Student Guide
for Colleges of Applied Sciences
Academic Year 2015/2016
Enlightening Words

Knowledge and work are inseparable and thus, by virtue of this essential interconnectedness, they become mutually indispensable. It is through these that nations can develop their illustrious qualities and shape their present and future existence. It is through them that human beings find fulfillment and achieve their ambitions for a decent, stable life and a future brimming with hope and prosperity. We are certain that Omani society is fully aware of this fact.

Qaboos Bin Said
His Majesty Al Sultan Qaboos Bin Said
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Dear Students,

(May Allah Almighty Bestow His Peace and Blessings upon You)

I would like to greet you and to express my pleasure in welcoming you all at the beginning of the new academic year as you take your first tentative steps on the campuses of these colleges. We are hopeful that an able generation will be trained and prepared to participate in advancing the comprehensive development of the Sultanate.

In order for these colleges to achieve their aims which are set to the high standard necessary for adequately serving our munificent country, the Ministry of Higher Education is keen on employing qualified academic, academic-support and administrative staff to work in these colleges. The Ministry also provides the most up-to-date scientific and teaching technologies as well as the study programmes and courses that equip students with the knowledge and skills relevant to the aim of eventually enabling them to play their role in serving the development needs of their country.

This Student Guide sheds light on the teaching system in the Colleges of Applied Sciences through emphasizing the academic issues in the preparation, programmes and the specializations offered in the colleges. It also covers a number of academic aspects that help the student to progress in his studies. The student is also introduced to all academic-support and administrative services available in the colleges such as information concerning the halls of residence for female students and extracurricular activities which embrace the scientific, cultural, social, sporting and artistic aspects of Omani life.

As I present this Student Guide to you, I pray to our Mighty and Supreme Lord to grant you success. I hope that you will spare no effort in your pursuit of knowledge and science in order that you become qualified to contribute to the advancement of the comprehensive development of Omani society, an advancement that we envision as proceeding in steady steps and by unfailing resolution under the wise leadership of the pioneer of Oman’s blessed renaissance, His Majesty Sultan Qaboos Bin Said; may Allah Almighty save and protect him.

My best wishes to you all that you may achieve success and prosperity.

Dr. Abdullah Bin Ali Al-Shibli
Director General of the Colleges of Applied Sciences
First: Academic Affairs
A. The Academic Programme:

The Directorate General of the Colleges of Applied Sciences supervises six Colleges of Applied Sciences as follows:

- College of Applied Sciences – Sohar
- College of Applied Sciences – Ibrī
- College of Applied Sciences – Rustaq
- College of Applied Sciences – Nizwa
- College of Applied Sciences – Sur
- College of Applied Sciences – Salalah

The colleges offer the following seven programmes in the academic year 2014/2015:

1. Information Technology
2. International Business Administration
3. Design
4. Mass Communication
5. Engineering
6. Applied Biological Technology
7. English Teacher preparing Program

These programmes are distributed among the Colleges of Applied Sciences, including their areas of specialization. They are offered according to the capacity of each college and the needs of the job market. Areas of specialization may be offered in any college regardless of the provision of the programme to which a specialization belongs.

The Ministry adopts a general and comprehensive standpoint on offering the specializations which aims to realize the desire and preferences of the students in enrolling in such specializations, taking into consideration the conditions for acceptance into each programme. The student may therefore transfer from one college to another in the case where the programme he likes is not available at the college where he is studying. The transfer will be conditional upon the availability of academic study places and upon the decision of the Transfer Committee in the Directorate General of the Colleges of Applied Sciences. For more information appertaining to transfer the student may consult the Admissions and Registration centre in the college.
1. Foundation Programme:

The foundation program is very important for the student who could not meet with the condition that qualify him to join the program immediately. This program consists of three components which are English, Math and IT. The foundation program aims to enhance student’s skills in these three component especially that the language of study is English.

It is important to know that the foundation program is not a part of the degree plan requirements of his/her program. It helps only in qualifying the student who was not able to join his/her program instantly. The foundation program dose not have credit hours and it will be recorded in the student’s transcript as pass or not pass.

The placement test:

The placement test aims to determine the level of the student in English, math and IT. It’s usually set during the orientation week at the beginning of every academic year. The student will be classified according to his/her score in the placement test into different levels for each components. The student who pass the placement test will sit for the challenge test, and in case of passing, the student will be exempted from the Foundation program. In case of failing the challenge test, the student will study the highest level in the components.

Level’s classification:

Classifying students into their levels will help in highlighting the necessary skills, activities and teaching methods that need to be shaped and improved in order to push the students from the lowest level to the advanced one.

Failure in the foundation Programme:

Student Failing the Foundation Programme in the assigned period will be considered to have withdrawn officially.

Duration of the Foundation Programme:

The maximum period to study in the foundation program is four semesters. The student in level (A or B or C) can repeat this level in case of failure as stated in the instructions for foundation program at the same academic year that the student was accepted in. For level (D) in case of failure he/she will not have the right to repeat the level. Therefore the student will be expelled from the college.
2. The Colleges of Applied Sciences Programmes:

a. Information Technology Programme
   Includes the following specific areas of study:
   • Software Development
   • Computer Networks
   • Information Technology Security
   • Data Management

b. International Business Administration Programme:
   Includes the following specific areas of study:
   • International Business Administration
   • Tourism Management
   • Hospitality Management
   • Accounting
   • Supply chain management
   • Marketing
   • Insurance
   • Banking and Finance serves

c. Design Programme
   Includes the following specific areas of study:
   • Multimedia Design
   • Graphic Design
   • Interior Environmental Design

d. Communication Studies Programme
   Includes the following specific areas of study:
   • International Communications (Frozen)
   • Public Relations
   • Digital Media
   • Journalism
   • Media Management
   • Advertising
   – Duration of Study: Four years (In addition to the Foundation Programme if a student need it)
   – Degree: Bachelor of Science
Number of credit hours required to obtain the degree: 128 credit hours (for International Business Administration, Communication Studies, Design & Information Technology Programmes), 126 credit hours (for Applied Biological Technology Programme), 135 credit hours (for Engineering Programme).

Medium of Instruction: English (Except for some cultural courses such as Omani Economy, Arabic Language Skills and Islamic Culture and some courses in Communication Studies who will be taught in Arabic).

Study System in the Programme: After passing the Foundation Programme, or getting exempted from it, the student enrolls in the Bachelor Degree programme where he can study common courses in the first and second year of the programme. In the third and fourth year of the programme, the student will study his/her major area of specialization.

e. Applied Biological Technology Programme

• Marine B.T.
• Agriculture & Food B.T.
• Environment B.T.

Duration of Study: Four years (In addition to the Foundation Programme if a student need it)

f. Engineering Programme

Includes the following specific areas of study:

• Mechanical Engineering
• Chemical Engineering
• Electrical Engineering

Duration of Study: Four years and for maximum Six years (in addition Two years as maximum for the foundation year if a student need it)

Degree: Bachelor of Engineering

Medium of instruction : English (except of some culture courses that shall be taught in Arabic)
The table below shows the programmes and specializations offered by the Colleges of Applied Sciences.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Specific Area of Study</th>
<th>Sohar</th>
<th>Nizwa</th>
<th>Ibri</th>
<th>Sur</th>
<th>Salalah</th>
<th>Rustaq</th>
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<td>Engineering</td>
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<td>Agriculture &amp; Food B.T.</td>
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Not all Areas of specialization are necessarily available at the college where the major programme is offered. In other words, certain areas of specialization within one programme may be offered at one college and other specializations at another college. This is determined in the light of a mechanism adopted by the Ministry of Higher Education, aiming at opening wider horizons and more employment opportunities for the college graduates.
B. Academic Information:

(This section helps the student understand the Academic Regulations of the college. For more information, the student may consult the Academic Regulations of the Colleges of Applied Sciences as well as the Student Guide to Academic Counselling. The student must also consult the Academic Advisor.)

The Foundation Program: a preparatory programme that aims at improving students’ skills in English, as well as enabling the acquisition of computing skills, study skills and the mathematics necessary for future academic study.

The Academic Semester: a period of seventeen weeks, including two weeks allotted for the final examinations. The Summer Semester is eight weeks long, including one week for the final examinations.

The Course: a syllabus with definite aims and contents as well as theoretical and practical activities. It is a teaching unit related to the other courses and it has its own code and number, credit hours and contact hours.

The Degree Plan: a number of courses, the successful completion of which leads to the award of the Degree to the student.

The Pre-requisite Course: a course that the student must study before he can enroll in the subsequent course.

The Course Load: the total number of credit hours that the student registers for in one given semester.

The Semester Grade Point Average: the grade average of the levels for all the courses that the student has studied in one semester, irrespective of the result whether pass or fail.

The Cumulative Grade Point Average: the grade average of the levels for all the courses that the student has studied up to the last semester, irrespective of the result whether pass or fail.

The Credit Hour: an academic unit of measure of the time allotted to the study of one course that has an equivalent number of weekly contact hours during the whole semester.

The Course Outline: a detailed description of the course aims, definitions, contents, teaching methods, educational technology, credit and contact hours for each teaching unit, methods of assessment and all resources of knowledge such as books, references and software.

Degree Plan: it’s a set of courses that the student should pass them in order to be awarded the bachelore degree or the diplom degree.
Study System:

The College shall follow the Credit Hour System with an autumn and a spring semester each of fifteen weeks plus two weeks for examinations, and a summer semester of seven weeks plus one week for examinations.

In some cases, activities such as field training are scheduled between semesters. Such activities must be identified with a course code on the transcript, may carry credit and must be listed in the respective programme specifica.

1. Registration:

a. Registration is the process by which a student shall select courses according to the guidance of his/her advisor and shall be formally enrolled in those courses. The Admissions and Registration Centre shall announce the dates for registration in each academic semester.

b. Information regarding the schedule, location and deadlines of the registration period and timetables shall be made available prior to the scheduled registration period. Students who have delays in their degree plan cannot be guaranteed a conflict free schedule of courses.

c. The student shall not be allowed to register for courses or programmes in the following cases:
   • Study places are unavailable
   • Conflicts in timetable
   • Incomplete admission procedures
   • Outstanding book loans
   • Non-completion of academic pre-requisite
   • Academic or disciplinary sanctions

d. Students are responsible for ensuring that they have fulfilled the published academic requirements. Failure to observe this may result in course registration being cancelled. The guidance of the advisor, in this respect, should be heeded. Students enrolled in their graduation semester may be allowed to enroll simultaneously in a course and its pre-requisite.

e. Registration shall end on the last working day before classes begin. Late registration up to two weeks beyond that date shall be permitted only with the approval of the Head of Department, the Head of Admissions and Registration, Centre and the Dean.

f. A student may attend some courses as an audit status and shall not participate
in examinations, with the approval of the Head of Department to which the course belongs.

g. The student shall register as an audit status within the registration period and shall not be allowed to change his/her status from audit to credited courses or vice versa beyond the Add/Drop period stipulated in these regulations.

h. The College shall reserve the right to cancel registration in courses where there is insufficient enrolment. The minimum enrolment may vary by college/department according to department intake capacity.

i. Priority shall be given in individual courses where space is limited in the following order:
   • Students in their final year of study who need access to a required course for graduation;
   • Students who need access to courses designated in their major area of study;
   • Students who earned the greatest number of required credits towards the degree;
   • Students who need to repeat the course.

Exceptions to any of these conditions may be made in certain cases only in unusual individual circumstances, approved by the Head of Department, the Head of Admissions and Registration Centre, and the Dean.

2. Add/Drop (Change of Registration)

a. A student may drop a course, add a course, change one course for another or change all the courses he has registered for, during the first week of scheduled classes in a semester. His academic records shall not be marked with the grade “W” that means withdrawn from the course that has been dropped or changed during the defined period of time.

b. A student registered in a course shall not be allowed to transfer to another section enrolled in the same course except in the cases of timetable conflicts, cancellation of the section in which the student has registered, or any other reasons approved by the Dean.

c. A student wishing to drop or add a course must seek the approval of his/her advisor and the respective Head of Department. Places will be allocated subject to their availability on the course which must be within the student’s allowable course load.

d. No courses may be added after the one week period mentioned in Para (a) above, except in unusual individual circumstances, subject to the approval of the Head of Department, the Head of Admissions and Registration Centre, and the Dean.

e. A student may withdraw from a course prior to the end of the eighth week of
classes for the autumn and spring semesters, or prior to the end of the fourth week of classes for the summer semester. In this case, the student shall be given a ‘W’ grade for the course that he has withdrawn from, provided that the student has not exceeded the maximum percentage of absence stipulated in these regulations. The grade for this course shall not count towards the cumulative grade point average.

g. A student who completely stops to attend the course after the eighth week of the autumn and spring semesters, or after the fourth week of the summer semester, shall be given the grade (F) in that course.

h. If a student withdraws from all courses in a semester, according to the provisions of these regulations, the student’s study in that semester shall be considered postponed and the semester shall be calculated within the allowable postponement of study period.

3. Attendance Regulations

a. The student shall attend all classes for the courses in which he has registered. The course instructor shall maintain a record of the student’s attendance and absence. The instructor shall issue the student with a verbal warning when the percentage of absence exceeds 5% of the course contact hours. A written warning shall be issued to the student when the percentage of absence exceeds 10% of the course contact hours, it irrespective of the reasons submitted for the absence, whether acceptable or otherwise.

b. If the student’s absence exceeds 20% of the course total contact hours without reasons of sickness or adverse circumstances approved by the Dean, the student shall not be allowed to sit for any of the subsequent tests and examinations of the course. S/he will be given grade (F). The Dean, the Head of the Admissions and Registration Centre and the course instructor shall be informed of the decision.

c. If the student’s absence exceeds 20% of the course total contact hours with reasons of sickness or adverse circumstances approved by the Dean, the student shall be considered withdrawn from the course and will be given grade (W) in his/her academic records.

d. A student who does not attend one of the announced coursework examinations with acceptable reasons, must submit a supporting proof for absence to the course instructor, within three days of the end of absence, in order to enable the instructor to arrange a re-sit examination for the student.

e. A student who is absent from the announced final examination of a course shall be assigned Grade ‘I’ (Incomplete) and has to submit a supporting proof for absence to the Dean, within a maximum period of one week from the date of administering the examination. If the Dean approves the reason for absence, he shall notify the respective Head of Department who informs the
course instructor to arrange a re-sit examination for the student, within a maximum period of two weeks of the start of the semester subsequent to the semester in which the student has not sat for the examination.

f. If the student’s reason for absence is not approved, he shall be given a zero in the final examination from which the student was absent. A final grade for the respective course shall be recorded according to the student’s total semester marks and his/her achievement of course objectives. This provision shall be valid if the student fails to submit his/her excuse to the Dean within the period of time specified in Para (e) above.

g. A student who is absent from a final examination with an approved reason shall be regarded withdrawn from the course if he does not sit for the final examination within the two-week period specified in Para (e) above. In case the approved reason expires and the student does not rectify the incomplete remark (I) within that period of time, the course instructor shall assign a zero for the final examination from which the student was absent. A final grade for the respective course shall be recorded according to the student’s total semester marks and his/her achievement of course objectives.

h. The student’s semester average and cumulative grade point average shall be calculated irrespective of the course or courses which carry a Grade ‘I’ (Incomplete).

i. A student who is a potential graduate and has sat for an examination but could not complete it on approved medical grounds, shall be assigned a new date to sit for the examination(s) in which s/he has been absent, after the medical reason expires.

j. Absence for approved extra-curricular activities:
   • A student’s instructors and advisor should be involved in granting him/her permission to participate in extra curricular activities, based on a student’s academic performance.
   • The instructors’ approval should be obtained prior to the activity. The Dean must be consulted.
   • An attendance policy must be adopted that maintains a balance between granting permission for absences due to legitimate reasons and manipulating a flexible policy, particularly by weaker students.

k. Absences due to late additions of a course during the add/drop period (change of registration) shall NOT count towards the absence percentage limits.

4. Postponement of Study

a. The student may temporarily withdraw from the College for a maximum of two semesters, either consecutive or otherwise, which may be extended in exceptional circumstances. The consent for postponement shall be granted on the recommendation of the Head of Admissions and Registration Centre,
and upon the Dean’s approval for reasons pertaining to the student’s health, family circumstances, pregnancy in the case of female students, or any other adverse circumstances. The student may be requested to submit supporting documents from relevant authorities. The period of postponement of study shall not count towards the maximum number of years of study at the College.

b. Postponement shall not be granted before the completion of one semester from the date the student joins the College. Adverse circumstances, verified by official documents, are an exception to this provision, subject to the approval by the department concerned in the Ministry.

c. A student who wishes to postpone his/her studies must submit a request, no later than one week after the start of the semester, to the Dean of the College who will make the appropriate decision. The Dean will inform the respective Head of Department, the Head of Admissions and Registration Centre, the Head of Student Services Centre, the student’s academic advisor and any other concerned party. Requests for postponement submitted after the first week of the semester will be dealt with by the College Council, who will inform all concerned parties of the decision made.

d. When a postponement has been approved, the grades of ‘OP’ (Officially Postponed) shall be entered and the date of postponement noted on the transcript. Postponement shall not be granted to a student merely to avoid failure.

e. Re-admission of the student after postponement of studies shall be considered according to the student’s individual case. The student may resume study only at the beginning of a new semester, after completing the usual and necessary procedures of registration.

f. If a student does not return to the College after the approved postponement period, his/her enrolment shall be annulled.

g. It is the responsibility of the student or his/her guardian to notify the College of any request for extension of the postponement period.

5. Voluntary Withdrawal

a. A student contemplating full withdrawal from the College must consult his/her advisor prior to formalising his/her decision in order to ensure that all alternatives are considered.

b. In certain cases the Head of Admissions and Registration together with the student’s relatives may act on behalf of the student in completing the withdrawal process. Typically this would occur in cases involving death, serious injury or illness, or formal requestsb to do so.
c. It is essential that upon leaving a student completes a Withdrawal form. This from properly documents his/her permanent record at the College.

d. A student who Withdraws from the College will have the notation "Official Withdrawal-Date" placed on his/her transcript with a 'W' in each course.

e. The effective date of withdrawal is the date of approval by the Head of Admissions and Registration.

6. Required Withdrawal

a. A student who does not meet the conditions for removal of academic probation shall be required to withdraw from the College.

b. A student not able to complete his/her studies within the Maximum Study Period, shall be required to withdraw from the College. If the number of remaining credit hours required by the student for graduation exceeds the number of credit hours allowed per semester, the student will not be entitled to register into the last semester.

c. The result of disciplinary action may also lead to required withdrawal, as described in the executive document of the principal code for the Colleges of Applied Sciences.

d. Upon approval by the Dean, the Head of Admission and Registration will issue the notice of withdrawal to the student. In such a case, the student will be awarded a 'W' in each unfinished course and the transcript will be notated "Required withdrawal: disciplinary reasons/or/academic standing".

7. Unofficial Withdrawal

a. Student will be considered to have withdrawn unofficially and will be removed from the registration roll if they:

• withdraw de facto by failing to register after initial acceptance, or

• are continuously absent from all courses without notification for more then 20% of the semester, or

• do not register by the end of the change of registration period for two consecutive semesters (the semester of unofficial withdrawal counting as the first).

b. An unofficially withdrawn student will be awarded 'F' grades and the transcript will be date "Unofficial withdrawal - estimated date".
8. Re-admission after withdrawal

a. A student’s readmission after withdrawal will be considered under the following conditions:
   • the absence period must not exceed two semesters;
   • the student has to prove by official documentation that his/her absence was justified;
   • there must be a vacant place in the college;
   • the student must have had good records before his/her absence.

b. In this case, the absence period will be considered a postponement period.

c. Students who wish to be re-admitted into the College after the rejection of his/her absence reasons may submit a new request for admission in his major in order to be considered for enrollment into the college. Should the student’s request for re-admission be approved, the student will be granted the right to preserve his/her full academic register or be given the choice of courses to be counted according to his/her present study plan.

d. In cases where a student is re-admitted into a different programme, an equivalence of the courses studied previously with those which are within the student’s new study plan will be made. The relevant Head of the Department, in coordination of the student’s Admission and Registration Department, will be responsible for this equivalence of courses the grades of the courses for which the equivalence was made, will be counted towards the student’s cumulative Grade Point Average in his/her new programme of studies. The remaining courses taken by the student for which he/she did not get equivalence in his academic records will also be shown in the student’s transcript.

9. Grades with Numeric Values

Letter grades with numeric values shall be used to describe the student’s achievement level attained within a particular course. Each grade carries a numeric value which will be used for the purpose of calculating the semester average and accumulative average. The grade’s numeric value is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
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<td>3.3</td>
<td>3.0</td>
<td>2.7</td>
<td>2.3</td>
<td>2.0</td>
<td>1.7</td>
<td>1.3</td>
<td>1.0</td>
<td>Zero</td>
</tr>
</tbody>
</table>
10. Evaluation System

Evaluation of student performance shall be based on continuous assessment in each course. The final grade for each course is granted according to the continuous assessment of the course objectives. A student attains a “Pass” if he obtains a numeric value of 1.0 or higher in a given course, and shall be marked as “Fail” in a course if he obtains a numeric value of zero.

Calculation of Grade Points:

Both Semester and Cumulative Grade Point Averages (GPAs) are calculated by multiplying the numeric value of the grade earned in each course by the number of credit hours for these courses. The sum of the grade points earned by the student shall be divided by the total credit hours for these courses.

The student’s semester and cumulative grade point averages are shown in the table below:

<table>
<thead>
<tr>
<th>Average</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final GPA 3.50 – 4.00</td>
<td>Excellent (Distinction)</td>
</tr>
<tr>
<td>Final GPA 3.00 – 3.49</td>
<td>Very good (Merit)</td>
</tr>
<tr>
<td>Final GPA 2.50 – 2.99</td>
<td>Good (Credit)</td>
</tr>
<tr>
<td>Final GPA 2.00 – 2.49</td>
<td>Pass</td>
</tr>
</tbody>
</table>

11. Progression Standards

a. Progression standards are as follows:

1. A student who achieves a minimum Grade Point Average of 2.00 on both semester and cumulative averages, as well as any required minimum grade(s) in a given course or courses, shall be regarded as having normal course load status and may proceed in his/her degree programme.

2. A student who achieves a minimum Semester Grade Point Average of 3.00 on two consecutive semesters OR a Cumulative Grade Point Average of 3.00 may be eligible to take credit hours in excess of the normal course load as defined by the college. The student’s course load status shall be considered extended.

3. A student who achieves a cumulative Grade Point Average of less than 2.00 shall be placed under academic probation in the following semester. The student must consult his/her academic advisor before registering for the following semester, and any corrective measures shall be noted, which may
include any of the following:

- Reduction of course load.
- Postponement of some courses to a subsequent semester.
- Any other strategic and remedial plan prioritizing failed or prerequisite courses.

b. A student under academic probation shall be required to reduce his/her course load to 13 credit hours, unless the student is in his/her final semester and needs an additional course to complete the requirements for graduation.

c. A student who is under academic probation must raise his/her cumulative average to 2.00 or higher in a maximum period of three consecutive semesters. The student, on completing two consecutive semesters under academic probation, shall be given a warning notice reminding him/her of the final remaining semester within which to achieve a cumulative GPA of at least 2.00. A student who fails to fulfill this condition shall be required to formally withdraw from the College. The student’s guardian will be informed in writing.

d. A summer semester shall not count as a semester for placing a student under academic probation. If a student’s previous cumulative GPA was less than 2.00, and he obtained a cumulative GPA of 2.00 or higher at the end of the summer semester, the student shall not be considered under academic probation in the following semester.

e. Students previously under academic probation and who return to that status shall be given two and not three consecutive semesters to remove the academic probation and achieve normal status.

Official Transcript:

An official transcript shall be given to the student at the end of each academic semester, including the courses he is enrolled in, the final results and the semester and cumulative grade point averages.

12. Repeated Courses

a. A student must repeat any failed course that is required in the degree programme in which he obtains the grade (F) Fail. Where the degree programme identifies choices or substitutes, a student may replace a failed course with one of these. In the case of repeating, a course must be repeated in its entirety. A student may also repeat a course in which a passing grade of 2.00 or less has been earned, subject to the availability of places on the course.

b. All grades earned by the student shall appear on the transcript but the most
recent grade only shall be used in the calculation of the Grade Point Average, even if it is lower than the original grade.

c. Passed courses may be repeated once, failed courses twice. Further attempts require special permission from the Dean.

d. A student who fails a course more than once should explore other options such as registering in an allowable substitute or equivalent, subject to the Dean’s approval and in consultation with the HoD.

13. Appeals

a. A student shall be entitled to submit a written request to the Dean for reappraisal of his/her final grade in any of the courses within two weeks of the announcement of the final result.

b. Reappraisal must be conducted by a committee chaired by the Dean or his deputy. The committee should include the respective Head of Department, the Course Instructor and another staff members from the same major. In case of his/her unavailability, the Course Instructor shall be represented by another staff members from the respective department, nominated by the Dean.

c. The result of the reappraisal must reach the Admission and Registration Centre no later than a week after the date of submission of the request. The outcome of all appeals must be sent to the College Council for approval.

14. Academic Counselling

a. Each student shall be assigned an academic advisor whose role is to:

• help the student reach his/her potential and capabilities;

• approve the student’s choice of courses each semester in accordance with the student’s degree plan and the Academic Regulations;

• assist the student in exploring alternative paths to obtaining the degree, subject to the student’s degree plan and the Academic Regulations, if for any reason the normal pace of the degree is disrupted;

• advise the student on other matters affecting his/her studies;

b. The advisor must approve a student’s proposed registration each semester and help develop a recovery plan for students under academic probation in consultation with the relevant Head of Department, the Head of Admissions and Registration, and the Dean. A student may be re-assigned to a new advisor for the selection/change of major.
15. Summer Semester

The summer semester consists of seven weeks plus one week for examinations. Summer semester is held as needed in Colleges of Applied Sciences and can be held in all colleges or in some or offering courses in certain colleges for all students wishing to register in the summer semester with the approved regulations.

The summer semester can be held for the following reasons:

1. The postponement of offering the courses in some colleges within the approved study plan.
2. Failure of students in certain courses, and they were unable to repeat them because they are not offered in the following semester.
3. Failure of students in courses that are pre-requisites for other courses.
4. Postponing some courses either to academic probation status or other justified reasons.
5. The continuity of being on a probation status for students may make it impossible for them to raise their GPA because they couldn`t repeat the courses they failed.
6. Delay of some student from graduating with their cohort and the possibility of graduating in the summer semester.

Principles and Criteria of offering courses:

1. The postponed courses (full section) of the previous semesters for all years.
2. The courses for students expected to graduate in the summer semester provided that at least the number of students enrolled in each course (3) three students.
3. The courses for students placed under academic probation due to failure, provided that the number of students enrolled in each course should be at least (5) five students.
4. courses that were delayed by students who were under academic probation because of minimizing their credit hours to (13) credit hours, provided that at least the number of students enrolled in each course is (10) ten students.
5. priority to registration in the courses is given to fourth and third year students and if there is a vacancy in the courses, second year students can register by getting approval of the dean the college after studying the case and the need for registration in the summer semester.
SECOND:

STUDYING AT

THE COLLEGES OF

APPLIED SCIENCES
Tertiary-level (university) study is different from that of the secondary school in that the student does not depend on one specified textbook. Rather he will attend theoretical lectures as well as practical sessions and then the student will search for information more often outside the lecture hall by benefiting from the Learning Resource Centre. In other words, tertiary-level study is based on the principle of self-learning that opens wide horizons for students and motivates them to persist in their studies.

**Admission to the College**

1. Admission to the College is done through the Higher Education Admission Centre (HEAC) in accordance with the admission criteria and valid mechanisms.
2. In order to join the Bachelor Programme, the student should successfully complete the foundation year. The foundation year should be completed within maximum four semesters. If the student doesn’t get the required level within the specific period, he will lose his seat in the college.
3. Neither a Semester Grade Point Average, nor a Cumulative Grade Point Average is calculated for the Foundation Programme. Instead, a "P" or "NP" (Pass/Not Passed) will be assigned on the transcript.

**Change of College**

Students admitted to and registered in a given College, may apply for admission (transfer) to another College of Applied Sciences.

1. Admission to another College is subject to the following conditions:
   - A study place is available in the college where the student is requesting to be transferred to. The number of students shall not exceed the ceiling defined by the programme.
   - Justifications for the requested transfer are submitted and approved by the student Transfer Committee, in accordance with existing policies.
   - Request for transfer must be submitted by the respective student to the Dean of the College to which the student is admitted. A special form is prepared for this purpose.
2. A Student Transfer Committee is to be established. The Committee will be responsible for studying student’s requests for transfer from one College to another, taking decision and informing the parties concerned accordingly. The Committee will meet before the end of each semester.
3. Should the request for transfer be accepted, all the academic records of the student will be taken into consideration, unless the student is also applying for a change of programme.
4. The College cannot be held responsible for students not completing their programme of studies within the Maximum Study Period (MSP), as a result of unforeseen consequences caused by the transfer from one college to another.
Change of Programme and Major

Students admitted to and registered in a given programme, may apply for admission to a different programme within their College, or may apply for admission to a different major within their programme.

1. Change of programme or major is subject to the following condition:
   • A study seat is available in the programme or major where the student is requesting to be transferred to. Students on normal progression are given priority in the allocation of study places.
   • Justifications for the requested transfer are submitted to and approved by the Change of Programme and Major Committee (CPMC).
   • Requests for a change of programme or major must be submitted by the respective student to the Dean of the College, no later than the first week of each semester.
   • Should the major be changed all courses the student has successfully covered in the old major and are part of his/her new major study plan shall be counted and included in the calculation of the GPA.

2. The academic departments concerned in coordination with the Admission and Registration shall carry out the equation between courses covered by the student in the old major and the new one.

3. The total duration of studies for both the old and the new programme should not exceed the maximum duration provided for by theses regulations. Otherwise the student shall be considered withdrawn.

4. A Change of programme and Major Committee, presided over by the Dean of the College, is to be established in each College. Membership of this Committee includes the Heads of Departments relevant to the concerned programmes and the Head of the Admission and Registration Department, or his/her deputy. The Committee will be in charge of studying student’s requests for transfer from one programme or major to another, taking appropriate decisions and informing the parties concerned accordingly.

5. Courses that are not relevant to the new programme or major will be included in the transcript but not in the GPA calculations.

Transfer to Colleges of Applied Sciences (CAS)

1. Transfer credit (TC) is credit awarded in course(s) for which the applicant possesses postsecondary qualifications (such as successful completion of a college, university or professional association course), if after assessment by the appropriate authority, it is deemed that the work covered is equivalent in content or objectives to the corresponding course(s) of study at the colleges of Applied Sciences. In order to be considered for Transfer Credit, the grade earned in the previous institution must be sufficient to ensure continuing progress at the Colleges of Applied Sciences; thus a minimum 'C' grade is required.
2. Transfer of students at other higher education institutions to the Colleges of Applied Sciences is subject to the following conditions:

- Adjustment to entry requirements into the College for the same year.
- A study place is available in the college where the student is requesting to be transferred to.
- The student must finish two semesters at least and has got grade (C) in the GPA.
- The College will consider student’s requests for transfer.
- The student must study at least 50% of total credit hours in the College.
- Credits awarded through this status are counted towards the degree but are not included in the GPA calculations.
- If a student wishes to register for a course for which he/she has already received transfer credit in order to earn a grade in the course, the original 'TC' will remain valid until the formal withdrawal period expires, after which the grade earned will take precedence.

**General Guidelines and Recommendations**

The following will help students to adjust faster to the different atmosphere in the colleges. Reading and understanding these guidelines and recommendations may contribute to students’ academic achievements:

1. Participate in the activities of the Orientation Week in order to obtain answers to the many questions you have in mind.
2. You may feel lonely during the first weeks of joining the colleges. Perhaps you may think that you are different from other students and that they are privileged for being self-confident and having social skills. In fact, all freshmen (new students) have the same feeling and they have almost similar abilities.
3. If you miss one of the lectures, you may get help from your classmates or you may ask the course tutor for help.
4. Know your teachers and keep in touch with them with regard to the study courses.
5. Diligence and perseverance from the first year will help you progress in your study more easily in later years.
6. Know your academic advisor since he is the most important source of information concerning your academic programme.
7. Time management is the key to success. Always complete the study projects, research papers and assignments within the deadlines.
8. Ask for help when you need it. University life experience is only offered once, so do not hesitate to ask the questions to know whatever you need to know in college.
9. Attend all lectures relevant to your course and do not exceed the allowed limit of absence.

10. Time management, studying, completing the assignments and other study activities, writing reports and research papers and attentiveness in the lectures are all considered the basic steps towards achieving academic excellence and success.

11. Your compliance with rules and regulations that govern the educational process in the college will facilitate your understanding of the duties assigned to you and your rights. That will help you achieve your aim in living in harmony with the college community.

12. Your adherence to the Omani moral values will help you harmonize with others and interact positively with them.

13. Your participation in the scientific dialogues and discussions in the lectures in a constructive way will help you achieve academically far better.

14. Do not hesitate to ask about the issues relevant to your study courses. The teaching staff member is ready to answer your questions during the office hours that he sets.

15. Try to develop positive relations with your colleagues and harmonize with them at your place of residence since that will contribute to your psychological and social stability.

16. Do not hesitate in developing your talents and creative initiatives through practicing the various activities available in the college such as sport, cultural, artistic and social activities.

**College Rules and Regulations**

University study progresses through a number of rules, regulations and directives that regulate the students’ study and their relation with their colleagues and teachers and all college employees. Therefore, students must acquaint themselves with these regulations such as the Academic Regulations of the Colleges of Applied Science, Student Accountability Regulation and the Regulation for Halls of Residence (female students).

**Student’s Accountability System**

In this section, we will discuss the disciplinary measures that a student may face. They include any misconduct or violation of the regulations, rules, activities and traditions prevalent in the college, such as:

1. Any action or utterance that hurts religious beliefs or the reputation of the country, or disturbs discipline and public ethics inside or outside the Colleges.
2. Any mode of examination cheating, violation of examination rules and disturbance of discipline required for the administration of the exam, or any attempt to commit any of the afore-mentioned misdeeds.

3. Nonattendance at lectures, exercises, practical classes, or other study activities required by the established regulations of study, with the intern to disturb the education process or to instigate others to do so.

4. Any disciplinary violations during lectures or practical classes.

5. Performing any action that militates against honesty, ethics, and morality, or which can do harm to the reputation of the College, staff, or students.

6. Any assault, insult, or misbehavior the student perpetrates on faculty members or any of the College’s staff or students.

7. Forming any organization or taking part in it; forming committees or societies; or holding conferences, without obtaining the approval of competent authorities in the College or Ministry.

8. Issuing or circulating leaflets, posters, newspapers, or magazines sending these publications via electronic mail; collecting money or signatures without obtaining written consent from the competent authorities in the College or Ministry or abusing the approval given to perform any of these activities;

9. Abusing, damaging or distorting any of the College’s movable or immovable property or fixtures; or abusing the Colleges’ information system.

10. Keeping or circulating movies, photos, magazines and other items, contradictory to people’s ethics, moral and religious beliefs, or any other items legally banned within the College’s campus or students’ halls of residence.

11. Violating the rules and regulations at the College’s halls of residence for students.

12. Providing false information or data in official documents.

13. Obtaining any of the Colleges’ official documents or papers illegally; falsifying these documents’ or using these documents while being aware of any forgery perpetrated on them.


Any of the following penalties may be applied to the miscreant students:

1. Notification
2. Warning
3. Dismissal from the classroom or any place where a student misbehaves.
4. Depriving the student who misbehaves during his study period of some or all the classes of that course.
5. Temporary deprivation for a maximum period of one month of the services that any of the facilities offered in the College where the misbehavior has taken place.

6. Temporary deprivation for a maximum period of one month from any activity in which the student has misbehaved.

7. Banned from sitting exams in the case of cheating; the student shall fail the course subject in which the cheating was involved.

8. Banned from studying and sitting exams in the following semester if the student is caught cheating a second time.

9. Banned from the halls of residence.

10. Student suspension for a maximum period of two semesters.

11. Final dismissal from the College.

12. The student is committed to pay for damaging stuff after excluding the consuming period according to the public rules.
For further information about Students’ Accountability System, be referred to the Student Services Centre at the College.

The Student Identity Card (ID)

The college card is a proof of the student’s identity and his/her right to use the facilities of the educational establishment. The significance of the ID lies in its multiple uses such as the following:

2. Permits entering and leaving the halls of residence for female students.
3. Showing the ID during examinations.
4. Dealing with the Admission and Registration Centre.
5. Dealing with the Department of Administrative and Financial Affairs to obtain the student’s monthly allowances.

Note:
The students will be informed on how to obtain their college identity card during the orientation week.
Third: Supporting Academic and Administrative Services
Supporting Academic Services

Admission and Registration Centre

The Centre is charged with students’ registration and with following up their academic affairs commencing with their admission to the college and finishing when the student graduates from the college. The centre is the College body which is responsible for the application of the academic system for Applied Sciences Colleges in line with the bylaws, basics and regulations followed by the college. Its main duties consist of the following:

1. Conducting student’s admission and registration procedures in the College;
2. Issuing students’ identity cards in coordination with other centres.
3. Keeping student’s records and documents and maintaining their confidentiality;
4. Preparing study and examination timetables.
5. Taking part in setting up the College’s conditions and rules for admission.
6. Providing necessary data for the academic advisor to assist students accomplish registration procedures.
7. Providing information and data regarding the academic programmes and degrees.
8. Following up the implementation of the College Academic Regulations and proposing any modification to these regulations.
9. In coordination with the competent authorities, providing data on the timetables and the academic programmes offered, and identifying semesters.
10. Providing student statistical data.
11. Following up all issues related to students scores, grades, and academic probation in coordination with the competent authorities.
12. Notifying students exceeding the absence limit as designated by the academic bylaws.
13. Proposing organizational procedures, and taking part in the graduation ceremonies.

Learning Resource Centre

The LRC can be considered as a context for learning consisting of a wide range of knowledge resources with which the student deals and which give him/her the chances to acquire skills and expertise as well as to enrich his/herself with information through autonomous learning. The Learning Resources Centers in the colleges are using the Congress Library Cataloging system. This system classifies human knowledge into different subject fields that are expressed by alphabetical letters.
The LRC Objectives:

1. Working to enhance and develop educational activities through the optimal use of the available technologies and a compatibility with established teaching methodologies. Providing teaching and scientific research resources, and, in general, providing services to the wider local community.
2. Providing research resources of the various branches of knowledge in which the College is involved, these being books, references, periodicals, electronic resources, etc, and the classification of these resources according to the most recent library cataloguing systems.
3. Providing teaching aids as required in the teaching theatres, and overseeing their maintenance.
4. Setting up computer programmes for the different bodies of the College, and providing for their maintenance.
5. Providing computer services and programmes, and storing information and data of all the college’s units.
6. Coordinating with other bodies of the College to develop their databases, and connecting the College’s departments and centres to the various information system networks.
7. Protecting the College’s holding used in the Centre.
8. Producing teaching aids, and developing and supporting the content of electronic learning facilities for the benefit of educational processes.
9. Developing and supporting the technologies used in teaching.
10. Following up the developments in teaching technologies and information systems; and making proposal for their appropriate application.
11. Organizing the use of the available research resources and setting up the rules for loaning them out.
12. Providing maintenance services for networks, computers, and computer systems in the College.
13. Administering, receiving, and distributing the textbooks that academic programmes require.
14. Planning and implementing training programmes for the College’s students, researchers, and staff on how to access the information systems, library, and electronic learning.
15. Running courses for the College’s faculty members and staff on the skills related to the use of teaching aids in academic work.
16. Collecting data regarding the faculty members’ needs for services and items offered by the Centre.
17. Taking the necessary actions to provide resources and expertise in electronic learning and for the assistance of faculty members in their preparation of teaching aids.
18. Preparing indexes for the books and other publications available in the Centre.
19. Providing technical services for the Colleges’ events and activities.
20. Taking all measures and actions that ensure data and information confidentiality.
21. Providing technical advice on the design teaching technologies programmes
22. Providing technical advice for the staff regarding computer use and equipment purchase.
23. The sharing of expertise between, and consultation with, the relevant agencies and establishments.
24. Any other duties designated by the Dean or Assistant Dean for Academic Support Affairs.

The LRC consists of Three Units:

1. The library:

   The library has a wide range of books and general knowledge references in addition to a wide range of scientific and professional journals, computer programs and software, CDs, cassettes and audiotapes so as to provide the students with a suitable and a productive learning context which will enable them to reach all information resources. The LRC library has been supplied with all information resources which enhance and enrich the courses in addition to the foreign references which satisfy the needs of the beneficiaries and develop their general knowledge.

   The library contains information in many forms printed books, journals and a variety of references including atlases, dictionaries, encyclopedias, guidebooks, facts books and other general knowledge books in addition to electronic data resources such as electronic journals and CDs about different scientific and cultural specialties.

Services supplied by the Library:

a. Borrowing:

   Divided into:
   - External borrowing: to borrow books for students’ use in doing their assignments, research projects or for free readings. Every student may borrow up to five books for a period of up to two weeks.
   - Afternoon borrowing: the borrowed materials will remain with the beneficiary during the time when the library is closed from the end of work on Thursday until the start of work on Sunday.
The afternoon borrowing was made for the following cases:

- Borrowing the library editions that cannot be taken for outside use.
- Borrowing a book required by the beneficiary who cannot use his library card because he has already borrowed a number of books up to the permitted limit.
- Borrowing references only during evening sessions because of their intensive daily use.
- Borrowing periodicals which are usually consulted inside the library only.
- Borrowing directories and indexes which are not for use outside the library except in the evening sessions.

However, the borrowing process is that when the student decides the books he needs to borrow, he should go to the main library desk, usually located next to the main entrance of the LRC, and show his college card along with the books to the person in charge who will add these books to the student’s file within a special electronic loan program called “Horizon”.

In the Library, students can also find individual desks that are neatly organized to allow reading and studying in a quiet atmosphere.

b. References

The References Section provides the following:

- References data for the beneficiaries
- Research information for the beneficiaries
- Photocopying related to some of the reference materials under permissible conditions only.

c. Photocopying

The LRC provides photocopying services to all beneficiaries at a very reasonable rate. The colleges hire offices in which to run this service except Rustaq College of Applied Sciences which LRC doesn’t offer this service, however one may be found on the College Campus outside the LRC.

d. Special Collections

The LRC provides a valuable collection of Omani books and works published in the country and abroad.

2. The Computer Unit

The number of computer labs in every college varies from four to ten, all of which are connected to both the Intranet and Internet services. However, most of these labs are programmed and function in full capacity for teaching all the computer and
IT courses. There are also other labs that are available for all students to implement and review what they have been taught previously as well as writing their research and assignments. These labs are fully supplied with the necessary equipments such as printers and scanners. In addition to that, there is a wireless connection to the Internet all over the colleges’ campuses where the students can use the Internet service wherever they are on campus. There are also English Language Units to support and reinforce learning by using the contemporary technology and different multimedia in instruction. In every lab, there is a large number of computers, digital displays, videos, and sound recorders.

3. Instructional Media Unit

The multimedia lab support the learning and teaching process of learners and instructors alike technically and technologically by providing different instructional equipments and technical support for the students when needed.

Guidelines and Directions for using the LRC

1. Communicating respectfully with the LRC’s staff.
2. Speaking out loud, shouting and destructive actions are prohibited.
3. No eating and no drinking inside the LRC.
4. No mobile phones
5. The purposeful utilization of all resources of the LRC in such a way as to serve the educational process.
6. Each computer may only be used by one student.
7. No software downloading without a prior permission of the technician.
8. Changing the user name is necessary for every student before using a computer.
9. The student’s college card has to be issued before consulting any service in the LRC.
10. Every holder of a user name account is fully responsible for any misuse or abuse of the Internet.
11. The Internet is not for chatting outside the learning purposes.
12. The Internet is not to be used in any way against respectful manners and values.
13. Students are not allowed to move or fix any equipment without consulting the LRC staff first.
14. The LRC equipment is not to be used for any purpose outside learning and instructional purposes.
15. Computers and printers are not to be used for personal purposes.
16. The beneficiaries are advised to consult the technicians if they are using the computer for the first time or they don’t know how to use it.

17. Each student must commit to the following the LRC guidelines and directions.

**Students’ Services Centre**

**Students’ activities**

Student activities contribute to preparing students to positively handle the country’s demands and to effectively contributes to the development of the community. Along their professional and vocational skills, students are prepared holistically with reference to their potential and capacities that can be further enhanced by student activities. The Student Service Centre supervises these activities and builds them up with the help of the department’s professional staff. Students can be involved in different kinds of activities (e.g. sport, cultural, science and arts, and social activities), which plants creativity and innovation in students’ spirits and draws them back from their solitude to be immersed in the college’s creative works in the form of different student groups and committees.

Student activities are held according to an annual plan to hone students’ skills and to connect them to the local community. Student activities include the follows:

**Cultural Activities**

These activities concern Student Forums, symposia, and lectures. One of the featured activities is the Students Forum which is held in one of the colleges when a great number of artistically talented students meet to exchange practical knowledge with the aim of improving their skills.

There are also many specialized workshops that are held relating to different cultural aspects to which many famous Arab thinkers are invited. Participation also concerns the conferences held at the Colleges and the culture activities held in the Sultanate and abroad, particularly at the level of the Cooperation Council for the Arab States of the Gulf.

**Sports Activities**

These activities concern putting a working plan for games and sports competitions, mainly the annual championship at the level of colleges, the championships at the level of universities and other higher education institutions, and also at the level of universities in the Cooperation Council for the Arab States of the Gulf. This also includes the participation in the activities that are organized by sports institutions in the Sultanate.
Social Activities
These activities concern social activities such as trips, the participation in excursions where a congregation of Applied Sciences Colleges’ scouts annually meets, the participation in trips abroad, and the organization of workshops and conferences dealing with social issues. There are also many social meetings at the level of Colleges that contribute to the welfare of local communities.

Mass Media Activities
Mass Media activities includes: in/out of college mass media coverage, i.e. issuing periodical leaflets at colleges, having contacts with local and gulf newspapers, in addition to other channels of communication such as the radio and TV. The aim is to the publicise college activities to society.

Scientific Activities
This includes dealing with some scientific fields such as designing and producing modern software, graphics, preparatory studies and research in the financial and administrative arena, and geometrical design according to the needs of colleges.

Artistic Activities
These activities concern putting a working plan for theatrical activities and music, together with the organization of workshops for handiworks such as art and design (drawings, sculpture, photography, design, Arabic calligraphy, etc.).

The formation of the Student Council has been the most important outcome of all these activities. It represents students’ votes, and their opinions and suggestions in relation to activities that students are managing themselves through student committees. The Student Council aims at:

1. Developing students’ personalities and skills; deepening their leadership abilities through participation in the organization of events under supervision, and designing programmes for students’ activities at college.

2. Determining which activities best fit students’ propensities and interests, and which encourage students to trust themselves and to freely express their ideas, opinions and problems on a scientific basis, and to strive to solve their problems legally and institutionally.

3. Emphasizing the role played by the college’s different departments and units in students’ activities, and the participation of the academic and administrative staff.

4. Activating students’ activities common to the Colleges of Applied Sciences through a strategic plan including the scientific, artistic, sporting and cultural competitions; the various workshops, seminars and courses; participating in the cultural weeks, in visits and excursions; and participating in scout camps.

5. Communicating with alumni and developing them professionally.
The council’s permanent sub-committees

The council may form the following permanent sub-committees:

1. Academic Affairs Committee.
2. Students’ Affairs Committee.
3. Activities and initiatives Committee.
   - The council’s committee may for other sub-committees which as per their specializations nature.
   - each member can join one permanent sub committee only.

1- the permanent sub-committees are responsible on the following:

1. Find out the students’ opinions regarding the academic challenges and also to suggest methods of dealing with that.
2. Prepare studies, researches and worksheets through a scientific methods linked to the council’s targets and specializations for which it will participate in forums and workshops.
3. Direct the students’ feedbacks about (admission, academic instructing, learning source’s center and the academic board members) in a detailed monthly report to the council.
4. The scientific supervision on competitions which the council shall make and coordinate with other concerned parties.
5. Any other tasks assigned to it.

2- Students’ services committee shall be responsible on:

1. Find out the students’ opinions regarding the academic challenges and also to suggest methods of dealing with that.
2. Follow up the level of the students’ services.
3. Direct the students’ feedbacks about (restaurants, sport facilities, halls, accommodation and any other services ) in a detailed monthly report to the council.
4. The media supervision on the campaigns and awareness programs organized by the council in media.
5. Any other tasks assigned to it.
3- **Activities and initiative committee is responsible on:**

1. Prepare a full plan for activities, programs and events which will organized by the council annually through coordination with the council’s secretary/
2. Support the students’ initiatives inside the organization and suggest mechanisms to activate their roles positively.
3. Support the volunteers works and supporting the local communities.
4. Suggest forums, workshops and discussion panels which enforce the positive values in students life.
5. Prepare and hold the competitions of the students.
6. Any other tasks assigned to it.
Students’ Committee mission

First: Committee of Academic Affairs

This committee deals with all issues related to students. Moreover, it is responsible for the following:

1. Suggesting a plan to follow up students’ academic affairs, helping and guiding them to follow positive procedures in coping with life at the College.
2. Studying developing academic arena and discussing that with the members of college and Student’s Council and then suggesting that to the body of interest.
3. Informing students with academic and activity issues at College bearing in mind to inform them of any change in the academic policy and programmes and then transferring it to the College administration.
4. Offering consultancy, assistance, and required support from College administration in matters related to the academic programmes.
5. Coordinating and working with other committees in College and in other Colleges.
6. Encouraging students in decision making and taking part in developing the College policy both, academically and culturally.
7. Giving recommendations to the Dean to be transferred to the Student’s Council or the other department councils for discussion.
8. Studying and following up the cases of students under probation and suggesting suitable solutions via the Dean.
9. Receiving students’ inquiries through some boxes put in prominent places and then studying them (inquiries) with the student council to get optimal solutions.
10. Being in contact with graduates. This can be done by keeping a data-base about all of them including membership sheet filled by students before graduation and later so they can participate in different activities at the College, if need be.
11. Assuring the role of the College as an institution responsible for the quality of education.

The Academic Affairs Committee is made up of:

1. Deputy Dean for Academic Head Support Affairs.
2. Head of the Admission and Registration Centre (Deputy Head)
3. Academic Departments’ Heads (Members)
4. A member from the Psychology Section [for the Rustaq Applied Sciences College only] (Member)
5. A male and a female student from each major (Members)
6. A male and a female student representing the Foundation Year Program in the Colleges of Applied Sciences (Members)
7. The college’s social expert (Member and Minutes taker)
Second: The Activities Committee:

The Activities Committee is concerned with planning and stimulating student activities in all colleges. Among its prerogatives:

1. To suggest a student activities plan.
2. To plan and organize activities and events held at the college (cultural—informational—social—athletic—artistic—scientific).
3. To suggest the annual budget distribution for the decided activities and events.
4. To submit a report about the implementation of these activities and events to the college’s Head of Student Council.

The Committee consists of:

1. Deputy Dean (Head)
2. Head of Student Services Centre
3. The various student activities’ supervisors and specialists [among whom a minutes taker] (Members)
4. A female and a male student representing each activity field (Members)

Procedures for selecting students as members in the Student Council and its affiliated committees.

So as to provide for a sound academic and educational milieu that enables the Student’s Council and its affiliated committees to fulfill their prerogatives in the best possible ways, and in order to guarantee the selection of the most distinguished students for membership in the Council and its affiliated committees, the following criteria and basic principles have to be taken into consideration:

1. The student has to be talented and to have shown outstanding competence in student activities and events.
2. S/he has to have the following qualities:
   - Good conduct
   - Ambition, earnestness and good leadership
   - Patience and endurance
   - Good manners with everybody
   - Refined speech and communication manners
3. Giving the chance for the college students in different academic years and majors under the same conditions.
4. The Student Affairs Department will announce the students elections.
5. Elected students should be chosen by their colleagues provided that every college should choose the right mechanism used in that election for the students who will represent their colleagues in the student council and committees.
There are many of services provided to students, such as:

**Financial Allowances**

Male students living more than 50 km away from their College get O.R.90 monthly for the whole year. Others, who live less than 50 km away from their College, get O.R. 45 monthly; for the whole year.

- Female students living 50 km away from College get the chance to live in the hostel, provided that there are vacant places, and get O.R.45 during the academic year. If there is no possibility of getting the chance to live in the hostel, they receive O.R.45 for living and transportation. This is done for the whole year.

Female students living less than 50 km away from college, get O.R. 45 months for the whole year.

In case there is a change in the place where students live, a notice authenticated from the Wali should be submitted to the Dean in order to change the financial status. It is given to the specialists inorder to apply according to the regulations and bylaws.

**Air Tickets**

A return air-line ticket during each academic year shall be paid once to the following categories of students, alternatively they may apply for cash compensation in lieu of the ticket, which cash compensation being based upon the lowest ticket price pertaining at the time of application:

- Students staying at the Collage of Applied Sciences - Salalah, other than those who are citizens of the Dhofar Governorate.
- Students from Dhofar Governorate studying at Colleges other than the College of Applied Sciences - Salalah.

An amount of (O.R. 25) twenty-five Omani Riyals shall be paid during each semester for students from Musandam Governorate and Wilayet Masirah as transport allowance on the condition that the distance is no less than (200 km) away from the College campus.

**Hostel**

Rustaq, Ibrì and Sur Colleges provide female students – who live more than 500 km away from college with the chance to live in the hostel. This depends on the capacity hostel. The female student shall get the specific instructions concerning the hostel as soon as she arrives in. In case the place of residence is changed, according to health or specific matters, a study shall be made for that change.
Career Guidance and Student Work Placements

Oman is in need of qualified graduates to work in a number of diverse industry and business sectors. The Colleges of Applied Sciences prepares students for this world of work by assisting them to find work placements during the summer at the end of year 3.

Most students who carry out such a work placement are, as a consequence, better equipped to identify what further skills they need to learn during their final year as undergraduates, whilst companies are able to assess the capabilities of the CAS students as potential future employees. Indeed, there are many benefits to students from such work experience as they become acquainted with the nature of work other than through the classroom.

To support students to achieve these objectives, the Ministry has appointed a team of Career Guidance staff in each of the colleges under the leadership of a Programme Director for Private and Public Sector Liaison. These staff members work directly with businesses and with students to assist them in writing their CVs and in understanding interview techniques through the provision of specialized workshops. To help students a specific Work Placement Student Handbook has been prepared to reiterate the skills and techniques they will need to sell themselves to employers both before and during an interview.

During the workplace training period students will not only undertake the work required of them by the placement provider (the company) but will also complete a report of their weekly activities based upon defined learning outcomes. At the end of their placement, these reports will be assessed and, subject to meeting the pass criteria, students will be awarded a work placement certificate by the Dean of the College which will assist them in their search for a job when they graduate a year later.

Training and Students Careers Counseling Centre

1. Setting up training plans for the students during their study period in coordination with the relevant College’s departments.
2. Providing appropriate training opportunities for the College’s students in coordination with the relevant College’s departments and relevant bodies.
3. Following up students’ training and assessing the training programmes in which students are enrolled.
4. Documenting all issues related to students’ training and providing career guidance for them.
5. Providing information regarding the employment opportunities available for the College’s students and the skills required for the labour market coupled with the educating of students concerning these skills.
6. Preparing and implementing job fairs inside the College or in collaboration with other establishments.

7. Following up the progress of graduates for the purpose of assessing the employment opportunities they secured, and for the further purpose of creating job market awareness among students, and for the development of academic programmes within the college.

Modern Technologies at the Colleges

All Colleges of Applied Sciences provide a number of modern technologies and electronic systems that largely contribute to the improvement of learning and teaching at these colleges. An example of these technologies is:

Blackboard

In accordance with the intensive efforts to improve the quality of higher education in Oman and to foster interaction and communication between all parties involved in the institutions of higher education, the Ministry introduced the Blackboard system with E-Library facilities to enable learners and instructors to check the latest updated resources in their fields of study. The Blackboard system tremendously assists in creating new learning atmospheres considering their individual differences. This system also helps learners communicate instantly with their classmates and with their teachers from anywhere and at anytime. Additionally, this system supports students who have difficulty expressing themselves in actual classrooms and give them opportunities to participate and discuss issues related to the practice of their study through the Discussion Rooms. Furthermore, Blackboard generates a rich storage and archive of different teaching materials, contents and exams that can be reused and or modified for future use.

Student Information System (SIS)

This system is available at the colleges’ Admission and registration Centre. It concerns processing and storing data pertinent to students’ registration and results of the academic courses, accessing grades both in Arabic and English languages, executing study timetables, and storing students’ data, study plans and graduation requirements. Student Information System (SIS), also, allows students to enroll online. Academic staff and student advisors can access SIS to enter students’ data, and to be cognizant of students’ academic status and other academic aspects related to students and courses. SIS was set up in the colleges in the academic year of 2004/ 2005, and was officially launched on 6/3/2006.
**Symphony Library Management System**

This system, designed for library management and applied at the colleges’ Learning Resources Centers;

- enables auto searching and browsing the library’s catalog of books and collections along with the number of available copies and other questions related to certain books.
- Efficiently, this system connects the data of the six colleges together via a central server at the Directorate General of the Colleges of Applied Sciences, Muscat. Therefore, data exchange regarding books and references are easily managed between the colleges.

**Web based e-mail System**

Within the framework of Directorate to provide better online services to students of the Collages of Applied Sciences Directorate and all its staff and its affiliated colleges was created a unified mail to the site of the Directorate http://mail.cas.edu.om, and in this domain has been reserved (20000) accounts of the global company Google for all students and staff of colleges of Applied Sciences and the Directorate, already been activated most of the accounts of beneficiaries.

**e-Journals (EBSCO) Research Database Service**

The Information Service EBSCO is a research tool provides access to full text journals and scientific research published on the Site electronically and can the student find a list of the contents of the magazines or extracts as well as full text and faithful copy with the availability of the potential link between the full text and all points of access that are available on the site.

**Administrative Services**

Every College has a Head of Financial and Administrative Affairs assisted by heads of departments (for administrative, financial and human resources. Every head of department is supported by a number of officials who work in addition to other officials, i.e. the transportation section, the store, and maintenance. This is related to the College Administrative Affairs such as the College budget, and providing the academic departments with all their needs.
**College Facilities**

**Mosque (prayer room):**
Mosques or prayer rooms are available at all colleges so that male students can say their prayers on time.

**Restaurant:**
Cafeterias for (male & female students, separately) are available at all colleges at a reasonable price.

**Rest places**
Rest places are available for students (males & females) so that they can relax and refresh themselves.

**Other Facilities**
In some colleges there are a stationery corner, a cash stream, multipurpose halls, etc. This lets students enjoy themselves and relax.
## Contact Numbers of Ministry of Higher Education

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Applied Sciences Colleges website: [www.cas.edu.om](http://www.cas.edu.om)