



الكلية الوطنية لتقنية السيارات
National College of Automotive Technology

Student Handbook

2020 - 2021



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Student Handbook

2020-2021

National College of Automotive Technology

P.O. Box – 1555, Al-Koudh, P.C – 132

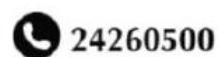
Sultanate of Oman

Tel.: 00968 24260500

Fax: 00968 24453272

Website: www.ncat.edu.om

Email: info@ncat.edu.om





**His Majesty Sultan
Haitham Bin Tariq Al Said**

**His Majesty Sultan Qaboos
Bin Said Al Said**

“In particular, we support this sector’s moves to establish colleges and universities in different parts of the Sultanate in order to provide the widest possible opportunities for higher education within the country.

We call upon those, in charge of these universities to make them easily accessible to young Omanis who wish to enroll in them. We also call upon them to focus on their academic syllabi, ensuring that they are constantly developed and updated so that their universities can be assured of their place among the ranks of distinguished institutions, and increase the numbers of students applying to study in them.”



DEAN MESSAGE

My Dear Learners,

It gives me a great pleasure to welcome all learners to the portals of learning at the National College of Automotive Technology (NCAT) to embark on a life of employment oriented, personality-building studies and exemplary education and training founded on professional competencies to keep abreast of developments of modern technologies and apply them in the administrative, technical and technological fields related to automobiles sector.

We are fully confident that the prospective graduates, with internationally accredited qualifications, will gain a distinct professional reputation at the provincial, national and international level, culminating in a rewarding and prosperous career.

Learners are integral part of this College and the very Raison D'etre of this seat of learning. Therefore, learners should safeguard and maintain their morals and values with a high level of responsibility so that they become an exemplary and productive part of the College. Learners should also abide by the rules and regulations that govern the academic, educational and training aspects at this College and to defend the assets and other facilities of the College at the same time, boosting humanitarian relationships between themselves and interacting positively with their staff members. We would like to assure that the College will provide learners with whatever they need to fulfill their objectives and aspirations to see that they are armed with knowledge, professional skills and are a cut above their peers.

Haji Al Balushi
College Dean



About Universiti Malaysia Pahang (UMP)

Universiti Malaysia Pahang (UMP) was established by the Government of Malaysia on February 16, 2002. UMP was set up as a competency-based technical University which specializes in the fields of Engineering and Technology. As for research, UMP focuses on applied research and industrial projects to enrich the teaching and learning processes as well as to promote the commercialization of research products.

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Acronym

CPA	Cumulative Points Average
DS	Diploma Students
GFP	General Foundation Program
GPA	Grade Points Average
HG	Attend and Fail
HL	Attend and Pass
HS	Attendance only Course
HW	Compulsory Course
IC3	International Computing Core Certificates
ICDL	International Computer Driving License
IELTS	International English Language Testing System
KB	Good Standing
KC	Excellent Standing
KG	Fail Standing
KT	Incompetent
KY	Competent
P1/P2	Academic Probation 1/2
TD	Course Withdrawal
TP	Completed Program
TS	Incomplete
TT	Completed Period
UG	Grade Improvement Course
UM	Failed Course

About this Handbook

It is essential that students be well equipped with College Rules and Regulations to successfully accomplish his academic and vocational education & training. Every student should be aware of his rights and responsibilities.

This handbook contains information about what the students should know about the study system in detail, and some important information and guidance that help achieve goals and benefit from the services provided by the College.

This handbook is updated annually, so please make sure you refer to the latest edition.

About the College

National College of Automotive Technology L.L.C (**NCAT**) is a private college that aims to supply the auto, transportation and logistics sectors in Oman with nationally and highly skilled technicians, master technicians, and specialists. NCAT aspires to become the primary academic and vocational education & training college to qualify the national cadres for careers in the automotive sector. NCAT motivates its students to develop their professional and interpersonal skills to meet the demands of the sector.

NCAT plays a pivotal role in Oman's human resources development through reinforcing a reputation of excellence and quality. NCAT will work toward bridging skill-gaps in Oman's market by adapting international higher education standards and accredited qualifications to produce well equipped and certified national automotive workforce. Meanwhile, NCAT enables its students to develop their careers and supports them in securing job opportunities in the automotive sector.

The College offers certified Diploma, Bachelor and recognized competency-based training courses and adopts new strategies for employing the national manpower in the automotive sector. NCAT is highly committed to training and qualifying skillful Omani technicians to meet sector's requirements.

Vision

To be the distinguished pioneer academic and vocational education & training College in the automotive sector.

Mission

The College offers the latest academic and vocational education & training programmes in line with modern international technologies in the automotive sector by providing the vocational Know-How, specialized skills and advanced personal skills required for developing workforce.

Goals

- Providing high quality academic and vocational education & training services ensuring that students are equipped with advanced vocational knowledge and skills.
- Realizing the best participation and contribution in developing human resources by benefiting from the wide experiences in the automotive sector.
- Promoting academic and vocational education & training environment by providing distinguished support and ideal investment of resources.
- Contributing in national development in both economic and social levels.

Core Values

- Integrity
- Accountability
- Quality
- Teamwork
- Customer Focus
- Respect
- Creativity and Innovation

Graduate's Attributes

The National College of Automotive Technology primarily focuses on exemplary academic and vocational education & training; thus, it aims to graduate highly disciplined students with the following attributes:

Attribute 1: Be able to use a range of established techniques and modern technologies in their specialization in the field of Engineering & Technology and Business administration in the automotive Industry, transportation and logistics.

Attribute 2: Be able to analyze information and data to deploy knowledge and gained skills.

Attribute 3: Be able to solve problems through critical thinking.

Attribute 4: Be able to draw conclusions based on valid evidence and communicate the results of their analyses accurately and reliably.

Attribute 5: Be able to undertake further vocational education & training in the field of automotive on their own initiative to upgrade their skills and knowledge and keep up with new techniques and technologies in the field.

Students' Academic Life

Academic life contributes to the development of personality building and helps acquire enough grounding in the field; thus, being highly prepared to working environment. Students are expected to manage the academic life in an effective manner so that he/she can overcome obstacles and challenges and achieve highest educational and vocational levels.

Every student is responsible for:

Time Management:

Time organization is the basis for educational and vocational success at the National College of Automotive Technology and is a method that exempts students from problems and challenges that may be encountered.

students are expected to devote time to finishing college-related activities along with some time for entertainment, friends and daily life.

Hard Work:

Hard work leads to the achievement of better marks after most of his interest is concentrated on the quality of learning outcome and not the quantity, and implementation of best skills and methods of learning.

Self-Confidence:

Self-confident people can succeed in all walks of life, not only in college life. Self-confidence introduces you to the new heights.

Attendance:

There are policies and controls followed by the college to ensure attendance, and the student must be committed to attend and not to skip classes. The College will take the necessary steps to ensure that the student complies with those requirements.

Part One: Academic System

College Programmes

College's programmes are designed to provide an opportunity for students to develop knowledge, skills, and attributes for successful performance in careers and allow the students to progress to Diploma, and bachelor's degrees. All College's programmes have credit values as per the below table:

Programme	Award	Level	Credit Hours	Expected Years of Study (with Foundation programme)
<i>Mechanical Engineering (Automotive)</i>	Diploma	Two	66	3 years and a half
	Bachelor	Four	135	5 years

Semester Length

The semester length shall be as follows:

SEMESTER I	WEEK
Lectures	7 weeks
Mid-Semester Break	1 week
Lectures	7 weeks
Revision Week	1 week
Final Examination	3 weeks
Total	19 weeks

SEMESTER II	WEEK
Lectures	7 weeks
Mid-Semester Break	1 week
Lectures	7 weeks
Revision Week	1 week
Final Examination	3 weeks
Total	19 weeks

Summer Semester (Preliminary Short Semester)	Week
Lectures	8 weeks
Final Examination	1 weeks
Total	9 weeks

Note:

- i. *The College offers students a summer semester (The preliminary short semester) for 9 weeks as indicated in the above table.*
- ii. *The College will offer this semester based on the request by the students, to repeat the failed courses or to improve the grade.*
- iii. *This short-term course is optional for students. The credit can be taken is not more than 6 credit hours or about 2 courses.*
- iv. *The college can cancel the registration in courses if the number of joined students is less than the minimum capacity (8 students).*
- v. *This semester is not included in the calculation of study period set for any specific programme.*
- vi. *The student should pay the summer course tuition fees as mentioned in tuition fees table.*
- vii. *The students can join and withdrawal within the first week of the program commencement without any financial implications.*
- viii. *No fees refund if the student withdrawn after the first week of the program commence.*

General Foundation Programme (GFP)

The GFP is designed to assure enough grounding in English and Functional skills i.e. Mathematics, Computer Skills, learning and study methods to enable students to succeed at the college, as all courses are taught in English. Students, who successfully complete the General Foundation Programme with satisfactory grades, will be granted an entry to advanced programmes. The GFP consists of:

- English - 3 levels
- Mathematics - 3 levels
- Information Technology - 3 levels
- Physics
- Chemistry

Placement Test

Applicants shall have successfully passed the General Education Diploma. Students holding this qualification should sit for English Language, Math, IT, Physics and Chemistry Placement Test, which measures their proficiency to determine the appropriate level for optimal learning outcomes. Based on their performance in the placement test, students will be admitted either at Level 1, Level 2, Level 3, or be fully exempted from the requirements of foundation programme.

General Foundation Programme Exit Criteria

- Students, who have completed English Foundation Programme from other recognized institution, college, or university should sit for the college exit/challenge test while those who have scored band 5.0 in the IELTS are exempted from studying the foundation Programme at NCAT.
- Students, who have completed Math foundation Programme (Basic, Applied/ Pure) from other recognized institution, college, or university should sit for the college exit/challenge test.
- Students, who hold a certificate of IC3/ ICDL/ or IT- Foundation Programme from other recognized institution, college, or university should be exempted from the college Foundation Programme. Students, who don't have the above equivalent must sit for the college exit/challenge test.
- Students, who have completed Physics and Chemistry Foundation Programme from other recognized institution, college, or university should sit for the college exit/challenge test.
- Students, who have completed Foundation Programme for less than 4 years from other recognized institution, college, or university should sit for the college exit/challenge test.
- Students, who have completed Foundation Programme for 4 years and above from other recognized institution, college, or university should sit for the college placement test.

By the end of the GFP, students must score Band 5.0 in the IELTS to proceed to Post Foundation Programme.

GFP exit criteria is that all the students who are enrolled at the Foundation Programme must secure a band of 5.0 in IELTS conducted by the British Council/ IDP in addition to passing the Math, IT Physics and Chemistry Programme to proceed to the Post Foundation Programme in the College.

Academic Advising

Academic Advising Services seek to provide assistance to students so that they can complete their educational and vocational education and training successfully to achieve the following objectives:

- Provide the necessary support to students to achieve the completion of all the requirements of study and training.
- Increase the awareness of College mission and goals.
- Follow-up students to monitor their academic performance and help them to achieve higher levels and to provide an appropriate environment to produce qualified graduates to the labor market.
- Guide failed students in order to raise their academic levels and help them overcome obstacles.
- Discuss students on:
 - a. Change the specialization
 - b. Drop and add
 - c. Academic probation
 - d. Withdrawal

The Offered Programmes for the Academic Year 2020/2021:

Code	Programme	Overview
030501	Mechanical Engineering (Automotive)	<p>This program is identical to the programme of the affiliated partner, Universiti Malaysia Pahang *, where the College is working to provide an international programme that gives the graduates a Bachelor of Honors degree in the field of Mechanical Engineering (Automotive). The certificate will be awarded to the student who completes all the requirements and after the approval of the university board of trustees. The program aims to graduate engineers according to the following characteristics</p> <p>A. To be competent, responsible and professionally competent at the international level.</p> <p>B. To have the knowledge and the ability to apply advanced technology in mechanical engineering.</p>

Note:

The certificate will be awarded by Universiti Malaysia Pahang, but the programme will be delivered by the National College of Automotive Technology. This will be clearly stated inside the Academic Transcript (Diploma Supplement).

Credit Scheme

- The two tables below, show the credit value for each course and total number of weeks of Industrial Training.

Teaching Mode	Contact hours per semester	Credit Value *
Lecture	14	1
Practical/Studio/Project/Field Work	28 to 42	1

Teaching Mode	Total weeks	Credit Value
Industrial Training (Internship)	2 to 4	1

Note:

Credit Value: it is the total number of actual theoretical teaching or practical hours for each semester corresponding to the one credit hour.

One Credit Hour = 1 actual theoretical teaching hour Multiply by Number of weeks per semester

One Credit Hour = 2-3 Actual practical teaching hour Multiply by Number of weeks per semester

The table below, shows Credit for Passing Programme and Maximum Study Period of Mechanical Engineering (Automotive) programme:

Degree	Required Credit Hours	Common Study Period (Semester)	Maximum Study Period (Semester)
Diploma	66	4	6
Bachelor	135	8	12

Language of Instruction:

The language of instruction will be in English for all programs, except for College courses that require to be taught in Arabic.

Part Two: Admission & Registration Bylaws

FIRST: INSTRUCTIONS AND REGULATIONS OF ADMISSION

Number of Admitted Students

Before commencing the course, number of students will be allocated as per College capacity.

Admission and Registration Department

The Admission and Registration Department organizes and implements all matters related to the procedures of students' admission and registration for the selected programme.

Entry Requirements of the College Programmes

1. Automotive Engineering and Technology:

Applicants should have:

- Successfully completed General Education Diploma or Equivalent with the required subjects of:
 - English language
 - Pure Mathematics
 - Physics and Chemistry

2. Commerce and Management

Applicants should have:

- Successfully completed General Education Diploma or Equivalent with required subjects of:
 - English language
 - Applied Mathematics

Coordination with Higher Education Admission Centre

Admission and Registration Section coordinates with the Higher Education Admission Center of the Ministry of Higher Education to implement the admission conditions once Students are admitted.

Programme Calendar (Academic Calendar)

The College shall issue a complete programme calendar that includes the following:

- Start date of courses and unit registration
- Beginning and end of the academic semester
- Mid-semester tests and final examinations
- Results declaration date
- Holidays during the academic year

Therefore, students shall adhere to College's declared dates for each semester in the academic calendar and are required to be fully aware of rules and regulations to comply with them as per College policies.

Study Plan

Academic Department in consultation with the Registration and Admission Department prepares the study plans.

Competitive Average for Programme

Where demand for places exceeds availability, the competitive average for programmes shall be computed as follows: Average of qualifying subjects for required programme multiplied by **60%** + Average of all subjects studied multiplied by **40%** equal to the required competitive average for studying any programme.

International Certificates

International certificates require attestation to verify the alignment with the Omani qualifications.

Second: Instructions and Regulations of Registration

This section contains all the information related to the registration process of the programmes and courses.

The student may be prevented from registering in courses or programmes for various reasons including:

- Failure to complete the requirements and procedures of registration or outstanding payment of tuition fees.
- Academic or disciplinary sanctions.
- Missing course prerequisites.

COURSE OUTLINE/ SYLLABUS

The academic departments prepare academic and training plans. Where the student gets a detailed outline of the courses at the beginning of each academic semester and should include details on the following:

- Instructors Information
- Course General Information
- Course Registration Codes
- Course Descriptions
- Learning outcomes
- Course/Content Materials
- Teaching strategies
- Assignments and Projects
- Evaluation and Assessment Strategies
- Learning Resources
- Course Policies and Regulations
- Books and References

REGISTRATION PROCEDURE:

All students are required to fill out a registration form with courses they choose and submit it to the registration office before the deadline in the academic calendar.

Programme Registration

- (1) All student candidates must register on the Programme offered on the date set by the College.
- (2) The offer is considered void if student candidates do not comply with the above rule without reasons accepted by the College.
- (3) Senior students who return to their Programme of study after deferment, suspension of study and other reasons must re-register on the Programme.

Course Registration

- i. Students must register every course taken each semester within the stipulated period by the College.
- ii. Students must register course with the correct codes.
- iii. All course registration must be done before the compulsory registration period ends.
- iv. Students who register late for the course without reasons accepted by the College will be imposed a fine.
- v. Students who do not register for course after the registration period and imposed a fine, without reasons that can be accepted by the college can be terminated from their study.
- vi. Students are allowed to register for course in different departments that are set by their respective departments.
- vii. Permission for students to register for courses is subject to the total of maximum credits (22 Hrs.), except with the approval of the Dean.

Course Registration Amendment

Students are permitted to add or withdraw from courses within the stipulated period.

Course Registration Correction

- i. Students are responsible to make corrections on any error in the course registration record within the stipulated period.
- ii. Any correction application later than the period set without reasons that can be accepted by the college will be imposed a fine.

Course Withdrawal (TD)

- i. Students can apply for withdrawal from any registered courses within two weeks of the study commencement without any fine imposing.
- ii. Students may apply for course withdrawal after the approval of the concerned department. Withdrawal period starts from the third week until Friday of the ninth week. Students will be refunded with an amount of 25% of the fees only if withdrawal application is submitted in the third week.
- iii. No amount will be refunded if the student applies for withdrawal after the third week. After then, the student should pay any entitlements to the college.
- iv. Permission for students to withdraw from Courses is subject to the total minimum credits except with Dean/ Deputy Dean of Academic Affairs approval.
- v. The TD code will be recorded in the course registration record and transcript.

Attendance only Course (HS) Registration

- i. With permission or order from the College, students can register in not more than two (2) courses with HS status in a particular semester.
- ii. Credits for courses registered with HS status will not be considered in the calculation of GPA and CPA. Students who register Attendance Only Course (HS) must attend and participate in all forms of assessment for the course.
- iii. Students must register the “HS” code, and this code will be recorded in the course registration record and transcript.

Compulsory Course (HW) Registration

- i. Students must repeat Compulsory Course (HW) that they have failed until they pass.
- ii. This HW code will be recorded in the course registration record and transcript.

Failed Course (UM) Registration

- i. Students who fail compulsory course must repeat the course.
- ii. Students has **3 attempts to** repeat the course, (as per UMP residency for 7 years.)
- iii. Students who fail co-curriculum course must repeat the course or take another equivalent co-curriculum course.
- iv. Students who fail “Elective Course” must repeat the course or take another equivalent Elective Course.
- v. The code to repeat course (UM) will be recorded in the course registration record and transcript.

Grade Improvement Course (UG) Registration

- i. Students are permitted to re-take any passed course for the purpose of improving their grades and it is subject to Dean/ Deputy Dean of Academic Affairs approval and other stipulated conditions. According to the Rule Book (Page 8), Buku Peraturan Akademik UMP (2016)
[\[http://ump.edu.my/en/publications/others/academic-guide-regulations-2016\]](http://ump.edu.my/en/publications/others/academic-guide-regulations-2016) , page 8, Bahagian V (5), Kredit Pembaikan Gred (UG):
“For a student who is required to repeat a course to improve their grade (UG), the current grade will replace the previous grade. For the purpose of CPA calculation, the calculated credit and the current point of the repeated course will be considered. The previous calculated credit and the current point of the repeated course will be nullified.”
- ii. Students must register the “UG” code and this code will be recorded in the course registration record.

Industrial Training Course (Internship) Registration

Students must pass all courses offered in a particular programme with KB or KC results before undergoing their internship in the last semester of study. However, upon consideration of College, students who fail in one (1) course can be considered for industrial training if the failed course is not offered in the particular semester.

Note:

Students who still owing or do not have the guarantee of payment may be restraint from making course registration, withheld the semester examination results, defer from continuing studies, being terminated or not allowed to graduate until the debt is clear.

Minimum and Maximum Credit Load

- i. Students are required to take at least 12 credits for each semester including compulsory courses (HW). Courses registered with the audit status (HS) are not included in grade calculation.
- ii. Final semester diploma and degree students are not subjected to the above rule.
- iii. The maximum credit that can be taken is 19 credits including HW subjects. However, students may apply permission from the Dean/ Deputy Dean of Academic Affairs if they would like to take more than 19 credits but not exceeding 22 credits.

Repeat Course (UM) Credit

- i. For students who repeat a course (UM), the latest grade will replace the previous grade.
- ii. For the purpose of CPA calculation, the latest counted credit and point value for the repeated course will be considered, and the previous counted credit and point value repealed.
- iii. Failed Elective Courses do not necessarily have to be repeated with the same courses.

Grade Improvement (UG) Credit

- i. For students who repeat course for the purpose of improving grade (UG), their latest grade will replace the previous grade.
- ii. For the purpose of CPA calculation, the latest counted credit and point value for the course taken to improve grade will be considered, and the former counted credit and point value repealed.

Earned Credit

Earned credit is the total credit for all courses passed by a student including Compulsory Courses (HW) but excluding Attendance only Course (HS).

Counted Credit

Counted credit is the total credit that is considered for the calculation of *Grade Point Average* (GPA) and CPA. “HS” and “HW” course credit are not considered in the counted credit.

Taken Credit

Taken credit is the total of credit taken in a particular semester including “HS” and “HW” courses.

CREDIT TRANSFER

Vertical Credit Transfer

- i. Students are given vertical credit transfer *based on Ministry of Higher Education* on the following conditions:
 - (a) student candidates with certificate or diploma that is recognized by the University; or
 - (b) the content of the early course is equivalent to the college course and results in the course reaches a specified level;
 - (c) student candidates with experience as recognized by the university board of trustees as equivalent to a certificate or diploma--level courses; and

- (d) the transfer of credit shall be applied in the first semester except with the permission of the Dean.
- ii. Approval of credit transfer is made by the College. The maximum amount shall not exceed 30% of the total credits to graduate from the program based on current curriculum or subject to the assessment of relevant accreditation body.
- iii. Credit transfer can be given for passed courses with C grade or higher according to the college grading system subject to the following conditions:
 - (a) The College can set the minimum grade that is at least grade C.
 - (b) Credit transfer is subject to the current curriculum.
- iv. Credit transfer is not permitted for a Programme that has been taken and has been awarded a diploma/bachelor of the same Programme from other institutes.
- v. Students with permission from College can take courses that have been given the credit transfer and the grades will be used in the CPA/GPA calculation. The credit value for courses that are given credit transfer will be canceled.

Horizontal Credit Transfer

- i. Students may apply for credit transfer of courses with the condition:
 - (a) The course is of a similar program with a program that followed.
 - (b) Equality between course content must not be less than 80%.
 - (c) Credit points for courses in previous programs must be at least equal to the value of applied credit courses.
 - (d) The course applied for credit transfer must be from programs that have been accredited.
- ii. Students may take the courses that have been given credit transfer and the grade will be used in the calculation of CPA / GPA. The transfer of credits for the courses will be revoked.
- iii. The maximum amount of the credit transfer shall not exceed 30% of the total credits for graduation for the program based on the current curriculum or subject to the assessment of relevant accreditation body.

Note:

The combined total of vertical credit transfer and horizontal credit transfer shall not exceed 60% of the total credits passed the current curriculum.



GRADING SYSTEM

Students' performance for a particular course is indicated by the Performance Indicator shown in below Table. The relationship between the marks, grade with point value is shown as well.

Marks	Common Grade	Point Value
80 - 100	A	4.00
75 - 79	A-	3.67
70 - 74	B+	3.33
65 - 69	B	3.00
60 - 64	B-	2.67
55 - 59	C+	2.33
50 - 54	C	2.00
47 - 49	C-	1.67
44 - 46	D+	1.33
40 - 43	D	1.00
25 - 39	E	0.67
0 - 24	F	0.00

Generally, the minimum passing grade for a particular course is 'D'. However, the passing grade for a particular course is subject to Board of Trustees of the university approval.

GPA CALCULATION

GPA (Grade Point Average)

Total value (grade value × course credit hours) for all courses is divided by Counted Credit for all courses taken in a semester.

The calculation formula for GPA is as follows:

The Formula:

$$GPA = \frac{\sum_{i=1}^n G_i U_i}{\sum_{i=1}^n U_i}$$

Where:

- G_i = Grade value for course i
- U_i = Counted credit hours for course i
- n = Number of courses followed in each semester
- i = Subscript



For example:

FIRST SEMESTER

Code	Grade	Grade Value	Credit	Grade Value × Total Credit
DCI2042	A	4.00	2	8.00
UHL2012	A-	3.67	2	7.34
DCS2032	B+	3.33	2	6.66
DCC2044	A-	3.67	4	14.68
UHS1011	KY		1	
DCN2022	B-	2.67	2	5.34
DCS2022	A	4.00	2	8.00
UHM2012	A-	3.67	2	7.34
Total			17	57.36
Credit Taken	:	:	17	
Credit Counted	:	:	16	
Semester GPA	:	:	<u>57.36</u>	
			16	
	:	:	3.59	

(a) CPA (Cumulative Point Average)

Total Grade Value (*total hours × course credit hours*) for all courses divided by the total credit hours for all courses taken.

For example:

FIRST SEMESTER

Code	Grade	Grade Value	Credit	Grade Value × Total Credit
DCI2042	A	4.00	2	8.00
UHL2012	A-	3.67	2	7.34
DCS2032	B+	3.33	2	6.66
DCC2044	A-	3.67	4	14.68
UHS1011	KY		1	
DCN2022	B-	2.67	2	5.34
DCS2022	A	4.00	2	8.00
UHM2012	A-	3.67	2	7.34
Total			17	57.36
Credit Taken	:	:	17	
Credit Counted	:	:	16	

SECOND SEMESTER

Code	Grade	Grade Value	Credit	Grade Value × Total Credit
DCM2032	B	3.00	2	6.00
DCI2052	B+	3.33	2	6.66
UHR2012	A	4.00	2	8.00
DCC2054	A-	3.67	4	14.68
DCS2023	B-	2.67	3	8.01
Total			13	43.35
Credit Taken	:	:	13	
Credit Counted	:	:	13	
Overall Grade Point			29	100.71
CPA	:	:	<u>100.71</u>	
			29	
	:	:	3.47	

Other than the common grade above, the following grades are also used:

1. TS (Incomplete)

This grade is given to students who:

- a. unable to sit for the final exam; or
- b. did not complete a course due to illness or other reasons which allowed by the University; or
- c. following course that has a duration of more than one (1) semester.

Students with a grade of TS are required to sit a special exam in lieu of a final examination or completion of courses by next semester. The maximum duration of TS is one (1) semester.

2. HS (Attendance only)

This grade is given to Students who have taken Attendance Only Course (HS).

3. HL (Attend and pass)

This grade is given to Students who have passed the Compulsory Course (HW).

4. HG (Attend and fail)

This grade is given to Students who have failed the Compulsory Course (HW).

5. KY (Competent)

This grade is given to Students who have passed the Technology Laboratory or Skills Workshop and Soft Skills Courses.

6. KT (Incompetent)

This grade is given to Students who have failed the Technology Laboratory subject or Skills Workshop and Soft Skills Courses.

7. TD (Withdrawal)

This grade is given to Students who withdraw from a particular registered Course.

ASSESSMENT

Assessment Scheme

- (i) Assessment for every course is made periodically and continuously in the particular semester according to the method set by the College and is subject to approval from the University.
- (ii) Evaluation scheme of a course depends on the learning outcomes and content of the course. The weight of a course evaluation will be proposed by the College Authority and approved by the University.
- (iii) For all courses, marks for the final examination should not exceed 40% and the marks for coursework should be no lesser than 60% of the overall marks.
- (iv) Assessments for course with 100% coursework can be implemented subject to College approval.



Final Examination

Eligible students must take final exam. The absence to the final examination without an excuse that can be accepted by the University may cause the student to be given a grade Failed (F).

- (i) A student must abide the Dress Code while sitting for the Final Examination.
- (ii) A student must comply with the final examination regulations. Disciplinary action will be taken against students who violate any instructions which enforced from time to time.

Special Examination

- i. Special Examination can be held for the following cases:
 - (a) Students who are unable to sit for the final examination due to illness or submit medical certificate as confirmed by the University's medical officer.
 - (b) Final year students who will participate in industrial training but failed one (1) course that has components of the final examination of previous semesters.
 - (c) Condolence leave is granted when a student loses a family member: Father, Mother, Husband, Wife, Son, Daughter, Grand Father, Grand Mother, Brother or Sister, Uncle or Aunt.
 - (d) Students who have to provide intensive care to their mother / father / guardian / husband / wife / child who are extremely ill.
 - (e) Other reasons that can be accepted by the University.
 - (f) Please refer to TS (Incomplete) item for further clarification.
- ii. The special examination marks will replace the marks of the final examination only, where else the coursework marks remain the same.
- iii. The special examination marks will determine the course result either pass or fail and will not be considered in the GPA and CPA calculation. *Because it is a special advantage given to a student who only has one course left to graduate and to undergo industrial training. If the student wants the course to be accounted for in the GPA and CPA, thus the student must complete the course during the main semester or short semester.*
- iv. The special examination cannot be held for the following case:
Students who do not sit for their final examination without reasons that can be accepted by the college.

Re-Evaluation of Final Examination Scripts

Students who are not satisfied with the final result for a course can appeal for re-evaluation of the final examination scripts within 7 working days after the result was announced.

The guideline to appeal for a re-evaluation of the answer script of the final exams are as follows:

- (a) The application of appeal for re-evaluation of the answer script can only be done for subjects that have final examinations
- (b) The student is required to make an online payment of RM150 to UMP Treasury Department for each course
- (c) After payment has been done, the student must complete their information in Section A (Student Information) and submit the form together with the payment receipt to the faculty/service center. Incomplete applications will not be processed.
- (d) The student must make the application within the assigned time frame which is in accordance to the dates mandated by the university. Late applications will not be processed.
- (e) The application must be submitted through the faculty/Service Center. Applications which are directly made to the lecturers of the course will not be processed.
- (f) Students with graduate status, 'Kedudukan Gagal (KG)' or 'Fail Standing' will be terminated from pursuing the course and not allowed to make an application for re-evaluation
- (g) The marks taken into account for the re-evaluation appeal of final exam is the marks obtained after review
- (h) Applications which are incomplete and do not fulfill the terms and conditions will not be processed.
- (i) The student will receive a replay to his complain within 2 weeks of submitting the appeal.

Note: Students are not allowed to see their final examination answer script. However, they are allowed to see/obtain their answer script for the mid-term examination.

GUIDELINES OF EXAMINATIONS AND ASSIGNMENTS:

Academic Integrity

Academic integrity is a practice which is highly expected from all students since the most crucial academic values are based on honesty and respecting the intellectual efforts exerted by others. Students are expected to exhibit the highest strands of academic integrity.

Unacceptable Behaviors:

- **Cheating in examinations:** This can be before, during or after examination in the form of copying from others, acquiring test papers, altering results of exams, doing exams in behalf of other persons etc.
- **Plagiarism:** Using the words, thoughts, ideas, results, etc., of another person in a written assignment, without acknowledging the source, as if it were the trainee's own work is inappropriate and unacceptable.

- **Copying:** Copying another person's answers in an essay, assignment, paper, laboratory report, etc. and presenting it, either wholly or with only minor changes, as if it were the trainee's own work is inappropriate and unacceptable.
- **Collusion:** Working with others on an assignment which is intended to be an individual assignment and incorporating their material into your work is inappropriate and unacceptable.
- **Switching:** Submitting work completed for one course in another course without the permission of instructor, is inappropriate and unacceptable.
- **Falsification:** Inventing data or altering data that have been obtained from legitimate sources is inappropriate and unacceptable.
- **Forging** documents or forged signatures for personal gain or fraud is inappropriate and unacceptable.

Note: Any other forms of student/s misbehavior related to the above-mentioned items will be dealt accordingly with proper sanction.

PENALTIES:

Academic misconduct exposes the student who committed the offense to penalties considering the seriousness of the offense and the circumstances of the event. Academic misconduct penalties may include:

- Verbal warning
- Written warning
- Final written warning
- Repeating or Cancelling the results of exam, Project or assignment for the student in one course or more
- Deprivation of sitting for the examination in a course or more
- Getting a failing grade
- Dismissal from the college for repeated violations

Instructions and guidelines during the examinations:

1. During the exam, students should place their student ID card given by the college at the top right-hand corner of the desk, to write their names and student number on the answer sheets.
2. Students are not to leave the exam hall without permission and to remain seated and to raise their hand if they require attention.

3. Once exams have commenced, students are not allowed to leave the examination room before the time mentioned in the exam paper is over.
4. No student shall be admitted after the first half an hour of any examination.
5. Students should stop writing when they are instructed to at the end of the exam and hand over the answer sheets to invigilators.
6. The date and venue of all exams are to be specified in the exam timetable. Students should be notified about the following during all exam days.
 - a) All handbags must be kept under the chairs/desk/tables.
 - b) No wallets, pencil cases, glass cases, etc. are to be left on the desk. All such personal items brought into the examination room should be placed under the chair. These personal items are not to be accessed once the exam has commenced and make sure that students have all items needed to complete their exam.
 - c) Mobile phones or iPods must not be allowed inside the exam room. They can hand over these items to invigilators who need to make necessary arrangements to keep them or they should be switched off.
 - d) All books or other source of information, whether printed or electronically recorded, including calculators or blank papers must be kept under the chairs, unless such materials have been approved in advance by the examiner, and listed under the instructions on the examination paper.
 - e) Programmable calculators, if approved for this exam, must have the memory cleared prior to the commencement of the exam.
 - f) Summary notes and/or study sheets of any type must be kept outside the exam room before the commencement of the examination.
 - g) If a student wishes to make notes during the examination, he/she must use a page of his/her answer sheet, clearly marking the page 'NOTES ONLY'. This page must not be removed from the answer sheet.
 - h) All students must display their ID's on their examination table.
 - i) Electronic bilingual dictionaries are not permitted in examinations.
 - j) The use of bilingual dictionaries or an English dictionary is permitted only when this requirement is stated in the instructions on the exam sheet.
 - k) Students cannot have extra time after the allocated time of the exam is over.

ATTENDANCE

- (i) Students must attend all lectures set for a particular course including Compulsory Course (HW) and Attendance only Course (HS). However, if given

reasons that can be accepted by the college, students are permitted to miss not more than 20% of the total stipulated lectures.

- (ii) Students who do not comply with above rule without reasons that can be accepted by the college are considered to have failed the Course. Zero marks (0) are given for the course or Attend and Fail (HG) for Compulsory Course (HW). Students may be disqualified from taking the final examination.

Absenteeism Procedures

The instructor of the course and the Student Services Department shall be coordinated to deal with repeated Absenteeism (without excuses) according to the following:

- The student is given an oral warning if the absence rate reaches 5%
- The student will be given a first written warning if the Absenteeism rate reaches 10%
- The student is given a second written warning in case the Absenteeism rate reaches 15%
- The student will not be able to take the examination (Barred) if the Absenteeism rate reaches 20% (without an acceptable excuse)

Academic Standing

Students' academic standing is determined by CPA.

Students' academic standing status is determined in every common semester using CPA with respect to UMP regulation

Student with 2.00 and less than 3.00 CPA is considered in a normal academic standing and he can register a maximum of 15 credit hours

Student with 3.00 CPA is considered in outstanding academic standing and he can register more than 15 credit hours.

Academic Probation¹

It is a system in which students go through if their CPA falls below 2.00.

Academic Probations are divided as follows:

1. First Probation
 2. Second Probation
 3. Final Probation/ Dismiss
- the first semester will not be counted in probation if the students' score CPA less than 2 and more than 1.00
 - The admission and registration department shall handle the academic warnings to the student and explain the number of attempts left for him, the student then has to sign them.
 - The academic probation should be stated in the student academic transcript.

¹The Probation Regulation and Grading System is subject to change as per the Affiliated University Requirements after the final approval of MoHE

Remedial Actions

Students may meet the academic advisor before registering for the next semester.

Allow learners to repeat courses with low grades as per Repeating Units Policy.

Reduce the course load to a maximum of 12 credits hours.

Conduct enhancement courses as an opportunity to raise the Grade so it reaches 2.00 (CPA).

Postponement of some modules/units.

Summer Courses.

Referral to College Centers (Learner's Affairs Section, Counselling Center, clinic) to provide assistance.

Student must work hard to raise his CPA in 3 semesters.

The summer course is not considered as any of the 3 probation semesters to cancel the academic probation. If the student is under academic probation and he scores CPA 2.00 and above in Summer course, his probation will remain the same and can't be canceled.

The summer course is not considered as any of the 3 probation semesters. If the student CPA is 2.00 and above before Summer course, and he scores less than 2.00 in Summer course, he will not be under academic probation in the semester after summer.

If the learner continues in falling under probation for 2 consecutive semesters, head of admission and registration department should send a notification to the student and the guardian informing them about the matter.

Student who can't pass the last attempt of probation will be asked to withdraw from the college.

If the learner goes back on probation after leaving it, he/she will return to the level in which he/she was.

Student is not allowed to change the specialization if he fails to pass the academic probation as the college currently is offering one specialization. In future, when the college offers different specializations, this can be allowed with stated rules and regulations.

Role of the Academic Advisor

Provide the necessary support and assistance to learners to achieve the completion of all the requirements of academic life.

Approval and follow up on the selection of courses to be registered in each semester.

Provide advice and alternatives to learners in the case his/her academic performance is poor.

Role of the Academic Council (Academic Committee)

Oversee the academic and vocational training and education process through:

- following-up the academic advisors

- urging the faculty members to carry out their educational role with the learners.

Approve study loads

Increase the efficiency of the academic advisor and continue to improve advising methodologies.

The advisory council will offer one more last semester for those with CPA 1.8 and above to increase their grade to the required one that enables him getting the certificate. This can be done with the following cases:

- If the student finishes all the allowed attempts of the academic probation.
- If the student completed all the allowed years to finish the program.

Improving Academic Achievement

With permission from College, Students are given a chance to improve their Course grade on the following conditions:

- Grade improvement is only for "C-" grade and below.
- Grade improvement for a particular Course is only permitted once, unless the Course improved is failed.
- The latest grade will be considered in the GPA and CPA calculation.
- Student study period has not ended.

Examination Result Announcement

The college will announce the examination results within the stipulated period.

Students' Study Level Status

Students' Study Level Status is determined by the College based on the total of Earned Credit obtained.

Dean's List

- (1) Student will be listed in the "Dean's List" if he/she meets the following conditions:
 - (a) Obtained GPA ≥ 3.50 for the first semester onwards; and
 - (b) Registered at least twelve (12) credit hours per semester not including course with the status of attendance only (HS) and compulsory (HW).
- (2) The "Dean's List" record will be included in the students' transcript.

Study Deferment

- (i) Students are allowed to make only twice (2) deferment during the study.
- (ii) Students who are ill as confirmed by the concerned medical institutes can apply to defer study. The maximum period for one (1) deferment is two semesters for each application. If students wish to defer their studies more than two (2) semester continuously, case will be referred to the concerned medical institutes for confirmation of the severity of the disease for the students.
- (iii) Based on the recommendations of the concerned medical institutes, the university board of trustees has the right to determine whether students are allowed to continue their studies or being terminated. The deferred semester will not be considered in study period count.
- (iv) Application to defer study other than health reasons can also be considered. The deferment period is one semester for each application. This deferred semester will be considered in study period count. The application must be made before Friday of week nine (9) of study.
- (v) No fine imposing, if the application is approved before the end of the allowed period.
- (vi) If the student submits the application in the third week and it is approved, Students will be refunded with an amount of 25% of the fees
- (vii) No amount will be refunded if the Student applies to defer study after the third week. After then, the Student should pay any entitlements to the college.

Study Deferment Procedures

1. The Student must submit the postponement application in person to the Admissions and Registration Section or to authorize his representative and bring the Students' ID card of the applicant.
2. The Student will be given an application form to fill in for an initial postponement stating the reasons for the postponement, with proof of the reason being given by the concerned party.
3. After approval of Admission and Registration Section for initial application, the Student will receive the official postponement application form.

4. The Student must complete all the required data and documents in the form and submit them to the admission and registration section with a card within a maximum of one week from the date of initial approval.
5. After Dean's approval, the Students' registration shall be ceased in all the registered courses and his/her file shall be closed for that semester.

Change of Study Programme

Students are not permitted to apply for change of study programme.

As suggested by MoHE that the students are allowed to change the study program for some other circumstances set by the College/ University.

Re-Registration

- i. The University board of trustees can consider students who have failed their year one first semester to re-register (DS) if the students make their application to the College. *This is because the student has been terminated from University. Student must re-register to activate their student record in our system.*
- ii. DS students are considered to have used one semester of their study period. *Only for first year in first semester and this was approved by Senate. Please refer to UMP Academic Guideline Book, page 20, Section XIII*
- iii. DS students with Fail Standing (KG) will begin study as if a new student but the previous transfer of the credit will be repealed.
- iv. DS students will be terminated from study if fail to obtain CPA ≥ 2.00 in the first semester of the repeated study. *This is because the student has been terminated for obtaining a CPA < 1.67 . Student with the status of 'Probation 1' and 'Probation 2' must obtain $1.67 \leq \text{CPA} < 2.00$*

RE-ADMISSION AFTER WITHDRAWAL

A student may be considered for re-admission to the same programme if a student had to withdraw from the College. In such cases, the following factors and considerations shall be taken into account:

- Withdrawal period shall not exceed eight consecutive semesters
- Availability of vacant places in the programme.
- Reasons of withdrawal.
- The academic performance of the student before the withdrawal.
- Number of credit hours/points earned to date.
- Priority shall be given to Students who earned the largest number of credit points.

TERMINATION FROM COLLEGE

The student will be terminated from the college if:



- unable to overcome academic probation.
- violate the rules and regulations applied in the college
- the student terminated from the college is not allowed to be re-registered

DIPLOMA AND BACHELOR'S DEGREE CONFERMENT

Conferment Requirements

- Diploma and bachelor's degree conferment will be made in the nearest meeting of the University board of trustees.
- Students are only eligible to be conferred diploma or bachelor's degree after the following requirements are met:
 - Passed all courses stipulated.
 - Achieved CPA of ≥ 2.00 .
 - Applied for conferment and obtained College recommendation.
 - Other requirements stipulated.

Conferment Application

- Students must make confirmation for diploma or bachelor's degree conferment within the stipulated period.
- Students who do not make confirmation for conferment within the stipulated period will be given the status of Excellent Standing (Completed Programme) [KC(TP)] or Good Standing (Completed Programme) [KB(TP)]. Students may make confirmation for conferment in the following semesters.
- Students who have completed their studies with Excellent Standing (Completed Period) [KC(TT)] or Good Standing (Completed Period) are not eligible to make confirmation for conferment.
- Students who do not make confirmation for conferment within two years after completing the programme will not be conferred diploma or bachelor's degree.

DIPLOMA AND BACHELOR'S DEGREE CLASS

Diploma and bachelor's degrees classes are shown below.

Diploma Degree	Requirement
First Class	CPA ≥ 3.67 above
Second Class	$2.00 \leq \text{CPA} < 3.67$

Bachelor Degree	Requirement
First Class Honours	CPA ≥ 3.67 above
Second Class Honours (Upper)	$3.00 \leq \text{CPA} < 3.67$
Second Class Honours (Lower)	$2.33 \leq \text{CPA} < 3.00$
Third Class Honours	$2.00 \leq \text{CPA} < 2.33$

Part Three: Students' Affairs **Bylaws**

STUDENTS' SERVICES DEPARTMENT

Students' Services Department organizes and implements all matters related to the procedures of academic and general student services and ensure that the highest standards of services are provided to meet students' requirements for the following:

Academic Support Services	General Support Services
Registry (Enrolment, Students Records and Profile)	Student Satisfaction and Climate
Students' Contracts	Career and Employment Services
Library	Students Finances Accommodation, Transportation and Catering
Information and Learning Technology	Medical Services and Counselling Facilities
Academic Advising	Social and Recreational Services
Learning Support	International Students Services
Teaching Resources	Students Rights, Obligations and Behavior

Students' Rights

Gaining skills and knowledge is students' first and most important right associated with a set of rights which distinguish a Student's personality from others. These rights include:

1. To be issued a College Card that proves the students' identity within the college campus.
2. According to College rules and regulations, students are entitled to:
 - be honored when deserved.
 - be assured of the accuracy, safety and confidentiality of the Students' File content.
 - use college labs and workshops to improve experience and creativity to develop motivation.
 - participate in various student activities adopted and supervised by the College.
 - have access to basic health and social care through the College counsellor and social worker to help solve any problem that hinders the student from learning.
 - be insured against work injuries inside College Campuses and designated work places.
 - submit grievance requests or appeals to reconsider decisions issued against the student, during the learning period.
 - raise inquiries asking for course explanation and discuss them with teachers and trainers inside the College campus in a polite learning attitude.

- be given official receipts for what a student pays to college treasury.
- claim insurance payment after obtaining clearance from the relevant departments, if necessary.

Students Responsibilities

Students should safeguard and maintain their morals and values with a high level of responsibility so that they become an exemplary and productive part of the college. Students should also abide by the rules and regulations that govern the academic, educational and training aspects at College, and to defend the assets and other facilities of the College at the same time, boosting humanitarian relationship between themselves and interacting positively with the staff members.

Violations

Any violation of College regulations, decisions and values, will be penalized as specified. Violations may include the following:

1. Hindering or preventing others from learning, deliberate refusal to attend lessons, lectures or college's other obligatory activities which do not violate the Basic Statutes of the State and the applicable laws
2. Any action contradictory to Ethics and Public Morals inside the college
3. Any violation of the Guidelines of examinations and assignments.
4. Deliberate sabotage against the college's properties or facilities
5. Attempting to assault, abuse, threaten or disrespect any individual within the college campus.
6. Distribution of publications, posters, magazines or bulletins without the written consent of the college's management.
7. Collecting signatures for a matter that offends the college, shareholders, employees or Students.
8. Organizing or holding parties, lectures or public forums anywhere on the college campuses without prior written permission from the college's management.
9. Starting a riot or attempting to form Student unions, authorities or associations outside the framework of the organizing rules and regulations.
10. Forgery of official documents or using fake documents in any work of the college and any form of plagiarism.
11. Identity theft in any work of the college.
12. Violation of the rules and regulations of Students Support Services activities.

13. Committing cybercrimes.

14. Providing, selling or using alcoholic drinks and narcotic substances.

15. *Any other items not found in the lists and considered violations as per the policies and regulations of the College/University.*

Penalties

Penalties vary according to the type and frequency of the violation. The student who commits the offense may have one of the following penalties:

- Verbal warning
- Written warning
- Final written warning
- Deprivation of some Trainee services or privileges
- Deprivation of attending lectures of any particular subject
- repeating or Cancelling the results of exam, Project or assignment for the student in one course or more
- Deprivation of sitting for the examination in a subject or more
- Deprivation of studying or sitting for the examination for an academic term or more
- Getting a failing grade
- Dismissal from the college for repeated violations

Violations, Penalties and Authority Imposing Penalty

The competent authority for imposing penalties stipulated above for the violations mentioned earlier shall be according to the following table:

Violation Number	Penalty	Authority Imposing Penalty
2, 4, 6, 7, 8, 12	<ul style="list-style-type: none"> Verbal warning Written warning Final written warning Dismissal 	<ul style="list-style-type: none"> The Dean Deputy Dean of Academic Affairs Manager of Students Services Department <p>Note: The dismissal of the student is the prerogative of the Dean only</p>
1, 3	<ul style="list-style-type: none"> Verbal warning Written warning Final written warning Repeating or cancelling the result of examination, projects and assignments for the student in any subject Deprivation of sitting for examination in one or more subject Dismissal 	<ul style="list-style-type: none"> The Dean Deputy Dean of Academic Affairs Head of Academic Departments <p>Note: The dismissal of the student is the prerogative of the Dean only</p>
5, 9, 10, 11, 13 & 14 Refer to Violations Committee	<ul style="list-style-type: none"> Final warning Dismissal 	<ul style="list-style-type: none"> The Dean Deputy Dean of Academic Affairs <p>Note: The dismissal of the student is the prerogative of the Dean only</p>

Decisions of Penalties

The decisions of disciplinary penalties issued against a student shall be put in the student's file.

Violations Committee and Penalties

Penalties 5, 9, 10, 11, 13 and 14 mentioned earlier must be referred to the violations committee.

Responding to the Penalty by the Student

The student shall be summoned by phone call, writing email to and sending mail appear before the violation committee within a maximum period of three working days after committing the violation. The committee must listen to student statement and defense

and write that in the official minutes. If the student does not appear for the violation committee in the fixed time, student's right to listen to their statement and defense shall be forfeited.

The student can be accompanied by not more than two people.

Violations Committee

A violations committee shall be formed by a decision issued by the Deputy Dean of Academic Affairs and chaired by Manager of Students Services Department. The committee shall consist:

- Head of Students Affairs Department. Deputy Chairperson
- One Member form academic staff members.
- One Member from Vocational Training Unit
- Career Guidance and Counselling Specialist – Member

Terms of Reference

- Identify and ascertain the nature and/or level of student violations.
- Investigate and verify the allegations.
- Make recommendations to disciplinary committee.

The Disciplinary Committee

The disciplinary committee shall be formed by a decision issued by the Dean to review the violation, the investigation and penalty recommended by the violation committee. The committee chaired by Deputy Dean of Academic Affairs and shall consist:

- Head of Engineering and Industrial Department.
- Head of Business Administration Department.
- One Member from the academic staff members.
- One Member for the Vocational Training Unit.

Membership in Violations and Disciplinary Committees

The membership of the violations committee and the disciplinary committee shall not be combined.

Timeframe for Imposing Penalty

The imposing of disciplinary penalty must be decided within a period not more than two weeks. The student may appeal in writing to the Dean against any disciplinary decision, within a period not more than one week from the date of the disciplinary penalty imposing.

Accountability of the Student

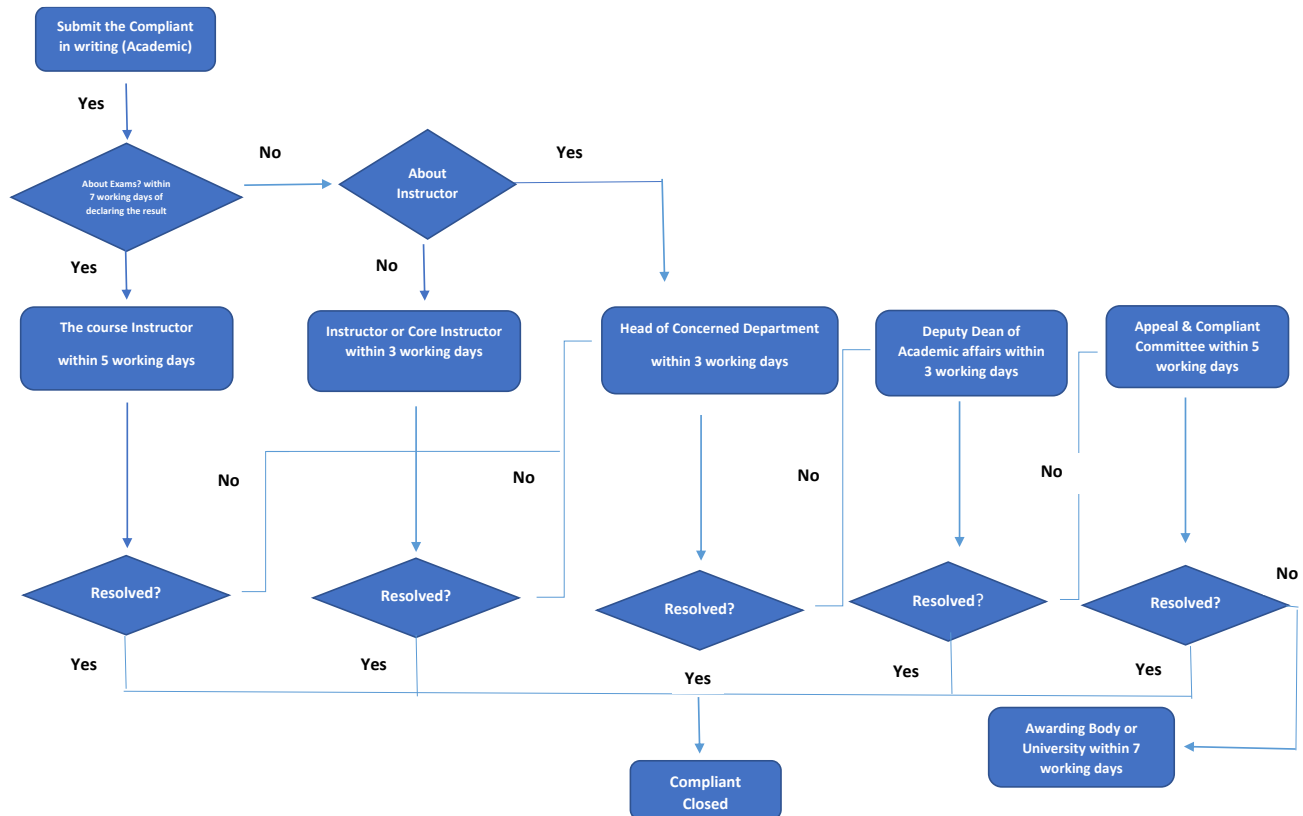
Ignorance of the college's rules and regulations is not a defense nor an excuse which will exempt the Student from discipline, penalty or punishment.

Complaints and Appeals Policy

The aim of the policy is to clarify the way complaints and appeals are dealt with by clarifying the procedures followed by the College and the right of each student to submit a complaint or appeals. Complaints and appeals are divided into:

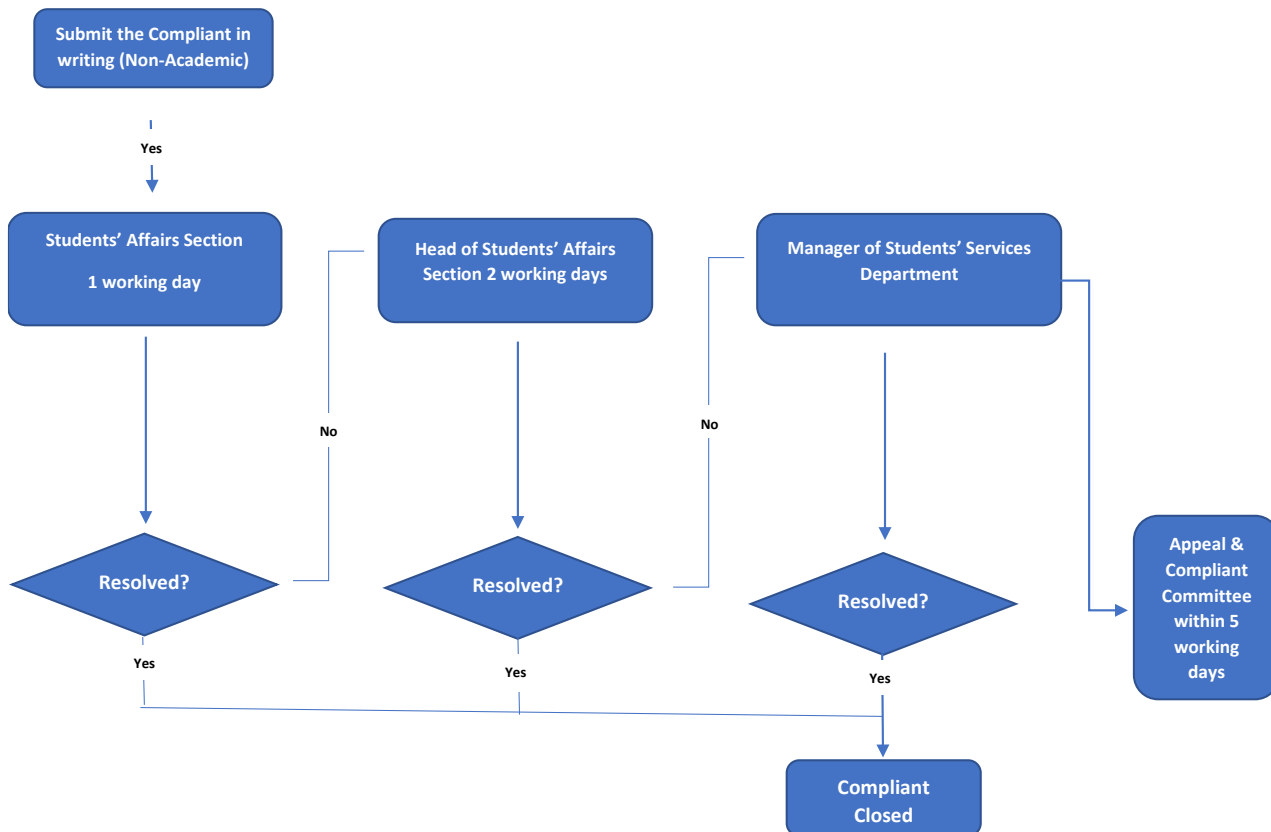
Academic:

Includes all issues related to the quality of education and training: the content of programme and their implementers, plans, timetables, education and training approach, assessments, academic notes, learning resources, and training programmes as well as sponsors.



Non-academic:

Includes all issues related to students support services provided by the college: transport, accommodation, facilities, activities, completion of documents related to the student and treating students by College staff.



Students Complaints and Appeals Committee:

This Committee shall be formed by a decision issued by the Dean to consider the academic and non-academic of students' complaints and appeals and shall be chaired by the manager of the Quality Assurance and Academic Accreditation Unit and the membership of:

- One member form academic staff members.
- One member from vocational training unit.
- Training quality assurance officer.
- The committee has the right to invite any person to participate in some meetings.

Terms of Reference

- Study and review all students' complaints and appeals.
- Complete all review procedures within 5 working days.
- The chairman of the complaints and appeals committee shall inform the student of the results of the complaints and appeals review using the designated form.

Dress Code

- Students should adhere to wearing the official Omani attire as Follows:
 - a) Male Students:**
Must wear white Omani Dishdasha and either Imama or Kimma.
 - b) Female Students:**
Must be modestly attired.
- The students in Engineering and Technology department will be providing with uniforms by the College.
- Engineering students will be given:

Male	Female
pair of shirts	A protective overcoat
pair of pants	pair of pants
One pair of shoes	One pair of shoes
One cap	One cap

- Engineering students are obliged to wearing uniforms on daily basis.
- Business administration students shall have to wear the uniform while doing their On-Job-Training (OJT) and during laboratory sessions or whenever it is required by concerned parties.
- Wearing College uniform is the must for the students registered in the College. No alterations in, or additions to the official uniform are allowed.

GENERAL SUPPORT SERVICES

IT and Networking System

The College provides an integrated information technology network environment that supports and enhances the establishment of academic and vocational education & training activities. This network is installed within the campus through wired and wireless techniques covering classes, labs and all college facilities and services areas.

New students shall be granted an E-mail address, user name and password and WIFI access. The e-mail may be accessed from on/off campus and is secure and friendly to use.

College Self Access Labs

College self-access labs are equipped with full bank of networked computers which give wide chances for students to practice their IT skills and prepare for projects and assignments in an independent way. The labs have programmes and full internet access for students who may continue their self-directed studies/ learning beyond College scheduled time.

Library

College library is a specialized cultural and educational body which aims to collect and develop sources of information through general and specialized books, materials, journals and online learning.

Library's role is to provide sources of knowledge, strengthen education-curricula programmes, support research activities, and develop reading skills and abilities that boost learning speed. Further, the library, recognized as a unique and an independent entity, serves to achieve the college's goals and supports its academic and vocational education & training policies.

Writing Center

The writing centre aims to improve students' writing skills so that they can communicate variety of topics clearly and effectively. In the centre, instructors/ lecturers work face-to-face with students to identify and attempt to solve writing problems. It, simply helps students improve their writing skills and sub-skills, e.g. brainstorming.

Medical Services

The College has a clinic and a nurse for medical attention of all students and staff. The clinic is highly responsible to carry out immediate actions in case of sudden occurrence of illnesses or injuries.

Transport Facilities

The College provides cost-based transportation services for students, who desperately need transportation to move around NCAT sector area.

Lockers

The College maintains lockers to be used by students to store their learning materials and other items related to their studies when they attend workshop sessions. The College reserves the right to manage lockers to preserve health and safety.

The College has already established clear guidelines to ensure responsible use and to control the content kept in lockers. By utilizing the college's lockers, students and employees acknowledge and agree that lockers' use is a privilege and subject to immediate termination without notice, if such guidelines are not adhered to. At no time, will the College stop its exclusive control of lockers, which are for the temporary use.

Photocopy and printing services

Photocopy & printing services are free/pre-paid provided for College students to facilitate accomplishing of educational tasks, assignments and projects.

Sport and Recreational activities

We at the College, believe in holistic growth and development of body, mind and spirit. To this end, the College offers opportunities for students to participate in sports such as soccer, tennis, table tennis and billiards on/off the campus parallel to their studies in the classroom.

Store Facility

The College offers a chance to conveniently replenish their store of study items such as notepads, pens and other miscellaneous stationery on the premises. students may choose to buy a third set of their uniform in addition to the 2 supplied by the College.

Health and Safety

The College is responsible to manage risks, provide a healthy and safe environment, guide and direct all operations and activities to meet H&S legislations as required by Oman Labour law and implement 'good practice' to protect students, staff and visitors.

STUDENTS SUPPORT SERVICES

Identity Cards

Every student is issued an identity card upon admission into the College.

Counseling and Guidance

College provides highly confidential counselling and guidance services, where consultants collaborate to advise, counsel and assist students to benefit from their personal skills and discuss the obstacles and challenges they might face throughout their studies. Counselors also advise the students on how to overcome their specialization confusions, by providing them with the relevant information. This way the students can benefit from career consultants' experiences in social, behavioral and professional problems.

Orientation Programme

Students' orientation programmes are designed to initiate the integration of newly admitted students into the academic, cultural, and social environment of NCAT.

The primary purpose of orientation programme is to help new undergraduates understand the nature of the College, the educational opportunities available for them, the values and functions of the community, and the central objective of the College as an academic enterprise. It also helps students to learn about matters relating to students registration, housing, on campus activities, and other aspects of College life.

Students Council

The student's council represents all the beneficiaries of the services of the educational institution and acts as an intermediary to communicate their demands and proposals by forming a link between the students and the trainees and the management of the college. The regulations governing the student's council are subject to the requirements of the Ministry of Higher Education in the Organizational Guide of Student Advisory Councils in Higher Education Institutions. The student's council aims to achieve the following objectives:

- a) Contribute to the improvement and development of educational/research process and services provided to students.
- b) Enhance transparency principles and encourage constructive sensible opinions and commitment to polite dialogue.
- c) Develop awareness of being productive and creative citizens who practice human and social activities in a responsible manner.
- d) Develop spiritual, moral values and national feeling, proudness of the nation, its culture, heritage, high ideals and values.
- e) Provide students with the basics that help them strengthen their character, develop team work spirit, think scientifically, develop dialogue spirit, respect others' opinions and provide them with communication skills
- f) Follow up student issues, educate them, maintain their achievements and work closely with the Colleges to solve their problems.
- g) Improve student activities in all scientific, cultural, social, sport, artistic and other constructive fields.
- h) Emphasize the values of volunteer work to support charity activities and projects.
- i) Support outstanding students and create suitable atmosphere to help them study and carry out scientific researches.
- j) Raise the level of intellectual, artistic, social and sport activities and enhance communication horizons and activate communication channels between the students and officials in the Colleges.

Part Four: Students' Residence **Bylaws**

Students' Residence Bylaw: (This bylaw will be applicable once the college offers residential buildings based on correspondences and approvals made with the directorate)

I. TERMS AND CONDITIONS

1. This bylaw is aimed to:
 - control students' behaviors within college main campus or service facilities.
 - reform violators' actions and guide them through modern educational methodologies.
 - impose disciplinary sanctions on violators of residence rules and regulations.
2. The College may offer in or off campus residences for students. If rooms are reserved, the student shall pay the full renting amount even if the student is vacated before the end of the semester.
3. The College will offer paid transportation services from and to the residential building.
4. Each of the beneficiaries of college accommodation services shall be subject to these regulations and in accordance with the basic regulations of the College.
5. The competent authority to implement the provisions of these regulations is Students' Affairs Section in cooperation with the relevant departments.
6. The College is keen to provide services required to maintain calm living environment which enables possibilities of:
 - Support right educational values among Students
 - Accustom the Students to time management and cultural, social, sport and entertainment activities that accommodate existing interests and tendencies to develop various extracurricular hobbies.
 - Promote the spirit of harmony among Students, achieve acquaintance among them and develop their sense of community and belonging
7. Students' Affairs Section shall supervise and facilitate Students' residence as per applicable rules and regulations.
8. Ensure the recruitment of qualified supervisors.
9. Avail a specialized clinic to follow up cases that need health care.
10. Students' Affairs Section shall apply the provisions of these regulations through periodic visits to the residential buildings at the time it deems fit and take appropriate measures against violators.
11. Students' Affairs Section may set up a committee to deal with emergency cases. The committee may inspect any room suspected and summon its occupants.
12. Avail security guards to maintain a safe environment to live in.

II. RULES AND REGULATIONS

1. The Student has the right to secure a room if s/he:
 - is an officially registered in the regular study and has completed all registration procedures for the semester in which the Student wishes to enroll in the residence.
 - free from any infectious diseases
 - has not been separated from the residence due to violation of rules and regulations
 - accepts and abides by college rules and regulations especially those in relation to dormitories
2. Students are allocated to rooms of the residential building based on available vacancies in accordance with the guidelines developed by the Students' Affairs Section taking into consideration Students' wish whenever possible. Students may request to change their rooms within the specified period only.
3. A master Student will be assigned by Students' Affairs Section to each building provided that the student:
 - be of good conduct
 - has strong leadership personality
 - no negative observations are raised against the selected Student
 - lives in the respective building

Roles and responsibilities of the master student:

- Inform Students' Affairs Section of any issues or irregular behavior that may occur in the building.
 - Inform the housing personnel if maintenance or cleaning services are needed
 - Organize the conduction of sports, cultural or social events.
4. Visits are allowed and regulated through the items below:
 - Only first degree relative are allowed for the visit.
 - During week days, visits start at 4pm and ends at 9:30pm. In weekends, visits start at 9am and ends at 9pm while the student must be at his/her room.
 - Overnight stays are prohibited.
 - Students' Affairs Section shall regulate the visits.
 5. If the student has been dismissed or has withdrawn without referring to College concerned personnel to obtain the residing clearance, his residence will be vacated in absentia. All the belongings found in the room will be submitted to property and



facilities department at the College. Students' Affairs Section shall not be held liable for any element or compensating the items.

6. If the student has postponed a semester or has withdrawn, s/he must refer to Students' Affairs Section to be officially vacated before completing the procedures.

III. STUDENTS' RIGHTS AND OBLIGATIONS

1. Students may exercise cultural, social, sports and recreational activities inside the residential building in accordance with instructions and resolutions made by the College.
2. Students may be allowed to stay during the weekends and holidays upon the approval of Students' Affairs Section.
3. Students will be collectively or individually investigated against the loss of items or damage of rooms or buildings.
4. Students are responsible to keep their personal belongings secure and is not advised to leave the valuables in the room upon leaving the residence.
5. Students must be in their rooms at the time set by the college and may be allowed in some cases upon the approval of Students' Affairs Section to be late for being involved in study related works or activities or urgent cases.
6. Students must collaborate with the securities and Students' Affairs Section personnel and avail their identification cards or student's card when required.
7. Students must:
 - keep the room clean and pleasantly arranged
 - not mess around the residence properties
 - not hang pics, drawings or logos on walls, doors or glasses whatever the reasons are unless prior approval is got from the supervisor or the housing center
 - wisely use water and electricity
 - be appropriately attired in campuses
 - keep calm
 - not allow people under the age of 15 to enter without the approval of their guardians
 - not pets are allowed
 - not conduct works with prejudice to residence rules or affecting public properties within the building. Committers will be punished as per terms stated in college bylaws.
8. Students are banned from any action or behavior contradicting the social norms or Islamic tradition or college rules and regulations including, but not limited to:

- possession of weapons
- drug, alcohol or smoking abuse
- use of candles or burners in rooms
- use of fireworks or cooking utensils or what would cause fires
- possession of electric equipment unless coordination with Students' Affairs Section is made
- possession of items e.g. books, magazines or pictures against morality
- allow the visit of unauthorized persons
- issue publications without the prior consent of Students' Affairs Section
- stoppage of in campus activities
- misuse of cameras or cell phones
- conduct actions against morality
- misuse of computers and college networks

IV. GENERAL CONDITIONS

1. Students shall be subject to the disciplinary system set forth in the rules and regulations of the College in respect of the violations committed within the residence.
2. Any violation of the general laws and regulations and the provisions and Islamic norms, or the performance of any act prohibited by virtue of the regulations and regulations adopted at the College.
3. In the event of committing an offense, the Students' Affairs Section will confirm the incident and submit it to Manager of Students' Services and then to the Violations and Penalties Committee for investigation and decision making in accordance with the regulations and regulations.
4. Students' Affairs Section is responsible to publish the provisions of these regulations and to inform the Students in all available means. Ignorance of housing regulations and instructions issued by the Section is not an excuse.

TUITION FEES

Tuition and Services Fees Payment Procedures:

Basic Tuition and Services Fees should be paid as following:

- Those students who are sponsored individually should pay in cash, cheques or online.
- Payment of those students who are sponsored by governmental organizations should be through Banking transfer or cheques issued by the organization during the academic semester.
- Payment of those students who are sponsored by Private organization should be through banking funds or cheques issued by the organization within a month from the academic semester commencement.
- Payment of those students who are sponsored by international organization and authorities should be through banking transfer to the college banking account within a month from the academic semester commencement.

i. Tuition Fees Structure for General Foundation Programme (GFP)

Foundation Programme	General Foundation Programme (GFP)
Levels GFP	Three Levels
Duration GFP	Three Semesters = One Year
Tuition Fees GFP	OMR 2,000

ii. Tuition Fees Structure for Academic Programme

Academic Programme	Engineering and Technology Courses	Management and Commerce Courses
Tuition Fees	OMR 80 / Credit Hour	OMR 70 / Credit Hour
Registration Fees	OMR 100	OMR 100
Insurance Fees (Refundable)	OMR 100	OMR 100

iii. Tuition Fees Structure for Learners Services

Service	Fees
Replacement of ID card	OMR 5
Replacement of Certificates	OMR 10
Replacement of Transcript	OMR 5
Training Uniform	Free for first time
Training Uniform Second Time	OMR 20
Re-evaluation for Exam Papers	OMR 15

Note: All fees are subject to change as per MoHE policies.

Annex (1): Table of Curricula Plan

Year	Semester	Course code & number	Course title	Teaching hours	Course load in (Credits/ points/ units)	Course type		
						Compulsory/ optional	University/ college/ department requirement	Prerequisite
2020/2021	1	UHL2400	FUNDAMENTALS OF ENGLISH LANGUAGE	50	0	Compulsory	University	
		UHL2412	ENGLISH FOR ACADEMIC COMMUNICATION	32	2	Compulsory		
		UQB 1**1	Co. Curriculum 1	16	1	Compulsory		
		BUM 2123	Applied Calculus	48	3	Compulsory		
		BMM 1313	Computer Programming	48	3	Compulsory	Faculty	
		BMM1011	Introduction to Engineering	16	1	Compulsory		
		BMM 1563	Statics	48	3	Compulsory		
		BMM 1523	Engineering Materials	48	3	Compulsory		
		BMM 1811	Mechanical Laboratory 1	16	1	Compulsory		
	2	UHL2422	ENGLISH FOR TECHNICAL COMMUNICATION	32	2	Compulsory	University	
		UHR 1012	Islamic and Oman Civilization	32	2	Compulsory		
		UQ* 2**1	Co. Curriculum 2	16	1	Compulsory		
		BUM 2133	Ordinary Differential Equations	48	3	Compulsory		
		BMM 1543	Strength of Materials	48	3	Compulsory	Faculty	BMM 1563
		BMM 1553	Dynamics	48	3	Compulsory		BMM 1563
		BMM 1511	Eng. Mechanics Lab 1	16	1	Compulsory		BMM 1563 BMM 1523
		BMM 1821	Mechanical Laboratory 2	16	1	Compulsory		
2021/2022	3	UHS 1021	Soft Skills 1	16	1	Compulsory	University	
		BUM 2313	Numerical Methods	48	3	Compulsory		
		BMA 2312	Introduction to Automotive Engineering	32	2	Compulsory	Faculty	
		BMM 2673	Thermodynamics	48	3	Compulsory		
		BMM 2433	Electrical & Electronics Technology	48	3	Compulsory		
		BMM 2533	Fluids Mechanics 1	48	3	Compulsory		
		BMM 2612	Computer Aided Design	32	2	Compulsory		
	4	UHL2432	ENGLISH FOR PROFESSIONAL COMMUNICATION	32	2	Compulsory	University	
		UHF 11*1	Arabic for Beginners	16	1	Compulsory		
		BUM 2413	Applied Statistics	48	3	Compulsory		
		BMA 2523	Internal Combustion Engine	48	3	Compulsory	Faculty	BMM 2673
		BMM 2543	Fluids Mechanics 2	48	3	Compulsory		BMM 2533
		BMA2623	Automotive Design & Styling	48	3	Compulsory		BMM 2612
		BMM 2521	Eng. Mechanics Lab 2	16	1	Compulsory		BMM 1553 BMM 1543
		OJT 1	Industry Enhancement Program (Summer)	240		Compulsory	NCAT Req.	



2022/2023	5	UHE3012	Contemporary Leadership In Community	32	2	Compulsory	University	
		UHF 21*1	Arabic for Intermediate	16	1	Compulsory	University	UHF 11*1
		BMA 3623	Engine Design	48	3	Compulsory	Faculty	BMM 1543
		BMM 3511	Eng. Themo-fluids Lab	16	1	Compulsory		BMM 2673 BMM 2533
		BMM 3513	Heat Transfer	48	3	Compulsory		BMM 2673
		BMM 3613	Automatic Control	48	3	Compulsory		BMM 1553
		BMM 3643	Manufacturing Processes	48	3	Compulsory		
	6	UHM 2022	Ethnic Relations	32	2	Compulsory	University	
		BMM 3533	Measurement and Instrumentation System	48	3	Compulsory	Faculty	
		BMM 3563	Finite Element Method	48	3	Compulsory		BMM 1543
		BMM 3553	Mechanical Vibrations	48	3	Compulsory		BMM 1553
		BMA 3601	Integrated Design Project 1	16	1	Compulsory		
		BMM 3633	Industrial Engineering	48	3	Compulsory		
		BMM 3023	Engineering Management and Safety	48	3	Compulsory		
		OJT 2	Industry Enhancement Program (Summer)	240		Compulsory	NCAT Req.	
2023/2024	7	UGE 2002	Technopreneurship	32	2	Compulsory	University	
		UHS 2021	Soft Skills 2	16	1	Compulsory	University	
		BMA 4603	Integrated Design Project 2	48	3	Compulsory	Faculty	BMA 3601
		BMA 4723	Vehicle Dynamics	48	3	Compulsory		
		BMA 4823	Energy Efficient Vehicle	48	3	Compulsory		
		BMA 4912	Final Year Project 1	32	2	Compulsory		
		BMM 3996	Industrial Training	96	6	Compulsory		
	8	BMA 4924	Final Year Project 2	64	4	Compulsory	Faculty	BMA 4912
		BMA 4763	Vehicle Noise & Vibration	48	3	Compulsory		
		BMA 4853	Diesel Engine Technology	48	3	Compulsory		
		BMM 4032	Engineer and Society	32	2	Compulsory		
		BMA 4833	Automotive Electric and Electronics	48	3	Compulsory		