



كلية الخليج  
GULF COLLEGE



## Gulf College

# Student Handbook (Staffordshire University Programmes)

Academic Year 2018-2019

This handbook covers the provision of the following programmes:

- BSc (Hons) in Computing Science
- BSc (Hons) in Information Systems
- BSc (Hons) in Mobile Computing

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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.

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

- Your status as a Staffordshire University student
- Academic Regulations and Conduct of Examinations
- Academic Dishonesty Procedure
- Extenuating Circumstances Procedure
- Data Protection and Freedom of Information
- Complaints and Appeals
- Disciplinary Procedures, Codes of Conduct and Ethics
- Health and Safety and Health advice

## 2. Overview of the Faculty

The Faculty of Computing Sciences is responsible for the delivery of following Staffordshire University programmes in Gulf College.

- BSc (Hons) in Computing Science
- BSc (Hons) in Information Systems
- BSc (Hons) in Mobile Computing

For further information about the above undergraduate 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	Mr. Abubucker Shamsudeen Shaffi ( <a href="mailto:abobacker.shaffi@gulfcollege.edu.om">abobacker.shaffi@gulfcollege.edu.om</a> )
Programme Leaders	a) Mrs. Rula Khalid Abbas Al Azawi ( <a href="mailto:rula@gulfcollege.edu.om">rula@gulfcollege.edu.om</a> ) b) Dr. Hazel C.Tagalog ( <a href="mailto:hazel.tagalog@gulfcollege.edu.om">hazel.tagalog@gulfcollege.edu.om</a> )
Faculty Administrator	Mr. Adnan ( <a href="mailto:adnan@gulfcollege.edu.om">adnan@gulfcollege.edu.om</a> )

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

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

### 2.1 Faculty Objectives

The Faculty of Computing Sciences (FCS) is committed to provide educational excellence by offering international programme of studies in the field of information systems, mobile computing and computing science.

1. Educate learners to be excellent Computing professionals who are effective problem solvers and developers of innovative and cutting-edge IT applications.
2. Produce highly competent and responsible graduates who are able to contribute to national development and address critically global issues and challenges through research and development and entrepreneurial activities.
3. Build a strong community of computing professionals among its faculty members, students and graduates especially the IT industry practitioners who are able to work collaboratively towards the advancement of computer technology.
4. Provide quality teaching and learning pedagogies and modern approaches to deliver an excellent IT education that is aligned with international standards.
5. Maintain high calibre professional faculty members who are able to exceptionally carry out the teaching, research and community engagement functions

### 3. The Programme

On successful completion of the programme you will be awarded from Staffordshire University in one of the following the title as per your registration in the college.

- BSc (Hons) in Computing Science
- BSc (Hons) in Information Systems
- BSc (Hons) in Mobile Computing

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

All the students seeking admission to any of the undergraduate programmes must go through the General Foundation Programme as per the regulations stipulated by the Ministry of Higher Education in the Sultanate of Oman.

#### a. Advanced Standing & Accreditation of Prior Learning (APL)

**Advanced Standing (AS):** is an agreement with another institution whereby an individual student who has undertaken part of a course of study at the institution may apply to transfer to an appropriate programme of study at the University. Applications are dealt with on an individual basis and follow normal admissions procedures.

**Accreditation of prior learning (APL):** a process for assessing and, as appropriate, recognising prior learning or prior certificated learning for academic purposes. This recognition may give the learning a credit-value in a credit-based structure and allow it to be counted

towards the completion of a programme of study and the award(s) or qualifications associated with it.

The APLs will enable an individual to incorporate previous relevant theoretical and/or practical learning into a programme of study. Accreditation is a means of considering all relevant formal certificated learning for credit towards a named award. Units of learning, theoretical or practical that are accepted for accreditation must be of compatible value to the programme content and academic level.

## **5. Management of Programme**

### **5.1 Programme Management**

The College carries the overall responsibility to partner universities for ensuring the consistency in the way the undergraduate programmes are managed.

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

The final responsibility for student awards is with the Award Board which is composed of members who include: the External Examiners, Chair who is a senior academic from the University, Gulf College Faculty of Computing Sciences staff, Academic Registrar and Gulf College Academic Administrators. The Award 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. The Programme Advisor appointed from Staffordshire University will also attend one programme review committee meeting per year. The Programme Review Committee is chaired by the Head of Faculty/ Programme Leader who is responsible to the Programme Review Committee for the effective operation of the Programme.

The Head of Faculty/ Programme Leader 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. Staffordshire University and Gulf College 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 Leader 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 offered in other institutions of which they have knowledge. More information on the role of the External Examiner is available at [http://www.staffs.ac.uk/assets/EE%20Roles%20and%20Responsibilities\\_tcm44-81449.pdf](http://www.staffs.ac.uk/assets/EE%20Roles%20and%20Responsibilities_tcm44-81449.pdf)

Students are entitled to view External Examiner reports and responses submitted in the previous academic session either during the Programme Review Committee meetings or 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 periods of 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 year.

#### **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 makes their lecture notes available on partner universities 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 Staffordshire University students, including those studying at a partner institution, have access to the University's electronic resources.

### ***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 Staffordshire University, regardless of the type of dissertation or assignment which is written.

## 7. Study Plan:-

### a. BSc (Hons.) Computing Science

<b>LEVEL 3</b>	Semester 1/ Block 1	ELT3001 English Language Proficiency (15 credit)	ELT3006 English for Academic Purposes & Study Skills (15 credit)	COIS30887 Introduction to Professional and Academic Skills (30 credit)	COSE30573 Introduction to Software Development and Computer Systems (30 credit)	COIS31041 Introduction To Web and Database Technologies (30 credit)	COIS31042 Mathematics for Computing (15 credit)
	Semester 2/ Block 2						COIS31043 Entrepreneurship (Creativity and innovation) (15 credit)

<b>LEVEL 4</b>	Semester 1/ Block 1	COSE40577  Introduction to Software Development (30 Credit )	COCS40691  Fundamentals of Computing & Mathematics (30 Credit)	COIS41165 Structured Systems Analysis and Design  <b>(OR)</b>  COSE40672 Application Modelling (30 Credit)	COIS41020 Business Information Systems in Organisations  (15 Credit)
	Semester 2/ Block 2				COIS40890 Dynamic Data Interchange (15 Credit)

<b>LEVEL 5</b>	Semester 1/ Block 1	COIS51045  Enterprise Application Development (30 Credit)	COIS51030  Professional Computing (30 Credit)	COSE50586 Web & Mobile Application Development  <b>(OR) COSE50637</b> Engineering Software Applications (30 Credit)	COWB50343 Digital Media and The Web (15 Credit)
	Semester 2/ Block 2				COCS50710 Programming Techniques with LabVIEW (15 Credit)

<b>LEVEL 6</b>	Semester 1/ Block 1	COIS61028 Final Year Project (45 Credit)	COIS61029 Emerging Technologies and Concepts (15 Credit)	COIS61027 Information Systems Strategy  <b>(OR)</b>	COIS60918 Enterprise Data  <b>(OR)</b>
	Semester 2/ Block 2		COCS60668 Real Time and Safety Critical Systems  (30 Credit)	COCS60664 Interfacing and Distributed Computing Techniques (30 Credit)	

**b. BSc (Hons.) Information Systems**

<b>LEVEL 3</b>	Semester 1/ Block 1	ELT3001 English Language Proficiency (15 credit)	ELT3006 English for Academic Purposes & Study Skills (15 credit)	COIS30887 Introduction to Professional and Academic Skills (30 credit)	COSE30573 Introduction to Software Development and Computer Systems (30 credit)	COIS31041 Introduction To Web and Database Technologies (30 credit)	COIS31042 Mathematics for Computing (15 credits)
	Semester 2/ Block 2						COIS31043 Entrepreneurship (Creativity and innovation) (15 credit)

<b>LEVEL 4</b>	Semester 1/ Block 1	COCS40691 Fundamentals of Computing and Maths (30 Credit)	COSE40671 Software Development (15 Credit)	COIS41163 Business Information Systems in Organisations (30 Credit)	COWB40364 Digital Application Development (30 Credit)
	Semester 2/ Block 2		COIS40899 Social Media For Business (15 Credit)		

<b>LEVEL 5</b>	Semester 1/ Block 1	COIS51045 Enterprise Application Development (30 Credit)	COIS51030 Professional Computing (30 Credit)	COIS51031 E-Business Management (30 Credit)	Option (30 Credit)
	Semester 2/ Block 2				

<b>LEVEL 6</b>	Semester 1/ Block 1	COIS61028 Final Year Project (45 Credit)	Option (15 Credit)	COIS60918 Enterprise Data (30 Credit)	COIS61018 Practical Collaboration with Cloud Technologies (30 Credit)
	Semester 2/ Block 2				

<b>L5 Options: Choose any one</b>	<b>L6 Options: Choose any one</b>
<b>COWB50348</b> Visual Web Design	<b>COIS61188</b> Information Systems Engineering In Industry
<b>COCS50694</b> Networking Fundamentals	<b>COIS61187</b> Knowledge Discovery and Data Mining
<b>COIS50950</b> Strategic Information Systems Management	<b>COIS60779</b> Knowledge Management in Organisations
	<b>COIS61080</b> Entrepreneurship

**c. BSc (Hons.) Mobile Computing**

<b>LEVEL 3</b>	Semester 1/ Block 1	ELT3001 English Language Proficiency (15 credit)	ELT3006 English for Academic Purposes & Study Skills (15 credit)	COIS30887 Introduction to Professional and Academic Skills (30 credit)	COSE30573 Introduction to Software Development and Computer Systems (30 credit)	COIS31041 Introduction To Web and Database Technologies (30 credit)	COIS31042 Mathematics for Computing (15 credit)
	Semester 2/ Block 2						COIS31043 Entrepreneurship (Creativity and innovation) (15 credit)

<b>LEVEL 4</b>	Semester 1/ Block 1	COSE40577 Introduction to Software Development (30 Credit )	COCS40691 Fundamentals of Computing & Mathematics (30 Credit )	COSE40672 Application Modelling (30 Credit )	COCS40683 Fundamentals of Computer Networks (30 Credit )
	Semester 2/ Block 2				

<b>LEVEL 5</b>	Semester 1/ Block 1	COIS51045 Enterprise Application Development (30 Credit)	COIS51030 Professional Computing (30 Credit)	COSE50586 Web & Mobile Application Development (30 Credit)	COCS50675 Mobile Computing & Wireless (30 Credit)
	Semester 2/ Block 2				

<b>LEVEL 6</b>	Semester 1/ Block 1	COIS61028 Final Year Project (45 Credit)	COIS61029 Emerging Technologies and Concepts (15 Credit )	COSE60590 Engineering Enterprise Applications (30 Credit )	COSE60594 Mobile Application Development (30 Credit )
	Semester 2/ Block 2				

## 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://libguides.staffs.ac.uk/c.php?q=655606&p=4607474>

### Academic Dishonesty

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: [https://www.staffs.ac.uk/assets/M3120%20Academic%20Dishonesty%20ft\\_tcm44-39830.pdf](https://www.staffs.ac.uk/assets/M3120%20Academic%20Dishonesty%20ft_tcm44-39830.pdf)

### 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/final year project.

## **10. Student Support**

In addition to academic advising service 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](mailto: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](mailto: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 Staffordshire University you are subject to a number of the University's regulations including their academic regulations, academic dishonesty procedure, extenuating 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 19.3 Appendix: Flowchart – Appeals Procedure.

Details of these procedures can be found in the Staffordshire University Website link:

<http://www.staffs.ac.uk/legal/policies/>

**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, the students have the opportunity to contact Students Affairs section, functioning under the Centre for Admissions and Registration. All the newly enrolled students are well informed about the various grievance addressing platforms during the induction week.

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

**b. To submit extenuating circumstances:**

All students who have extenuating 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 extenuating circumstances is of the Award Board and will be announced privately. You have to complete the extenuating circumstances form and attach to it all relevant document in support of your position.

The procedure in dealing with extenuating circumstances in Gulf College can found in 19.3 Appendix: Flowchart – Procedure for Extenuating Circumstances Claims

For further details please browse Staffordshire University website:

[http://www.staffs.ac.uk/assets/Extenuating%20Circumstances%202016-17\\_tcm44-91743.pdf](http://www.staffs.ac.uk/assets/Extenuating%20Circumstances%202016-17_tcm44-91743.pdf)

**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 Computing Sciences 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 Staffordshire 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 and you can access it through <http://libcat.staffs.ac.uk/cgi-bin/koha/opac-user.pl>

## **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 partner universities 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 Staffordshire University policy can be found at:

[http://www.staffs.ac.uk/support\\_depts/equality/issues/disability/](http://www.staffs.ac.uk/support_depts/equality/issues/disability/)

### **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 Staffordshire University can be found at:



[http://www.staffs.ac.uk/support\\_depts/equality/issues/bullying/](http://www.staffs.ac.uk/support_depts/equality/issues/bullying/)

## **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 Staffordshire University policy can be found at:

[http://www.staffs.ac.uk/support\\_depts/equality/policy/objectives/index.jsp](http://www.staffs.ac.uk/support_depts/equality/policy/objectives/index.jsp)

## **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 Staffordshire 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 procedures to be followed during the violation of these rules and regulations, please refer:

[https://www.staffs.ac.uk/assets/Appendix%20%20Examination%20Regulations%202016-17\\_tcm44-91267.pdf](https://www.staffs.ac.uk/assets/Appendix%20%20Examination%20Regulations%202016-17_tcm44-91267.pdf) and

[http://www.staffs.ac.uk/assets/Procedure%20for%20Dealing%20with%20Breaches%20of%20Assessment%20Regulations-Academic%20Misconduct%202016-17%20v1\\_tcm44-91272.pdf](http://www.staffs.ac.uk/assets/Procedure%20for%20Dealing%20with%20Breaches%20of%20Assessment%20Regulations-Academic%20Misconduct%202016-17%20v1_tcm44-91272.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/ academic advising.

- 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 extenuating 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 Dishonesty

- a. Academic dishonesty 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 dishonesty 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 dishonesty 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 dishonesty cases is shown in 19.4 Appendix: Flowchart – Procedure for Plagiarism/ Academic Dishonesty.

## 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
<b>Less Serious</b>		
1 <sup>st</sup> Offense	Counselling	Head of Faculty

Type of Offense	Disciplinary Action	Implementing Authority
2 <sup>nd</sup> Offense	Reprimand	
3 <sup>rd</sup> Offense	One day Suspension	
<b>Serious</b>		
1 <sup>st</sup> Offense	One-week suspension	Disciplinary committee
2 <sup>nd</sup> Offense	2-3 week suspension	
3 <sup>rd</sup> Offense	One month suspension	
<b>Very Serious</b>		
1 <sup>st</sup> Offense	One month suspension	Disciplinary committee
2 <sup>nd</sup> Offense	Dismissal	

## 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 Academic Advisor.
- 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 within a prescriptive period of two weeks for further review.

## **8. Conferment of Awards**

### **Eligibility for the Award**

- 8.1 For the Staffordshire University, the relevant Award Board will consider whether the student have met all the learning outcomes and the credit requirements for successful completion of the award.
- 8.2 Failure to complete modules marked FAIL by referral, retake and replacement, or compensation as per the academic regulations will render a student ineligible for the award.

## **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.

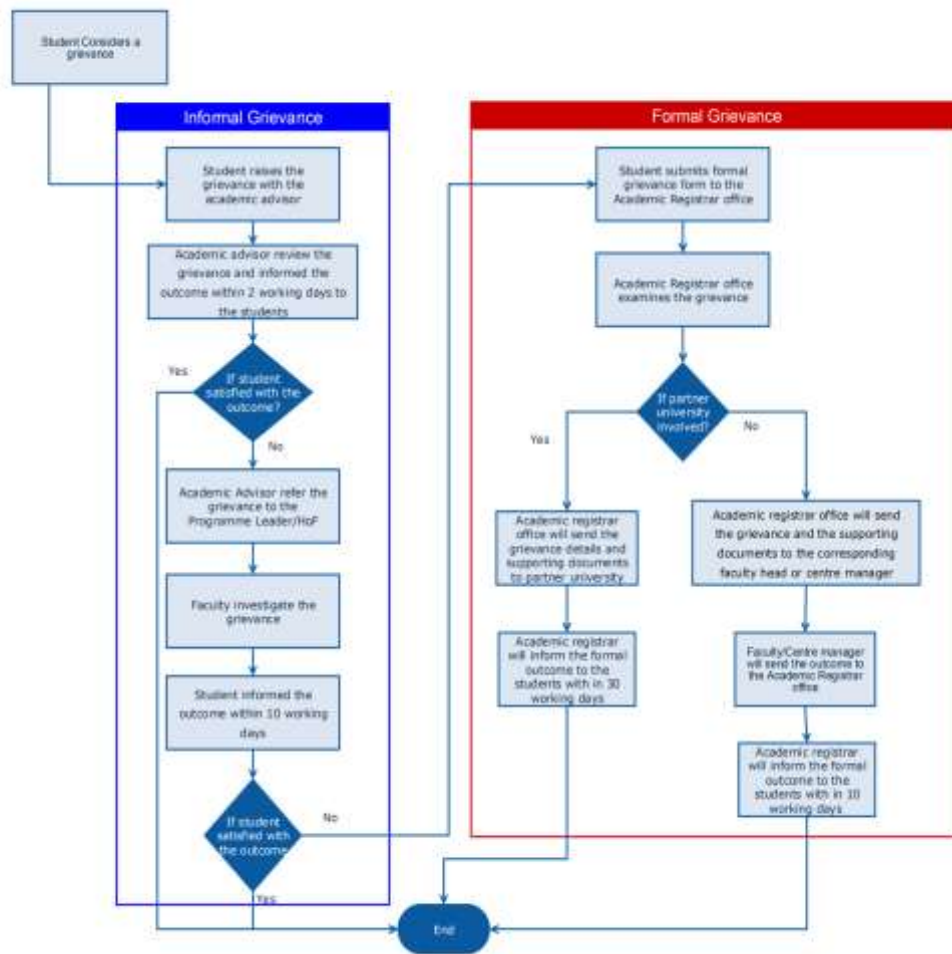
An update to the at students' at risk data can be made by the module tutor whenever required, based on the following criteria:

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

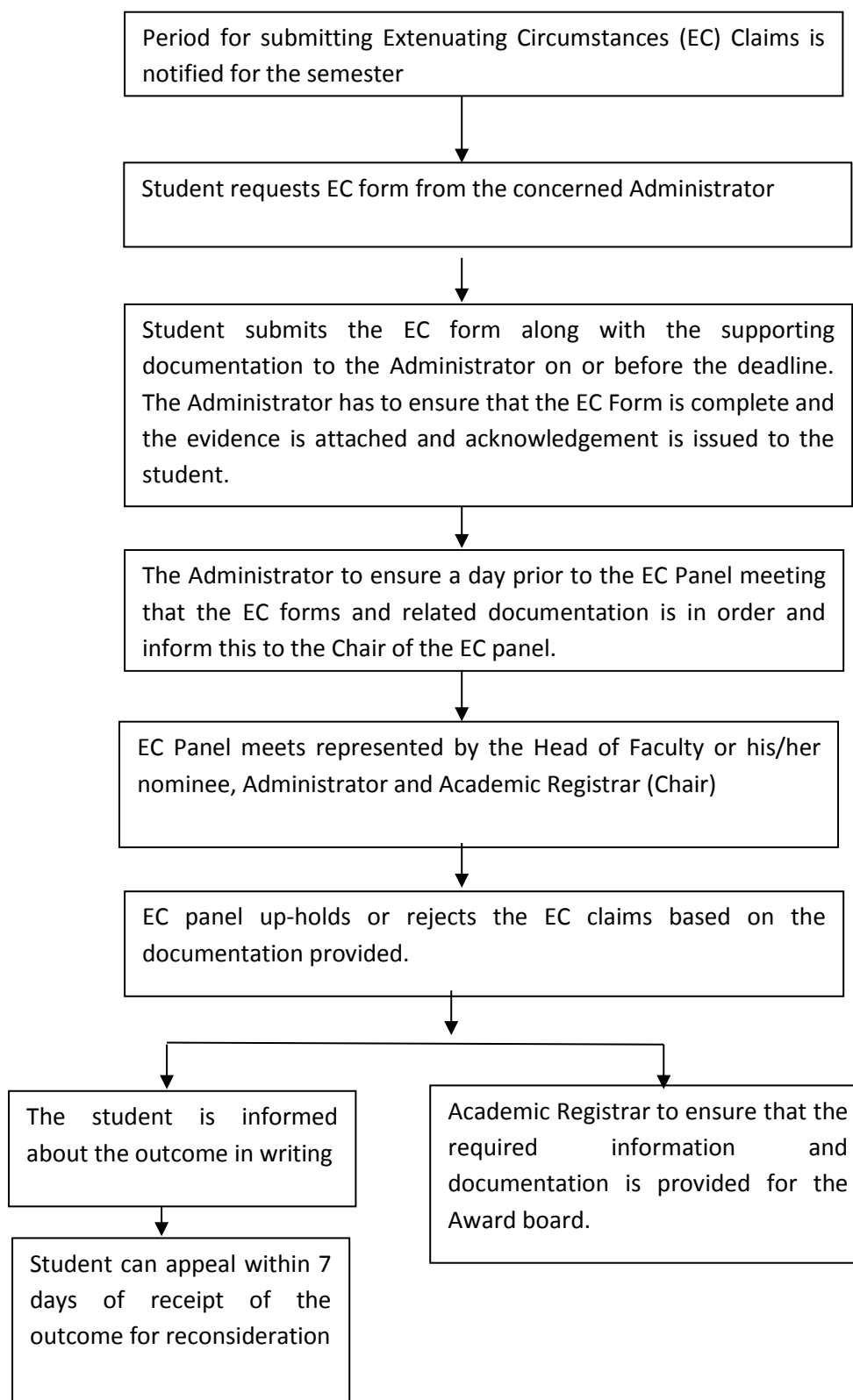
The student who have deviated from their academic path due to any other reasons.

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

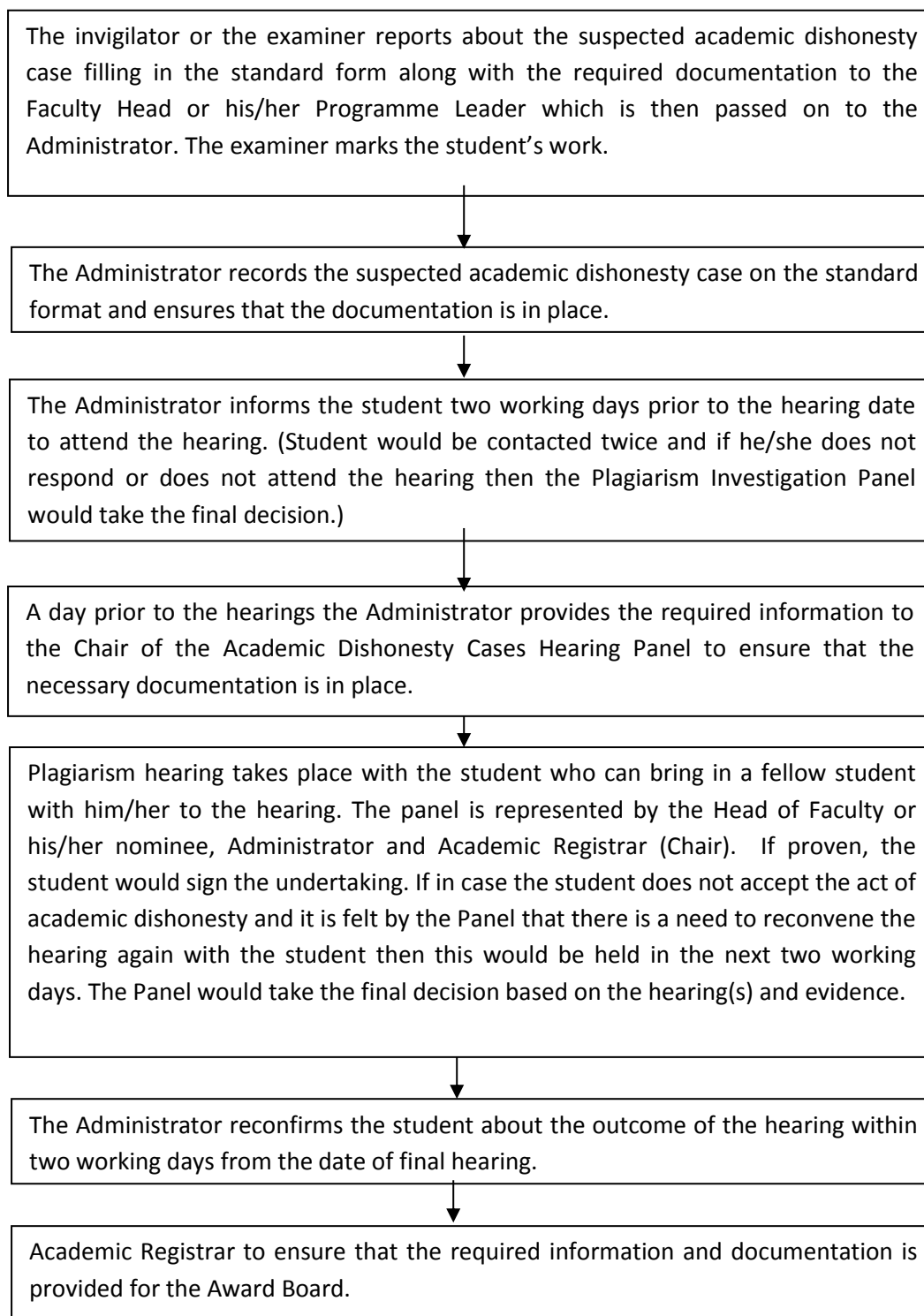
## 19.2 Appendix: Student's Grievance Procedure



### 19.3 Appendix: Flowchart – Procedure for Extenuating Circumstances Claims



## 19.4 Appendix: Flowchart – Procedure for Plagiarism/Academic Dishonesty



## 19.5 Appendix: Flowchart – Appeals Procedure

