



## Process Operations Technology

Diploma in Engineering  
Part-Time Study



### Part-Time Regulations

(To be read in conjunction with the Student Handbook and IMCO  
Academic Regulations)

(Applicable to students who are joining in academic year – 2015)

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## Purpose of the programme

The Process Operations Technology (Part Time Study) programme aims to prepare those who are aspiring to join in process industries at entry-level positions. These industries include, but are not limited to, oil and gas exploration and production, petro-chemical and refining, chemical and agricultural manufacturing, energy and power generation, water and waste water treatment, food and beverage processing, and pharmaceutical manufacturing.

### **Diploma in Engineering for Process Operations technology**

The diploma's programme is designed to give you a thorough understanding of the subject. It will help you to develop your analytical, intellectual and writing skills as well as your supervisory and managerial skills.

This part-time programme leading to the award of the diploma in engineering for Process Operations Technology is intended for students who are employed in relevant industries and who wish to attend the college while continuing to work in industry.

This part-time programme is a unique engineering programme for Oman. It doesn't have any majors or minors or electives like many other engineering programmes.

IMCO accepts the responsibility for its own awards and standard of quality. IMCO ensures that this part time programme incorporate the latest professional and technological developments in the process industries.

The duration of the Part-Time Diploma of Engineering for Process Operations Technology is 6 semesters. These 6 semesters have a total study load of 240 credit units.

We grade our modules by credit points. IMCO expects each student to invest approximately 10 hours of time for each credit point. This time includes self-directed studies (e.g. reading, preparing assignments), attending classroom lectures and seminars and carrying out laboratory, workshop and simulator exercises and scenarios and field activities.

# Study Plan

## Part-Time – Diploma – Study Plan

### FIRST YEAR (S 1) - (1<sup>st</sup> Semester)

Module	Descriptive title	Credit
TENG-I	Technical English I	5
TMATH I	Technical Math I	10
THSE	Health, Safety & Environment	10
TESY	Engineering Drawing	5
TMASH I	OT Machine Shop I	10
	<b>Sub total</b>	<b>40</b>

### FIRST YEAR (S 2) - (2<sup>nd</sup> Semester)

TENG II	Technical English II	5
TCHEM I	General Chemistry I	10
TPHYS I	Applied Physics I	10
TIPT	Introduction to Process Technology	10
TCOMP	Computer Applications	5
	<b>Sub total</b>	<b>40</b>

### SECOND YEAR (S 3) - (3<sup>rd</sup> Semester)

TMATH II	Technical Math II	10
TCHEM II	Engineering Chemistry	10
TENG III	Technical English III	10
TBEE	Basic Electrical & Electronics Engineering	10
	<b>Sub total</b>	<b>40</b>

### SECOND YEAR (S 4) - (4<sup>th</sup> Semester)

TENG IV	Technical English IV	10
TMASH II	OT Machine shop II	10
TPMT I	Process Mechanical Equipment I	10
TPIC I	Process Instrumentation & Control I	10
	<b>Sub total</b>	<b>40</b>

### THIRD YEAR (S 5) - (5<sup>th</sup> Semester)

TAFM	Applied Fluid Mechanics	10
TEMD	Electrical Machines & Drives	10
TPMT II	Process Mechanical Equipment II	10
TPIC II	Process Instrumentation & Control II	10
	<b>Sub total</b>	<b>40</b>

### THIRD YEAR (S 6) - (6<sup>th</sup> Semester)

THE	Heat & Energy	10
TPTS	Process Technology Systems	10
TICHEM	Industrial Chemistry	10
TPPOT	Process Plant Operations & Troubleshooting	10
	<b>Sub total</b>	<b>40</b>
	<b>Total Credit Units</b>	<b>240</b>

## Entry Requirements

A student is to be considered to join the International Maritime College Oman (IMCO) to undertake studies as a Part-Time Student at the process operations technology department only if he / she shall possess the following qualifications:

- General Education Diploma (Grade 12 Certificate) or equivalent (or examinations considered equivalent as assessed by the Ministry of Education).
- Pass the IMCO placement test (English, Mathematics, IT and basic knowledge in process system)

## Assessment of Application

Part-Time Diploma Applications will be assessed by the relevant Part-Time Committee

## Program Fee

The current fee for the program is OMR 2,600 per year

## Modes of Study

The total duration of the Part Time Diploma study is 3 years. All modes of studies will be demanding and students are required to do assignments and self-study while not being at the College.

IMCO is intending to offer three modes of study<sup>1</sup>:

1. Once every four weeks

Students will have 1 week / 40 hours of classes in every 4 weeks. Number of study week will approximately be 12 weeks per academic year.

2. Weekend Study

Students are required to attend the College every Thursday afternoon and Friday (total of 12 hours). The number of weekends will be approximately 40 per academic year.

3. Evening Classes

Students are required to attend IMCO 3 evenings (Monday to Wednesday) a week (12 hours). There will be approximately 40 study weeks in an academic year.

## Admission & Registration

A student, who wishes to join in IMCO, needs to complete an application form. Applications for part-time programme can be submitted according to the academic calendar prior to the start of the programme. Application forms can be obtained from the Admission & Registration Office.

The College is strongly committed to making its Part-Time Diploma in Engineering for Process Operation Technology accessible to all who will benefit from it.

When applying to enter the Diploma Programme, applicants will need to present official transcripts/certificates of relevant qualifications.

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<sup>1</sup> Modes of study may be altered based on the actual demand.

Provided that all documents required for by Admission & Registration department are submitted at the time of application, students can expect to receive a response in approximately four to six weeks after completing the selection test. In some circumstances where additional information or verification is required, processing time will be increased.

Students will need to check with the Registration & Admission Department to confirm the date of registration.

Admission to Diploma Programme is based on the following criteria:

Students will be admitted to the programme based on the availability of seats in a batch according to their work rotation.

## **Registration**

During the registration, each applicant must bring the following registration documents:

- An original General Education Diploma (Grade 12 Certificate) with a minimum pass grade in Mathematics and English.
- Four (4) passport photos;
- A copy of the applicant's valid Passport or Civil ID;
- A copy of the applicant's Birth Certificate

## **Course Fee**

Contact the finance department of IMCO for Part-Time Bachelor programme fee & Mode of payment

## **Withdrawal from the programme**

The individual should communicate and coordinate with IMCO Admission & Registration Department as early as possible to ensure that they have finalised the registration process before the start of the Academic Year or within time limit specified in the Part-Time academic calendar issued by the college. The start of semester will be mentioned in the Part-Time academic calendar.

Normally a student can withdraw within the first 4 calendar weeks of each semester. If any student applies to withdraw after this period, tuition fees will be incurred. The last day of withdrawal without incurring tuition fees will be indicated in the Academic Calendar for the year.

- Any student who wishes to withdraw from the college should visit Admission & Registration Department and obtain a Withdrawal Form with instructions.
- Any partial refund of course fee will depend on the date of withdrawal and the decision of the college in this regard is final.

## **Postponement of studies**

If a student wishes to postpone his studies, he/she must fill the postponement request form and submit to Registration & Admission Department. Postponement of studies in this Part Time Degree programme is possible only for two semesters (one academic year).

## Attendance Requirements

Any student who is absent for 25% of the classes for a module, with or without excuse, will be barred from the final exam. This barring is effective for one academic year. However if a student produces an on-duty certificate in relation to a period of study for which they were absent (either in advance or within one month's cycle of his/her stay in the college campus), that period of absence will be considered as "on work duty". Whatever the circumstances the total number of hours a student can be absent may not exceed 35% of the class hours set for the module

Students who are included in the barred list are allowed to submit reasons for absence within 3 working days of the date of publishing of the barred list. Students working in the interior may send a fax or e-mail addressed to the HoD. However sick leave certificates will not be accepted. Similarly letters from companies covering periods of absence not already submitted will not be considered. Even if an excuse for absence is accepted, no student may under any circumstances have been absent for more than 35% of classes overall. The decision of the college is final as to whether or not to allow a student to attend the final examination.

Students who are absent from 20% of the classes for a module will receive an official Warning Letter by SMS or Email. However students themselves remain fully responsible for keeping track of their absences. If for any reason a Warning Letter has not been sent to, or received by the student, IMCO retains the right to bar him/her when he/she has been absent for 25% of the classes or more.

## Examination Procedure

Examinations for Part-Time study will be conducted on a central schedule, with or without options. Students are advised to make alternative arrangements for their work if the exam schedule clashes with their work rotation. Examinations are scheduled by the college and they cannot be varied in order to satisfy individual requests. Students are required to register for their examinations within the examination registration period set by IMCO.

It is the student's responsibility to consult the current subject teacher well in advance regarding course materials related to any module which he/she is intending to re-sit. If the material to be studied for a re-sit examination has changed, the new material must be studied by the student. No separate classes will be given for students preparing for re-sit exams.

The weight of continuous assessment in a module, including intermediate tests, will normally be between 40% and 60% of the final exam mark.

Assessments are marked on a scale from 0 to 10, or other relevant assessment scores, before being converted into numbers on a scale from 0 to 10. If the student does not participate in the assessment concerned, he will receive the mark of 0.

If a student knows he/she is going to miss the final exam or continuous assessment in the diploma/degree programme, he/she must present a valid reason for absence before the scheduled date to be allowed a re-exam. This reason should be accepted by the Head of Department and Examination Board.

Students are not allowed a second attempt in order to improve their marks / grades in a previous examination or continuous assessment.

## Resit Exams

Students will be given the opportunity to take the final examinations for a module twice within one academic year. The first shall be the normal final examination and the second shall be a re-sit given in the semester that follows immediately after the teaching period in which the relevant module was

taught and completed. Re-sits can only be taken by those who have not yet obtained credit units for a particular module.

Any final examination in the diploma / degree programmes can be taken three times (one examination and 2 re-sits) over a maximum period of two academic years by registered students. The first re-sit needs to be taken within one academic year of the first attempt, and, as with the first attempt, the Final Exam mark will be integrated with marks for Continuous Assessments. Thus for the first attempt and the first re-sit, the final module mark is made up of continuous assessment marks and the final exam mark. The mark for the first re-sit exam only replaces the first attempt exam mark. The second re-sit needs to be taken within two academic years of the original first attempt. The assessment for this final opportunity will be based only on the re-sit examination. Thus for the second and final re-sit only, the exam mark will be valued for assessment purposes at 100%.

## Results of Examinations & Appealing of Result

After students have received their results, they have the right to peruse their marked scripts. Within 28 working days of the announcement of the examination results, irrespective of the student's study or work rotation, but no later than 2 days before the second opportunity, the student will be permitted to inspect the assessed piece of work. Permission from the Head of Department must be requested for exceptions to this rule. During this period, the student can study the examination questions, the marked script the marking criteria used, and can receive feedback from the lecturer. Students may also be allowed to review individual continuous assessments, but this will be at discretion of individual departments. If the 10 working days falls during the general vacation of the college (after the end of spring semester), then it should be within 28 days from the opening of the next academic year (fall semester).

## Academic Progression for Part Time Study

Year	Credits attempted	Credits earned between	Comments
1	80	0 - 50	Repeat the first year
	80	51 - 80	Proceed to year 2. Pass the failed subjects by Resit
2	160	81- 130	Repeat the second year.
	160	131-160	Proceed to year 3. Pass the failed subjects by Resit
3	240	161- 210	Repeat the third year.
	240	211 - 240	Pass the failed subjects by Resit
	240	240	Graduated

## Exit Awards

Students who have completed 240 credits are awarded a Diploma in Engineering for Process Operations Technology.

## Terms and Conditions

All students are required to abide by the College Rules & Regulations. In accepting such an offer to join the part-time study programme, a student is required to sign an agreement indicating his/her consent to these terms and conditions. The College reserves the right to take disciplinary action against any student who infringes the rules & regulations of the College.

As a student you will also receive various information booklets describing the teaching, examination and assessment arrangements, services and facilities.

These Part-Time guidelines along with those specified in IMCO's Academic Regulations and in the Student Handbook for Full-Time students are applicable to any candidate registered for the Part-Time mode of study.

## Disclaimer

Every effort is made to ensure that the information given in this brochure is correct at the time of publication and that the information given accurately describes the courses offered by the College. However, from time to time details do change; you should contact the College to verify any information, especially if you wish to place particular reliance upon it. All reasonable steps will be taken by the College to provide educational services and to minimize any disruption to those services. However, the College reserves the right to postpone, relocate, restructure, withdraw or cancel any teaching sessions or examinations, any course or particular options within a course due to the occurrence of any event or circumstance beyond its reasonable control (including, but not limited to, shortage of staff, unavailability of facilities, or insufficient number of students).

