



Bayan College

**BAYAN COLLEGE**  
**Affiliated with Purdue University Northwest – USA**  
**Student Handbook**

**P.O. Box:1842 P.C.130 Al-Athaibah - Sultanate of Oman,**  
**Tel:(+968)24263664-65-66, Fax: (+968) 24263667**  
**Web: [www.bayancollege.edu.om](http://www.bayancollege.edu.om)**

## Contents

Message from the Dean .....	4
Definitions .....	5
About Bayan College.....	6
Vision.....	6
Mission.....	6
Graduate Attributes.....	7
Student Orientation.....	7
ACADEMIC DEPARTMENTS .....	7
The Department of Media Studies.....	7
The Department of English Studies .....	8
Teaching Hours.....	9
Medium of Instruction .....	9
Career Opportunities.....	9
Tuition Fees .....	9
ADMISSION REQUIREMENTS .....	10
Class Schedules .....	11
Period of Study .....	11
ACADEMIC REGULATIONS .....	11
Honors Program.....	12
Academic Distinction Regulations .....	13
Transfer to Bayan College.....	13
Transfer Students to Purdue University – 2+2 agreement .....	14
Freie Universität Berlin Exchange Program.....	14
STUDENT ATTENDANCE REGULATIONS .....	14
ACADEMIC SUPPORT SERVICES .....	15
Admission and Registration Department.....	15
Career and Industry Engagement Office (CIESO).....	16
Counseling & Guidance Office .....	16
International Students Services .....	16
IT Services Office.....	17
Students Affairs Office .....	17
Bulletin Boards .....	17
LEARNING RESOURCE SERVICES .....	18
Library .....	18
IT Labs.....	18
TV & Radio Production Studio .....	18
Editorial Room.....	18
Academic Advising Centre.....	18
Academic Advising .....	19

Peer Tutoring .....	20
Writing Support Service .....	20
<b>MEDIA STUDIES COURSES</b> .....	21
<b>ENGLISH STUDIES COURSES</b> .....	34
<b>STUDENT POLICIES AND PROCEDURES</b> .....	39
Student Code of Conduct .....	39
Academic Integrity Policy .....	41
Assessment Regulations .....	43
Assessment and Moderation Policy .....	45
Assessment Procedure .....	46
Appeal of Academic Decision Policy and Procedure .....	51
Registration Regulations .....	53
Registration Procedures .....	53
Credit Load and Course Enrolment Policy and Procedures .....	54
Final Exams Procedure .....	56
Re-sit Exam Procedure .....	58
Appeal of Academic Decision Policy and Procedure .....	59
Disciplinary Policy and Procedure .....	61
Internship & Training Procedure .....	62
Students Trips Procedures .....	63
Fee Payment Procedure .....	64
Student Fee Refund Policy .....	64
Graduation Procedures .....	65
Health and Safety Policy .....	66

## **Message from the Dean**

Dear students,

Welcome to Bayan College. We are happy to know that you have shown an interest in and chosen Bayan College to be your learning and academic platform.

We are confident that Bayan College with its relevant academic programs, highly experienced faculty members, and state of the art teaching and training facilities, is the perfect choice to help you build up your knowledge and proficiency in your chosen field. Bayan College received **ASIC** international accreditation in 2018 as a Premier Institution. This award indicates that we are your ideal partner as you develop your professional and artistic skills. We will enhance your capabilities and make you competent in meeting your personal and career challenges and support you in serving your family and the society.

This handbook aims to provide you with details about the College's vision, mission and objectives; as well as the regulations and rules that govern students' activities and information about our academic programs and courses.

We hope you enjoy your time with us while pursuing one of the most important goals in your life and wish you all the best in your future endeavors.

**Dean of the College**

## Definitions

<b>Academic Advisor</b>	A faculty appointed to counsel a student on all study-related matters.
<b>Academic Number</b>	A number that refers to the academic year and semester in which a student joins the College.
<b>Academic Year</b>	An academic year consists of two 16 week semesters (compulsory) and one 8 week Summer Semester (optional).
<b>Add &amp; Drop</b>	Dropping a course means to delete already registered course in the Add/Drop period. Adding a course means to add new course to the already chosen courses.
<b>AGPA</b>	Accumulative Grade Point Average (AGPA) is determined by dividing total grade points earned by the total credit hours attempted from the first semester up to the current semester.
<b>Compulsory Courses</b>	Must-study courses listed in the study plan of the student.
<b>Elective Courses</b>	Courses the student can choose from a number of optional courses outside the main core academic subject area.
<b>Passing Mark</b>	The number of points that must be achieved in order to be successful in an exam.
<b>SGPA</b>	The Semester Grade Point Average (SGPA) is determined by dividing total grade points earned by the total credit hours attempted in any semester.
<b>Student Credit Load</b>	Number of credit hours registered by a student in a semester.
<b>Study Plan</b>	A list of the courses a student should successfully complete to earn a diploma or bachelor degree in his/her major.
<b>Study Postponement</b>	A student's request for a temporary withdrawal for one or more semesters. The postponement period is not counted in the maximum period of study allowed to complete the degree requirements.
<b>Under Academic Probation</b>	A student is under probation if his/her AGPA is less than 2.0 at the end of a semester, excluding the first semester and summer semester.
<b>Withdrawal</b>	If a student drops course/courses after the last day of Add/Drop period, the process is referred to as withdrawing from a course. The course is marked "W" in the mark sheet and will not be included in the student's AGPA.

## **About Bayan College**

Bayan College operates under the supervision of the Ministry of Higher Education and is affiliated with Purdue University Northwest, USA. We are the first private college in Oman offering diploma/bachelor degree in Media studies and English Studies.

Bayan College, based on its belief in the role it plays in community service, offers both morning and evening academic programs to facilitate the enrolment of those who wish to work and study at the same time.

Our highly professional, multicultural faculty, affiliation with a well-reputed American university, and advanced academic programs provide students with an excellent learning opportunities and enable them to earn the skills necessary to enter the labor market.

## **Vision**

To be a key part of the higher education infrastructure in Oman and to make a major contribution to the development of human resources in the Sultanate and the region. We aim to create students who are renowned for their ability to think, achieve and excel.

## **Mission**

- To provide an appropriate academic environment to ensure quality education.
- To prepare well-qualified and experienced graduates.
- To interact with the society and offer services to it.

## **Core Values and Objectives**

Bayan College will be guided by the following core values:

- a) Excellence in Teaching, Learning & Facilities**  
Delivering excellent teaching and learning experience coupled with modern facilities to ensure that graduates are well prepared for the world of work.
- b) Loyalty**  
Dedicated to meeting our commitments and obligations.
- c) Social responsibility**  
Dedicated to improving the lives of others through professional and community services
- d) Accountability & Transparency**  
We assume and demonstrate responsibility for our decisions & actions.
- e) Partnership**  
Work with partners for the benefit of College (students, faculty and staff) and the community.
- f) Diversity**  
Promoting an idealistic culture of racial, gender and religious acceptance.

## **Graduate Attributes**

### **Generic Attributes**

1. Exhibit capacity in writing skills
2. Demonstrate critical thinking skills
3. Show problem solving skills
4. Master communication skills
5. Develop the ability to work in team
6. Comply with ethical and social values
7. Value inclusive culture and sensitivity

### **Discipline – Specific attributes**

Gain sound knowledge in their discipline

### **Student Orientation**

The Academic Advising Centre along with all other Departments will be conducting different orientation programs such as: orientation for commencing students, bridging the gap between Foundation and Academics, Advising Day, in addition to a workshop on advising for both staff and students.

## **ACADEMIC DEPARTMENTS**

Bayan College hosts two major academic departments: Department of Media Studies and Department of English Studies.

### **The Department of Media Studies**

The Department of Media Studies offers Bachelor Degrees and Diplomas in:

- **Journalism:** This program introduces the various types and techniques of press editing. It provides the students with the real capabilities to practice journalism through offering a variety of courses that deal with press and its history, media theories, techniques of press editing, professional writing for various mass media, and other courses that help in developing the students' cultural skills. These courses have been carefully selected to meet the actual needs of the Omani labor market.
- **Broadcasting:** This program focuses on acquiring the scientific and practical skills in the field of Radio and Television; providing the students with sufficient experience that qualifies them to practice professional newswriting for Radio and Television; in addition to preparing and presenting Radio and Television programs. Moreover, this program is designed to teach students how to use modern technical equipment such as cameras and recorders, and how to edit through various courses and training programs that have been designed to enhance the students' scientific and practical skills that qualify them to get involved in the labor market.
- **Public Relations:** It is a fact that institutions, organizations and companies rely on public relations as it is the backbone of their success and strength in building up mutual trust with the public. Due to the growing importance of public relations, Bayan College has given special

attention to this major by preparing a standard program based on scientific courses that have been carefully selected. These courses spot light on public relations: theories, aims, practices, roles, and the ways in which the concerned people deal with them. Moreover, these courses introduce the basics and techniques of writing for public relations, terms, requirements and forms that enable the students to gain all the skills needed for working in this field.

- **Advertising:** The advertising program aims at acquainting students with the principles of advertising and the role it plays in both media and society. It also prepares them to be active in the modern work environment of advertising focusing on the relationship between the advertising agency and its clients, work ethics, consumers' behavior, researches and planning advertisements, in addition to writing and producing highly effective and attractive commercials.
- **Visual Communication Design Major:** We live in a visual society. Visual Communicators combine words, images and ideas in original ways to convey information. The program focuses on real-world problem solving, contemporary creative thinking, design methodology, industry standard computer technology, and practical skills. A degree in visual communication design prepares students for dozens of career opportunities and is especially relevant to work in new media or design.

## **The Department of English Studies**

The Department of English Studies offers Bachelor Degrees and Diplomas in:

- **English Literature:** This program aims at developing the students' knowledge of English language and literature, their language skills and ability of critical thinking. The Department offers rich and varied courses that cover all literary genres such as novel, drama, poetry, and criticism. Surveys of both English and American literature, linguistics, translation, and many other courses are also offered. The courses have been carefully selected from the curriculum of the Purdue University -Northwest-USA with which Bayan College is affiliated—in order to meet the needs of the Omani labor market in the fields of: teaching, media, translation, and many other varied jobs in the Sultanate's ministries, banks, companies, and tourism sector.
- **English Professional Writing:** Professional English Writing is an ideal specialization for the students who are interested in writing and want to master different types of writing. The program focuses on teaching the practical aspects of functional writing in different contexts to qualify students to work in the field of publishing, editing, and professional writing that is needed by public and private institutions like companies, newspapers, Radio and Television. Through this specialization, the students will study several subjects including rhetoric and effective techniques of persuasion covered by a range of courses. In addition to the major courses of professional writing, there are other courses offered by both English and Media departments. Hence, the graduate will have the chance to join any of the specialized jobs available at the labor market.



## Teaching Hours

Classes are conducted Sunday through Thursday from 8 AM to 8 PM.

## Medium of Instruction

The medium of instruction for all courses in all programs of study at Bayan College is English. The medium of instruction for all educational work (lectures, class discussion, assignments, projects) is also English, except in Arabic language courses.

## Career Opportunities

The Programs being offered by Bayan College are designed to prepare students for many professions, including but not limited to:

Ad Writer	Advertising Manager	Advertising Producer
Web & Multimedia design	Assistant Editor	Assistant Production Manager
Marketing Communication	Camera Operator	Campaign Officer
Columnist	Communications Specialist	Copy Editor
Copy Writer	Script Writer	Digital Media Specialist
Director	English Teacher	Event Management
Program/Film/Ad Director	Executive-Public/Private Sectors	Executive Producer
Branding Design	Film/Video Editor	Narrator
Freelance Writer	Internet Journalist	Investor Relations Executive
Journalist	Market Researcher	Marketing Assistant
Marketing Coordinator	Marketing Manager	Marketing Relations
Media Planner	Media Relations Coordinator	Media Relations Officer
News Editor	News Producer	Officer
Photographer	Producer	Production Coordinator
Program Anchor	Promotion Coordinator	Proof Reader
Public Information Officer	Public Information Officer	Public Relations Assistant
Public Relations Manager	Publications Designer	Radio Broadcast Assistant
Relations Officer	Reporter	Academic
Interpreter	Social Media Specialist	Sports Information Director
Sports Reporter	Strategic Planning Executive	Tour Guide
Talk Show Host	Technical Writer	TV / Radio Correspondent
Translator	Content Specialist	Videographer
TV/ Radio Reporter	TV/Radio Anchor	Writer

## Tuition Fees

### General Foundation Program Tuition Fees

Fees applicable to the General Foundation Program are as follows:

Level One	Level Two	Level Three
OR 750	OR 850	OR 850

### General Fees

Type of Fees	Fees
Registration fees (non-refundable) paid once	OR 50
Placement test fees (non-refundable) paid once	OR 25
Graduation fees paid once	OR 40
Service charges per semester (Internet, printing, photocopying, studio)	OR 20

### Academic Programs Fees

Fees	Media Studies	English Studies
Tuition fees per credit hour	OR 70	OR 65
Tuition fees (one course/three credit hours)	OR 210	OR 195
Tuition fees (72 credit hours/ diploma )	OR 5040	OR 4830
Tuition fees (126 credit hours BA )	OR 8820	OR 8340
Studio security fees (refundable )	OR 150	-

**N.B:** Books and study accessories fees vary according to the semester.

### ADMISSION REQUIREMENTS

Students seeking admission to Bayan College must have successfully completed the General Education Diploma (Literary or Scientific Streams), or its equivalent.

#### Required Documents

Admission requirements are as follows:

- A completed "College Application Form" obtained from Admission and Registration Department;
- A certified copy of the General Education Diploma;
- A copy of ID or passport;
- 4 passport-size photos;
- A completed "Sponsorship Card" to be obtained from the Admission and Registration Department;
- Sponsorship letter from sponsors;
- R.O. 50 non-refundable application fee;
- R.O. 25 non-refundable placement test fee (applies to students required to take the placement test);
- R.O. 25 non-refundable credit-transfer fees for transferred students.

#### Placement Test

All students must sit for the placement test (English, IT, Math) conducted by the College. The results of this test will determine which of the three levels of the GFP the student will enter. All students who successfully pass the Bayan College Placement Test with a score of not less than 80%, will directly join the academic program.

#### Admission to academic programs

To be admitted to academic programs, a student is required to meet one of the following criteria:

- Pass the placement test administered by Bayan College
- Successful completion of Bayan College 3- level General Foundation Program.
- TOEFL Test score of 500 or its equivalent in other recognized tests such as IELTS Band 5 (Academic)
- IC3 or ICDL will exempt students from the computer course at the General Foundation Program.

#### Degree Awarding Requirements

To graduate a student needs to successfully complete all the courses listed in the diploma/bachelor study plan with a GPA not less than 2.0.

### **Bachelor Degree**

All Bachelor degree students must complete 126 credit hours distributed as follows:

- a) 30 Credit Hours/ General Requirement Courses
- b) 36 Credit Hours /Department Courses
- c) 42 Credit Hours /Major Courses
- d) 18 Credit Hours /Elective Courses

### **Diploma Degree**

All Diploma students must complete 72 credit hours distributed as follows:

- a) 30 Credit Hours/ General Requirement Courses
- b) 36 Credit Hours/ Major Courses
- c) 6 Credit Hours/ Elective Courses

### **Class Schedules**

The Admission and Registration Department set all class schedules in coordination with academic departments. These schedules can be changed only by the College administration. The College does its best to design schedules suitable to students and in accordance with the existing regulations. Some students, including course repeaters and postponers, may face some difficulties in their class schedules. They are advised to consult their Academic Advisors to find appropriate solutions to such difficulties in cooperation with the Admissions and Registration Department.

### **Period of Study**

A full time student can obtain his/her Diploma Degree in 2-3 years' time depending on language proficiency (study or pass the General Foundation Program) and a Bachelor's Degree in 4-5 years depending on language proficiency. This approximation is based on 15 credit hours during normal semesters (Fall & Spring Semesters) and 6 credit hours during Summer Semesters. Some students might require more time if they do not fulfil all the requirements of their study.

Bachelor of Arts students enter the second year of study upon successful completion of 30 credit hours, enter the third year of studies upon successful completion of 60 credit hours, and enter the fourth year of studies upon successful completion of 90 credit hours.

## **ACADEMIC REGULATIONS**

### **The Semester System**

Bayan College follows the semester based system. Under the semester system the academic year is divided into three semesters. Fall and Spring Semesters (registration obligatory) are each comprised of 16 weeks including exams period. The Summer Semester (registration optional) is comprised of 8 weeks including exams period.

### **Credit Hour System**

Credit hours are not teaching or contact hours. Credits hours refer to the number of hours assigned to any given course and are awarded after the successful completion of any individual course. Credit hours might vary from one course to another. However, most courses at Bayan College are awarded total of 3 credit hours each. Teaching or contact hours refer to the number of hours a student spends

in the classroom or labs. Teaching hours are not always equal to the credit hours. Practical courses might be taught in 4 or 6 hours, but they are awarded 3 credit hours only.

### **Student Credit Load**

To complete a Bachelor Degree in four years (excluding the Foundation) an average unit load of (15) credit hours per semester is advised. A student with full time status shall register for no less than 15 credit hours in the Fall and Spring Semesters, and not more than 9 credit hours in the Summer Semester.

A full time student may register for 18 credit hours in a given semester when the following conditions are met:

- a) The student has earned a Cumulative Grade Point Average CGPA 2.8 or higher in the previous semester.
- b) The student has completed minimum of 30 credit hours in the previous semesters.
- c) The student has obtained written consent from his/her academic advisor and approval of the Head of Department in which he/she is enrolled.

A graduating student may register for 21 credit hours in Fall and Spring Semesters and for 12 credit hours in Summer Semester. He/she should get permission from his/her academic advisors and Head of Department.

Under Probation students (with a GPA less than 2.00) carrying full time status can only register for up to (12) credit hours in Fall and Spring Semesters, but 6 credit hours in Summer Semester.

### **Honors Program**

The Honors Program caters to the highly motivated student and offers rigorous academics, personal attention from professors, and a starting point to the academic and professional dreams of the students. The Honors Program is College-wide and compatible with all majors. Successful participation in the Honors Program gives highly qualified students the ability to become skilled in their specific disciplines and will have the personal satisfaction of having met and accomplished the most innovative and challenging program available in the College.

The Honors Program seeks to provide students who are both academically talented and highly motivated with an exceptional undergraduate study plans and learning environment that nurtures and promotes students' capacities to think competently, understand deeply and act ethically. It encourages love of writing and thinking, interdisciplinary as well as disciplinary learning, research, teamwork, leadership, and preparation for post-graduate and professional schools. Students choosing honors will enjoy the following benefits:

- Honors curriculum
- Dynamic instruction
- Small class size
- Honors Advisement
- Priority in registration
- Extended library privileges
- Special recognition at graduation

- Campus-wide support
- Priority in conferences, seminars, symposia inside and outside the Sultanate
- Paid Teaching and Research opportunities.
- Tours/meetings with senior officials/guest speakers

Students applying to the Honors Program should have:

- Cumulative GPA of 3.5 or more on a 4.0 scale
- Competency in English
- Recommendation from respective department
- Participation in student activities

### **Academic Distinction Regulations**

To encourage and reward academically outstanding students, the following rules are applied. The Admission and Registration Department prepares a list of the most outstanding students at the end of Spring Semester;

- a) The first three outstanding students in each major are given a 10% discount on credit hours registered in Fall and Spring Semesters, in accordance with the College grant policy;
- b) Names of outstanding students are posted on the College honour list if he/she obtains AGPA 3.5 or more;
- c) The Dean's list includes the names of students who obtain AGPA 3.8 and above;
- d) A student eligible for honour list will have completed 24 credit hours of his/her major in first year's Fall and Spring Semesters.

### **Transfer to Bayan College**

Transfer from another college is welcomed, provided that seats are available at Bayan College. The following conditions should be met:

- a) A candidate should meet the College admission requirements;
- b) A candidate should come from a college/ university recognized by MoHE in the Sultanate;
- c) A candidate at the Foundation Program level is required to take Bayan College Placement Test to be placed in the appropriate level;
- d) If the transferring student is coming from another college of good standing, the recognition and transfer of credits can be considered on a case by case basis where a "C" grade or more has been achieved;
- e) The number of credit hours transferred should not be more than 40% for student seeking a degree from Bayan College;
- f) Applicants transferring from another university or college must submit the following documents:
  - a. A certificate of Good Behavior and Conduct from his/her previous college/ university;
  - b. A completed transfer credit document to be obtained from the Admission and Registration Department;
  - c. Transfer Evaluation fee, non- refundable (R.O. 25);
  - d. Official transcripts and course description from his/her previous college/university.

- g) Transferred hours will be included in the total number of hours needed for graduation. Marks of those courses passed in the previous college/ university will not be included in Bayan College AGPA.

### **Transfer Students to Purdue University – 2+2 agreement**

This Program is an achievement for Bayan College, since it is the first time Purdue University Northwest (PNW) offers such a program to overseas students. A student after finishing his/her first two years at Bayan College can transfer to PNW and finish the last two years to get BA there. As part of the admission's process a selection committee from PNW will conduct interviews with the applicant either in person, or via video-conference or Skype. Students should have at least "C" grade 2.4 in their first two years, to be eligible for application.

### **Freie Universität Berlin Exchange Program**

Within the framework of its constant efforts to develop relationships internationally with highly reputed institutions which enable students' exchange, Bayan College recently signed a Memorandum of Student Exchange with Freie Universität Berlin. The Memorandum stipulates sending graduate or undergraduate students one semester or one year for the purpose of providing them with an opportunity to take advantage of the joint expertise of both institutions. The designated students must have completed at least four semesters (two academic years) of study before beginning the exchange period and have demonstrated superior academic achievements and fluency in the language of instruction.

Freie Universität Berlin is a public research university and one of the most prestigious universities in the Federal Republic of Germany and Europe, with more than 34,000 students, including more than 10,000 in graduate studies, studying in more than 190 disciplines. It ranks 130 amongst the top universities in the world.

## **STUDENT ATTENDANCE REGULATIONS**

Attendance for all classes is compulsory. Students are expected to attend all classes for which they are enrolled from the first day of the semester. Students are also expected to be punctual. Although lateness might sometimes be unavoidable, persistent lateness is not only disruptive to other students but is also harmful to student comprehension. A student who is 15 minutes late for his/her class will be recorded as absent and the teacher has the right to deny him/her access to the class.

Bayan College student attendance regulations specify that:

1. If a student misses classes he/she is warned as follows:
  - a) The first warning will be issued to the student if he/she misses 10% of the teaching hours.
  - b) The second warning is issued if the student misses 20% of classes.
2. If a student misses 20% of the teaching hours, he/she will be excluded from sitting the final exam.
3. A student who is absent from a pre-announced examination (quiz, mid-term -final) will receive a failing grade unless a legitimate excuse is presented and approved by the Grievance Committee.
4. Legitimate excuses do not cancel absences and are considered only when students apply for course withdrawal.

5. A student who misses a final exam for a legitimate excuse that is submitted within a week after the exam and approved by the Grievance Committee will be allowed to sit for a make-up exam while a grade of incomplete “I” will be posted on his/her record until the result of that exam is announced. He /she must sit for a make-up exam, as scheduled by the college. If a student fails to appear for the make- up exam within this period, he/she will be given zero.
6. Bayan College defines a legitimate excuse as follows:
  - a) Illness of the student or serious illness of a member of the student’s immediate family.
  - b) The death of a member of the student’s immediate family.
  - c) All legitimate excuses must be supported by written proof or evidence such as an official and original sick leave or certified death certificate of an immediate family member.

## **ACADEMIC SUPPORT SERVICES**

The College provides various non-academic departments such as: the Research Office, Admission and Registration, Students Affairs Office, Academic Advising Centre, Quality Assurance Office, Career and Industry Engagement Services Office, Human Resources Department, Finance and Administration Department, Marketing and Public Relations Office, Learning Resource Services, I.T Services Office, International Student Services, Health and Safety Services, and Maintenance and Facilities Management Services.

### **Admission and Registration Department**

The Admission and Registration Department is one of the most important departments in the College. It represents a fundamental link between the students, the administration and instructors. It is the most frequented department by the students during their period of study at the College, starting from their admission, through enrollment to their graduation.

Admission and Registration Department is concerned with follow-up procedures for admitting students, offering them admission and registration requirements, briefing them on academic regulations and procedures and helping them through the registration process.

Admission and Registration Department offers prospective students an array of services including but not limited to:

- a) Achieving the college goals and implementing its registration and admission policies;
- b) Regulating the execution of the student’s admission process;
- c) Opening files for admitted students in order to keep all their documents;
- d) Preparing semester class schedule and mid and final exams schedules;
- e) Regulating and executing course registrations, add and drop, withdrawal, postponement and any other student related procedures;
- f) Receiving, entering and announcing the result of final exam;
- g) Providing the students with his/her grades, certificates, and all the necessary documents.

## **Career and Industry Engagement Office (CIESO)**

The aim of the Office is to maximize the employment opportunities available to Bayan College graduates. It helps students in designing, evaluating and implementing their career plans in relevance to the College's mission to serve the community and to join the local labor market. The Career and Industry Engagement Services Office is responsible for the following functions:

- a) Provide individual and group guidance, and counselling on career education.
- b) Organize seminars and workshops on job search techniques and self-marketing (i.e. resume writing, interviewing skill etc.).
- c) Provide occupational information and access to employers' reference files.
- d) Maintain an updated vacancy list of current jobs in the market.
- e) Strengthen links with employers, especially through the career fair or various presentations organized by the CIESO.
- f) Run an on campus Recruiting Program.
- g) Create a Career Guide brochures for use by potential graduates.
- h) Display part time/full time vacancies on campus through the CIESO website and the Vacancy list.
- i) Maintain Alumni records, especially on the graduates' first destination upon leaving the college.
- j) Provide graduates with the College's latest news and developments.
- k) Invite the graduates to conferences, seminars, workshops etc. organized by the College.
- l) Organize discussion meetings between graduates and College senior management / current students.
- m) The CIESO supports students undertaking industry training or an internship specified in the Study Plan during their studies in the College.

## **Counseling & Guidance Office**

The prime objective of counseling is to bring about a positive change in the life of students. The Office is responsible for the following:

- a) Provide individual counseling services to students
- b) Motivate and help students to be able to solve their problems.
- c) Build a rapport between student and teacher based on mutual trust and understanding.
- d) Instill a sense of confidence and belongingness in the students.
- e) Encourage students to set a goal in their life.

## **International Students Services**

Bayan College offers an International Degree and welcomes all the students from different nationalities and background. We have International Students Services to facilitate the admission for international students.

The international student has to fulfill all the entry standards criteria for the stipulated program. International Students office carries out following activities:

- a) Liaison with Ministry of Education for Validating Certificates
- b) Approval from Ministry of Higher Education for international student admission
- c) Student Visa processing and facilitation
- d) Free Health Insurance
- e) Girls Hostel facilities



- f) Meals and Transportation for International students

### **IT Services Office**

The objective of the Office is to provide students and staff with the best technology to facilitate academic research and study. The Office is responsible to:

- a) Provide technical support for students and staff
- b) Provide High speed internet connection
- c) Computer services
- d) Email facility
- e) WiFi facility
- f) E-library

### **Students Affairs Office**

The Student Affairs Department is concerned with all matters pertaining to students' welfare. The department contributes towards the refinement of each student's personality through a package of extra-curricular activities catering to a variety of tastes and interests. College life is not limited to lectures and classes but extends to hobbies and talent development that highlight a student's personality. The Department also plays an essential role in guiding students and preparing them for their entry into the labor market. It directs all its efforts towards producing a generation of young skilled talents with entrepreneurial abilities to cope with the challenges of modern times. Students Affairs Office aims at:

- a) Contributing to the preparation of balanced personalities of students;
- b) Providing scientific, cultural and sports activities both within and outside the college;
- c) Supervising the Students Advisory Council;
- d) Facilitating complaints process via complaint box
- e) Supervising students' election;
- f) Adopting and shaping talents in an integrated educational environment;
- g) Encouraging and inspiring gifted and talented students.

### **Bulletin Boards**

They are located at the College main lobby and in the academic and administration departments. They are for official use only. Students should obtain permission from Students Affairs Department for posting any notice on these boards. In order to maintain the orderly appearance of our building any notice must be posted on the appropriate bulletin board. The administrative staff may remove any notice posted on doors or walls or not bearing the College seal.

## **LEARNING RESOURCE SERVICES**

### **Library**

Bayan College library has a huge collection of varied English and Arabic books, magazines and periodicals that cover the College's different specializations of Media and English studies. The College's mission is not confined to only providing the printed books for students and researchers, but also to build up an up-dated database that satisfies the student's needs. The College has already started establishing an electronic library that includes thousands of titles to stand as a source that no student or researcher, each in his/her field of specialization, can do without. The library provides an ideal quiet hall for reading, research-writing and self-study. It also provides computers that help students achieve their different assignments.

### **IT Labs**

Bayan College has four well established state-of-the-arts IT labs that are equipped with latest version of the Windows operating system. In addition to the computers available in the Learning Resources room. All computers are connected with the LAN cables to provide the internet service to students. All Computers are installed with the latest software's that students may need for their various courses and assignments in the lab. Students can access the labs during their class hours for all their educational needs.

### **TV & Radio Production Studio**

The Department of Media Studies at Bayan College understands the need for an emphasis on applied and hands-on training required for a fast developing and evolving media industry in Oman. Bayan College's well-equipped studio has everything students, journalists and broadcasters need to create audio and visual productions which showcase their learning, abilities, and job-readiness. Equipment includes cameras for field and studio shoots, digital SLR cameras for still photography, blue/green screens, a range of professional-quality mixers, and a full editing suite. The studio not only caters to Broadcasting students, but its online as well as offline editing facilities are being used by Journalism and Public Relations students.

### **Editorial Room**

In order to help students acquire the practical experience in their field of specialization, Bayan College has implemented the simulation-practice through providing an Editorial Room that encompasses computers to get the news from the Omani News Agency, in addition to TVs to follow up the news and press reports. Moreover, the students can have the chance to practice writing of news, reports and press materials; and issuing newspapers and magazines, at the same time.

### **Academic Advising Centre**

The role and responsibilities of the Academic Advising Centre are as follows:

1. Promote a supportive educational environment characterised by commitment to high standards and student success through the following strategies:
  - a) Develop teaching and learning practice based on the latest developments in these fields;
  - b) Help students to become more independent learners and competent decision makers;
  - c) Strengthen an ongoing relationship between advisors and students;

- d) Communicate effectively in a respectful and caring manner;
  - e) Provide accurate and up-to-date information on College policies, procedures and guidelines;
  - f) Modify or adjust advising based on regular evaluations.
2. Develop a sustainable system for collaboration among different College departments to enhance the student experience through the following strategies:
    - a) Create a more student-friendly referral system;
    - b) Be more systematic in sharing resources, best practice and consistent policies;
    - c) Develop new channels of communication with the Student Affairs Office;
    - d) Develop a partnership with the community at large and the alumni.
  3. Provide professional development for academic advising through the following strategies:
    - a) Develop a training system for academic advisors;
    - b) Develop a system for sharing resources for professional development;
    - c) Create a mechanism for the professional development of advisors.
  4. Support educational experiences that advance student development through the following strategies:
    - a) Promote awareness of curricular/extracurricular opportunities;
    - b) Collaborate with the community at large to meet common needs;
    - c) Facilitate relationships between academic and personal goals and extra- curricular experiences.
  5. Direct students deemed 'at risk' to the Writing Support Service
  6. Implement a College-wide assessment plan for academic advising.
  7. Manage all academic advisors.
  8. Maintain accurate and current academic advising files.
  9. Tracking students identified as "at risk".

## **Academic Advising**

An academic advisor from the student's department is appointed to each student. The academic advisor participates in selecting courses, follows up the student progress and guides him or her in a way that helps him or her excel in his or her studies. Course registration form or Add/Drop form for the students at risk, will not be processed by the Admission and Registration Department unless signed by the academic advisor and the Head of Department. In addition, all students can seek the assistance of their academic advisor to find solutions to any academic or administrative problems.

## **Academic Under Probation Warning Letter**

Under probation students will be called by their academic advisor and will be given a warning letter to sign it. The academic advisor will explain to the student the consequences of remaining under probation and how to recover from the probation. If the under probation student refused to meet with the academic advisor, a copy of a probation warning letter will be sent to the student Email-id from the advisor's official **Email-id only**. While sending email a copy (cc) will be forwarded to the Head of the respective academic department (English Studies or Media), Head of Academic Advising Centre and Head of Admission and Registration Department. A hard copy will be filed in the student advising file.

## **10% and 20% Warning Letter**

The instructors will inform the students on 20% absence warning **through email** from the official Email-id of the instructors to the student email-id keeping a copy (cc) to the Head of the respective academic department (Foundation, Media and English Studies), Head of Academic Advising Centre, Head of Admission and Registration Department and the student advisor. Even if a student fails to sign the warning letter with continuous absence the email will be sent in due time without delay.

The procedure of submitting a **hard copy** of the warning letter to the Admission and Registration Department and the respective advisor will also be followed.

## **Students at Risk**

The **Students at Risk** (CGPA below 2.09) and **Under Probation Students** (CGPA below 2.00) will be tracked and followed-up. There are certain steps mentioned below that will be followed by all instructors to ensure the quality of education.

Remedial classes will be conducted by all instructors for all weak students throughout the semester. All communication with the students regarding these remedial classes will be done through email (in addition to verbal communication). At the end of the semester a consolidated report for each course on remedial classes will be submitted by the instructors to the Academic Advising Centre.

## **Peer Tutoring**

The main objective of Peer Tutoring Program is to provide learning support to weak students in a particular course by grouping them with fellow students who have competence in the particular subject or with students who have the good ability to comprehend the lesson.

## **Writing Support Service**

The Writing Support Services aspires to create efficient and highly qualified writers who can achieve distinction in the varied fields of media and literature writing. It aims to acquaint students with the different writing styles: argumentative, descriptive, persuasive, and expository; and disseminate the culture of appropriate writing among them.

## MEDIA STUDIES COURSES

### BA STUDY PLAN, VISUAL COMMUNICATION DESIGN MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

DEPARTMENT COURSES (36 Credit Hours)				
11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy )		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media technology "Electronic Media"	COM 201	3

22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>MAJOR COURSES (42 Credit Hours)</b>				
23	AD10500	Design I	COM 200	3
24	AD10600	Design II	AD10500	3
25	AD11200	Graphic Arts I : Typography	COM 200	3
26	AD11300	Basic Drawing	AD11200	3
27	AD20400	Graphic Arts II: Digital Imaging	AD11200	3
28	AD30102	Color and Composition	COM 200	3
29	AD32800	Visual Communication Design I	COM 200	3
30	AD32900	Visual Communication Design II	AD32800	3
	AD40300	Portfolio Process and Presentation		3
32	AD44800	Visual Communication Design III	AD32900	3
33	AD44900	Visual Communication Design IV	AD44800	3
34	COM20400	Critical Perspective on Communication		3
35	CGT21600	Vector Imaging for Computer Graphics		3
36	CGT35300	Principles of Interactive and Dynamic Media		3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### BA STUDY PLAN, JOURNALISM MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3

6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3

<b>DEPARTMENT COURSES (36 Credit Hours)</b>				
11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy )		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media technology "Electronic Media"	COM 201	3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>MAJOR COURSES (42 Credit Hours)</b>				
23	COM 305	News Editing	COM 255	3
24	COM 306	Advanced News Reporting & Writing	COM 255	3
25	COM 309	Visual Communication		3
26	COM 327	International Communication		3
27	COM 352	Mass Communication Law	COM 201 COM 250	3
28	COM 451	Magazine Journalism	COM 255	3
29	COM 302	Publication Design		3
30	COM 325	Interviewing: Principles & Practice		3
31	COM 334	Journalism for Electronic Media	COM 201	3
32	COM 491	Special Topic in Communication		3
33	COM 536	Radio and Television Writing	COM 202	3
34	COM 452	Practicum in Journalism		3

35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### DIPLOMA STUDY PLAN, JOURNALISM MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>JOURNALISM MAJOR (36 Credit Hours)</b>				
11	COM 201	Introduction to Media Studies		3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 255	Introduction to News Report & Writing	ENG 105	3
14	COM 305	News Editing	COM 255	3
15	A&D 222	Introduction to Photography		3
16	COM 352	Mass Communication Law		3
17	COM 491	Special Topic in Communications		3
18	ENGL 435	Topics in Writing for Interactive Digital Media		3
19	COM 007	Media Education (Literacy)		3
20	COM 325	Interviewing Principles & Practice		3
21	COM 203	Omani Media		3



22	COM 334	Journalism for the Electronic Media		3
<b>Elective Courses (6 Credit Hours)</b>				
23				3
24				3

### BA STUDY PLAN, BROADCASTING MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DEPARTMENT COURSES (36 Credit Hours)</b>				
11	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy)		
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication		3
18	A & D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 + COM 250	3
20	COM 490	Internship In Communication		3
21	ENGL 435	Topics in Writing for Interactive Digital Media		3
22	COM 202	Media Technology "Electronic Media"		3

<b>MAJOR COURSES (42 Credit Hours)</b>				
23	COM 242	Introduction to Broadcast News	COM 325	3
24	COM 332	TV Production	COM 331	3
25	COM 309	Visual Communication		3
26	COM 325	Interviewing : Principles & Practice		3
27	COM 347	Radio & TV Performance	COM 201	3
28	COM 353	Problems in Public Relations	COM 201	3
29	COM 434	Practicum in Radio& TV	COM 331 &COM 332	3
30	COM 436	Script Writing	COM 201	3
31	COM 445	TV Editing	COM 331 &COM 332	3
32	COM 533	Documentary Television		3
33	COM 536	Radio and Television Writing		3
34	COM 008	Graduation Project I		3
35	COM 009	Graduation Project II		3
36	COM 331	Audio Production	COM 201	3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### DIPLOMA STUDY PLAN, BROADCASTING MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3

10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DIPLOMA COURSES BROADCASTING MAJOR (36 Credit Hours)</b>				
11	COM 242	Introduction to Broadcast News	COM 325	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 201 or COM 228	Introduction to Media Studies Introduction to Communication Studies		3
14	COM 331	Audio Production	COM 201	3
15	COM 332	TV Production	COM 331	3
16	COM 309	Visual Communication		3
17	COM 491	Special Topic in Communications		3
18	COM 202	Media Technology “Electronic Media”	COM 201	3
19	ENGL 435	Topics in Writing for Interactive Digital Media		3
20	COM 007	Media Education (Literacy)		3
21	COM 325	Interviewing Principles & Practice		3
22	COM 203	Omani Media		3
<b>Elective Courses (6 Credit Hours)</b>				
23				3
24				3

### BA STUDY PLAN, PUBLIC RELATIONS MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DEPARTMENT COURSES (36 Credit Hours)</b>				
11	COM 201	Introduction to Media Studies		3

12	COM 202	Media Technology "Electronic Media"		3
13	COM 007	Media Education (Literacy)		3
14	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
15	COM 203	Omani Media		3
16	COM 250	Mass Communication & Society		3
17	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
18	COM 300	Introduction to Research in Communication		3
19	A & D 222	Introduction to Photography		3
20	COM 403	Media Ethics	COM 201 + COM 250	3
21	COM 490	Internship In Communication		3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

<b>MAJOR COURSES (42 Credit Hours)</b>				
23	COM 253	Introduction to Public Relations		3
24	COM 305 or COM 333	News Editing Theories of Mass Communication	COM 255 COM 201	3
25	COM 314 or COM 326 or COM 343	Advanced Public Speaking Speech Writing Oral Interpretation		3
26	COM 225 or COM 319	Introduction to Rhetoric & Social Influence The Rhetorical Traditions		3
27	COM 320	Small Group Communication		3
28	COM 325	Interviewing: Principles & Practice		3
29	COM 353	Problems in Public Relations	COM 253	3
30	COM 460	Advanced Public Relations	COM 255	3
31	COM 491	Special Topics in Communication		3
32	COM 318	Principles of Persuasion		3
33	COM 420	Introduction to Organizational Communication		3
34	COM 536	Radio and Television Writing		3
35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

## DIPLOMA STUDY PLAN, PUBLIC RELATIONS MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
PUBLIC RELATIONS MAJOR (36 Credit Hours)				
11	COM 253	Introduction to Public Relations	COM 114	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 201	Introduction to Media Studies		3
14	COM 255	Introduction to News Report & Writing	ENGL 105	3
15	COM 326	Speech Writing		3
16	COM 318	Principles of Persuasion		3
17	COM 491	Special Topic in Communication		3
18	COM 236	Media & Culture	COM 201	3
19	ENGL 435	Topics in Writing for Interactive Digital Media		3
20	COM 007	Media Education (Literacy)		3
21	COM 203	Omani Media		3
22	COM 460	Advanced Public Relations		3
2 Elective Courses (6 Credit Hours)				
23				3
24				3

## BA STUDY PLAN, ADVERTISING MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
DEPARTMENT COURSES (36 Credit Hours)				
11	COM 007	Media Education (Literacy)		
12	COM 201	Introduction to Media Studies		3
13	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
14	COM 203	Omani Media		3
15	COM 250	Mass Communication & Society		3
16	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
17	COM 300	Introduction to Research in Communication	COM 114	3
18	A&D 222	Introduction to Photography		3
19	COM 403	Media Ethics	COM 201 + COM 250	3
20	COM 490	Internship In Communication		3
21	COM 202	Media Technology "Electronic Media"		3
22	ENGL 435	Topics in Writing for Interactive Digital Media		3

MAJOR COURSES (42 Credit Hours)				
23	COM 256	Introduction to Advertising	COM 114	3
24	COM 302	Publication Design		3
25	COM 331	Audio Production	COM 201	3
26	COM 332	Television Production	COM 331	3
27	COM 429	Advertising Campaign	COM 201, 443 or COM 446	3

28	COM 443	Advertising Media	COM 201	3
29	COM 446	Advertising Management	COM 201	3
30	MGMT 101 or MGMT 421	Introduction to Business Promotion Management	MGMT 224	3
31	MGMT 224	Principles of Marketing		3
32	MGMT 424	Consumer Behavior		3
33	A&D 204	Graphic Arts: Digital Imaging		3
34	A&D 290	Special Topics in Art and Design		3
35	COM 008	Graduation Project I		3
36	COM 009	Graduation Project II		3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### DIPLOMA STUDY PLAN, ADVERTISING MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Principles of Economics		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 104	3
ADVERTISING MAJOR (36 Credit Hours)				
11	COM 256	Introduction to Advertising	COM 114	3
12	THTR 201 or A&D 255 or COM 200	Theater Appreciation Art Appreciation Introduction to Graphic Design		3
13	COM 331	Audio Production	COM 201	3
14	COM 332	Television Production	COM 331	3

15	COM 429	Advertising Campaigns	COM 201, 443 OR COM 446	3
16	MGMT 224	Principle of Marketing		3
17	COM 202	Media Technology “Electronic Media”	COM 201	3
18	ENGL 435	Topics in Writing for Interactive Digital Media		3
19	COM 318	Principles of Persuasion		3
20	COM 203	Omani Media		3
21	COM 201	Introduction to Media Studies		3
22	COM 334	Journalism for the Electronic Media		3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

### BA STUDY PLAN, VISUAL COMMUNICATION DESIGN MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3



<b>DEPARTMENT COURSES (30 Credit Hours)</b>				
11	COM 200	Introduction to Graphic Design		3
12	COM 201	Introduction to Media Studies		3
13	COM 007	Media Education (Literacy )		3
14	COM 203	Omani Media		3
15	COM 255	Introduction to News Reporting & Writing	ENGL 105	3
16	COM 300	Introduction to Research in Communication		3
17	COM 403	Media Ethics	COM 201 COM 250	3
18	COM 490	Internship In Communication		3
19	COM 202	Media technology "Electronic Media"	COM 201	3
20	ENGL 435	Topics in Writing for Interactive Digital Media		3
<b>MAJOR COURSES (51 Credit Hours)</b>				
21	AD10500	Design I	COM 200	3
22	AD10600	Design II	AD10500	3
23	AD11200	Graphic Arts I : Typography	COM 200	3
24	AD11300	Basic Drawing	AD11200	3
25	AD20400	Graphic Arts II: Digital Imaging	AD11200	3
26	AD22200	Introduction to Photography		
27	AD30102	Color and Composition	COM 200	3
28	AD32800	Visual Communication Design I	COM 200	3
29	AD32900	Visual Communication Design II	AD32800	3
30	AD40300	Portfolio Process and Presentation		3
31	AD44800	Visual Communication Design III	AD32900	3
32	AD44900	Visual Communication Design IV	AD44800	3
33	COM20400	Critical Perspective on Communication		3
34	COM2500	Mass Communication & Society		
35	COM 30900	Visual Communication		
36	CGT21600	Vector Imaging for Computer Graphics		3
37	CGT35300	Principles of Interactive and Dynamic Media		3
<b>Elective Courses (15 Credit Hours)</b>				
38				3
39				3
40				3
41				3
42				3

# ENGLISH STUDIES COURSES

## BA STUDY PLAN, ENGLISH LITERATURE MAJOR

General Education Requirement Courses (30 Credit Hours)				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (36 Credit Hours)				
11	ENGL 201	The Nature of Literary Study	ENGL 104	3
12	ENGL 308	Modern English Grammar	ENGL 104	3
13	ENGL 310	Introduction to Popular Culture	ENGL 104	3
14	ENGL 327	English Language 1: History & Development	ENGL 104	3
15	ENGL 396	Studies in Literature & Language	ENGL 104	3
16	ENGL 405	Creative Writing	ENGL 104	3
17	ENGL 411	Studies in Major Authors	ENGL 104	3
18	ENGL 428	Special Topics in Writing		3
19	ENGL 240	Survey of English Literature 1	ENGL 105	3
20	ENGL 326	English Linguistics	ENGL 105	3
21	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
22	ENGL 261	Introduction World Literature since 1700	ENGL 104	3
MAJOR COURSES (42 Credit Hours)				
23	ENGL 241	Survey of English Literature II ( Late)	ENGL 104	3
24	ENGL 351	Survey of American Literature II( late)	ENGL 104	3
25	ENGL 381	The British Novel	ENGL 104	3
26	ENGL 382	The American Novel	ENGL 104	3
27	ENGL 403	Literary Theory	ENGL 104	3
28	ENGL 414	Studies in Literature & Culture	ENGL 104	3
29	ENGL 442	Shakespeare	ENGL 104	3
30	ENGL 578	Modern American Novel	ENGL 241	3

31	ENGL 579	Modern British Novel	ENGL 351	3
32	ENGL 335	Restoration and 18 <sup>th</sup> C Literature		3
33	ENGL 547	The Romantic Movement in English Literature		3
34	ENGL 383	Modern Drama	ENGL 104	3
35	ENGL 314	Modern Poetry	ENGL 104	3
36	ENGL 479	Short Story		3
<b>ELECTIVE COURSES (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### DIPLOMA STUDY PLAN, ENGLISH LITERATURE MAJOR

<b>General Education Requirement Courses (30 Credit Hours)</b>				
1	ENGL 104	English Composition I	Prerequisite	3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
<b>DIPLOMA COURSES (36 Credit Hours)</b>				
11	ENGL 240	Survey of English Literature I	ENGL 104	3
12	ENGL 241	Survey of English Literature II	ENGL 104	3
13	ENGL 350	Survey of American Literature I (early)	ENGL 104	3
14	ENGL 351	Survey of American Literature II( late)	ENGL 104	3
15	ENGL 479	Short Story		3
16	ENGL 327	English Language I: History & Development		3
17	ENGL 428	Special Topics in Writing		3
18	ENGL 326	English Linguistics	ENGL 105	3
19	ENGL 308	Modern English Grammar	ENGL 104	3
20	ENGL 442	Shakespeare	ENGL 104	3
21	ENGL 381	The British Novel	ENGL 104	3

22	ENGL 314	Modern Poetry	ENGL 104	3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

### BA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

General Education Requirement Courses (30 Credit Hours)				
			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
DEPARTMENT COURSES (36 Credit Hours)				
11	ENGL 201	The Nature of Literature Study	ENGL 104	3
12	ENGL 308	Modern English Grammar	ENGL 104	3
13	ENGL 310	Introduction to Popular Culture	ENGL 104	3
14	ENGL 327	English Language 1: History & Development	ENGL 104	3
15	ENGL 396	Studies in Literature & Language	ENGL 104	3
16	ENGL 405	Creative Writing	ENGL 104	3
17	ENGL 307	Written and Oral Communication	ENGL 104	3
18	ENGL 428	Special Topics in Writing		3
19	ENGL 240	Survey of English Literature 1	ENGL 105	3
20	ENGL 326	English Linguistics	ENGL 105	3
21	ENGL 304	Advanced Composition	ENGL 104	3
22	ENGL 350	Survey of American Literature I	ENGL 104	3

MAJOR COURSES (42 Credit Hours)				
23	ENGL 220	Technical Report Writing	ENGL 104	3
24	ENGL 302	Publication Design	ENGL 104	3
25	ENGL 404	Web Page Design		3
26	ENGL 406	Review Writing	ENGL 104	3
27	ENGL 420	Business Writing	ENGL 104	3


28	ENGL 423	Computer Documentation	ENGL 105	3
29	ENGL 427	Senior Writing Project	ENGL 104	3
30	ENGL 480	Internship In Writing	ENGL 104	3
31	COM 255	Introduction to News Reporting & Writing	ENGL 241	3
32	ENGL 411	Studies in Major Authors	ENGL 104	3
33	COM 306	Advanced News Reporting & Writing	COM 255	3
34	ENGL 429	Supervised Writing	ENGL 104	3
35	ENGL 435	Topics in Writing for Interactive Media	ENGL 104	3
36	ENGL 589	Directed Writing		3
<b>Elective Courses (18 Credit Hours)</b>				
37				3
38				3
39				3
40				3
41				3
42				3

### DIPLOMA STUDY PLAN, ENGLISH PROFESSIONAL WRITING MAJOR

General Education Requirement Courses (30 Credit Hours)			Prerequisite	
1	ENGL 104	English Composition I		3
2	ENGL 105	English Composition II	ENGL 104	3
3	COM 114 or COM 501	Fundamentals of Speech Communication Interpersonal Skills		3
4	SCI 114 or COM 101	Introduction to Life Science Introduction to Communication		3
5	PSY 120	Elementary Psychology		3
6	PHIL 101 or PHIL 120 or PHIL 324 or COM 100	The History of Philosophy Critical Thinking Ethics of the Professions Introduction to Research Methods		3
7	POL 202 or POL 130	Introduction to Political Thinking Introduction to International Relations		3
8	ECON 210	Entrepreneurship		3
9	HIST 309 or HIST 104 or HIST 110	The Middle East Introduction to the Modern World History and Society of Oman		3
10	ARAB 101 or ENGL 231	Arabic Language Skills (only for Arabic Speakers) Introduction to Literature	ENGL 105	3
ENGLISH PROFESSIONAL WRITING MAJOR (36 Credit Hours)				
11	ENGL 302	Publication Design	ENGL 104	3
12	ENGL 304	Advanced Composition	ENGL 104	3
13	ENGL 308	Modern English Grammar	ENGL 104	3
14	ENGL 220	Technical Report Writing	ENGL 104	3
15	ENGL 405	Creative Writing	ENGL 104	3
16	ENGL 420	Business Writing	ENGL 104	3
17	ENGL 298	Reading and Writing Skills Development		3

18	ENGL 326	English Linguistics	ENGL 105	3
19	COM 255	Introduction to News Reporting & Writing	ENGL 241	3
20	ENGL 404	Web Page Design		3
21	ENGL 406	Review Writing	ENGL 104	3
22	ENGL 427	Senior Writing Project	ENGL 104	3
<b>2 Elective Courses (6 Credit Hours)</b>				
23				3
24				3

## STUDENT POLICIES AND PROCEDURES

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
<b>Policy Title</b>	<b>Student Code of Conduct</b>
<b>Policy Category</b>	Academic Policies
<b>Subject</b>	Defines the expectations of student behaviour while at the College
<b>Office Responsible for Review of this Policy (Office)</b>	Dean
<b>Related Policies</b>	Academic Affairs Policies
<b>Version</b>	<b>2</b>
<b>Effective Date</b>	01.01.2019

Bayan College is committed to providing a safe learning environment which leads to positive learning outcomes. Parents, staff and students have three key expectations of the education provided at Bayan College:

- **Effective curriculum and programs for all students**
- **Qualified professional staff**
- **Safe and secure learning environment**

A safe and secure environment allows for a positive learning environment. In turn, a positive learning environment promotes student learning. To successfully achieve these outcomes, it is necessary to develop a clear set of student expectations.

### **Student expectations**

- Students will attend all classes on time.
- Students will be prepared for class with the appropriate materials and homework completed. Students will not participate in cheating or plagiarizing their work or the work of others.
- Students will be honest with all staff and students.
- Students will express themselves without the use of profane language or offensive gestures.
- Students will participate in positive group activities and will not be involved in any swarming, bullying, intimidating or harassing of staff or students.
- Students will show respect for others by not participating in teasing and ridiculing.
- Students will show respect for others by not wearing clothing with inappropriate messages (ie, profane language, racial or sexual references, and reference to alcohol/illegal drugs or gang related.)

- Students will respect the personal property of others and the College.
- Students will respect and follow direction from all staff of the College.
- Students will respect the safety of others by not bringing real or imitation weapons to College or College related events.

Students are expected to adhere to the following requirements which will be strictly enforced:

### **Attendance and Preparation for Class**

1. It is a requirement for students to attend all classes on time and with the appropriate materials.

### **Vandalism (property and/or equipment)**

2. Students are responsible for library books or any equipment loaned to or used by them. If misused or damaged, students will be responsible for charges to repair or replace. If repayment is not received, students will have campus privileges removed, a campus suspension or suspension.

### **Dress Code**

3. Omani students shall wear Omani National Dress while other students shall wear clean, neat and presentable clothing. Students who wear clothing depicting illegal drugs, alcohol, and profane language, racial, sexual or vulgar suggestions will be sent home to remove such clothing. Students who fail to follow this code will face a campus suspension or suspension.

### **Alcohol**

4. Consumption of alcohol in College premise and attending College under influence of alcohol are prohibited.

### **Examination**

5. Students are required to sit for every examination. A medical certificate will be required for any student not writing an exam/test due to a medical difficulty clearly indicating that the exam/test could not be written. Failure to write an exam without medical leave will result in the student receiving a 'zero' mark.

### **Fighting / Criminal Assault**

6. Any student involved in or encouraging the involvement of another student in fighting will be suspended and the police will be notified. Students involved in this behaviour could be referred to peer mediation, counselling or an alternative learning environment. Persistent involvement will result in expulsion from the College.

### **Respect for Authority**

7. Students will demonstrate respect for all staff and students. Students are expected to recognize and comply with the authority held by the College and its staff. Requests made to them by staff are expected to be followed and adhered to. Failure to follow such requests could lead to parental contact, loss of privileges, suspension or expulsion.



### **Harassment / Threatening Behaviour**


8. Harassment will not be tolerated. Educational programs explaining harassment should be provided as well as counselling services. Harassment, whether written, verbal, sexual, physical, emotional, or racial, is a criminal offence and will be treated as such.

### **Classroom Behaviour**

9. Every student has the right to an uninterrupted and safe instructional environment. Behaviours, which interfere with student learning, will not be tolerated.

### **Bullying / Intimidation/Swarming**

10. No student will participate in or initiate any form of bullying, intimidation or Swarming. Persistent disregard would result in suspensions, expulsions, and/or criminal charges. As with assault infractions, counselling and or an alternative learning program could be actions used to suspend this type of activity.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Academic Integrity Policy</b>		
<b>Policy Category</b>	Academic Policy		
<b>Subject</b>	Supporting academic integrity		
<b>Office Responsible for Review of this Policy (Office)</b>	Quality Assurance Office		
<b>Related Policies</b>	Intellectual Property Policy Research Ethics Policy		
<b>Version</b>	<b>2</b>	<b>Effective Date</b>	<b>01.01.2019</b>

### **SCOPE**

Applies to students and staff in the conduct of research, teaching and related activities

### **POLICY STATEMENT**

Bayan College will promote academic integrity and ensure it through:

- Academic policies, course design and assessment standards;
- Staff training on the need for, and approach to, maintaining high standards of academic integrity;
- Academic staff demonstrating academic integrity in all duties related to teaching and research;
- Providing students with opportunities to learn about academic integrity;

## PROCEDURE


1. Staff are required to:
  - acknowledge authorship of, and contributions to, ideas in all teaching materials;
  - observe confidentiality when dealing with students and College staff
  - respect the diverse backgrounds of staff and students;
  - refrain from using information gained through their teaching or research activities while at the College for personal, commercial or third party advantage;
  - observe the integrity and ethical rights of human and animal subjects in research and teaching;
2. Students are required to:
  - be familiar with and apply the principles of academic integrity;
  - comply with instructions for assessment tasks;
  - submit their own original work;
  - acknowledge all ideas, words or works of others, including in group assessment tasks;
  - Take reasonable steps to avoid their own work being copied by other students;
  - Encourage other students to act with academic integrity.
3. The College will investigate, and where appropriate, act on allegations of breach/es of academic integrity.
4. Upon receipt of an allegation of breach/es of academic integrity the Dean shall invite the Disciplinary Committee to investigate the allegations within three working days. If the Disciplinary Committee determines that no breach to policy has occurred no further action is required. If the Disciplinary Committee decides that the allegations require an investigation, the Dean shall be informed of the decision.
5. If the allegations warrant an investigation, because of sufficient evidence, the person/s against whom allegations are made shall be informed and requested to cooperate with the investigators. The person/s against whom allegations are made will be provided the opportunity to meet/discuss the case with the Disciplinary Committee.
6. The Disciplinary Committee shall then prepare its final report to the Dean which includes the investigation procedures, findings, and a recommendation(s). If the Disciplinary Committee concludes that the policy has not been breached, the case shall be closed. If the Disciplinary Committee decides that sufficient evidence supports a violation of this policy, it will suggest an appropriate action. The Dean shall review the report and either affirm its recommendations, modify, or reject them.
7. The accused has the right to challenge the final decision by filing a request for review within seven working days from the date of receiving the final decision. The Dean shall review the case and either confirm or reverse the decision. The decision of the Dean is final.

## DEFINITIONS

**Academic Integrity:** A commitment by staff and students to adhere, in all teaching, research and related activities, to five fundamental values: honesty; trust, fairness, respect and responsibility.

### Breaches of Academic Integrity:

	Breach	Definition
a.	Plagiarism	Using other people's words, ideas, media, research findings or other information as their own without appropriate referencing.
b.	Contract cheating	Requesting someone else to produce all or part of an assessment task that is submitted as their own work, including arrangements through a third party (purchasing assignments)
c.	Collusion	A student working with another person to submit some or all of the other person's work as their own or vice versa.
d.	Non-compliance with assessment or examination instructions or requirements	A students having or providing unauthorized materials relating to the assessment or examination, copying other students' work, or obtaining or providing information without appropriate permissions.
e.	Impersonation	Pretending to be someone else, or allowing someone else to pretend to be them, for an assessment task or course requirement

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>Assessment Regulations</b>

### General Foundation Program Assessment

Non-credit bearing courses (such as General Foundation Program courses) do not affect a student's GPA. However, it is considered a pre-requisite to pass all the Foundation courses (with a grade of 50% or higher) in order to progress to the next level of General Foundation Program.

### Assessment in Academic Departments

Continuous evaluation of a student's academic performance employs a variety of assessment tools such as homework, exams, quizzes, projects, research papers, written and oral presentation, class participation, etc. Successful completion of a course requires students to score a minimum of 50%. Students scoring lower than 50% in any given course will receive an F grade and must repeat the course.

## Grading System

- A student has the right to get a detailed report from Admission and Registration Department of his GPA and AGPA.
- The report is free of charge for the first time. An additional copy will be charged OR (1) for each copy.

The following grading system shall be used to measure a student's achievement in any academic course and determine a student's Grade Point Average (GPA).

Marks (%)	Letter Grade	GPA points	Definition
95-100	A	4.0	Excellent
90- 94	A-	3.7	
85- 89	B+	3.3	Very Good
80- 84	B	3.0	
75- 79	B-	2.7	
70- 74	C+	2.3	Good
65- 69	C	2.0	
60- 64	C-	1.7	
55- 59	D	1.3	Satisfactory
50- 54	D	1.0	

## AGPA (Accumulative Grade Point Average)

- The AGPA (sometimes called CGPA which stands for Cumulative Grade point Average) is a figure that reflects the grade point average for all classes students have taken and for classes for which they have received credit (pass or fail). For incomplete student, an AGPA is calculated only after settling such course i.e. sitting for a make –up or missing the chance for doing that.
- A student's AGPA upon graduation is decided by the average of all the study plan courses he/she successfully passed
- SGPA (Semester Grade Point Average) is the average of all course studied by the student in a semester.
- The average is calculated by multiplying mark obtained in each course by number of credit hours, then divided by total number of credit hours.
- Averages are rounded to the nearest fraction.

## GPA Calculation (Example)

### First Semester

Course	Credit Hour	Grade	Grade Weight	Points
Course A	3	C+	2.3	6.9
Course B	3	A-	3.7	11.1
Course C	3	B+	3.3	9.9
Course D	3	B	3	9
	12			36.9

The total grade points earned divided by (÷) the total hours attempted  
 $36.9 \div 12 = 3.07$  (first semester SGPA)

## Second Semester

Course	Credit Hour	Grade	Grade Weight	Points
Course A	3	C	2.0	6.0
Course B	3	D+	1.3	3.9
Course C	3	B	3.0	9.0
	9			18.9

The total grade points earned divided by ( $\div$ ) the total hours attempted

$18.9 \div 9 = 2.1$  (second semester SGPA)


How to calculate GPA

The total grade points of previous semesters divided by ( $\div$ ) the total hours attempted:  $(36.9+18.9) \div (12+9)$

$55.8 \div 21 = 2.65$  grade "C+" = Good

## Academic Probation

- All students are required to maintain a Cumulative Grade Point Average CGPA of 2.0 or higher. A student whose cumulative GPA falls below 2.0 at the end of a semester, except the first semester and Summer Semester, is automatically placed on **Academic Probation**.
- The Admission and Registration Department will inform the student and hand on to him/her their AGPA report. This report also shows how many times a student has been under academic probation. The student will receive a warning letter from his/her Academic Advisor. It is the responsibility of the student to inform his/her family.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Assessment and Moderation Policy</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Guidance to students and academic staff on assessment, grading system and moderation processes applied.		
<b>Office Responsible for Review of this Policy (Office)</b>	Quality Assurance Office		
<b>Related Policies</b>	Curriculum Development Policy Examination Policy Plagiarism Policy Student Grievance Procedure		
<b>Version</b>	<b>2</b>	<b>Effective Date</b>	01.01.2019

## SCOPE

This Procedure applies to undergraduate and postgraduate award courses.

## POLICY STATEMENT

Assessment tasks:


- a. are designed in accordance with the principles specified in the Curriculum Development Policy
- b. may be set for programs, courses or in combination
- c. provide a balance between formative and summative assessment to:
  - i. progressively build students' knowledge and skills
  - ii. provide opportunities for feedback, and
  - iii. confirm that learning outcomes specified for each course are achieved at the appropriate standard.

Assessment design:

- a. includes the types and weighting of assessment tasks, mode of delivery and any hurdle requirements
- b. is recommended by the Curriculum Development Committee, and
- c. is approved by the Head of Academic Department.

Changes to the types and weighting of assessment may only be made part way through a study period in exceptional circumstances with the approval of the College Council

As part of the continuous quality improvement process, the means of assessment for courses are reviewed during major course reviews.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>Assessment Procedure</b>

1. Assessments are used to determine that students have achieved the learning outcomes and are ready to progress to the next level.
2. All assessments must be graded according to clear assessment criteria.
3. Assessment tasks, including examination papers, must not be repeated in subsequent offerings of a course in a way that compromises academic integrity.
4. When an assessment task allows students to choose from alternative questions or topics, the standard and degree of difficulty of the options must be the same as far as is reasonably practicable.

5. Students are only permitted one attempt in any one assessment (unless otherwise stated by the Head of Department).
6. Where appropriate, an alternative assessment instrument of assessment will be used for re-assessments.
7. To ensure that feedback to students is meaningful and formative, it must be clearly linked to the assessment criteria and must be aimed at assisting learning, rewarding achievement, providing encouragement, explaining results and enabling students to improve their understanding and performance.
8. Instructors ensure that the purposes, processes, requirements and standards of assessment in a course are clearly communicated to students at the beginning of and throughout each study period. Information about assessment is included in the Student Handbook.
9. The identity of students completing summative assessment tasks is verified. The means of verification must be communicated to students and the College may refuse to enable access to or mark the assessment where the identity of the student has not been confirmed.
10. Course instructors provide students with information on what constitutes a breach of academic integrity at the beginning of a course.
11. Students are required to make a declaration when submitting assignments to confirm that the work submitted is their own and that the work has not been submitted for assessment in any other course. In the case of group assessment tasks, each member of the group must make a declaration.
12. Breaches of academic integrity by students will be dealt with in accordance with the Academic Integrity Policy.
13. Students have the right to appeal the outcome of an assessment outcome through the Student Grievance Procedure.

## GRADING SYSTEM GUIDELINES

1. The assignment of grade will be as follows:			
Marks (%)	Letter Grade	GPA points	Definition
95-100	A	4.0	Excellent
90-94	A-	3.7	
85-89	B+	3.3	Very Good
80-84	B	3.0	
75-79	B-	2.7	

70-74	C+	2.3	Good
65-69	C	2.0	
64-69	C-	1.7	
55-59	D+	1.3	Satisfactory
50-54	D	1	

2. These symbols will be recorded under special circumstances in lieu of grade points:

- “W” – Withdrawal – A record of the fact that a student was enrolled in a credit course and withdrew from the course after the second week.
- “I” – Incomplete – A grade of incomplete is a record of work that was interrupted by causes beyond a student’s control, which work was passing at the time it was interrupted and the completion of which does not require the student to repeat the course in order to obtain credit. The student must achieve a permanent grade in the course **no later than the 12<sup>th</sup> week of the second subsequent semester of enrolment**, or the incomplete grade will revert to a failing grade “IF”.
- IF – Un removed Incomplete – A record of the student’s failure to achieve a permanent grade by the 12<sup>th</sup> week of the subsequent semester of enrolment. This grade counts in all aspects as a failing grade.

### 3. GPA Calculation (example)

#### First Semester

Grade	Credit Hour	Grade	Grade Weight	Points
Course A	3	C+	2.3	6.9
Course B	3	A-	3.7	11.1
Course C	3	B+	3.3	9.9
Course D	3	B	3	9
	12			36.9

The total grade points earned divided by (÷) 12 = 3.07 (first semester SGPA)

#### Second Semester

Grade	Credit Hour	Grade	Grade Weight	Points
Course A	3	C	2.0	6.0
Course B	3	D+	1.3	3.9
Course C	3	B	3.0	9.0
	9			18.9



The total points earned divided by ( $\div$ ) the total hours attempted  $18.9 \div 9 = 2.1$  (second semester SGPA)

How to calculate GPA?

The total grade points of previous semesters divided ( $\div$ ) the total hours attempted:  $(36.8+18.9) \div (12.9) 55.8 \div 21 = 2.65$  grade “C+” = Good

4. The academic standing of all students enrolled in academic programs shall be determined by Grade Points Average (GPA) and Cumulative Grade Points Average (CGPA):
  - **The Grade Point Average is a semester index** determined by weighting each grade received during a given semester by the number of credit hours in the course.
  - **The Cumulative Grade Point Average is a weighted average of all grades** received by the student while enrolled in an academic program.
5. No grade other than “I” may be changed after it is recorded, unless approved by the Academic Appeals Committee.
6. All courses attempted must appear on grade reports and transcripts.
7. If a course is repeated, only the last grade will be included in the GPA calculation.

## **STUDENT GRADE SHEET GUIDELINES**

1. At the end of every semester, grade sheets for students will be completed by appropriate teachers on forms distributed from the Admissions and Registration Department.
2. Grade sheets will be turned in by teachers directly to the Admissions and Registration Department.
3. Grade sheets must be submitted in within five consecutive days following the examination week.
4. The Head of Admissions and Registration Department will ensure that all grade sheets are processed no later than the evening of the eighth day following the examination week.


## **RELEASING / POSTING GRADES**

1. The final grade given for any courses is considered the college property.
2. Final grades are considered part of student’s academic records and may not be posted or released in any form to anyone.
3. The Office of registration is the only entity entitled to receive grades from teachers and release them to students.
4. Teachers shall not release final grades to students. Grades will be mailed to students within three weeks following the examination week.

## **MODERATION PROCEDURE**

1. Where a first assessor has not had previous experience in grading papers at a particular level all assessments will be double marked for the first semester.
2. All summative assessments will be subject to moderation by a second academic staff member appointed by the Head of Department.

3. The second assessor is required to check that all elements of the assessment have been marked and graded. The second assessor will randomly select and moderate a sample of each summative assignment.
4. All assessments graded 'failed' will be moderated by a second assessor.
5. All assessments which are not written or reproducible will be witnessed and graded by both first and second assessors at the time of deliver.
6. Where an agreement cannot be reached between the first and second assessor, a third assessor will be appointed by the Head of Department to double mark the disputed work.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Appeal of Academic Decision Policy and Procedure</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Provides procedures for students to appeal an action or decision that affects their academic status.		
<b>Office Responsible for Review of this Policy (Office)</b>	Academic Heads of Department		
<b>Related Policies</b>	Academic Affairs Policies		
<b>Version</b>	<b>2</b>	<b>Effective Date</b>	<b>01.01.2019</b>

## SCOPE

This policy applies to all students seeking to appeal an academic decision and will be administered by Heads of Academic Departments and the Dean.

## POLICY STATEMENT

- Bayan College provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly.
- Examples of decisions affecting academic status are the assignment of course grades, dismissal from the college, placement on academic probation and judgment concerning academic dishonesty.
- To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits.
- Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:
  - An error in computation or calculation
  - Inconsistent application of grading standards within a course;
  - Unfair application of standards concerning grading;
  - Unfair application of standards related to academic placement;
  - Allegations of cheating or plagiarism not supported by evidence;
  - Unfair application of standards concerning dismissal from the college.

## PROCEDURE

### STEP ONE:

#### **Informal discussion with the person responsible for the academic decision**

- The student meets with the person or persons responsible for the academic decision to discuss the issue in question (for example, in the case of a grade appeal, the student first meets with the teacher responsible for assigning the grade).
- Step one may not be skipped. It must be completed within 30 calendar days of the decision date. This date is the date on the grade report transmitted to the student or the date shown on any

letter or other written communication received by/transmitted to the student of the academic decision in question.

3. Possible Outcomes

- a. The student may find the decision to be correct and take no further action.
- b. The person responsible for the academic decision may find that an error has been made and take the appropriate corrective action.
- c. The student may still disagree with the decision and proceed to Step Two below.

**STEP TWO:**


**Discussion with Head of Academic Department**

1. The student meets with an academic department head from which the decision originated.
2. Step Two must be initiated within five calendar days of the completion of Step One
3. Possible Outcomes
  - a. The student may accept the decision and take no further action
  - b. The head of department may sustain the decision and may inform the student that the appeal is without merit. The head of department must provide written notification of the finding to all parties in the appeal. If the student disagrees with the decision, he/she may proceed to the next step.
  - c. If the head of department determines that the student has a legitimate complaint and cannot sustain the decision, the head of department meets with both parties to seek a resolution. If resolution cannot be reached, the student may proceed to Step Three

**STEP THREE**

**Appeal through the Academic Appeals Committee**


1. Within 10 calendar days of the completion of Step Two, the student submits to the Dean a written request to have the case heard by the Academic Appeals Committee.
2. The Dean will convene an Academic Appeals committee from staff of the concerned department and Student Affairs Office.
3. Possible Outcomes
  - a. The Academic Appeals Committee finds that the decision cannot be sustained, and notifies in writing the head of the academic department of the corrective action to be revert the decision.
  - b. The Academic Appeals Committee may sustain the decision and may inform the student that the appeal is without merit. The Academic Appeals Committee will provide written notification of the finding to all parties in the appeal. The decision of the Academic Appeals Committee is final.

	<p style="text-align: center;"><b>BAYAN COLLEGE</b>  <b>Affiliated with Purdue University Northwest, USA</b></p>
	<p style="text-align: center;"><b>Registration Regulations</b></p>

1. The college reserves the right to limit enrollment in any course and to cancel any course in which there is insufficient enrollment.
  - a. A prerequisite is a course or additional preparation that must be completed before enrolling in an advanced course.
  - b. Dates for the registration period shall normally be published in the Academic Calendar.
  - c. A continuing student is not allowed to register for the next semester unless his/her outstanding balance has been paid in full.
  - d. Registration for courses should be made in person, during the dates announced by the Admission and Registration Department, and on the official Course Registration Form to be obtained from Admission and Registration Department or from the College website. In case of in-person registration, students must secure all signatures required on the registration form.
  - e. Registration is open only for courses offered in a particular semester. Lists of courses offered for a given semester will be posted on the “Students Bulletin Board” prior to the registration period.
  - f. An academic advisor is responsible for counseling the student on courses that should be registered and suited to the student’s academic capabilities. The final decision is the student’s, and he/she should bear the responsibility for his/her own choice.
  - g. A continuing student who registers after the pre-announced course registration period should get an approval from the academic advisor and respective HoD. He/she will be fined a R.O. 25 late registration fee.
  - h. Registration priority in any course is for the students who come first.
  - i. Change of section is not allowed once registration period is over.

## **2. Registration Procedures**

- a. Determine the list of courses you wish to register for in a semester and obtain a registration form from the Admission and Registration Department.
- b. Sign up for a consultation with your academic advisor. It is recommended you take your plan of study to your consultation.
- c. Fill in the form and obtain all the required signatures.
- d. Register online and obtain a copy of your schedule.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Credit Load and Course Enrolment Policy and Procedures</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Process for adding/dropping or withdrawing from courses; student course load and repeat course load.		
<b>Office Responsible for Review of this Policy (Office)</b>	Admission and Registration Department		
<b>Related Policies</b>	Academic Affairs Policies		
<b>Version</b>	<b>2</b>	<b>Effective Date</b>	<b>01.01.2019</b>

## SCOPE

This policy establishes course loads permitted for students to undertake in a semester. The Policy is managed by Academic Advisors and Admission and Registration Department.

## POLICY STATEMENT

1. This policy specifies Student Credit Load requirements and conditions for altering the status of enrolment in a course.

## PROCEDURES

### Student Credit Load

1. To complete a Bachelor Degree in four years (excluding the Foundation Program) an average unit load of fifteen (15) credit hours per semester is advised. A student with full time status shall register for no less than 15 credit hours in the Fall and Spring Semesters, and not more than nine (9) credit hours in the Summer Semester.
2. A full time student may register for eighteen (18) credit hours in a given semester when the following conditions are met:
  - a) The student has earned a Cumulative Grade Point Average (CGPA) 2.8 or higher in the previous semester;
  - b) The student has completed a minimum of thirty (30) credit hours in the previous semesters;
  - c) The student has obtained written consent from his/her academic advisor and approval from the Head of Department in which he/she is enrolled.
3. A graduating student may register for twenty-one (21) credit hours in Fall and Spring Semesters and for twelve (12) credit hours in Summer Semester. He/she must get permission from his/her academic advisor and Head of Department.
4. Under probation students (with CGPA less than 2.00 carrying a full time status may only register for twelve (12) credit hours in Fall and Spring Semesters, and six (6) credit hours in Summer Semester.

### **Repeating Courses**

1. A student may repeat courses in in which he/she scored a grade below “C”.
  - a) To repeat any course a student must return a completed Repeating Course Request Form to the Admission and Registration Department during the registration period;
  - b) The original grade of a repeated course remains on the student’ transcript until the new grade is approved;
  - c) Only the second grade will apply toward the CGPA whether it is higher, lower, or the same;
  - d) A repeat course will appear on a student’s transcript followed by the designation “R”;
  - e) Only courses taken at Bayan College may be repeated;
  - f) No course may be repeated more than twice;
  - g) A payment of the tuition fee for the repeated course is the responsibility of the student;
  - h) A student who fails a required course must repeat the course;
  - i) A student who fails an elective course may repeat it or any other elective course relevant to his/her major.

### **Adding-Dropping Courses**

1. A student may add or drop courses during the first week of Fall/Spring Semesters and three days in Sumer Semester by submitting a completed form to the registration office.
  - a) Unless a course change is made on an Add/Drop Form and in person, the expected changes will not be made. Course dropped during this period do not appear on the student’s transcript. In cases of Add, seat availability is taken into consideration.
2. A student cannot Add a course after the Add/Drop period is over. If the need arises in exceptional cases, the student should obtain approval from both the concerned Head of Department and the academic advisor.
3. A student will be issued a full refund for the courses he/she drops in the first week of Fall/Spring Semesters and the first 3 days in Summer Semester.

### **Change of Program or Major**

1. A student may request either a change of major or program.
2. Applications for Major-Change should be submitted to the Admission and Registration Office before the Fall or Spring Semester final exams.
3. A change of major or program is subject to the approval of the Dean and Head of Department.
4. Students are required to meet all the requirements of the major or program.
5. Students under scholarship support of any kind must obtain written approval from the sponsor before a change of major or program can proceed.
6. Change of major or program is considered official once a student submits a completed and approved form to the Admissions and Registration Department for processing.
7. Students are liable for any fees resulting from the change of major or program, including the forfeiture of fees paid for courses completed in the previous major or course.

### **Withdrawal from a Course**


1. To officially withdraw from a course a student must return a complete Withdrawal Request form to the Admission and Registration Department signed by the student and the student's academic advisor. If the Withdrawal Request Form is formally received by the Admission and Registration Department prior to the end of week 8, the course will be given a grade of "W" and will not be calculated in his/her CGPA.
2. Unless a course withdrawal is handled in this manner, it has no official standing and will not be recognized by the College. The student will remain in the course and be graded an "F" which will be calculated into his/her CGPA. Failing to attend classes will not result in a "W" grade being given.
3. The Student Handbook states the percentage of tuition fees refunded for a withdrawn course.

<b>Week</b>	<b>Fall &amp; Spring Semester</b>	<b>Summer Semester</b>
Weeks 2 - 4 in Fall and Spring Semesters , and the Second week in Summer Semester	60% of paid tuition fees	30% of paid tuition fees
Weeks 5 - 8 in Fall and Spring Semesters , and the Third week and after in Summer Semesters	20% of paid tuition fees	0
After week 8 in Fall and Spring Semester	0	0

### **Postponement of Studies**

1. A student may postpone study for reasons determined acceptable by the College Council. The postponement duration cannot be more than two consecutive semesters.
2. A student can postpone study for a third and final semester deemed acceptable by the College Council.
3. A student must fill in a Postponement of Study Form in consultation with his/her academic advisor only after decision has been made by the College Council.
4. Not attending classes does not imply that a student has postponed his/her study. The student will be advised of the final decision by the Admissions and Registration Department.
5. If the student's study has been postponed for more than three semesters and intends to resume studies, he/she is required to reregister and will be issued with a new ID number.
6. A new student is not permitted to postpone studies unless he/she has successfully completed his/her first semester.



	<p style="text-align: center;"><b>BAYAN COLLEGE</b>  <b>Affiliated with Purdue University Northwest, USA</b></p>
	<p style="text-align: center;"><b>Final Exams Procedure</b></p>


1. Sitting for the final exam is compulsory in order to pass a course regardless of the total mark scored in the semester work and mid-term exam.
2. If a student is absent from any exam without legitimate excuse he/she will receive “F” grade.
3. The total mark for any course is 100, it is the sum total of the final exam, mid-term exam and semester work. Semester work is the sum total of quizzes, assignments, presentations and reports assigned and approved by the Department Council. These marks should be announced to the students;
4. The Final Exam for each course is conducted once at the end of the semester. The questions should cover all the taught items.
5. The final mark for any course cannot be modified except by the Grievance Committee, after obtaining the approval of the College Council. This should be done within a week after the results announcement. The Dean notifies the Admission and Registration Department with the decision within two weeks after the end of the semester in which the student studied the course.
6. The course is considered Incomplete and shows as “I” on the transcript if the student fails to show for the Final Exam for reasons beyond his/her control. The student has to apply to the Deanship requesting a make-up exam, attached with it certified documents. He/she has to show up for the make-up exam at the assigned date. If he/she fails to appear on that date he/she will be given “F” grade.
7. Students must repeat all the failed courses in accordance with the rules and regulations of the College. A student cannot repeat a course he/she has already studied and passed with “C” grade and above.
8. Make-up exams are conducted for students who didn’t show for the Final Exam based on the following:
9. The student’s absence from the Final Exam was due to an excuse accepted by the Grievance Committee;
10. This exam is conducted on the first and second weeks after announcing the Final Exam results;
11. Grade “I” is given to the student who missed the Final Exam and his excuse was accepted;
12. After sitting for the exam the instructor forwards the grade to the Registration and Admission Department.

Students must adhere to the following while sitting for the exams:

Students are responsible for checking that they are in the correct examination room;

- a) Students must show College ID card and a “clearance receipt” to the invigilators on duty, sign in the attendance form provided;
- b) Students are required to bring their own pens, pencils, and erasers. Sharing is not permitted;

- c) Students must place all personal belongings in demarcated areas during exams, including mobile phones. Not doing so will be considered as a cheating attempt.
- d) Students are expected to respect invigilators on duty and comply with all instructions announced by invigilators.
- e) Students will be admitted to an examination room not earlier than 15 minutes before the examination is due to commence.
- f) Late comers will only be admitted into the examination room if they show up during the first thirty minutes.
- g) Latecomers are not granted extra time. All students must leave the examination room on the specified time.
- h) Students **MUST** answer their exam questions on paper provided by the instructor or invigilator.
- i) Students are expected to remain in the room during the exam and not leave except for absolute emergencies (i.e. bathroom or illness).

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>Re-sit Exam Procedure</b>

1. Students who attended a course and completed all evaluation elements in that particular course and missed the final exam for a valid reason (death in the family, undergoing a surgery, being hospitalized on the day of the missed exam, or other reasons approved by the College Council) are entitled for a make-up exam according to the rules and regulations specified earlier.
2. Students who attended a course and completed all evaluation elements in that particular course and failed (F) are entitled to re-sit for the final examination according to the rules and regulations specified in this policy.

All failed students can take the re-sit exam except:

- a) Students who have been barred from the final exam for their missing 20% of the classes.
- b) Students caught cheating in the final exam.
- c) Students awarded (F) due to disciplinary reasons.
- d) The re-sit exam will be offered only **once a semester**.
- e) The re-sit exam maximum mark is equal to the mark assigned for the final exam in that particular course.
- f) The mark scored by the student in the re-sit exam will be added to the semester work mark already attained by the student.
- g) For courses with no final exam (instead they have a project or portfolio), whether failing an assessment or delay in submission, an extra time will be given to improve the work and resubmit it to the supervisor/instructor.
- h) The re-sit exam is a comprehensive exam which tests the attainment of all the learning objectives of that course.


- i) If a student fails in the re-sit exam he/she has to register and attend that course again.
- j) The non-refundable examination fee is **25 OR** irrespective of the number of failed courses, to be paid by the student him/herself not by the Ministry of Higher Education. Students who miss the Final Exam for valid reasons need not pay the re-sit exam fee.
- k) The re-sit exam will be conducted during the **first and second weeks** after announcing the final exams results.

### Procedures

1. Admission and Registration Department will provide a list of the students eligible for the Re-sit exam to the Finance Department.
2. The Finance Department should collect the fees of the re-sit exam and provide Admission with a list of the students registered.
3. Admission will document and sort the application forms for the re-sit exam, set the schedule and forward it to the concerned Departments to provide exam questions according to the applicable rules.
4. The Examination Committee is to provide the needed rooms and invigilators.

### 20. Final Exams Results and Degree Awarding

- a) Results of exams are released during the period specified by the college council after the final exams.
- b) Results of make-up exams are released during the period specified by the college council after the final exams.
- c) Graduation certificates are awarded three weeks after the end of the exams attested by the College and MoHE.
- d) Convocation certificates are awarded on the day of the graduation ceremony, after getting appropriate approvals from MoHE and Purdue University Northwest.
- e) Graduation and convocation certificates are provided free of charge only once. For any additional copies, the student should pay the following after submitting a request form:
  - a. RO 15 for the Graduation certificate
  - b. RO 35 for the Convocation certificate.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
<b>Policy Title</b>	<b>Appeal of Academic Decision Policy and Procedure</b>
<b>Policy Category</b>	Academic Policies
<b>Subject</b>	Provides procedures for students to appeal an action or decision that affects their academic status.
<b>Office Responsible for Review of this Policy (Office)</b>	Academic Heads of Department
<b>Related Policies</b>	Academic Affairs Policies

<b>Version</b>	<b>2</b>	<b>Effective Date</b>	<b>01.01.2019</b>
----------------	----------	-----------------------	-------------------

## **SCOPE**

This policy applies to all students seeking to appeal an academic decision and will be administered by Heads of Academic Departments and the Dean.

## **POLICY STATEMENT**

5. Bayan College provides students with a procedure for the review of decisions affecting their academic status that they contend have been made unfairly.
6. Examples of decisions affecting academic status are the assignment of course grades, dismissal from the college, placement on academic probation and judgment concerning academic dishonesty.
7. To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits.
8. Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:
  - i. An error in computation or calculation
  - ii. Inconsistent application of grading standards within a course;
  - iii. Unfair application of standards concerning grading;
  - iv. Unfair application of standards related to academic placement;
  - v. Allegations of cheating or plagiarism not supported by evidence;
  - vi. Unfair application of standards concerning dismissal from the college.

## **PROCEDURE**

### **STEP ONE:**

#### **Informal discussion with the person responsible for the academic decision**

4. The student meets with the person or persons responsible for the academic decision to discuss the issue in question (for example, in the case of a grade appeal, the student first meets with the teacher responsible for assigning the grade).
5. Step one may not be skipped. It must be completed within 30 calendar days of the decision date. This date is the date on the grade report transmitted to the student or the date shown on any letter or other written communication received by/transmitted to the student of the academic decision in question.
6. Possible Outcomes
  - a. The student may find the decision to be correct and take no further action.
  - b. The person responsible for the academic decision may find that an error has been made and take the appropriate corrective action.
  - c. The student may still disagree with the decision and proceed to step Two.

### **STEP TWO:**


## Discussion with Head of Academic Department

4. The student meets with an academic department head from which the decision originated.
5. Step Two must be initiated within five calendar days of the completion of Step One
6. Possible Outcomes
  - a. The student may accept the decision and take no further action
  - b. The head of department may sustain the decision and may inform the student that the appeal is without merit. The head of department must provide written notification of the finding to all parties in the appeal. If the student disagrees with the decision, he/she may proceed to the next step.
  - c. If the head of department determines that the student has a legitimate complaint and cannot sustain the decision, the head of department meets with both parties to seek a resolution. If resolution cannot be reached, the student may proceed to Step Three

## **STEP THREE**

### **Appeal through the Academic Appeals Committee**

4. Within 10 calendar days of the completion of Step Two, the student submits to the Dean a written request to have the case heard by the Academic Appeals Committee.
5. The Dean will convene an Academic Appeals committee from staff of the concerned department and Student Affairs Office.
6. Possible Outcomes
  - a. The Academic Appeals Committee finds that the decision cannot be sustained, and notifies in writing the head of the academic department of the corrective action to be revert the decision.
  - b. The Academic Appeals Committee may sustain the decision and may inform the student that the appeal is without merit. The Academic Appeals Committee will provide written notification of the finding to all parties in the appeal. The decision of the Academic Appeals Committee is final.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Disciplinary Policy and Procedure</b>		
<b>Policy Category</b>	Academic Policies		
<b>Subject</b>	Disciplinary action for unacceptable behaviour		
<b>Office Responsible for Review of this Policy (Office)</b>	Dean		
<b>Related Policies</b>	Academic Affairs Policies		
<b>Version</b>	<b>2</b>	<b>Effective Date</b>	<b>01.01.2019</b>

## SCOPE

This policy applies to all Bayan College students and staff.


## POLICY STATEMENT

The College Management expects a safe learning environment to be maintained within the campus. Disciplinary action will be taken for all types of unacceptable behaviour. The following will be the consequences of unacceptable behaviour.

## PROCEDURE

### Consequences of unacceptable behaviour

1. Verbal warnings to the student by the College administration
2. Written warnings to the student by the College administration
3. Referral to guidance and counselling staff
4. Temporary removal of privileges (classroom/College); ie, field trips, library access
5. Permanent removal of privileges (classroom/College); ie, field trips, library access
6. Removal from class (temporary/permanent)
7. In College suspension
8. Out of College suspension with an appropriate and clear return to College protocol
9. Police involvement / criminal charges
10. Expulsion from the College

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>General Internship &amp; Training Procedure</b>

Bayan College believes that providing the students with opportunities to apply what they learn in the classrooms to practical situations is very essential to its overall teaching and learning strategy. It is difficult, though the teachers try their best to that end, to convey in a classroom the full experience of real work environment, particularly the practical wisdom and perspective that one gains only by spending time at the work site. This experience exposes them to the practical side of their theoretical knowledge base at an organization of their choice under the supervision of professionals (one from the College and one from the organization). At the end of the training period both supervisors provide a detailed report about the process of training and the student performance. This report is to be sent to the College.


In addition, because they are working with a supervisor as well, they integrate theory and practice in such a way that effectively contributes towards their academic and professional growth. Many students discover new career possibilities as a result of completing an internship program. We

consider such a program not only as a learning opportunity for the participants but also a prospect for all employers in their continuous endeavor for talent hunt. The College is very keen on sending its best students to different firms as goodwill ambassadors who spread knowledge wherever they go.

### **Internship General Requirements**


Students should meet all the requirements below before applying for approval:

- a) Finish all General Requirement and Department courses and 50% of the specialization courses;
- b) Computer competency;
- c) Company/Firm approval letter;
- d) Department approval letter;
- e) Place of internship within greater Muscat;
- f) A student should not take any other course during internship period (August);
- g) An internship is an integral part of a student's total program of study. Completing 120 hours of a supervised block internship during the summer months typically fulfills this major requirement.

	<p style="text-align: center;"><b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b></p>
	<p style="text-align: center;"><b>Students Trips Procedures</b></p>

The trips organized by the College aim at the following:

- a) Exposure and interaction with the professions in a range of sectors such as film and television, newspapers, and other media outlets and organisations;
- b) Enlightening students on historical and touristic locations in the Sultanate of Oman;
- c) Strengthening ties among faculty, staff and students;
- d) Developing students' inclinations of travelling and adventure;
- e) Providing opportunities to meet with students from other colleges and universities;
- f) Providing opportunities for outstanding students in student activities to represent the College in festivals, cultural and artistic events inside and outside the Sultanate;
- g) Exchanging student visits according to agreements with other educational institutions inside and outside the Sultanate;
- h) Arranging excursions for students who participate in different cultural, athletic, artistic activities and community service, with the purpose of achieving the goals of such activities.


	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>Fee Payment Procedure</b>

Students or their sponsors are responsible for paying all fees. Bayan College's payment policy states that:

- a) 50% of the tuition fees should be paid on registration;
- b) 25% of the tuition fees should be paid one week before the mid-term exam that is week 8 for the Fall and Spring Semesters and week 4 for the Summer Semester;
- c) The remaining fees should be settled one week after the mid-term exams.

### Important Note

- a) A student who withdraws, drops-out, or postpones his/her study after ONE week after the beginning of the Semester has to pay the fees as detailed below
- b) Private & partial scholarship students failing to pay all their tuition fees during this period of time will have to face the consequences with any or all of the following:
  1. Withholding of the student's transcript
  2. Refusal to enroll the student for the next semester
  3. Refusal to allow the student to graduate
  4. Withholding of the student's diploma
  5. Refusal of the student's request for official documents bearing the stamp of the college.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
<b>Policy Title</b>	<b>Student Fee Refund Policy</b>
<b>Policy Category</b>	Academic Policies
<b>Subject</b>	Refund of tuition fees
<b>Office Responsible for Review of this Policy (Office)</b>	Admissions and Registration Department Finance and Administration Department
<b>Related Policies</b>	Admission Policy and Procedure
<b>Version</b>	<b>2</b>   Effective Date   01.01.2019

### SCOPE

This policy applies to the refund of student fees and is administered jointly by the Admission and Registration Department and Finance and Administration Department.




## POLICY STATEMENT


1. Students who withdraw from the College in accordance with the Admission Policy and Procedure may apply for a refund of tuition fees.
2. The Refund Policy applies to fees associated with courses. All other fees are not refundable.
3. If a program or class is cancelled, the student will be granted a full 100% refund upon completing the official withdrawal process.
4. The Refund Policy does not apply to full time students who drop or withdraw from a class or move below 15 credit hours. The flat tuition rate applicable to full time students is determined in terms of a student status only.
5. Students dismissed from the College for disciplinary reasons are not eligible for any refunds.

## PROCEDURE

1. The student must initiate the refund process.
2. The refund is processed through the Admission and Registration Department and Finance and Administration Department.
3. A refund is paid by checks only.
4. Tuition paid by a company or Ministry Scholarship are refunded to the appropriate entity.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>
	<b>Graduation Procedures</b>

- a) A graduating student should fill in a form available at the respected department, no later than 8 weeks from commencement of Fall and Spring Semesters and 4 weeks from Summer Semester. The department in coordination with Admission and Registration Department office will ensure that the student meets graduation requirements.
- b) A student with Diploma or Bachelor from Bayan College is allowed to enrol in another Diploma or Bachelor program. The student should submit an application to the Admission and Registration Department. The application will be studied by the Equivalency Committee to decide which of the courses already covered fall within the study plan of the new major. Transferred courses are not included in the AGPA.
- c) A graduating student should get a clearance certificate as part of the graduation procedure.
- d) Graduation Certificate is given at the end of the semester and bears the date of that semester.
- e) Students should read all the instructions, rules and regulations written in this handbook as well as those issued by the college or posted on the notice boards. It is the responsibility of the students to familiarize themselves with all instructions, rules and regulations. No excuses will be entertained.

	<b>BAYAN COLLEGE</b> <b>Affiliated with Purdue University Northwest, USA</b>		
<b>Policy Title</b>	<b>Health and Safety Policy</b>		
<b>Policy Category</b>	Administrative Policies		
<b>Subject</b>	Providing a healthy and safe environment		
<b>Office Responsible for Review of this Policy (Office)</b>	Quality Assurance Office		
<b>Procedure</b>	Health and Safety Daily Check Procedure (attached)		
<b>Related Policies</b>	Risk Register, Risk Treatment Register		
<b>Version</b>	<b>2</b>	Effective Date	01.01.2019

## SCOPE

This Policy applies to all Bayan College staff, students, contractors and visitors.

## POLICY STATEMENT

Bayan College promotes work and learning environments that are safe and healthy and contribute to the well-being of staff, associates, contractors and visitors.

## POLICY STATEMENT

Bayan College promotes work and learning environments that are safe and healthy and contribute to the well-being of staff, associates, contractors and visitors.

## PROCEDURE

1. Bayan College is committed to high standards of health, safety and environmental practice. All stakeholders share this commitment by understanding and complying with College policies and procedures.
2. All faculty, staff and students are responsible for their own health & safety while in the College.
3. The College, to ensure the safety & health of its stakeholders, consults and engages them in issues relating to their health and safety. For this end, the College, as far as reasonably practicable, provides, manages and maintains all facilities and properties, so that they are safe.
4. The College tries its best to minimize all risks by continuously conducting risk assessments.
5. The College ensures that system of work is safe and emergency procedures are in place.
6. The College is responsible of spreading a positive safety and health culture by providing all necessary information, education and training to ensure that faculty, staff and students work in a safe and risk-free environment.
7. All departments should have written arrangements stating how to comply with this policy. All HoDs shall identify areas of health and safety risk within his/her department which need written procedures/instructions or special arrangements to ensure the health and safety of their students, staff and faculty. These arrangements should clearly detail how, what, by whom will safety and health be locally managed. They should ensure that these arrangements are put in place, displayed to faculty, staff and students of the department.

8. Health and Safety Officer should take all necessary steps to prevent the use of an unsafe machine or process, due to unknown reasons or defects. The defective machine or process should be reported and help should be requested.
9. All faculty, staff and students are aware of the requirements relating to his/her work and complies with these requirements.
10. All accidents are reported and assessed. All necessary actions should be taken to prevent recurrence.
11. Before delegating any health and safety duties to any faculty, staff and students, it is essential to ensure that these persons have enough understanding of these duties. These persons should immediately report any shortfall or defect in resources which hampers them from accomplishing these duties.
12. The College undertakes to continually review and develop its safety and health management system, and that all safety and health targets are achieved.

### **FIRE PREVENTION MEASURES**

The major causes of fire at the workplace include overloaded electrical outlets and extension cords, mishandling of flammables, improper storage of combustibles, and improper disposal of smoking materials on campus grounds. Implementing fire prevention measures is essential to ensure safety of College community.

### **SAFETY REQUIREMENT INSPECTION IN COLLEGE BUILDING**

The Health and Safety Officer shall conduct the following routine inspections on a daily basis:

1. Fire Alarm System
2. Emergency Exit
3. Fire Fighting System
4. Electric & Transformer Room
5. Generator

### **OTHERS, SAFETY REQUIREMENT INSPECTION IN COLLEGE BUILDING**

6. First Aid Safety Inspection
7. Inspection for Safety of classroom, computer labs & library
8. Toilets Safety Inspection
9. lighting Safety Inspection
10. Surface Safety Inspection
11. Elevators Safety Inspection
12. Kitchens Safety Inspection
13. Storage Area Safety Inspection
14. Stairs Safety Inspection

All safety inspections shall be documented and recoded on the approved checklist files (see Attachment A). A safety inspection weekly report will be provided to the Director Finance and Administration.

## **SAFETY REQUIREMENT INSPECTION IN OFFICES**

1. Staff & Workers
2. work place
3. Safety instruction

### **GENERAL INSTRUCTIONS:**

When a fire emergency exists, the Health and Safety Officer and designated fire wardens shall:

1. Activate fire alarm system.
2. Evacuate the building.
3. Call 9999 from a safe area and give name, location, and nature of emergency.
4. Remain at a safe location at least 50 meters away from the building until further instructions.

### **EVACUATION PROCEDURES**

When a fire evacuation alarm is sounding, all College occupants shall:

1. Take all valuables, wallets, purses, keys, etc.
2. Evacuate the building immediately and in an orderly manner.
3. Proceed to the nearest assembly point.
4. All members of the College community are responsible, within the limits of their abilities, to assist those individuals requiring assistance prior to, during, or after an emergency. Assistance could be providing guidance to assembly points or informing emergency workers of their location.
5. Remain at a safe location at least 50 meters away from the building until instructed to re-enter or any other instructions.

### **HAZARDS OF ELECTRICITY**

The primary hazards associated with the use of electricity are Electric shock, burns or incidents related to reaction to electric current, like for example, explosions or falling from a ladder.

