



الكلية الدولية للمهندسة والإدارة
International College of
Engineering & Management

Higher Education

STUDENT HANDBOOK 2018 v2

FOREWORD

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MESSAGE FROM THE COLLEGE DEAN

WELCOME TO THE INTERNATIONAL COLLEGE OF ENGINEERING AND MANAGEMENT

Making the decision to pursue higher education and choosing the right institution to take your specialization will impact your future, your professional career, and your life. Well done for choosing ICEM! Our website and prospectus will help you find all the information you require to make an informed decision about degree programs that are right for you. At ICEM, we believe in “Empowering Minds and Powering Careers”. You will be at the heart of everything we do. We will provide you with interesting, challenging and exciting student life that will prepare you for the career that you chose.

This handbook is intended to be a source of information on the academic and administrative aspects of your student life at ICEM – including your rights and privileges, and avenues that are available for you - and we look forward to you exercising them and take advantage of all support that the College is offering you.

We value your involvement and we hope you get the best student experience while securing a solid foundation for your life ahead.

PROFESSOR DR. AHMAD AL JAMRAH

COLLEGE DEAN

MISSION

To provide high quality education that prepares students in the areas of engineering and management for national and international markets through innovation and research.

VISION

To be an internationally recognized institution of higher and professional education, research and community engagement.

VALUES

- Excellence. We will strive to surpass the ordinary and maintain high quality standards.
- Integrity. We will adhere to moral and ethical principles.
- Professionalism. We will clothe ourselves proper decorum.
- Equality. We will respect and protect individual rights.
- Transparency. We will foster an environment that is open and free of fear.

GRADUATE ATTRIBUTES

1. Knowledge for engineering and management
2. Leadership and teamwork
3. Communication skills
4. Ethics and Professionalism
5. Continual improvement
6. Global competitiveness

7. Health, safety and risk management
8. Use of modern technology in developing sustainable engineering and management solutions

STUDENT AFFAIRS REGULATIONS

Article (1):

A student affairs department will be founded in the college by a resolution from the vice chancellor to supervise various activities organized and/or controlled by the College in addition to overseeing services and student centers related to student affairs such as: internal division – the College clinic, the student counseling center and career guidance center.

Article (2):

Student affairs department seeks to achieve the following:

1. Develop the sense of community among students and enhance their sense of national belonging and awareness.
2. Encourage students to interact with each other and make closer links among themselves and with the staff of the College.
3. Refine the student's personality and talents through allowing and encouraging them to practice the extracurricular, artistic, literary, social, sportive and entertainment activities.
4. Service the outside community by encouraging students to establish a number of periodic voluntary activities and events whether under direct supervision of the College or in coordination with local community institutions in the region.
5. Help students to achieve academic and psychological stability within the College environment, which would entitle them to be active members of the College's community and develop their interpersonal skills.
6. Provide students with the practical skills and professionalism required by the labor market to be available after graduation from the College.

7. Assist students in providing a healthy, social and psychological environment and helping them to study through the supervision of services which have a direct relationship with students such as: student's clinic, internal divisions and transportation.

Article (3):

A student affairs director shall be appointed by a decision from the vice chancellor and entrusted with the following tasks:

- A. Proposal of regulations that govern various activities of students.
- B. Developing the plan of annual activities, including proposed budget for implementation of those activities.
- C. Supervise implementation of extracurricular activities for students.
- D. Overseeing various student services like housing, transportation, restaurants, and health clinic.
- E. Supervising the affiliated centers to student affairs department that will be founded later, such as: student counseling center and career guidance center.

Article (4):

Students shall elect a group among them at the beginning of the academic year; the members of such group shall not exceed nine persons.

Article (5):

Student group shall elect a chair and a vice-chair among its members.

Article (6):

The student group shall perform the following:

- A. Proposal of activities during academic year with the budget required.
- B. Implementation of different activities in the college after taking official approval to such implementation from the student affairs department.

- C. Coordination with student groups at other colleges to implement activities within the College.

Disciplinary accountability for students

Article (7):

Students shall abide by instructions and rules of the student conduct at the College, any student violates these rules shall be punished as follows:

1. All students are committed to wear modest and bashful uniforms during office hours and they are prohibited from wearing veils on campus.
2. Maintain the property of the College and its facilities to ensure maximum benefit from them in order to maintain public interest, cultural and aesthetic appearance of the College.
3. Smoking is strictly prohibited in all College facilities.

4. Commitment to mutual respect among students, both male and female whether within classrooms or in other College facilities.
5. Attend lectures and practical exercises regularly, without prejudice to the study order, avoiding the disorder while organizing student activities.
6. Refrain from organizing any committees or associations or conferences or participation in the same without prior permission from the College.
7. All students must close their mobile phones during lectures and shall not take the same to exam room.
8. Commitment to carry the College card inside the campus and show it to the staff if requested.

Article (8): the vice chancellor will form a discipline committee, chaired by the director of the competent department, two members of faculty members and student affairs director to consider violations committed by students.

Article (9): the following cases are considered as student violations that require disciplinary measures against their violators:

- A. Try to disrupt extra- curricular activities and events of the College.
- B. Committing any act or statement is prejudicial to the honor, dignity, ethics and religious beliefs, or that would damage the reputation of the College or any of its members, whether they are employees or students.
- C. Assaulting any member of the College community or threaten him or show disrespect towards him.
- D. Misuse or destruction or cause damage to any property owned to the College, including the information network and electronic files.
- E. Cheating in exams or attempt to cheat or breach the order of the exam and compromising the scientific faith.
- F. Disorder during the lectures and practical lessons.
- G. Issuing or distributing flyers or wall newspapers or newspapers, magazines or sending the same via electronic mail without prior approval from the College management.
- H. Give incorrect information or statements on the official papers, or falsification of official documents relating to the College, or obtaining it illegally.

Article (10): the penalties are as follows:

- A. Forewarning
- B. Warning
- C. Final warning.
- D. Fine: pay the value of the property destroyed in case (d).
- E. Provisional deprivation of the use of services provided by one or more of the College facilities where the violation was committed, or the provisional deprivation of the exercise of any activity in which the student violates the order.
- F. Failure in one course, or in all courses of the semester.
- G. Deprivation of examination in one or more course.
- H. Displacement for not more than two semesters.
- I. Final disciplinary displacement from the College.

Article (11): the student may be punished by two penalties.

Article (12): the powers of the disciplinary penalties provided for in article (10) shall be based on the recommendation of the committee, as follows:

- A. Penalties (a, b, d, e, f, g) by the dean of college (for cases and violations committed in college).
- B. Penalties (a, b, d, e) by student affairs director (for cases and general violations on campus).
- C. Penalties (c) and (h) by the vice chancellor
- D. Penalty (I) by the College council.

Article (13): the student may appeal against the penalty to the vice chancellor for penalties from (a-g) and to the College council for penalty (h) within fifteen days from the date of being informed.

STUDENT CHARTER

The Student Charter has been developed by the College and the Student Council so that students gain the maximum from their experience. It is a two-way commitment or contract between the College and each individual student. It acts as a means of establishing in black and white what students can expect from the College and the Council in terms of support, and in return what we expect from our students. Read the full Student Charter.

STUDENT COUNCIL

The Students' Council is a student-led, democratic organization and exists to make your student experience better for you while studying at the College.

We hope your time at college is trouble free, but we know that sometimes you might come up against problems ranging from academic situations or finding a job, to dealing with debt and claiming the benefits you're entitled to.

STUDENT VOICE

You can play an important part in the process of improving the quality of your student experience through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to provide feedback about your experiences on teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

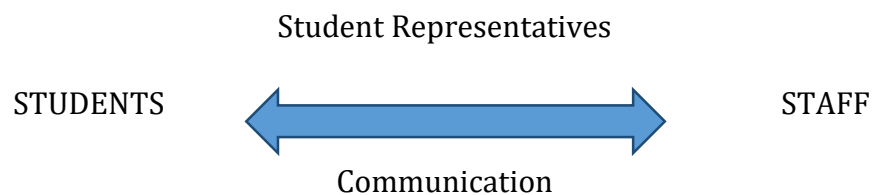
The Students Council can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. The Student Support Services Department will be requesting that you complete various questionnaires throughout the semester for all services provided, including your feedback on faculty and staff.

THE ROLE OF A STUDENT REPRESENTATIVE

Each year at the College, students are given the opportunity to elect Student Representatives. On each program there will be at least one Main Representative and one Assistant Representative elected to represent the student body.

Why does the College need Student Representatives?

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



2. Student Representatives:

Help students - by making sure that their suggestions, observations, views, opinions and concerns reach College staff who can help.

Help staff – inform students about actions, decisions and plans that will affect students and their program.

Make a difference - Good student representatives can make a real difference in improving learning experiences of the students they represent, and in enhancing the reputation of the College.

What do Student Representatives need to do?

1. Identify the needs of students and pinpoint student issues:

Talk to all students on your program about how they are getting on, not just your friends. Make sure you speak to students who do not find it easy to speak to staff – perhaps because they are shy or they find it difficult to speak in English. Be observant about what is happening on your program and in the College.

2. Voice the views of those represented:

Your role is not to speak for yourself, but for the students that you represent, even if you do not agree with their views!

3. Take up issues with College Staff:

You need to meet with the HoD or any other staff members as often as you feel you need to, to share information.

4. Attend Course Committee meetings:

These meeting are very important because they are formal meetings where minutes are taken. These minutes will be read by the College Management Team and sent to the College. At least once in the Academic Year, a member of staff from the College will attend a Course Committee meeting for your program. You need to make sure

that you know when these meetings are, and that you take time to prepare very well for them.

You will also be invited to other meetings with senior College staff. Contribute as much as you can to these meetings.

5. Report meeting outcomes back to students:

Make sure that you keep all the students that you represent up-to-date with any news or developments that concern them.

6. Be familiar with relevant College policies, rules and regulations:

Get to know as much as you can about the College and its staff, systems and procedures, so that you can help give direction to other students about what to do, where to go and who to see.

7. Monitor and improve your own performance, and to help train new Student Representatives:

Ask yourself how effective you are as a Student Representative and how you can improve. Work with other Student Representatives to help each other to improve. Aim to be a role model for new students who may wish to be a Student Representative. Help College staff to train new Student Representatives.

Visit at the College website and find out what the Student Representatives are doing there! (<http://www.uclan.ac.uk/facs/destech/slo/courserep.htm>).

If you become a Student Representative, how will the College Support you?

- ✓ You will meet the Dean and senior College Staff:
- ✓ Very soon after you are elected, you will meet the Dean and other senior College Staff. They will introduce themselves and tell you about the College.
- ✓ You will meet experienced Student Representatives:
- ✓ They will help you to understand your role.
- ✓ You will receive training:

College staff and experienced Student Representatives will give you training to help you perform your role effectively.

- ✓ You will be invited to meetings:

You will be invited to Course Committee Meetings, meetings with your Head of Department, and other meetings attended by senior College Staff who require your help;

The Dean and other senior College staff will agree to see you if you have a serious matter to discuss.

If you become a Student Representative, what will you get out of it?

- ✓ You will find it rewarding:

You will have the opportunity to help people and to make a real difference to student life in the College.

- ✓ You will develop many useful skills:

You will develop 'transferable skills' relating to communications, working in a group, team work, skills for meetings, assertiveness, negotiating skills and diplomacy. You will also enjoy the closer involvement with staff.

- ✓ You will get a Certificate:

If you do a good job, at the end of the year you will be presented with a Certificate by the Dean. The certificate will have the logos of the College and the College, will give a brief explanation of your responsibilities, and be signed by the Dean.

- ✓ Publicity:

Everyone will know you!

- ✓ You will have a better CV:

You will be able to refer to your role on your CV (supported by your certificate). This is something that most employers will find very impressive.

COURSE REPRESENTATIVES

The course team will make arrangements for you to elect a course representative who can represent any issues you may have to the course team within Student Experience Committee meetings. If you are interested in becoming a course representative yourself and wish to find out more about the role you can visit the Student Support Services Department and volunteer for the role when the opportunity arises.

STUDENT EXPERIENCE COMMITTEE (SEC)

The purpose of SEC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester. Your HoD will facilitate the meetings using Guidelines and provide a

record of the meeting with any decisions and/or responses made and/or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year). Your Student Affairs Officer will be invited to attend and support the resolution of any issues. The course team encourage student feedback in all areas and recognize that additional items for discussion may also be raised at the meeting

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiners report; outcomes of student evaluation questionnaires, student satisfaction surveys.
- Review of enrolment/induction experience;
- Course organization and management (from each individual year group, and the course overall);
- Experiences on modules - teaching, assessment, feedback;
- Experiences on academic support which may include e.g. Personal Development Planning, personal tutoring arrangements, etc.;
- Other aspects of college life relevant to student experience e.g. resources, IT, library;'
- Any other issues raised by students or staff.

SECTION 1: GENERAL INFORMATION

The program staff will make every effort to provide a friendly environment where you can learn and enjoy as a student. They are keen to ensure a fair and equal opportunity for every student to develop their full potential. They will do what they can to help you --- all you have to do is **ASK**.

Useful College Telephone/Fax Numbers:

College Operator +968 24512000

College Fax +968 24521355

1.1 Key ICEM Contacts:

Mr Affan K Al Akhzami	Managing Director	affan@icem.edu.om
Prof Dr. Ahmad Al Jamrah	College Dean	jamrah.a@icem.edu.om
Dr. Chraz Zidi	Assistant Dean (Academic Affairs)	chiraz@icem.edu.om

1.2 Course Teams

1.2.1 FACILITIES MANAGEMENT

Dr. Rami Hamad	In-charge	rami@icem.edu.om
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1.2.2 FIRE SAFETY ENGINEERING /MANAGEMENT

Dr. Shahnawaz Khan	In-charge	shahnawaz@icem.edu.om
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1.2.3 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT

Dr. Jonathan	Acting Head of Department	jonathan@icem.edu.om
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1.2.4 MECHANICAL ENGINEERING (WELL ENGINEERING)

Dr. Rakesh Sharma	Acting Head of Department	rakesh@icem.edu.om
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Students are welcome to contact the above College staff for inquiries about the course, access of facilities, services or for general assistance.

1.3 Administration Staff Contacts

1.3.1 REGISTRY STAFF

Ms. Meena Suresh	Registrar	meena@icem.edu.om
Mr. Rashid Al Hinai	Registry Admin Support Officer	rashidalhinai-registration@icemonam.com
Mr. Hammam Al Busaiidi	Programme Administrator	hammam@icem.edu.om

1.3.2 STUDENT SUPPORT SERVICES STAFF

Mr. Ali Al Tobi	Student Affairs Officer	Ali.al2B@icem.edu.om
Ms. Khulood Al Balushi	Student Affairs Officer	Khulood@icem.edu.om

1.3.3 LIBRARY STAFF

Mr. Khamis Al Alawi	Head of Learning Centre	Khamis@icem.edu.om
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1.3.4 CAREER GUIDANCE

Ms. Narjis Al Omairi	Manager, Career Guidance Office	narjis@icem.edu.om
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1.3.5 IT STAFF

Mr. Azar	IT Consultant	azar@icem.edu.om
Mr. Sadhik	IT Assistant	sadhik@icemonam.com

1.3.6 FIRST-AID STAFF

Mr. Salim Al Maamary	Staff-Paramedic	salim@icem.edu.om
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1.4 Key UCLan Contacts

1.4.1 SCHOOL OF ENGINEERING (FOR FM, FSEM AND MEWE)

The School of Engineering

College of Central Lancashire Preston, Lancashire, PR1 2HE

School Office Hub

Telephone: +44 (0)1772 891994

Email: candthub@uclan.ac.uk

1.4.2 SCHOOL OF FORENSIC AND APPLIED SCIENCES (FOR HSEM)

The School of Forensic and Applied Sciences

College of Central Lancashire

Preston, Lancashire, PR1 2HE

School Office Hub

Telephone: +44 (0)1772 891990

Email: fosterhub@uclan.ac.uk

1.5 UCLan International Contact

Karen Halsall

Tel: 0044 1772 893740

E mail: KAHalsall@uclan.ac.uk

International Office

Telephone: +44 (0) 1772 895024

Email: international@uclan.ac.uk

1.6 Administration Office

The higher education administration office is located in main building. The administration office opening schedule is:

Sunday to Thursday 8:00 am – 4:00 pm

The administrative staff are there to help you whilst you are at the College. They will try to answer most queries of a general nature, but are not Personal Tutors or Student Counsellors. If you have a specific problem of an academic or personal nature, you should contact your Personal Tutor.

Any changes to home or term addresses should be informed immediately to the administration office. If we do not have your correct information, important documentation may not reach you.

Once you have enrolled your college email address/contact number will be used as the primary means of contact. Therefore, it is very important to check your college email account regularly. Any change in contact number must be informed the higher education administration office immediately.

2.0 GENERAL SERVICES AND INFORMATION

2.1 General Regulations

2.1.1 DRESS CODE

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

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

2.1.2 HEALTH, SAFETY AND ENVIRONMENT

The College accepts its responsibilities for providing a safe and healthy workplace and work environment for students as well as employees and others who may be affected by the work of these institutions.

In order to ensure that everyone involved with the College can function without risk to their health and safety, there are policies and procedures in place to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realized) and manage those risks.

There are different levels of risks to students depending on the modules being followed and the activities involved (for example, laboratory work and site visits). Students will be adequately informed of the identified risks and, where appropriate, will receive instruction, training and supervision.

You will receive an introduction to College Health & Safety Management during the induction to your program. You can also find a copy of the College Health & Safety Policy in the College Library.

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

Safety assessments have been undertaken for each module of your course and you will be advised of all applicable safety codes and any specific safety issues during the induction to your course and modules. You must ensure that you understand and apply all necessary safety codes.

First Aid

If first aid treatment is required you should contact a member of the College staff immediately. The College has a Paramedic and a number of other staff who are qualified to give first aid. The College also has an ambulance on standby at the campus.

Sickness

If you are unwell you should inform a member of the College staff who will if necessary arrange for you to see the Paramedic or Nurse. No form of medication will be given to any student by College instructors. Medication may only be given by the Paramedic or the resident nurse.

Fire Prevention & Safety

If you see anything that you think is a fire hazard, report this to a member of the College staff. If there is a fire, students should not take any action against the fire themselves. They should raise the alarm and follow the evacuation procedure. The College will have regular fire drills so that you can become familiar with and practice the evacuation procedure.

2.1.3 NO SMOKING POLICY

There is only one designated smoking area in the College and this is clearly signed. It is very important that students do not smoke in any other area.

2.1.4 DRIVING WITHIN THE CAMPUS

The speed limit for vehicles being driven on campus is 20 km/h. Driving on the fire ground is strictly prohibited. Safe careful driving is required at all times on the College site. Permits with the correct details of the vehicle and the driver must be displayed at all times. You must comply with instructions from College security staff for driving and parking. If you infringe the regulations, your vehicle may be impounded.

2.1.5 USE OF MOBILE TELEPHONES

Mobile telephones must not be used during class time and must be turned off during classes. They **MUST NOT** be taken into examinations.

2.1.6 GIFTS

Please do not present gifts to College staff; regulations do not allow staff to receive gifts from students and if you present a gift this may cause embarrassment to the staff member concerned. All College staff work either directly or indirectly to support students in their studies. If you wish to thank a member of staff, you can do so by speaking to them or by expressing your thanks in writing.

2.1.7 CODE OF CONDUCT

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

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

If your behavior is considered to be unacceptable, any member of academic staff is able to issue an informal oral warning and the College will support staff by invoking formal procedures where necessary. You can read more about college expectations in the regulations for the Conduct of Students.

2.1.8 COMMUNICATION

The College expects you to use your college email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

2.1.9 DATA PROTECTION

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

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

2.1.10 IDENTIFICATION

Students must identify themselves to any member of staff requesting their name and must show their College enrolment card.

2.1.11 BREAKAGES & LOSSES

Breakages or loss of College Property or losses of personal property should be reported to the respective Personal Tutor immediately, and shall be borne by the students if same was committed intentionally.

2.2 General Services

2.2.1 PARKING

The car park is reserved for College staff and the parking spaces in front of the main building are reserved for visitors. You must not park in these areas or on the fire ground. Your vehicle may be parked on College premises designated for student. You should not park anywhere where another vehicles' access and egress is blocked.

2.2.2 PUBLIC TELEPHONES

You may use the public telephone in the reception foyer for private calls. Internal telephones may only be used with permission from a member of the College Staff.

2.2.3 MEALS AND REFRESHMENTS

Meals and refreshments are available at the College cafeteria. Local fast food restaurants will also deliver meals to the College.

2.2.4 MOSQUE

There is a mosque in front of Block E.

2.2.5 COMPUTER SYSTEMS

You will be given a formal induction to the use of College computers. You must not use the computer systems until you have had your induction and been issued with your User ID and Password. After induction you will be required to sign a declaration agreeing to follow the rules of conduct in the use of College computer systems.

2.2.6 LIBRARY

The College Library containing copies of books, periodicals and reference materials is available on the ground floor of the main building. For College registered students, all the module texts and recommended reading material listed in the module bibliographies are available together with copies of relevant UCLan publications.

The College is now enrolled as an Institutional Member of the Sultan Qaboos College Main Library. If you wish to borrow books from the Sultan Qaboos College Library, contact the College Librarian. You may also use the Local Public Technical Library by arrangement with the Librarian.

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

2.2.7 TECHNICAL SUPPORT

The IT staff are responsible for providing support for IT, and audio visual aids in the college. They will demonstrate technical processes, support you in the use of college equipment and assist individual students with the presentation of work.

2.2.8 GUIDELINES FOR STUDENT PHOTOCOPYING

Photocopying is limited to (whichever is greater):

- ✓ Up to 5% or one complete chapter of a book, plus any associated endnotes or references (e.g. If a chapter comprises 25% of a book, student can photocopy

the entire chapter, but if student want to photocopy extracts from more than one chapter, student can only photocopy up to 5% of the book).

- ✓ Up to 5% or one complete article from a single issue of a journal or magazine, plus any associated endnotes or references. Note that these limits apply per issue, so student can photocopy one article from the first issue of a journal, one article from the second issue, etc.
- ✓ Up to 5% or one report of one case from a report of judicial proceedings.
- ✓ Up to 5% or one paper from a set of conference proceedings.
- ✓ Up to 5% of an anthology of short stories or poems or one short story or one poem of not more than 10 pages.

2.2.9 COMPUTER LABORATORIES

The College has fully equipped I.T. suites with full Internet access. You will also have access to technical support staff and I.T. specialist teaching staff.

2.3 Student Support Services (SSS)

SSS is located at the ground floor of the main building. You may go to SSS at any time during College hours for non-academic support and guidance. Coming to College is one of the biggest moves you will ever make. The years ahead will be fun, exciting and fulfilling but there may be times when you will need some help and advice. We have a range of support services with friendly, approachable staff that are there to listen and provide with the advice, support and information you need throughout your time with us. At SSS our aim is to help you make the very best of your time at ICEM. We provide you with one-stop shop for all your non- academic support needs including settling into college life, arranging accommodation, finance, disability support and personal safety. Occasionally you may need more specialist counselling to make sure you get the most out of your time at ICEM. SSS will give you the support that you may need and gives you time and space to explore issues that are of concern to you. These might include

- ✓ Relationship or family problems
- ✓ Anxiety or depression
- ✓ Fear of failure

Counsellors will not be able to provide instant solutions but will listen and aid an increasing awareness of yourself and your choice of possibilities.

2.4 Admissions & Registration

The Admissions & Registration section is in the main building. Records of your personal details and your College registration and records are held in this department. Information on the following may be obtained from Admissions & Registration:

- ✓ Registrations (ICEM & Affiliate College)
- ✓ Certificates, Diplomas & Transcripts etc.
- ✓ Issuance of ICEM ID Cards
- ✓ Issuance of Library Cards to Higher Education students
- ✓ Issuance of Offer Letters to progressing students & new students
- ✓ Information packs for students interested in continuing their studies at UCLan.

2.5 Arrival Assistance

2.5.1 ACCOMMODATION ARRANGEMENTS:

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

2.5.2 TRANSPORT ARRANGEMENTS:

Students are given support in arranging transport.

2.5.3 STUDENT INDUCTION

Students are briefed during induction week in relation to the affiliated University, MoHE and College rules and regulations and support offered to students by SSS. Student induction for all programs is arranged at the beginning of each academic year and it includes:

- ✓ An introduction to the College and UCLan
- ✓ An introduction to the Course Management Staff
- ✓ An introduction to SSS
- ✓ A brief introduction to Course Management
- ✓ An introduction to College Health & Safety Management
- ✓ A presentation about College Regulations
- ✓ A campus tour
- ✓ Student Registration Procedures

2.5.4 MEDICAL ARRANGEMENTS

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

2.5.5 FINANCIAL SUPPORT

Support is given in terms of explaining student fees, payment to students, securing educational loan arrangements with local banks and payment of monthly allowances for students on scholarships. Before being permitted to enroll or re-enroll, you are required to pay fees due in accordance with prevailing fees policy (*Refer to Section on Fees*). You must understand your obligation to the College in terms of payment of fees or any other amounts.

2.6 Student Activities

Students are invited and encouraged to contribute to the organization of College social activities, cultural activities and sporting events. The College aims to hold such events

throughout the year and students will be encouraged and supported in participating in these events.

2.7 Special Needs

ICEM is committed to making reasonable adjustments to accommodate students with special needs and provide appropriate support for them. If you have a disability that may affect your studies, you should inform a member of the Program Team as soon as possible.

2.8 Learning Resources

All staff involved with the course are here to help you. All the lectures, tutorials, workshop classes and coursework have been designed to help you develop necessary skills and knowledge. To keep up with material covered in taught classes and in learning how to obtain information for yourself and how to work with others, you will obviously need to do a substantial amount of work. Lecturers will often suggest background reading or exercises, which you should tackle. For un- assessed work, it is probably a good idea to work with others.

Remember that learning is NOT something that someone else can do for you - it requires considerable work and effort on your part.

2.8.1 ELECTRONIC RESOURCES

UCLan provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

2.8.2 PERSONAL DEVELOPMENT PLANNING

The College encourages and supports students to achieve Personal Development Plans (PDP) in a variety of ways – directly through the course material and associated experiences. This is supported by the course team, your module tutor and the Personal Tutor.

2.8.3 PREPARING FOR YOUR CAREER: CAREER GUIDANCE CENTER

Your future is important to us, so to make sure that you achieve your full potential whilst at College and beyond, your course has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These “Employability Essentials” take you on a journey of development that will help you to write your own personal story of your time at college:

- ✓ To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- ✓ Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- ✓ You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

2.8.4 STUDENT SUPPORT, GUIDANCE AND CONDUCT

All ICEM teaching staff has a responsibility for the pastoral care of our students. Certain staffs have been designated as having responsibility for student affairs (e.g. financial matters, employment matters, extra-curricular activities, etc). Students requiring advice or assistance should approach their Module Tutors or Personal Tutors in the first instance who will refer them to other staff as necessary.

2.8.5 PERSONAL TUTORS

You will be allocated your Personal Tutor during the induction/enrolment period. Your Personal Tutor will normally:

- ✓ Offer academic advice throughout the year,
- ✓ Monitor your progress and attainment through the year,
- ✓ Advise you on your progress and issues such as option choices and electives,
- ✓ Offer personal guidance, referring you to relevant College support services where appropriate,
- ✓ Support you in the context of any disciplinary matters and issues of Extensions of Time, Extenuating Circumstances, Appeals, etc.

In some instances, your Personal Tutor may refer you to your HoD or a Module Tutor for clarification of detail.

You should:

- ✓ Contact your Personal Tutor. (You can have private appointments to see your Personal Tutor at any time.)
- ✓ Make sure you know where their office is and how to contact them.
- ✓ Watch out for emails or notices asking you to make appointments or attend meetings with your Personal Tutor.
- ✓ Attend any meetings that your Personal Tutor arranges. They will be unable to advise you if you do not make the time and effort to meet and discuss your progress with them.

SECTION 3: INTRODUCTION TO THE PROGRAM

All higher education programs offered at ICEM are designed to lead to Bachelors (Honours) degree in the following disciplines. Duration of study for all these programs is four years (excluding Foundation Year).

1. BSc (Hons) Facilities Management
2. BSc (Hons) Fire Safety Engineering
3. BSc (Hons) Fire Safety Management
4. BSc (Hons) Health, Safety and Environmental Management
5. BEng (Hons) Mechanical Engineering (Well Engineering)

However, if you decide to leave the course at some point before completing the four years, and you have successfully completed all the modules, you can be awarded:

- At the end of the first year a Certificate of Higher Education that may be with or without the Industrial Placement period.
- At the end of the second year a Diploma of Higher Education that may be with or without the Industrial Placement period.
- At the end of the third year an Advanced Diploma.

If you exit the program at the end of Year 1, 2 or 3, you will not be allowed to re-join/re-register the program during the next academic year. You will be allowed to re- register to the program only after one academic year or two semesters and this excludes summer semester. (MoHE Circular 822, dated 02 July 2011).

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

3.1. Academic Calendar

Kindly see Appendix 1 for further details. Below is a guide to highlight particularly important information on this calendar.

3.1.1 A GUIDE TO THE ACADEMIC YEAR

September	Enrolment and Induction Week. This takes place during the week starting 16 September. Teaching starts. Attendance monitoring starts.
October	Last date of enrolment – 23 September. Deadline for payment of tuition fee (Semester 1)
December	Semester 1 examinations will take place during the week starting 23 December. The timetable for all examinations will be published on the department notice board.
January	Start of Semester 2 : 27 January Extenuating Circumstances submission deadline is 1 January . Semester 1 module results published on 22 January
February	Appeals applications to be submitted to the administration office by 3 February . Late appeals, or appeals not submitted on the correct form, will not be considered. See your copy of the academic regulations for details of the grounds for making an appeal. 24 February - Deadline for payment of tuition fee (Semester 2).
March	HE & Foundation Student- SEC committee meetings.
May	Semester 2 examinations. Examinations will take place during the week starting 19 May. Examination timetable will be published on the notice boards.

Extenuating Circumstances submission deadline is **28 May**.

July Semester 2 results published on week starting 22 July.

UNDER NO CIRCUMSTANCES WILL RESULTS BE GIVEN OUT OVER THE PHONE - Please do not put staff in awkward situations by asking for results over the phone.

Appeal applications must be submitted to the SSS by 1 July. Late appeals, or appeals not submitted using the correct form, will not be considered. *Refer to Section 3.8: Appeals.*

August Reassessments - Resubmission of assignments take place mid-July. Reassessment Examinations will take place during the last week of July. **Please check the dates. Do not book holidays during this period as you will not be allowed to sit the exam at a later date.** Extenuating Circumstances submission deadline is 9 August at 4.00 pm

September All individual assessment results available by 23 August.
Appeals applications to be submitted to the S3 by 4.00 pm Thursday 6 September. Late appeals, or appeals not submitted on the correct form, will not be considered. *Refer to Section 3.8; Appeals.*

3.2. Study Time & Attendance

3.2.1 SEMESTER TIMETABLE

Semester teaching timetable will be published on the notice boards and the same will be available in the College Intranet.

3.2.2 EXPECTED HOURS OF STUDY

The normal amount of work involved in achieving a successful outcome to your studies is to study at least 12 contact hours per week – this includes attendance at ICEM and time spent in private study.

3.2.3 THE MODCATS SCHEME

You may find the way in which the College structures its courses confusing at first, but in reality it is fairly straightforward. All courses are based on something called a modular system. There are some rules that you need to be aware of and the following should answer most of your questions. If you are unsure about your choice of modules, consult with your HoD or your Personal Tutor as soon as possible - it is always easier to sort out problems early on.

The College uses a system called “MODCATS” which allows you to collect modules, which are blocks of work. Each module is worth a certain number of credits (e.g. a standard module is worth 20 credits). The College’s undergraduate modular scheme is based upon 480 credits for a Bachelor’s degree: broadly 120 at each of four levels. The College subscribes to the norm of 1200 notional learning hours for a full-time undergraduate year (i.e. 10 hours per credit). Full details are given in the Academic Regulations. Module descriptors include details of the average learning time and activities undertaken within the module learning plan, including contact hours and independent learning hours. Direct contact at level 4 should normally meet the College’s specified average of 60 hours per 20 credit module, based upon delivery over a 30 week academic year. Modules operating at other levels are required to provide the number of direct contact hours but no average contact time has been specified for these levels.

3.3. Course Information

Year 1 (full time) is referred to as Level 4 and it is also Stage 1. Year 2 (full time) is referred to as Level 5. Year 3 & Year 4 (full time) is referred to as Level 6. Years 2, 3 and 4 (full time) are referred to as Stage 2. We refer to levels because it is possible to study our courses part-time over a number of years. Part time students take more than one year to study all the necessary modules from a particular Level of study.

To get a degree with honours you must pass the equivalent of 24 standard modules - six at each Level. You may come across double modules, single (or standard) modules and half modules. Full time students normally study 6 modules per year - some modules may last all year, whilst other modules may only last for one semester. Part time students tend to study three or four modules per year.

3.3.1 CLASSIFICATION OF AWARDS

BSc (Honours) / BEng (Honours) Degree

Requires 480 credits with 300 credits at Stage 2, including a minimum of 440 credits at level 4 or above 280 credits at level 5 or above and 140 credits at level 6.

Classification of award is based on stage 2 modules, not including those identified as LL2 (60 credits), with the 2 lowest graded modules being discounted in APM calculation.

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

3.3.2 TARGET AWARDS

Advanced Diploma

Requires 360 credits with 200 credits at stage 2, including a minimum of 280 credits at level 4 or above, 180 credits at level 5 or above and 40 credits at level 6.

Classification of award is based on stage 2 modules, not including those identified as LL2 (60 credits). The modules counts for classification of award are OM2046, OM2047, OM2048, OM2049, OM2053, OM2045, OM3042, OM3043, OM3044.

Diploma of Higher Education

Requires 240 credits with 120 credits at stage 2, including a minimum of 200 credits at Level 4 or above and 100 credits at Level 5. Classification of award is based on all modules of Year 1 & Year 2.

Certificate of Higher Education

Requires 120 credits including a minimum of 100 at Level 4. Classification of award is based on all modules of Year 1.

Classification of all the exit awards is:

APM from 70 – 100%	Distinction
APM from 60 – 69.99%	Merit
APM from 40 – 59.99%	Pass

3.4. Course Structure

Program	Year 1	Year 2	Year 3	Year 4
BSc (Hons) Facilities Management	OM1055 Personal & Professional Development 1 OM1068 Surveying and CAD OM1081 Planning & Construction of Facilities OM1082 Building Technology 1 OM1083 Organizational Management & Economics OM1084 Math & Science for Built Environment	OM2055 Personal & Professional Development 2 OM2065 Construction Technology OM2081 Health, Safety & Environment OM2082 Building Technology 2 OM2083 Laws for the Built Environment OM2084 Built Environment Systems & Services	OM2056 Professional Development Projects OM2068 Quantity Surveying Practice OM2085 Facilities Management Practice OM3060 Project Management Techniques OM3062 Research Methods in Built Environment OM3082 Construction & Contract Administration	BN3002 Maintenance Management BN3040 Facilities Management BN3050 Construction Law BN3060 Project Analysis & Appraisal BN3720 Health & Safety Management BN3990 Dissertation
BSc (Hons) Fire Safety Engineering	OM1014 Command & Management 1 OM1015 Health & Safety Management OM1023 Fundamentals of Fire Fighting OM1024 Introduction to Fire Safety & Law OM1026 Science & Math for Fire Engineering OM1055 Personal & Professional Development 1	OM2018 Fire Engineering Science OM2023 Fire Safety in Buildings OM2024 Mathematics 1 OM2025 Design for Fire Safety 1 OM2029 Fire Science OM2055 Personal & Professional Development 2	OM2027 Mathematics 2 OM2056 Professional Development Projects OM2057 Introduction to Research Methods OM2074 Safety in Oil & Gas Fields OM3011 Disaster Mitigation & Emergency Management OM3025 Design for Fire Safety 2 OM3026 Fire & Smoke Control in Buildings	FV3001 Enclosure Fire Dynamics FV3002 Fire Protection Engineering FV3004 Fire Investigation FV3103 Hazards & Risk Management FV3201 Engineering Design Project FV3900 Engineering Dissertation

Program	Year 1	Year 2	Year 3	Year 4
BSc (Hons) Fire Safety Management	OM1014 Command & Management 1 OM1015 Health & Safety Management OM1023 Fundamentals of Fire Fighting OM1024 Introduction to Fire Safety & Law OM1026 Science & Math for Fire Engineering OM1055 Personal & Professional Development 1	OM2017 Command & Management 2 OM2018 Fire Fighting & Operations OM2023 Fire Safety in Buildings OM2024 Mathematics 1 OM2029 Fire Science OM2055 Personal & Professional Development 2	OM2027 Mathematics 2 OM2056 Professional Development Projects OM2057 Introduction to Research Methods OM2074 Safety in Oil & Gas Fields OM3010 Fire Risk Management OM3011 Disaster Mitigation & Emergency Management OM3026 Fire & Smoke Control in Buildings	FV3001 Enclosure Fire Dynamics FV3002 Fire Protection Engineering FV3101 Strategic Risk Decision Making FV3103 Hazards & Risk Management FV3500 Fire Studies Dissertation

Program	Year 1	Year 2	Year 3	Year 4
BSc (Hons) Health, Safety & Environmental Management	OM1055 Personal & Professional Development 1 OM1071 Principles of Science & Mathematics OM1072 Introduction to Personal Safety & Life Support OM1073 Science for the Environment OM1074 Fire Risk Management OM1075 Health, Safety & Environment in Workplace 1	OM2055 Personal & Professional Development 2 OM2063 Health, Safety & Environment 2 OM2071 Safety Technology OM2076 Principles of Health, Safety & Environmental Laws OM2077 Issues in Sustainability OM2078 Occupational Health & Industrial Hygiene	OM2056 Professional Development Projects OM2074 Safety in Oil & Gas Fields OM2079 Safety in Construction & Demolition OM3070 Occupational Health, Safety & Environmental Management OM3071 Human Factors in Health & Safety OM3073 Introduction to Research	NT2065 Health & Safety in Workplace NT3008 Dissertation NT3010 Environmental Impact Assessment FV3103 Hazards & Risk Management BN3720 Health & Safety Management
BEng (Hons) Mechanical Engineering (Well Engineering)	OM1041 Fundamentals of Drilling Equipment OM1042 Fundamentals of Drilling Operations OM1043 Engineering Science OM1044 Computer Aided Drafting & Design OM1053 Mathematics A OM1055 Personal & Professional Development 1	OM2046 Well Engineering Operations OM2047 Well Engineering Management OM2048 Mechanics of Solids & Fluids OM2049 Metallurgy & Manufacturing Science OM2053 Mathematics B OM2055 Personal & Professional Development 2	OM2043 Engineering Design & CAD/CAM OM2045 Applied Mathematics for Engineers OM2056 Professional Development Projects OM3042 Design of Engineering Systems OM3043 Drilling Technology OM3044 Advanced Drilling Technology	MP2721 Operations Management OM3045 Well Design Technology MP3705 Manufacturing Technologies & Sustainable Engineering MP3713 Mechanics & Materials OM3046 Well Testing & Enhanced Oil Recovery MP3995 Project

3.4.1 INDUSTRIAL PLACEMENT

The course has an optional Industrial Placement module, for which you will be provided with an Industrial Placement handbook.

The Industrial Placement module is designed to give students the opportunity to gain further practical experience in an industrial and commercial environment. Successful completion of this module is very helpful towards becoming a practicing well and drilling engineer and enhancing future employment prospects. The College has close contact with local companies within the oil and gas and other industries. If you wish to take this module, you may contact your Personal Tutor/ HoD for further details.

3.4.2 STUDY PATTERNS

Full-Time: The normal study pattern for this program is on a full-time basis. At the start of the program you will be provided with an outline study calendar for the year and a timetable. At appropriate times you will be provided with a detailed breakdown of each of the program modules. To get the most from the course it is important that you use this information to plan your year for both the academic and recreational periods.

Part-Time: Part-time completion of years 1-3 of the full-time program may be achieved by a variety of routes. At ICEM we have many options for you to study that are designed to be flexible to fit around your job:

Part-Time day (s) Release	-	Study for one or two days per week
Part-Time Evening Study	-	Study for two, three or four evenings per week
Part-Time Block Study	-	2 weeks studying, 2 weeks at work.

3.5. Course Management

3.5.1 COURSE MANAGEMENT TEAM

A team of academic and administrative staff administer the course within the regulations and policies of the affiliate College.

You play a fundamental role in managing your course. Your views and opinions influence how we work and the changes we make to your program of study.

HoD - has responsibility for managing & organizing the department.

Student Coordinator – responsible for the management of all issues relating to student experience i.e. Student support and guidance issues

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

External Examiners - their role and responsibility is complex and is described in detail in the student guide to the College's Academic Regulations.

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

3.5.2 EXTERNAL EXAMINER

The College has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education

institutions in the UK. If you wish to make contact with your External Examiner, you should do this through your HoD and not directly.

3.6. Class Attendance Policy

1. A verbal warning for absence without excuse if 10% of the total lecture hours.
2. A warning email will be sent to student if he/she is absent from class for more than 15% of the total lecture hours. A copy of the warning email will be cc'ed the HoD.
3. In the event the student misses more than 25% of the module instruction without excuses, the student will be assigned the grade of fail (Attendance failure AF). She/He has to spare the module.
4. Faculty must maintain class attendance records.
5. Faculty shall not give substitute assessments to students who miss classes.
6. Students who are late for more than 15 minutes shall be marked "Absent" but shall be allowed to sit in class.

3.6.1 EXCUSED ABSENCES

Absences based on the following circumstances will be considered valid excuse:

1. **Medical Excuse.** A student may be excused from his/her absence provided that the following documents are presented:
 - ✓ A signed and stamped medical certificate from a physician of an authorized hospital/clinic.
 - ✓ The medical certificate must state the nature of the visit to the hospital/clinic, including the number of days of leave recommended.
2. **Emergency Excuse.** A student may be excused from his/her absence provided that sufficient evidence/document is presented in cases of emergencies such as:
 - ✓ Family emergency (i.e. accompanying a family member for emergency treatment in a hospital/clinic);

- ✓ Any untoward incidents or accidents incurred by the student or family member;
- ✓ Deaths in the family. A student is allowed 3 days in the case of death of immediate family members
- ✓ Any other circumstances as approved by the Office of the Assistant Dean for Student Affairs (ADSAR/SSS).

Excused absence shall be filed by the students to the HoD's/HE Admin. For Student who did not show/attend any classes the first two weeks from the beginning of semester – an email will be sent as notification for academic withdrawal. He/she shall present his/her excuse within two days from reporting back – otherwise, the excuse will not be considered.

3.7. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorized extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.

3.7.1 NOTIFICATION OF ASSIGNMENTS AND EXAMINATION ARRANGEMENTS

This information will be provided within your module information packs for all your coursework and final examination notification will be made on department notice boards.

3.7.2 CONFIDENTIAL MATERIAL

Guidance on confidential information and ethical guidelines will be provided by the Dissertation module leader and within the module information pack.

3.7.3 DEALING WITH DIFFICULTIES IN MEETING ASSESSMENT DEADLINES

Assignments must be submitted no later than the date on your assignment instructions/module information pack. If you anticipate that you will have difficulty in meeting assessment deadlines or you have missed or are likely to miss in-semester tests you must report this at the earliest possible opportunity to your Module Tutor or your Personal Tutor.

Authorization of the late submission of work requires written permission. The Department with responsibility for your module will be authorized to give permission for one extension period of between 1 and 10 working days where evidence of circumstances has been accepted and where submission within this timescale would be reasonable taking into account those circumstances.

Extension request forms are available from the administration office. We aim to inform you of a decision about granting an extension within 2 days of the receipt of the request.

If you are unable to submit work within 10 working days after the submission date due to verifiable extenuating circumstances, you may submit a case for consideration in accordance with the College's Policies and Procedures on Extenuating Circumstances.

3.7.5 LATE SUBMISSIONS

If you submit work late and unauthorized, a universal penalty will be applied in relation to your work:

- ✓ If you submit work within 5 working days following the published submission date you will obtain the minimum pass mark (ie 40% for levels 4, 5 and 6 work) for that element of assessment.

- ✓ Work submitted later than 5 working days after the published submission date will be awarded a mark of 0%.
- ✓ Unauthorized late submission at resubmission will automatically be awarded a mark of 0%.

3.7.6 FEEDBACK FOLLOWING ASSESSMENTS

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

You will be provided with individual feedback for in-module formative and summative elements of assessment which contribute to a module within 15 working days of the scheduled submission or examination date. Individual feedback on end of module assessment and dissertations will be made available within 15 days of publication of results. Feedback may be oral, written, posted on a website or other.

Please note that all marks are provisional subject to the confirmation by the Module Assessment Board of the College of Central Lancashire, UK.

3.7.7 ACADEMIC MISCONDUCT (WHICH INCLUDES CHEATING, PLAGIARISM, COLLUSION OR RE-PRESENTATION)

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

If you attempt to influence the standard of the award you obtain through cheating, plagiarism or collusion, it will be considered as a serious academic and disciplinary offence as described within the College Regulations.

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Assessment Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others. This means that all quotes, ideas, opinions, music and images should be acknowledged and referenced within your assignments.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers. It does not include the normal situation in which you learn from your peers and share ideas, as this generates the knowledge and understanding necessary for each individual to independently undertake an assignment; nor should it be confused with group work on an assignment which is specifically authorized in the assignment brief.
- Re-presentation is an attempt to gain credit twice for the same piece of work.
- If an allegation is found to be proven then the appropriate penalty will be implemented: In the case of a single offence of cheating, plagiarism, collusion or re-presentation:
 - ✓ the penalty will be 0% for the element of assessment, and an overall fail for the module.
 - ✓ the plagiarized element of assessment must be resubmitted to the required standard
 - ✓ and the mark for the module following resubmission will be restricted to the minimum pass mark (i.e. 40% for levels 4, 5 and 6 work).

- ✓ when it is detected for the first time on a resubmission for an already failed module, no further resubmission for the module will be permitted, and the appropriate fail grade will be awarded.

In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation (irrespective of whether the repeat offence involves the same form of unfair means) on the same or any other module within the course:

- the appropriate penalty will be 0% for the module with no opportunity for re-assessment.
- This penalty does not preclude you being able to retake the module in a subsequent year.

The penalties will apply if you transfer from one course to another during your period of study and module credits gained on the former course are transferred to the current course.

3.7.8 COURSE COMPENSATION

Compensation describes the process by which a student who fails to satisfy some element of assessment is nevertheless recommended for progression/award on the grounds that the failure is marginal or is offset by good performance in other components of his/her study program. A Course Assessment Board may, at its discretion, compensate failure in a module where, in its considered academic judgment, the compensation is fair and reasonable in relation to the learning outcomes of the course and the standard of the student's performance as a whole. Compensation must not be applied where the module mark falls below the threshold mark of 30%.

The number of standard modules (20 credits) which can be compensated within an award is limited and is as:

- modules (40 credits) at Level 4;
- 1 module (20 credits) at Level 5; and
- 1 module (20 credits) at Level 6.

3.7.9 MODULE REASSESSMENT

The decision to offer reassessment lies with the Course Assessment Board taking account of the recommendations from the Module Boards and the student's overall profile. For modules which are assessed at the end of the first semester, the decision to offer reassessment lies with the Module Board.

Where the module requires the student to pass each component of assessment and a student has failed a component and is required to be reassessed in that component, the maximum mark which may be awarded for any reassessed component will be the minimum pass mark, 40%, and this mark will contribute to the overall aggregate mark for the module. A module, or a component within it may be reassessed only once.

3.7.10 MODULE ATTEMPTS

The definition of "attempt" is a student's first sit and any re-sit (of any component of assessment) within a module. A retake of the same or an alternate module in a subsequent year or semester is considered to be a separate second attempt.

The number of modules (i.e. Multiples of 20 credits) which may be attempted within certain awards is as follows;

- 6 modules (120 credits) at Year 1;
- 6 modules (120 credits) at Year 2; and
- 6 modules (120 credits) at Years 3 and 4.

In order to retake a failed module or to attempt an equivalent module to a failed module, a Course Assessment Board may allow a full time student to register for one additional module in the following year (exceeding by one the normal maximum of six modules).

Re-taken modules must be studied and completed in full. Any passed elements from the previous attempt cannot be carried over. Marks for retaken modules will be capped at the minimum pass mark.

3.7.11 EXCLUSION FROM A COURSE DURING AN ACADEMIC SESSION FOR ACADEMIC REASONS

Where it becomes clear that a student will not meet the academic or other specific progression requirements, the Chair of the appropriate Course Assessment Board may require a student to interrupt or discontinue their study the academic session. In such cases the student will have the same rights as apply under the Academic Appeals procedure.

3.8. Appeals against Assessment Board Decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified as below. You cannot appeal simply because you disagree with the mark given. The specified grounds for appeal are:

1. that an Assessment Board has given insufficient weight to extenuating circumstances;
2. that the student's academic performance has been adversely affected by extenuating circumstances which the student has, for good reason, been unable to make known to the Assessment Board;
3. that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred;
4. that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

If you want to appeal, then you must do so within 7 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Student Affairs Office for support and advice.

The UCLan Academic Regulations and Appeals against Assessment Board decisions are applied at the College through the systems set out below.

3.8.1 PRINCIPLES

1. An appeal cannot be made against the academic judgment of the examiner(s), properly exercised. Appeals on this basis will be ruled invalid.
2. Appeals received outside the stated timescales will be ruled invalid.
3. Requests for appeals must be in writing and must state the ground(s) for the appeal.
4. Documentary evidence should be provided
5. Students have a right to be accompanied by a representative or friend at any hearings in the Appeals process.

6. A student whose case is under consideration via an appeal shall have the right to continue with his/her course (provided s/he is in good standing with the College and the College) until such time as a decision is reached. This right is designed solely to ensure that a student whose appeal is upheld is not academically disadvantaged and it shall not be interpreted as acceptance of a failed student on a subsequent stage of the course.
7. If a student is not sure whether an appeal is appropriate, she/he should discuss the matter with her/his HoD or the ADAA. A student may seek a meeting with them at any time without going through the Appeals Procedure.
8. The Appeals process is a two-stage process. The First Stage (which might include a
9. College Appeal) must be completed before the Second Stage can be started.

3.8.2 FIRST STAGE APPEALS (ICEM)

1. First Stage Appeals must be lodged with the ADAA within 14 days of the official publication of pass/results lists on notice boards.
2. The ADAA, accompanied by an independent HoD, hears the appeal and is responsible for arranging a time with the student, usually within 14 days of receipt of the request for appeal. At the discretion of the ADAA, the HoD for the student's program may be called for part or the whole of the hearing.
3. The ADAA is responsible for making a recommendation to the Chair of the Assessment Board backed by complete documentation with copies to the student. The recommendation may be:
 - 3.1. The appeal is upheld and referred back to the Assessment Board for reconsideration
 - 3.2. The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board
 - 3.3. The appeal is turned down

4. The Chair of the Assessment Board confirms or turns down the recommendation from the ADAA and is responsible for ensuring the student is informed in writing of the outcome of the appeal within 7 days which may be:
 - 4.1 The appeal is upheld and referred back to the Assessment Board for reconsideration
 - 4.2 The appeal is upheld and the Chair of the Assessment Board takes immediate action on behalf of the Assessment Board
 - 4.3 The appeal is turned down
5. Where an appeal is turned down by the ADAA, the student has a right to a College appeal before the recommendation is made to the Chair of the Assessment Board if he/she is dissatisfied with the outcome.
6. A College appeal will not be called if a first stage appeal has not been held.

3.8.3 COLLEGE APPEAL (ICEM)

1. Requests for College appeals must be made in writing to the HoD, normally within 7 days of the first stage appeal hearing.
2. College appeals will be heard by an Appeals Panel of the College Academic Council normally with the following composition:

Chair: Dean

Members: Two independent HoDs

A Student Representative

No member of the Appeal Panel will have a direct interest in the appellant's case.

3. The powers of a College Appeals Panel are:
 - ✓ to determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
 - ✓ to uphold the appeal based on the evidence presented and to refer the matter back to the Chair of the Assessment Board for decision;

- ✓ to turn down the appeal and recommend to the Chair of the Assessment Board that he/she upholds the original decision of the Assessment Board.

Note: The College Appeals Panel can only make recommendations to the Chair of the Assessment Board. It does not have any delegated powers.

3.8.4 SECOND STAGE APPEAL

1. Requests for second stage appeals must be made in writing to the nominated Appeals Officer, normally within 14 days of the first stage appeal.
2. Extenuating circumstances which were not declared either at the time of the Assessment Board meeting or at the College appeal will be ruled invalid.
3. Stage two appeals will be heard through telephone or video link by an Appeals Panel of the UCLan Academic Board with the following composition:

Chair: A Deputy or Pro Vice-Chancellor

Members: An academic staff member of the Academic Board

A student member of the Academic Board

No member of the Appeal Panel will have a direct interest in the appellant's case.

4. The powers of an Appeal Panel are:
 - ✓ to determine the validity of the grounds for the appeal. The appeal will not proceed if the panel does not deem the grounds to be valid;
 - ✓ to uphold the appeal based on the evidence presented and to refer the matter back to the Assessment Board;
 - ✓ to turn down the appeal and to uphold the original decision of the Assessment Board.
5. The nominated Appeals Officer is responsible for ensuring that the appellant and the Chair of the Assessment Board are informed in writing of the decision of the Appeal

Panel and the reasons for the decision, within 5 working days of the appeal being held.

6. The Chair of the Assessment Board is responsible for arranging a meeting of the Assessment Board, or taking immediate action to reconsider an appeal which has been upheld by the Appeal Panel and for notifying the student and the nominated Appeals Officer of the outcome within 15 days of the appeal hearing.
7. If an Assessment Board does not modify its decision when an appeal has been upheld by the Appeal Panel on the grounds of procedural or other irregularities, the Academic Board has the power to annul the decision and to make alternative arrangements for the assessment of the student.
8. Where an appeal is turned down at the second stage, the student has a final right of appeal to the Vice Chancellor (or nominee) on any remaining point of dispute on procedural issues.

3.8.5 FINAL APPEAL

1. Final appeals must be made in writing and must be received by the Vice-Chancellor within 28 days of the second stage appeal hearing.
2. If the appeal is turned down by the Vice-Chancellor (or nominee), the decision of the Assessment Board will be confirmed. The student has no further right of appeal.
3. If the appeal is upheld by the Vice-Chancellor (or nominee), the matter will be referred back to the Assessment Board for reconsideration. In the case of procedural or other irregularity, the Vice-Chancellor (or nominee) may take specific action on behalf of the Academic Board to amend the decision of the Assessment Board and make alternative arrangements for the assessment of the student.

3.9. Course Regulations

3.9.1 COURSE REQUIREMENTS

Specific course requirements that will affect your final award, core/compulsory and option modules and placements or field trip activities are detailed in your course supplement. Some of these „course requirement“ may be set by the professional body that accredits your course and may take precedence over the College’s Academic Regulations – so please familiarize yourself with them and ask your HoD for further clarification if required.

3.9.2 GRADING SYSTEM

The grade points earned in each course are computed as per Table 1: ICEM Grading System.

Table 1: ICEM Grading System

Conversion Criteria		
	Mark	Equivalent Grade Point
A+	97-100	4.0
	93-96.9	3.8
	89-92.9	3.7
	85-88.9	3.6
A	76-84.9	3.4
B+	68-75.9	3.2
B	61-67.9	3.0
	56-60.9	2.8
C+	51-55.9	2.6
C	48-50.9	2.4
	44-47.9	2.2
	40-43.9	2.0
Fail	0.0-39.9	0

3.9.3 GPA AND CGPA

The Grade Point Average (GPA)

A Grade Point Average (GPA) for each semester is calculated by summing the products of the grade points and credit hours for each subject and then dividing the result by the total credit hours of the trimester;

The Cumulative Point Average (CGPA)

A Cumulative Grade Point Average (CGPA) is the cumulative aggregation of the student's GPA of all semesters studied.

3.9.4 GPA CALCULATION

The College has reviewed the regulations and instructions used to calculate the CGPA and adjust them to conform to the American system to include all courses and begin the degree of success of the student from 2 instead of 1. (Table1)

Calculating the adjusted GPA takes into account all grades of the student (equivalent grade), number of credit hours and level of study.

$$C = \frac{\sum(E \times C \times L)}{\sum(C \times L)}$$

We would like to emphasize that the modified method can be used to calculate CGPA for students during any semester of their study period based on successfully completed courses. The College Marketing Department has been provided with a CGPA security model through the college website to be used directly by students.

3.9.5 ACADEMIC PROBATION STATUS

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

- ✓ Failed modules and the average percentage mark drop is below 40% = 2 CGPA.

3.9.6 GUIDELINES FOR STUDENTS UNDER ACADEMIC PROBATION

1. Students under academic probation are allowed normal semester load.
2. A student who is under probation for the first time will be given a warning letter and referred to academic advising services
3. A student who is under academic probation for two consecutive failed all modules will be issued a dismissal letter and will be out of the academic program.”

3.9.7 CANCELLATION OF ACADEMIC PROBATION STATUS

Any student who is under academic probation will resume to normal status upon reaching the required minimum average percentage mark (APM) of 40% = 2.00 CGPA and cancels any previous academic probation status.

3.9.8 STUDENT ADVISING POLICY

Purpose:

To assist students towards academic success through provision of appropriate academic and non-academic support services

Scope:

1. Academic Advising (i.e. Personal Tutoring)
2. Non-Academic Support Services (i.e. Guidance and Counseling)

Policy Statement

1. Policy and procedures for Student Advising shall be communicated by the ADSAR, the HoD-Academic and/or the ADAA during student orientation
2. Student Advising Forms shall be made available to students through the Office of the ADSAR, HoD-Academic and the ADAA, or through web posting accessible by students
3. All students shall be entitled to request for Student Advising as per this policy statement
4. Academic Advising (Personal Tutoring) shall form part of the faculty workload
5. Faculty shall offer an open door to any Tutees and shall maintain details of sessions confidential
6. Students on academic probation (CGPA < 2.0 on any semester and/or absent from classes for more than 15% of the total lecture hours) shall be subject to Academic Advising unless a signed undertaking made by student not to accept.
7. Initial Evaluation shall be made in order to identify the appropriate academic or non-academic support services

Students on Academic Probation

1. Students whose CGPA < 2.0 shall be automatically placed on academic advising through personal tutoring
2. Initial Evaluation shall be conducted by the Academic Advisor to pre-assess student's needs
3. Results of the Initial Evaluation shall be discussed with the HoD for recommendation to the Student Advising Committee
4. Based on results and recommendation, the Student Advising Committee may communicate to the HoD to nominate personal tutor, or forward to SSS for non-academic support services

5. Logs of all academic support services shall be maintained with the Student Advising Committee
6. Logs of all non-academic support services shall be maintained at the SSS Office
7. Reporting on Academic and Non-academic support services shall be part of the SSS and the Student Advising Committee monthly accomplishment reports submitted to the College Dean.

Students Requesting for Academic Advising

1. Students may request for personal tutoring by filling out the Personal Tutoring Request Form (ADAA-Form-31)
2. Personal Tutoring Request will be submitted to the Student Advising Committee
3. The Student Advising Committee will communicate the request to the HoD
4. HoD will appoint the nominated faculty
5. The nominated faculty shall arrange a date and time with students
6. Faculty shall maintain records of the Personal Tutoring Sessions and submit the same to the HoD.
7. Reporting on Department's Academic Support Services shall be part of the HoD's Monthly accomplishment reports submitted to the Student Advising Committee.

Students Requesting for Non-Academic Support Services

1. Students may request for non-academic support services by filling out the Non-Academic Support Services Request Form (ADSAR-Form-01)
2. Non-Academic Support Services Request will be submitted to the Office of the ADSAR
3. ADSAR will conduct Initial Evaluation to identify requirements needed
4. The ADSAR shall communicate to the respective unit (Counseling, Guidance, etc.)

5. Reporting on the Non-Academic Support Services shall be part of the HoD's Monthly accomplishment reports submitted to the College Dean.

3.9.9 DISMISSAL FROM THE PROGRAM

1. A student who is under academic probation for two consecutive semesters (not including summer), will not be allowed to continue in the program of study.
2. A student is allowed a total of 7 years in any academic program at ICEM

3.9.10 APPEALS ON DISMISSAL

Any student who has been dismissed from the program may appeal to the Registrar. Student who has been allowed to continue based on appeal shall be required to sign an undertaking. The academic probation status shall not be cancelled. Failure to return to normal status in the following semester shall result in dismissal without further appeal.

3.9.11 TRANSFER POLICIES

Transfer from one program to another

Transfer from one program to another within the College is permitted as long as the student satisfy the requirements of the program and has not exceeded the maximum allowable number of years within ICEM. Request for transfer shall be submitted to the Office of the Registrar then forwarded to the HoD/ADAA for recommendation and approval.

MOHE sponsored students must seek approval from the MOHE when transferring from one program to another.

Transfer to other institutions

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

3.9.12 POSTPONEMENT OF STUDIES

Student may apply for postponement of study subject to the approval of the MoHE (for sponsored students), and Registrar.

Guidelines for Postponement of Study

1. Application for postponement must be submitted to the Office of the Registrar before the beginning of the semester.
2. Students must settle all dues, and submit required clearance before commencing the postponement of study
3. Student should not commence postponement of study unless official postponement of study has been officially approved.
4. A student may postpone his/her study for 1 semester at a time, with maximum of 2 semesters during his/her program.

3.9.13 WITHDRAWAL OF MODULE

Student who wishes to withdraw from the module must submit withdrawal application form and acquire the signatures of the following:

1. Course Instructor
2. Academic Advisor
3. Finance Manager
4. Assistant Dean for Academic Affairs
5. Administration and registration HOD.

A student who withdraws from the course module before Week 6 of a normal semester and Week 3 of Summer will receive a grade of “W”. A student who withdraws from the module after Week 6 of a normal semester and Week 3 of Summer will receive a grade of “WF”.

Refer to Section 4: Student Fees and Finances

3.9.14 WITHDRAWAL FROM THE COLLEGE

Student who wishes to leave the College for any reason must file withdraw of form at the Office of the Registrar and He/she should.

1. Complete the final clearance.
2. If student is sponsored by the MoHE, his/her decision should be communicated to the MoHE.

Refer to Section 5: Student Fees and Finances

3.9.15 RE-ADMISSION POLICY

Students who has withdrawn from ICEM may be re-admitted to any of the academic programs within the College provided that the student at the time of leaving has an APM of 40% = 2 CGPA. Student who has left the College must apply for re-activation, and once the re-activation is approved and the student is re-admitted, he/she will be considered under the existing curriculum at the time of joining and any transfer credits shall be considered based on the existing curriculum at the time of joining.

SECTION 4: STUDENT FEES AND FINANCES

4.1. Student Fees

Student fees are subject to change without prior notice. Information on student fees may be acquired from the Finance Department.

4.1.1 PAYMENT OF FEES

All students are required to pay 100% of their fee during the first week of the academic year unless arrangements have been made with the Finance Department.

4.1.2 SPECIAL PAYMENT TERMS

Application for special terms must be discussed and agreed by the Student Support Officer during the first week of the year.

4.1.3 RETURNING STUDENT DEBTORS

Returning students, whether repeating or progressing will not be permitted to enter classes from day one of the year until they have cleared their debt completely.

4.1.4 EXCLUSIONS FOR NON-PAYMENT OF FEES

All students must pay their fees before the last day of enrolment. Please, see Appendix 1 for date. Students will be excluded from classes if they have not paid full or 50% of their fees or made arrangements for special payment terms.

Students will not be permitted to enter the beginning of the second semester until they have paid their fees in full or fully complied with their special terms, one week prior to the end of Semester 1.

Students may be excluded from classes at any time for non-compliance with their special terms.

4.1.5 ADVICE AND SUPPORT

If students are unable to comply with special terms they should talk to the Student Support Officers for advice and pastoral support.

4.1.6 REFUND POLICY

The following refund policies apply:

1. Students who withdraw before the first day of classes will be refunded 90% of the tuition fees.
2. Students who withdraw before the middle of the semester will be refunded 50% of the tuition fees.
3. No fees will be refunded if student withdraw after the middle of the semester.
4. Fees made to repeat course/s will not be refunded if the course/s were not repeated.
5. Graduation gown deposit will not be refunded in case gown has been damaged or altered.

SECTION 5: ORDER AND DISCIPLINE

5.1 Disciplinary Regulations

Students are expected to behave themselves at all times. This includes their behavior outside the College, where bad behavior could reflect badly on the reputation of the College.

5.1.1 DISCIPLINARY PROCEDURES

In relatively minor cases of bad behavior, any member of staff may discipline the student, as a responsible adult would, without going through the disciplinary procedure. However repeated bad behavior would be referred to the formal regulations.

Stage One: The Disciplinary Interview

Allegations of bad behavior should be made to the HoD who has direct responsibility for the student. The student will be interviewed in accordance with the College regulations.

Stage Two: The Disciplinary Interview/Hearing

A disciplinary interview is conducted by the ADAA or nominee where the possible penalty is not likely to involve any form of exclusion from the College.

5.1.2 APPEALS PROCEDURE

The students shall have a right of appeal, provided notified within seven working days of the disciplinary interview/hearing. The appeal should state the reasons and, particularly, whether it is (a) against the decision that the allegation was proved, or (b) against the decision on the penalty, or (c) against both decisions.

The Dean or nominee will hear/chair the appeal.

5.1.3 DISCIPLINARY MEASURES

Based on the gravity of offense, the following sanctions may apply as decide by the disciplinary committee:

- Partial Exclusion, Suspension and Expulsion of Students
Students who contravene the College regulations may be excluded, partially excluded or expelled.
- Partial Exclusion of Suspension for non-Disciplinary reasons
Students may be partially excluded/suspended from the College by the Dean or his nominee without invoking the Disciplinary Regulations.
- Partial Exclusion or Suspension Pending a Disciplinary Hearing
A student may be partially excluded or suspended pending a disciplinary process or legal proceedings.
- Partial Exclusion or Suspension under the Disciplinary Regulations
A student may be partially excluded or suspended in accordance with the Disciplinary Regulations.
- Suspension and Partial Exclusion pending a Hearing
In more serious disciplinary cases, a student may be suspended pending a disciplinary hearing.
- Expulsion
A student may be expelled following a disciplinary hearing, and will not be re-admitted to the College.

5.1.4 DISCRETION TO DISMISS COMPLAINTS

Complaints against students will not necessarily be dealt with using the full disciplinary procedures.

5.1.5 MITIGATION DUE TO ILLNESS

A student's illness may be taken into account if appropriate.

5.1.6 CRIMINAL OFFENCES

Special procedures apply if the student is subject to legal proceedings.

5.1.7 RECORD OF DISCIPLINARY ACTION

Any finding against a student may be held on his/her file and may be disclosed to third parties such as potential employers if requested.

5.1.8 EXCLUSION ON ACADEMIC GROUNDS

A student may be excluded from the College for unsatisfactory work or other academic reasons.

5.1.9 EXAMINATION AND ASSESSMENT REGULATIONS

Non-compliance with examination and assessment regulations is usually dealt with under the Academic Regulations. However, in some serious cases, such as cheating, the Disciplinary Regulations may be invoked at the discretion of the Dean or his nominee.

5.2 SUPPORT FOR RETURNING STUDENTS

A student who returns to the College after partial exclusion or suspension will be given appropriate support.

Note:

The Regulations for the Conduct of Students (UCLan) may be accessed at the following address: <http://www.uclan.ac.uk/regulations>.

SECTION 6: COMPLAINTS AND GRIEVANCES

The College recognizes that there may be occasions when you have cause for complaint about the service you have received, when this happens, the complaints procedure is intended to provide an accessible, fair and straightforward system which ensures as effective, prompt and appropriate response.

6.1 Complaints

The College and its staff are committed to providing students with good quality education and training in a friendly, supportive environment. If the College falls short of its obligations to students, they are entitled to complain and to appropriate resolution. Students who complain will be treated with courtesy, and legitimate complaints will be dealt with seriously and without recriminations.

6.1.1 HOW TO COMPLAIN

The cause of a complaint can range from a very minor matter such as a misunderstanding between a student and a member of staff to a failure by the College to provide the service that a student should reasonably expect. If the complaint is about a minor matter it should be dealt with at the lowest possible level and, preferably, at the time of the incident. In all such cases, it is best to inform the Personal Tutor and get an early resolution with the member/s of staff concerned. Students can also get support from a member of Student Affairs Office. If the matter is not resolved, then it can be brought to the notice of the Chair, SGC who will attempt to solve it informally between the two parties. Students are advised to fill out the Student Grievance Form (ADSAR-Form-02) in order to keep record of the complaints/grievances.

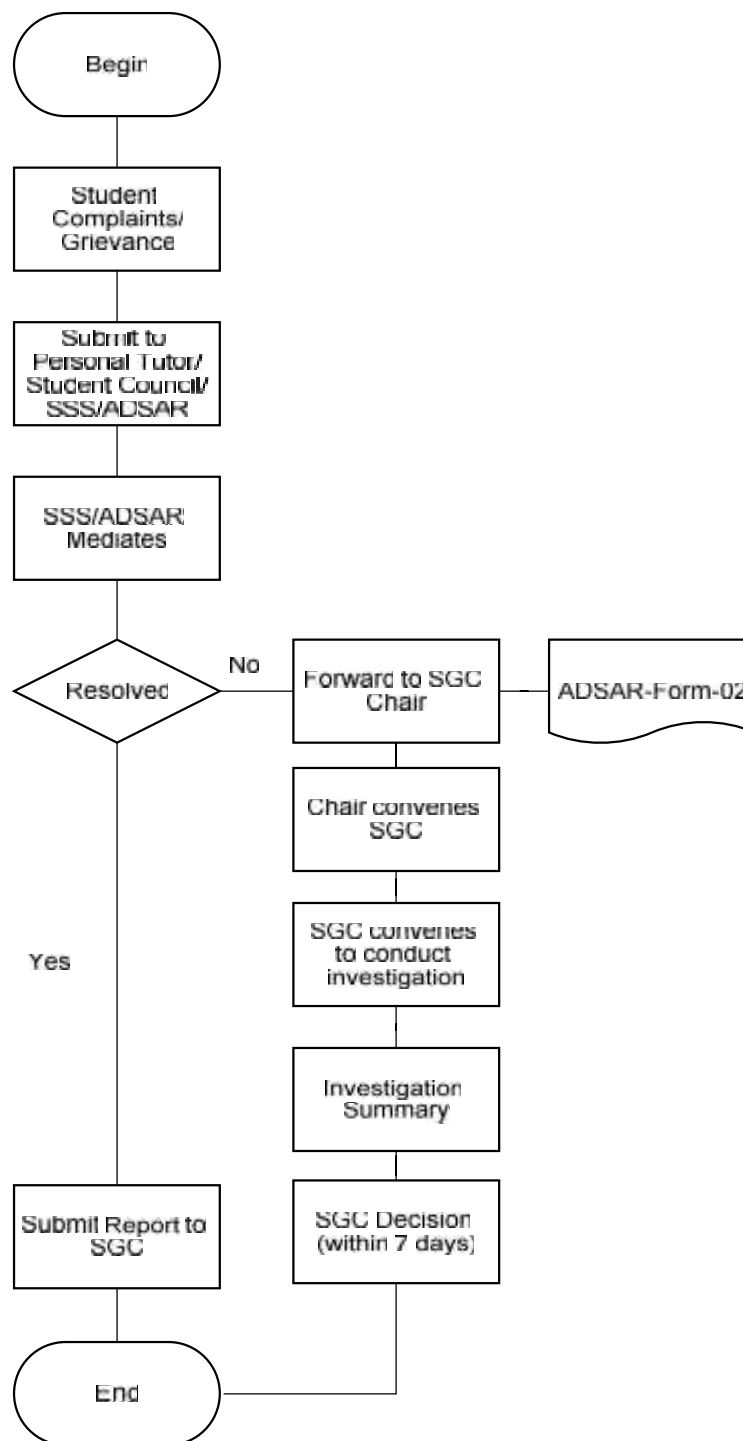


Figure 1: Student Complaints/Grievance (Non-Faculty/Staff Related)

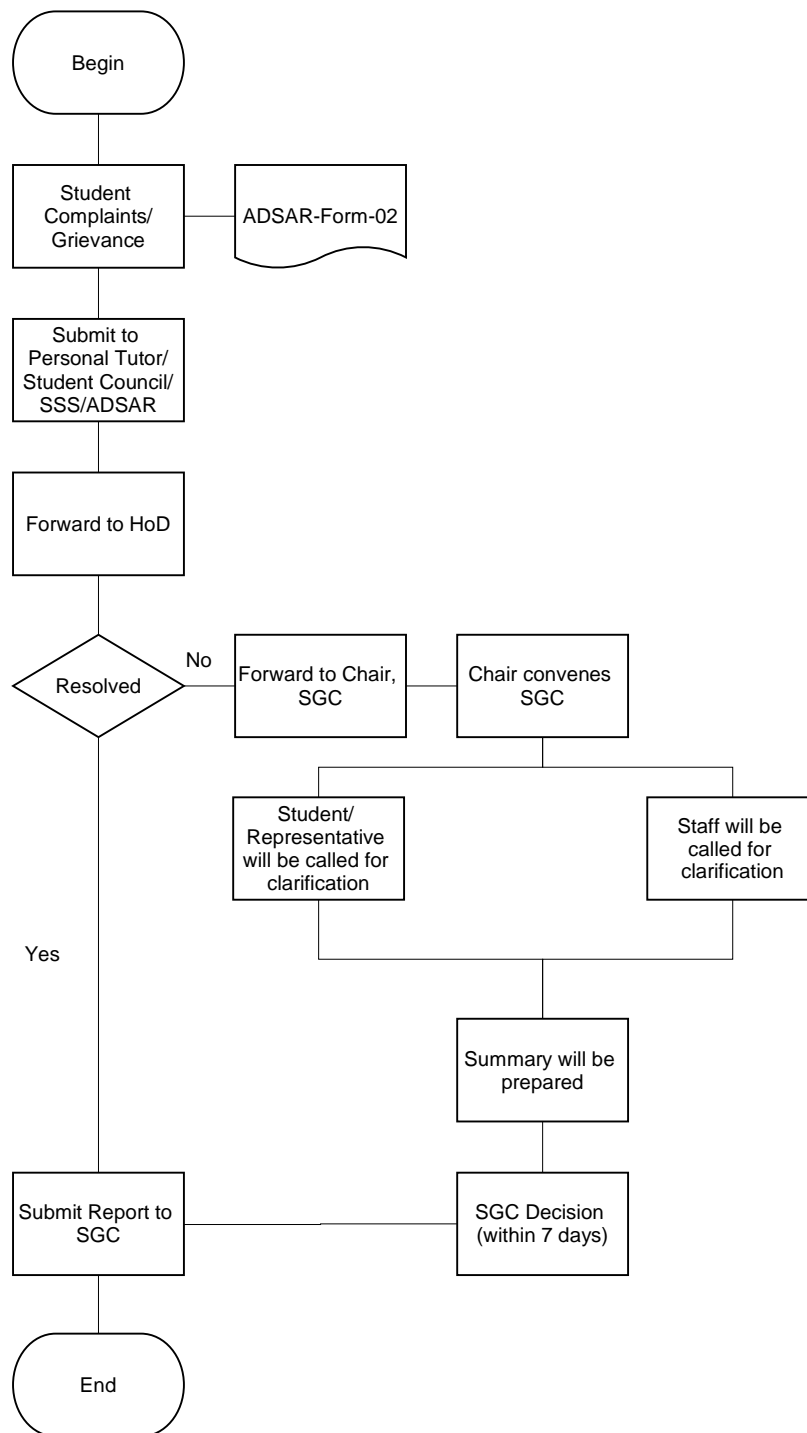


Figure 2: Student Complaints/Grievance (ICEM Faculty/Staff)

6.1.2 PROCEDURE FOR COMPLAINTS, INTERVIEW OR HEARING

1. The student shall put his/her complaints in writing using the prescribed form and submit the same to his/her Personal Tutor. The ADSAR-Form-02: Student Grievance Form may be acquired from the Office of the Assistant Dean for Students Affairs, the Student Support Services, Student Council, Personal Tutor, or through the College Website.
2. The Personal Tutor may try to mediate the situation and resolve the issues. The PT may seek the assistance of the concerned HoD.
3. If the issue is not resolved, the complaint/grievance will be forwarded to the Chair, Student Grievance Committee.
4. The Chair, SGC will convene to conduct an investigation.

The Investigation Panel

1. The Student may be asked by the investigation Panel to account the events leading to the complaint/grievance. In cases of faculty complaints, the student may not be asked to sit in the same room as the faculty being complained.
2. Students and staff will be asked on separate location and time.
3. The member of staff will be invited to ask questions for clarification. The nominee, or panel members, may ask questions at any time.
2. The member of staff will reply.

The student or a member from the student council will be invited to ask questions for clarification. The nominee, or panel members, may ask questions at any time.

3. The student and/or class representative or a member from the student council shall be invited to sum up the complaint. No questions will be allowed from the member of staff at this stage, but the nominee or panel members may ask questions.

4. The member of staff will be invited to sum up the reply. No questions will be allowed from the student or friend at this stage, but the nominee or panel members may ask questions.
5. The student and the class representative or a member from the Student Council and the member of staff will leave the interview/hearing and the nominee or panel will consider the evidence. They may adjourn in order to seek further information.
6. When they have reached a conclusion they may, depending upon the time taken, call all parties back to inform them of the outcome. This should also be provided in writing within 7 working days from the date of the hearing. All investigations, proceedings and written communications will be treated as confidential within the terms of the regulations and the remit of the law. Throughout the interview or hearing all parties will be expected to display courtesy towards one another.

6.2 Serious Complaints: Grievance

Complaints which are serious or which are not resolved through discussion should be made in writing in a prescribed form (please see Section 11: Applicable Forms) to the ADSAR/SSS/Student Grievance Committee (SGC) within 7 working days from the time of the incident. The complaint should describe the incident or issue as fully and accurately as possible and should explain what, if any, action has been taken to resolve the complaint informally.

6.2.1 SERIOUS COMPLAINTS PROCEDURE

Serious complaints will be considered, in the first instance, by ADSAR/SSS/SGC or their nominee, to decide how the complaint will be processed. Depending upon the nature of the complaint, they will instruct their nominee to conduct an interview or a hearing with the student. For an interview, the nominee will sit alone to hear the complaint. For a hearing, the nominee will be joined by two independent members of staff nominated by SGC Chair

and an independent student representative to form a panel. In either case the student may be accompanied by a friend or a student representative. If the complaint is about a member of staff, that member of staff will be given a copy of the written complaint and will be invited to be present at the interview or hearing. The member of staff may also be accompanied by a friend. If the complaint is about College matters, the relevant member of the College Management Team will attend.

All investigations, proceedings and written communications will be treated as confidential within the terms of the regulations and the remit of the law.

Throughout the interview or hearing all parties will be expected to display courtesy towards one another and the Nominee will ensure that the proceedings are non-confrontational.

6.3 Appeals Procedure

If a student wishes to appeal against the decision of the nominee or panel he/she must put the grounds for appeal in writing to the Dean within 14 days. The Dean or his /her nominee (who has not been previously involved in the case) will call a meeting of the student and the nominee who conducted the interview or hearing. He will hear the case from the student and a reply from the nominee and will make a decision on the outcome.

There will be no further right of appeal.

SECTION 7: STUDENT FEEDBACK

Evaluation questionnaires provide one of the most important means for you to express your opinion about your teaching and learning experience. They capture feedback on your experience within each module and inform staff about where improvements could be made. Your module leaders and the SSS will ensure that you receive instructions to access the on-line questionnaires, please complete these to ensure your voice is heard - all responses are anonymous. The following feedback shall be collected throughout the academic year:

1. Teaching Evaluation (Faculty Evaluation by Students)
2. Hostel
3. Cafeteria
4. Registration
5. Medical Services
6. Guidance and Counseling
7. Library Services
8. IT Services
9. Academic Advising
10. Employer Satisfaction of ICEM Graduates

The SSS shall communicate the schedule for collecting feedback. Results of the feedback will be communicated to students through the Student Experience Committee meetings. Additional questionnaire may be developed and will be communicated to the student body as needed.

SECTION 8: STUDENT ACTIVITIES' REGULATIONS

Student activities are organized under the supervision of Student Support Services (SSS). Such activities help the students gain experience in many aspects of education and life. This is also a good opportunity for them to practice non-academic activities that help them integrate into academic societies generally that share the same interests with them.

Student activities also provide good opportunities that contribute to the understanding of work quality through group activities and also help refine different skills, such as communication, teamwork and leadership in a practical way through which talents are discovered and invested.

8.1 General Instructions

1. Complete the registration form that includes activities, hobbies and targets.
2. Give more attention to academic activities.
3. Do not leave the classroom for activities unless asked to do so by SSS.
4. No activity may be carried out without informing SSS.
5. In case of training programs or rehearsals, the student list and agenda must be prepared well in advance.
6. Student guests are allowed on campus only when the event is open for the public.
7. Other events on campus must be respected and unjustified interference is not allowed.
8. Wear proper, modest and descent dress. Those who contravene that, will not be allowed to participate in other activities and events.
9. Activities included in the College's annual plan must be carried out in accordance with the group and committee list.
10. Responsibilities must not be given to only one person. Teamwork must be encouraged.

11. All activities, correspondence, and meetings must be recorded and backed up by alternatives to safeguard against implementation failure.

8.2 Internal events

1. The students who wish to perform certain activities shall submit a brief written description showing the objectives and implementation method.
2. The students shall work in specific groups or committees. The committees may not mix up their activities without informing the committee concerned.
3. The students shall determine the appropriate time to display or perform their activities which shall not conflict with the academic schedule.
4. The location must be booked and SSS must be notified well in advance.
5. The required budget must be specified including request details and spending areas.
6. College properties must be maintained as well as cleanliness and hygiene in general.
7. The students must remove all posters and all decorations from the site on the same day or following day.
8. Assistance, requirements and tools to be used in any activity must be determined in advance.
9. Activities' schedule must be properly prepared to avoid interfere with each other or with the activity plan or external activities or academic tests or submission of researches.
10. All events and activities must be documented, saved and a copies must be given to SSS for archiving to refer to whenever required.

8.3 External events and activities

8.3.1 PARTICIPATIONS

1. Participation of committees or groups must not contradict with any academic commitments or otherwise.

2. Participations depend on invitations or public announcements. Participations must take place after obtaining approval from the college administration or SSS.
3. The students must not represent the college in any event or activity without obtaining approval from SSS and must submit correspondence relating to participation in any event at any academic body or institution.

8.3.2 VISITS

1. Visits must take place according to the invitations received or issued in known local advertisements and by known event organizers.
2. Visit schedule must indicate locations and objectives before the date of the visit.

SECTION 9: APPENDICES

9.1 Academic Calendar 2018-2019

September 2018	
9	Deadline for submission of CW & exam question papers of Semester 1 for UCLan moderation
9	Beginning of the Semester I 2018-2019
9 - 13	Induction week
11	Hijri New Year
16	Beginning of Classes for Semester I 2018-2019
20	Deadline for new student Admission / Reactivation
23 - 27	Late admission period / late Reactivation (late fee applies)
27	Dead line for APL submission
27	withdrawal with 90% refund and W grade
27	Student Zero attendance report will be exported
27	ADAA -Curriculum Review Committee Members Meeting
27 - Oct. 4	No show students withdrawal applies

October 2018	
1	Comments received from UCLan on Semester 1 CW/Exam papers
1 - 8	UCLan student enrolment
11	Last day for payment of tuition fee (Semester 1)
11	withdrawal with 50% refund and W grade. Any withdrawal after this date will result in 0% refund and WF grade received.
25	ADAA -Curriculum Review Committee Members Meeting
28	FSEM, HSEM, WE, FM and Foundation Student-Staff Liaison Committee Meetings
Pending upon MOHE dates	Late ministry scholarship applicants

**November
2018**

18	National Day
19	Sultan's Birthday
20	Birthday of Prophet Muhammad
26	Student evaluation of the faculty/modules taught
29	ADAA -Curriculum Review Committee Members Meeting

**December
2018**

2	Deadline for submission of CW & exam question papers of Semester 2 for UCLan moderation
2	Admission for New students (Foundation) – Semester II
3	Academic Council meeting
9-13	FSEM, FM, HSEM, WE and Foundation Classroom Observations
23-27	Final exam period (semester I)
27	ADAA -Curriculum Review Committee Members Meeting

January 2019

1	Deadline for submission of Extenuating Circumstances (Semester 1)
6	Award Ceremony 2017-2018
8	Internal Module Board for Semester I
17	Module Board/Assessment Board for semester I
20	Reassessment Foundation Semester I
22	Results posted on blackboard / results posted on notice board
27	Beginning of the Semester II 2018-2019
27-31	Induction Week for foundation
31	ADAA -Curriculum Review Committee Members Meeting

February 2019

3	Deadline for Appeals
7	Deadline for new Foundation student Admission / Reactivation
14	Late admission period for foundation / late Reactivation for foundation (late fee applies)
17	Withdrawal with 90% refund and W grade
24	Last day for payment of tuition fee (semester II)
24-28	UCLan student enrolment
28	ADAA -Curriculum Review Committee Members Meeting

March 2019

3 - 6	Semester I Reassessment - HE
3	FSEM, HSEM, WE, FM and Foundation Student-Staff Liaison Committee Meetings
28	Withdrawal with 50% refund and W grade. Any withdrawal after this date will result in 0% refund and WF grade received.
28	ADAA -Curriculum Review Committee Members Meeting

April 2019

3	Isra'a Wal Miraj
14-18	FSEM, FM, HSEM, WE and Foundation Classroom Observations
21	Student evaluation of the faculty/modules taught
21-28	Academic Appraisal
25	ADAA -Curriculum Review Committee Members Meeting

May 2019

5-8	Dissertation thesis submission
19 - 23	Final Exam period - Semester II
26-30	Dissertation presentation/interview
28	Deadline for submission of Extenuating Circumstances (semester II)
30	ADAA -Curriculum Review Committee Members Meeting

June 2019

5 - 9	Eid El Fitr
10	Beginning of the Summer semester for Foundation
10	Internal Module Board - Semester II
16	Module board (Semester II)
20	Last day for Payment of Tuition Fee (Summer semester - Foundation)
20	Course Board
27	Results posted on blackboard / results posted on notice board
27	ADAA -Curriculum Review Committee Members Meeting

July 2019

1	Appeals Deadline
1-4	Reassessment period Semester II
8	Admission for New applicants for the academic year 2019-2020
9	Deadline for submission of Extenuating Circumstances
11	Reassessment Module Board
16	Reassessment Course Board
19	Start of HE faculty members Annual Leave
22	Results posted on blackboard / results posted on notice board
23	Renaissance Day

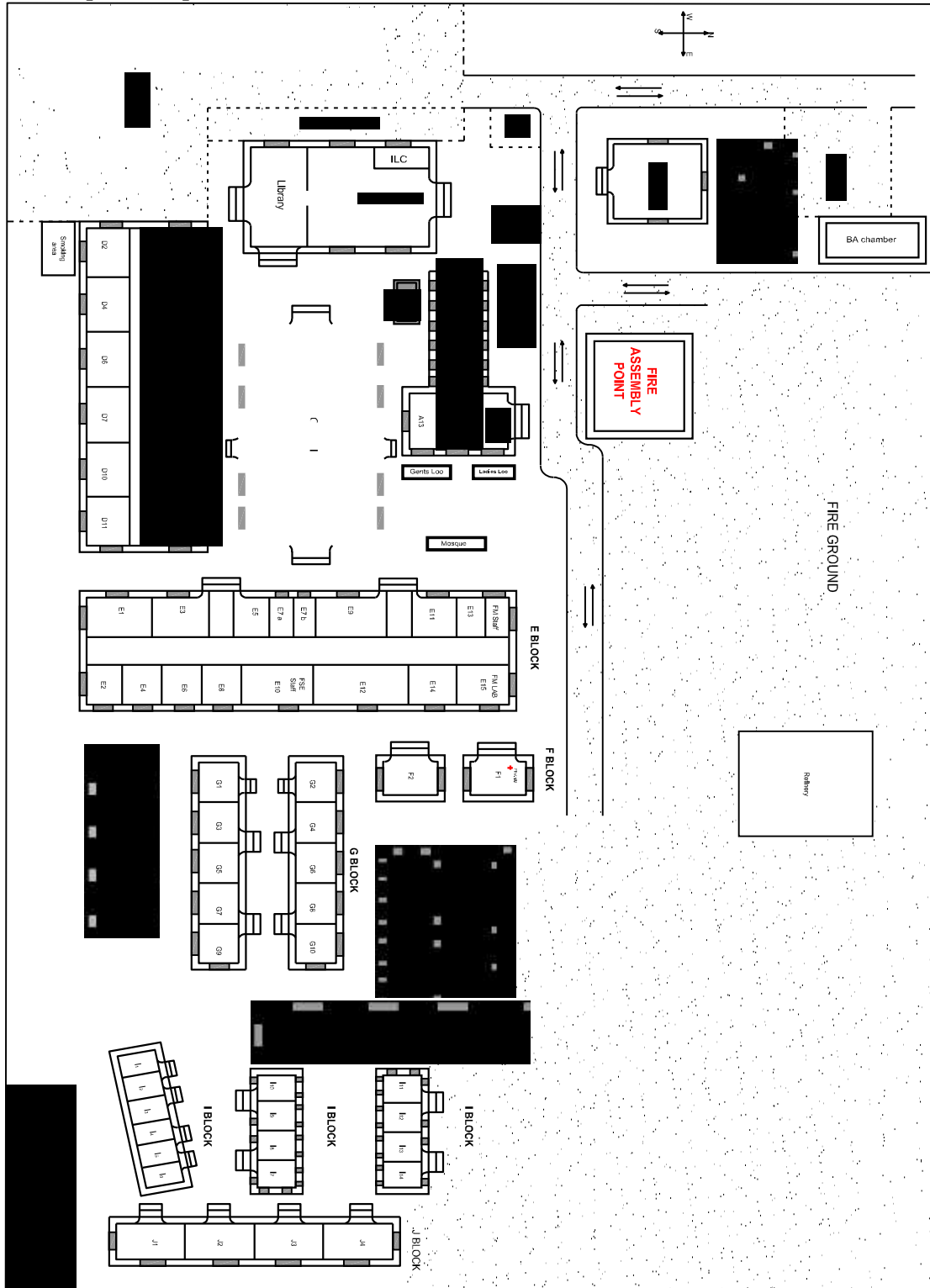
August 2019

12 - 15	Eid Al Adha Holiday
30	End of HE Faculty members Annual Leave

**September
2019**

1	Hijri New Year
2	Final Exam period for Foundation summer semester
5	Appeal Deadline
26	ADAA -Curriculum Review Committee Members Meeting

9.2 Campus Map



SECTION 10: DOCUMENT CONTROL

Identification and Description	
Reference Number	SH_v2.0
Title	Student Handbook 2018
Author	Ali Al Tobi
Policy/Document Owner	Office of the Assistant Dean for Student Affairs/ Student Support Services
Approval and Review	
Date of Approval	
Approving Body	The Academic Council
Date of Next Review	September 2019
Distribution and Use	
Format	Electronic
Access	Faculty and Staff
Storage/Preservation	To be archived for 2 years after the release of new version
Control of Changes	
Version Number	2.0
Protection	Internal Use Only via QA Website
Disposal	4 years after release of new version

SECTION 11: APPLICABLE FORMS

Item No	Reference	Form Title
1	ADSAR-Form-01	Academic Support Services Request Form
2	ADSAR-Form-02	Student Grievance
3	ADAA-Form-02	Timed Assignment/Phase Test Front Sheet
4	ADAA-Form-03	Assessment Brief
5	ADAA-Form-04	Assessment Cover Sheet
6	ADAA-Form-05	Late Submission Request / Approval Form
7	ADAA-Form-06	Extenuating Circumstances Request Form
8	ADAA-Form-19	Student Appeal on Assessment Results (Assessment Board's Decision)
9	ADAA-Form-28	Student Attestation – Dissertation Publication
10	ADAA-Form-31	Personal Tutoring

REQUEST FOR ACADEMIC SUPPORT SERVICES FORM (ADSAR-Form-01)

Academic Year	
Name of Student	
Specialization	
Nationality	
Start Time	
Student Name	
Student ID Number	
Date of Filing	

Dear Student,

In order to understand you better, kindly reflect on the questions listed and answer them as honestly as you can. Your scores will help us determine which area/s you need to work on.

Rate yourself based on the following criteria:

- 1 – I really need to work on this
- 2 – I need improvement on this
- 3 – I am confident I can do this
- 4 – I am very good at this
- 5 – I don't need any help in this

Item No	Criteria	5	4	3	2	1
A. Time and Organizational Skills						
1	Meeting deadlines for assignments and course works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Keeping up with dates to attend lectures and other activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Prioritizing and organizing activities, assignments and course works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Arriving on time and attending classes regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Managing within the allotted time frame to complete the tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection: How do I assess myself in this (optional)						

B. Subject Specific Skills						
1	Understanding and Exploring the problems presented in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Breaking down complex problems into smaller parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Connecting the theoretical concepts with actual applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interpreting the questions or assessments or following assessment instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Applying techniques or using alternative solutions to solve problems are situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reflection: How do I assess myself in this (optional)

C. Personal and Interpersonal Skills						
1	Working productively with other students or peer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Keeping my study habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Working constructively with my Module Tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Receiving guidance and instructions from peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Receiving guidance and instructions from my Module Tutor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reflection: How do I assess myself in this (optional)

D. Use of Resources						
1	Use of Computer applications (Word, Excel, Power Point) to produce written documents as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Using software and computer applications required to submit requirements of the Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Using the internet and on-line sources to acquire information needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Using the Library and Reference materials to help me complete the tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5	Know-how on where to find the right sources of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection: How do I assess myself in this (optional)						
E. Numeracy, Oral and Writing Skills						
1	Using simple calculations, statistical analysis as required by the Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Presenting my ideas in written English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Communicating my ideas in simple language understood by my peer and/or Module Tutors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Preparing my ideas using visual aids, graphs and/or presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Preparing assignments and course works in prescribed format or template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection: How do I assess myself in this (optional)						
Attestation:						
<hr/>						
Student Signature						
Date: ____/____/20____						
Recommendations:						
Student need assistance in (Students with < 3.5 rating in any of the following)						
<input type="checkbox"/> B. Recommended for Personal Tutoring						
<input type="checkbox"/> A, C. Recommended for Guidance and Counseling						
<input type="checkbox"/> D,E. Recommended for IT, Library						
<hr/>						
Signature of ADSAR/ADAA						
Date: ____/____/20____						
Note: (Copy to ADAA/ADSAR for monitoring)						



STUDENT GRIEVANCE FORM

(In order for any grievance to be investigated, student name and contact details are required. Please note that this form shall be filled only if you believe you have been unfairly or unjustly treated)

Name of Student _____
Student ID Number _____ Contact Details _____
Program _____ CGPA _____
Semester _____ Academic Year _____

Nature of Grievance

Please tick the main type(s) of issue(s) your grievance relates to:

- ☐ Academic Staff
- ☐ Administrative Staff (i.e. Student Support Services, Registration, Finance, etc.)
- ☐ Support Staff (i.e. IT, Library, Independent Learning, Hostel, Cafeteria, etc.)
- ☐ Other Student
- ☐ Harassment/Discrimination
- ☐ Arrangements with other institution, i.e. placement for training

If other, please specify: _____



Grievance Details

Please provide specific details of the grievance. Use separate sheet if necessary. Providing as much detail as possible will assist in the investigation. Any evidences (if available) are also encouraged to be attached.

Proposed Resolution:

If you have any proposed course of action for redress of grievance, kindly write them down.



Student's Statement:

Kindly check that appropriate box of your choice. I confirm that I have attempted to resolve the problem before lodging this complaint by approaching the following:

- ☐ Concerned person
- ☐ Student Counselor/Student Affairs' Office
- ☐ My academic advisor
- ☐ Faculty/Instructor
- ☐ Head of Department
- ☐ Student Council
- ☐ Assistant Dean/Dean

I confirm that all the information stated above is true and correct. I also understand that if anything is found false or misleading, it will result in an immediate rejection of the complaint and the Grievance Committee will not continue the investigation. I hereby authorize the Grievance Committee to proceed with an investigation of my grievance and I will accept the decision taken by the Committee as the final solution.

Authorization

I authorize the Grievance Committee to reveal my name to the accused party.

- ☐ Yes
- ☐ No

Student's Signature

Date ____/____/20__

For Official Use Only Complaint received at the Dean's Office _____ Manager, Dean's Office Date ____/____/20__	Forwarded to the Grievance Committee on: _____ Signature of Chair, Grievance Committee Date ____/____/20__
---	--



TIMED ASSIGNMENT/PHASE TEST QUESTION PAPER (ADAA-Form-02)

Academic Year	
Examination Room	
Module Code/ Module Title	
Module Tutor	
Assessment Title/Number	
Date of Exam	
Time and Location of Exam	
Start Time	
Student Name	
Student ID Number	
Finish Time	

This assessment contains number of questions/tasks

This assessment is worth % of the module mark

Time Allowed

Instructions

- ✓ Write in black or blue pen
- ✓ You are required to return this Examination Question Paper to the Invigilator if you leave 30 minutes before the end of the Exam Period

Name and Signature of Invigilator

Date



ASSESSMENT BRIEF (ADAA-Form-03)

Academic Year

Program

Module Code/ Module Title

Module Tutor

Assessment Title/Number

Date of Issue

Date of Submission

Tick the appropriate box

This assessment is required to be submitted in “MS-Word” format

☐

This assessment is required to be submitted electronically

☐

This assessment is may be submitted as hand-written work but you are encouraged to submit in “MS-Word” format

☐

Instructions

Answer the questions/complete the tasks. Do not submit this Assessment Brief without attaching your coursework.

This assessment contains number of questions/tasks

This assessment is worth % of the module mark



ASSESSMENT COVER SHEET (ADAA-Form-04)

Academic Year

Program

Module Code/ Module Title

Module Tutor

Assessment Title/Number

Date of Issue

Date of Submission

Student Name

Student ID Number

Statement of Authorship	Questions/Tasks	Maximum Marks	Scores
<i>I hereby confirm that this piece of work which I have submitted is all my own work and that references and quotations from both primary and secondary sources have been fully identified and properly acknowledged.</i> <i>I also confirm that I have not used translation services or translation software in the production of this assignment.</i> <i>I am fully aware that plagiarism and collusion are academic offences which are subject to disciplinary actions as per ICEM policies and procedures.</i> _____ Student's Signature Date: ____/____/20____			
<i>Date of Submission</i>	<i>Maximum Mark</i>		
<i>1-5 working days late</i>	<i>40%</i>		
<i>More than 5 working days late</i>	<i>0%</i>	Total	



Marks in Percentage			
1 st Marker	2 nd Marker	UCLan Verification	External Examiner
Name	Name	Name	Name
Date	Date	Date	Date

Notes:

1. 2nd marking on sampling basis
2. All marks are provisional subject to confirmation by the Module Assessment Board of the University of Central Lancashire, UK.

REFLECTION AND FEEDBACK

Reflection

Write the things that you improved after reading the feedback from your last assessment.

Feedback

Write the things you have done well in this assessment.

Write the things you need to improve on your next assessment.

Signature

Date



LATE SUBMISSION REQUEST/APPROVAL FORM (ADAA-Form-05)

Academic Year

Program

Module Code/ Module Title

Module Tutor

Assessment Title/Number

Date of Issue

Date of Submission

Student Name

Student ID Number

STUDENT'S REQUEST

Requested Date of Submission

Reason for Extension

Write the reason for requesting to extend the submission date.

Signature

Date



EXTENUATING CIRCUMSTANCES REQUEST FORM (ADAA-Form-06)

Academic Year

Program

Module Code/ Module Title

Module Tutor

Student Name

Student ID Number

ASSESSMENT(S) AFFECTED:

No	Module Code/ Name	Coursework /Exam Details	Status
1			
2			
3			
4			
5			

STUDENT'S REQUEST

Reason for Request

Write an account of the events and how assessment was affected. (Use separate sheet if necessary)



Actions Requested

Write the action that you request.

Evidences Provided

Attach the evidences to support your request.

Signature

Date



APPEAL AGAINST ASSESSMENT BOARD DECISION (ADAA-Form-19)

Academic Year	
Program	
Module Code/ Module Title	
Module Tutor	
Assessment Title/Number	
Date of Issue	
Date of Submission	

Use this form if you want to appeal against the decision of the Assessment Board. An appeal cannot be made against the academic judgement of the examiner(s). Appeals on this basis will be ruled invalid. Appeals received outside the stated timescales (within 1 week of the publication of results) will also be ruled invalid. Please read your Student Handbook for full details of the Appeals regulations.

The following are the only grounds for appeal. Before you write anything, consider whether your appeal is a valid one. Tick the box which relates to your circumstance.

Tick the appropriate box

- Assessment Board has given insufficient weight to extenuating circumstances. ☐
- Your academic performance has been adversely affected by extenuating circumstances which you, for good reason, were unable to make known to the Assessment Board. ☐
- There has been a material administrative error at a stage of the examining process, or some material irregularities have occurred ☐
- The assessment procedure and/or examinations have not been conducted in accordance with the approved regulations. ☐

If the above are not relevant, and if you have not ticked a box, you do not have grounds for appeal.



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International College of
Engineering & Management

Instructions

Write the nature of your appeal. (Use separate sheet if necessary)

Decision (To be completed by ADAA)

- ☐ Proceed to Stage 1 hearing
☐ Appeal ruled invalid

Name and Signature

Date



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International College of
Engineering & Management

STUDENT ATTESTATION DISSERTATION PUBLICATION (ADAA-Form-28)

Academic Year	
Semester	
Student Name	
Student ID Number	
Program	
Contact Details	
Name of Supervisor	
Dissertation Title	

STUDENT'S ATTESTATION

I hereby attest that the above-mentioned dissertation was undertaken and submitted as part of the requirement for my program of study under the above-mentioned Supervisor.

I, the undersigned hereby consent to changes and/or further developing the dissertation for research publication purposes. I hereby agree that:

My name will be included as one of the authors and would like to contribute to the development of the materials.

☐

My name will not be included as one of the authors and relinquishes any claims on new research (es) developed from the materials.

☐

Name and Signature of Student

Date

Name and Signature of Witness

Date



PERSONAL TUTORING (ADAA-FORM-31)

Dear Student,

After receiving your Personal Tutoring, kindly rate yourself.

Rate yourself based on the following criteria:

- 1 – I still need to work on this
- 2 – I was helped but still required improvement on this
- 3 – I am now confident that I can do this
- 4 – I am very good at this and didn't need help
- 5 – I didn't need any help in this

A. Subject Specific Skills					
1	Understanding and Exploring the problems presented in class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Breaking down complex problems into smaller parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Connecting the theoretical concepts with actual applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interpreting the questions or assessments or following assessment instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Applying techniques or using alternative solutions to solve problems are situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection: How do I assess myself in this (optional)					
Attestation:					
<div style="text-align: center;">_____ Student Signature Date: ____/____/20____</div> <div style="text-align: center;">_____ Name of Staff/Faculty who provided Advising Support Date: ____/____/20____</div>					
Note: Copy for sending to ADAA					