirements as mentioned in the assessment regulations in the programme document.
The classification of an award shall be on the basis of the marks and credits point accumulated by the student over the period of study for the chosen award.

### 4. 6. 1. AVERAGE MARKS

The Average Marks obtained by a student in a semester is calculated using a weighting system that takes account of the credit point value of all the modules attempted and the marks obtained in those modules.
The Average Mark is determined as follows:

| | |
|---|---|
| Average Mark | = A |
| Module Mark | = $(m)$ for module m |
| Module Credit Point | = $(m)$ for module m |
| Total number of modules attempted | = N |

$$OAM = \frac{\sum_{m=1}^{m=n} A(m)C(m)}{\sum_{m=1}^{m=n} C(m)}$$

**Sample calculation of Average Marks**

| Modules | Credit Points | Marks Obtained |
|---|---|---|
| Module 1 | 15 | 90 |
| Module 2 | 15 | 83 |
| Module 3 | 15 | 75 |
| Module 4 | 15 | 54 |

*Table 9: Module marks and credit points*

$$Average\ Marks = \frac{90X15 + 83X15 + 75X15 + 54X15}{15 + 15 + 15 + 15} = 75.5$$

### 4. 6. 2. OVERALL AVERAGE MARKS

Overall Average Marks obtained by a student in a programme is calculated using a weighted average of credit point value of all the modules passed in the programme and the marks obtained in those modules. The OAM is determined as follows:

| | | |
|---|---|---|
| Overall Average Mark | = | OAM |
| Module Mark | = | $A(m)$ for module m |
| Module Credit Point | = | $C(m)$ for module m |
| Total number of modules attempted | = | N |

And $OAM = \frac{\sum_{m=1}^{m=n} A(m)C(m)}{\sum_{m=1}^{m=n} C(m)}$

**Sample Calculation of OAM**

| Semester 1 | Semester 2 |
|---|---|
| | |

| Modules | Credit Points | Marks Obtained | Modules | Credit Points | Marks Obtained |
|---------|---------------|----------------|---------|---------------|----------------|
| Module 1 | 15 | 90 | Module 5 | 15 | 60 |
| Module 2 | 15 | 83 | Module 6 | 15 | 77 |
| Module 3 | 15 | 75 | Module 7 | 15 | 45 |
| Module 4 | 15 | 54 | Module 8 | 15 | 57 |

*Table 10: Module marks and credit points*

Overall Average Marks (OAM)

$$OAM = \frac{(90X15 + 83X15 + 75X15 + 54X15 + 60X15 + 77X15 + 45X15 + 57X15)}{15 + 15 + 15 + 15 + 15 + 15 + 15 + 15} = 67.63$$

## 4. 6. 2. 1.  GRADE POINT AVERAGE (GPA)

Grade Point Average (GPA) is assigned for a student at the end of each semester based on the Average marks obtained in that semester. The GPA is assigned as per the equivalence provided in table 10.

## 4. 6. 2. 2.  CUMULATIVE GRADE POINT AVERAGE (CGPA) FOR OAM

CGPA is also calculated in a way similar to the GPA by considering the Overall Average marks. The CGPA is assigned as per the equivalence provided in Table 11.

| Grade | Grade Point | OAM |
|-------|-------------|-----|
| A | 4.00 | 91 to 100 |
| A- | 3.75 | 87 to 90 |
| B+ | 3.50 | 84 to 86 |
| B | 3.25 | 80 to 83 |
| B- | 3.00 | 77 to 79 |
| C+ | 2.75 | 74 to 76 |
| C | 2.50 | 70 to 73 |
| C- | 2.25 | 66 to 69 |
| D+ | 2.00 | 60 to 65 |
| D | 1.75 | 50 to 59 |
| F | 0.00 | < 50 |

*Table 11: Grade point system*

## 4. 6. 3.  REQUIREMENTS FOR AWARDS

**Certificate, Diploma, Advanced Diplomas classification:**

The classifications under the award of a Certificate, Diploma or Advanced Diploma are shown in Table 12. A Pass, Merit or Distinction classification is based on the OAM accumulated over the whole programme.

| Overall Average marks | Classification |
|-----------------------|----------------|
| 50-76 | Pass |
| 77-83 | Merit |
| 84-100 | Distinction |

*Table 12: Mark range for classification*

**Honours (Bachelor's Degree) Classification:**

The award of bachelor's degree classification is based on the OAM accumulated over the whole programme (See Table 13).

| Overall Average marks | Honours Classification |
|-----------------------|------------------------|
| 50-69 | Third Class |

| Overall Average marks | Honours Classification |
|---|---|
| 70-76 | Second Class, Lower Division |
| 77-83 | Second Class, Upper Division |
| 84-100 | First Class |

*Table 13: Mark Range for Honours classification*

In order to arrive at the OAM for Honours degree classification, the following two options are considered, out of which the higher of the OAM shall be considered.

**Option 1:**

Based on OAM over the whole programme i.e. all modules are considered for calculation of final OAM.

**Option 2:**

To consider the OAM of 240 credit points worth of modules at Level 2 and Level 3 with Project Design and Implementation module marks being considered compulsory.

## 4. 7.    DEAN'S LIST

The top 25 students securing an OAM of 84% and above with a minimum of 120 credits completed by spring semester of an academic year is eligible for appearing in the Dean's List. In case of a tie, while considering the top OAM, the student with more credit points earned shall get the preference.

## 4. 8.    STUDENT PROGRESSION

A student who is on good academic standing will progress normally taking normal (full) work load. A student is also allowed to take normal workload if the student has a backlog of not more than two modules, provided pre-requisite conditions are met.

### 4. 8. 1.    STUDENTS ON REDUCED WORKLOAD

A student will be required to reduce the workload and register in a semester for a maximum of 45 credit point if s/he has a backlog of more than 2 modules. A student who is on reduced workload on account of backlog modules which are to be cleared is required to devise a remedial plan with the guidance of his/her respective academic advisor/ SSC. Such a student will be closely monitored by the Student Success Centre in consultation with the respective academic advisor. Such students will be allowed to take up the normal workload only after the backlog modules are cleared.

A student who fails in any module but is eligible for taking the supplementary exam is required to pass the same within the immediate two semesters during which the module is offered, failing which the student will be required to retake the module by paying the prescribed fee.

MOHE students who are on reduced workload for 3 consecutive semesters shall not be allowed to continue his/her study on their scholarship as per the regulations.

### 4. 8. 2.    INTERIM EXIT REQUEST

Students enrolled for Bachelor's award but desiring to exit with an interim award of Diploma or Advanced Diploma are also required to apply formally via Student Information System (SIS) during the specified period within a semester. This is normally after the announcement of results. Students cannot apply during the course of a semester while he/she has registered for modules.

## 4. 9.    REQUEST FOR GRADUATION NOTIFICATION

Students intending to graduate are therefore required to apply for graduation notification within three weeks from the announcement of semester results.

As per the regulation from Ministry of Higher Education, students are allowed to receive graduation notification for their applied exit levels. Students under MOHE scholarship would follow the guidelines as per the regulations of the scholarship given.

## 4. 10.  ACADEMIC REQUIREMENTS

In order for a Certificate, Diploma, Advanced Diploma, or Bachelor's Degree to be conferred, students must have successfully obtained credits for all the required modules. Students must also be in good academic standing and should have a minimum OAM of 50.

## 4. 11.  RE-ASSESSMENTS

### 4. 11. 1.  RE-ASSESSMENT FOR MODULES WHICH CONTAIN AN EXAMINATION COMPONENT

Any student, failing a module but achieving a mark of at least 50% in the coursework component of the assessment, will have an opportunity to pass in the module by re-sitting the examination during a semester in which the module is offered. Re-sit examinations for all modules are usually offered during the Summer Semester. Students are also allowed to register for re-sit examinations during the regular semesters provided they get a clash free examination schedule.

Reassessment by re-sit of a module is restricted to one attempt and is free of charge. On failing to secure at least a 'Pass' in a module after the re-sit attempt, the student is required to re-register the module and pay the prescribed fees. Any student, failing a module and achieving a mark of less than 50% in the coursework component of the assessment, will have an opportunity to pass in the module only by re-registering the module by paying the prescribed fee during the semester in which it is offered.

The number of attempts to obtain a pass by repeating a module is not restricted. A student should complete the re-assessment within one year of the original failure.

To obtain additional details regarding the maximum period allowed to complete the programme, refer clause 4.4 (maximum period of study).

**A student is required to register for supplementary attempts.**

Details of registration are notified through the notice boards and by email.

For a supplementary attempt, the registration process shall be considered complete upon registration for examination through SIS online or submission of the request form duly completed in all respects to the Registration and Assessment Department. Incomplete forms are liable to be considered as not registered.

### 4. 11. 2.  RE-ASSESSMENT FOR MODULES WHICH ARE ASSESSED BY COURSEWORK ONLY

Any student failing a module which is assessed by coursework only, may be reassessed only by repeating the module, during the semester in which it is offered. The student shall be allowed to re-register once for the module by paying half of the module fee. The student shall be eligible for only one re-registration per module as per this scheme. This shall be allowed only if the student has secured a minimum of 25 percent of the module marks or 75 percent attendance in the first attempt of the module. If the student fails to achieve a total of 25 marks or 75 percent attendance, then s/he shall have to re-register for the module by paying the total module fee.

## 4. 12.  END SEMESTER EXAMINATION DO'S AND DON'TS

1) Students are responsible for ensuring they are aware of the exam timetable details such as the date, time and venue of the exam.
2) Students must bring their MEC Identity Card and Hall Ticket for all the exams. Students shall not be allowed to write the examination if they fail to produce their MEC Identity Card and Hall Ticket for all the exams.
3) Students should not write or draw using pen/pencil on the Hall ticket.
4) Students are advised to have a copy of their examination schedules as published on the noticeboards and website for reference and planning.
5) Use of forged documents to gain entry into the examination hall or any unlawful means shall be viewed seriously. In such cases the relevant committees and authorized personnel will recommend appropriate actions which may include expulsion or suspension from

college for a set time period.

6) Students are not allowed into the examination hall after 30 minutes from the commencement of the examination. Student are not allowed to leave the examination hall within the first 30 minutes of the examination.

7) Students are not allowed to leave the examination hall with the answer booklet.

8) Students entering the examination hall should not carry anything other than the authorized materials for examinations. Possessing any material that may be used for cheating will be considered as malpractice.

9) Any student having a contagious illness should be prevented from taking examination. Such students are advised to address his/her health condition on priority.

10) Students must adhere to the directions provided by the invigilators.

11) Students must write their MEC ID numbers on the main answer booklet.

12) Students shall not directly or indirectly disclose their names or other identification marks in the answer scripts.

13) Student should use blue/black pen only. Pencils may be used for diagrams and graph.

14) Student are not allowed to use notes, books etc. in the examination hall. Dictionaries are allowed for certain modules if specified by respective departments.

15) Students can clear any exam doubts with the Module Leaders within the below mentioned time frame:
    a. 1 hour examination (Theory and Practical) – first 15 minutes.
    b. 2 hours examination (Theory and Practical) – first 30 minutes.
    c. 3 hours examination (Theory and Practical) – first 30 minutes.

16) Exchange of calculators and stationery is not permitted during the examination. Exchange of diskettes/flash memories during the Lab Exams is also not permitted.

17) Use of electronic devices or communication networks, software/hardware or other methods not approved by the college, in order to gain advantage over other students or to tamper with the examination system are strictly prohibited and may lead to severe disciplinary action.

18) All rough work shall be done only in the space provided on the Answer booklet.

19) Any information found on the Hall ticket written or drawn by the student will be considered as Malpractice.

20) Any form of malpractice is strictly prohibited. If any student indulges in malpractice, his/her answer sheet will be cancelled and awarded zero, and/or debarred from taking the remaining examinations. If there is no evidence found, the student can continue with his/her exam.

21) No digital devices shall be allowed inside the examination hall. Possession or mere presence of any digital device or mobile phone inside the examination hall shall be considered as an act of malpractice and action shall be taken as per MEC Policy.

22) If an invigilator suspects a student of cheating during the examination the invigilator is authorized to stop the student from continuing the examination. In such case, the invigilator will inform the Assessment Office which in turn will immediately inform the Security Services Office about the case. The security guards will be instructed to check the student (male security guard for male students, female security guard for female students).

23) In case of Malpractice
    a. The students have to fill-in and sign the Malpractice form provided by the Assessment Office acknowledging his/her actions, which will be countersigned by both the Invigilators.
    b. The student must leave the examination hall immediately.
    c. Student must re-register the module.

24) Talking during the examinations is strictly prohibited.

25) Students may not provide assistance to or receive assistance from anyone during the exam. In such case students will face disciplinary action which may include cancellation of marks obtained in the module in the end semester exam.

26) Students who have completed their examination before the allotted time are permitted to leave the exam room, provided 30 minutes have elapsed from the commencement of the examination. Once they have completed the exam, they must:

a. ensure that their MEC ID is written in answer booklet.
b. ensure that all the required information in the answer booklet is written clearly.
c. remain seated until the Answer booklets are verified by the invigilator and the permission is granted by the invigilator to leave the Exam Hall.
d. immediately vacate the place and not disturb any remaining students who are writing examinations.

27) If the emergency alarm goes off during an examination, the following procedure needs to be followed:
a. The sounding of an emergency alarm requires immediate evacuation off the exam hall.
b. The students will leave all the materials on their desk and the faculty will guide them to the nearest exit point to assemble at the Emergency Assembly Point of that building.
c. The faculty will also evacuate the room without collecting any examination materials.
d. The examination for such modules will be re-scheduled.

If an exam is postponed due to an emergency situation, a new schedule shall be made and communicated to all those students affected. The new schedule is likely to be at the end of the existing examination schedule for that particular semester.

For more information regarding this, students can refer the Assessment Guidelines published in the College portal (Instructions to students for ESE).

# 5. EMERGENCY RESPONSE GUIDE INFORMATION



## EMERGENCY RESPONSE GUIDE INFORMATION

**On discovering a fire**
- Activate nearest fire alarm.
- Call fire wardens immediately.
- Fight the fire if you are trained, all occupants left the area or the flames are small.
- Evacuate the building immediately by nearest exit.
- Do not re-enter the building until ALL Clear is issued by authorized.

**In Case of Medical Emergency:**
- Always stay calm.
- Call immediately Colleges Wellness Centre (24531777) and inform nearest first aider at your location or call Health & Safety Office (24531348) and explain type of emergency required.
- Remember; do not move any injured person/ victim unless you got the permission.
- Try to comfort the injured person/victim until the medical services arrive.

**In case of building's evacuation:**
On hearing alarm at any time everyone must fully cooperate with fire wardens or Emergency response team and shall:
a) Close all doors if you are the last person to leave the classroom/office.
b) Leave the building as per the instruction given during the evacuation.
c) Most important; do not investigate the source of the emergency.
d) Do not use the elevators. you could be trapped inside if the power fails or is switched off
e) Master at the assembly point and wait for 'all clear' signal to return to the building.

## EMERGENCY CONTACT DIRECTORY    Hotline Emergency Number **888**

| Health & Safety Office | 24531438 | Facility Officer | 24531433 |
|---|---|---|---|
| Security Office | 24531745 | ROP/Civil Defense | 9999 |
| Clinic | 24531777 | On Call Ambulance | 9999 |
| Campus Service Head | 24531434 | Sultan Qaboos University Hospital | 24147777 |

# 6. USEFUL CONTACTS

## Campus Contact Information

Middle East College
P.O. Box 79, Al Rusayl Postal Code 124, Muscat Sultanate of Oman

TEL.:     +968 24531400
FAX:      +968 24446028; +968 24446554
E-mail:info@mec.edu.om Website:        www.mec.edu.om

## Important Contact Numbers

| Office/Person | Extension | Mail ID |
|---|---|---|
| Front Office | 444 | |
| Hot Line Emergency Number | 888 | |
| Dean's Office | 499/414 | Dean'sOffice@mec.edu.om |
| **DEAN** | | |
| Dr. Kiran G R | 599 | kirangr@mec.edu.om |
| **DEPUTY DEAN AND REGISTRAR** | | |
| Mr. Ashwin J K | 727 | ash@mec.edu.om |
| **ASSISTANT REGISTRAR (HUMAN RESOURCES & DEAN'S OFFICE)** | | |
| Mr. Harith Jahwari | 405 | harith@mec.edu.om |
| **ASSOCIATE DEAN** | | |
| Dr. Anupam Srivastav | 505 | anupam@mec.edu.om |
| Dr. Saleh Al Shaaibi | 411 | salshaaibi@mec.edu.om |
| **ASSOCIATE DEAN/ CENTRE OF RESEARCH AND INNOVATION** | | |
| Dr. Ahmed Nawaz Hakro | 492 | Ahakro@mec.edu.om |
| **CAMPUS SERVICES DEPARTMENT** | | |
| Mr. Mohammed Sakeer | 434 | sakeer@mec.edu.om |
| Mr. Rafeeq Abdul Rahman | 431 | rafeeq@mec.edu.om |
| **IT SUPPORT OFFICE** | | |
| Mr. Wael Shawkat | 531 | wshawkat@mec.edu.om |
| Ms. Maryam Khalid | 539 | mkhalid@mec.edu.om |
| **STL DESK** | 537 | StudentTechnologyLeaders@mec.edu.om |
| **REGISTRATION OFFICE** | | |
| Mr. Jabir Al Aamri | 731 | jabir@mec.edu.om |
| Mr. Vinu P | 711 | vinu@mec.edu.om |
| Mr. Sujin Samuel | 467 | sujin@mec.edu.om |
| Mr. Zahir Al Rawahi | 733 | zahir@mec.edu.om |
| Mr. Ahmed Al Aamri | 763 | aalaamri@mec.edu.om |
| Ms. Hajer Al Harthi | 732 | halharthi@mec.edu.om |
| Ms. Fatema Al Nadhairi | 735 | falnadhiri@mec.edu.om |
| **Assessment Office** | | |
| Mr. Biju V | 737 | biju@mec.edu.om |
| Ms. Hamda Al Ghilani | 728 | halghilani@mec.edu.om |
| Ms. Khawla Al Sarmi | 613 | kalsarmi@mec.edu.om |
| **PG DESK** | | |
| Ms. Duaa Al Shanfari | 736 | dalshanfari@mec.edu.om |
| Ms. Preethy Kurian (PG Coordinator) | 578 | preethy@mec.edu.om |
| **ADMISSION OFFICE** | | |

| Office/Person | Extension | Mail ID |
|---|---|---|
| Mr. Mohammed Al Sabahi | 588 | Mohammed@mec.edu.om |
| Mr. Mohammed Al Hudaifi | 595 | malhudifi@mec.edu.om |
| Ms. Mariam Al Mamari | 797 | malmamari@mec.edu.om |
| **INTERNATIONAL OFFICE** | | |
| Ms. Teba Fadhil Mohsin | 755 | teba@mec.edu.om |
| **PROCUREMENT & ACCOUNTS DEPARTMENT** | | |
| Mr. Shekhar Soni | 419 | shekhar@mec.edu.om |
| Ms. Faiza Al Zadjali | 418 | faiza@mec.edu.om |
| **QUALITY ASSURANCE OFFICE** | | |
| Ms. Bushra Al Farsi | 744 | Bushra@mec.edu.om |
| **MEDIA, COMMUNICATION & ADMISSION DEPARTMENT** | | |
| Mr. Ritesh Rajendran (Admissions) | 535 | ritesh@mec.edu.om |
| **COMMUNITY OUTREACH & ACTIVITIES DEPARTMENT** | | |
| Dr. Asfiya Khan | 746 | asfiya@mec.edu.om |
| Ms. Thuraya Al Yaarubi | 521 | talyaarubi@mec.edu.om |
| **STUDENT EXPERIENCE UNIT** | | |
| Ms. Rehab Saeed | 734 | rehab@mec.edu.om |
| Ms. Siham Al Hinai | 757 | salhinai@mec.edu.om |
| **STUDENT ACCOMMODATION & ESTATES DEPARTMENT (HOSTEL)** | | |
| Mr. Saed Al Musheifri | 583 | salmusheifri@mec.edu.om |
| Ms. Thuraiya Al Kharusi | **526** | thuraiya@mec.edu.om |
| **STUDENT SUCCESS CENTRE** | | |
| Ms. Pooja Krishnan | 512 | pooja@mec.edu.om |
| Ms. Badriya Al Hosni | 747 | badriya@mec.edu.om |
| **ACADEMIC DEPARTMENTS** | | |
| Computing & Management Studies | 463 | mdhibi@mec.edu.om |
| Electronics & Communication | 653 | anilloy@mec.edu.om |
| Civil Engineering | 646 | ramkishore@mec.edu.om |
| Mechanical Engineering | 720 | basim@mec.edu.om |
| Centre for Postgraduate Studies | 576 | smitha@mec.edu.om |
| Mathematics & Applied Sciences | 704 | alya@mec.edu.om |
| Centre for Foundation Studies | 565 | snaqvi@mec.edu.om |
| Center of Academic Practices | 489/ 547 | dhivya@mec.edu.om |
| Center for Research and Consultancy | 509 | nizar@mec.edu.om |
| **CAREER SERVICES, ALUMNI & EXTERNAL AFFAIRS** | | |
| Mr. Qais Juma Al Haji | 756 | qais@mec.edu.om |
| Mr. Khalid Al Harthi | 451 | khalid@mec.edu.om |
| **HUMAN RESOURCE DEPARTMENT** | | |
| Mr. Harith Al Jahwari | 405 | harith@mec.edu.om |
| Ms. Mahdim Al Balushi | 527 | mahdim@mec.edu.om |
| **WELLNESS CENTRE** | 777 | clinic@mec.edu.om |

*Table 14: Details of Contact Persons*