Gulf College

Student Handbook

(Cardiff Metropolitan University Programmes)

Academic Year 2018-2019

This handbook covers the provision of the following programmes:

- o **BA (Hons) in Accounting and Finance**
- o **BA (Hons) in Business Economics**
- o **BA (Hons) in Business and Management Studies**
- o **BA (Hons) in Marketing Management**
- o **BSc (Hons) in Business Information Systems**

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Background of Gulf College

The Gulf College is one of the leading higher education and training providers in the Sultanate of Oman. Since its inception, it has come a long way expanding its operations to meet the needs of its students. Gulf College is academically affiliated with Staffordshire University and Cardiff Metropolitan University of United Kingdom for its undergraduate programmes and the General Foundation Programme is quality assured by the Cardiff Metropolitan University. Gulf College works under the supervision of Ministry of Higher Education, Sultanate of Oman. As of date, it is providing value-based higher education in nine undergraduate programmes in the areas of business and computing, and the General Foundation Programme (GFP). It also provides intensive English Language course as a bridge to higher education.

The College has been working closely with both the Government and the Private sectors in the Sultanate of Oman to meet national education standards. The progress and development done by the College has been significant. The College is committed to work continuously to provide a high level of satisfaction for its students across every aspect of higher education.

Statement of College's Vision, Mission, values, and Strategic Directions

Vision

Contribute in developing the future direction of higher education in Oman, producing graduates with the ability to think, achieve and excel in research and entrepreneurship.

Mission

Offer internationally recognised and innovative academic qualifications that are appropriate to the needs of the students, the job market and meets the international standards.

Values

Gulf College is guided in fulfilling its mission through seven core values:

1. **Teaching, learning, assessment and curriculum:** Gulf College adopts an environment that promotes continuous improvement in teaching, learning assessment and curriculum based on inputs from stakeholders.

2. **Accountability:** Gulf College is accountable to its stakeholders in fulfilling its vision, mission, and objectives in an appropriate manner through internal and external reviews.

3. **Integrity:** Gulf College maintains its integrity through implementing code of practices of academic partners and legislation bodies in line with maintaining international standards.

4. **Research and Entrepreneurship:** Gulf College works with the employers, industries and the community to provide its graduates with skills related to research and entrepreneurship.

5. **Social Responsibility:** Gulf College provides higher education opportunities to the working population and secondary school graduates and also seeks to widen the access to higher education programmes to the socially underprivileged and the special needs sector.

6. **Quality:** Gulf College is committed to meet the standards set by the regulatory bodies in Oman and the partner institutions through a comprehensive quality management system, which focuses on quality assurance and quality enhancement through continuous reviews and improvements.

7. **Student Focused:** Students are always a priority at Gulf College, student focused services are provided through the student support service centres

Strategic Directions

1. Provide quality teaching and learning environment that meets internationally recognised standards.
2. Prepare students to meet the job market expectation.
3. Increase socio-economic community and industry Staff Student engagement through local, regional and international partnerships.
4. Ensure provision of all administrative services in accordance with standards of quality, efficiency and transparency
5. Ensure the optimisation of financial resources.
6. Build GC reputation as a regional leader in higher education.
7. Encourage innovation, entrepreneurship and research among faculty and students.

1. Introduction

The purpose of this handbook is to tell you about the programme on which you are enrolled. It provides you with a written record of the programme philosophy, structure and content, as well as key procedures and rules which the programme team have developed to facilitate the success of you and your fellow students.

This handbook should be read in conjunction with the following documents which can be found at http://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook-and-Student-Charter.aspx

- Cardiff Met Student Handbook;
- Student Handbook Guidance for Students at Partner Institutions; and
- Student Charter

These documents will give you a large amount of additional information including:

- Your status as a Cardiff Met student
- The Cardiff Met Student Charter
- Academic Regulations and Conduct of Examinations
- Academic Unfair Practice Procedure
- Mitigating Circumstances Procedure
- Data Protection and Freedom of Information
- Transfer to Cardiff Metropolitan University
- Cardiff Met's Student Union
- Complaints and Appeals
- Disciplinary Procedures, Codes of Conduct and Ethics
- Health and Safety and Health advice

2. Overview of the Faculties

The Faculty of Business and Management Studies is responsible for the delivery of the following Cardiff Metropolitan University programmes in Gulf College.

- BA (Hons) in Accounting and Finance
- BA (Hons) in Business Economics
- BA (Hons) in Business and Management Studies
- BA (Hons) in Marketing Management

For further information about the above undergraduate Business programmes and in the case of questions, problems etc. during your academic studies at Gulf College please contact:

Role	Name and email id
Head of Faculty	Dr. Khalid Abu Zayed (kabuzayed@gulfcollege.edu.om)

For the detailed list of the teaching faculty in the Faculty of Business and Management Studies, please refer below link:

http://www.gulfcollege.edu.om/About/Academic-Faculties/FBMS/Description

The Faculty of Computing Sciences is responsible for the delivery of the following Cardiff Metropolitan University programme in Gulf College.

- BSc (Hons) in Business Information Systems

For further information about the above programme and in the case of questions, problems etc. during your academic studies at Gulf College please contact:

Role	Name and email id
Head of Faculty	Mr. Abubucker Shamsudeen Shaffi (abobacker.shaffi@gulfcollege.edu.om)

For the detailed list of the teaching faculty in the Faculty of Computing Sciences, please refer below link:

http://www.gulfcollege.edu.om/About/Academic-Faculties/FCS/Description

3. The Programme(s)

- On successful completion of the programme you will be awarded one of the following the title as per your registration in the college

  - **BA (Hons) in Accounting and Finance**
  - **BA (Hons) in Business Economics**
  - **BA (Hons) in Business and Management Studies**
  - **BA (Hons) in Marketing Management**
  - **BSc (Hons) in Business Information Systems**

As a Cardiff Metropolitan University student studying at one of its partner institutions, your award will be made by Cardiff Metropolitan University. You will receive a certificate and academic transcript detailing your achievement and bearing the Cardiff Metropolitan University crest.

4. Entry Routes to Undergraduate Programmes

- For entry to the undergraduate programmes at Level 3, students will need to have successfully completed the General Foundation Programme (offered by Gulf College) or equivalent programme and demonstrate English proficiency equivalent to IELTS 5.0

- In order to progress to Level 4 of the undergraduate programme students will need to have achieved IELTS 6.0 or equivalent (with at least IELTS 5.5 in each of the four components)

5. Management of Programmes
5.1 Programme Management

The College carries the overall responsibility to Cardiff Metropolitan University for ensuring the consistency in the way the undergraduate programmes are managed.

The Examination Board decides the academic progression and implementation of academic regulations.

The final responsibility for student awards is with the Examination Board which is composed of members who include: the External Examiners, Chair who is a senior academic from the University, Gulf College Faculty of Business and Management Studies staff, Academic Registrar and Gulf College Academic Administrators. The Examination Board determines the final outcomes of the students registered on that award.

The Programme Review Committee consists of all lecturers on the programme, elected student representatives and administrative staff. An academic member of staff appointed from Cardiff Metropolitan University will also attend one programme review committee meeting per year. The Programme Review Committee is chaired by the Programme Director/Head of Faculty who is responsible to the Programme Review Committee for the effective operation of the Programme.

The Programme Director/Head of Faculty will call three formal programme committee meetings per year. Early in the programme the student body will be asked to elect representatives to present their views at programme committee meetings and through other appropriate channels. Cardiff Metropolitan University and (insert institution name) genuinely value the views of students on all aspects of the quality of their learning experience. Therefore, students should make the most of the student representative system, although it would be counter-productive to use it simply to air petty or trivial grievances.

Regular meetings of the Staff-Student Liaison Committee will also be held and this will provide a forum for an open exchange of views between students and staff. These meetings will take place at least twice per academic session and it is expected that Student Representatives will be in attendance, though other members of the student body are also encouraged to attend.

All students will be asked to complete programme/module evaluation forms during their studies and this information, alongside feedback via the Staff-Student Liaison Committee and Student Representatives, will be utilised by the Programme Director in reviewing programmes. Issues identified will be considered at Programme Review Committee meetings and action taken as appropriate.

External Examiners are individuals from other educational institutions as well as from industry, business and the professions who can provide an objective view of the operation of the programmes they are associated with. They enable comparisons with the standards of programmes of offered in other institutions of which they have knowledge.

More information on the role of the External Examiner is available at http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_06.aspx

Students are entitled to view External Examiner reports and responses submitted in the previous academic session. Please contact your programme leader for access to the reports.

The name(s), position(s) and external university or organisation of External Examiners are available with the programme leader, for information only. Please note that students must not contact External Examiners directly. Appropriate appeal or complaint mechanisms are available and may be found later in this handbook – in the section entitled: Appeals, Complaints and Academic Regulations. Examiners in receipt of contacts from students are requested to refer these to the University.

5.2 The Academic Calendar and Time Table

There are two (2) teaching blocks or semesters in one (1) academic year. Each teaching block is of 15 weeks includes both teaching and assessment.

The number of learning hours for each module is indicated in the module descriptors provided by the University. Assessments are conducted in the designated place and time as per the academic calendar.

A timetable is issued to a student who has registered in any of the programmes offered.

5.3 Minimum and Maximum years and credits

Normal Duration of the Programme is 4 year and the maximum duration of the programme is 8 years.

5.4 Delivery of Programme

The academic year consists of two semesters. First semester starts on October and second semester in March.

6. Teaching and Learning Methods

Lectures

Formal lectures are used for the transfer of basic subject material. Most staff make their lecture notes available on Cardiff Met's virtual learning environment called Moodle and students are able to download material as necessary, Moodle should not be seen as a substitute for attending.

Lectures provide an opportunity to deliver a broad overview of a topic and to initiate further research and study by students for tutorials, seminars and private study.

Directed Reading

Students are expected to undertake significant directed reading in all aspects of the programme. All Cardiff Met students, including those studying at a partner institution, have access to the University's electronic resources. Guidelines on accessing these resources are available at: http://tsr.cardiffmet.ac.uk/Learning/Library/eleclib/Pages/default.aspx

Tutorials

Tutorial sessions are used to reinforce material presented by the other methods and to clear up possible misconceptions. Tutorials enable students to build on their understanding of the subject gained via the lecture and preparatory readings. Tutorials also provide an environment in which you are able to clarify queries and raise questions about the subject. It is also likely that you will be asked to prepare presentations and you will receive formative feedback on assessed activities.

Case Studies

Case studies present realistic examples and by study, research and discussion students are expected to gain insights into problems that they might otherwise not encounter.

Assessment

Written examinations, essays and presentations.

It is essential when writing essays, examination papers or any form of assignment to write good English. If you do not express yourself accurately and correctly, then you will almost certainly lose marks.

Writing essays and assignments allows students to demonstrate their own ideas and understanding of a topic. The HARVARD method of referencing is recommended by Cardiff Metropolitan University, regardless of the type of dissertation or assignment which is written.

7. Study Plan
a. BA (Hons.) Accounting & Finance

Level	Semester/ Teaching Block	Module Title (Credits)				
Level 3	Semester/ Teaching Block 1	English Language Proficiency - GLT3001 20 Credits Compulsory	English for Academic Purposes & Study Skills - GLT3006 20 Credits Compulsory	Academic Skills in Practice - GRM3000 20 credits Compulsory	Information Technology in Business - GCO3000 20 credits Compulsory	Introduction to Quantitative Methods – GRM3001 20 credits Compulsory
	Semester/ Teaching Block 2			Management in Contemporary Organisations - GHL3000 20 credits Compulsory	Entrepreneurship (Creativity and Innovation) - GRM3002 20 credits Compulsory	Personal Finance - GAC3000 20 credits Compulsory
Level 4	Semester/ Teaching Block 1	Financial Accounting - GAC4008 20 credits Compulsory	Business Applications - GCO4009 10 credits Compulsory	Financial Services: Regulations and Ethics -GAC4003 10 credits Compulsory		Quantitative Methods - GEC4003 20 credits Compulsory
	Semester/ Teaching Block 2	Management Accounting - GAC4009 20 credits Compulsory	Personal Development Planning - GRM4007 10 credits Compulsory	Digital Accounting - GAC4019 10 credits Compulsory		Business in a Global Context - GSP4002 20 credits Compulsory
Level 5	Semester/ Teaching Block 1	Investment Markets & Principles - GAC5014 20 credits Compulsory		Money, Banking and Risk - GAC5013 20 credits Compulsory		Financial Reporting - GAC5001 20 credits **OR** Taxation GAC5007 -20 credits Option
	Semester/ Teaching Block 2	Performance Management - GAC5010 20 credits Compulsory	Financial Management - GAC5006 20 credits Compulsory	Research Skills 2 - GRM5010 10 credits Compulsory	Summer Experience of Work with Personal Development Planning - GRM5031 10 credits Compulsory **/** Work Experience with Personal Development Planning - GRM5032 10 credits Compulsory	
Level 6	Semester/ Teaching Block 1	Advanced Performance Management - GAA6000 20 credits Compulsory		Advanced Financial Management - GAA6004 20 credits Compulsory		Investment Management - GAC6005 20 credits Compulsory
	Semester/ Teaching Block 2	General Option 20 credits		General Option 20 credits		General Option 20 credits

Level 6 options: students need to choose from the list below any 3 modules of 20 credits each

- **a.**   Strategic Management GSP6000 - 20 credit
- a.   Advanced Financial Reporting-GAA6002-20 credit
- b.   Audit and Corporate Governance- GAA6003- 20 credit
- c.   Capital Markets and Derivatives-GAC6011-20 credit

b. BA (Hons.) Business Economics

Level	Semester/ Teaching Block	Module Title (Credits)				
Level 3	Semester/ Teaching Block 1	English Language Proficiency- GLT3001 20 Credits Compulsory	English for Academic Purposes & Study Skills - GLT3006 20 Credits Compulsory	Academic Skills in Practice - GRM3000 20 credits Compulsory	Information Technology in Business - GCO3000 20 credits Compulsory	Introduction to Quantitative Methods – GRM3001 20 credits Compulsory
	Semester/ Teaching Block 2			Management in Contemporary Organisations - GHL3000 20 credits Compulsory	Entrepreneurship (Creativity and Innovation) - GRM3002 20 credits Compulsory	Personal Finance - GAC3000 20 credits Compulsory
Level 4	Semester/ Teaching Block 1	Introductory Microeconomics - GEC4001 20 credits Compulsory		Finance for Managers - GAC4010 20 credits Compulsory		Gulf Regional Legal Environment of Business - GHL4010 20 credits Compulsory
	Semester/ Teaching Block 2	Introductory Macroeconomics - GEC4002 20 credits Compulsory		Quantitative Methods - GEC4003 20 credits Compulsory		Entrepreneurship and Enterprise - GRM4003 20 credits Compulsory
Level 5	Semester/ Teaching Block 1	Intermediate Microeconomics - GEC5003 20 credits Compulsory	Financial Planning for Business - GAC5011 10 credits Compulsory	Quantitative Methods II - GEC5005 20 credits Compulsory		Research Skills for Economists - GEC5015 10 credits Compulsory
	Semester/ Teaching Block 2	Intermediate Macroeconomics - GEC5004 20 credits Compulsory	Summer Experience of Work with Personal Development Planning - GRM5031 10 credits Compulsory/ Work Experience with Personal Development Planning - GRM5032 10 credits Compulsory	Developing a Business - GLT5006 10 credits Compulsory		Money, Banking and Risk - GAC5013 20 credits OR Investment Markets and Principles - GAC5014 20 credits
Level 6	Semester/ Teaching Block 1	Applied Microeconomics - GEC6003 20 credits Compulsory	Strategic Management - GSP6000 20 credits Compulsory		Applied Macroeconomics - GEC6004 20 credits Compulsory	
	Semester/ Teaching Block 2	Intermediate Applied Econometrics - GEC6018 10 credits Compulsory	Dissertation - GEC6017 30 credits Compulsory		Investment Management - GAC6005 20 credits OR Public Policy Economics - GEC6014 20 credits	

c. BA (Hons.) Business and Management Studies

Level	Semester/ Teaching Block	Module Title (Credits)				
Level 3	Semester/ Teaching Block 1	English Language Proficiency - GLT3001 20 Credits Compulsory	English for Academic Purposes & Study Skills - GLT3006 20 Credits Compulsory	Academic Skills in Practice - GRM3000 20 credits Compulsory	Information Technology in Business - GCO3000 20 credits Compulsory	Introduction to Quantitative Methods – GRM3001 20 credits Compulsory
	Semester/ Teaching Block 2			Management in Contemporary Organisations - GHL3000 20 credits Compulsory	Entrepreneurship (Creativity and Innovation) - GRM3002 20 credits Compulsory	Personal Finance - GAC3000 20 credits Compulsory
Level 4	Semester/ Teaching Block 1	Gulf Regional Legal Environment of Business - GHL4010 20 credits Compulsory		Finance for Managers - GAC4010 20 credits Compulsory		Managing People and Organisations - GHL4007 20 credits Compulsory
	Semester/ Teaching Block 2	Business in a Global Context - GSP4002 20 credits Compulsory	Introduction to Marketing - GSP4064 20 Credits Compulsory	Introduction to Information Systems - GCO4008 10 credits Compulsory		Personal Development Planning - GRM4007 10 credits Compulsory
Level 5	Semester/ Teaching Block 1	Business Operations and Improvement - GSP5068 20 credits Compulsory		Business in Action - GSP5071 20 credits Compulsory		Contemporary Issues in International Political Economy - GSP5003 20 credits Compulsory
	Semester/ Teaching Block 2	Research Methods For Business - GRM5035 10 credits Compulsory	Summer Experience of Work with Personal Development Planning - GRM5031 10 credits Compulsory / Work Experience with Personal Development Planning - BRM5032 10 credits Compulsory	Human Resource Management In Context - GHL5000 20 credits OR Employment Relations - GHL5018 20 credits		Business Obligations - GHL5006 20 credits OR Consumer Law - GHL5020 20 credits
Level 6	Semester/ Teaching Block 1	Leadership and Change Management - GSP6064 20 credits Compulsory	Strategic Management - GSP6000 20 credits Compulsory	Contemporary and International Issues in Business Ethics - GHL6016 20 credits OR HR Strategy & Professional Practice - GHL6015 (20 credits)		
	Semester/ Teaching Block 2	General Option 20 credits	General Option 20 credits	General Option 20 credits		

Level 6 options: students need to choose any 3 modules of 60 credits at Level 6
- Innovation and Entrepreneurship -GSP6032-20 credits
- People Resourcing and Development -GHL6017-20credits
- Business Structures and Regulations -GHL6006-20 credits
- Legal Framework of Employment-GHL6008-20 credits

d. BA (Hons.) Marketing Management

Level	Semester/ Teaching Block	Module Title (Credits)				
Level 3	Semester/ Teaching Block 1	English Language Proficiency - GLT3001 20 Credits Compulsory	English for Academic Purposes & Study Skills - GLT3006 20 Credits Compulsory	Academic Skills in Practice - GRM3000 20 credits Compulsory	Information Technology in Business - GCO3000 20 credits Compulsory	Introduction to Quantitative Methods – GRM3001 20 credits Compulsory
	Semester/ Teaching Block 2			Management in Contemporary Organisations - GHL3000 20 credits Compulsory	Entrepreneurship (Creativity and Innovation) - GRM3002 20 credits Compulsory	Personal Finance - GAC3000 20 credits Compulsory
Level 4	Semester/ Teaching Block 1	Managing People and Organisations - GHL4007 20 credits Compulsory		Finance for Managers - GAC4010 20 credits Compulsory		Gulf Regional Legal Environment of Business - GHL4010 20 credits Compulsory
	Semester/ Teaching Block 2	Business in a Global context - GSP4002 20 credits Compulsory	Personal Development Planning - GRM4007 10 credits Compulsory		Marketing Research - GSP4065 10 credits Compulsory	Introduction to Marketing - GSP4064 20 credits Compulsory
Level 5	Semester/ Teaching Block 1	Managing Marketing Performance - GSP5016 20 credits Compulsory	Marketing in Practice - GSP5018 10 credits Compulsory	Research Methods For Business - GRM5035 10 credits Compulsory	Digital and E-Marketing - GSP5064 10 credits Optional Business Operations and Improvement - GSP5068 20 credits Optional	Sports Marketing and Sponsorship - GSP5020 10 credits Optional
	Semester/ Teaching Block 2	Integrated Marketing Communications - GSP5062 20 credits Compulsory	Summer Experience of Work with Personal Development Planning - GRM5031 10 credits Compulsory / Work Experience with Personal Development Planning - GRM5032 10 credits Compulsory		Consumers, Culture and Commerce - GSP5017 20 credits Compulsory	Creativity and Innovation Management- GSP5015 10 credits OR Events Marketing - GSP5019 10 credits
Level 6	Semester/ Teaching Block 1	Strategic Brand Management and Effective Advertising - GSP6030 20 credits Compulsory		International and Global Marketing - GSP6004 20 credits Compulsory	Contemporary Issues in Marketing - GSP6062 20 credits Compulsory	
	Semester/ Teaching Block 2	General Option		General Option	General Option	

Level 6 options: students need to choose 60 credits at Level 6 Block 2
- Dissertation-GRM6003-40 credits
- Innovation and Entrepreneurship- GSP6032-20 credits
- Contemporary and International Issues in Business Ethics- GHL6016-20 credits
- Strategic Management- GSP6000-20 credits

e. BSc (Hons.) Business Information Systems

	Semester/ Teaching Block					
Level 3	**Semester/ Teaching Block 1**	GLT3001 English Language Proficiency (20 credit) Compulsory	GLT3006 English for Academic Purposes & Study Skills (20 credit) Compulsory	GRM3000 Academic Skills in Practice (20 credit) Compulsory	GCO3000 Information Technology in Business (20 credit) Compulsory	GRM3001 Introduction to Quantitative Methods (20 credit) Compulsory
	Semester/ Teaching Block 2			GHL3000 Management in Contemporary Organisations (20 credit) Compulsory	GRM3002 Entrepreneurship (Creativity and Innovation) (20 credit) Compulsory	GAC3000 Personal Finance (20 credit) Compulsory
Level 4	**Semester/ Teaching Block 1**	GIS4000 Computational Thinking (20 credit) Compulsory		GIS4001 Computing & Society (20 credit) Compulsory		GIS4004 Building for the Web (20 credit) Compulsory
	Semester/ Teaching Block 2	GSP4002 Business in a Global Context (20 credit) Compulsory		GIS4005 Developing Quality Software & Systems I (20 credit) Compulsory		GIS4006 Fundamentals of Information Systems (20 credit) Compulsory
Level 5	**Semester/ Teaching Block 1**	GIS5005 Developing Quality Software & Systems II (20 credit) Compulsory	GIS5008 Digital Business (20 credit) Compulsory		GIS5001 Systems Analysis & Design (20 credit) Compulsory	
	Semester/ Teaching Block 2	GIS5000 Research Methods for Computing & IS (10 credit) Compulsory	GRM5031 Summer Experience of Work with Personal Development Planning (10 credit) Compulsory		GIS5007 Law & Digital Security (20 credit) Compulsory	GIS5009 Multimedia & Interaction (20 credit) Optional / GSP5017 Consumers, Cultures and Commerce (20 credit) Optional
Level 6	**Semester/ Teaching Block 1**	GIS6000 Business Information Systems Dissertation Project (40 credit) Compulsory	GIS6011 Information Systems Project Management (20 credit) Compulsory		GIS6004 Professional & Ethical Issues in IT (20 credit) Compulsory	
	Semester/ Teaching Block 2		GIS6008 Analytics & Business Intelligence (20 credit) Compulsory		General Option (20 credit)	

Level 6 options: students need to choose from the list below any 1 module of 20 credits

- Innovation and Entrepreneurship -GSP6032-20 credit
- Leadership and Change Management GSP6064- 20 credit
- Strategic Management - GSP6000-20 credit
- Teaching of Computing- GIS6010-20credit
- Advanced Multimedia- GIS6009-20 credit
- Cyber Security- GIS6006-20 credit

8. Student Commitments

Attendance

Students are required to attend at least 70% of lectures, seminars and tutorials. If you fall below this threshold and initial warning will be given verbally by the subject tutor. If the non-attendance continues the Programme Leader will issue a written warning which, if still unheeded, may result in termination of your studies. For further details contact your academic advisor.

Plagiarism

It is imperative that you give full and correct acknowledgement of any materials you use in your academic work which are not your own. Failure to do so will be regarded as Plagiarism Students fail programmes because they do not acknowledge the source of materials.

It is normal practice to find information and quote it in an academic essay and the action of quoting and referencing is actively encouraged. It demonstrates research, reading about the topic and provision of a balanced argument. An assignment should be accompanied by a bibliography detailing all the books you read when preparing the assignment, even if no quotes were taken from them. You will need to learn how to reference, support material and short programmes are available at:

http://study.cardiffmet.ac.uk/AcSkills/Pages/Referencing.aspx

Academic Unfair Practice

Where there is justifiable evidence to suggest that a student has presented for assessment work that is not the result of his/her own legitimate efforts e.g. copying from fellow students or the internet, the following procedures will apply:

http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx

Assignment Format

All assessments require a front cover to enable mark recording and feedback, please ensure you use the official form. The front covers can be obtained from (insert details). Always ensure your name is on every sheet of your assignment and the pages are clearly numbered. The pages should be stapled together and placed in a protective wallet.

CD ROMs containing work should always be clearly marked with your name, programme name, module and assignment name. Always keep a backup copy of the assignment. Do not delete your copy until you have the marked assignment back.

You will receive feedback on your assignment within three weeks of submission. Please note that late submission of an assignment where there have been no exceptional circumstances will be classed as a fail and any re-submission capped at 40.

9. Ethics

For AY 18/19 a 100% penalty will apply to all students who fail to achieve ethical approval for primary research.

10. Student Support

In addition to academic advising services provided by faculty concerned, a section named Student Affairs is functioned under the Centre for Admissions and Registration (CAR). The Student Affairs will take care of some of the student support services related to academic and non-academic issues.

10.1 Academic Advising:

Gulf College recognises the importance of ensuring that students have the necessary and appropriate guidance to enable them to make the best decisions regarding their education and to give them the best opportunity to succeed. One of the ways to achieve this is through the Academic Advising System. Gulf College ensures that each student has an academic advisor who will guide them through their academic journey. Each Academic Advisor allocates 5 timetabled hours per week for academic advising and students can meet them at any time during these hours without any prior appointment.

For further information on the academic advising system in Gulf College, please refer to the academic advising policy in appendix 19.1.

10.2 Career Advice:

Information about job positions that are announced by different organisations will be made available to you through the Centre for Career Guidance and Alumni Affairs office. Contact Mrs. Faiza Kiran Ahmed, Centre Manager and can reach via email: faiza@gulfcollege.edu.om

10.3 Non-academic Counselling:

Student Affairs section under the Centre for Admissions and Registration is responsible to provide counselling related to non-academic issues.

10.4 Financial Advice

Financial Advice is provided by Gulf College's Centre for Admin and Finance and you can contact Mr. George Abraham via email: abraham.george@gulfcollege.edu.om

10.5 Health & Safety Advice

Health and Safety advice could be obtained through the Centre for Admin and Finance office.

11. Appeals, Complaints and Academic Regulations

As a student of Cardiff Metropolitan University you are subject to a number of the University's regulations including their academic regulations, unfair practice procedure, mitigating circumstances procedure, appeals procedure and complaints procedure.

If you are unhappy with any aspect of your experience and wish to make a complaint you should first try and resolve your complaint through the mechanisms that are in place at your local institution. Once you have completed these procedures, if you are still not satisfied you may complain to the University directly.

The procedure in dealing with appeals procedure in Gulf College can be found in 19.5 Appendix: Flowchart – Appeals Procedure.

Details of these procedures can be found in the Cardiff Metropolitan University Student Handbook: http://www.cardiffmet.ac.uk/study/studentservices/Pages/Student-Handbook-and-Student-Charter.aspx

a. To make a complaint to Gulf College:

Gulf College is always vigilant to provide maximum support to all students and the doors are always open to any grievances from the students. Gulf College offers various platforms for its students to address their grievances based on the nature of the grievance, either of an academic nature or of non-academic nature. In case of grievances, irrespective of academic or non-academic issues, students' have the opportunity to contact Students Affairs section, functions under the Centre for Admissions and Registration. All the newly enroled students are well informed about the various grievance addressing platforms during the induction week.

For further information on the student's grievance procedure in Gulf College, please refer to the procedure in appendix 19.2

b. To submit mitigating circumstances:

All students who have mitigating circumstances have to report them to the Academic Registrar providing medical or other evidence for that at their earliest convenience, i.e. after end of hospitalisation period. The decision on the mitigating circumstances is of the Exam Board and will be announced privately. You have to complete the mitigating circumstances form and attach to it all relevant document in support of your position.

The procedure in dealing with mitigating circumstances can found in 19.3 Appendix: Flowchart – Procedure for Mitigating Circumstances Claims. For further details please consult the Cardiff Met's Academic Handbook:

http://www.cardiffmet.ac.uk/registry/academichandbook/Pages/default.aspx

c. To request a withdrawal or suspension:

Any student who wants to submit a withdrawal or suspension request can make it any working day at Gulf College Faculty of Business and Management Studies office.

12. Induction

The induction takes place during the beginning of every semester

13. Fees

Students have various convenient options of fee payment, either in instalments or to pay per module as mentioned below. Alternatively they can put forward a payment proposal to the finance section for approval. Another option is based on the sponsorship payment pattern.

14. Accommodation

Gulf College provides accommodation for female students in an outsourced building close to the college. For further details you may contact to Students Affairs section under the Centre for Admissions and Registration.

15. Learning Centre Services

As a student of Cardiff Metropolitan University you are entitled to full access to the University's electronic resources. These include a range of guidance on academic skills, access over 30,000 e-journals, 4500 e-books and about 120 databases:

Cardiff Metropolitan University:

http://study.cardiffmet.ac.uk/LC/Pages/default.aspx

In addition Gulf College provides access to EBSCO Business Source Complete, Science Direct and Scopus. Access to EBSCO is possible off-campus – access details can be obtained from the Library. Access to Science Direct and Scopus is available only through the computers at Gulf College.

16. Student Representatives

Students are elected to represent each 'year' in the relevant programmes. Student representatives participate in the Student Council meetings, are expected to give feedback and comments, and may raise specific issues. They are our partners in the process of course development. They make suggestions for improvements; they may undertake some project work and participate in a number of activities (e.g. helping out with open days).

17. Health and Safety

POLICY ON DISABILITY

Gulf College has adapted the policy for disabled Students from the Cardiff Metropolitan University and is committed to providing opportunities to the students with special needs. Gulf College will establish support needs and, where possible, provide assistance to meet those needs. Details of the Cardiff Metropolitan University policy can be found at: *http://www.cardiffmet.ac.uk/English/studentservices/Disability/Pages/DisabilityEqualityScheme.aspx*

POLICY ON BULLYING AND HARASSMENT

A safe working and educational environment depends on more than behavior of individuals. Gulf College will focus on the prevention of bullying and harassment through the development of a work and study culture in which relationships are characterised by dignity and respect as well as tackling inappropriate behavior. Gulf College is committed to building a safe work and study environment in which both staff and students feel confident to raise concerns. Gulf College fully supports the right of all people to be treated with fairness, dignity and respect. It is committed to fostering an environment that values the diverse nature of its community, and where its staff, students, visitors and contractors can work, learn and visit free from intimidation, aggression, coercion and victimisation. Gulf College will not tolerate bullying and harassment as it recognises that such behavior is unacceptable, discriminatory and may also be unlawful. Details of the Cardiff Metropolitan University policy can be found at: *https://www.cardiffmet.ac.uk/study/studentservices/Documents/Harassment%20and%20Bullying%20Policy%20and%20Procedure.pdf*

POLICY ON GENDER AND RACE ANTI-DISCRIMINATION

Gulf College has developed an equal opportunities environment for all members of its community. It will not discriminate on grounds of age, race, colour, nationality, ethnic origin, creed, gender, sexual orientation, disability, health or marital status. Details of the Cardiff Metropolitan University policy can be found at: *http://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/Equal_Opportunities_Policy%20version%20March%202014.pdf*

DISCIPLINARY ISSUES (WHAT IS NOT ALLOWED)

Plagiarism

Plagiarism is considered to be a very serious violation of the rules and regulations and it is penalized according to the regulations of Gulf College and the Cardiff Metropolitan University.

Narcotics (drugs)

We, at Gulf College, strongly support the state anti-drug legislation on narcotics. Every student is kindly asked to sign special anti-drug declaration (Enclosure 4) and present it to the Registrar. The students who do not wish to sign their anti-drug declarations will not be registered as students of Gulf College for the specific academic year. Violation of this rule leads to expulsion from Gulf College.

Smoking

Smoking is prohibited on the premises of Gulf College. Disciplinary measures will apply in case of violation of the no-smoking rule.

Damage of GULF COLLEGE property

We pride ourselves on our constant efforts for achieving very high standards of education. This includes provision of state-of-the-art computers and other equipment. With the aim of protecting the rights of the students to work with the best available equipment anybody will be kept liable for any loss of or damage to Gulf College property caused by his/her/their

carelessness, negligence or misuse of the computers, printers, TV and other electronic equipment as well as for the tables, whiteboards, etc. Please note that writing on the tables or marking them in any other way, or sticking chewing-gum to the tables, chairs, boards, etc. will be considered a serious damage and the perpetrator will be subject to disciplinary actions. A second offence will result in exclusion from Gulf College.

Cheating During Exams

Cheating during exams is considered an unacceptable practice and leads to disciplinary measures as far as it disadvantages your colleagues (competing later on with the cheating person for the same job positions). The following practices will result in disciplinary measures:

  i. Starting to work on the exam questions before the invigilator announces the beginning of the exam and working on the exam after the end of the exam is announced.
  ii. Turning around during the exam; copying from the papers of other students or other unauthorised sources
  iii. Using unauthorised texts, papers, electronic or other devices during the exam

To know the procedure to be followed during the violation of these rules and regulations please refer to http://www.cardiffmet.ac.uk/registry/academichandbook/Documents/AH1_04_04.pdf

Disturbing other students and faculty during classes and exams

According to the Regulations, the following actions will be considered as violation of the rules:

  i. Speaking to/contacting other students during the exam except in cases of Acts of God
  ii. Producing loud/unpleasant/bothering sounds which bother the other students during the classes and exams
  iii. Using mobile phones for whatever purposes during the classes and exams. The ringing of a mobile phone is considered a misuse and the possessor of the device will be expelled from the class/exam. Mobile phones are not allowed to be used as calculators.
  iv. Leaving the exam room during the first and the last ½ hours of the exam.

18. Rules and regulations for Student Discipline

1. General Statements

  1.1. All students admitted to Gulf College shall abide with the policies, rules and regulations prescribed by the College and assume all responsibilities appertaining to his/her status as a student.

  1.2. The rules and regulations contained therein shall govern the students' conduct and behaviour.

  1.3. It provides the corresponding administrative sanctions for any violation as well as the imposition of the prescribed penalty after due process.

2. Rights and Duties of Students

  2.1. Every student in the College has the right to:

a. receive quality education through proper administrative support, competent tutors, adequate educational facilities, and conducive learning environment;

b. select his/her programme of study as long as he/she possesses all entry requirements;

c. avail student services in the form of pastoral support and personal tutoring.

d. request his/her own record which shall be treated with utmost confidentiality by the College and

e. express opinions and suggestions with regard to their study programme following the proper channels of communication.

2.2. Corollary to the above given rights are the duties

a. portray a high degree of self-discipline and good conduct at all times;

b. respect the opinions and cultures of others;

c. exhibit pleasing personality at all times - wearing appropriate attires;

d. take care of buildings, furnishings and all College properties;

e. attend all classes and timetable activities punctually and explain any absence or lateness to your tutors;

f. take responsibility for own learning with support from the tutor;

g. conduct self in a way which ensures the rights of all users and ensures equal opportunity;

h. take responsibility for entering and attending assessments at the required date, time and place;

i. notify the Centre for Admission and Registration in writing the reason for leaving a programme, if in case this is done;

j. return all books and properties on loan to the College;

k. inform the Centre for Admission and Registration of any change in circumstance promptly;

l. follow the Health and Safety code of practice;

m. submit the mitigating circumstances documentation for consideration within the specified time period and as per the process, if it is claimed for any unforeseeable or unavoidable circumstances.

3. **Unauthorised Absence**

3.1. For unauthorised absences, first, second and third warnings are given to students. If the student will incur a fourth unauthorised absence, then he/she could even be withdrawn from the module.

4. Breaches of Assessment Regulations

4.1. **The Nature of Academic Unfair Practice**

    a. Academic unfair practice is any attempt by a student to gain unfair advantage in any assessment. It threatens the integrity of the assessment procedures and the standards of assessment, and therefore as serious offence.

    b. Academic unfair practice is demonstrated by any one of the following:

        b.1. Bribery or paying/offering inducements to another person to obtain an advanced copy of an unseen examination, or to obtain a copy of a coursework assignment in advance of its distribution to the students concerned.

        b.2. Cheating is any attempt to complete an examination or assessment by unfair means.

        b.3. Plagiarism is submitting the work of others as your own for the purposes of satisfying assessment requirements. Plagiarism also includes allowing your work to be copied by another student.

        b.4. Other forms of academic unfair practice as contained in the breaches of assessment regulations in formal examinations are: taking any books, notes, materials, etc. of any kind which are relevant to a particular examination other than those permitted by the chief invigilator; copying or attempting to copy the work of any other candidate sitting for the same examination; any unauthorised communication with other candidates during the examination; and any attempt to gain improper access to an examination paper before an examination is taken.

4.2. The procedure in dealing with plagiarism and other forms of academic unfair practice cases is shown in 19.4 Appendix: Flowchart – Procedure for Plagiarism/ Academic Unfair Practice.

5. Non-Academic Offences

5.1. **Less Serious Offences**. These are behaviours or actions that violate the basic standards of good manners and right conduct. These are:

    a. Discourtesy or improper aggressiveness, tendency to fight, uttering harsh and indecent words that provoke other persons, etc.

    b. Displaying or distributing obscene pictures, music, movies and other pornographic forms

    c. Smoking, and drinking liquor within the College premises

    d. Littering or throwing, scattering and spreading rubbish in the College not in the designated places

5.2. **Serious Offences**. These are habits and practices that are inconsistent with the mission and objectives of the College

a. Non-physical injury or harassing, annoying, grossly insulting other persons which includes uttering of harsh and degrading words to school authorities

b. Public disturbance or deliberate shouting, booing or making unruly sound in a workshop, meeting or relevant activities;

c. Indecent physical intimacy or improper relations with the opposite sex, or even within the same sex, such as: holding hands in public; intimate kissing; etc.

d. Violating library regulations like mutilating books and other resources, taking out books without proper permission, viewing or downloading any form of pornographic, racist or offensive material, using email to send abusive, racist, offensive messages to anyone, harassing any person via email, and hacking.

5.3. **Very Serious Offences**. These are infractions that extremely violate rules and regulations of the College and laws of Oman.

a. Theft/Stealing or taking of money, property or property rights belonging to another person.

b. Forgery and Falsification. Forgery is falsely signing for or misrepresenting another person in writing while falsification is attesting false statements that is damaging to other persons.

c. Vandalism or intentional destruction or damaging College properties such as furniture, window panes, software, electronic equipment and others, and writing or drawing on the walls,

d. Physical/Verbal assault or illegal physical attack upon another person such as kicking, boxing, slapping, etc.;   or verbally uttering words that besmirch the reputation of another;

e. Possession of deadly item or carrying or using any deadly bladed or sharp object etc.;

f. Offenses analogous to the foregoing. Other forms of violations not included but similar to the above mentioned offenses.

6. **Types of Disciplinary Actions**

6.1. **Minor Disciplinary Sanctions**

a. **Warning** is a notice to the student that continuation or repetition of specified conduct may be a cause for other disciplinary action.

b. **Reprimand** is a severe form of formal rebuke by a person in authority.

c. **Censure** may either be an oral or written reprimand for violation of specified regulation(s).

6.2. **Major Disciplinary Sanctions**

a. **Suspension** entails exclusion from classes, and exclusion from other privileges or activities or from the College as indicated in the notice of suspension.

b. **Dropping/Dismissal** refers to permanent termination of student status without possibility of readmission to any institution of higher learning.

6.3. The offenses with their corresponding disciplinary actions are as follows:

Type of Offense	Disciplinary Action	Implementing Authority
Less Serious 1st Offense 2nd Offense 3rd Offense	 Counselling Reprimand One day Suspension	 Head of Faculty
Serious 1st Offense 2nd Offense 3rd Offense	 One-week suspension 2-3 week suspension One month suspension	 Disciplinary committee
Very Serious 1st Offense 2nd Offense	 One month suspension Dismissal	 Disciplinary committee

7. Procedures for Disciplinary Measures

7.1. The College shall exercise due process in dealing with student disciplinary measures.

7.2. Any concerned student shall seek advice or consult with a responsible person whose area of responsibility the problems arouse. As much as possible, problems should be settled amicably in the initial stage of consultation and advice.

a. A student should be informed in writing of the nature and cause of the complaint against him/her. He should be given the time to answer the charge within 72 hours or three (3) days upon receipt of the notice.

b. The student shall have the right to answer the charges against him/her with the assistance of his Personal Tutor.

c. The student shall have access to evidence against him/her and be given a list of witnesses. He/she shall likewise have the right to present evidence to prove his/her innocence.

d. Evidences gathered shall be considered by a Disciplinary Committee who will hear, investigate and render decisions on the case.

e. The student may have the right to appeal decisions rendered by a Discipline Committee to the next higher level.

7.3. The procedure for disciplinary measures are

a. A complainant against a student shall formally file a written complaint to the College.

b. The defendant is informed of the complaint and is given 72 hours or three (3) days to answer the charges filed against him. He/she may also be represented/ assisted by a counsel of his choice.

c. Upon presentation of evidence by both the complainant and defendant, the Disciplinary Committee shall conduct an investigation of the case, and submit its findings and recommendations to the Dean.

d. The decision of the Disciplinary Committee is final unless an appeal is filed by any of the parties with in a prescriptive period of two weeks for further review.

19. Appendix

19.1 Appendix: Academic Advising Policy

Contents

Introduction

Academic Advising in Gulf College

Process to support delivery of Academic Advising Activities

Schedule of Academic Advising Activities

Academic support for students' at risk

Student at-risk Definition

Introduction

Academic Advising Policy of Gulf College (GC) reflects the advising principles of academic advisor (AA). The policy states the vision of academic advising in GC and the roles and responsibilities of both the advisor and students. Through the Academic Advising System GC ensures that the students have the necessary and appropriate guidance to enable them to make the best decisions regarding their education and to give them the best opportunity to succeed.

Academic Advising in Gulf College

In GC it is a shared responsibility of AA, lecturer, Centre for Admission and Registration (CAR) and Centre for Capacity Building (CCB) to promote academic advising amongst the students. GC ensures that each student has an academic advisor who will guide them through their academic journey. Advisors assist with both module selection and academic planning. Undergraduate programmes offered in FCS and FBMS require specific sequencing of modules in order to reach degree completion in a timely manner. Additionally, students benefit from guidance in exploring potential majors and coordinating career goals with educational opportunities.

All new students are informed about Academic Advising during the Induction Programme. Students are informed that they will have an AA who provides effective advising and learning support in their studies. In order to give a fair and equal opportunities to all the students, special needs students have a sign language interpreter along with their AA.

Students with declared majors are advised through their specific faculty to ensure that they receive focused advising and have access to their AA whom they can consult regarding institutional requirements and resources. Students should be reminded that they are ultimately responsible for their own academic programme and success. *For further information on students' responsibilities, please refer section in this handbook.*

An AA should never replace an individual student's responsibility.

Process to support delivery of Academic Advising Activities

During enrolment CAR briefs the students about alternative programme schedules and different module choices but students themselves are responsible for selecting the content of their academic programmes and making progress towards their chosen academic degrees.

Students are allocated an advisor from the same faculty where they are studying and they remain with the same advisor for the duration of their studies, except where this is not possible.

In order to ensure there is a parity of student experience , whilst allowing for acceptable levels of diversity in delivering Academic Advising sessions, and training sessions are arranged for the Advisors by CCB, CAR and faculty .

During induction all the new students are given orientation about the UK system of education, GC system, campus tour, different support centres and the golden rules of GC.

During module registration student can meet their AA who will brief them about the module credits, optional modules, module components, student timetable, assessments etc.   Along with these, the previous semester results are explained to the existing students. Students are guided to select appropriate modules keeping their preference in mind

During the teaching weeks a lecturer/AA allocates timetabled 5 hours per week for academic advising and students can meet them at any time during these hours without any prior appointments. Lecturer maintains a record of the students who have availed these academic advising hours. Lecturer also keeps a track of students' at risk with timely identification and appropriate academic support sessions. Academic Programme and Regulations (APR) are made available through IPTV by the CCB. Lecturer/AA conducts APR Workshops thrice a semester to keep the students abreast with GC system. *For further information about lecturer's and AA's responsibilities, please refer to their job descriptions.*

CCB along with faculty is responsible for monitoring the effectiveness of the Academic Advising system. Staff and students will be encouraged to comment on aspects of good practice and make suggestions for improvements at an annual review.

Students will be given an opportunity to evaluate the efficiency of the academic advising system through student survey conducted by Centre for Quality Management (CQM) annually.

New Students		Existing Students	
Week 1	Group academic advising during induction	Week 1	Module registration
Week 2	Module registration	Week 2	Further academic advising meeting
Week 3-4	Further academic advising meeting/ academic support	Week 3-4	Further academic advising meeting/ academic support
Week 4	Group academic advising during (APR)	Week 4	Group academic advising during (APR)
Week 5	Group academic advising during (APR)	Week 5	Group academic advising during (APR)
Week 6-10	Further academic advising meeting/ academic support	Week 6-10	Further academic advising meeting/ academic support
Week 10	Group academic advising during (APR)	Week 10	Group academic advising during (APR)
Week 10-14	Further academic advising meeting/ academic support	Week 10-14	Further academic advising meeting/ academic support

Academic support for students' at risk

Students are responsible for their learning and are proactively supported by the lecturers, who aim to make the student's academic journey successful, while identifying and responding to individual student needs. Lecturers support the students' to achieve their potential through early identification of students' at risk and address the issues which have the potential to adversely affect their educational goals.

Student at-risk definition

All the new students (GFP, PSP, Level 3 Block 1 and APL/RPL/AS) are considered to be at risk until they show fair performance in their formative assessments.

Based on the previous results, all existing students who secured below 40 marks, AUP/AD cases, NS, EC/MC cases.

All students in level 5 with third class marks based on the previous results will be considered as at-risk for Level 6.

All the students having less than 50% attendance by the end of week 4 are considered at risk for that module.

An update to the at students' at risk data can be made by the module tutor whenever required, based on the following criteria:

The students who have poor class performance or participation level or low attendance.

The student who have deviated from their academic path due to any other reasons.

The students with low performance in their formative/mock assessment.

19.2 Appendix: Student's Grievance Procedure

Student Considers a grievance

Informal Grievance

Student raises the grievance with the academic advisor

Academic advisor review the grievance and informed the outcome within 2 working days to the students

If student satisfied with the outcome?

Yes

No

Academic Advisor refer the grievance to the Programme Leader/HoF

Faculty investigate the grievance

Student informed the outcome within 10 working days

If student satisfied with the outcome

No

Yes

Formal Grievance

Student submits formal grievance form to the Academic Registrar office

Academic Registrar office examines the grievance

If partner university involved?

Yes

No

Academic registrar office will send the grievance details and supporting documents to partner university

Academic registrar office will send the grievance and the supporting documents to the corresponding faculty head or centre manager

Academic registrar will inform the formal outcome to the students with in 30 working days

Faculty/Centre manager will send the outcome to the Academic Registrar office

Academic registrar will inform the formal outcome to the students with in 10 working days

End

19.3 Appendix: Flowchart – Procedure for Mitigating Circumstances Claims

```
┌─────────────────────────────────────────────────────────────┐
│ Period for submitting Mitigating Circumstances (MC) Claims is │
│ notified for the semester                                     │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ Student requests MC form from the concerned Administrator     │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ Student submits the MC form along with the supporting         │
│ documentation to the Administrator on or before the deadline. │
│ The Administrator has to ensure that the MC Form is complete  │
│ and the evidence is attached and acknowledgement is issued to │
│ the student.                                                  │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ The Administrator to ensure a day prior to the MC Panel       │
│ meeting that the MC forms and related documentation is in     │
│ order and inform this to the Chair of the MC panel.           │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ MC Panel meets represented by the Head of Faculty or his/her  │
│ nominee, Administrator and Academic Registrar (Chair)         │
└─────────────────────────────────────────────────────────────┘
                              │
                              ▼
┌─────────────────────────────────────────────────────────────┐
│ MC panel up-holds or rejects the MC claims based on the       │
│ documentation provided.                                       │
└─────────────────────────────────────────────────────────────┘
                    │                          │
                    ▼                          ▼
┌────────────────────────────┐   ┌────────────────────────────┐
│ The student is informed    │   │ Academic Registrar to       │
│ about the outcome in       │   │ ensure that the required    │
│ writing                    │   │ information and             │
└────────────────────────────┘   │ documentation is provided   │
                    │             │ for the Examination board.  │
                    ▼             └────────────────────────────┘
┌────────────────────────────┐
│ Student can appeal within 7 │
│ days of receipt of the      │
│ outcome for reconsideration │
└────────────────────────────┘
```

19.4 Appendix: Flowchart – Procedure for Plagiarism/ Academic Unfair Practice

The invigilator or the examiner reports about the suspected academic unfair practice case filling in the standard form along with the required documentation to the Faculty Head or his/her Programme Leader which is then passed on to the Administrator. The examiner marks the student's work.

↓

The Administrator records the suspected academic unfair practice case on the standard format and ensures that the documentation is in place.

↓

The Administrator informs the student two working days prior to the hearing date to attend the hearing. (Student would be contacted twice and if he/she does not respond or does not attend the hearing then the Plagiarism Investigation Panel would take the final decision.)

↓

A day prior to the hearings the Administrator provides the required information to the Chair of the Academic Unfair Practice Cases Hearing Panel to ensure that the necessary documentation is in place.

↓

Plagiarism hearing takes place with the student who can bring in a fellow student with him/her to the hearing. The panel is represented by the Head of Faculty or his/her nominee, Administrator and Academic Registrar (Chair). If proven, the student would sign the undertaking. If in case the student does not accept the act of academic unfair practice and it is felt by the Panel that there is a need to reconvene the hearing again with the student then this would be held in the next two working days. The Panel would take the final decision based on the hearing(s) and evidence.

↓

The Administrator reconfirms the student about the outcome of the hearing within two working days from the date of final hearing.

↓

Academic Registrar to ensure that the required information and documentation is provided for the Examination Board.

19.5 Appendix: Flowchart – Appeals Procedure

```
                    ┌─────────────────────────┐
                    │  Exam results published │
                    └────────────┬────────────┘
                                 │
                                 ▼
        ┌──────────────────────────────────────────────┐
        │ Student must lodge, with the Module tutor, a   │
        │ written intent to appeal within 5 working days,│
        │ and submit a full written request within 10    │
        │ working days.                                  │
        └──────────────────────────────────────────────┘
                    │                          │
        Franchise Programme          General Foundation Programme
                    │                          │
                    ▼                          ▼
   ┌──────────────────────────┐   ┌──────────────────────────────┐
   │ The College informs the  │   │ Module tutor informs the      │
   │ University immediately    │   │ Programme Leader immediately  │
   │ and forwards the full     │   │ and forwards the full         │
   │ submission documents.     │   │ submission documents.         │
   │                           │   │ Programme Leader submits the  │
   │                           │   │ appeal to the Panel           │
   └──────────────────────────┘   └──────────────────────────────┘
                    │                          │
                    ▼                          ▼
   ┌──────────────────────────┐   ┌──────────────────────────────┐
   │ The University and College│   │ The Panel processes appeal    │
   │ liaise on processing the  │   │                               │
   │ appeal.                   │   │                               │
   └──────────────────────────┘   └──────────────────────────────┘
                    │                          │
                    ▼                          ▼
   ┌──────────────────────────┐   ┌──────────────────────────────┐
   │ The University informs the│   │ The College informs student   │
   │ student of any further    │   │ of any further requirements   │
   │ requirements and the      │   │ and the outcome of the appeal │
   │ outcome of the appeal     │   │                               │
   │ through the College.      │   │                               │
   └──────────────────────────┘   └──────────────────────────────┘
```