



Mazoon College

Category 2: Teaching and Learning Support (TL)

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Index

TL001 - Assessment and Moderation Policy

TL002 - Examination Policy

TL003 - Curriculum Development and Review Policy

TL004 - Academic Integrity Policy

TL005 - Teaching and Learning Policy

TL006 - Industry and Community Engagement Policy



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1. Assessment and Moderation Policy (TL001)

History

Version	Effective Date	Amended Yes/No Date	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	Jan 2019	Yes Merged the Two Policies: Assessment of Student learning Policy & Moderation of students' assessment policy	Sep 2024	PMC	College Council	QAD	Faculty and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Academic Affairs	

1.1. Introduction

This policy aims to assure that the institution's assessment and moderation procedures are impartial, open, legitimate, and trustworthy in order to promote excellent learning outcomes and uphold academic integrity. For an effective teaching and learning process, examinations and assessments will be systematic, consistent, and equitable. Therefore, a robust assessment process coupled with moderation is a part of quality management. The purpose of the assessment and moderation policy is to ensure that student learning assessment is dealt with in a fair, valid, and reliable manner. In addition, it provides a framework for the application of assessment schemes, moderation, and recording of assessments used during the learning process for assessment effectiveness. This policy is applicable to all program assessments in academic departments, including the General Foundation Program (GFP).

Related Policies:

- Examination policy
- Academic integrity policy.



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1.2. Policy Statement

Mazoon College is committed to maintain a fair, equitable, and rigorous academic assessment process. The assessments are moderated to ensure fairness, validity, and reliability. Consistency, integrity, objectivity, and transparency is an essential aspect of assessment. Clear guidelines for assessment criteria and expectations promotes a culture of accountability and continuous improvement. The college adopts a strict stance against plagiarism and ensures necessary measures to uphold academic dishonesty.

1.3. Procedures

1.3.1. Assessment

Students will be assessed on their ability to achieve learning outcomes, which ultimately leads them in achieving graduate attributes. The syllabus details the assessment methods based on well-defined criteria and feedback to students. In summative assessments, course teachers uses a variety of assessment methods such as written exams, assignments, projects, presentations, or any other equitable assessment method to assess the performance of learners in a course. Formative assessments are used as feedback for improvement purposes.

1.3.2. Moderation

Through the moderating of assessments, any potential discrepancies in assessment tools and marking are identified and corrected. Moderation process develops a common understanding of assessment criteria for fair evaluation of students' performance and achievement. This process enhances the credibility and reliability of assessment. Therefore, an evidence-based system of implementation is applicable to the following.

a. Internal moderation

Pre-assessment moderation: applicable to examination question papers and assignments. During this process, review and assess the fairness, validity, and reliability of questions and assessment tools.



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Post-assessment moderation: applicable after an assessment. During this process, a set of examination papers is reviewed consistency and fairness of grading. This ensures an unbiased evaluation of students' work across.

b. External moderation

External post-assessment moderation is applicable after the internal post-assessment moderation. To complete this process, a sample set of examination papers is reviewed for consistency and fairness of grading by the external moderator. This ensures an unbiased evaluation of students' work. The Moderation Committee chooses 20 percent of the courses offered within each of the academic departments for external post-assessment moderation, covering all offered programs.

1.3.3. Grading

College Bylaws explain the grading scheme (grade letters and grade points) and pass marks for qualification. The Grade Point Average (GPA) or the Cumulative Grade Point Average (CGPA) are explained in college bylaws.

1.4. Implementation

A supportive learning environment is fostered by the implementation of this policy. Following an evidence-based approach, implementation of assessment and moderation policy is essential to strengthen current quality assurance practices of the college. All procedures associated with assessment and moderation must be sufficiently rigorous in terms of both implementation and documentation.

1.4.1. Roles and Responsibilities

The following entities will be responsible to effective implementation of the policy according to their responsibilities explained in terms of reference and job description.

Head of the Department

- Oversee the implementation of the Assessment and Moderation Policy within the department.



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- Ensure alignment of assessment methods with learning outcomes.
- Review and approve assessment plans and moderation reports.
- Facilitate training and support for teaching staff on assessment practices.
- Address any issues or disputes related to assessment and moderation.

Moderation Committee

- Implement pre/post and internal/external moderation process to ensure consistency in assessment procedures.
- Maintain consistent, fair and effective assessment standards across courses.
- Ensure assessments align with course learning outcomes and the College's Assessment and Moderation Policy.
- Prepare and maintain moderation reports for review and approved by the Head of the Department.

Examination Committee

- Organize and manage the scheduling and administration of exams.
- Ensure the security and confidentiality of examination materials.
- Address issues related to exam conduct and integrity.
- Compile a report for review for accuracy and consistency.

College Council

- Monitor the effectiveness of the Assessment and Moderation Policy.
- Review and endorse major changes to assessment practices.
- Ensure compliance with accreditation and regulatory standards.
- Provide strategic direction and support for continuous improvement in assessment quality.

Teaching Staff (Course Instructor)

- Design and implement fair and valid assessments aligned with learning outcomes.
- Provide clear guidelines and criteria for assessments to students.
- Participate in moderation processes to ensure consistency.
- Offer feedback and support to students on their assessments.



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- Maintain accurate records of student performance and report results as required.

Moderators

- Ensure that assessments align with the learning outcomes.
- Review and verify the fairness and consistency of assessment tasks and grading.
- Provide constructive feedback to instructors on assessment practices.

Quality Assurance Department

- Monitor compliance with the Assessment and Moderation Policy.
- Conduct audits and reviews of assessment practices across the institution.

1.5. Monitoring and Review

This policy will be reviewed on a five-yearly cycle using one, or a combination of the following methods

- Impact study
- Users' survey
- Document analysis
- Benchmarking exercises

1.6. Forms and Templates

- Assignment Templates
- Assignment pre and post moderation forms
- Question Paper template
- Final Exam Pre and Post moderation forms
- Result Analysis and Course Appraisal
- Committee moderation report templates



2. Examination Policy (TL002)

History

Version	Effective Date	Amended Yes/No Date	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	July 2019	No	Sep 2024	PMC	College Council	QAD	Faculty and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Academic Affairs	Faculty and Students

2.1. Introduction

This policy describes the College's guidelines regarding examination procedures as part of its commitment to academic integrity. This policy outlines the principles and regulations to be followed by both students and staff. This policy is applicable to students, teachers, and individuals who plan, coordinate, and administer examinations including examination committee and investigation committee.

Related Policy:

- Assessment and Moderation Policy.
- Academic Integrity Policy

2.2. Policy Statement

Mazoon College provides all students with equal access to summative examinations during their course of study. To ensure their integrity and security, the college adheres to reliable procedures when conducting and managing examinations.



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2.3. Procedures

2.3.1. Scheduling of exams

Examination Committee to prepare and communicate exam schedules for students. Prepare invigilation schedules for teachers.

2.3.2. Security measures

This involves safe custody of examination papers and safe procedure to take and handover examination papers and answer scripts.

2.3.3. Cheating prevention

Inform students about cheating offense and its consequences as a part of general awareness. Ensure effective invigilation to prevent incidents of cheating during examination. Specifically, announce exam protocol and explain the consequences of use of unfair means during exam.

2.3.4. Reporting Malpractices

Malpractice cases will be reported according to the procedures in the college bylaws.

2.3.5. Results communication to students

Ensure on time marking, approval, and posting of grades in the college system for access of students.

2.3.6. Students Appeal

Appeals for grade reviews for final exams according to College Bylaws will be accepted after the announcement of results. The Admission and Registration Department (ARD) will collect all appeal requests and forward them to the respective academic departments. The academic department will evaluate the appeals and return the final decisions to the ARD, which will then communicate to the students.

2.3.7. Make up exams



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This examination is granted to a student who is not able to complete the final examination due to acceptable reasons and approved for taking a makeup exam.

2.3.8. Re-Sit exams

Students who have received an 'F' grade in the final assessment will be given the chance to pass the course by retaking the examination (Excluding for GFP).

2.4. Implementation

Implementing this policy requires the creation of a structured framework that governs assessment administration, conduct, and evaluation at MC. Ensure the credibility of examinations by implementing this policy in a manner that is based on evidence. To promote a conducive learning environment for all students, the examination process will be fair, transparent, and consistent.

2.4.1. Role and Responsibilities

Examination Committee

- Follow the functions as stated in TOR of the Examination committee
- Schedule and administer exams, ensuring a smooth process.
- Ensure the security and confidentiality of examination materials
- Ensure that assessment materials, and records are securely managed and stored.
- Address and report any issues related to exam conduct or integrity to the concerned departments.

Head of the Departments

- Oversee the implementation of the examination policy within the department.
- Coordinate with the Examination Committee to ensure departmental exams run smoothly.
- Provide support and resources to teaching staff for exam preparation.
- Review and approve exam content and formats.
- Address any departmental issues or concerns related to exams.
- Compile and review exam results for accuracy and fairness.



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Investigation Committee

- Investigate the reported cases of malpractice and recommend actions within in due time as mentioned in TORs of the Investigation Committee.
- Maintain a record of reported cases.

Teaching Staff

- Design and prepare fair and valid exam questions aligned with learning outcomes.
- Inform students about examination formats, rules, and schedules.
- Conduct exams according to the established policies and procedures.
- Grade exams fairly and accurately, providing constructive feedback to students.
- Maintain accurate records of exam results and report them as required.

Invigilators

- Receive exam papers and report to exam hall before the time.
- Check, whether all required materials are available in the exam hall.
- Announce examination hall protocols.
- Check the identity of students appearing exam.
- Maintain the conducive environment in the exam hall.
- Report incidents of violation to examination committee.
- Submit exam papers, room report, and attendance sheet to examination committee.

Deanship

- Monitor the examination policy to ensure it meets institutional goals and standards.
- Provide overall oversight of the examination process across the institution.
- Ensure adequate resources and support are available for effective exam administration.
- Ensure the institution's examination practices comply with accreditation and regulatory requirements.
- Address any significant issues or disputes related to examinations.



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Quality Assurance

- Monitor adherence to the examination policy.
- Conduct regular reviews, audits of examination practices and provide recommendation for improvements.
- Provide training and support to staff on best practices in exam administration and grading.

2.5. Monitoring and Review

This policy will be reviewed on a five-yearly cycle using one, or a combination of the following methods,

- Reports
- Document analysis
- Benchmarking exercises

2.6. Forms and Templates

- Exam packet label
- Exam room report
- Exam attendance sheet
- Exam bundle dispatch report
- Malpractice form
- Makeup/Re-sit examination form
- Appeal against result form
- Final examination packet checklist submission



3. TL003 - Curriculum Development and Review Policy

History

Version	Effective Date	Amended Yes/No Date	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	May 2019	Yes May 2020	Sep 2024	PMC	College Council	QAD	Faculty and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Academic Affairs	Faculty and Students

3.1. Introduction

This policy document at Mazoon College is applicable to all the programs that examine all the academic programs. The objective is to ensure the quality management and improvement through systemic reviews. This policy creates a formal framework that directs curriculum development alongside program creation and evaluation procedures. This policy defines the role and responsibilities of all the stakeholders. This will ensure proper coordination of curriculum development among members who offer diverse viewpoints and informed assessments.

3.2. Policy Statement

Mazoon college is committed to maintain a high standard in curriculum design and its evaluation. The objective is to maintain excellence through continuous improvement in the curriculum that facilitates the college to stand as a top-quality institution. To ensure the objective the policy uses a systematic approach that is equally applicable to all the programs.

3.3. Procedure

3.3.1. Curriculum Review



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The college has continuous evaluation process of review. Continuous review allows the detection of the minor adjustment relevant to make the curriculum more compatible academic and industry environment. We assess these changes through the feedback of the students, industry concern, input of the employer and requirements of the affiliates. The process of review starts by the recommendation of Curriculum Development Committee (CDC). This recommendation requires approval from CDRC and CC along with relevant affiliate institutions. The college gives final approval and reports to the Ministry of Higher Education Research and Innovation. Through this structured approach we are able to maintain the academic quality and relevant and update education to our students in a consistent manner.

3.3.2. Program review

Mazoon College conducts thorough program reviews every five years. This process follows the strong procedural guidelines. This time the initiative is taken by Curriculum Development & Review Committee (CDRC) at college level. This initiative is carried out by the Department's Curriculum Development Committee (CDC) and the affiliate members. The overall program development process is managed by the Quality Assurance Department. The Quality Assurance department also helps with the process though feeding the feedback from the stakeholders. At the end this review process provides a assessment report that details all the major and minor changes. It evaluates the program level students learning outcomes with the Oman Qualification framework. It also analyzes the stakeholder feedback implemented in curriculum and assessment process. This report integrates diverse inputs on content, program objectives, learner experiences, and other stakeholders' perspectives, ensuring a thorough evaluation and continuous enhancement of program quality. The reviewed program shared to the Curriculum Development and Review Committee, subsequently seeking approval from the College Council. The College then submits it to the Ministry of Higher Education Research and Innovation (MOHERI) for approval.

3.3.3. Procedures for new program development

The initiation of a new program lies with the academic departments, in alignment with the College's strategic plan. Additionally, the College management may identify potential new programs and inform the relevant department to review and evaluate the program before



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submitting a formal request to the Deanship. A formal request for program development identified by CDC is submitted through the Head of Department (HOD). Once the request is approved, the HOD propose an Ad-hoc Program Development Committee with the concurrence of the affiliate institution for the Dean's approval. This Ad-hoc Program Development committee prepares proposals (following the format provided by MOHERI) based on market demand and feasibility, ensuring alignment with Oman's contextual requirements. The proposal is reviewed by the College's Curriculum Development and Review Committee and then forwarded for approval from the College Council. Subsequently, the College submits the proposal to the Ministry of Higher Education, Research, and Innovation (MOHERI). Once all necessary approvals are obtained, the College launches the program.

3.4. Implementation

Implementation of this policy rests on understanding of the policy context, engagement of staff, professional deployment and monitoring. Therefore, in this regards, following roles play important role in implementation of this policy.

3.4.1. Roles and responsibilities

Academic Departments and General Foundation Department

- Ensuring that the curriculum as specified by the affiliated institution is relevant to Oman and if not, to contextualize some courses (not exceeding 30%).
- Maintaining the curriculum, program, and syllabus.
- Maintain a record of outcomes and content coverage, as well as their reflections on the syllabus.
- Provide students the teaching material as per syllabus.
- Participating in curriculum reviews for a variety of purposes (whenever needed)
- Implementing changes because of curriculum review, program review.

Curriculum Development and Review Committee (CDRC)

The Curriculum Development and Review Committee at College level will be responsible for

- Discuss and endorse any curriculum related issues that are suggested by the concerned Curriculum Development Committee at Department level.



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- Discuss and endorse reports arising from scheduled program reviews.
- Report back to the departments if any issues or recommendations received from College Council.
- Share the reviewed curriculum and program with the college council for approval.

Program Development Committee

This committee (Ad-hoc) will be responsible for the following.

- Assist the department in documentation related to new program.
- Pursue feasibility reports.
- Work on fulfilling the MOHERI program format requirement with the necessary documentation.

Quality Assurance Department

The Quality Assurance Department is responsible:

- Develop and implement a system which includes curriculum and program review.
- Ensure the implementation of policy.
- Address all the changes recommended/informed by the OAAAQA, OQF etc.

Deanship

The Deanship is required to:

- Act as a liaison with the affiliated institution for the purposes of obtaining approvals for program development, curriculum review and program review.
- Act as a liaison with the MOHERI and OAAAQA on program related issues.

College Council

- Discuss and approves the program and curriculum as recommended by the Curriculum Development and Review Committee.
- Receive and approves program and curriculum review reports.

Affiliate institution



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- The affiliate institutions assume responsibility for contributing input to curriculum and program reviews, as well as addressing any related matters.
- The affiliate institutions monitor, recommend and approve the revised curriculum and program.
- Collaborative approach ensures a comprehensive and mutually beneficial process for ongoing curriculum and program development and enhancement.

3.5. Monitoring and review

The implementation of this policy involves regular reporting on curriculum changes, adherence to the policy concerning course and program specification reviews and conducting impact studies. This systematic approach ensures ongoing assessment and refinement in accordance with the stipulated guidelines, fostering a dynamic and responsive curriculum framework.

3.6. Forms and Templates

- Program specification template
- Course File check list template
- Syllabus template



4. Academic Integrity Policy (TL004)

History

Version	Effective Date	Amended Yes/No Date	Policy Cyclic Revision and Approval	Author	Approved By	Policy Owner	Circulated
V.1	Feb 2019	Yes Dec 2020	Sep 2024	PMC	College Council	QAD	Faculty and Students
V.2	Oct 2024	-	Sep 2029	PMC	College Council	Academic Affairs	Faculty and Students

4.1. Introduction

The Academic Integrity Policy at Mazoon College addresses violations such as academic dishonesty, cheating, and copyright breaches. It will guide all staff and students in conducting their work with confidentiality and integrity. Academic integrity will be highly valued, with guidelines provided to ensure adherence to ethical norms. Understanding the ethical use of publicly available and owned information will be critical. The policy will emphasize the importance of accountability in producing original research and maintaining honest conduct in assessments.

This policy applies to all academic staff, non-academic staff, and students in the following aspects:

4.1.1. Plagiarism

This includes copying another person's creative work, such as using text, ideas, or results without proper attribution. It also encompasses unfair use of artificial intelligence tools to produce work without acknowledgment.

4.1.2. Copyright Infringement

Using artwork, images, music, and other content without proper permission or licensing falls under this category.



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4.1.3. Patent Infringement

This involves using or selling patent-protected materials without the owner's permission, thereby not crediting or compensating the original creators of ideas, research findings, and innovations.

4.1.4. Plagiarism in Software Development

Copying code or algorithms without proper attribution constitutes intellectual resource unfairness.

4.1.5. Academic Dishonesty

This includes using unfair means, unauthorized resources during exams, cheating, or submitting someone else's work as your own.

4.1.6. Uncredited Collaboration

Failing to acknowledge or compensate co-authors for their contributions to a research paper is considered an unfair use of intellectual resources.

4.1.7. Cheating

Any act of dishonesty where a student uses unauthorized materials during an assessment, receives information via an electronic device, or from another student, either inside or outside the assessment room, constitutes cheating.

4.2. Policy Statement

Mazoon College considers violations of academic honesty, such as cheating, copyright breaches, and unfair use of intellectual resources, as offenses. The College encourages all academic and non-academic staff and students to adhere to and enforce this policy to uphold academic and ethical principles.

4.3. Procedures

4.3.1. Investigation and reporting



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- Report suspected violations according to a set procedure to the investigation committee.
- An investigation process that is fair and consistent should be in place, possibly involving a committee.

4.3.2. Process for appealing

Students /faculty who are respondent of academic dishonesty should have access to an appeal.

4.3.3. Using technology

- To detect academic dishonesty, use plagiarism detection software and other technology tools.

4.3.4. Support and counseling

- Prevent academic dishonesty, providing academic honesty support and counseling to students through academic advising and orientation.

4.3.5. Comply with the college

- Maintaining documents and records.
- Keep record of cases of academic dishonesty and the actions taken.
- Plagiarism detection and penalties.
- Faculty members and other concerns will use professional judgment (using a range of evaluations) on deciding about offense of academic dishonesty.
- Submission of assignments and projects for grading through Turnitin.
- Any student who is found to be manipulating the similarity detection software will receive a score of zero for the assessment and a formal warning.
- Accept submitted work of students with a similarity index less than 20% (considering unintentional) from several sources (no more than 5 % from one source).

4.3.6. Cheating in assessments

- In exams and assignment, students found to have cheated, as defined above, will be dealt with procedures explained in College Bylaws.
- HOD of respective department will inform the Assistant Dean of Academic Affairs (ADAA) after any incident of academic dishonesty reported to or identified both in case of staff and student.

4.3.7. Breaches of copyright



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- After report or identification, any breaches of copyright should be reported to deanship head of the concerned department.
- Academic staff who are found to have consistently breached copyright regulations and/or have not rectified identified breaches can be subject to disciplinary action.

4.3.8. Fair use of teaching and learning resources

- The issue of fair use of resources at Mazoon College is governed by the Royal Decree No. 65/2008 promulgating the Law on Copyright and Related Rights Article (20).
- Teaching staff use published material of public domain during face-to-face or teaching purposes with no direct or indirect compensation. Use of open access /free software for study purpose is fair use for purposes of face to-face learning activities. Restrict the reproduction and distribution of the product in large quantities.

4.3.9. Copying from College library resources (textbooks /reference books/journals)

- One chapter of a book that is not exceeding 10% of a copyright protected work.
- A single article from a periodical, journal or newspaper.
- An artistic work from a copyright protected work with approved legitimacy to use.

4.4. Implementation

The policy will be explained to students and faculty, with resources for proper citation. Violations will result in disciplinary actions. The policy ensures adherence to data protection laws and promote integrity by ensuring breaches are reported.

4.4.1. Roles and Responsibilities

Students

- Familiarize with the rules and regulations on plagiarism, cheating, and breach of copyright.
- Adhere the ethical principles of academic integrity.
- Avoid all forms of plagiarism and acknowledge the sources of knowledge.
- Use plagiarism checking tool/software before the submission of all assignments.
- Submit the ethical declaration and informed consent forms.



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Faculty members

- Educate students about academic integrity and support them in learning fair use of resources in rewriting, paraphrasing, and citation.
- Include academic integrity guidelines and consequences of violations in the syllabus.
- Monitor the observance of academic honesty in student's work.
- Take plagiarism prevention measures.
- Where required, use a range of techniques such as software, viva voce, presentation to validate the authenticity of the submitted work.
- Report violations to academic administration for disciplinary action.
- Ensure academic integrity and fair use of teaching resources from body of knowledge.

Deanship

- Make reasonable efforts to ensure that all members of the College community have awareness of general principles of academic integrity policy.
- Ensure adequate technical support (subscription of software to detect plagiarism) to ensure implementation of policy out of compulsions.
- Take reliable decisions on academic dishonesty based on investigation report.
- Enforce the compliance of the policy and enhance academic integrity culture at institutional level.
- Evaluate and endorse the grievance resolution process.

Quality Assurance Department

- Monitor the implementation of the policy.
- Collect the reports through an internal audit.

4.5. Monitoring and review

This policy will be reviewed on a five-yearly cycle. The Quality Assurance Department will monitor the effectiveness of the policy through the following parameters.



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- Declaration of ethical clearance.
- The number of cases reported to the investigation committee.
- Record of warnings and decision of penalization.
- Benchmarking exercises.

4.6. Forms and Templates

- Assignment (Delectation)
- Research Ethics Clearance Request Form



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5. Teaching and Learning Policy (TL005)

History

Version	Effective Date	Amendments /Reviews Done	Review Date	Author	Approved By	Policy Owner	Circulated
V.1	Jan 2019	Yes Dec 2020	Sep 2024	PMC	College Council	QAD	Faculty and Students
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Academic Affairs	Faculty and Students

5.1. Introduction

This policy aims to establish a uniform framework for teaching and learning at Mazoon College, aiming to maximize the educational benefits for students by meeting their learning needs and fostering disciplinary and graduate skills. The rationale for this policy stems from the need to approach teaching and learning with a shared philosophical foundation while respecting the diverse approaches within various disciplines in the pursuit of new knowledge. This policy is applicable to all academic staff.

Related Policies

- Assessment and Moderation Policy
- Academic Integrity policy
- Examination Policy

5.2. Policy Statement

The teaching and learning policy at Mazoon College adopts a dynamic and inclusive learning environment built upon excellence, equity, and student engagement. This policy relies on an outcomes-based and student-centered educational approach. College is committed to building an atmosphere that enhances intellect-based academic growth, critical thinking, and lifelong learning of students.



5.3. Procedures

5.3.1. Development of curricula

Provide a curriculum that is relevant, capable of engaging students, and focuses on students' needs. To align the curriculum with teaching and learning objectives, regular updates in curricula are essential. To ensure that everyone understands the policy goals and expectations, faculty, staff, and students must have an orientation of this policy. Syllabi must contain detailed information about the student's course, delivery scheme, resources, assessment, and related policies. Engage teaching staff in reflective practices and promote innovative teaching methods to pursue continuous improvement in teaching- learning. Teaching-learning activities must provide students with opportunities for critical thinking, reflection, problem-solving, independent learning ability, teamwork, autonomy, and responsibility to acquire graduate attributes.

5.3.2. Research Teaching Nexus

Academic staff must undertake research in their disciplines and in the teaching of their disciplines, to ensure that research is incorporated in teaching and learning. In this way, the Research Teaching Nexus (RTN) is created and maintained.

5.3.3. Professional development

To improve the teaching and learning practices ongoing professional development opportunities are essential for faculty. College provides such development opportunities to teaching staff to ensure effective implementation of this policy. Professional development may include workshops, training sessions, conferences, or other form of skills enhancement.

5.3.4. Resources and support

Make sure the necessary resources are available to support effective teaching- learning, including technology, educational materials, and physical facilities. Assist faculty and students with curriculum development, technology support, and counseling.

5.3.5. Assessment and evaluation



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Monitor the effectiveness of the policy, implement assessment and evaluation mechanisms.
Make informed decisions using data and feedback.

5.3.6. Student engagement

Engage students in extracurricular activities, group projects, and interactive teaching methods.
Develop a sense of responsibility among students.

5.3.7. Monitoring and reporting

Analyze teaching and learning outcomes regularly and monitor progress. Stakeholders should be informed about how the policy is being implemented and how it is working.

5.3.8. Learner's Feedback mechanisms

Teaching faculty uses feedback to students on their learning process and assessments for improvement.

5.3.9. Accountability and compliance

Faculty members should maintain compliance to implementation of policies related to teaching and learning.

5.3.10. Stakeholder engagement

All stakeholders, including students, faculty, industry and community should be involved in the curriculum development process.

5.4. Implementation

For effective implementation of this policy, a number of steps and actions must be taken. Teaching and learning policies must be implemented according to the following procedures.



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5.4.1. Roles and Responsibilities

Deanship

- The deanship plays a leadership role in developing, implementing, and monitoring the effectiveness of policy in the achievement of overall objectives.

Curriculum Development and Review Committee (CDRC) and Curriculum Development Committee (CDC)

- Department-level Curriculum Development Committee (CDC) assess and initiate steps for curriculum updates and submit to college CDRC for review and endorsement.
- These committees are concerned with curriculum review, updates, improvement, and implementation practices, ensuring that they are in line with the institutional teaching and learning goals, and national and international standard.

Head of the Department

- HODs are responsible for the implementation and supervision of policy in their respective departments.
- Participate in decision-making related to policy changes and improvements.

Teaching staff (course instructor)

- Faculty members perform and exhibit the responsibility of putting teaching and learning policies into action within their academic practices.
- Actively participate in assessments and course evaluations, playing a pivotal role in the daily execution.

Students

- Students are integral stakeholders in this policy and are expected to follow the policy guidelines through their participation and conduct as explained to them by college bylaws and syllabus.



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- Expected to actively engage in learning process and provide feedback on their experiences, which can be invaluable in assessing the effectiveness of teaching and learning policies.

5.5. Monitoring and Review

This policy will be reviewed on a five-yearly cycle using one, or a combination of the following methods.

- Impact study
- User survey
- Document analysis
- Benchmarking exercises.

5.6. Forms and Templates

- RTN template
- Peer observation
- Program specification template
- Syllabus template



6. Industry and Community Engagement Policy (TL006)

History

Version	Effective Date	Amendments /Reviews Done	Review Date	Author	Approved By	Policy Owner	Circulated
V.1	Oct 2018	Yes	Sep 2024	PMC	College Council	Deanship	All Stakeholders
V.2	Sep 2024	-	Sep 2029	PMC	College Council	Deanship	All Stakeholders

6.1. Introduction

Mazoon College integrates industry and community engagement activities and strategies into its foundational mission and vision. The College has focused on assessing community needs and resources to shape its programs and qualifications since its establishment. Mazoon College implemented systems that enable ongoing feedback collection from the community to improve institutional performance. The college involve the industry partners and community organization in creating and developing the program and analyzing its effectiveness.

The policy ensure the meaningful relations with HEIs, industry and community stakeholders to maintain the college program relevant for the community need. The policy is structured to create the educational and professional development for the students. For that we provide knowledge, resources, and expertise to our students through real world experience and collaborative efforts.

Through the culture of collaboration the policy aligns the college college activities with the industry and community needs. At the same time through the stakeholder feedback we enhance the operation and create the collaborative institutional culture. This procedure equip our students with necessary skills and knowledge to get the success in their professional and personal life. At the same time they are able to make positive contributions to society.



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6.2. Policy Statement

Mazoon College is committed to maintain the quality relation with HEIs, industry, business sector and broader communities with mutually benefited activities and services. This policy is a guide, that set the process of exchanging ideas and resources with the stakeholders. The policy also has machanisms to obtain the feedback on the curriculum and the quality of the qualification offered.

6.3. Procedures

Mazoon College empowers various stakeholders, that includes students, staff, alumni, industry, and the community by aligning its activities and services with their needs. We conduct surveys to industry, business and community stakeholders with and objective of collecting necessary input upgrade and maintain the quality of the program that align with the real need of the job market and workforce environment in the Sultanate. The following procedures outline the steps for establishing, strengthening, and monitoring relationships with industry and community stakeholders.

6.3.1. College-Level Involvement in Industry and Community Engagement

The college align its activities with industry and community within the scope of the vision mission and goals to develop and strengthen constructive relationships. This relationship is not only limited to the industry and community but extends with all the external stakeholders that include employers, alumni, and the broader community.

6.3.2. Department-Level Involvement in Curriculum and Program Review

The objective of the department level involvement with industry and community is to get feedback on curriculum, the expert guidance and academic initiatives within the department. For this purpose, the Departmental level Industry Advisory Committee (IAC) is established that ensure academic program is aligned with the current industry and



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professional need. The committee is dedicated to maintaining the academic excellence and relevance that serves the needs of society and stakeholders.

6.4. Implementation

6.4.1. Roles and Responsibilities

Industry and Community Engagement Committee

- Foster strategic partnerships with industry, employers, and the community.
- Facilitate student and staff participation in internships, and projects.
- Analyze the stakeholder feedback to make the best practices.
- Promote initiatives that are mutually beneficial for the College and the wider community.

Career Advisory and Alumni Services (CAAS)

- Lead the development and maintenance of alumni networks to facilitate ongoing engagement with graduates.
- Organize career fairs, networking events, and mentorship programs connecting students and alumni with industry professionals.
- Provide expert advice related to their career to help students and alumni excelling in the job market.
- Build and maintain partnerships with industry, employers, and community organizations to create mutually beneficial opportunities.
- Maintain comprehensive data on all industry engagement activities, including stakeholder feedback, to inform strategic decisions.
- Conduct and analyze survey from employers, industry partners, and alumni for employability.

Public Relations and Marketing Department

- Develop and manage promotional strategies, networking events, and community outreach.
- Enhance the college's brand visibility through effective communication with external stakeholders and industry partners.



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- Oversee a coordinated, strategic approach to industry and community engagement that aligns with the College's mission and core values.

Student Affairs Services Unit

- Actively engages with students in planning, implementing and evaluating the community services and outreach programs and ensure their meaningful engagement
- Student clubs and organizations are encouraged to develop and implement industry and community engagement projects by providing necessary support.
- Ensure that the feedback collected from the students are incorporated into the design and implementation of those engagements.
- To strengthen ties with the broader community that enhance the College experience the unit support the engagement of staff and students in initiatives that are mutually beneficial.

General Foundation and Academic Departments:

- Incorporate industry feedback, including specific skill needs and current trends, into curriculum development and program review.
- Foster relationships with other HEIs, industry professionals to facilitate guest lectures, workshops, and collaborative research projects.
- Promote opportunities for faculty to engage with industry through consultancy, internships, and joint projects.
- Collect and analyze feedback from industry partners, and alumni to gather insights for program enhancement.

Quality Assurance Department

- Continuously assess the success of industry and community engagement activities by tracking participation rates, feedback, and overall impact.
- Maintain adherence to accreditation standards and consistently enhance engagement strategies to drive continuous improvement.

Deanship



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- Provide strategic oversight and leadership, collaborating with industry and community leaders to develop and implement impactful engagement initiatives, ensuring alignment with organizational goals and fostering strong partnerships.
- Secure the budget and personnel needed to fully support and execute planned engagement initiatives.
- Foster a culture of collaboration and innovation across the college, where ideas flow freely and new projects blossom.
- Oversee the integration of feedback from external partners into the college's strategic planning and development efforts.

6.5. Monitoring and review

This policy will be reviewed on a five-yearly cycle using one, or a combination of the following methods

- Impact study
- Users' survey
- Document analysis
- Benchmarking exercises

6.6. Forms and Templates

None