



كلية الدراسات المصرفية والمالية
College of Banking and Financial Studies



STUDENT HANDBOOK

Academic Year 2019-2020





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Dr. Nasser Al Mawali
Dean – College of
Banking and Financial
Studies



1. Introduction

1.1 Welcome message from the Dean

Dear Students,

A very warm welcome to the College of Banking and Financial Studies (CBFS). I wish to congratulate you; firstly, on your decision to continue your educational journey and secondly, for having chosen to study at CBFS. This College has always put its students at the center of everything it does; your experience here at CBFS and your success is important to us and we will support your academic, as well as your personal aspirations, over the next few years.

This student handbook contains important information about the rules and regulations of the College, as well as the various services that it provides. I hope that it will be helpful to you during your studies at the College. I encourage you to become familiar with it and please do not hesitate to get in touch with our academic and administrative staff, in case you need clarification or assistance of any kind.

At CBFS, we are committed to providing you with a supportive learning environment. You will have the opportunity to get involved in a variety of activities, both academic and extra-curricular and learn skills that will help you with your future career. Your time here at the College will no doubt be demanding and challenging, but at the same time it will be some of the most rewarding, productive and memorable years of your life.

I advise you to become a self-learner and take responsibility for your learning, as this will help you make the most out of your time at CBFS. So, with those few words of advice, I will wish you every success with your studies and I am confident that you will find your experience here immensely rewarding.

All the best and thank you.



1.4 Disclaimer

All the information in this Handbook is as far as possible, accurate and up-to-date at the time of printing. However, the College reserves the right to make any amendments to this handbook. In the event that amendments are made, every effort will be made so that current students will not be disadvantaged by these amendments. If any information is updated or changed, additions, deletions, and/or changes are made to the Handbook it will be communicated to students by email, College notice boards, student induction before each semester, the College portal or any other methods deemed suitable. The latest version of the handbook will always be available on the College portal.

The College provides you with links of external websites. However, it is not responsible for the content of the external websites as these are not maintained and regulated by the College.

The express permission of the College must be obtained to reproduce any part of this publication, other than for personal use or for purposes permitted by law.



1.2 Purpose of this Handbook

This Student Handbook has been prepared to provide an easy reference guide to help you access the College facilities and services and understand the current regulations. It provides you with information on the support services in order to enrich your learning experience at the College. The handbook helps you understand the rules and regulations of the College and the standard of behaviour expected from you in all your dealings with staff and students. You will also be given a programme handbook which will contain specific information of the programme in which you are enrolled.



1.3 Scope

This handbook applies to all students pursuing any of the courses offered by the College. It presents a brief outline of important information that you are likely to need during your study at the College.

This handbook supersedes all previous Student Handbooks issued by the College.





2. Your College

2.1 Background

2.1.1 Royal Decree

The College of Banking and Financial Studies (CBFS) is a government organization established by a Royal Decree in 1983 with the objectives of educating and training bankers and encouraging research in Banking and Financial subjects. It is under the juristic supervision of the Central Bank of Oman (CBO) and is supported by the commercial banks operating in the Sultanate.

2.1.2 Past three decades

During the past three decades, CBFS has brought to Oman the highest education standards through the launch of high quality academic and professional programmes that helped in fulfilling the professional training needs of banking and financial sector employees. These programs span Postgraduate, Bachelor and Diploma level offerings, in addition to an array of training courses encompassing all aspects of the financial services sector.

2.1.3 University of Strathclyde

CBFS has been offering the MBA in Collaboration with the University of Strathclyde, UK since 2001. The Postgraduate Studies Department is in the process to launch M.Sc. in Managing Human Resources. The Strathclyde Business School is one of less than 1% business schools in the world to hold three international accreditations: AMBA (Association of MBAs), AACSB (American), and EQUIS (The European Quality Improvement System-European Foundation for Management).

2.1.4 Variety of Programmes

One of the main objectives of CBFS's academic programmes is to offer a variety of programmes for students to study. CBFS offers a number of Bachelor programmes. In 2007, the College began offering the Bachelor's Degree in

Accounting and Finance in partnership with the University of Bradford (U.K.). In 2010, the College began offering the Bachelor's Degree in Business and Management with the University of Bradford (U.K.). The University of Bradford holds the triple accreditation of EQUIS, AMBA and AACSB.

2.1.5 CBFS Bachelor's Degree programmes

In 2013, CBFS obtained approval from the Ministry of Higher Education to offer Bachelor's Degree in Accounting, Auditing & Finance. Three new bachelor's degree programmes – in Banking & Finance, Business Administration, and Islamic Banking – were added in September 2014. The first batch of the B.Sc. Accounting, Auditing and Finance and B.Sc. Banking and Finance graduated in December 2016 while the first batch of BBA (HR) graduated in May 2016. All these graduates have availed the benefit of accredited prior learning. The first regular batch of the B.Sc. Accounting, Auditing and Finance graduated in May 2017.

2.1.6 Labour Market Needs

All the Bachelor programmes are designed in collaboration with partners in the banking and financial sectors to ensure they suit the specific needs of the labour market. The College also has plans to seek international accreditation of its academic and training programmes.

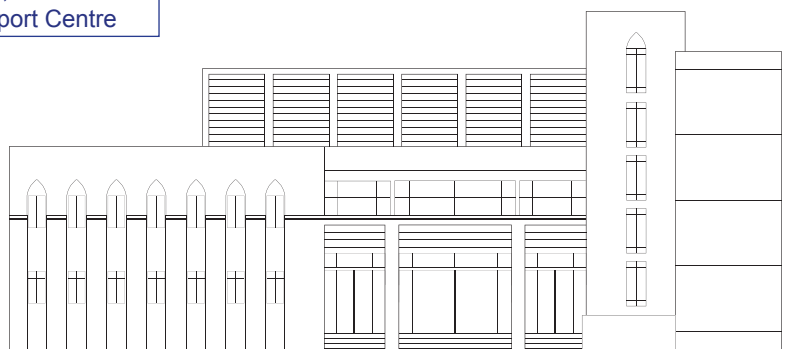
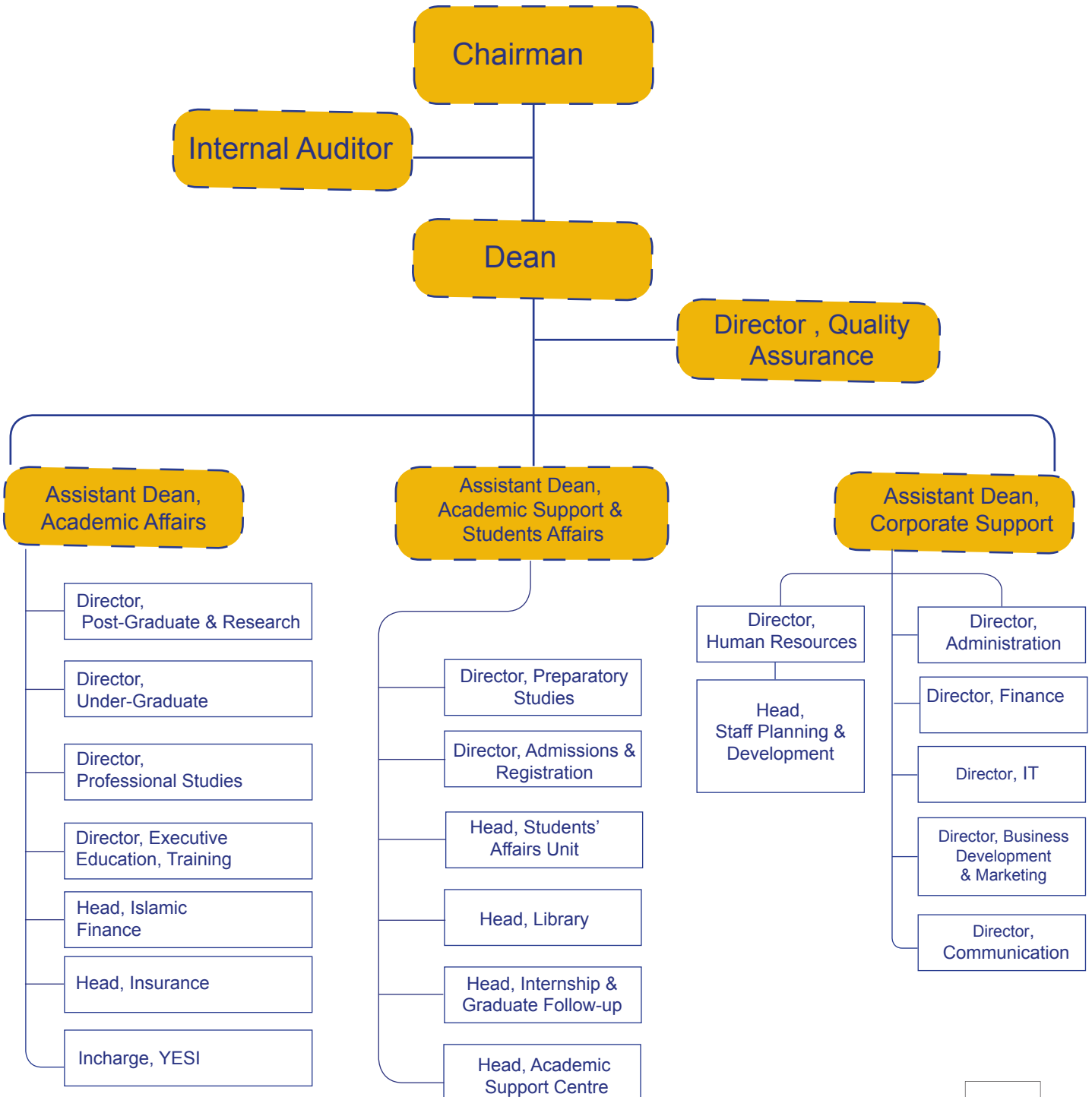
2.1.7 ACCA

The College is an accredited tuition provider of the Association of Chartered Certified Accountants (ACCA) of U.K and has been offering all levels of the ACCA programme. CBFS has retained its gold status since 2009 which highlights CBFS capacity to meet and maintain the rigorous requirements of ACCA course management and delivery.

2.1.8 HND Programmes

The College has been offering the Pearson BTEC Higher National Diplomas since 2006. Currently there are four specializations on offer. HND graduates can continue their studies for bachelor's degrees abroad or through enrollment on the undergraduate degree programmes offered by CBFS subject to their fulfilling the admission requirements.

Organizational Structure





2.2 Vision

The CBFS vision is to become a leading institution for higher education in Banking and Finance in the region.



2.3 Mission

The CBFS mission is to develop and offer internationally recognized programmes, capacity building, research and consultancy services, to meet evolving needs of Banking and Finance in the region.



2.4 Core Values

- **Quality Education:** The College is committed to providing quality education by constantly seeking for the best approaches to maximize the value of learning.
- **Stakeholder Commitment:** We demonstrate our commitment to the students, the faculty and the Omani Banking and Finance sectors by asking for their input and responding to their needs promptly.
- **Innovative Services:** We constantly seek for new and better ways of serving our stakeholders through innovative solutions.
- **Educational Equity:** We are transparent in our dealings and treat everyone with respect and fairness.



2.5 Graduate Attributes

The table below sets out the Graduate Attributes which are achieved by the Programmes taught at the College. The course learning outcomes for each programme are mapped against the Graduate Attributes, indicating how each programme enables the students to achieve these attributes.

Graduate Attributes

- Ethical Perspective
- Entrepreneurship
- Teamwork
- Specialized Knowledge
- Effective Communication
- Lifelong Learner
- Leadership
- Critical Thinking Skills





2.6 Your Voice

You are one of the stakeholders and your voice is of paramount importance to us. Student feedback is a major source of information to help the College in its quality assurance and enhancement activities. The College provides you with a number of opportunities to provide feedback. You must use this opportunity and make time to provide feedback to the College. This may be done in the following ways:

- You can contact your student representative. The representative is your voice and the link between you and the College management.
- Alternatively, you can get elected to the student council.
- You must complete the Student Assessment of Module and Teaching given to you at the end of each semester.
- You must complete the student satisfaction survey whenever it is made available to you.
- You must also complete the faculty appraisal made available to you during each semester.



Open door policy:

1. The Dean has devoted hours on Thursday from 1.00 pm to 3.00 pm. You do not need an appointment to meet with the Dean during this time.
2. Students can approach the Assistant Deans on Thursday from 1.00 pm to 3.00 pm.
3. Students can approach the Directors and programme coordinators of Academic Departments any time during office hours.
4. Students can approach the Director/Heads of Admission & Registration Department any time during office hours.

Students are welcome to submit their concerns regarding academic experience and general facilities of CBFS by email to: hotline@cbfs.edu.om

Alternatively, you may also communicate your comments to: quality@cbfs.edu.om



2.7 CBFS Key Contacts & Links

Mr. Philip Barber
Director, Quality Assurance Unit

✉ Philip@cbfs.edu.om

☎ 22059713

Mr. Sayyed Danish
Director, Undergraduate Studies

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Mr. Vaheed Ubaidullah
Acting Director, Professional Studies

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Head, Students' Affairs Unit

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Head, Library

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Mr. Saleh Al Abri
Head of Registration

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Director, Finance

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☎ 22059925

Mr. Mahmood Al Shukaili
Director, Administration

✉ Mahmood@cbfs.edu.om

☎ 22059911

Mr. Surendra Varshney
Director, I.T

✉ Kumar@cbfs.edu.om

☎ 22059950

Mr. Ahmed Al Wardi
Internship & Graduate Follow-up

✉ Ahmedw@cbfs.edu.om

☎ 22059736

CBFS Important Links

Students are encouraged to regularly refer to the below links for updated information.

1. College Main website: www.cbfs.edu.om

2. Student Corner: <http://www.cbfs.edu.om/students-corner/MOHE%20Students/MOHE%20Announcements%201>

3. MoHE website: <http://www.mohe.gov.om/>





3. Student Behaviour

3.1 Code of Conduct

3.1.1 Behaviour of Students

The College expects you to behave responsibly at all times. You must not forget that your actions affect the College's reputation and image. Therefore, you must maintain requisite behavioural standards and adhere to the College code of conduct and disciplinary guidelines given below:

- Students are expected to be punctual and regular in terms of attendance and submitting academic work, and being respectful to the faculty members, and to avoid malpractice/cheating during tests and examinations. If any student is found indulging in any malpractice during an examination, he/she will be penalized as per the academic regulations of the College and the sponsors will be notified.
- Students are not permitted to leave the classroom without prior permission of the faculty.
- Disturbance of classroom activity in any manner is prohibited.
- Students are expected to maintain decorum at all times.
- Students must take good care of College property.
- Students are not permitted to bring harmful and illegal materials/substances to the College.
- Smoking is prohibited in the College building and on the College premises.
- Consumption of food and beverages inside the classroom is strictly prohibited.
- Graffiti and defacing walls, desks and washrooms will be dealt with severely.
- Students should keep the classroom and the College premises neat and clean and should use the bins provided for the disposal of litter.
- Students will be responsible for the safe keeping of their valuables such as money, books, etc. the College does not accept responsibility for the loss of any valuables.
- Students are not permitted to use insulting or abusive language against any academic and non-academic staff/fellow students of the College or indulge in physical violence against anyone.
- Students are expected to show respect to their academic and non-academic staff /mates and behave properly in and outside the classroom.



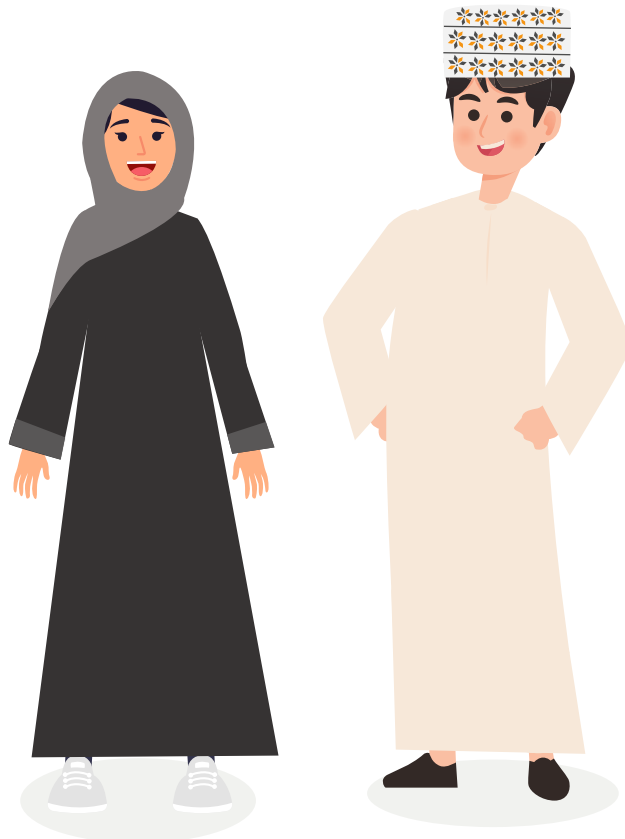
3.1.2 Dress Code

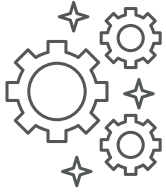
Male students:

- White colored Dishdasha with Quoma.
- Clean and pristine look.
- No piercings or jewelry.
- Non-Omani students should wear formal clothing with no bright or feminine colours.
- No inappropriate jeans (torn or tattered).

Female Students:

- Shall wear proper respectful clothes (Abaya for Omani students) that are appropriate to the College's standards of being respectful of our culture, norms and traditions.
- Clean and pristine look.
- No short sleeves.
- No short skirts.
- No short pants.





3.2 Academic (Learning)

Responsibility of Students

The College will help you become responsible learners. You will learn to make choices and take actions which will lead you to achieving your educational goals. Students demonstrate ownership and accountability for their behaviour when they :

- become responsible for their learning;
- develop their capacity to become independent learners;
- utilize teaching and learning resources provided by the College to prepare for classes according to the timetable provided and comply with the requirements of their chosen programme;
- devote sufficient time outside of class to college work so that they complete the assignments within the stipulated timeframe;
- ensure that they maintain expected quality while submitting assessment tasks;
- use the feedback provided by assessors to learn from mistakes and improve the quality of their work;
- activate the College email id so that they receive and respond to communications received in a timely manner;
- do not indulge in activities that impact negatively on academic integrity and honesty;
- accept their shortcomings without making excuses for their behaviour;
- participate in the co-curricular activities organized in the College to enhance their personal development and growth;
- manage their time effectively; and demonstrate leadership qualities and work with their peers in group work to produce better results.





4. The College's Academic Framework

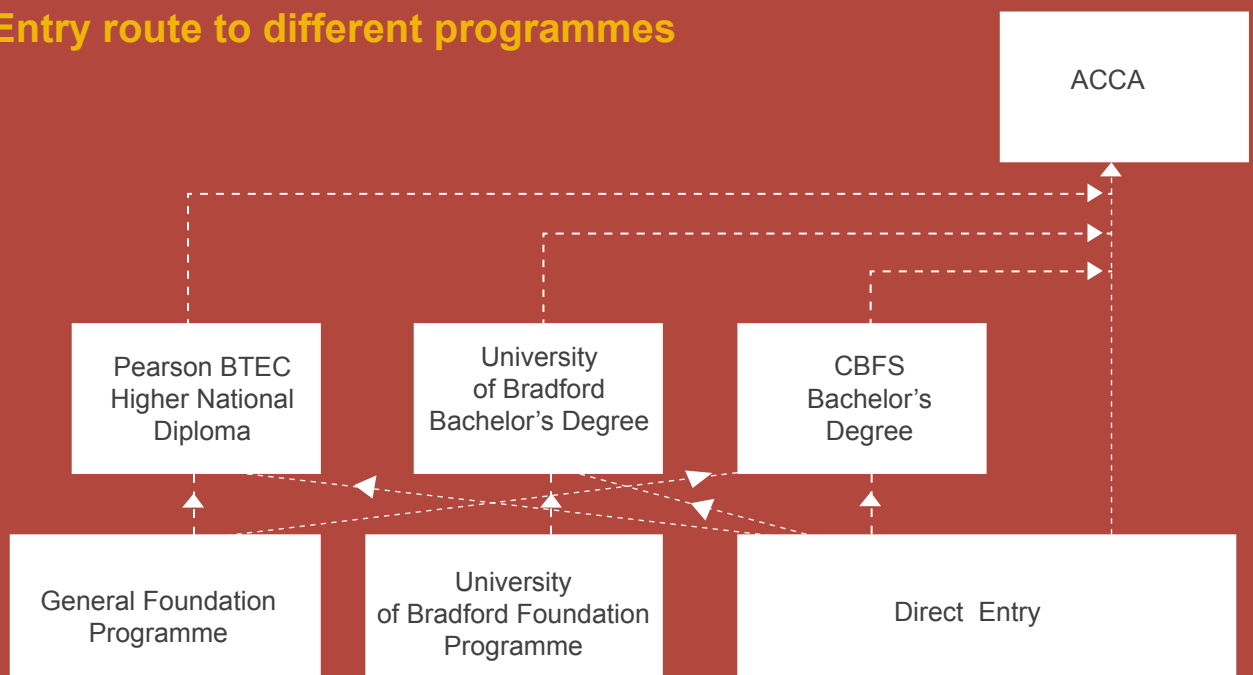
4.1 Introduction

The College's academic framework is given below:

Programme	Duration
Undergraduate Degrees – CBFS	4 Years
Undergraduate Degrees – University of Bradford	3 Years
Professional Studies Department – Pearson BTEC Higher National Diploma	2 Years
Professional Studies Department – ACCA	3 to 4 years on average.
Postgraduate Degrees – University of Strathclyde	2 Years

This may or may not be preceded by 1 year of the General Foundation Programme taught in 2 semesters. It may also include the Pre-Degree Foundation Course in case of students not fulfilling the elementary level criteria of the University of Bradford Degree Programmes.

Entry route to different programmes



4.2 Module, Credit and Level

A programme of study is made up of subjects/modules/units. Each subject/module/unit is assigned a credit value expressed either in terms of credit points or credit hours. The credits are based on the level of the subject/module/unit. You are awarded credits only if you successfully complete a subject/module/unit. In order to graduate you need to accumulate the minimum prescribed credits for the programme you are studying. More details are available in your programme handbook. The terms credits and credit hours are explained in the programme handbooks.

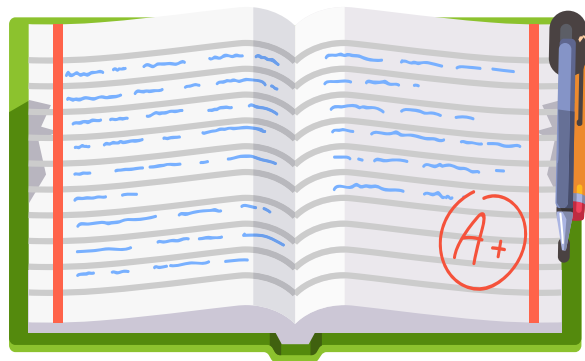
4.3 GPA & CGPA

4.3.1 Grade Point Average (GPA)

GPA reflects the performance of a student for any specific semester. To compute the GPA for a semester, first multiply the grade points of each course by the number of credit hours assigned to that course. The resulting product is the number of points for that course. Then divide the total number of points by the total number of credits hours of that semester. The result is rounded off to two decimal places to produce the GPA for that semester (See CBFS Bachelor's Degree Programs' Handbook Example # 1 of Annexure A). Non-Graded, withdrawn and debarred courses are not included in the calculation of GPA.

4.3.2 Cumulative Grade Point Average (CGPA)

CGPA is an assessment tool used to evaluate academic performance. It is calculated to determine a student's current standing. To calculate the CGPA, divide the total points earned, by the total credits attempted in all semesters. So CGPA is the accumulation of the total points earned from the beginning of a level divided by the total credit hours the student has taken up to the date of calculating the CGPA. (See CBFS Bachelor's Degree Programs' Handbook Example # 1 of Annexure A). Non-Graded, withdrawn and debarred courses are



not included in the calculation of GPA. In case of repeated course, the latest result is only considered in CGPA calculation.

4.4 Undergraduate Academic Programmes offered by CBFS

The Undergraduate Studies Department of the College offers the following bachelor's degree programmes in collaboration with the University of Bradford:

1. B.Sc. (Hons) Accounting & Finance
2. B.Sc. (Hons) Business & Management Studies

In addition, the College also offers the following bachelor's degree Programmes:

1. B.Sc. Accounting, Auditing and Finance
2. B.Sc. Banking and Finance
3. B.Sc. Business Administration (Human Resources)
4. B.Sc. Business Administration (Marketing)
5. B.Sc. Islamic Finance

4.5 Professional Studies Programmes offered by CBFS

The Professional Studies Department offers the following programmes:

A. Pearson BTEC Higher National Diploma (HND)

1. Pearson BTEC Level 5 Higher National Diploma in Business (Accounting and Finance)
2. Pearson BTEC Level 5 Higher National Diploma in Business (Business Management)

3. Pearson BTEC Level 5 Higher National Diploma in Business (Entrepreneurship and Small Business Management)

4. Pearson BTEC Level 5 Higher National Diploma in Business (Human Resource Management)

B. Association of Chartered Certified Accountants (ACCA)

Details of programmes offered under the Professional Studies Department umbrella are available in the respective Programme handbooks.

4.6 Post Graduate Academic Programmes offered by CBFS

The Department of Postgraduate Studies and Research currently offers the following Postgraduate Programmes in collaboration with the University of Strathclyde.

1. Master's in Business Administration
2. M.Sc. in Managing Human Resources

Details of programmes offered under the Postgraduate Studies and Research Department umbrella are available in the respective Programme handbooks.

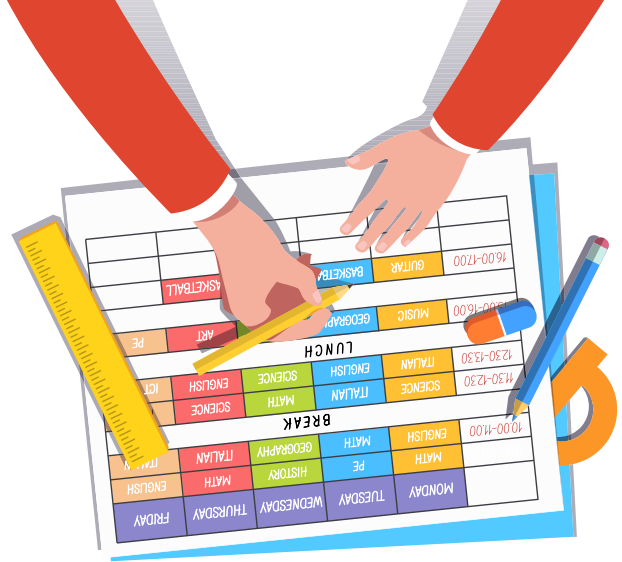
4.7 Timetable

You will be provided with a timetable which includes the modules, their allocated time slot, lecture hall and the name of lecturer. The timetable is available on the College notice boards as well as on the individual student portals. Timetables are prepared by the Timetable Committee and no request to change the timetables will be entertained.

4.8 Attendance Policy

4.8.1 Attendance Policy for all programmes

The College expects you to attend all scheduled teaching classes, tutorials, or any other timetabled events. A minimum of 75% attendance is required to enable you to submit assignments and appear in semester end final



examinations. A maximum of 25% absence is permitted by students, without submitting any excuse. Beyond this percentage, students will be debarred without any exemption, including on medical reasons.

- If you miss more than 10% of classes during any semester, you will receive a letter informing you of this. If you are absent for more than 20% of the total attendance required during any semester, a warning letter is issued. If you are absent for more than 25% of the total attendance required for the subject/course, you will be debarred and will not be allowed to submit assignments/ assessments/ appear for the examination. The letters are served electronically to the student's college email address. It is the student's responsibility to ensure that their college email is working and is being regularly checked. Letters issued electronically are deemed to be served.
- A copy of letters issued by the College will automatically be forwarded to your employer/sponsor for necessary action.
- Punctuality is extremely important. It reflects your attitude towards the course and your studies. A 10-minute grace period is allowed to accommodate exceptional circumstances. If you are more than 10 minutes late for a lecture, you will be marked absent for that particular session. However, you may attend the lecture.
- The Registration Department/ Programme Coordinators shall respond to inquiries from sponsors/students regarding disputes/ discrepancies relating to attendance reports.

- Students are required to attend classes and maintain the status of their attendance even after receiving the warning letters. Debarred students will be informed automatically by email and an opportunity to explain their absence will be provided.
- For absences due to extenuating circumstances, students have to inform the Programme Director within 5 working days of their absence and submit documented evidence to support their extenuating circumstances case. For details please read the Extenuating Circumstances section (13.17).

4.8.2 Attendance Policy for the General Foundation Programme

- English absence limit: 10%, which translates as 32 hours (1 week and 3 days), or 2 hours' absence per week for 20 hour / week courses, and 1.6 hours' absence (2 weeks) for 16 hours/week courses.
- Maths and I.T. will each have separate absence limits: 15% of course length.
- Three late arrivals = 1 hour absence
- Bereavements, emergency medical issues and accidents are only to be considered if the following apply:
 - official, valid documents produced as evidence within two days of absence (no post-dated documents to be accepted beyond the time limit);
 - the above will only be considered with students whose absences in English do not exceed 15% of course contact hours, or 20% of course contact hours in Maths and IT.
- The above examples do not preclude students from being marked absent. All absenteeism will be recorded as such.

4.9 Academic Year

Teaching and learning activities in the College are organized in three semesters namely Fall (Semester 1), Spring (Semester 2) and Summer Semester. The semester commencement dates are September and February for Fall and Spring respectively. The Summer Semester commences in June each year. For the ACCA programme, the exams are held in March, June, September and December. For the March exams, the college has a Winter Semester commencing from the second week of December till the end of January or early February



4.10 Important Dates

Important dates and deadlines related to admission, registration, program induction, commencement of classes and exams etc. are mentioned program wise in the academic calendar. The dates may change for certain events.





5. Centre for Preparatory Studies (CPS)

5.1 General Foundation Programme

The CPS manages the General Foundation Programme (GFP) whose objectives include equipping its students with the skills required in English Language, Mathematics and Information Technology (IT) to perform and contribute affectively as active, critical thinkers in the academic environment of the CBFS diploma and degree programmes.

5.2 The GFP approach to teaching and learning

The GFP philosophy for students studying English, Mathematics and Information Technology adopts a communicative, collaborative approach to teaching and learning which is reflected in all the GFP course syllabuses: learning by

doing; learning through active participation; learning through reflective practices; learning through meaningful production; and learning through exposure to sustainable, portable skills that can be applied at different levels of complexity in a variety of situations. This philosophy is driven by qualified, experienced and supportive faculty who provide the tools and skills necessary to engage in effective teaching and learning.

5.3 Entry level to the GFP

High school graduates require a minimum overall score of 60% for entry into the GFP, whereas employees with 3 years' work experience require 55-59%. Applicants with over 10 years' work experience are interviewed to assess suitability.

A placement test is given to all registered students for each GFP component (English, Mathematics and Information technology) to streamline student intake, to provide appropriate input and practice, and to allow exemptions for those students with prior learning in specific levels and skills

5.4 Programme structure

The GFP operates two 16-week semesters at 20 hours per week, and one intensive 8-week term over the academic year:

		English	Mathematics	IT
Semester 1	Sep-Jan	Cohort 1/Cohort 2	Math 1 & Math 2	IT1 & IT2
Semester 2	Feb-Jun	Cohort 1/Cohort 2	Math 1 & Math 2	IT1 & IT2
* Summer Intensive	Jun-Aug	Cohort 2	---	---

* Repeat students for Cohort 2 English only

5.5 GFP Assessment

GFP assessments are a combination of continuous assessments and final examinations, all of which are rigorously reviewed and revised to align with student learning outcomes and to test what is taught, learned and practised during each course. An eclectic range of assessment types and tools guarantee that student performance is accurately reflected in assessment outcomes to ensure that promotion through the programme matches the proficiency and competence expected at each level.



5.6 GFP Graduation and Progression to Specialisation

Students are required to pass all GFP components to graduate. Students who fail to graduate have to repeat the required components: English, Mathematics and IT. For English, this means repeating Cohort 2; for Mathematics and Information technology, this means clearing Math 1 and Math 2 and/or IT 1 and IT 2.

Students who pass GFP English and have attained the required IELTS band score but have yet to clear GFP Mathematics and/or IT can be given provisional acceptance to progress to Specialisation providing they clear the components within one semester. In such cases, individuals are responsible for attending tutorial and support sessions provided by the GFP during the semester.

Students who graduate from the GFP but fail to achieve a minimum IELTS band score of 4.5, have to repeat Cohort 2 (Summer Intensive, Semester 1 or Semester 2). If they pass the Cohort, they will be allowed entry to Specialisation without having to achieve a minimum IELTS band score of 4.5.

Students who graduate from the GFP with an

IELTS band score of 4.5 and wish to progress to a local degree programme, which normally required a minimum IELTS band score of 5.0, will have to first pass an 8-week intensive English language course, which will run if demand is sufficient to run the course.

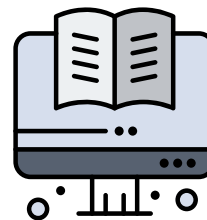
5.7 CPS Student Handbook

Further GFP course details are included in the CPS Student Handbook distributed to all GFP students at the outset of the academic year.



6. Undergraduate Studies Programmes

Details of the programmes offered by the Undergraduate Studies Department of CBFS are available in the programme handbooks.



7. Professional Studies Programmes

Details of the programmes offered by the Professional Studies Department of CBFS are available in the virtual learning environment/platform.



8. Postgraduate Degree programmes

Details of the programmes offered by the Postgraduate Studies and Research Department of CBFS are available in the programme handbooks.



9. Admission and Registration

9.1 Introduction

The College Admissions and Registration Department deals with all aspects of student admission and registration, ranging from the initial processing of the application to graduation.

9.2 Admission criteria

The College admission criteria vary based on the programme you wish to pursue. The admission criteria are given in Appendix 1.

9.3 Documents required for admission

The following documents are required for the completion of the application process:

- A completed Online Application Form
- Electronic copy of the Original of general diploma school certificate, Conduct certificate
- Scanned copy of ID, or a passport (original to be submitted for verification)
- 2 recent passport-size photos to be uploaded
- Payment of the application fee (OMR 50)
- For students desirous of seeking admission to the University of Bradford programmes, the University of Bradford application form
- For students desirous of seeking admission to the University of Strathclyde programmes, the University of Strathclyde application form
- If applicable, any documentation related to prior learning (such as English IELTS

certificate, professional or work experience, etc.)

9.4 Registration process

9.4.1 Existing students

All existing students must register for modules/units/subjects which they are required to study during the semester. Current registered students will have to submit the Semester Registration Form through their individual student portals within the registration deadline. In case of CBFS Degree programmes, the registration form for existing students shall be approved by their Academic Advisor via the student portal. Students under probation are required to meet their Academic Advisor for identifying the modules for registration.

9.4.2 First time admission

If you are seeking admission for the first time you must submit an online application form to the Admissions and Registration Department along with certified copies of your academic record and English Language level.

A placement test to check the student's level of proficiency in English Language will be conducted by the CPS. Based on the results of the test, students will be placed in the appropriate semester until they complete the General Foundation Programme at the CPS.

A one-time Registration Fee of OMR 50/- has to be paid for Foundation, Diploma & Undergraduate programmes, and OMR 100/- for Master's Degree programmes.

9.4.3 Admission Completion

Upon completion of the admission process, the Department will inform you of the date on which you may collect your email ID and College Identity Card. If you are studying the UOB programme you will be informed of the date by which you will receive your UOB ID card.

Applicants who have been formally accepted to study at CBFS will be registered as students of CBFS.

The registration of new students will involve the following steps:

- Issuing the student with a College Identity Card.
- Issuing the student with a College email address, login details and a password for the College computer network.
- Providing students with important information (for example timetable and Student Handbook).

New students will be explained the rules and regulations and other relevant issues at the Induction session. This event is designed to familiarise new students with processes and procedures of the College, and to give an opportunity for students to meet College staff and to be informed about any matters of common interest to new students.

Registration is not completed until all fees due have been paid, or other arrangements made to the satisfaction of the College.

9.5 Late Registration

Late registration means that students have not completed the registration process within the

stipulated period. The total period of the delay should not exceed two weeks from the date of commencement of the semester. Registration requests received after expiry of two weeks from date of commencement of the semester shall not be entertained.

9.6 Accredited/ Recognition of Prior Learning

The student should submit a request to the Admissions and Registration Department. The Department will forward the request to the College Accredited/ Recognised Prior Learning Committee to ascertain whether a transfer is possible and feasible. The Committee will process the request and the outcomes of the cases processed will be communicated to the Admissions and Registration Department within ten days from date of receipt of claim from the Admissions and Registration Department.

The outcome will be communicated to the students within three weeks of receiving the claim.



Accredited/ Recognition of Prior Learning Process Flow Chart

Step 1: Wish to claim Credit for Prior Learning?

Step 2: Contact the College Admission & Registration Department and submit your request in the prescribed format along with your transcript and detailed course outline

Step 3: Admissions and Registration Department submits the requests to the College APL/ RPL Committee

Step 4: APL/ RPL Committee meets to process the requests
Maps the Syllabus with the course modules the student is pursuing. Verifies the currency of the qualification to ensure that it is relevant. Maps the Course Modules with the CBFS Degree APL framework

Step 5: APL/ RPL Committee approves the student requests. If additional information is needed the student will be asked to submit the same. The request will be processed only on receipt of the required information

Step 6: Applies only to students transferring to the Pearson BTEC Higher National Diploma. APL/RPL Committee submits approved requests to the International Standards Verifier for confirmation

Step 7: Applies only to students transferring to the Pearson BTEC Higher National Diploma.
The International Standards Verifier will verify the APL/RPL Committee's decision and decide either to accept or reject the proposal

RPL Claim confirmed

RPL Claim rejected

Step 8: Applies to all APL/RPL requests
APL/ RPL Committee informs the Admissions & Registration Department of the decision and the International Standards Verifier's Decision.

Step 9: Student/s, assessor/s and the College Registrar are informed of the decision. Admission and Registration Department will maintain records of all APL/RPL cases.



9.7 Fees

The programme fee schedule is shown in Appendix 2

In cases where two or more self-sponsored siblings are registered for the same programme, both siblings will receive a discount of 10% of the tuition fees subject to the siblings studying in the same semester. Students are requested to make payment before the specified dates mentioned for the programme they have chosen to study. The Bank Debit Card Swipe Machine and Bank Account numbers are available with the Finance Department. The College does not accept cash payment of fees.

- The original cash deposit slip with the student's ID number and Course details must be submitted to the Accounts Department or the Debit Card must be swiped.
- TWO receipts will be handed over to the student.
- The student should retain one receipt for his/her personal records.
- A student will only be registered once he/she completes these formalities, within the stipulated period.

9.8 Arrangement for the Payment of Fees

Students seeking admission for the first time shall pay the fees at the time of completing the admission formalities.

Current registered students will have to submit the Semester Registration Form through their individual student portals within the registration deadline. In case of CBFS Degree programmes, the registration form for existing students shall be approved by their Academic Advisor via the student portal.

Semester Fee payment is due at the beginning of the semester and is to be finalized before the end of the second week of the semester. The College expects its students and their sponsors to pay any fees or other financial obligations due to the College, within the prescribed period.

In exceptional circumstances, the College may accept payment by agreed instalments provided:

- a. 50% of the semester fees are paid upon registration.
- b. The balance of fees is to be paid in maximum 3 installments supported by issue of 3 postdated cheques during the registration period.
- c. All postdated cheques must be cleared at least one month before the final examination. In case any cheque was returned by the bank, the student has only 5 working days to clear the dues by swiping the card in the Finance Department. Failure to do so within the 5 days will raise a penalty of 10 OMR on the student.



Any student who defaults in the payment of fees may face the following consequences:

- Future registration may be denied
- Registration may be cancelled/ withdrawn
- Student may not be allowed to submit assignments or appear in the examination
- Transcripts will be withheld
- Graduation Notification and Certificate will be withheld.

It is each student's responsibility to keep records of all registration and fee payment dates and deadlines though the Admissions and Registration Department may issue a reminder to the defaulting student. In case of any financial problems, students should contact the Admissions and Registration Department as soon as possible.

9.9 Refunding of Fees

If circumstances arise which, in the College's sole discretion, give sufficient grounds for a student to have to withdraw after registration, fees are refunded, subject to a written withdrawal/drop application submitted through the student portal, according to the following rules:

From 16 days up to one month from the start of the course	50% of the course fees to be paid by the student
After one month from the start of the course	No refund

The above time limit has been defined in the refund policy.

If the student applies to drop out/postpone within 15 days from date of commencement of the programme, he/she will be permitted a full refund of the fees or to transfer the paid amounts to another semester. If, however, the student has

received the course books prior to submission of application for dropping out/postponing study, he/she will be charged for them based on the cost of the books to the College.

The registration fee is not refundable under any circumstances.

Fees paid in excess of that required for the registered units/subjects, will be carried over to the following semester.





10. Changes to your Registration

10.1 Withdrawals and Suspension

Students, who do not wish to continue their education, may exit from the College and should do so before the start of the semester with prior written notice to the Admissions and Registration Department. The Department will inform the student of the requirements to be fulfilled for withdrawal.

Re-admission requests should also be submitted to the Admissions and Registration Department through the student portal.

The College may decide to suspend a student as a result of a disciplinary action for misconduct or for persistently poor academic performance.

A suspended student is not allowed to use College facilities or participate in any scheduled teaching sessions and will not be entitled to a refund.

If a student wants to drop out of or postpone a semester to another academic semester, he/she can do so within a span of 15 days from the start of the course.

10.2 Condition for Re-Admission

The following should be considered by student wishing to rejoin the college:

- Registration fee of R.O 50/- is applicable if he/she completed 2 years without registering.
- The student must appear for a fresh placement test.

10.3 Transfer between Different Departments of the College

The following should be considered by students desirous of changing their specialization or dropping out of/postponing a semester.

If a student wants to change his/her specialization in a particular semester, he/she can do so within a span of 15 days from the start of the course and in accordance with the following conditions:

- Satisfaction of the admission requirements for the specialization to which the transfer is requested.
- Availability of a vacancy in the specialization to which the transfer is requested.
- Approval of the Departments to and from which the transfer is requested.
- Settlement of dues
- The student will be permitted to transfer any paid amounts to the new specialization. If, however, the student has taken the books pertaining to the specialization, he/she will be charged for them, based on the cost of the books incurred by the College.
- Students sponsored by Ministry of higher Education must follow the instructions given by the Ministry. The change may result in unit credits from the first specialization to be lost if they do not form part of the new course. Students must check with the Admissions & Registration department to ascertain the consequences of the change from the academic and finance aspect.

10.4 Transfer within Same Department of the College

Please see 9. 3 above.

10.5 Deferral of a Module, a Semester, or an Academic Year

A student may apply to defer from a module, a semester, or an academic year for reasons deemed acceptable to the College, including health and/or financial issues, to seek full time employment, or any personal issues.

Before taking the step to defer the student must discuss the circumstances with, and seek advice from, the Directors of their respective departments and their Academic Advisor. For the Pearson BTEC Higher National Diploma, the deferral of module will not extend their registration validity. The programme still needs to be completed within the stipulated period of registration/programme validity.

Students wishing to postpone their studies after classes have commenced should contact the Admissions & Registration office and submit the request through their individual student portals.

- Postponement will be allowed up to two weeks of starting the classes and during add & drop period.
- For self-funded students, evidence needs to be submitted supporting the postponement (example: medical certificates).
- For sponsored students, a written approval must be obtained from the sponsor before actually postponement.
- Students sponsored by Ministry of Higher Education must follow the instructions given by the Ministry.

Applications of deferral after the deadline need the approval of Director of Admissions & Registration - The deferral is subject to the College's fee refund policy.

Deferred semesters are not included in the calculation of the period of study.

10.6 Discontinuation or Postponement for more than 2 Years

If a student postpones or discontinues his/her studies for more than two consecutive years, he/she will have their registration cancelled. Such students would have to pay the registration

fees on re-admission as a fresh student. The rules and regulations of the partner institution/affiliate will also apply.

10.7 Change of Mode of Study (Morning batch to evening batch)

Students wishing to change mode of attendance after classes have started must submit the request through their individual student portals to the Admissions and Registration Department. In case of missing classes, students should be aware of the following:

- The change will be allowed up to two weeks of starting the classes and during the add & drop period.
- For self-funded students, evidence needs to be submitted supporting the change (example: letter from their workplace).
- For sponsored students, a written approval must be obtained from the sponsor before changing.
- Students requesting a change in mode of attendance after the two weeks add & drop period has concluded will need to obtain the approval of the Director of the concerned departments.





11. Student Support

The College provides resources that you need to successfully complete your studies. You will be introduced to these resources during the induction and your first few days at the College. You will also be taught the procedures for using these facilities.

The College provides the following facilities:

11.1 Library

The College Library is located on the first floor and comprises of eight sections:

- Textbooks and other teaching resources collection.
- References collection.
- Lending Section.
- Periodical Section.
- Internet and Computer Section
- Electronic/CD Referencing
- Training Material Section
- Galleries Section

The Library facilities are available to all current students. The library has facilities for quiet study as well as support materials for the courses offered. It stocks books, journals, newspapers, CDs, DVDs and CD-ROMs. To join the Library, you will need to show your current student card. Your membership is valid for the duration of your course and all items must be returned prior to exiting the College.

11.2 Computer Labs, Internet Access and Email

The College has a range of I.T. facilities including Internet connectivity, computer labs, lecture halls fitted with network and Wi-Fi projectors; and Wi-Fi in designated locations within the College buildings. You may use the pre-paid printing & photocopying facility provided at Student Print Stations for your assignments, notes etc. Any student using College I.T. facilities is expected to abide by the I.T. Policy and to follow section

14.2 below.

11.3 Academic Advising

11.3.1 Introduction

The College Academic Advising Policy is applicable across all its departments. Academic staff share the academic advising role.

11.3.2 Objectives:

Academic advising assists students in the following areas:

- Their transition to Higher education and life at the College.
- Makes students familiar with academic policies, rules, procedures, and requirements.
- Helps students take responsibility for their learning and goal setting.
- Helps students develop educational plans consistent with their interests, abilities, and goals.
- Enables students to successfully complete their studies in a timely manner.

11.3.3 Student's Responsibilities

- To comply with the College's published academic policies, regulations, and deadlines.
- To work with the academic adviser on issues raised by them.
- To inform the academic advisor of illness, any academic difficulties, programme or career changes, financial or any personal problems that may affect their academic performance.
- To be well prepared for any proposed meeting with the academic advisor.
- To abide by the schedule provided by the advisor.
- To maintain a record of all meetings with the academic advisor.
- To regularly respond to messages and directions from the academic advisor.
- To provide advisors with feedback and follow through on advisor recommendations as needed.
- To ensure that they are cognizant of information and procedures.
- To provide accurate information to the academic advisor.
- To understand the syllabi of the subjects taken, prerequisites and the impact on the progression in the chosen programme of study.
- To understand academic performance standards.

11.3.4 Advising procedures

All new students joining the College will be assigned to an academic advisor and will usually continue with the same advisor through to graduation. Students should consult their advisors in the first instance with any queries, questions or complaints in relation to any academic matter.

Advisors will prepare a record of all meetings, including agreed outcomes. Students should consult their advisors in handling all their regular advising needs, including, registration, changing programme or stream, add/drop courses, academic progression requirements, etc.

11.3.5 Other College Departments

There are many other departments to assist

students during their time in the College.

Academic advising will help students with their academic pursuits in liaison with other concerned departments. Each department keeps up-to-date information in its own area. Students must visit these departments to obtain updated information relating to their study and other activities in the College. Some of the departments of interest to the students are the Admissions and Registration, Student Affairs, Finance Department, Internship and Graduate Follow-up Unit etc.

11.4 Academic Support Centre (ASC)

14.4.1 ASC Services

The ASC offers confidential, supportive academic consultations.

What we do:

- Supports your academic needs in:
 - Essay Writing
 - Critical Analysis
 - Study Skills
 - Exam Preparation
 - Dissertation/Research
 - Referencing/Plagiarism
 - How-to Reference Online Tool
 - Time Management
 - Individual study schedules
- Proofread your work and give feedback
- Discuss and identify your learning needs
- Provide you support to overcome academic challenges
- Train you in academic etiquette
- Identify your aspirations and support you in gaining workplace skills.
- Support for
 - Gaining maximum benefit from learning at the CBFS
 - Transferring this to being an effective employee

Request appointment through student page in CBFS portal: <https://apps.cbfs.edu.om/ASC>
OR approach ASC office, Ground Floor CBFS
Phone: 22059738
Room No: G18

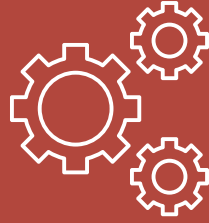
11.4.2 ASC Objectives

- Complement the existing range of language and academic writing support.
- Identify gaps in students' personal and academic skills, provide distinctive, new forms of learning experience on a mixed model of drop-in, one-to-one support, and scheduled classes.
- Develop resources, covering the necessary range of academic and personal skills.
- Assist underprepared, prepared and high-achieving students in developing the further skills necessary to achieve their academic goals.
- Support student achievement of learning goals through critical thinking, collaboration, communication, and self-reflection.
- To maintain good working relationships with students and staff.
- To create and organize electronic resources for the centre.
- To provide formative guidance on students' draft work, offering advice on academic writing style, structure, critical analysis and referencing.
- To provide drop-in support for students' concerns, both academic, e.g. exam preparation, and pastoral, e.g. stress management.
- To plan and implement the effective delivery of weekly ASC priorities to meet varying service demands over the academic year.
- To provide a point of contact for signposting students to other relevant services, e.g. programme administrators.
- To foster and maintain a friendly, professional learning development environment for students and staff at CBFS.

1.4.3 ASC Responsibilities

- To evaluate students' learning needs.
- To plan, organize and conduct workshops for academic skills to classes of students.
- To develop and manage learning resources.





12. Student Services

12.1 Medical Services

The College has an on-campus qualified nurse to provide emergency medical assistance and to deal with minor health issues. The College has made arrangements with Muscat Private Hospital to assist students if they take ill in the College premises.

The college has a contract with Muscat Private Hospital for emergency cases.

The college has a medical insurance for expat students to be treated in the governmental hospital free of charge.

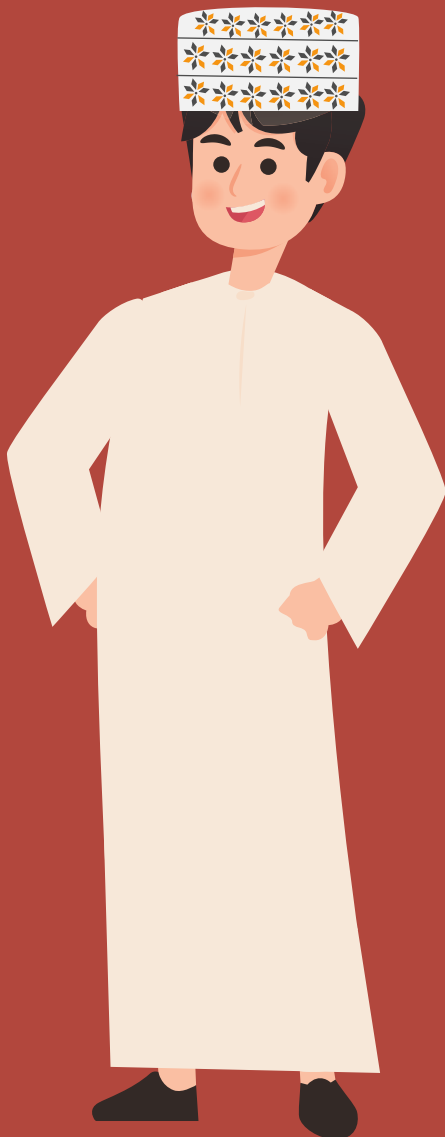
First Aid procedures:

All first aid boxes are located in the clinic.

12.2 Facilities for Students with Special Needs

The College is committed to a policy of equal opportunities for students with a disability or specific learning difficulty. Therefore, if you are hindered by any physical or attitudinal barrier please inform the College at the time of seeking admission or as soon as you become aware of your disabilities.

If you think you might require alternative arrangements for examinations, you should consult your academic advisor and the department director as soon as possible after you start your studies.



12.3 Security and Safety

12.3.1 Health and Safety policies and procedures

The College is committed to providing a safe and secure place for study, learning and work for its students and staff. Students and staff are required to observe the College's Health and Safety policies and procedures, including those relating to fire safety, first aid and incident reporting.

12.3.2 Misuse of Equipment

Students found misusing equipment provided for their health and safety or that of others will be subject to the College's Disciplinary Procedures.

12.3.3 Hazardous Substances or Equipment

Students are not permitted to bring substances or equipment that could be considered hazardous to health onto the College premises.

12.3.4 Emergency Procedures

In case of emergency you must follow emergency evacuation procedures given below:

- Respond to fire alarm immediately.
- Evacuate the building immediately using the nearest Exit.
- Use the staircase. Never use elevators.
- Follow the instructions given by fire wardens.
- Report to the assembly point in front of the main entrance.
- Do not re-enter the premises until authorized by College authorities.

12.3.5 Personal Property

Following the sounding of the fire alarms, or a request to vacate the building, any student who fails to evacuate the premises will be subject to the College's Disciplinary Procedures.

The administration is not responsible for any loss of property. Please keep personal property

in a safe place.

12.3.6 Security Officers, CCTV

The College offers its staff and students a secure environment using Security Officers, CCTV and biometric access for its staff and punch card access for outsourced employees and part-time academic staff. Security officers are posted at the entrance and patrol the College campus.

12.4 Cafeteria

There are 4 cafeterias on the college premises which provide food and refreshments to students and staff of the College. There are coffee vending machines installed in designated places. You must not take food and beverages to the classrooms, library, computer labs and the prayer rooms.

12.5 Accommodation

The College does not provide accommodation or hostel facilities to its students. However, the College will assist you by providing you with details of reputed boarding and hostel services providers in Muscat region. For further details you may contact the Student Affairs Office.

12.6 Transportation

The College does not provide transportation facilities to its students. However, the College will assist you by providing you with details of transport providers in Muscat region. For further details you may contact the Student Affairs Office.

12.7 Counselling Services

The College has a devoted Student Counsellor whose role is to provide a wide range of support services to all our students to promote their academic, social and personal growth at the College. The range of services provided include counselling to individuals and groups, consultation and crises intervention.

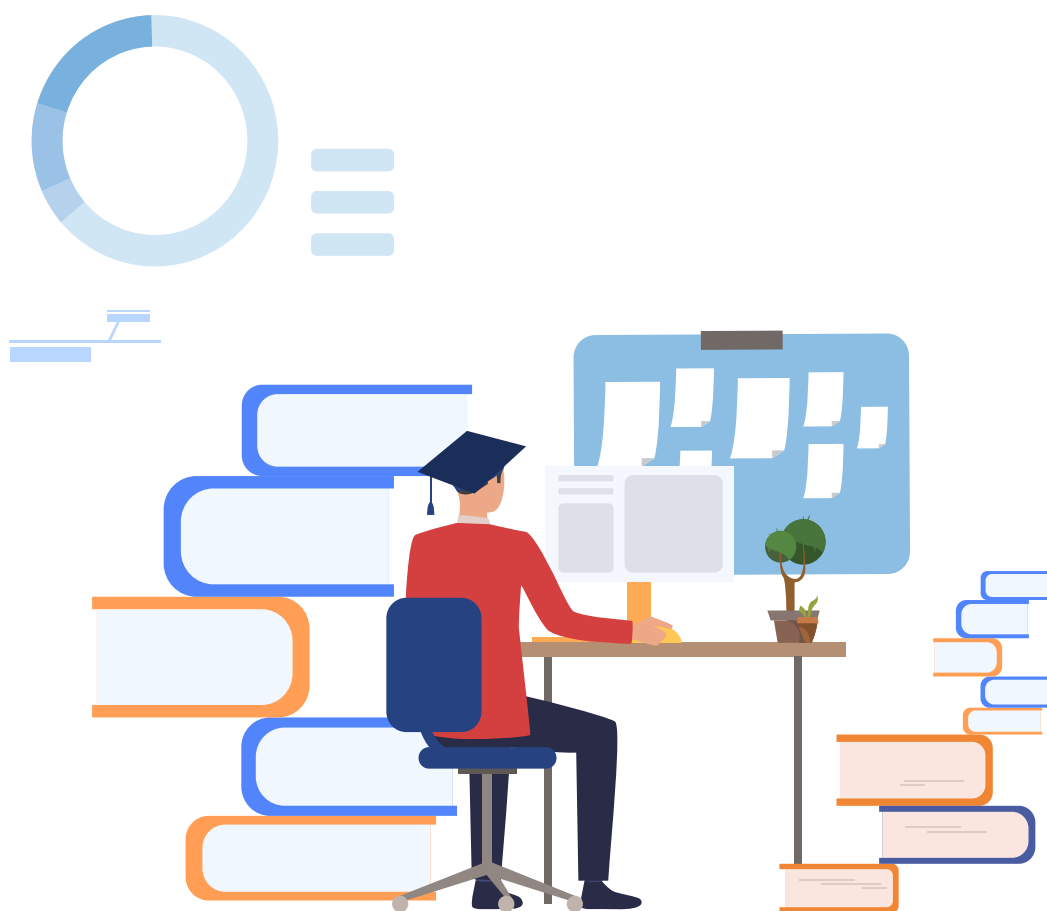
12.8 Student Activities/Student Centre

Co-curricular activities must form an integral part of your student life. They help you to explore your strengths, diverse identities, and values. They develop your skills, enhance your creativity keep you connected with other students and make you more responsible.

The Office of Student Affairs is responsible for the co-ordination and implementation of a creative, responsive, and diverse co-curricular programme at CBFS that strives to cultivate individuals who have not only mastered academic coursework but have also developed active interests and skills in interpersonal relations. The College promotes participation in a wide range of student organizations and activities. Students are encouraged to participate in various academic, social, athletic, literary, and religious activities at Collegiate and Intercollegiate levels.

12.9 Athletics and Recreation

The College has an agreement with the Bousher club to use their facilities particularly the football field, basketball and volleyball courts. The Student Affairs Office organizes sporting events such as chess tournaments, basketball, volleyball and football matches. It is also involved in organizing social and recreational activities and events such as the annual open day, cultural day and health day as well as academic/social trips.



13. Assessment Regulations

13.1 Introduction

A valid, reliable and consistent assessment process underpins effective teaching and learning. Students can improve their performance only when they receive timely and relevant feedback on their performance. Provision of constructive feedback depends upon timely assessment of all student work. Good assessment ensures that student learning is linked to the course objectives. As assessment is integral to teaching and learning both the staff and the students must understand the assessment policy and procedures and ensure that they comply with it in the assessment of all courses offered in the College.

13.2 Types of Assessment

The College will inform you of the types of assessment, their schedule and relative weight for the calculation of the overall mark of the module via the module descriptor. Your subject lecturers will give you the module descriptor in the first week of the commencement of classes. For ACCA and the Pearson BTEC Higher National Diploma, the information is available in the Virtual Learning Environment. The academic departments of the College define the submission dates for all coursework/ assignments, the assessors fix the dates for class tests/quizzes and the College Examination Committee fixes the dates for time-constrained examinations. You are required to adhere to these deadlines/dates.

13.3 Assessment Timetabling

Final examination timetables and venues will be published by the Examination Committee. You are expected to attend examinations on time. The code of conduct of a student in examinations is given in the Code of Conduct section of this handbook. (See section 14.4). Some exams maybe scheduled at the weekend due to time constraints.

You must complete your coursework and submit it within the stipulated timeframe. Failure to adhere to deadlines may result in non-acceptance of coursework and a failure in the relevant module/

unit. All coursework must be your own effort and external sources used must be properly referenced. Not doing so constitutes a case of plagiarism (see section 14.5). Plagiarism is a case of academic misconduct and it will be dealt with accordingly, potentially incurring penalties.

13.4 Extenuating Circumstances

The College has in place an Extenuating Circumstances policy. If you feel that circumstances beyond your control have adversely affected your performance, then you may apply for consideration. (See the Extenuating Circumstances section 13.17). The College will assess the claim for mitigating circumstances and, if the claim is accepted, the College Student Affairs and Discipline Committee will seek to address the case of mitigating circumstances of a student in a manner deemed appropriate by the College Student Affairs and Discipline Committee. (See also 13.17).

13.5 Delayed or Incomplete Work

You are expected to complete and submit all your coursework on time. Your assessors will not accept any late submissions. You will have to redo the coursework during the following semester for the Higher National Diploma Programmes and the CBFS Degree Programmes. You will be required to follow University of Bradford guidelines for late submission of coursework/ assignments.

13.6 Feedback

Your assessors will provide you with formative and summative feedback on your assignments, class/mid-term tests wherever applicable/ permissible. No formative feedback is provided on final examinations.

13.7 Examinations

Examinations form an integral part of the assessment process. Academic learning needs to be demonstrated in order to measure achievement of learning outcomes and the effectiveness of the teaching and learning

activities in the College. Examination is one of the methods of assessment practices that are used for this purpose. Examinations help the College in ensuring its students are assessed in an equitable, fair and transparent manner. Based on the requirements of the course, examinations may be closed book or open book time constrained classroom based. Regular final or end of semester examinations are held in December/ January and May/ June, while the Postgraduate examinations are held in April and August respectively. The expected conduct of a student at examinations is detailed in section 14.4.

13.8 Grading System

The grading system varies based on the requirements of the programme. Details of the Grading system is available in the programme handbooks.

13.9 Determination of Final Grade and Conditions for Progression

The final grade for a module is determined by all components of assessment and their weights which have been specified in the Module Descriptor. Unsuccessful students will be required to retake the failed module at the earliest opportunity, based on the programme requirements.

Your progression to the next level of study is normally subject to successful completion of the requirements of the course taken at the current level of study, the accumulation of the necessary credit amount allocated to this level and fulfillment of the requirements of the awarding bodies in case of the Higher National Diplomas, University of Bradford and University of Strathclyde programmes.

13.10 Passing / Failing a Module

You will fail an assessment or a module, if you have a final mark /grade below the minimum requirement stipulated in the programme.

13.11 Repeating a Module

Students who have to repeat a module or have previously failed this module and are

required to repeat the module must do so at the next available opportunity. The Examinations Committee shall provide information on the dates on which the re-sit/ supplementary examinations will be conducted. The resit applies only for the University of Bradford and Higher National Diploma students. For details see the respective programme handbooks.

13.12 Request for Review of Final Module Grade

13.12.1 Academic Appeal Policy

The Academic Appeal Policy is part of the student support facilities provided by the College to facilitate learning. The Academic Appeal procedures ensure that students who feel that they have not been treated fairly in their assessment have a consistent and clear procedure to take up their concerns.

13.12.2 Academic Appeal Procedure

Students appealing against assessor decisions must follow the procedure explained below. If a student feels that the assessment decision is unfair, he or she should have an open dialogue with the unit assessor expressing their concerns as soon as the results are declared no later than five working days after declaring the results.

13.12.3 Appeal Committee

If the student still feels that the decision is unfair, he or she may appeal against the decision to the Examination Results Appeal Committee. The student should collect the appeal form available with the departmental coordinators. The student should complete section 1 and 2, the assessor must complete section 3 and both student and assessor must sign the form. The student must return the appeal form to the department coordinator within two weeks from the declaration of results. This applies only to the Pearson BTEC Higher National Diplomas and CBFS Degrees. The appeal should be submitted within 5 working days from the release of results or grades for the assessment. The decision of the Examination Results Appeal

Committee will be final and binding.

13.12.4 Appeal outcome

The College Registrar shall inform the student of the outcome of the appeal and update the grades wherever necessary.

13.13 Change of either Grade or Mark

The College has a robust and reliable procedure in place to ensure that grades uploaded on the Result Management System are accurate and complete. However, a module assessor may arise a request to change the grade after his or her submission of final grades to the College Registrar. The request for change must be approved by the Department Director in writing. The Registrar will record the change and the student will be informed of the change.

13.14 Grade Improvement

You may apply for grade improvement by following the requisite procedure outlined in the programme handbooks.

13.15 Academic Probation

The concept of Academic Probation does not apply to the Pearson BTEC Higher National Diplomas. For details on academic probation please see the CBFS Degree handbook.

13.16 Dismissal

A student is dismissed from the college if any one of the following conditions is met:

- If his/ her CGPA is less than 1.8 after he/she was on Third Probation and if his/ her CGPA is less than 2 after he/she was on Fourth Probation.
- If a dismissal decision is made by the college because of disciplinary matters.
- For the Higher National Diplomas, as per the programme guidelines.

13.17 Appeal on Dismissal

A student may appeal against his/her Dismissal in accordance with the procedures prescribed in the Student Affairs and Disciplinary Committee.

13.18 Claiming for Extenuating Circumstances

Extenuating Circumstances are defined as any unforeseeable and unpreventable event which might significantly impair the academic performance and progression of a student, prevent him/her from submitting assignments/ coursework on the stipulated date. It might apply to all or some assessments and might continue over a long period of time.

Circumstances include, but are not limited to, illness, a death in the immediate family and severe accidents. Circumstances which are not covered under this policy include, among others:

1. Transport difficulties, non-availability of transport or missing the transportation bus.
2. Computer or printer failure, loss of USB device, failing to create a back-up of coursework or assignment.
3. Receipt of a call for a job interview on the day of scheduled exams/class tests.
4. Employer refuses to grant leave because of failure to complete your assigned work as per schedule.
5. Minor illness such as headache, coughs and common cold.
6. Illness after the assignment submission deadline has passed or after the exams have been concluded.
7. Attending own wedding.
8. Missing the examination date or turning for the exam at the wrong time or late.
9. Claiming non-receipt of examination timetable.
10. In case of group work – If one of the members fails to complete the task assigned to him /her. This will be considered while assessing the work.

Any claim for extenuating circumstances must be supported by proper documentary evidence.



14. Student Code of Conduct

Student behavior affects the reputation of the College. Hence the College expects all students to maintain acceptable standards of conduct and behavior, both on and off campus.

14.1 Student Code of Conduct in the Library

14.1.1 The Library provides spaces for silent study. Therefore, the following rules must be complied with:

- Use of mobile phones, eating, drinking, and any unruly behaviour inside the library is strictly prohibited. The librarians are empowered to take necessary action against users violating this rule.
- Users are advised not to leave their belongings unattended in the library. The library shall not be responsible for any damage caused to or loss of personal belongings of the users which were left unattended.
- Users are required to ensure that the items borrowed from the library are not lost, defaced, damaged, obliterated when they have been issued to them and are in their possession.
- The library shall not convey to the users any telephone calls received on the library extension.
- Students are not entitled to use the library telephone.
- Users desirous of using the discussion rooms must book the room in advance. The rooms may be used for a maximum period of 2 hours at a time and there should be at least four members in the group.

14.1.2 Penalty for breaching the library rules

- The library staff have the right to inform the member that note has been taken of unacceptable behaviour in the library.
- The staff may also verbally warn the offender.
- The staff may also ask the offender to leave the library.

14.2 Student Code of Conduct for I.T.

14.2.1 The Computer labs and other I.T. facilities provided by the College are to help students study. Hence:

- Students using the computer labs must respect the right of other users work in a quiet and disturbance free environment.
- Students should not carry food and beverages to the computer labs.
- Students should not miss their scheduled classes and spend time in the computer labs.
- Students should not attempt to download or install any software in the lab computers.
- Students should not connect their personal devices to the printers.
- Students should take care of their personal belongings when they are in the labs.
- Students shall not encourage persons who are not students of the College to enter the Computer labs.
- Faulty I.T. equipment, software problems or any other shortcoming in the I.T. equipment, or the room in which it is located, should be reported to I.T. Department. The fault can also be reported through the online portal

<https://apps.cbfs.edu.om/ITHelpDesk>

14.2.2 Internet usage

- The College provides internet access to facilitate learning and teaching. It should be considered a privilege, not a right.
- The I.T. facilities of the College may not be used for personal use like promoting

one's business, soliciting business, creation of destructive programs (viruses and/or malware), for circulating political material and sending abusive / offended message.

- The electronic mail system shall not be used for sending unsolicited mail or for sending chain letters. The email must not be used to send fraudulent, or any unlawful material.
- Copyright laws, fair use provisions, software licenses must be adhered to.
- Breach of any provisions of this policy may result in severe consequences like immediate suspension privileges to use the resources and services, disciplinary action, including dismissal from College and/or legal action.
- The College shall disclose a user's identity to assist investigation into computer abuse.
- Views expressed by any student using the College computer network system are not to be deemed to be the views of the College.
- Users are responsible for safeguarding their passwords for the system.
- Individual passwords should not be printed, stored online, or given to others.
- Users are responsible for all transactions made using their passwords.
- The activities on internet by users are subject to monitoring. Those who view materials which are considered to be inappropriate for display will be asked to close the site and are advised not to repeat.
- Usage of college network, internet, email is further subject of existing I.T. Policies.

14.3 Code of Conduct for Social Media

Social media tools are an integral part of our everyday life. They help us to share information and knowledge, enhance learning, help us to be innovative and encourage collaboration. Social media is a powerful tool to connect with the wider world. If it is used effectively it can lead to an enriched learning experience and enhance your employability skills. However social media abuse can cause permanent damage to you, the College and the other

users. Some examples of Social media sites are:

- Multimedia and social networking sites, such as Facebook, Instagram, LinkedIn and YouTube
- Internal or external blogs and micro-blogs including Twitter
- Community discussion forums such as Yahoo! Groups and Google Groups
- Wikis, such as Wikipedia
- Any sites where you can post text, photos and video, such as Pinterest, Flickr, Google+, Tumblr

The College has a number of official accounts on sites such as Facebook, Twitter and LinkedIn. CBFS uses these to share information and express views and opinion as a corporate organization.

Students should use social media sites in a responsible way without violating any College regulations.

The following are activities you must not engage in on Social media:

- You must not make derogatory comments on social media
- You must not share confidential information about others
- You must not post controversial, obscene, copyrighted or trademarked material
- You must not provoke arguments, or incite disruptive behaviour
- You must not make allegations about others
- You must not use social media to harass, threaten, insult or defame others
- You must not disclose confidential College information, non-public strategies
- You must not use social media to send chain letters, junk email, or bulk communications
- You must not use the college logo in your posts for advertisement without permission
- You must not open a similar college official account and copy the content

Any discussion and information posted on social media should not have a negative impact on the College's reputation. Breach of principles may lead to severe

consequences including expulsion from the College.

14.4 Student Code of Conduct in Examinations

Examinations form an integral part of the assessment process. Academic learning needs to be demonstrated in order to measure achievement of learning outcomes and the effectiveness of the teaching and learning activities in the College. Examination is one of the wide ranges of assessment practices are used for this purpose. Examinations help the College in ensuring its students an equitable, fair and transparent assessment process.

The following are guidelines for students:

1. All candidates should be in their respective halls 15 minutes prior to the exam time or as provided by the international collaborator rules.
2. Candidates would not be allowed inside the halls without their Hall Ticket and ID documents (College ID/ National ID/passport/latest photographic identification document/ Driving License).
3. Candidates must keep their Hall Ticket or/and ID documents on top of their desk.
4. Mobile phones are strictly prohibited in the hall. If you have a mobile phone you must switch it off and keep it in the place identified by the invigilator on duty.
5. Students must not take into the Exam room any unauthorized books, manuscript, notes, electronic devices or any other means whereby they may improperly obtain assistance in their work, or any bag, case or receptacle, in which such unauthorized articles can be carried. Usage of any electronic device like Blue tooth smart phones, smart watches, ear buds, programmable calculators, I-pads or any similar equipment is also prohibited. If these are brought to the examination room, then they must be

left in a designated area of the examination room at the owner's risk. If unauthorized material is discovered in a student's possession or at his/her desk during the exam, the student will be charged with academic misconduct, whether the material has been accessed or not.

6. Students may only start the examination when the Invigilator announces the start of examination.
7. Candidates may only take authorised printed materials or manuscripts in the case of open book examinations.
8. Students can submit their answer booklets only after half time of the total duration or as prescribed by our international partner.
9. Students must obey all the instructions of an invigilator at all times.
10. Candidates must sign the Examination Register when it is presented to them by the Invigilators at the commencement of each examination.
11. Students are not permitted to leave the exam room under any circumstances. No exception is permitted unless there is medical evidence. Once the student leaves the exam room, he/she will not be permitted to re-enter the exam room.
12. No food or drinks are allowed in the exam hall. Students may bring water only.
13. Students must not communicate with each other or exchange any materials (e.g. erasers, paper, calculators, etc.).
14. Students may not leave the examination room in the first 30 minutes of the exam. Any student who arrives late (up to 30 minutes) may be admitted, but no extra time will be allowed. Those arriving later than 30 minutes after the start of the examination will not be admitted.
15. Students must stop writing immediately, put their pen down and turn their



examination script face down at the conclusion of the specified time.

16. All students must remain seated in silence until all scripts are collected and the invigilator tells them they can leave. Students will not be permitted to leave the hall in the last 15 minutes.
17. Students may not remove any examination material from the examination room.
18. Candidates who are guilty of any misconduct, during an examination may be suspended or dismissed from the examination by the Invigilators. Action may also be taken against such candidates and academic misconduct



14.5 Plagiarism

14.5.1 Plagiarism defined

The College takes a stern stand against all offences of plagiarism. Plagiarism is defined as the act of using another person's words or ideas without giving credit to that person (Merriam-Webster Dictionary).

Plagiarism is defined as "To take and use as one's own, the thoughts, writings or inventions of another" (Oxford English Dictionary).

14.5.2 Examples of plagiarism

- Copying another person's work without acknowledging the source.
- Making minor changes in someone's work, editing it or paraphrasing it without citing the source.
- Translating original from one language to another without referencing the source.
- Cut copy and paste from websites without acknowledging the source.
Submitting group work without clearly

indicating individual contribution.

- Handing in one's own work but previously submitted for another unit.
- Allowing someone to copy one's work. Submitting someone else's assignments as your own.
- Showing only a few references when you have used multiple sources.
- Purchasing assignments from professional writers, online assignment providers etc.

14.5.3 Plagiarism Penalties

All plagiarism offences are treated as academic misconduct and investigated.

Consequences of indulging in plagiarism may take the following form:

- Failing the particular assignment
- Failing the module
- Repeating the semester
- Serious and repeated incidents may lead to expulsion from the College

14.6 Smoking Policy

The College has a 'No Smoking' policy within the College premises.





15. Student Misconduct

15.1 Definition of Student Misconduct

Misconduct is, in its broadest sense, any behaviour by a student which does not adhere to the high standard of behaviour expected from a student of the College. The consequences of misconduct are based on the gravity of the misconduct and may lead to:

- A formal or informal warning.
- In very severe cases, a dismissal from the College.

15.2 Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

- **Cheating:** During a test or an examination, students shall depend on their mastery of the subject and not attempt to solicit any help in any way not approved by the instructor.
- **Plagiarism:** Inappropriate use of material without proper acknowledgment.
- **Dishonesty:** This encompasses a range of practices some of which are the following:
 - Misrepresentation of personal circumstances to an instructor in requesting additional help or assistance in any form, justifying absences, or giving false reasons for not submitting a coursework, assignment, or similar assigned pieces of work, in time.
 - Forging parts of, or a signature on, official documents of any kind.
- Duplication means using material used in one coursework or assignment in another module either in the same College or in another institution.
- Engaging in bribery of any kind; engaging in any financially corrupt activities

15.3 Non-Academic Misconduct

Non-academic misconduct encompasses a range of actions or behaviour which include, but are not limited to, the following:

15.3.1 Disturbance in classroom

Some examples of events that may amount to disturbance in classroom are;

- * interference with the course of instruction to the detriment of other students.
- * disruption of classes or other academic activities in an attempt to restrict participation of other students.
- * failure to comply with the instructions or directives of the course instructor.
- * Distributing unauthorized, published material on campus such as fliers, leaflets, posters, etc.

15.3.2 Other Acts of Non-Academic Misconduct

- **Theft.**
- **Destruction of property.**
- **Endangering public safety.**
- **Causing, or potentially causing, mental or physical harm:** Engaging in physical aggression, intimidation, coercion, bullying, extortion or blackmail.
- **Discrimination or Harassment.**
- **Smoking on campus.**
- **Inappropriate social behavior.**
- **Misuse of computers.**
- **Improper conduct at the College Library.**

15.4 Complaints, Grievance Policy and Procedures

The College aims to maintain a high standard for services it provides to its students. In case the academic services it provides are not up to the expected standards or in cases where students have non-academic grievances, they may use the procedure provided in the Student Grievance Policy to make the complaint.

15.4.1 Issues that can be resolved using provisions of the Student Grievance Policy

- Complaints relating to unfair treatment by a staff member
 - Failure to provide the services mentioned in the prospectus
 - Providing misleading or incorrect information in the prospectus
 - Complaints against the academic advisors
 - Complaints regarding quality of services
 - Complaints regarding behavior of a staff member
 - Complaints against non-adherence of policies and procedures
- However, this is not an exhaustive list.

15.4.2 Issues that cannot be resolved using provisions of the Student Grievance Policy

- Issues covered by the Student Code of Conduct/Student Discipline Policy.
- Issues relating to grades, probation and progression to next semester as these are covered by the Appeal Policy.
- Claim for extenuating circumstances.

The College will make all efforts to investigate and resolve complaints in a fair equitable and timely manner.

The College will not penalize anyone in any way for making a genuine complaint.

15.4.3 Abuse of policy

While students are encouraged to voice their grievances using this policy, filing of vexatious complaints will be taken seriously

by the College. The fact that breach of policy and violation of code has not been proved does not mean that the student has filed a vexatious complaint. All vexatious complaints will be dealt with by the Student Affairs and Discipline Committee.

16. Student Affairs Office

The Office of Student Affairs for the College is responsible for the planning and co-ordination of all student affairs, programmes and services. In addition, Student Affairs Office provides counselling services through its student counsellor.

Location : Ground Floor
Room No : 7

Main Activities: CBFS Open day

The annual celebration aims to improve the planning and organizational skills of the students through the different educational, cultural and social opportunities they have. It also aims at attracting visitors from higher education institutions and students from nearby schools, and giving local owners of small businesses the ability to sell their products. The events of the Open Day included games, poetry workshops, stage presentations, exhibits and sporting activities.

National Day

Every year the country observes the birthday of the Sultan as National Day, with preparations starting weeks before, to mark this significant occasion. Although streets are lined with red, white and green decorations, people often go out to decorate their cars lovingly with the Sultanate's national symbols – the Khanjar and two crossed swords – as well as the Sultan's flag and pictures. That day the college (CBFS) celebrates various events coordinated by students and staff. The college is decorated with numerous decorations and flags. With this precious occurrence, all the people were really happy that day.

Annual Summer Study Trip to UK

The college of Banking and Financial Studies is organizing annual student abroad trip during the summer period. It's an English language program by a recognized school in the UK during the summer (June- August).

Other activities

The students' Advisory council is coordinating such competitions and seminars for all interested students. They also took part in charity events such as annual Cancer walkathon.

In addition, they are some sports Activities as following:

- FOOTBALL
- BASKETBALL
- SWIMMING
- Others

17. Student Advisory Council

The College has established a Student Advisory Council. The term of members is one year. Every year students elect their representatives. Student representatives are the link between the students and the College management. The Student Council is chaired by the Head of Student Affairs and is composed of 11 members: a student representative and a faculty representative from each Academic department including the Centre for Preparatory Studies.



18. Internship and Graduate Follow-up Unit

The Internship and Graduate Follow-up Unit (IGFU) in the College is responsible for:

18.1 Student Internship

IGFU arranges eight weeks of internship that is related to students' academic major and enriches their learning experience through liaison with various types of sectors. The IGFU offers compulsory internship to students as part of fulfilling their graduation requirements. At the same time, IGFU fully supports and encourages students who meet the requirements and would like to undergo internship on an optional basis.

18.2 Career Services and Guidance

IGFU facilitates a range of career and employment services which assist students in preparing for employment and planning their future careers. The IGFU invites reputed speakers to conduct various employability skills workshops to increase students/graduate employability by preparing them to meet the expectations of various employers

18.3 Alumni

The purpose of CBFS Alumni is to keep students informed about institutional developments, encourage their participation in relevant academic and social activities, make them part of our future and be able to connect with fellow CBFS Alumni and share common interests. IGFU encourages graduates to register through: <https://apps.cbfs.edu.om/Alumni/RegisterNew.aspx>

In addition, the IGFU will follow up graduates and track their post-graduation activities such as their current employment status, current educational status, the types of colleges they are attending, and their occupational goals.

The Internship and Graduate Follow-up Unit is located on the Ground Floor - Room No. 7.

19. Disclosure of Students Records

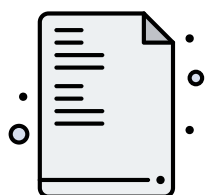
The College maintains electronic records of all its students. The College stores the information in a safe and secure manner. All student records are kept confidential, but the College may reveal certain information

about its students following an official written request. The College will not reveal confidential information concerning a student's academic grades and reports unless it receives a written request.

Important Note:

The College reserves the right to offer the courses in the morning or evening session based on the number of students admitted to

the morning and evening batches. A subject will be offered only if there are at least 10 students registered for the subject. Students desirous of studying an optional subject not offered during any semester may have wait till the subject is offered again or select another optional subject. However, there is no assurance that the subject shall be offered in the next semester. As it is your decision to wait for the optional subject/s the College will not be responsible for a delay in graduation on this account.



Appendix 1: Admission criteria

Program	Requirements for Foundation Year	Overall Grade	English requirements	Grade	Notes
English Language Foundation Course	General Education Diploma / دبلوم التعليم العالي	60% 58% with two years of exp. 55% with not less than 3 years (considering work exp) Less than 55% are not eligible	-		
HND, Local BSc. Programs	General Education Diploma / دبلوم التعليم العالي & ELC Exits	60%	Score of 4.5 (Diploma) Score of 5.0 (BSc.)		
ACCA	12th standard- Indian schools/ Academic degree of CAT/diploma holder	60%	5.0		
University of Bradford (Degree)	General Education Diploma / دبلوم التعليم العالي International Baccalaureate/	75%- Acc & Finance 73% B&M	6.0 with no subtest less than 5.0		
Pre - Degree Foundation Course	General Education Diploma / دبلوم التعليم العالي	70%	5.5 with no subtest less than 5.0	Details below	

Pre-Degree Foundation Programme
University of Bradford, U.K.
Entry Criteria

Country	Requirements for Foundation Year	Overall Grade	English requirements	Grade	Notes
Oman	General Education Diploma دبلوم التعليم العالي - Is considered comparable to GCSE (grades A*-C) standard (12 years)	70%	IELTS	5.5 with no subtest less than 5.0	
India	Indian School Certificate / Higher Secondary Certificate / Standard 12 - Is considered comparable to GCE Advanced Subsidiary (AS) level / Scottish Higher standard	60%	All India Senior School Certificate Examination, Central Board of Secondary Education (CBSE) - Known as Delhi Senior School Certificate in the State of Delhi	60% or B2	Only Central Exam Boards are acceptable (not State Boards)
			Indian School Certificate, Council of Indian School Certificate Examination (CISCE)	60% or 4	
			Indian Certificate of Secondary Education Examination, Council of Indian School Certificate Examination (CISCE)	60% or 4	

1. The University accepts some Indian qualifications as satisfying the English requirements and these are detailed in the list above. If the applicant does not have any of the acceptable Indian qualifications, then an IELTS test is required.
2. No age barrier as long as the student has left after completing 12 years of school and has passed at the required level.
3. The conditional entry is no longer approved by the University and all applicants are expected to have met the conditions of their offer before they enrol on the programme.

Appendix 2: Programme Fee Schedule

Specializations and Awards	Academic Affiliates	Fees Structure
Master's in Business Administration (MBA)	University of Strathclyde-U.K.	RO 2250 / Semester
M.Sc. in Managing Human Resources		RO 2150 / Semester
B.Sc. (Hons) Accounting & Finance	University of Bradford-U.K.	RO 1250/ Semester
B.Sc. (Hons) Business & Management Studies		
B.Sc. Islamic Finance	CBFS	RO 1250/ Semester
B.Sc. Banking & Finance		
B.Sc. Accounting, Auditing & Finance		
B.Sc. Business Administration		
Accounting (ACCA)	Association of Chartered Certified Accounts-U.K.	RO 300/ Subject
Higher National Diploma in Business in: (Accounting & Finance), or (Business Management), or (Entrepreneurship & Small Business Management), or (Human Resource Management)	Pearson-U.K.	RO 1000/ Semester
General Foundation Programme	CBFS	RO 350/ Semester



