Sultanate of Oman
Ministry of Manpower
Directorate General of Technological Education

General Foundation programme

Student Handbook
2019-2020
**Table of Contents**

1. Welcome message  
2. Quality Assurance  
3. Admission and Progression  
4. IELTS Criteria: Promotion to higher levels at the Colleges of Technology  
5. Programme Structure and Description  
6. Assessment System  
7. Math and IT at the foundation programme  
8. College Information Management System  
9. Attendance System  
10. GFP policies and procedures  
11. GFP Activities  
12. GFP Resources  
13. Conduct and Discipline  
14. Health and Safety  
15. Frequently Asked Questions (FAQ’s)  
16. GFP specific policies and procedures  
17. References
1. Welcome message

Dear Students,

Welcome to the General Foundation Programme.

The success of the English Language Programme depends on your active participation. During the course of study, you will be expected to take an active part in the whole learning process. You are encouraged to seek knowledge actively or to use the acquired information in new situations. Also, you will be involved to extra-curricular activities during your study at the GFP to expand the benefit from the Foundation Programme. This will be a great help when you take up employment.

The Centre is open from Sunday to Thursday. It will be your responsibility to organize such periods to your best advantage using the Centre’s educational premises. This will allow you to follow independent learning programmes and carry out homework and assignments.

This Handbook will serve as an introduction to the General foundation Programme for this academic year. It contains details on the nature of the Programme, entry, structure, resources available, the assessment procedure, guidance and discipline, and other information you require during your course of study. You should read it carefully so that you are fully aware of the nature of the Programme and the college requirements you must fulfil, to complete the Programme successfully. The responsibility for a fruitful outcome lies with you.

2. Quality Assurance Committee

The English language centre’s quality Assurance committee was instituted in 2000s and since then it has worked to ensure that GFP provides high standards of education and supports all the staff and students in meeting the required standards. The GFP Quality Assurance Committee is responsible for conducting objective examination of evidence of activities and operations of the Centre for the purpose of providing an independent assessment on them and ensures measures are taken for improvement. It covers student induction, attendance, conduct (behaviour), exams, academic performance, utilization of academic support services and other student related facilities, health and safety, club activities, competitions, implementation of student related policies, audits of student portfolios, and all the other student related activities. The Quality Audit focuses on how well a higher education institution is doing by focusing on its strengths. It fulfils at least two purposes. First, it is a means by which the college is held accountable to society for its role in providing quality higher education. Second, it helps focus on opportunities for continuous quality improvement within the college. Thus, it can provide valuable information for the strategic planning process. You may visit the web site (www.oaia.gov.om) or the college web site for further information on quality assurance.

3. Admission and Progression

All registered students are eligible to enter the General foundation Programme. Their entry level depends on their linguistic ability. The in-house placement tests will determine the English language level, Math level and IT level of each student and his or her placement is decided accordingly. This means that not all students will be required to take the four levels. Some may progress through the Programme much faster than others depending on the results of the Placement Tests. (See Diagram 1)
Diagram 1:

CoTs’ New intake of students

Met GFP Standards? No

Met IELTS ≥ 5.0? No

EPT Score ≥ 76

Take Level 4 Exit Exam (English)

Passed? (71 and above)

Yes

Take Math & IT PT

Passed? No

EPT Score ≤ 75

Level 1: English Course (PT Score 0-30)

Pass No Fail

Level 2: English & Basic Math Courses (PT Score 31-45)

Pass No Fail

Level 3: English & Math for specialization (Pure/applied) Courses (PT Score 46-60)

Pass No Fail

Level 4: English, Math & IT Courses according to student requirement (PT Score 61-75)

Pass No Fail

CoTs’ Specialization Programs Entry Level

Bachelor’s Degree
Level 4 Exit Exam Score 71-100 OR IELTS 5.0

Advance diploma
Level 4 Exit Exam Score 64-70 OR IELTS 4.5

Diploma
Level 4 Exit Exam Score 50-63

Academic IELTS 5.0

Academic IELTS 4.5

Labour Market
3.1. Exemption:

Students can be exempted from the placement test and admitted to the specialization programmes, provided they produce evidence of:

- A score record of International Accredited Exams, i.e. Academic IELTS (at least Band 4.5) or its equivalent of TOEFL iBT. (See Table 1)
- Meeting IT & Maths Foundation Programme requirements.

<table>
<thead>
<tr>
<th>Cases</th>
<th>English requirements</th>
<th>Math requirement</th>
<th>IT requirement</th>
<th>Specialization programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>IELTS Band 4.5</td>
<td>Basic &amp; Pure/Applied Math*</td>
<td>IC3 or ICDL</td>
<td>Advance diploma**</td>
</tr>
<tr>
<td>Student B</td>
<td>IELTS Band 5</td>
<td>Basic &amp; Pure/Applied Math*</td>
<td>IC3 or ICDL</td>
<td>Bachelor**</td>
</tr>
</tbody>
</table>

* The student can submit certificates of IELTS or TOEFL iBT throughout the semester and continue his studies of math and IT courses.
** The student GPA should meet the post-foundation requirements. See page (6).

4. IELTS and TOEFL Criteria: Promotion to higher levels at the Colleges of Technology

The mechanism of promotion from the diploma level to the advance diploma level and the bachelor level is as follows:

<table>
<thead>
<tr>
<th>Conditions for promotion</th>
<th>Specialization program</th>
<th>GPA</th>
<th>TOEFL</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students interested in continuing their course of study after successfully completing their diploma level may proceed to the advance diploma level, provided that they achieved the required CGPA (2.5) and the required IELTS score or TOEFL (iBT Test).</td>
<td>Advance diploma</td>
<td>2.5</td>
<td>56 (All skills should not be less than 13)</td>
<td>4.5 (All skills should not be less than 4.0)</td>
</tr>
<tr>
<td>Students interested in continuing their course of study after successfully completing their advance diploma level may proceed to the bachelor level, provided that they achieved the required CGPA (2.75) and the required IELTS or TOEFL (iBT Test) score.</td>
<td>Bachelor</td>
<td>2.75</td>
<td>64 (All skills should not be less than 15)</td>
<td>5 (All skills should not be less than 4.5)</td>
</tr>
</tbody>
</table>
5. Programme Structure and Description

Four English language levels are offered and students are placed according to their linguistic ability. In each level, students will study English Language and Study Skills as detailed in the Table (3) below:

Table (3)

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Level-1</th>
<th>Level-2</th>
<th>Level-3</th>
<th>Level-4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. of Hrs</td>
<td>No. of Hrs</td>
<td>No. of Hrs</td>
<td>No. of Hrs</td>
</tr>
<tr>
<td>Reading &amp; Writing</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Listening &amp; Speaking</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Projects &amp; Presentation</td>
<td>**NA</td>
<td>**NA</td>
<td>**NA</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(taught by reading and writing lecturer)</td>
</tr>
<tr>
<td>Total Hours</td>
<td>18</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
</tbody>
</table>

| Math                            | **NA     | 4 Basic | 4 Applied | 4 Pure |
|                                 |          |         | Business Students | Other specializations |
| IT                              | **NA     | **NA    | **NA      | 4      |

**NA = Not Applicable

Note:
- Students will have the chance to further their knowledge and improve their level through the resources available in the Centre. See pages 15-16 for more information about these centres.
- The Programme is offered on a term basis. The academic calendar is divided into 3 terms. Students can refer to their Course Tutor for further details on the academic calendar of the Centre.

6. The Assessment System

Student Placement Procedure

The English Placement Procedure is designed in two phases. Phase one is delivered through a Placement Test. Students are placed into their levels according to their scores in the PT.

The Placement Test Cut-off Scores table (4):

<table>
<thead>
<tr>
<th>Foundation Levels</th>
<th>Placement Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>0 - 30</td>
</tr>
</tbody>
</table>

HCT_GFP_English_Student_Handbook_Sem 2 - 2019-2020
In phase two, students who score 76 and above in the Placement Test are given the Level 4 Exit Exam. Those who score 71% or more in the Exam are exempted from the English Foundation Program. Students who score 70% or below are placed in level four. For levels 1-3, a Level Exit Exam for the relevant level is given as part of the Student Placement Procedure in the first week for those students identified by their teachers as wrongly placed in a level. Students may be moved up to the next level if they score ≥71% in the relevant level Exit Exam. Students who fail to achieve 71% will continue in the same level.

See Table (5) below.

<table>
<thead>
<tr>
<th>Case</th>
<th>Current level</th>
<th>Promotion exam</th>
<th>Next level if students pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>Level 1</td>
<td>Level 1 Exit Exam</td>
<td>Level 2*</td>
</tr>
<tr>
<td>Student B</td>
<td>Level 2</td>
<td>Level 2 Exit Exam</td>
<td>Level 3*</td>
</tr>
<tr>
<td>Student C</td>
<td>Level 3</td>
<td>Level 3 Exit Exam</td>
<td>Level 4*</td>
</tr>
</tbody>
</table>

* If the student passes the Level Exit Exam (71 or more)

Alternatively, some students may be exempted from studying English if they submit an academic IELTS certificate (band ≥5 for degree level or 4.5 for Advance Diploma level) or TOEFL iBT equivalence (iBT ≥64 and iBT 56 respectively).

**GFP English Assessment Scheme:**

The English Language assessment system features both formative and summative assessment methods. The table below illustrates the structure of the system.
Higher College of Technology  
General Foundation Program  
Table (6) of FP Assessment Outline:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>Continuous Assessment (50%)</th>
<th>OTHER (20%)</th>
<th>COMPONENT</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Writing 10 % Teacher In-Class Mark 5 %</td>
<td>Writing 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listening 10 % In-Class Writing Assessments 5 %</td>
<td>Listening 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading 10 % Book Review 2 % Student Portfolio 3%</td>
<td>Reading 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation 5 %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Writing 10 % Teacher In-Class Mark 5 %</td>
<td>Writing 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listening 10 % In-Class Writing Assessments 5%</td>
<td>Listening 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading 10 % Book Review 2 % Student Portfolio 3%</td>
<td>Reading 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation 5 %</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Writing 10 % Teacher In-Class Mark 5 %</td>
<td>Writing 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Listening 10 % In-Class Writing Assessments 5%</td>
<td>Listening 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reading 10 % Book/Film Review 2% Student Portfolio 3%</td>
<td>Reading 12.5 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation 5 %</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.1 GFP English Pass and Fail Grading System:

The Pass and Fail Grading System of the English Language assessment system is applied equally to all four levels in all colleges. The table (6) below provides examples for clarification.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Continuous Assessment (CA)- (20)</th>
<th>Progress Test (PT)- (30)</th>
<th>Total CA &amp; PT (50)</th>
<th>Level Exit Exam (LEE) (50)</th>
<th>Total Accumulative Mark (100)</th>
<th>Result Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>15</td>
<td>25</td>
<td>40</td>
<td>38 Pass</td>
<td>78 Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>Student 2</td>
<td>12</td>
<td>25</td>
<td>37</td>
<td>23 Fail</td>
<td>60 Fail</td>
<td>Fail</td>
</tr>
<tr>
<td>Student 3</td>
<td>10</td>
<td>12</td>
<td>22</td>
<td>26 Pass</td>
<td>48 Fail</td>
<td>Fail</td>
</tr>
</tbody>
</table>

To pass a level, a student must pass both the Level Exit Exam (LEE) and achieve the accumulative mark as illustrated in the example of student 1. Students who fail the LEE and achieve the accumulative mark or who pass the LEE and fail to achieve the accumulative mark are considered failures as demonstrated in the example of students 2 and 3, respectively. The pass mark for each component is set at 50% because the assessment system is designed to give a fair and yet motivating balance between formative and summative assessment.

6.1.1 Specialization Programs’ Entry Level:

Students who meet the GFP standards in all subject areas either by studying the program or by submitting valid alternative assessment certificates are enrolled to pursue their study in one of the three educational levels the CoTs’ offer: Diploma, Advanced Diploma, and Degree. They are initially placed to study one of the three

HCT_GFP_English_Student_Handbook_Sem 2 -2019-2020
levels according to their overall performance in Level 4: Diploma (50-63), Advanced Diploma (64-70) and Degree (≥71). Students who obtain ≥71 in English and meet the GFP standards in Math and IT are initially qualified to study at a bachelor level. However, to progress to the bachelor level, they need to fulfill other college and departmental requirements. Other students, who were initially qualified to study at Advanced Diploma or Diploma level and would like to pursue their education at a level higher than the one they were initially qualified for, may do so if they meet college and departmental requirements and attain the required band in IELTS or its TOEFL iBT equivalence as specified in the Diagram (2) below:

**Diagram (2) CoTs’ Specialization Programs Entry Levels**

The Level Accumulative Grade is represented as a letter grade, and results of each level are announced accordingly. Table (7) reflects the Level Accumulative Grade:

**Table (7)**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>&gt;= 95 %</td>
</tr>
<tr>
<td>A</td>
<td>90 – 94 %</td>
</tr>
<tr>
<td>A-</td>
<td>85 – 89 %</td>
</tr>
<tr>
<td>B+</td>
<td>80 – 84 %</td>
</tr>
<tr>
<td>B</td>
<td>75 – 79 %</td>
</tr>
<tr>
<td>B-</td>
<td>70 – 74 %</td>
</tr>
<tr>
<td>C+</td>
<td>65 – 69 %</td>
</tr>
<tr>
<td>C</td>
<td>60 – 64 %</td>
</tr>
<tr>
<td>D+</td>
<td>55 – 59 %</td>
</tr>
<tr>
<td>D</td>
<td>50 – 54 %</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>&lt; 50 %</td>
</tr>
</tbody>
</table>

The assessment process incorporates a variety of assessment methods. All language skills are assessed through formative and summative assessment.
Higher College of Technology  
General Foundation Program

7. Math and IT in the Foundation Programme

1. New intake students must sit for Math and IT placement tests.
2. Table (8) below shows the credited and study hours for these courses:

<table>
<thead>
<tr>
<th>Course title</th>
<th>Credited hours</th>
<th>Contact hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Mathematics</td>
<td>Zero</td>
<td>4</td>
</tr>
<tr>
<td>IT for Foundation</td>
<td>Zero</td>
<td>4</td>
</tr>
<tr>
<td>Applied / Pure Math</td>
<td>Zero</td>
<td>4</td>
</tr>
</tbody>
</table>

*In summer semester it can reach 5 hours for Math courses

3. The students score in the English Placement test will decide the level of the student in the foundation programme. Table (9) shows the suggested plan to study these courses:

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>• English for level 1</td>
<td>• English for level 2</td>
<td>• English for level 3</td>
<td>• English for level 4</td>
</tr>
<tr>
<td>• Basic Mathematics</td>
<td>• Basic Mathematics</td>
<td>• Applied / Pure Math (*)</td>
<td>• Basic Mathematics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• IT for Foundation</td>
<td>• Applied / Pure Math (*)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• IT for Foundation</td>
</tr>
</tbody>
</table>

*The student studies this course in case he/she passed the pre-requisite course.

Students have 4 chances only:

**First chance:** If the student fails in Math & IT for the first time, he/she is allowed to re-take the course again.

**Second chance:** If the student fails the course again, he/she is only allowed to take the re-sit exam.

**Third chance:** If the student fails in the re-sit exam, he/she will be suspended for one semester. Students will not be allowed to study any courses of Math, IT or even English. No allowance will be paid for the student as well.

**Last Chance:** After suspension, the student has the last chance to take Math & IT exit exam. This exam is for 100 marks. Pass mark is 50%; none of the old assessment marks are considered. If he/she fails, he/she will be dismissed from the college.
A student must pass all three courses of Basic Mathematics, Applied / Pure Math and IT before moving to study his first year of Diploma.

4. Diagram (3) below shows how these courses can be successfully accomplished:

![Diagram](image)

Diagram (3)

5. High flyers have to pass the exit exam for all of these courses. In case they fail in any of them, they will not be allowed to start their first year of diploma. They must study and pass these courses as shown above.

6. The top score of the re-sit exam is the passing grade, and the top score for the Exit exam is 100 marks.

7. The following certificates (See Table 10 below) can be presented as equivalent to the IT course. Original certificate with successful completion should be submitted.

<table>
<thead>
<tr>
<th>Covered Content</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Security for IT Users</td>
<td>International Computer Driving License (ICDL)</td>
</tr>
<tr>
<td>2) IT User Fundamentals</td>
<td></td>
</tr>
<tr>
<td>3) Word Processing</td>
<td></td>
</tr>
<tr>
<td>4) Spreadsheets</td>
<td></td>
</tr>
<tr>
<td>5) Databases</td>
<td></td>
</tr>
<tr>
<td>6) Presentations</td>
<td></td>
</tr>
</tbody>
</table>

HCT_GFP_English_Student_Handbook_Sem 2 -2019-2020
8) CIMS

CIMS, College Information Management System, is an on-line system that can be accessed by both lecturers and students. It can be found on the college website (https://cims.manpower.gov.om/tcms/faces/login.jsf). Through CIMS Students can register their courses, add & drop and they can submit appeals and transferring requests. In addition it will help the students to keep track of their attendance, as well as, to check their marks. The user-name of the students is their national ID number and the password is their College ID number. In case the students face some problems to log-in, they can ask for assistance from the ETC department.

9) Attendance Policy

The English Language Centre applies the following attendance system:

9.1. Attendance:

- Attendance is taken on a regular basis at the beginning of each lecture and absence is recorded for all the courses.
- A student is dismissed from the GFP if s/he does not show up for two consecutive weeks (ten working days) without a valid reason.
- Attendance is mandatory for English/Math/IT classes (Levels 1-4). Each English level amounts to 18 hours per week while Math and IT classes amounts to 4 contact hours per week.

9.2. Late Procedure:

Students are expected to attend all classes on time. A student will be considered to be LATE when s/he arrives 5 minutes after the class has started (10 minutes for the 8 AM session only). Being late for THREE times in a class, will be considered as ONE HOUR absence.
9.3 Warning Notices (English course)
Warning notices are issued according to the following criteria:

- **Absent for more than 5% = 1st warning**

- **Absent for more than 10% = 2nd warning**

- **Absent for more than 15% = Debarred from the Level Exit Exam**

Note: Each warning notice is issued after excluding the hours of absence with valid excuses. Valid excuses are not to delete the absence record of a student.

9.4 Warning Notices (Math & IT)
Warning notices are issued according to the following criteria:

- **Absent for more than 10% = 1st warning**

- **Absent for more than 20% = 2nd warning**

- **Absent for more than 30% = Debarred from the Final Examination**
9.5 Valid Excuses

The following are accepted as valid excuses:

- Official sick leave issued and stamped by government hospitals and clinics. (Sick leaves from private clinics will not be accepted unless they are authorised by Ministry of Health Centres.)
- An official letter from the Wali, after it is authorised by the Head of Section (English Language Programmes), regarding death of first degree relatives only.

Note: Other types of excuses will not be accepted. Excuses should be submitted to the Student Affairs during the week when absence occurred, or on the first two days of the following week at the latest. If submitted later, valid excuses will be accepted by Student Affairs and the students will be referred to Head of Section (English Language Programmes) in case of long absence.

10) GFP Policies and procedures

10.1 Level Repeat and Dismissal Policy: See Diagram 4:

10.2 Repeat Policy

The repeat policy for English allows students to repeat any of the levels they may fail and they are given one chance of repeating during the entire English program. For example, students who study a level and fail are HCT_GFP_English_Student_Handbook_Sem 2 -2019-2020
Higher College of Technology  
General Foundation Program  
given a chance to repeat the level. If they re-study the level and fail again, they are suspended for one academic year. Those who re-study and pass get promoted to the next level. However, if they fail they are suspended as they have exhausted their one chance of repeating.

10.3 Readmission  
Dismissed students because of failing twice in the English Foundation Programme could appeal for readmission during the semester following their dismissal provided the appeal is submitted two weeks before the end of the semester. Appeals should be submitted to the Student Affairs office in the English Language Centre. The maximum period to appeal for readmission is one year as from date of dismissal.  
Suspended students are academically supported by the Centres but they are not allowed to enrol in any of the GFP courses while they are on suspension.

Note: To be readmitted, the student should pass the level 4 Exit Exam resit scoring ≥71 or manage to obtain band ≥4.5 in the academic IELTS during the suspension period otherwise, s/he loses the chance for being readmitted. They are given one chance to resit the L4 Exit Exam.

10.4 Debarment  
Students who are absent for 15% or more of classes will be debarred from writing the Level Exit Exam. A student who is debarred is considered failed, and therefore should repeat the level he/she is in, if the student who is debarred has already failed again, he/she will be dismissed.

10.5 Postponement  
Students can apply for postponement of their studies provided they have a valid reason accepted by the Centre and the Student Affairs Department. Relevant forms can be collected from Student Affairs or online from the college website.

Note: A student has the right to postpone his studies only twice during his study in the college.

10.6 Appeal Policy (Exams & General)  
10.6.1 Exams Appeals: If a student fails a level, he/she has the right to appeal but this should be done within 3 working days from the date of publishing the results or the following semester.

10.6.2 General Appeals: If a student has complaints or any academic problems related to his studies at the Foundation period, he can report them to the GFP Director or the Head of ELP. Relevant forms can be collected from GFP Administration Office or GFP Student Affairs services.

10.7 Missed Exams and Quizzes  
Students who come late for the listening exam will NOT be admitted to the test. They can be admitted to the next section of the exam (reading). The listening exam can be administered to the late students immediately after the end of their examination. Any late students for either the reading or writing sections should not be admitted to the test at all. Students with valid excuses will be given a Make-Up Exam (refer to College Bylaw Article 71 and CoTs’ Common Examination Procedures for GFPs).

10.8 Academic Integrity Violation Policy:  
Plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward*. Plagiarism includes, but not limited to, the following:

HCT_GFP_English_Student_Handbook_Sem 2 -2019-2020
• Copying full or part (paragraphs, sentences or significant part of a sentence) of other’s work or ideas directly from any sources of information such as internet, books, articles, films, television shows, videos, pictures, letters, emails, etc.

• Copying ideas or information from other’s work with an end reference to the original source but without putting the copied text between quotation marks. (For Post Foundation – Degree Level students)

• Paraphrasing, summarising or rearranging words, phrases or ideas of other’s work without acknowledging the author and source.

• Copy-Paste of statements from multiple sources (electronic or print material), and presenting it as one’s own work.

• Presenting a work, done in collaboration with others, as independent work

• Using one’s own work presented previously

• Using other students’ work and presenting it as one’s own work.

10.8.1 Disciplinary Action for Student Plagiarism

➢ First offense: Written warning and repeat the section of the work that is plagiarised.
➢ Second offense: Zero mark to be awarded to the sections of the work that is plagiarised.
➢ Third offence: Third offense Dismissal from the college.

10.9 Cheating

Cheating denotes the attempt by a student to copy from unauthorized sources. Such sources may be the examination paper of another student, a dictionary of any variety or a note or paper concealed on the student’s person or item of stationery. Students caught cheating will receive a zero in the course they cheated in. The cheating student’s final marks will be withheld (left as blank on the CIMS), pending action from the Disciplinary Committee. It should be noted that the report of the invigilator in such instances will be taken as final.

10.10 Procedures for Withdrawing from the College

Fill in the application form for withdrawal from the College in the Student Affairs Department. Return your books to the GFP and get the clearance signatures of the SAC coordinator and the Director of the English Language Centre. Then get clearance of the main Library Coordinator. Finally, go to Student Affairs Department.

11. GFP Activities

11.1 Academic Student Counselling and student grievances:

The GFP provides Academic Counselling which is a shared responsibility of both the GFP administration and the lecturers. Following your enrolment in the English Language Centre, and the initial assessment, you will be assigned a Course Tutor. You should consult him/her throughout your course of study when you have any queries or problems. You will be required to record your own progress throughout the Programme. Do not wait until a minor problem develops into a major one. You are encouraged to regard your Course Tutor as a resource to whom you can refer throughout the Programme.

11.2 Co-Curricular Activities

The English Language Centre offers students plenty of opportunities to practice the English language skills. The Core Course Tutors will advise you to practice your English skills in a social setting by joining and
Higher College of Technology
General Foundation Program
participating in one of the available clubs organized each semester, such as Public Speaking, Media, Charity & Community, Cooking, Health & Safety and Advertising...etc.

12. GFP Resources
12.1 Educational
12.1.1 Self-Access Centre (SAC)
The Self-Access Centre, or the SAC, as the name suggests, is a place where students are free to access, i.e., to choose and use, the resources according to their individual needs and interests. In other words, it is a place where students work independently in order to improve their English language proficiency.

12.1.2 Labs:
The labs are accessible to all students to use. There are laptops that are connected to the internet, from which the students can access the e-learning to do their assignments and can do extra practices.

12.2 Other Facilities
12.2.1 Canteen
Open during working hours.

12.2.2 Clinic
A nurse will be available for initial consultation, first aid and minor health problems. He/she will direct the student to the appropriate clinic for conditions which require special attention. The college treatment room is open from 8.00 a.m. to 3.00 p.m. during normal working days.

13. Code of Conduct
Learning Commitment
The students will undertake to follow a code of study and behavioural practice which, when coupled with the college bylaw and directions from GFP staff, will enable them to achieve their maximum potential. The Codes of conduct, which the student will be expected to observe, are as follows:

- To treat all members of the college staff and students with respect, consideration and politeness
- To avoid damage to or misuse of all buildings, equipment and fittings
- To always bring the college ID.
- To attend classes according to the timetable
- To make every effort to meet the deadlines set for submitted work
- To read and follow all safety instructions provided in all premises of the college
- To wear decent dress according to Islamic requirements
- To maintain a suitable appearance (i.e. not to grow long hair (for boys)
- To keep mobile phones switched off in the classrooms and SAC.
- Not to smoke within the college
- Not to play cards or UNO.
- Not to have food or drinks in classrooms and SAC.
- Not to give information or interviews to any media organization without the express permission of the College Dean
- Not to engage in any activity or performance during time-tabled periods or in free time, which would adversely affect the reputation and good name of the college
- Not to disrupt the smooth administration of any examination, either individually or in association with others.
- Not to knock and disturb another class when it is in session.

HCT_GFP_English_Student_Handbook_Sem 2 -2019-2020
Higher College of Technology  
General Foundation Program  

Note:  
- Check Articles 73 – 77 of the College Bylaws for more details.  
- Check Article 78 regarding penalty for violating the Code of Behaviour.  

14. Health & Safety  

The responsibility for your safety and that of others in the college will lie with you. Therefore, you have to consider the following:  
- You should read and follow all safety instructions in the college premises.  
- Your conduct must not endanger any other person.  
- If you suffer from any disability or long term health problem (e.g. asthma, diabetes …etc), you should inform your Tutor.  
- Stairways and fire exits must be kept clear at all times.  
- Do not use any equipment without getting permission.  
- You must drive carefully within the college campus, use students’ parking areas and observe all relevant signs.  
- You should keep your college, classrooms and labs clean.  

15 Frequently Asked Questions:  

a. Where do I go if I need help when studying at the English language Centre?  
   i. First, see your lecturers to help you solve your problems. If it doesn’t help, contact the administration staff (the Director or the Heads of Section). For non-academic help refer to the social counselor or the Student Affairs in the GFP.  

b. What do I do in my free time in the English Language Centre?  
   i. Speak, read, and write in English. Visit the library, or the Free Access Lab. Join the English Clubs. Do your homework. Meet your tutor during the Academic Advising hours.  

c. Can I get extra help outside class time?  
   i. Yes you can. Make an appointment with your course tutor to see him/her during Academic Advising hours.  

d. What do I do if I lose my books?  
   i. Be careful with your books. If you lose a book, you have to buy the same book from any bookshop outside the college.  

e. Does it matter if I don’t bring my ID card everyday?  
   i. Yes it does. Any staff member or lecturer could ask for it any time for any reason. So, keep it available.
f. Where do I submit my excuses?
   i. Give them to your course lecturer/ Student Affairs. Sick leaves and official letters from the Wali (e.g. re: death of first degree relatives) are accepted. In case you miss a quiz/exam, you must submit your excuse so that you could sit for a make-up test/exam.

g. Can I sit for the exam without a student card?
   i. You can’t. The lecturers invigilating the tests may not be your lecturer, so you must bring your ID card.

h. Can I ask to re-check my exam paper?
   i. Yes you can but it is only for the final exam. You need to fill in an appeal form in the GFP's secretary office.

i. Can I appeal for readmission if I’m dismissed?
   i. Yes you can. Go to the Student Affairs office in the Centre to fill in an appeal form.

j. Can I attend the lesson if I am late?
   i. Yes you can. If you are late, you can attend the lesson, but you will be marked as late. For every 3 late lessons, you will be considered as one hour absent. If you are late for more than 20 minutes, then you will be marked absent for 1 hour but allowed to attend the lesson.

k. What happens if I don’t show up for classes?
   ✔ If you don’t show up for classes for 10 days (i.e. 2 consecutive weeks) without a valid excuse, you will be dismissed. Group no-show is absolutely banned. If a whole group doesn’t show up for class, all students will be penalized.

l. What does it mean to be “debarred”?
   ✔ It means you are not allowed to write the Level Exit Exam. However, you must continue to attend classes till the end. As a result for not writing the exit exam, you should repeat the same level you are in.

m. What does “academic advising” mean?
   ✔ Three hours are scheduled for academic advising (one of these hours is called writing centre) during which you could consult your course tutor if you have any queries or problems.

16 GFP specific policies and procedures:

HCT Muscat:

1. **Math crash course** (for students who failed Math two/three times. It is an online course)

2. **Math / IT Help centre**: Student can be given extra tuitions by the (Math / IT Help centre).

3. **Writing Centre**: The Writing Centre is a facility meant for students with difficulties in the writing skills. Such students are either referred to the centre either by the core tutors or students go on their own to improve their writing skills. The centre offers one-to-one assistance to students helping them improve their skills in English.
Higher College of Technology  
General Foundation Program

**4. Hostels and transport:** Students who are looking for accommodation or transportation, can get a list of contact number of the responsible people from the college website as it is shown below:

---

**17 References**

- Ministry Web site for Bylaws:  
  http://www.manpower.gov.om
- College Web site for facilities available in the college:  
  http://www.hct.edu.om/
- GFP link in the college web site for more details about the English Language Programmes:  
  http://www.hct.edu.om/centers/english-language-center
- Instagram account of the college: 
  https://www.instagram.com/hct_official
- Twitter account of the college: 
  https://twitter.com/HCT_OMAN