



الكلية الوطنية لتقنية السيارات  
National College of Automotive Technology

# GENERAL FOUNDATION PROGRAMME MANUAL

2023-2024

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## **1. Introduction**

The Department of Foundation Programme plays a vital role in the college as it prepares the learners for their future careers in the automotive sector.

The General Foundation Programme aims at developing learners' linguistic proficiency, basic computer literacy, mathematical skills, physics and chemistry to meet the academic requirements of the post-foundation specializations. Though it is a non-credit course, it is a prerequisite to joining the Post-Foundation Programmes.

## **2. Vision, Mission, and Core Values**

### **2.1 Vision**

The NCAT GFP strives to be a leading center of high educational quality in the Sultanate.

### **2.2 Mission**

The NCAT GFP aims at preparing the foundation students for their undergraduate and graduate studies by helping them acquire the necessary English language proficiency, the required arithmetical and computing skills, the needed Physics and Chemistry knowledge, and the useful study skills for them to confidently carry on their tertiary level education.

### **2.3 Core Values**

The NCAT GFP abides by and adheres to the values derived from the ones adopted by the college. It also fosters such values through the practices of its staff and students. The values include:

1. Promoting the teamwork environment while enhancing cooperation and mutual respect,
2. Abiding by the ethical values like integrity, accountability, and professionalism,
3. Considering quality and responsibility within a customer focus approach,
4. Promoting students' skills regarding critical thinking; and
5. Enhancing innovation, creativity, and leadership.

## **3. Entry and Exit Standards**

### **3.1 GFP Entry Standards**

#### **3.1.1 Omani Students**

The GFP admission criteria for the Omani students comprise the following:

- General Education Diploma (GED) or equivalent,

- Transfer from a recognized HEI.

### 3.1.2 International Students

The GFP admission criteria for the non-Omani students comprise the following:

- Secondary School Certificate,
- Equivalency from Oman Ministry of Education.

### 3.2 GFP Exit Standards

NCAT GFP students, and all students who wish to join NCAT academic programs, MUST produce a valid academic IELTS Certificate with an overall score of 5.0 as an exit standard. They should also pass all the NCAT GFP relevant components (Maths, IT, Physics & Chemistry).

## 4. GFP Placements

Tests' scores place students as follows:

### 4.1 English

Test Score	Level	CEFR	IELTS
0-49	1 - (Unlock 1, Second edition)	A 1	
50-69	2 - (Unlock 2, Second edition)	A 2	3.0
70-89	3 - (Unlock 3, Second edition)	B 1	4.0-5.0
90+	Final Exit Exam / Challenge Test (To be exempted from GFP English)		

### 4.2 Maths

Test Score	Level
0-49	1 - Intro. to Maths
50-69	2 - Basic Maths
70-84	3 - Pure or Applied Maths
85+	To be exempted from GFP Maths

### 4.3 IT

The IC3 or ICDL exempts students from the GFP IT course
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#### 4.4 Physics and Chemistry

Test Score	Note
0-55	To take Physics
55+	To be exempted from Physics
Chemistry	
0-55	To take Chemistry
55+	To be exempted from Chemistry

#### 5. GFP Exemption Criteria

SN	Subject	Criteria
1.	English	• 5.0 IELTS academic band score or equivalent (TOEFL = 417- 450)
2.	Maths	• Placement test score 85+
3.	IT	• IC3 or ICDL
4.	Physics	• Placement test score 55+
5.	Chemistry	• Placement test score 55+

**Note:** Completion of GFP or as above from a recognized HEIs but not more than 5 years

## 6. GFP Structure

### 6.1 English

### 6.2 Maths

Code	Focus	Contact Hours	Foundation		Total Contact Hours
			Year	Sem.	
<b>FPEL1</b>	Grammar (in context)	5	1	1	26 hours x 12 weeks = 320
	Listening and Speaking	5			
	Reading	5			
	Writing	5			
	Study Skills/ Library	2			
	Self-study	4			
<b>FPEL2</b>	Grammar (in context)	5	1	2	26 hours x 12 weeks = 320
	Listening and Speaking	5			
	Reading	5			
	Writing	5			
	Study Skills/ Library	2			
	Self-study	4			
<b>FPEL3</b>	Grammar (in context)	5	1	3	26 hours x 12 weeks = 320
	Listening and Speaking	5			
	Reading	5			
	Writing	5			
	Study Skills/ Library	2			
	Self-study	4			

Code	Focus	Contact Hours	Foundation		Total Contact Hours
			Year	Sem.	
<b>FPIML1</b>	Intr. to Math	3	1	1	3 x 12 weeks = 36
<b>FPBML2</b>	Basic	3	1	2	3x 12 weeks = 36
<b>FPAML3</b>	Applied	4	1	3	4 x 12 weeks = 48

<b>FPML3</b>	Pure	4	1	3	4 x 12 weeks = 48
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### 6.3 IT

Code	Focus	Contact Hours	Foundation		Total Content Hour
			Year	Sem.	
<b>FPITL1</b>	Module 1 Computing Fundamentals	3	1	1	3 x 12 weeks = 36
<b>FPITL2</b>	Module 2 Key Application	3	1	2	3 x 12 weeks = 36
<b>FPITL3</b>	Module 3 Living Online	3	1	3	3 x 12 weeks = 36

### 6.4 Physics and Chemistry

Code	Focus	Contact Hours	Foundation		Total Contact Hours
			Year	Sem.	
<b>FPPHY</b>	Basic	3.5	1	1	3.5 x 12 weeks = 42
<b>FPCHEM</b>	General	2.5	1	2	2.5 x 12 weeks = 30

## 7. Assessment Methods and Grading System

### 7.1 English Assessment

#### Level 1:

- a- 10% Participation, Quizzes, and Assignments
- b- 10% Presentation based on the SSLO's for Elementary Level
- c- 20% Progress Test
- d- 20% Midterm
- e- 40% Final Exit Exam

#### Level 2:

- a- 10% Participation, Quizzes, and Assignments
- b- 10% Portfolio on Study Skills
- c- 20% Progress Test
- d- 20% Midterm
- e- 40% Final Exit Exam

#### Level 3:

- a- 10% Participation, Quizzes, and Assignments
- b- 10% Study Skills` project reports
- c- 20% Progress Test

- d- 20% Midterm
- e- 40% Final Exit Exam

The Cumulative Grade is calculated as follows:

$$\text{Cumulative Assessment (CA)} = 60\% \text{ Course Work} + 40\% \text{ Final Exit Exam (FEE)} \\ = 100\%. \text{ (NB: Pass Grade is 50 \% and above in overall)}$$

## 7.2 Maths Assessment

The Continuous Assessment (Course Work) is allocated **60%** of the cumulative grade. This is divided as follows:

- a- 15% for Assignment One (A1),
  - b- 15% for Assignment Two (A2),
  - c- 20% for Midterm,
  - d- 10% for Homework and Participation.
- 40% is allocated for the final exit exam.
  - The Cumulative Grade is calculated as follows:  
$$\text{Cumulative Assessment (CA)} = 60\% \text{ Course Work} + 40\% \text{ Final Exit Exam (FEE)} \\ = 100\%. \text{ (NB: Pass Grade is 50 \% and above in overall)}$$

## 7.3 IT Assessment

The Continuous Assessment (coursework) is allocated **60%** of the cumulative grade. This is divided as follows:

- a- 10 % for Class Activities/Participations
  - b- 15 % for Assignment 1
  - c- 20 % for Mid-Term
  - d- 15 % for Assignment 2
- 40% is allocated for the final exit exam.
  - The Cumulative Grade is calculated as follows:  
$$\text{Cumulative Assessment (CA)} = 60\% \text{ Course Work} + 40\% \text{ Final Exit Exam (FEE)} \\ = 100\%. \text{ (NB: Pass Grade is 50 \% and above in overall)}$$

## 7.4 Physics and Chemistry Assessment

The Continuous Assessment (coursework) is allocated **60%** of the cumulative grade. This is divided as follows:

- a- 05% for Class Participation
- b- 10% for Quiz.
- c- 10% for Assignments, Library, Portfolio, Reports



- d- **20%** for Midterm Exam
- e- **15%** for Practical/Laboratory/Experiments/ Test
- **40%** is allocated for Final Exam
- The Cumulative Grade is calculated as follows:  
**Cumulative Assessment (CA) = 60% Course Work + 40% Final Exit Exam (FEE)**  
**= 100%. (NB: Pass Grade is 50 % and above in overall)**

## 7.5 Pass Criteria

A student is considered Pass only if he/she:

- Gets 50 % or above in overall and appears for the FEE,
- Attends the FEE,
- Submits all assignments on time,
- Presents a portfolio maintained for all courses.

A student fails if he/she:

- Fails to get 50 % or above in overall scores,
- Fails to submit assignments on TIME,
- Fails to present a portfolio maintained for all courses,
- Doesn't attend the FEE.

**NB: The pass mark criteria apply to all GFP components.**

## 7.6 Grading System

The below grading scheme applies to all the GFP components (English, Maths, IT, Physics and Chemistry)

Grade	Percentage
<b>A+</b>	≥ 95%
<b>A</b>	90 – 94%
<b>A-</b>	85 – 89%
<b>B+</b>	80 – 84%
<b>B</b>	75 – 79%
<b>B-</b>	70 – 74%
<b>C+</b>	65 – 69%
<b>C</b>	60 – 64%
<b>C-</b>	55 – 59%
<b>D</b>	50 – 54%
<b>F (Fail)</b>	< 50 %

## 8. Attendance

Attendance is taken on a regular basis at the beginning of each class and absence is marked for all courses. A student will be considered late when s/he arrives 10 minutes after the class starts. Being late three times in a class will be considered as one class absent. A student will be considered absent when s/he arrives 25 minutes and onwards after the class starts.

Warnings are given depending on the number of hours not attended without giving valid reasons. The number of hours varies from one subject to another as clarified on the table below:

Percentage	Warning	English (320 hrs.)	Intro. to Math & Basic (36 hrs.)	Pure & Applied Math (48 hrs.)	IT 36 (hrs.)	Physics (42 hrs.)	Chemistry (30 hrs.)
5%	Verbal warning	16.0	2.0	3.0	2.0	2.0	1.5
10%	First warning	32.0	4.0	5.0	3.0	4	3.0
15%	Second warning	48.0	6.0	7.0	5.0	6	4.5
20%	Third warning	64.0	7.0	10.0	6.0	8	6.0
>20%	Debar Notice	by <b>Learners' Services Department</b>					

## 9. General Rules and Regulations

### 9.1 Plagiarism and Academic Misconduct

NCAT students' responsibilities comprise the following:

- Attending all awareness sessions related to the Academic Integrity and Plagiarism Policy,
- Acknowledging the sources they utilize for their assignments and research activities,
- Using the 7th edition APA referencing style manual for their references,
- Bearing the full responsibility pertaining to any kind of academic breach, including exam failure and banning,

- Promoting the culture of academic integrity by encouraging their peers to adhere to the College's policy and its guidelines,
- Supporting fair and transparent investigations in case of academic breach.

## **9.2 Procedures of Investigation**

Students need to be aware of the following procedural steps:

- A.** The Dean calls the Academic Disciplinary Committee to investigate in case there is a reported academic violation. Where the committee confirms there is no violation, investigation stops. However, if it is confirmed with evidence there is a breach, the committee carries on its investigations. This process is to be done in five working days,
- B.** The committee panel should contain enough faculty members. There must be at least two faculty members to interview the 2 student/staff in addition to the chair that could be the Dean, or a faculty appointed by the Dean,
- C.** The members of the panel are appointed by the Dean who has the power to change them and appoint other members depending on the case of breach,
- D.** The concerned student/staff must be given the chance to appear before the Academic Integrity Committee to defend the allegations against him/her,
- E.** The committee raises its final report to the Dean with the investigators' recommendations listed and the procedural steps clarified. Where serious academic misconduct is proved, sanctions may include banning and firing. The Dean can confirm the sanctions or modify them depending on the case,
- F.** The concerned student/staff has the right to appeal against the decision made by the panel within five working days. The decision to proceed the appeal or reject it rests with the Dean,
- G.** If any academic dishonesty is discovered after the completion of the course and awarding of grade, the concerned committee has the right to change the grade awarded for the course and / or assignment,

**H.** Records should be safely kept with the concerned department and passed to the Dean upon request and the Quality Assurance and Academic Accreditation Unit (QAAAU) for future quality audit purposes.

Students are required to consider the following types of academic misconduct:

<b>Academic Integrity</b>	“Commitment to honesty, trust, fairness, respect, responsibility, and courage.” (ICAI, 2020)
<b>Plagiarism</b>	Copying others’ works as if it were your own without giving credit to the original authors.
<b>Cheating</b>	Using impermissible materials and / or devices to achieve learning outcomes.
<b>Collision</b>	Cooperating with other peers to cheat.
<b>Data Fabrication</b>	Manipulating research results.
<b>Deceit</b>	Lying about research information.
<b>Forgery</b>	Illegally creating, signing, or changing documents for personal gains.
<b>Facilitation of academic misconduct</b>	Supporting others to cheat.
<b>Contract cheating</b>	Paying bribes to get undeserved help.

### **9.3 Code of Conduct**

NCAT students are expected to carefully consider the following student expectations:

- **Attendance** – regular attendance is a MUST,
- **Vandalism** – deliberate destruction of NCAT property is not allowed,
- **Dress Code** – only formal dress is accepted,

- **Alcohol** – consumption at NCAT is strictly prohibited,
- **Violence** – getting involved in violent deeds such as fighting is not allowed,
- **Respect** – respect for staff and students is a MUST,
- **Harassment** – harassment is strictly prohibited, and penalties are seriously enforced,
- **Classroom behavior** - respect for lecturers and classmates is a MUST,
- **Bullying** – bullying is not allowed, and penalties are strictly enforced.