



الكلية الوطنية لتقنية السيارات
National College of Automotive Technology



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STUDENT HANDBOOK

Student Handbook

2025-2026

National College of Automotive Technology

P.O. Box – 1555, Al-Khoud, P.C – 132

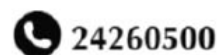
Sultanate of Oman

Tel.: 00968 24260500

Fax: 00968 24453272

Website: www.ncat.edu.om

Email: info@ncat.edu.om





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

“Our national priorities are the education sector with all its types and levels, besides providing supportive and motivative environments for scientific research and innovation. The education sector will also equip and empower our children to contribute in establishing the requirements for the next stage.



**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 great pleasure to welcome all students 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 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.

Students are integral part of this College and the very “*Raison D'être*” of this seat of learning. Therefore, they 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 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 students 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
NCAT Dean

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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 Probation1/2
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 are equipped with College Rules and Regulations to successfully accomplish their academic and training objectives. 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

The National College of Automotive Technology (**NCAT**) is a private college that aims to supply the auto, transportation and logistics sectors in Oman with nationally 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 towards 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 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 wide experiences in the automotive sector.
- Promoting academic and vocational education & training environment by providing distinguished support and ideal investment of resources.
- Contributing to national development in both economic and social levels.

Core Values

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

Graduate 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 - Technical Expertise: Graduates have a deep theoretical foundation in automotive systems that include, but are not limited to, engines, power train, under chassis, electrical systems, principles of operation and diagnostics in addition to business studies. They are skillful in applying this knowledge to perform routine tasks pertaining to automotive technology systems and business administration aspects.

Attribute 2 - Problem-Solving and Critical Thinking Skills: Graduates possess the required analytical skills to analyze critical challenges, identify potential solutions, and think critically to put suitable decisions into actions.

Attribute 3 – Interpersonal Skills: Graduates have the necessary qualities to communicate effectively with their colleagues, customers, and supervisors. They can positively negotiate with others while maintaining openness and a high sense of emotional intelligence.

Attribute 4 – Professional Skills: Graduates value the principles of integrity, reliability, and punctuality. They work in teams following as well as independently following strict professional demeanor.

Attribute 5 – Continuous Learning: Graduates are eager to continue learning new skills and technologies to cope with the constantly evolving automotive industry. They flexibly adapt with the unexpected circumstances to stay current with the changing industry demands.

Attribute 5 – Intercultural Competence – Global Citizen: Graduates adapt their behaviors towards interacting effectively across different cultures. Where they respect Oman values, customs, and traditions, graduates respect the other as a source of richness and diversity irrespective of race, gender, religion, culture...etc.

Attribute 6 – Digital Capabilities

Graduates use digital tools to achieve their goals. They are ready to thrive in the increasing digital world while maintaining the required ethical practices.

Attribute 7 – Promotion of Oman Identity and its Cultural Heritage

Graduates preserve Omani identity, heritage, and culture as an important priority.

Students' Academic Life

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

Every student is responsible for:

Time Management:

Students are expected to devote time to finishing college-related activities along with some time for entertainment.

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 from Diploma to Bachelors' degree. All College's programmes have credit values as per the below table:

Programmes	Award	Level	Credit Hours	Expected Years of Study (with Foundation Programme)
<i>Diploma in Automotive Engineering</i>	Diploma	Three	96	4 years
<i>Diploma of Engineering Technology in Automotive Maintenance</i>	Diploma	Three	94	4 years
<i>Bachelor of Technology (Honours) in Automotive</i>	Bachelor	Four	120	5 years
<i>Bachelor of Business Administration (Honours) BBA</i>	Bachelor	Four	120	5 years

Semester Length

The semester length shall be as follows:

SEMESTER I	WEEK
Lectures	7 weeks
Midterm Exam	1 week
Mid-Semester Break	1 week
Lectures	7 weeks
Final Examination	2 weeks
Total	18 weeks

SEMESTER II	WEEK
Lectures	7 weeks
Midterm Exam	1 week
Mid-Semester Break	1 week
Lectures	7 weeks
Final Examination	2 weeks
Total	18 weeks

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 entry to advanced programmes. The GFP consists of:

- English - 3 levels
- Mathematics - 3 levels
- Information Technology - 3 levels
- Physics
- Chemistry (Optional)

Placement Test

Applicants shall have successfully passed the General Education Diploma. Students holding this qualification should sit for English Language, Math, Physics and Chemistry Placement Test, and also IQ 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 institutions, college, or university should sit 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 institutions, 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 institutions, 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 Academic 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.

Note:

- The College will reconsider the students registering for the Academic Program of IUKL without IELTS within a period of one year after the general foundation program.
- The students will not receive their official transcript after graduation without submitting IELTS Band of 5.0.
- For UniKL program IELTS is mandatory and serves as an entry requirement for the Academic Program.

Academic Advising

Academic Advising Services seek to help 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 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 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

Foundation Program Structure

Level I					
Course	Course Content	Total No. of Hrs.	Sem. & Yr.	Prerequisites	Credit Hrs.
English 1	Grammar (integrated in context), Listening and Speaking, Reading, Writing and Study Skills	320 hrs.	Sem. 1, 1 yr.	Secondary Grad.	Assessed but not Credited
IT 1	Keyboard Skills and Computer Literacy	32 hrs.	Sem. 1, 1 yr.		Assessed but not Credited
Math 1	Introduction to Math	32 hrs.	Sem. 1, 1 yr.		Assessed but not Credited
Physics	Physics	42 hrs.	Sem. 1, 1 yr.		Assessed but not Credited
	Total	426hrs.			
Level 2					
English 2	Grammar (integrated in context), Listening and Speaking, Reading, Writing and Study Skills	320 hrs.	Sem. 2, 1 yr.		Assessed but not Credited
IT 2	Computing Fundamentals, Living Online	32 hrs.	Sem. 2, 1 yr.		Assessed but not Credited
Math 2	Basic Math	32 hrs.	Sem. 2, 1 yr.		Assessed but not Credited
Chemistry	Chemistry	28 hrs.	Sem. 2, 1 yr.		Assessed but not Credited
	Total	414 hrs.			
Level 3					
English 3	Grammar (integrated in context), Listening and Speaking, Reading, Writing and Research Project and Presentation	320 hrs.	Sem. 3, 1 yr.		Assessed but not Credited
IT 3	Key Application	32 hrs.	Sem. 3, 1 yr.		Assessed but not Credited
Math 3	Applied Math/ Pure Math	48 hrs.	Sem. 3, 1 yr.	Pass MFP1 as specialization	Assessed but not Credited
	Total	400 hrs.			

The Offered Programmes:

Code	Programme	Overview
030501	Engineering Technology (Bachelor of Technology in Automotive)	This program is identical to the programme of the affiliated partner, Infrastructure University Kuala Lumpur and Universiti Kuala Lumpur, where the College is working to provide an international programme that gives the graduates a Bachelor of Honors and Diploma degree in the field of Engineering and Technology in 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 technologists and engineers according to the following characteristics A. To be competent, responsible, and professionally competent at the international level. B. To have the knowledge and the ability to apply advanced technology in automotive technology and engineering.
0803	Business and Management (Narrow)	The business administration program in IUKL is unique in its approach to management, leadership, and entrepreneurship in business profession. This program is where students have come to develop their business and entrepreneurship latently and become the leader in the business field. Students in this program acquire theories and practical skills in preparing students for changing and competitive business environment. This program also prepares students for a management position and provides a course of study for students who wish to enhance their professional in marketing, finance, entrepreneurship, management, and human resource management.

Note:

The certificate will be awarded by Infrastructure University Kuala Lumpur and Universiti Kuala Lumpur, but the programme will be delivered to 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 Bachelor of Technology and Diploma in Engineering in Automotive programmes:

Degree	Required Credit Hours	Common Study Period (Semester)	Maximum Study Period (Semester)
Diploma	92 – 96	6	10
Bachelor	120 – 140	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 and German as foreign language.

Part Two: Admission & Registration Bylaws

FIRST: INSTRUCTIONS AND REGULATIONS OF ADMISSION

Number of Admitted Students

Before commencing the course, the 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/A level Diploma/HND/Foundation/Matriculation or Equivalent with the required subjects of:
 - English language
 - Pure Mathematics
 - Physics and Chemistry

2. Business 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 the 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

The 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 on 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 in the following:

- Instructor's 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 rules 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, following the required procedures.

Course Registration

- i. Students must register for every course taken each semester within the stipulated period by the College.
- ii. Students must register on the 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 courses 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/Deputy Dean for Academic Affairs.

Course Registration Amendment

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

Course Registration Correction

- i. Students are responsible for making 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 on 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 department concerned. Withdrawal period starts from the third week until Friday of the ninth week. Students will be refunded 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 on the 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 courses must repeat the course.
- ii. Students have **3 attempts to** repeat the course (as long as within the residency period.)
- iii. Students who fail a co-curriculum course must repeat the course or take another equivalent co-curriculum course (if available).
- iv. Students who fail “Elective Course” must repeat the course or take another equivalent Elective Course (if available).
- 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 for Academic Affairs approval and other stipulated conditions.

“For a student who is required to repeat a course to improve their grade (UG), the current grade will replace the previous grade. For CPGA 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 semester.

Note:

Students who still owing or do not have the guarantee of payment may be restraint from making course registration, withhold 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. A full-time student must register for a minimum of 12 credit hours and a maximum of 18 credit hours in a normal semester and a minimum of 6 credit hours and a maximum of 9 credit hours in a short semester.
- ii. A student may register for less than the minimum or more than the maximum credit hours with the approval of the Deputy Dean for Academic Affairs/College Dean.
- iii. Students in the final semester of study may register for any number of credit hour subject to a maximum of 24 credit hours (with the approval of the Deputy Dean for Academic Affairs/College Dean) to complete the programme of study.

Repeat Course (UM) Credit

- i. For students who repeat a course (UM), the latest grade will replace the previous grade.

- ii. For CPGA 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

Students who want to improve their grade and GPA may repeat any course with the following criteria.

- i. When a grade received on an initial attempt is a C, C-, D+, D, or F, students have the opportunity to repeat the course, and they can repeat a course more than once to achieve a better grade.
- ii. The better course grade will be used in calculating the cumulative CGPA and for completion of programme requirements. All grades will appear on the student's transcript.
- iii. The recorded grade point average of the student for the semester in which the course was originally taken will not be changed.
- iv. Repeating a course does not retroactively change the prior status of the student (Academic Excellence award, academic probation, or dismissal).

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 the Ministry of Higher Education Research and Innovation (MoHERI)* 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 reaching 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 credit transfer, and the grades will be used in the CGPA/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 to 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 CGPA / 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 that passed the current curriculum.

GRADING SYSTEM

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

Marks %	Grade	Grade Point	Achievement Remarks
95 – 100	A+	4.00	Excellent
85 – 94	A	4.00	High Distinction
75 – 84	A-	3.67	Distinction
70 – 74	B+	3.33	Very Good
65 – 69	B	3.00	Good
60 – 64	B-	2.67	Merit
55 – 59	C+	2.33	Satisfactory
50 – 54	C	2.00	Pass
47 – 49	C-	1.67	Low pass
44 – 46	D+	1.33	Low pass
40 – 43	D	1.00	Low pass
0 – 39	F	0.00	Fail, No Credit

Generally, the minimum passing grade for a particular course is 'D'. However, the passing grade for a particular course is subject to the 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		

Apart from the above grading system, the following grades also apply. However, these grades are not included in the calculation of Grade Point Average (GPA) but will appear in the transcript.

- I** (Incomplete) - The grade given to students who are unable to sit for the final exams or unable to complete the coursework because of certified medical reasons or any other reason accepted by the college.
- W** (Withdrawal) - The grade given to a course registered and withdrawn after the second week of a normal semester or first week of a short semester.
- Au** (Audit) - The grade given to a subject registered with the audit status.
- P** (Pass) - The pass grade is given to a subject registered with a Pass-Fail status.
- F** (Fail) - The fail grade is given to a subject registered with a Pass-Fail-status.

ASSESSMENT

Assessment Scheme

- (i) Assessment for every course is made periodically and continuously in the semester according to the method set by the college and is subject to approval from the college.
- (ii) The 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 college.
- (iii) Some 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. Percentages vary in other courses depending on course requirements.
- (iv) Assessments for courses with 100% coursework can be implemented subject to college approval.

Final Examination

Eligible students must take final exam. The absence of the final examination without any valid excuse that can be accepted by the College 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 are 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 college 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 must 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 the 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 result for a course can appeal for re-evaluation of the final examination scripts within 7 working days after the result was announced.

The guidelines to appeal for a re-evaluation of the answer script for 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 or physical payment of OMR25 to the Finance Department for each course.
- (c) After payment has been made, 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 with the dates mandated by the college. Late applications will not be processed.
- (e) The application must be submitted through the faculty/Exam Committee.

- (f) Applications which are directly made for the lecturers on the course will not be processed.
- (g) Students with graduate status, 'Fail Standing' will be terminated from pursuing the course and not allowed to make an application for re-evaluation.
- (h) The marks considered for the re-evaluation appeal of final exam are the marks obtained after review.
- (i) Applications which are incomplete and do not fulfill the terms and conditions will not be processed.
- (j) The student will receive a reply to his complaint 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 as clarified in the policies designed for that.

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 on behalf of other people etc.
- **Plagiarism:** Using the words, thoughts, ideas, results, etc., of another person in a written assignment, without acknowledging the source, as if it is where the student'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 student'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 on another course without the permission of lecturer, is inappropriate and unacceptable.

- **Falsification:** Inventing data or altering data that has 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 numbers 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 (Unless in emergency cases).
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.
7. 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 sources 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 or use loose sheet, clearly marking the page 'NOTES ONLY'. This page must not be removed from the answer sheet. Loose sheets are available upon request. They must be attached to the answer sheets when used.
- h) All students must display their IDs 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 the 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 contact hours.
- (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 the Compulsory Course (HW). Students may be disqualified from taking the final examination.

Absenteeism Procedures

The lecturers of the course and the Student Affairs Department (SAD) shall coordinate to deal with repeated Absenteeism (without excuses) according to the following:

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

Academic Standing

Academic standing (Good, Probation, Dismissal)

Each student's record is reviewed at the end of each semester.

Good Status: A student's performance is considered as in Good Status if he/she obtains a GPA of 2.00 and above.

Academic Probation: A student may be placed on Academic Probation¹ if he/she obtains a GPA of less than 2.00 for any semester and he/she may be placed on Academic Probation 2 if he/she obtains a GPA of less than 2.00 for two consecutive semesters.

Academic Dismissal: A student may be dismissed if he/she obtains a GPA of less than 2.00 for three (3) consecutive semesters.

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

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 course/subject.

Summer courses.

Referral to College Centers (SAD, Counselling Section, clinic... etc.) 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 student 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 student 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 students 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 students in the case his/her academic performance is poor.

Role of the Academic Advising Unit (AAU)

● Oversee the academic and education process through:

● following up the academic advisors

● urging the faculty members to carry out their educational role with the students.

● Approve study loads

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

● The AAU 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:

- (a) Grade improvement is only for "C" grade and below.
- (b) Grade improvement for a particular Course is only permitted once, unless the Course improved is failed.
- (c) The latest grades will be considered in the GPA and CPA calculation.

(d) The 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

A full-time student who registers at least 15 credit hours in a semester and obtains 3.750 Grade Point Average (GPA) to 3.949 Grade Point Average (GPA), shall receive a Dean's Award and shall be included in the Dean's List.

Vice Chancellor's Award

A full-time student who registers at least 15 credit hours in a semester and obtains 3.950 Grade Point Average (GPA) or above, shall receive a Vice Chancellor's Award and shall be included in the Vice Chancellor's List.

Study Deferment

- (i) Students are allowed to make only twice (2) deferments 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 medical institutes concerned, the university board of trustees has the right to determine whether students are allowed to continue their studies or are 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 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 party concerned.
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 a change of study programme.

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

Re-Registration

- i. The Board of Trustees/Dean can consider students who have failed their 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. Students 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.
- iii. DS students with Fail Standing (KG) will begin study as if a new student but the previous transfer of credit will be repealed.
- iv. DS students will be terminated from study if fail to obtain $CPA \geq 2.00$ 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 $1.67 \leq CPA < 2.00$*

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 considered:

- The withdrawal period shall not exceed eight consecutive semesters.
- Availability of vacant places in the programme.
- Reasons for 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/OR BACHELOR'S DEGREE CONFERMENT

Conferment Requirements

- The diploma and bachelor's degree conferment will be held in the nearest meeting of the College board of trustees.
- Students are only eligible to be conferred a 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 the conference 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 the conference within two years after completing the programme will not be conferred on a 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	CPA ≥ 3.750 above
Second Class (Upper)	$3.00 \leq \text{CGPA} < 3.75$
Second Class (Lower)	$2.50 \leq \text{CGPA} < 3.00$
Third Class	$2.00 \leq \text{CGPA} < 2.50$

Part Three: Students' Affairs **Bylaws**

STUDENTS' AFFAIRS DEPARTMENT

The SAD organizes and implements all matters related to the procedures of academic and general student services and ensures 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 rights associated with a set of rights which distinguish a student's personality from others. These rights include:

1. To be issued a college ID 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 workplaces.
 - submit grievance requests or appeals to reconsider decisions issued against the student, during the learning period.
 - raise inquiries asking for course explanations 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 campus 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 which are not found in the lists and considered violations as per the policies and regulations of the College.

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 student services or privileges.
- Deprivation of attending lectures on any 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	- Verbal warning - Written warning - Final written warning - Dismissal	- The Dean - Deputy Dean of Academic Affairs - Manager of Students Affairs Department Note: The dismissal of the student is the prerogative of the Dean only
1, 3	- 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 subjects - Dismissal	- The Dean - Deputy Dean of Academic Affairs - Head of Academic Departments Note: The dismissal of the student is the prerogative of the Dean only
5, 9, 10, 11, 13 & 14 Refer to Violations Committee	- Final warning - Dismissal	- The Dean - Deputy Dean of Academic Affairs Note: The dismissal of the student is the prerogative of the Dean only

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 by 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 statements 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 the Manager of the Students Affairs Department. The committee shall consist of:

- Head of Students Affairs Department. Deputy Chairperson
- One Member from academic staff members.
- One Member from the academic advising 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 the disciplinary committee.

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 of:

- Head of Engineering and Industrial Department.
- Head of Business Administration Department.
- One Member from the academic staff members.
- One Member from Career Guidance and Counselling Specialist.

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.

Student Grievance Policy

The policy relates to describing the approach towards the processes followed in handling students' academic and non-academic genuine grievances without fear of punishment. This includes clarifying the roles and responsibilities, the procedural details, and the general guidelines pertaining to complaining about genuine grievances and / or appealing against certain decisions. NCAT's approach stems from its belief that students and staff have different opinions of the practices taking place in the institution.

Where grievances emerge, NCAT strives to resolve them informally and mutually at first. Resorting to formal procedures and processes requires adherence to the policy's guidelines which are available in the departments concerned for all parties. Complaints and appeals are divided into:

Academic:

Academic matters – such as the provision of education, study courses, quality of teaching, course content, assessment and evaluation, academic probations, academic resources and academic support services, affiliates ...etc.

Procedure

The following are the steps to consider in the implementation of this policy.

Informal Stage

NCAT recommends resolving issues mutually. For that purpose, learners may consider the following procedural steps:

- Discussing the matter with the academic advisor in case of academic issues,
- Mutually approaching the concerned academic HoD if the matter is not resolved by the academic advisor,
- Discussing the matter with the Students Affairs Department supervisor in case of non-academic issues,
- Efforts at this stage should not exceed five working days after which resorting to the formal stage becomes necessary.

Formal Stage

Students are expected to consider the following procedural steps for their academic grievances:

- The complainant fills in a grievance form with all the details mentioned and passes it to the academic advisor concerned,
- The academic advisor coordinates with the concerned HoD to provide a response to the complainant in three working days,

- If the response is satisfactory, grievance is considered resolved. Otherwise, the complainant appeals to the Deputy Dean for Academic Affairs (DDAA) whose response is in three working days,
- If the DDAA's response is satisfactory, grievance is considered resolved. Otherwise, the complainant appeals to the DDAA whose response is in three working days,
- The Dean's decision is final,
- The concerned HoD is the one to inform the complainant of all the decisions made and is also the one who is supposed to document all the students' grievances procedures.
- The documentation can be passed to the QAAAU upon request for future quality audit purposes.

Non-academic:

Non-academic matters – such as non-academic support services that include transportation, accommodation, learners' activities and achievements, treatment, administration practices, disciplinary actions, discrimination ...etc.

Students are expected to consider the following procedural steps for their non-academic grievances:

- The complainant fills in a grievance form with all the details mentioned and passes it to the SAD supervisor,
- The SAD supervisor coordinates with the concerned HoD / parties to provide a response to the complainant in three working days,
- If the response is satisfactory, grievance is considered resolved. Otherwise, the complainant appeals to the Assistant Dean for Administrative Affairs (ADAA) whose response is in three working days,
- If the DDAA's response is satisfactory, grievance is considered resolved. Otherwise, the complainant appeals to the ADAA whose response is in three working days,
- The Dean's decision is final,
- The SAD supervisor is the one to inform the complainant of all the decisions made and is also the one who is supposed to document all the students' grievances procedures.
- The documentation can be passed to the QAAAU upon request for future quality audit purposes.

Students Disciplinary 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 SAD head and the membership of:

- One member of academic staff.
- One member of administrative staff.
- Guidance counselling officer.
- Student Council Representative.

The committee has the right to invite any person to participate in some meetings.

Terms of Reference

Please refer to the student grievance policy for more details.

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 the Engineering and Technology department will be providing with uniforms by the College.
- Engineering students will be given:

Male	Female
One pair of safety shoes	One pair of safety shoes
One lab coat/overall suit/dress	One lab coat

- Students are obliged to wear prescribed uniforms daily.

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 will be granted an E-mail address, username 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 a 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.

Libraries' 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 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 for carrying 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 the NCAT sector area.

Photocopy and Printing Services

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

Sports 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 the 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 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 council are subject to the requirements of the MoHERI in the Organizational Guide of Student Advisory Councils in Higher Education Institutions. The student 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 teamwork 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 a suitable atmosphere to help them study and carry out scientific research.
- 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 at:
 - Control students' behaviors within the 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 rental 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 the SAD in cooperation with the relevant departments.
6. The College is keen to provide services required to maintain a calm living environment which enables possibilities of:
 - Supporting the 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. SAD 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. SAD shall apply the provisions of these regulations through periodic visits to the residential buildings at the time they deem fit and take appropriate measures against violators.
11. SAD 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 officially registered in 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 rooms in the residential building based on available vacancies in accordance with the guidelines developed by the SAD taking into consideration students' wishes whenever possible. Students may request to change their rooms within the specified period only.
3. A master student will be assigned by SAD to each building provided that the student:
 - Be of good conduct.
 - He has a 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 SAD 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 relatives are allowed for the visit.
 - During weekdays, visits start at 4:00PM and end at 9:30PM. On weekends, visits start at 9:00AM and ends at 9:00PM while the student must be at his/her room.
 - Overnight stays are prohibited.
 - The SAD 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. The SAD 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 the 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 the SAD.
3. Students will be collectively or individually investigated against the loss of items or damage of rooms or buildings.
4. Students are responsible for keeping their personal belongings secure and are 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 the SAD to be late for being involved in study-related work or activities or urgent cases.
6. Students must collaborate with the security and SAD personnel and avail themselves of 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 on campuses.
 - Keep calm.
 - Not allowing people under the age of 15 to enter without the approval of their guardians.
 - Pets are not allowed.
 - Not conducting works with prejudice to residence rules or affecting public properties within the building. Committers will be punished as per the 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 candles or burners in rooms.
 - Use of fireworks or cooking utensils or what would cause fires.
 - Possession of electric equipment unless coordination with SAD is made.
 - Possession of items e.g. books, magazines or pictures against morality.
 - Allow the visit of unauthorized people.
 - Issue publications without the prior consent of SAD.
 - Stoppage of 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 SAD will confirm the incident and submit it to Manager of Students' Affairs and then to the Violations and Penalties Committee for investigation and decision making in accordance with the regulations and regulations.
4. SAD is responsible for publishing 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 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 organizations 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 2,700

ii. Tuition Fees Structure for Academic Programme

Academic Programme	Engineering and Technology Courses	Business and Management Courses
Tuition Fees	OMR 105 / 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 Certificate	OMR 50
Replacement of Full Transcript	OMR 30
Replacement of Partial Transcript	OMR 10
Results Slip Fee	OMR 5
Training Uniform	Free for first time
Training Uniform Second Time	OMR 20
Review of Grade:	OMR 10



1. Courses with final examination 2. Courses with 100% coursework	OMR 25
Rescheduled & Supplementary Examinations	OMR 30

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

Annex (1): Table of Curricula Plan

BACHELOR of TECHNOLOGY (Hons.) in AUTOMOTIVE (BTEA) PROGRAM PROSPECTUS

Year	Sem	Course Code	Bachelor of Technology (Hons.) in Automotive	No. of Hrs./ Wk.	Total No. of Hrs.	No. of Credit Hr.	Prerequisite
First Year	Sem. 1	BTEA 1101	Technical Communication	3	42	3	
		BTEA 1102	Soft Skills I	2	28	2	
		MATH 1610	Engineering Math I	3	42	3	
		AUTO 1001	Introduction to Automotive Tech.	2	28	2	
		MECH 1404	Thermofluids	4	49	3	
		MECH 1206	Fundamental of Engineering Mechanics	3	42	3	
		MECH 1502	Engineering Drawing I	4	56	2	
		TOTAL		21		18	
	Sem. 2	BTEA 1201	Islamic & Oman Civilization	2	28	2	
		AUTO 1201	Fundamentals of Electrical and Electronics	3	42	3	
		AUTO 1101	Fundamental of I.C.E.	7	98	3	
		MECH 1606	Materials & Processes	3	42	3	
		MECH 1802	Engineering Workshop	3	42	2	
		MECH 1808	Engineering Laboratory	2	14	2	MECH 1206
		BUSS 2320	Entrepreneurship for Engineers	3	42	2	
		TOTAL		23		17	
Second Year	Sem. 1	BTEA 2101	Work Ethics	2	28	2	
		AUTO 2301	Transmission Systems I	5	70	3	
		AUTO 2401	Chassis Structure & Suspension Sys.	3	42	2	
		AUTO 2501	Petrol Engine Fuel System	5	70	3	
		AUTO 2102	Internal Combustion Engine I	2	28	2	AUTO 1101
		AUTO 2202	Automotive Electrical Systems I	5	70	3	AUTO 1201
		AUTO 2602	Heating & AC Systems	3	42	2	MECH 1404
		TOTAL		25		17	
	Sem. 2	BTEA 2201	Professional Communication	3	42	3	
		BTEA 2202	German 1	1	14	1	
		AUTO 2801	Automotive Workshop Technology	3	42	2	MECH 1802
		AUTO 2203	Ignition System	3	42	2	AUTO 2202
		AUTO 2502	Diesel Engine Fuel Systems	5	70	3	
		AUTO 2402	Braking & Tyre Systems	5	70	3	
		MECH 2504	Engineering Drawing II	4	56	3	MECH 1502
		TOTAL		24		17	
	Sum.	On Job Training (NCAT Requirements)		6	240	4	
Third Year	Sem. 1	AUTO 3901	Project I,	2	28	3	
		AUTO 3302	Transmission System II,	4	49	3	AUTO 2301
		AUTO 3103	Internal Combustion Engine II,	5	70	3	AUTO 2102
		AUTO 3204	Automotive Electrical Systems II,	5	70	3	AUTO 2202
		AUTO 3405	Vehicle Dynamics,	3	35	2	AUTO 2401 AUTO 2402
		ENGR 3102	Product Design & Innovation	2	28	2	
	TOTAL			21		16	



			TOTAL	21		16	
	Sem. 2	MPU2223	Basic Entrepreneurship	3	42	3	
		BTEA 3201	German 2	1	14	1	BTEA 2202
		AUTO 2404	Body Work & Repair,	3	42	2	
		AUTO 2601	Automotive Comfort & Safety System	5	70	3	
		AUTO 2403	Steering & Wheel Alignment	5	70	3	
		AUTO 3002	Vehicle Maintenance,	7	98	3	
			TOTAL	24		15	
	Sum.		On Job Training (NCAT Requirements)	6	240	4	
Fourth Year	Sem. 1	AUTO 3902	Project 2,	2	28	3	AUTO 3901
		AUTO 3701	Vehicle Performance & Diagnosis,	3	42	2	
		AUTO 3503	Advanced Fuel System,	4	56	3	AUTO 2501 AUTO 2502
		AUTO 3003	Heavy Vehicles,	2	28	2	
		AUTO 3104	Advanced Engine Technology,	3	42	3	AUTO 3103
		MECH 4701	Engineering Management, Safety & Economics,	3	42	3	
			TOTAL	17		16	
	Sem. 2	AUTO 3802	Industrial Training / On Job Training	6		4	
			Grand Total			120	
No. of Years			4				
Credit Hrs.			120				