



الكلية العالمية للهندسة والتكنولوجيا
GLOBAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Flexible Student Support Policy

Document Status:

GCET Policy

In partnership with



Flexible Student Support Policy

Policy Status	Final Policy
Policy Number	GCET/AC/FSSP/001
Version	1
Date Discussed and Approved	Developed by LTEC and reviewed by QAC and approved by Academic Board (AB) on 24/2/2022
Approved by	Academic Board (AB) on 24/2/2022
Next Scheduled Review	February 2024
Implementing Department/ Unit/ Office	Academic Departments, RARO
Status	Policy Document

1.Purpose

GCET offers a flexible mode of study for working students. The flexible student support policy aims to ensure that students of the flexible mode are provided with academic opportunities comparable to the full-time normal students. The policy sets the criteria for modes of study at GCET and describes the learning supports to accomplish the degree requirements. It should be noted that students of all modes of study have the same criteria to pass a module and there is no difference in assessment types and deadlines, delivery plan, and academic calendar between the different modes of study.

2.Scope

The scope of this policy applies to all GCET students and staff. The Registry, Admissions and Registration Office (RARO) is responsible for the implementation of this policy in partnership and liaison with the relevant Department.

3.Procedure

3.1 Criteria of study modes at GCET

3.1.1 Full-time Flexible

3.1.1.1 Working students in Muscat

3.1.1.2 Working students outside Muscat (including Field work)

3.1.2 Full-time Normal

All students who do not fulfil the criteria of full-time flexible are considered full-time normal students.

3.2 Class schedules

3.2.1 For all working students RARO to schedule evening classes if flexible students are more than 20% of the class size (at least 10 students) in undergraduate (UG) and postgraduate (PG) levels and if more than 40% of class size (at least 10 students) in general foundation level (GFP).

3.2.2 For students working outside of Muscat blended learning approach is used.

3.2.2.1 GFP students must attend classes on campus on the off week from work, watch the records during working weeks, and visit lecturers during office hours in case any help is needed. For this purpose, flexible students must submit form 1 for their work schedule to RARO. Module leaders should prepare the semester plan for the flexible student support and fill form 2.

3.2.2.2 UG and PG students are encouraged to attend classes on campus on the off week from work, watch the lecture records during working weeks, and to visit lecturers during office hours in case any help is needed. Module leaders should record their support to flexible student by filling form 3.

3.2.2.3 In addition to the above, RARO sets scheduled sessions every two weeks for all modules with flexible students to be 1-2 hours and a special link is provided in the student timetable for these sessions. If none of the students appear in the first 15 minutes the session is considered cancelled.

3.3 Extra support

3.3.1 In case GFP flexible student could not submit the CW (Comp B) on the deadline, a hard deadline is given up to an additional 1 week only.

3.3.2 UG students are allowed for a maximum of 7 working days extension requested through submitting the UWE extension form 4 to RARO. Flexible student does not require submitting the reason other than being registered in flexible mode.

Further information and support

For further information please contact RARO at: admissions@gcet.edu.om

Support is also available from the Students' Council: sc@gcet.edu.om

Students Support Services Office: Tel. 24227944

4. Monitoring

The Policy shall be monitored by the Registry, Admissions and Registration Office (RARO) for implementation. In case of non-adherence to the policy, this shall be informed in writing to the Quality Assurance and Compliance Office (QACO), who will oversee and monitor the implementation of policies in the College.

5. Review

5.1 The policy shall be reviewed every three years.

5.2 The QACO will be responsible for the review of all policies regularly as determined by the nature of the policy.

5.3 Reasons for policy reviews can include:

5.3.1 Scheduled Review.

5.3.2 Additional information needs to be added.

5.3.3 Urgent changes are required to the policy.

5.3.4 GCET or UWE regulations have changed.

5.3.5 Ministry regulations require change.

6. Associated Policies

6.1 GCET Guidance and Procedures - Academic Personal Tutoring

7. Form 1 FLEXIBLE STUDENT WORK SCHEDULE (GFP)



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FLEXIBLE STUDENT WORK SCHEDULE (GFP)

Student Name:

I.D. Number :

Semester :

Academic Year:

WEEK No.*/ Dates (from-to)	Student Status (Campus/Work)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

* Week No. refer to the weeks in the FSD Academic Calendar.

☐ I confirm the above information is accurate.

Student Signature..... Date.....

Declaration of receiving the form:

*This form is to be kept in the student file.
Copy of the form to be sent to FSD.*

RARO Officer:

Signature:

Date:

8. Form 2 CALENDAR & LECTURE PLAN FOR FLEXIBLE STUDENTS (GFP)



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CALENDAR & LECTURE PLAN FOR FLEXIBLE STUDENTS (GFP)

This form is to be filled by the Module leader / lecturer and signed by the student. A copy is given to the student.

All forms to be collected in the module file.

Student Name:

I.D. Number :

Module Title :

Module Code :

Semester :

Academic Year:

Name of Module leader and Tutor:

1-WEEK PLAN

WEEK No.	Topics	Student Status (Campus/Work)	Date Covered	Student Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

ASSESSMENT PLAN

COMPONENT A (EXAMS)

Assessment	WEEK No.	Date Explained	Student Signature	Remarks
MIDTERM	7			
FINAL	12			

COMPONENT B (CLASSWORK)

Classwork Title	Date Received	Student Signature	Due Date	Date Submitted	Remarks

Feedback of student on support:

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CALENDAR & LECTURE PLAN FOR FLEXIBLE STUDENTS (UG/PG)

All forms to be collected in the module file.

Name of Module leader/Lab staff:

[illegible]

Classwork	Date of meeting	Student Status	Lab task Covered	Signature of student	Signature of ML/Tutor

<p>1. Project Title: _____</p> <p>2. Client Name: _____</p> <p>3. Project Manager: _____</p> <p>4. Project Start Date: _____</p> <p>5. Project End Date: _____</p> <p>6. Project Budget: _____</p> <p>7. Project Status: _____</p> <p>8. Project Description: _____</p> <p>9. Project Objectives: _____</p> <p>10. Project Risks: _____</p> <p>11. Project Deliverables: _____</p> <p>12. Project Milestones: _____</p> <p>13. Project Stakeholders: _____</p> <p>14. Project Communication Plan: _____</p> <p>15. Project Change Management: _____</p> <p>16. Project Risk Management: _____</p> <p>17. Project Quality Management: _____</p> <p>18. Project Resource Management: _____</p> <p>19. Project Time Management: _____</p> <p>20. Project Cost Management: _____</p> <p>21. Project Procurement Management: _____</p> <p>22. Project Stakeholder Management: _____</p> <p>23. Project Integration Management: _____</p> <p>24. Project Monitoring and Control: _____</p> <p>25. Project Closing: _____</p>	<p>26. Project Sponsor: _____</p> <p>27. Project Steering Committee: _____</p> <p>28. Project Management Office: _____</p> <p>29. Project Team: _____</p> <p>30. Project Charter: _____</p> <p>31. Project Management Plan: _____</p> <p>32. Project Communication Plan: _____</p> <p>33. Project Risk Management Plan: _____</p> <p>34. Project Quality Management Plan: _____</p> <p>35. Project Resource Management Plan: _____</p> <p>36. Project Time Management Plan: _____</p> <p>37. Project Cost Management Plan: _____</p> <p>38. Project Procurement Management Plan: _____</p> <p>39. Project Stakeholder Management Plan: _____</p> <p>40. Project Integration Management Plan: _____</p> <p>41. Project Monitoring and Control Plan: _____</p> <p>42. Project Closing Plan: _____</p> <p>43. Project Report: _____</p> <p>44. Project Summary: _____</p> <p>45. Project Conclusion: _____</p> <p>46. Project Recommendations: _____</p> <p>47. Project Lessons Learned: _____</p> <p>48. Project Next Steps: _____</p> <p>49. Project Sign-off: _____</p> <p>50. Project Approval: _____</p>
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10. Form 4. 7 days extension request form (UG)



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Guidance on completing the Extension Request Form (ERF1)

This form must be returned to **local student support office (with evidence) no later than five full working days before your coursework deadline.**

The scope for making an application is limited to those experiencing the following circumstances (and **only** in cases where it would be appropriate to offer an extension):

- a. bereavement (close family member e.g. partner, parent, primary carer, child);
- b. serious personal accident or injury of self or close family member / serious illness of self or close family member (including mental health);
- c. victim of crime (requires a written statement of events, evidenced by a crime reference no. / police report **and** one of the following: evidence from a counsellor, doctor, victim support or legal adviser which confirms that the nature of the crime is likely to prevent the timely submission of the work);
- d. part time students who have had an unexpected increased in working hours (evidenced by a letter from the employer);
- e. sporting commitment at a national / international level;
- f. participation in activities at a national / international level;
- g. a unique career enhancing opportunity approved by the University.

Use this form to request an extension to the original published submission deadline for a piece of assessed coursework.

DO NOT use this form if you **miss** an examination or other assessment (e.g. coursework submission, practice elements, in class test etc.) through illness or other good reason; in such situations you should complete an Extenuating Circumstances form (EC1).

Wherever possible you should request an extension as soon as you become aware that you will be unable to meet the original published deadline (but normally no earlier than two weeks before the deadline).

You should continue to work towards the original published deadline until the outcome of your request is known.

For more information you are also advised to refer to [Part H of the Academic Regulations](#) or the seven working day extensions guidance on the UWE website: <https://www.uwe.ac.uk/study/academic-information/personal-circumstances/seven-day-extension-for-coursework>

Filling in the ERF1 form

- Complete **all parts** of the form. If you have difficulty, seek advice from **local support or Partnerships.Sat@uwe.ac.uk**
- Make sure you write **clearly** and **legibly**.
- Describe your circumstances, as fully and clearly as you can.
- Include the **dates** of relevant events.
- Describe **how** you believe the circumstances have impacted on your assessment.
- **It is very important that you provide the correct module information as this will ensure there are no delays caused by queries. Make sure you have recorded the correct module code, name and element of assessment.**

Providing evidence to support your application

- You **must** provide **supporting evidence** of the problem you are describing, such as a medical certificate. Please note that **applications cannot be considered without evidence**, requests submitted without evidence will be rejected.
- Submit the **scanned copies of the originals** of any documentary evidence with your form.
- If you have difficulty knowing what evidence to submit, you can seek advice from **local support or Partnerships.Sat@uwe.ac.uk**
- If your circumstances or the assessment type do not meet the criteria for an extension you may still be eligible to apply for extenuating circumstances (<http://www1.uwe.ac.uk/students/academicadvice/assessments/extenuatingcircumstances.aspx>).

Other important notes

- Extensions cannot be requested for **Group work** (e.g. jointly assessed group work, a group presentation, group design review, a group report for which the same mark is assigned to all contributors). **Assessments limited by logistical constraints** (e.g. assessments to be completed whilst on a field trip, assessments with a submission date which falls after the Friday before a Field Board, assessments submitted for marking in a studio by a group of staff at a fixed time - including work for an end of term degree show. **Practice elements of professional practice modules. Practical / skills based work** (e.g. an assessment taking place within a laboratory; Objective Structured Clinical Examinations). **Timed assignments** (e.g. multiple choice questions, computer based exams, tests, timed essays).
- There may be other cases where it is not be possible to accommodate a student's request for an extension depending on the nature of an individual assessment.
- **Extensions may not be granted for examinations or any resit work.**
- Extension requests can only be considered if you put them in no later than two working days (48 hours) **prior to** the assessment which will be impacted by the problems you describe (academic regulation Appendix E2 E16.29R). Requests submitted after this time cannot normally be considered.
- We strongly recommend you keep a copy of your form and of your supporting evidence.
- In the case of students with disabilities, if your circumstances do not fit the criteria or you require an adjustment to your deadline of longer than seven working days please contact **local support or Partnerships.Sat@uwe.ac.uk**
- There should be no further extension upon an already granted extension.

Advice and support

If you would like advice and support from a student academic personal tutor you can:

- Go to your local student support office at your college of study
- Contact the UWE Partnerships Admin Team via Partnerships.Sat@uwe.ac.uk

Submitting your form

- Send your form and evidence by email to: local student support office at your college of study

If your circumstances are not accepted: You will be expected to submit your coursework by the original deadline (or within the 3-days grace period), and your work will be marked on this basis. Alternatively, you may be eligible to submit an extenuating circumstances application

If your circumstances are accepted: You will be given a new deadline for the submission of the coursework and will be advised of this via your local institution.



Extensions Request Form

Part 1 – student details

Family name:	First name(s):
UWE Student number:	Award Title:
Partner College Name:	

Part 2 – details of the assessment/s and deadline/s that will be affected

OFFICE NOTE: Decision/Outcome to be shared with UWE

Module Code	Module Name	Module Leader name	Assessment description e.g. Essay 1 Critical Analysis
Original published deadline	Please indicate whether an earlier version of the assessment has already been submitted online. (Y/N)	For office use only Accepted / Not accepted (insert reason if application is not accepted)	For office use only New deadline

Part 3 – details of your circumstances

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Part 4 - Evidence

Type of documentary evidence provided (medical certificate etc.).

Part 5 - Declaration

Previously submitted electronic versions of the assessment (where applicable)

By submitting a request for a seven working day extension to the deadline, I accept that should my request be approved, any previous versions of my assessment which have been uploaded to **[insert name of online portal]** will be immediately removed from the system and will not be marked.

Confidentiality

I declare that the information above is true, that the supporting evidence enclosed is genuine and that I have read the above statement on confidentiality.

Your signature (e-mail submission is taken as authentication):

Date:

FOR OFFICE USE ONLY					
Date received	Decision made by (name)	Student informed (date)	Module Leader informed (date)	UWE Administration Team informed (date)	Support Services informed where applicable (date)

11. Version History

Version	Description of Update	Approved by	Date of Approval
1	Initial Policy developed to codify the practices of the College from 2018-2019 onwards.	AB	24 February 2022