



MAZOON COLLEGE

Information About the Code of Conduct, Examination and Academic Dishonesty

Code of Conduct

a) Dismissal from a program or the college:

1. The College administration has the right to dismiss a student if he/she:
 - I. Fails to achieve degree requirements as per rules and regulations.
 - II. Gets dismissed following a decision taken by the Dean or College Council due to his/her misbehavior.
 - III. Fails to get out of the final academic probation at the end of the period granted by the College Council.
2. If a student is dismissed from the College for any reason whatsoever and he has already achieved the assigned educational requirements for an Associate Degree as specified in these Rules and Regulations, he will be awarded the degree that he deserves as per these Rules and Regulations.
3. If a dismissed student applies to study in the College in a period of less than three years after the date of his dismissal and is accepted in any specialization other than the one he/she was dismissed from, the courses he covered in his earlier study may be equalized in accordance with the rules of equalizing courses in the College.

b) Investigation measures and behavioral rules:

A) Breaches & Violations

The following acts/ behaviors shall be considered violations of the rules of the College:

1. Any violation of the College's rules and regulations.
2. NOT attending classes or instigating others to do so.
3. Cheating or Exam malpractice: which includes, and is NOT limited to, use of any unauthorized assistance during any course assessment element, as per the adopted syllabus providing any unauthorized assistance to another student in any course assessment element or depending on the aid of unauthorized person in preparing assignment/report/presentation/solving problem/ project.
4. Plagiarism and copyright: which includes, and NOT limited to, submitting a report/presentation/ dissertation/ term paper/research paper or any other work to be graded which includes the production of other author(s) without properly acknowledging the original author(s) of the work, or use the work of other people (paid or unpaid) and submitting it as his own work to claim grades or any other credit.
5. Any misconduct during lectures or in any other college facility (offices, library, common areas, etc.) available inside and outside the college premises.
6. Any misuse of the buildings, commodities, and any other properties of the College or the hostel or using any of them for purposes NOT specified by the College.

7. Any deliberate destruction, damage, or stealing of the College's properties or any misuse of the internet in the College.
8. Breach of the rules and regulations of staying at the hostel such as coming back late to the hostel or sleeping outside the hostel without submitting an approved excuse and/or without prior permission from the concerned bodies in the College or making any change on the hostel or its contents.
9. Impersonating any other person in any matter related to the College.
10. Submitting any fake or forged data or documents to the College or getting involved in any forgery works in the College.
11. Taking part in or establishing any organizations or political parties without prior permission from the concerned authorities.
12. Taking part in group work NOT in conformity with the decisions, rules and regulations of the College.
13. Keeping, circulating or using any films, pictures, magazines, explosives, drugs flammable materials or any other materials which are against public behaviors, morals, or religious values.
14. Issuing, spreading, or propagating any circulars or brochures or collecting money for donation purposes or for any purpose without prior permission from the concerned people in the College. Or abusing these things after getting permission.
- ~~15.~~ Behaving aggressively, offensively, or disrespectfully toward College staff or students.
16. Smoking inside the college buildings or in the public shared areas.
17. Eating inside classrooms, labs, halls, and college corridors.
18. Possessing any of the following on the campus premises:
 - I. Alcohol, drugs, or any other dangerous, flammable or toxic chemicals
 - II. Weapons of any kind (even if it is licensed), knives, or any others. That might be harmful to others.

B) Investigation Measures:

Students who violate college rules and regulations may be subject to the following discipline measures.

1. Verbal warning.
2. Written warning: First, Second, and Third (Final) warning.
3. Zero in one of the course assessment elements, as per the adopted syllabus of the course in which the exam malpractice incident took place.
4. Award of (F) grade in the course in which the exam malpractice incident took place.
5. Cancelling the examinations of one semester and the student therefore is deemed (Fail) in the examinations of the cancelled course(s).
6. A financial obligation to pay for the damaged or destroyed objects in the College.
7. Penalty on violation of rules in using or benefiting facility or service.
8. Stopping the scholarship granted by the College to the student and asking him/her to pay back any amount of money that has been given to him as financial help.
9. Depriving a student who has violated a rule from staying temporarily or permanently in the hostel.
10. In case of the replacement of a student in an exam by an outsider, both will face legal consequences according to the law of Oman.
11. Examination invigilators has the right to expel any student who violates any of the rules and regulations of examinations from the exam hall.
12. A student may be temporarily dismissed from the College for a maximum period of two semesters if he/she:
 - I. Has committed exam malpractice violation after receiving the final written warning.
 - II. Has taken part in and/or got involved in any forgery work in the College.

III. Has done wrong to or committed any offense against the Sultanate or religious beliefs.

- 13. A student can be permanently dismissed from the College if he or she repeats the exam malpractice violation in any of the exams after being temporarily suspended from the College for exam malpractice.**
- 14. A student may be permanently dismissed from the College if he threatens any staff member without prior warning.**

c) Cheating, plagiarism, and copyright Investigation measures:

- 1. Cheating (exam malpractice) and plagiarism are prohibited in the College. Repeated incidents of any of these violations may result in a student's dismissal from the College.**
- 2. A student violates the rules and regulations of an examination and engages in cheating behaviors (e.g. speaking, peaking at another student's paper, possessing cheating materials, and using data storage devices or otherwise), the invigilator/instructor reports the case to the Examination Committee or the respective Head of Department (HoD).**
- 3. The college will take Investigation action upon receiving the Exam Malpractice form if the cheating evidence is clear(undeniable).**

d) Violations:

If the violation is committed during the exam other than the final exam, the Investigation action depends upon the following.

- 1. If the student has no prior exam malpractice violation: Zero will be awarded in the respective exam, and the college will issue the first exam malpractice warning. A copy of the warning is delivered to the respective student and a second copy will be kept in the student's file in the Admission and Registration Department (ARD).**
- 2. If the student has one exam malpractice warning, ZERO will be awarded in the respective course, with a second exam malpractice warning.**
- 3. A student with two earlier exam malpractice warnings, will be awarded ZERO in the respective course, and the Investigation Committee will decide about further action. The Investigation Committee calls the students to appear in front of the committee. The committee may cancel the examinations of one semester (at which the violation took place) and the student therefore is deemed to fail in the examinations of the cancelled courses.**
- 4. If the violation is committed during the final exam (end-of-term examination), the student will be awarded an "F" in the course even if it is the first violation committed by the student.**
- 5. Any student who submits a plagiarized report, assignment, or other coursework component will get ZERO marks and a malpractice warning. The procedures provided for in item (3) shall be followed.**
- 6. A student awarded "F" or ZERO because of the malpractice incident will NOT be allowed to have a make-up / re-sit on the respective assessment.**
- 7. If the violation is committed during the final assessment, the case will be referred to the Students' Investigation Committee (SIC). The SIC will forward its recommendations to the Students' Investigation Committee for final decision.**
- 8. If the college finds that the reported exam malpractice incident requires further investigation, the college refers the case to the Students' Investigation Committee to investigate the case and decide accordingly.**

e) Students' investigation committee (SIC):

- 1. SIC shall investigate offenses made by students or any students' violation of rules or policies of the College.**

2. The Chair of the SIC shall call the violator to present him/ herself in front of the SIC and in case he/she refuses or absents him/ herself from attending the session, an investigation shall be carried out and continued in his/her absence.
3. The accused student or violator must sign his/her testimony in the report.
4. The SIC's decisions and recommendations shall be forwarded to the Dean for endorsement.
5. Students have the right to appeal against decisions made by the Investigation Committee within one week at maximum from the date of issuing the decree to the Dean.

Grade Appeal

1. Appeals for grade reviews for final exams will be accepted after the announcement of results.
2. Student should fill the grade appeal form, available on student portal, and submit to the Admission and Registration Department (ARD)
3. ARD will collect all appeal requests and forward them to the respective academic departments.
4. The academic department will evaluate the appeals and return the final decisions to the ARD, which will then communicate to the students.

Re-assessment and substitution of missing assessments:

1. For any missing assessment by the students due to a valid excuse, he/she is entitled to apply for a makeup exam. Makeup exam is only applicable for Centralized Exams and students are required to fill out the Makeup exam form and submit it to his/her advisor for endorsement. If the request is approved the student will be informed by the department. The Examination center prepares and announces the exam dates (makeup and re-sit). It is the responsibility of the students to follow up on their cases with their respective HoDs and advisors.

2. Makeup Exam:

Any student having valid and approved evidence for absence from the final assessment will have an opportunity to take a makeup exam.

- The student must apply for the makeup exam by paying the prescribed fee.
- The makeup exam opportunity is restricted to one attempt only.

3. Not availing of the scheduled Makeup Final Exam without an acceptable excuse, the student will fail the course(F). For acceptable excuse cases (verified and approved by the Dean), (W) status will be assigned to the respective course.
4. Any student who misses any semester work/assessment without providing an acceptable excuse will be given a zero in that assessment.

5. Re-sit /Makeup Exam:

Students with an "F" grade in the final assessment have an opportunity to pass the course by re-sitting the examination.

- Students have to apply for the re-sit by paying the prescribed fee.
- Students are permitted to apply for the re-sit exam only one time.
- Students barred from the final exam due to attendance warnings and malpractice incidents in the final exam are not permitted to apply for re-sit /makeup exam.
- Students who are "Debarred and under Investigation action" are not eligible to apply for a re-sit /makeup exam.