A Message from the Vice Chancellor

Dear Post Graduate Student,

I would like to take this opportunity to welcome you all to Sohar University, the first private university in the Sultanate of Oman. We hope you have a rewarding and enjoyable learning experience with us.

Our commitment is to academic quality. We will therefore provide first-rate tuition from well qualified and experienced academic staff, as well as modern state-of-the-art teaching and learning facilities. Our recently completed academic buildings provide high-quality lecture theatres and modern laboratories with the latest teaching and research equipment.

The new Learning Resources Centre will further support our ability to provide a quality learning experience for students. This is a world-class facility that will be an asset to both students and staff. It will become the focal point for learning on the campus and we plan to extend opening hours so students and staff can benefit from this magnificent resource.

In return we ask for your contribution to the University and its future by working hard, participating in activities, enjoying your stay with us and ultimately graduating successfully so that you can take your place in the world as a competent graduate in your chosen field. By so doing, you will not only assure your own future but also you will strengthen the reputation of Sohar University and benefit future generations of students.

More recently, we have increased the emphasis on research. Our staff have been successful in winning research grants from The Research Council of Oman and from international research funding bodies. We are embarking on a number of exciting research and industry collaboration initiatives with major companies operating in Oman. As a student, you will have the opportunity to benefit from these research initiatives both through the related tuition in the degree programmes and through projects undertaken in capstone courses.

This handbook is designed to help you throughout your course of study and you should retain it for future reference.

I am sure you will enjoy the challenge that studying at university brings. Finally, may I take the opportunity once again of wishing you every success in your postgraduate studies at Sohar University.

Professor Barry Winn - Vice Chancellor
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<td>S1 Student Feedback Survey Starts</td>
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<td>S2 Student Feedback Survey Starts</td>
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<td>S1 Student Feedback Survey Ends</td>
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<td>Re-Sit Exam Day</td>
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</tr>
<tr>
<td>Re-Sit RESULTS</td>
<td>14 February 2019</td>
<td>Re-Sit RESULTS</td>
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</tbody>
</table>
Part One: The University Context

- SU Vision, Mission and Values
- Academic Units
- Academic Support
This handbook provides a general overview of the University, student support, rules and regulations and programmes. It provides specific information on the following programmes:

• Master in Business Administration (MBA)
• Master in Computer Science
• Master in Education – which has 5 streams:
  • Master of Educational Administration
  • Master of Curriculum and Teaching Methods (Science)
  • Master of Curriculum and Teaching Methods (Arabic)
  • Master of Curriculum and Teaching Methods (General)
  • Master of School Sport Sciences.
• Master of Engineering in Environmental Engineering (MEng)
• Master in Teaching English to Speakers of Other Languages
• Teacher Preparation Programme

For full programmes details, please visit Part Three of this handbook.
Sohar University (SU) was established by Ministerial Decree on 11 September 2001 as the first private university in Oman. It was granted degree awarding powers, with the authority to provide programmes and courses whose successful completion leads to the academic awards of Sohar University. This authority is, of course, subject to the rulings of the Ministry of Higher Education (MoHE) and the Oman Academic Accreditation Authority (OAAA).

Vision
To provide access and opportunity to build a knowledge nation.

Mission
Engaging minds, transforming lives and serving the community.

Values

- **ETHICS**: Foster the highest academic and professional standards in the spirit of open and critical thought and enquiry.
- **COMMITMENT**: The contribution from staff, students and all stakeholders to provide excellence and enhance academic, professional and personal development.
- **INCLUSION**: Staff and students working together for shared success in an inclusive environment that promotes and encourages a culture of respect for people and ideas
- **CREATIVITY**: Support intellectual freedom and creativity, and encourage staff and students to explore and innovate, and become creative, independent thinkers and entrepreneurs.
Academic Units

Faculty of Business

The Faculty of Business at Sohar University offers Diploma, Advanced Diploma, and Bachelor’s degrees in Accounting, Management, Marketing, Management Information Systems, and Business and Commercial Law. The Faculty of Business also offers its flagship MBA Programme to the business executives in Oman. Since its inception in 2011, the MBA programme has been providing quality business education to executives for managing their places of work with the latest knowhow, innovation, abilities, and creativity. (See Part Three for details of the master programme course and staff support)

Faculty of Computing and Information Technology

The Faculty of Computing and Information Technology focuses on practical-based information technology and computing. The FCIT emphasizes the ways in which these skills can be applied to real world problems. Programmes are offered in Computing and Multimedia, Computing and Web Engineering, Networking and Databases, and Business Information Technology.

The programmes also give students the opportunity to obtain internationally recognized certification from well-known companies such as Adobe, Oracle and Cisco after passing the required tests. The Faculty offers a comprehensive Master’s degree in Computer science. (See Part Three for details of the master programme course and staff support.)

Faculty of Education & Arts

The Faculty of Education & Arts offers undergraduate programmes leading to Bachelor Degrees in Physical Education and in Arabic Studies. In addition, the Faculty offers a number of postgraduate educational awards at Master’s level, as well as a Teacher Preparation Programme (Part Three) for details of the Master programme courses and staff support, and (See Part Three for details of Teacher Preparation programme and staff support.)

Faculty of Engineering

The Faculty of Engineering offers a range of programmes which provide a balanced engineering education attuned to local, regional and national labour market needs. Programmes are offered in Mechanical and Mechatronics Engineering, Electrical and Computer Engineering, Civil Engineering, Chemical Engineering and Process Metallurgy and Materials Engineering. Also the faculty offers a Master of Engineering’s degree in Environmental Engineering (See Part Three for details of the Master programme courses).

Faculty of Language Studies

The Faculty of Language Studies offers undergraduate programmes in English Language Studies, Translation, and Communication. These programmes consist of courses that develop in students the knowledge, competencies and skills to work and be competitive in fields where language and communication skills are vital. The Faculty also provides cross-University support courses in English Language and offers an MA in TESOL (Part Three) for details of the Master programme courses).
Academic Support

Admission and Registration Department
Admission and Registration records and maintains student information regarding admission, registration in programmes and courses, and all student results. The department also issues transcripts and other related certificates to students.

The Postgraduate Centre
The aim of the Postgraduate Centre is to enhance and sustain a culture of academic and research excellence by providing supports to the acquisition of knowledge, research skills, and abilities necessary for personal fulfilment and successful careers. It provides the Postgraduate students a wide range of academic and research supports such as developing research and academic skills, data analysis skills and communication and leadership skills. Also the Postgraduate Centre works to support Postgraduate students in getting fund for their research and in getting national and international internships.

Learning Resources Centre
The new Learning Resource Centre (LRC) opened at Sohar University in August 2015. The state-of-the-art facilities inside the new centre were developed to maximise support for student learning, offering individual and group study space, Wi-Fi connectivity, a large collection of up-to-date library resources, including on-line resources, in addition to other facilities to assist staff and students in their studies and research activities. For details, see Part Two, section: Learning Resources Centre Regulations.

IT Services
The Information Technology Services department (ITS) is responsible for providing and supporting Sohar University’s computer-based information systems. Its objective is to ensure that SU has the most advanced and effective information technology resources and tools to support the information technology needs of the University’s Faculties, students and staff. For details see Part Two, section: Information Technology Services Regulations.

Student Affairs
The Pro Vice Chancellor of Student Affairs (PVCSA) is responsible for providing students with comprehensive services including accommodation, transport and health care. The PVCSA also involves students in extracurricular activities to develop their personalities and skills. The PVCSA manages the following sections.

Student Activities
The Student Activities section plays an important role in developing and providing activity programmes which develop students’ skills and promote their participation in serving the community. Through extracurricular activities, students are encouraged to discover and develop their own skills and abilities. The Student Council and other student groups are also channels for student participation in decision making. The range of supported student activities includes cultural activities such as seminars, theatrical activities, cultural competitions fine arts, photography, and art exhibitions and athletic activities such as training and sport competitions.
Student Health Services
The University has an on-campus clinic to provide emergency and outpatient care. In addition, the Sohar community is well-serviced by general medical and hospital facilities, and by first class specialist medical facilities. The University will organize and assist with visits to these facilities if required by any student. The University will also provide free after-hours and emergency care for students staying in the male and female residences. An ambulance is available to take serious emergency cases to a local hospital.

Academic and Psychological Counselling
The University provides academic and personal counselling and advice through development, precaution and treatment programmes so that students may maintain maximum academic progress and gain full benefit from the learning environment of the University. Students may also obtain advice and information about the University’s academic regulations and their application from the Student Administration Section.

Alumni and Career Guidance Centre
The Training & Alumni Affairs Office aims to provide an interface between Sohar University students and the best avenues to utilize their skills by helping them find gainful employment and training places. In addition, it follows up graduates and records their post-graduation activities such as their current employment status, current educational status, the types of colleges they are attending, and their occupational goals. Moreover, the section aims to raise students’ awareness of the knowledge, skills, information, and attitudes needed to positively improve their own life career development.
Part Two: University Rules and Regulations

- Admission and Registration Regulation
- Academic Advising
- Assessment
- Academic Misconduct
- Project/Dissertation Guide Rules and Regulations
- Academic Fraud
- Ethics Policy
- General Rules and Regulations
- Complaints Policy
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Admission and Registration Regulation

The admission of a student is based on the reasonable expectation that the student will be able to fulfil the objectives of the programme and achieve the standard required for the award. Numbers of students admitted may be controlled by directives issued by the Ministry of Higher Education.

All entry qualifications must be authenticated, so students must provide proof of qualifications gained. Any student not complying with such a request or falsifying evidence is liable to exclusion from the University.

Assessment of a foreign degree will be based upon the characteristics of the national system of education in Oman, the type of institution attended, its accreditation, and the level of studies completed.

Entry Requirements for Postgraduate Programmes

To be eligible to apply for entry to postgraduate programmes offered at Sohar University, prospective students must have:

- Completed a Bachelor degree, or
- A postgraduate qualification, or
- A qualifications recognized as equivalent to the above
- Met special language requirements for some programme on page 13.
- Passed an interview with the admission committee (If Required).

Further specifications may be required in addition, on a course by course basis, such as:

- The subject of first degree (depending on ether the subject is an extension or conversion programme)
- The level or grade of the first degree (e. honours or ordinary degree; any specified classification or grade)
- Other requirements.

For admission to postgraduate programmes, the general admission regulations, as above, will apply together with any admission requirements specific to a particular postgraduate programme.

This may include a Bachelors qualification at a particular level of achievement, related work experience. And language proficiency.

Recognition of Prior Learning

Candidates who have undertaken studies at other higher education institutions, in Oman or elsewhere, may be given recognition of prior learning if it can be demonstrated by means of evidence that particular learning outcomes have been achieved. This may result in exemption from particular courses, if rigorous examination of the evidence (transcripts, course profiles, etc) by subject specialists concludes that learning outcomes have already been met. The proportion of recognition by prior learning (RPL) permitted in any programme may vary but must be agreed with the Dean.

For postgraduate programmes no more than 30% (RPL) will be permitted, subject to approval by the Dean and shall depend on the rules and regulations of the relevant postgraduate program. Credit will not be given for any learning which has already been submitted and credited towards an award.
Principles of Admission Postgraduate Programmes

The Admissions and Registration department collects student applications and sends those applications that meet the general admission requirements for each postgraduate programme to the faculty. A faculty Committee reviews the applications and makes a shortlist of prospective students for interviews based on the following criteria:

- The application is relevant to the requested programme,
- Submission timing requirements have been met,
- The CGPA of the intended applicant meets programme entry requirements.

Higher CGPAs are given priority. Successful candidates to the postgraduate programmes will be notified to submit the original of their requirement documents for attestation, as per Ministry of Higher Education rules and regulations. A notification of admission is to be in writing and should include:

- Student’s name and personal identity number,
- Information concerning the type of PG Programme the student has chosen to pursue.
- The study period to obtain the attended PG degree.

Recognition of International and Overseas Qualifications

In determining the equivalence of overseas qualifications (for initial or advanced standing), the University will be guiding by the advice provided by the Ministry if Higher Education.

Admission of Students with Disabilities

Candidates with physical, emotional or learning disabilities must be carefully counselled before they register. Care must be taken to ensure conformity with any relevant legislation. They are currently no formal requirement but from an ethical point of view, institutions should be able to accommodate these type of students and offer them suitable assistance and support. The University will not prevent any students from continuing his/her education because of disability, where all other entry requirements have been met. Reasonable adjustments may be made.

Requirements for Masters’ Programmes

The entry requirements may vary according to the academic programme, and will be reviewed annually. For qualifying students, entry to the University will be based upon order of merit.

Admission to the University is open to all nationalities resident in Oman, and others wishing to come to Oman. Enrolment for foreign students will not be valid until all immigration procedures for staying in Oman as a student are finalized.
Master of Business Administration (MBA)
Applicants to Sohar University MBA programme must:
- Hold a bachelor degree (or equivalent) with CGPA score out of 4.00:
  - CGPA 2.4 for candidates with 3-4 years of relevant professional experience or
  - CGPA 2.25 for candidates having more than 4 years of professional experience
- Applicants without a bachelor degree can be considered with 8-10 years of demonstrable managerial/ professional experience
- An IELTS score of 6, or TOEFL score of 500 or above in (pBT), or score of 173 or above in (cBT), or 61 in (iBT) (not more than 2 years old).
- If a candidate’s first degree was conducted in English, they will not have to provide evidence of their proficiency in English.
- Passing an interview.

M.Sc. (Computer Science) Programme
Applicants to M.Sc. (Computer Science) Programme must:
- Hold a bachelor degree in Computing (or equivalent) with the following final CGPA score out of 4.00:
  - CGPA of 2.5 for fresh graduates or
  - CGPA of 2.4 for candidates with one year of relevant professional experience or
  - CGPA of 2.3 for candidates having 2 or more years of professional experience.
- An IELTS score of 6+ or equivalent. Applicants who have completed their Bachelor degree studies in English are exempted from the English language requirements.
- A Bachelor degree in Computer Engineering, Electronics Engineering and Communications may be considered for the admission with the addition of some bridging courses.

Master in Education
Applicants to Masters Programmes in Education must:
- Hold a bachelor degree (or equivalent) in education.
- Good Grade or an equivalent CGPA of SU grading system for fresh graduate.
• A Bachelor degree in other majors may be considered for admission with the addition of some bridging courses.

**Master of School Sport Sciences**

• Applicant must have a Bachelor’s degree in physical education or sports science or sports-related majors from a recognized College/University, with CGPA 2.5 out of 4.
• Applicant with CGPA less than 2.5 can apply if s/he has 3 years or more field experience in sports.
• Applicant from other disciplines, can apply if:
  • Has CGPA of 2.5
  • Has 3 years or more field experience in sports.
  • Complete educational bridge courses identified by the faculty.
• Has to pass the interview

**MEng in Environmental Engineering Programme**

Applicants must meet the following requirements:

• Hold a bachelor degree (or equivalent) in an Engineering field (Civil Engineering, Chemical Engineering, Process Metallurgy and Materials Engineering or other related Engineering specialization form Sohar and other reputed universities/colleges) with:
  • CGPA of 2.4 for fresh graduates or
  • CGPA of 2.25 for candidates with 2 or more years of relevant professional experience.
• An IELTS score of 6+, or TOEFL score of 500 or above in paper based exam or score of 173 or above in the computer-based exam or 61 in internet-based exam (not more than 2 years old). Applicants who have completed their Bachelor degree studies in English are exempted from the English language requirements.
• Passing an interview.

**Master in Teaching English to Speakers of Other Languages (TESOL)**

Applicants to the MA (TESOL) programme must:

• Hold a bachelor’s degree in a relevant discipline, such as English Language, Linguistics, or Education with a substantial English component, CGPA score out of 4.00:
  • CGPA of 2.4 for fresh graduates or
  • CGPA of 2.25 for candidates with at least 2 years of relevant professional experience.
• an IELTS band score of 6.5 or TOEFL score of 87 (iBT) / 580 (pBT).
• Have a Certificate of English Language Teaching for Adults (CELTA) (for holders of non-education programme).
• Passing the interview.

**Requirements for the Teacher Preparation Programme (TPP)**

Applicants to the Teacher Preparation Programme must:

• Hold a Bachelor degree in a relevant subject from reputable universities in Oman or from universities recognized by ministry of Higher Educations.
• Graduated from full-time study.
• Have achieved a CGPA of at least 2.3 out of 4.00
• The candidate must be 40 years old or younger by the 1st of September of the Academic year in which s/he is applying.
• The candidate must show medically fit for teaching occupations by a medical report.
• Pass the specialization replacement test by 60% of total marks.
• Have successful pass mark in an interview with the admission committee at the Sohar University.

**Application Procedure**

A completed application along with enrollment fee of 50 Oman Rials (non-refundable) plus 100 Oman Rials insurance (refundable after graduation) and required TOEFL/IELTS scores should be submitted to the relevant faculty office at ahead of registration. Applicants can also submit any documentary evidence of leadership, extracurricular or professional activities, and work experience certificates.

Each candidate must attend a personal interview with an admission Committee at the Faculty to evaluate their suitability to enter the programme. The candidate will be advised on the outcome of their application within seven days of the application deadline.

**Application Requirement Postgraduate Programmes**

• Applicants intending to enter SU postgraduate programmes, have to complete and submit the following documents:
• A completed online/printed form, available at Admission and Registration Department.
• General Diploma Certificate- Secondary school Certificate.
• 2 Copies of National ID and passport.
• 2 Attested copies of former/relevant transcripts and academic certificates.
• 5 passport-size photographs
• A copy of language proficiency certificate, where applicable.
• A copy of experience certificate if relevant.
• Equation letter from Ministry of Higher Education (MoHE) for degrees from outside Oman.
Application Procedure

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- 2 Copies of National ID and passport.
- 2 Attested copies of former/relevant transcripts and academic certificates.
- 5 passport-size photographs
- A copy of language proficiency certificate, where applicable.
- A copy of experience certificate if relevant.
- Equation letter from Ministry of Higher Education (MoHE) for degrees from outside Oman.
Registration New Postgraduate Student

All new and continuing students of the University must register at the beginning of each semester. Instructions on how to register will normally be available for new students at the time they are made an offer of admission at the University, and to continuing students with their examination results. Students who do not register at the beginning of the semester will no longer be considered students of the University, and will not be able to use any of the University facilities. See the Academic Calendar for important registration dates: www.soharuni.edu.om

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

Re-admission
A student may be able to re-enrol in the university with the same ID and the same student record. A student has to apply for re-enrolment before starting the semester. Two academic years must pass before a student terminated after failing a course three times can be re-admitted.

Withdrawal
A student must submit a request to withdraw from the University. Students will be liable for that semester’s course fees unless they withdraw in the first two weeks of the semester. Before withdrawal she/he must complete the release form in order to make sure that there are no financial, accommodation, transportation and library obligations. The release form is at the Admission and Registration Department or available and faculty Offices.

Termination of study
The enrolment (registration) of any student may be cancelled if that student:

- fails to attend classes for more than three weeks without an acceptable excuse.
- exceeds the maximum study completion period.
- fails a required course for the third time.
- is suspended from the University, as SU roles and regulations

Medium of Instruction
The medium used for the majority of Sohar University PG programmes is English with the exception for those programmes offered by the Faculty of Education and Arts.

The Academic Year
The academic year at SU normally consist of two semesters. Each semester comprises 15 weeks of teaching and 2 weeks of final examinations. For students, there is normally a three to four week break between the end of Semester One examinations and the first day of classes in Semester Two. Hence, an academic year will consist of approximately 36 weeks divided into two 17 week semesters.

Awards of the University of Sohar
For each award, the University has established standards and benchmark statements, defined according to the descriptors for each award. These must be met by students who must demonstrate appropriate knowledge and skills have been attained in order to qualify for that award. Successful completion requires the fulfilment of the learning outcomes of the programme, as demonstrated by the assessment.
The Oman National Qualifications Framework defines the Master's level as: “display[ing] mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical and professional activity; accepting accountability for all related decision-making including use of supervision”.

At Sohar University, units are delivered in the form of courses of study. A Masters’ level course is a self-contained and coherent package of learning, and is worth 2 units at Masters (M) level.

**Requirements for Completion of an Award**

For a student to complete an award and graduate, he/she must pass all required courses, have achieved the required number of units, and fulfil all other academic requirements of his/her programme including the project, dissertation. The student must pay his/her University bills and must return all University property. The student must have a CGPA of 2.0.

**Period of Study**

The period of study for Masters student is four semesters.

**Attendance Requirements**

If a student fails to attend at least 70% of classes in a course then he/she may be deemed to have not satisfactorily participated in the course and may fail. If, because of special or mitigating circumstances, a student knows in advance that he/she will be absent and these absences are likely to cause him/her to be unable to attend at least 70% of classes then:

- he/she must meet with the Course Coordinator(s) and the Dean as soon as this is known
- a negotiation will then occur with the Dean to see if a plan can be formulated so that learning experiences that will be missed can be adequately compensated for. This plan will then be submitted to the Pro Vice Chancellor Academic Affairs for approval

**Note:** the student cannot assume that a satisfactory plan will always be possible. In this case it will be the responsibility of the student either to make sure that his/her attendance will be above the 70% level (80% in GFP) or to withdraw from the course
Progression
Some Masters Programme Courses may have specific pre-requisites i.e. one or more other courses than must be passed before that course can be taken.
Similarly the Programme may require one or more particular courses (usually in Research Methods) to be taken before the student can register for the project/dissertation element of the Programme. Alternatively, the student may be required to have a cumulative at least CGPA of 2.0 before progressing to the project/dissertation.
For the Master in Computer Science, progression CGPA required per semester is 2.0 from one level to another level and for the Master of Environmental Engineering programme, the CGPA required for progression year one to year two is 2.0. The minimum graduation CGPA is 2.00 from the scale of 4.

Grading System
The grading scale is standardized across all undergraduate courses. It applies to awards at Foundation, Diploma, Advanced Diploma, Degree and Masters Levels. It also applies equally to grading for individual assignments and is aggregated according to weightings of assessments, to courses as a whole. The current grading system, based on a 0-4 scale, was approved and implemented in the Academic Year 2008-09.

<table>
<thead>
<tr>
<th>%</th>
<th>Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 - 100</td>
<td>4.0</td>
<td><strong>Exceptional performance:</strong> The student provided an exceptionally high quality of performance and through this demonstrated an exceptionally high standard of learning achievement in relation to the course learning outcomes.</td>
</tr>
<tr>
<td>75 - &lt;85</td>
<td>3.5 - &lt;4.0</td>
<td><strong>Excellent Performance:</strong> The student provided a high quality of performance and through this demonstrated a high standard of learning achievement in relation to the course learning outcomes.</td>
</tr>
<tr>
<td>65 - &lt;75</td>
<td>3.0 - &lt;3.5</td>
<td><strong>Very good Performance:</strong> The student provided a very good quality of performance and through this demonstrated a sound standard of learning achievement in relation to the course learning outcomes.</td>
</tr>
<tr>
<td>57.5 - &lt;65</td>
<td>2.5 - &lt;3.0</td>
<td><strong>Good Performance:</strong> The student provided good quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.</td>
</tr>
<tr>
<td>50 - &lt;57.5</td>
<td>2.0 - &lt;2.5</td>
<td><strong>Satisfactory Performance:</strong> The student provided an acceptable quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.</td>
</tr>
<tr>
<td>0 - &lt;50</td>
<td>0 - &lt;2</td>
<td><strong>Fail:</strong> The student did not provide a quality of performance that demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.</td>
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</table>
**Post graduate Attributes**

To develop skilled, knowledgeable, articulate and enterprising graduates, Sohar University has identified a number of key post graduate attributes to be embedded in the delivery of our programs to ensure our students contribute effectively to the changing world in which they live and work.

<table>
<thead>
<tr>
<th>Post graduate attributes</th>
<th>Domain</th>
<th>Description</th>
<th>Teaching and Learning Methods</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication skills</strong></td>
<td>Skills</td>
<td>Verbal &amp; written interpersonal and professional communication skills: relationship building, selling, marketing, handling customer relations, influencing/negotiation skills.</td>
<td>Lectures, Tutorials, laboratory works, group assignments, presentations and problem-based learning</td>
<td>Group reports, assignments, and laboratory</td>
</tr>
<tr>
<td><strong>Information Technology skills</strong></td>
<td>Skills/Knowledge</td>
<td>Computing and information technology. Word processing, data handling and producing, research &amp; internet usage.</td>
<td>Lab work with the use of computer software to solve problems.</td>
<td>Report and assignment solved by specific software</td>
</tr>
<tr>
<td><strong>Numeracy skills</strong></td>
<td>Skills/Knowledge</td>
<td>Analytical and logical reasoning: application of numbers, calculation and mathematical problem solving.</td>
<td>Lectures, Tutorials, laboratory works, group assignments, presentations and problem-based learning</td>
<td>Homework assignments Class tests and Final examination</td>
</tr>
<tr>
<td><strong>Creativity and Problem Solving skills</strong></td>
<td>Knowledge</td>
<td>Innovative, intellectually autonomous, flexible, adaptable, ability to handle change/pressure, decision-making and risk taking.</td>
<td>Lectures, Tutorials, laboratory works, group assignments, presentations and problem-based learning</td>
<td>in-class and integrated assignments, end of semester exam</td>
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<td><strong>Team-work skills</strong></td>
<td><strong>Skills/attitudes</strong></td>
<td><strong>Ability to work with others, understand and work within a horizontal communication framework, co-ordinate people, and an ability to work collaboratively and be motivational.</strong></td>
<td><strong>Lab work, tutorials</strong></td>
<td><strong>Reports and group assignments</strong></td>
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| **Social & Ethic Responsibility Skills** | **Attitudes** | **Self-discipline, effective time management, behave in a socially and environmentally responsible manner, appreciative of cultural diversity.** | **Lectures, Considered relevant topical and examples in the syllabus, while also covering some important historical developments** | **Exams, assignments Conversations’ with students during lecture.** |

| **Critical Judgment Skills** | **Knowledge/Skill** | **Ability to analyse and make informed and critical judgments on a wide array of subjects and materials.** | **Lectures, tutorials, active learning.** | **Assignments, Lab work, Presentations and final thesis/dissertation.** |

**Fees**
The University publishes an annual schedule of fees for tuition, registration, residential accommodation, transportation and other charges before the start of the academic year on www.soharuni.edu.om. Tuition fees and residential accommodation and transportation fees shall be due and payable at the beginning of the academic year, and other fees will be due at the time and manner specified in the schedule issued by the University and as amended periodically. Note that some scholarships may be available.

**Student ID Card**
The Student ID Card is issued by the Admission and Registration Department at the time a student completes registration. In the case of loss of the ID card, the student has to fill in an application for replacement and pay 3 R.O.
Payment of Tuition Fees

All students who would like to register in any course for any given semester are required to pay the tuition fees due before registering for courses. The method of payment may be by cash, a check issued in the name of the Sohar University or by a direct bank transfer to the University’s account.

- Bank Sohar – Sohar branch or any branch
- Account number: 002020010636

Keep in mind that you should mention your:

- Student ID number
- Student Name

Semester tuition may be paid in two or at most three installments (with the first installment being 50% of the tuition for the semester). The first installment must be paid by the cash/check payment deadline with the remaining amount due by check after no more than a month from each previous payment. The deadline for the final check is two weeks prior to the final exams date for the semester. The University’s terms and conditions shall be applied for post-dated checks and bounced checks.

To facilitate the process of paying fees and to complete the process of registration, students are urged to check the balance of their accounts on the University’s E-register. Students should then prepare their payments and checks according to instructions and may visit the student accounting staff in the student accounting offices to pay their fees to save their time and the time of student colleagues and the student accounting staff.
Academic Advising

All new postgraduate students joining a Faculty will be assigned to an academic advisor, and will usually continue with the same advisor through to graduation. Academic advising provides supportive and informative services that assist students make informed decisions regarding their educational, career, and life goals, understand academic programmes’ requirements, programme options, university rules and regulations, and campus services. An academic advisor will help students:

• transition to university life
• become familiar with and follow academic policies, rules, procedures, and requirements
• take responsibility for their learning and goal setting
• develop educational plans consistent with their interests, abilities, and goals
• graduate in a timely manner, successfully meeting all requirements

Student Responsibilities:
Students also have responsibilities regarding their transition to University life and developing their educational plan. A student is responsible for:

• To acquire the information needed to assume final responsibility for course scheduling, programme planning, and the successful completion of all graduation requirements.
• To use the Student Postgraduate Handbook to find out about University as well as programme requirements and to check prerequisites for courses.
• To know about University rules, requirements, policies, and procedures.
• To be aware of important dates and deadlines (e.g., the last day to drop/add a course, last day to pay tuition fees without incurring late fees, last day for obtaining student ID etc.). The University calendar for the next two years is available on the university website.
• To check their own University email account regularly, read messages from official University offices, and respond as appropriate.
• To schedule a meeting, at least once a semester, with the advisor who works with your programme to ensure you are making steady progress towards graduation.
• To attend meetings, on time and well prepared, set goals, generate a list of questions and ideas to share with the advisor.
• To be courteous and respectful; turn off your cell phone before you enter your meeting.
• To seek assistance from an advisor/supervisor whenever academic concerns or difficulties arise. While exploring potential fields of interest, students can meet with a supervisor’s who works with that programme.

Academic Advising Policy
This policy sets out a foundation for systematic and unified academic advising and guidance at Sohar University across its faculties. Academic advising at Sohar University is expected to provide supportive and informative services that assist students to understand the University rules and regulations, academic programme requirements, programme options and campus services. The essence of this policy is the idea that each member of academic staff should be involved, should serve as a facilitator and work to engage students to make informed decisions regarding their education, career, and life goals.
By encouraging students to be active learners and active members of the University community, academic advising policy is expected to assist students in six main areas:

- To become familiar with and follow academic policies, rules, procedures, and requirements.
- To implement appropriate strategies & tactics for achieving their goals.
- To graduate in a timely manner, successfully meeting all requirements.

The advisor will assist students with all aspects of their academic planning while providing a foundation for appropriate academic decisions throughout their postgraduate studies. Therefore, students will be accurately advised to achieve their learning goals. The advising procedures are:

- Each faculty member is assigned to a number of students to advise them throughout their study life, with the support of other University offices and departments.
- The faculty office is to maintain a complete list of programmes and courses offered at the faculty.
- Students interested in these programmes receive advice from academic advisors.
- Students accepted into the weekend programmes, when applicable, and then receive academic advising in that context.
Assessment

Course Assessment
The composition and format of the overall assessment (not of the individual assessment items) of each course must be vetted and approved by the faculty board. This includes:

- Types of assessment: exams, assignments, and presentations.
- The relative weights given to assessments components.
- On-course assessment (including end of semester) will be weighted 40 to 60%. (Exceptions for “project” courses).
- The final exam will cover the whole of the course and be weighted 40 to 60%. (Exceptions for “project” courses).

Details of assessment for each course will be provided to students in the Course profiles during the first week of classes, and will also be made available on the Sohar University Learning Management System (SULMS).

The weight (% of final marks) of each assessment item will be specified. For each individual assessment, the specific requirements and criteria for marking and grading will be stated. This includes the learning outcomes that are to be assessed. There will be sufficient assessment early enough in the semester so that the student can alter his/her study behaviour to improve the likelihood of success.

The Master Programme Coordinator will keep a close watch on assessment results during the term. He/she will calibrate the setting and grading of each assessment task so that it tests both the learning outcomes and the full range of student abilities. Students are judged by how well they satisfy the learning outcomes of the course, not by how they perform relative to their peers.

On-course assessments
Coursework assessment will normally be returned to students with feedback within two weeks. Feedback to students, indicating errors, highlighting areas for improvement and showing how this may be achieved, is essential for learning. A copy of the official record of marks will be made available to students (identified by student ID number, not by student name) after the return of each major piece of assessment, both as an accuracy check and so that a student can monitor his/her level of performance during the semester.

Project/Dissertation Assessment
After completing their first academic year and fulfilling the requirement by each faculty, students need to register for their projects/dissertation by filling in the required forms, available online at www.soharuni.edu.om or from Faculty Offices. All masters’ projects/dissertations/theses should be marked by an examination panel of two or more members. This should preferably take place with the markers unaware of grade awarded by the first marker. The final decision of projects/dissertation assessment (viva) may be:

- Approved without corrections.
- Approved subject to minor corrections
- Approved subject to major corrections and resubmission within four to six months.
- Rejected.

The student has to make the corrections within the given time limit. The corrected version has to be approved by the supervisor and the panel members, as per the panel recommendation.
In case the student fails to comply with the given limit time for corrections, the supervisor has to submit a written report to the faculty dean to request an extension. Upon successful completion of all requirements, the student should send an electronic copy of the Project/Dissertation to the programme coordinator. Five hard bound copies are to be distributed as follows:

- 2 copies to the Learning Resources Centre as well as a softcopy.
- 1 copy to the Faculty
- 1 copy to the Postgraduate Centre
- 1 copy to the supervisor.

**Special Examination**

A Special Examination can be awarded by the Board of University Examiners. The most common reason for a Special Examination is a medical condition that prevented the student from attending or preparing for a final examination. A Special Examination:

- Normally occurs during the period scheduled for the whole University
- Replaces the final examination in the course assessment
- Normally is not available for a missed Special Examination

- Can be executively awarded by the Pro Vice Chancellor Academic Affairs in special circumstances that are assessed after the meeting of the University Examination Board.
- Sometimes legitimate mitigating circumstances may cause a student to miss too much of a course. For example, a car accident in week 5 puts the student in the hospital for more than three or four weeks. In such a case, special consideration cannot overcome the inability of the student to fully participate in all the learning activities. When this occurs, a student must retake the course, but should be allowed to withdraw without academic or financial penalty.

- Chronic difficulties and disabilities

**Resit Examination**

Sohar University introduced resit examinations to provide students with every opportunity to progress. Each academic year, the resit examination period is set by the University’s Examination Board and falls within the normal exam period outlined on the University calendar. The criterion for resit examinations is as follows:

- Students are eligible to re-sit an examination if they have failed a course in the semester immediately preceding the re-sit examination period.
- The student’s result for the failed course was 0.5.
- There is no evidence of academic misconduct by the student wishing to take a resit examination.

**Mitigating Circumstances**

If a student feels that circumstances outside of his/her control have adversely affected his/her performance, then he/she may apply for the award of a special examination or other form of special assessment, or for the ability to withdraw from the course without academic and/or without financial penalty.

Examples of circumstances that would normally justify this special consideration include:

- an acute illness affecting the time available, so that a reasonable person would have been unable to carry out the assessment task as required
• a serious personal injury, such as a broken limb or one with an incapacitating effect
• being the victim of a serious crime such as robbery, burglary or a violent assault during the period immediately preceding the assessment
• a serious illness or death of a close relative: normally a partner, parent, child, sibling or grandparent
• unforeseen and unavoidable and imposed work pressures serious enough to interfere with the student's study or ability to meet an assessment deadline or sit an examination.

Examples of circumstances that would not normally be acceptable include:
• any claim not supported by reliable evidence
• financial problems or difficulties with housing
• difficulties with child-minders or other domestic or work arrangements
• travel arrangements such as airline bookings that conflict with assessment or examination timetables
• failure to attend an examination or failure to submit an assessment because of confusion over time, date or location.
• retrospective medical certificates, i.e. dated/issued after a student has recovered from the illness claimed.

Consideration of Mitigating Circumstances
• Mitigating Circumstances must be formally reported to the Course Coordinator (form available on Quality Assurance Department website or from the Faculty office) by a student within one week of the affected assessment item. Documented evidence is always essential.
• Mitigating Circumstances, which affect an individual item of coursework, will normally be dealt with by the granting of an extension by the Course Coordinator. In extreme circumstances, the student may be allowed to defer submission until a later date.
• Mitigating Circumstances that affect a significant portion of the course assessment or the examination will be considered by the Course Coordinator with recommendations on action to the Level and Programme/Faculty Examiner’s Meetings.
• Action on all Mitigating Circumstances requests will be recommended by the Course Coordinator and adjustments to this recommendation, if any, reported through Level, Programme/Faculty Examiner’s Meetings to the Board of University Examiners.
• A student whose claim for Mitigating Circumstances is approved will normally be reassessed with no academic penalty. If the student had taken the assessment and passed, then consideration may be given to upgrading the result if his/her aggregate grade is out of line.
• Sometimes legitimate mitigating circumstances may cause a student to miss too much of a course. For example a car accident in the 5th week puts the student in the hospital for the more than three or four weeks. In such a case special consideration cannot overcome the inability of the student to fully participate in all the learning activities. When this occurs a student must retake the course, but should be allowed to withdraw without academic or financial penalty.
• Chronic difficulties and disabilities are discussed in (Assessment of Students with Disabilities Section).
• An aegrotat award may be offered in exceptional cases in the last year of study where
there is no reasonable prospect of the student completing the requirements of an award due to serious, life threatening or terminal illness, as long as there is evidence that performance has been at the required standard.

Queries and Appeals against Assessment Decisions
Assessment Queries and Appeals Policy
The University will deal openly and fairly with students who wish to question or appeal against assessment decisions. Students will not be penalised for questioning or appealing assessment decisions. Appeals will not be recorded on the academic record of a student.
Queries and appeals against assessment decisions can only be made by the student concerned. Third party or anonymous appeals will not be considered.
The University will encourage an informal and local (at the course and programme level) resolution of student queries about assessment.
Since all grades are subject to internal marking and moderation systems and are confirmed by a Board of Examiners, appeals based solely on disagreement with the academic judgment of the staff who marked the assessment will not be considered.
An appeal may result in confirmation or improvement of the original grade. A grade will not be reduced as the result of a review caused by an appeal.

Informal Process – Queries about Assessment Results and Grades
All queries about marks and grades (e.g. why the student had received a lower mark or grade than was expected on a piece of assessment, or for the whole course) should be resolved locally and in a timely manner through the following procedure. A student should,
• initiate the process within one week after the release of the result of an individual assessment item or the release of course grades.
• discuss the issue with the member of academic staff who was in charge of the marking of the assignment or the course. If that does not resolve the problem then:
• discuss the issue with the Course Coordinator. If that does not resolve the problem, then:
• discuss the issue with the Dean of the Faculty.
• If this informal process does not satisfactorily answer the query, then the student can submit a formal appeal.

Guidelines: Appeals against Assessment Decisions
Appeals against marks for individual assessment items or against Examination Board decisions (e.g. course grades or awards of special examinations) will not be considered if based solely on disagreement with the judgment of the examiner or the Board. Appeals can only be upheld where:
• an administrative error has occurred,
• examiners did not follow University, Faculty, programme or course policies, procedures or regulations,
• decisions were not in accordance with natural justice and fairness.

Formal Process Stage I Appeal
Before making an appeal, the student first must have followed the informal resolution
process of Informal Process Section above. The appeal form which states the case and provides evidence must be submitted to the Pro Vice Chancellor Academic Affairs, c/o the VC Secretary. The Stage I Appeal form is available online at www.soharuni.edu.om or from Faculty Offices.

As a first step, the Pro Vice Chancellor Academic Affairs will either rule that the appeal has no basis and dismiss it or that a hearing will be held at which the student will attend to present his/her case and at which other witnesses may be called. The student must have an interview to discuss the case with the Pro Vice Chancellor Academic Affairs, who will attempt to resolve the issue. The student may be accompanied by a fellow student or a member of the staff of the University or by a family member. For the appeal of marks on an individual on-course assessment item, the student must complete the Stage 1 Appeal form, and be available for interview before the end of the first week of the examination period.

For appeal of the grade in a course or the non-award of a special examination, the student must complete the Stage I Appeal form and be available for interview before 4:00 pm of the Tuesday

- In the second week of second semester for an appeal involving first semester courses.
- In the week before the start of first semester for an appeal involving second semester courses from the previous academic year.
- If the Pro Vice Chancellor Academic Affairs is unable to resolve the case to the satisfaction of the student, then the student may:
  - make a formal complaint if they believe that the University’s procedures are not adequate or have not been followed in the case of an individual assessment item
  - take the appeal to Stage II in the case of a course grade or non-award of a special exam.

**Formal Process Stage II Appeal**

Only appeals of course grades or the non-award of special examinations can be taken to Stage II. These appeals must have gone through Stage I.

The student must complete a Stage II appeal Form, is available on the next page, and online at www.soharuni.edu.om, from Faculty Offices and submit it with evidence to the Quality Assurance Office before 4:00 pm on the Tuesday

- In the third week of second semester for an appeal involving first semester courses
- Before the start of special exams for an appeal involving second semester courses

The Appeals Committee, composed of the Vice Chancellor (Chair), a Dean from a faculty other than that of the student, the Quality Assurance Manager (secretary) and a student who is unknown to the student making the appeal, will investigate and pass judgment.

As a first step, the committee will either rule that the appeal has no basis and dismiss it or that a hearing will be held at which the student will attend to present their case and at which other witnesses may be called.

If a hearing is to be held, then it will be held within two weeks after the student submits the Stage II Appeal form. The student may be accompanied by a fellow-student or a member of the staff of the University or by a family member.

The decision of the Appeal Committee will be final. After the decision, the Vice Chancellor is empowered to have the authority of the University Examination Board in order to make any necessary decisions resulting from the decision of the committee.
Academic Misconduct

Academic Misconduct – Principles
Sohar University aims to have an education climate in which learning and assessment are conducted with high levels of ethics and integrity. Sohar University will not tolerate academic misconduct and will strive to eliminate it from the University. Academic Misconduct is defined as an attempt by a student to use unfair means in order to obtain an advantage for him/herself, or to assist another student to obtain unfair advantage, or to disadvantage another student by interfering with their learning and/or assessment, or to wilfully interfere with University assessment procedures.

Classification of Seriousness and Penalties
It is recognised that acts of Academic Misconduct may vary in degree of seriousness and that penalties should vary with the seriousness of the offence. To aid in determining the severity of an offence, offences will be grouped into four categories; minor, significant, serious and grave. Some examples are given below. Penalties will span a range through the following:

- Warning
- Loss of marks in the assessment
- Mark of 0 in the assessment
- Double loss of marks (e.g. loss of 10 marks for a 5 mark assignment)
- Failure in the course (grade of 0)
- Failure in all courses that semester (grade of 0 for each),
- Suspension from the University for a defined period, e.g. for one semester (with grades of 0 for all courses in the semester of the offence)
- Permanent expulsion from the University (with grades of 0 in all courses in the semester of the offence).

A complete list of offences with a rigidly defined set of penalties is neither possible nor desirable. The determination of the verdict and the penalty will require the judgement of the panel hearing each individual case.

The following are examples of offences in each category and the range of penalties that may apply. These are for guidance and are not intended to list all possible offences and penalties.

- Minor:
  No evidence of intention to gain unfair advantage. A single Minor offence is not considered to be “Academic Misconduct” as covered by this policy and need not be reported to the Quality Assurance Department. These can be handled by Course Coordinator. Often in these cases the student requires training (e.g. instruction in proper referencing) to prevent future occurrences. Penalty: Warning or loss of marks in the assessment.

- Significant:
  Often evidence of premeditation to gain unfair advantage. Penalty: Failure in the assessment (0 marks); Double marks penalty, e.g. loss of 10% of course marks for cheating in a quiz worth 5%. For example, in increasing order of severity:
  - Repeated minor offence
• Copying portions of an assignment from the other students or the web.
• Using unauthorised material during a quiz or test.

• **Serious:**
  Repeated offences or an attempt to significantly affect a course grade. Penalty: Failure in the course (0 grade). For example:
  • A second conviction for academic misconduct
  • Possessing unauthorised material (e.g. mobile phone or “cheat sheet” during an examination.
  • Receiving or sending a SMS, email or phone call during a quiz or test.
  • Academic misconduct in a major assignment (i.e. normally equal to or greater than 15% of the course marks).
  • Academic misconduct affecting the end of semester examinations.
  • Grave: Behaviour that compromises the educational integrity of Sohar University academic programmes. Penalty: Suspension from the University for a set period (e.g. one year); Permanent expulsion from the University; both with 0 grades in all courses in the semester of the offence. For example:
  • Conviction of a second offence and one or both of these is Serious.
  • Impersonating or allowing someone to impersonate you in a quiz, test or examination.
  • Stealing, destroying or hindering another student’s assessment.
  • Unauthorised entry into University records system or a Lecturer’s computer.
  • Stealing or possessing a quiz/test/exam paper physically or electronically.

**Detection and Reporting**

If an academic offence is suspected during a quiz, test or examination, then:

• Any unauthorised material must be confiscated and answer booklet annotated with the alleged offence, time and supervisor’s name.
• The student will be permitted to continue unless his/her behaviour is disrupting the exam.
• After the assessment the student is informed by the chief supervisor of the process and the student’s mobile phone number is obtained.
• The chief supervisor will write a report describing the evidence that cheating has occurred, noting the time and date and attaching the material (or evidence, e.g. photos, confiscated notes etc.).

Where an academic offence is suspected in course work (e.g. plagiarism, fabrication) the matter should be brought to the attention of the Course Coordinator. The Coordinator will then write a report providing details of the alleged offence and evidence of it.

The above reports are presented to the Dean of the Faculty which conducts the course in which the suspected offence occurred.

**Student Attendance and Notification**

The student is responsible for checking his/her SU email and presenting a current mobile phone number to allow notification of hearing dates and times.

The student is responsible for attending a hearing. If the student does not attend then the hearing can proceed without him/her.
At a hearing the student may bring a member of the SU community, or a member of his/her immediate family (e.g. father, mother, brother or sister).

The student will be notified of all appointments and actions by his/her SU email. Notification will also be attempted by SMS and by phone.

**The Faculty Hearing**

The Dean consults with the Course Coordinator and the other academic staff involved to decide if the student will be charged with Academic Misconduct. If the decision is “no” then the action ceases. If the answer is “yes” then the case proceeds.

The Faculty hearing occurs within one week of the offence or, in the case of examinations, within one week after the end of the examination period.

A Faculty Panel is chaired by the Dean or his/her nominee and at least two other members of Faculty that have been nominated by the Dean to hear such cases.

If the charge is admitted, then the Faculty Panel decides on a penalty and the student, Quality Assurance Department, the Faculty Board of Examiners and the student’s Faculty are notified.

If the charge is contested by the student then the case goes to the University Panel for Academic Misconduct. The Quality Assurance Department and the Student’s Faculty are notified.

- **University Panel for Academic Misconduct**

Where an incidence of more serious academic misconduct has been established, the following procedures take place:

- A University Panel is convened by the Director of Institutional Planning and Effectiveness and chaired by the Vice Chancellor (or nominee)
- The Executive Secretary (a member of Institutional Planning and Effectiveness) will consult with the Chair and then notify Panel members. The student involved in the incident, will be notified of the appropriate hearing details at least one week before the hearing is to take place.

The Panel must convene the hearing within two weeks of the Faculty Hearing, or as soon after the examination period as possible and before the meeting of the Board of University Examiners.

The Planning and Effectiveness Office rep (not a member of the Panel) will present the evidence and any witnesses.

If the student is found guilty, then the Panel will impose a penalty. The student will be notified at the meeting (if he/she is present) or by Institutional Planning and Effectiveness in his/her absence, via email.

- **Panel Hearing Procedure**

If the student is requested to do so, he/she is responsible for attending the Hearing. If he/she does not attend, then the Hearing can proceed without him/her. At the Hearing, the student is entitled to bring a member of the SU community, or a member of his/her immediate family (e.g. parent or sibling).

The Faculty, or Institutional Planning and Effectiveness Office, will notify the student of all appointments and actions by email (to their SU email account), and, where possible, by phone.

A member of the Institutional Planning and Effectiveness Office, (not a member of the Panel), will present the evidence and any witnesses.
The student will be asked to answer the allegations and may present witnesses; if the student is found guilty, the Panel will impose a penalty. The student will be notified at the meeting (if he/she is present) or by Institutional Planning and Effectiveness in his/her absence, via email.

Records
The Executive Secretary will inform all necessary SU academic and administrative units (Faculties, Institutional Planning and Effectiveness Office, University Board of Examiners, Academic Board and Registration) of the events related to any academic misconduct. Records of all academic offences, and minutes of all Academic Misconduct hearings will be filed and maintained by Institutional Planning and Effectiveness.

The Registration Department will note convictions and penalties in the student’s official University records. If acquitted of the charge, no record will be maintained in the student’s file.

Appeals against Verdicts and/or Penalties for Academic Misconduct
Students may appeal against a decision regarding an academic offence within one week of notification of the verdict and penalty, but only on the following grounds:

- New evidence has emerged that was not previously available
- University procedures were not correctly followed

Appeals may not be made on the basis of continued denial of guilt or a challenge of the judgement of the Panel.

Appeals must be made in writing (in English for English courses/programs) on the form provided by the Faculty. Information or documents of any new evidence must be attached.

The Institutional Planning and Effectiveness Office will make a recommendation to the Vice Chancellor. The Vice Chancellor may, or may not, request a meeting with the student and/or the academics involved in the case. The decision of the Vice Chancellor is final.

The student will be informed, by the Director of Registration, of the decision on his/her appeal through his/her University email account within one week of submitting the appeal.
Supervision
Supervision is an academic process which aims to support a student to become an independent, professional researcher and scholar in their chosen field. It is a relationship based on mutual trust and respect. Postgraduate students at Sohar University have the right to regular, high quality advice, support and direction in their pursuit of academic research excellence.

The role of the supervisor is, primarily, to advise postgraduate students on all aspects of their research Project/Dissertation including:

- The topic area and relevant literature review,
- The feasibility of the proposed research,
- The specification of reasonable and achievable research questions,
- The development of a realistic time scale for their research,
- The structure and style of the overall project/dissertation.

Research Skills Training
Sohar University places great importance on improving depth knowledge and research skills of each postgraduate student who is doing a research project or dissertation. These skills might include literature review, project/dissertation writing skills, stress management and time management. The Postgraduate Centre offers these workshops for free during the academic year for postgraduate students and students’ supervisors advise his/her students to attend these workshops to improve certain skills. Also postgraduate students may be required to attend and participate in seminars, presentations, demonstrations, teaching and discussion groups as organized by the Postgraduate Centre.
Project/dissertation Proposal

A postgraduate student who registers for project/dissertation proposal course is offered a training course on Research methods and Data Analysis. Also, s/he is required to submit a complete project/dissertation proposal, which demonstrates thorough and clear understanding of the intended research.

A project/dissertation proposal should clearly state the purpose of study and the research questions. The components within a proposal may vary across faculties but, as a norm, they should include a review of relevant literature, a statement concerning the significance of the study, a summary of the research design and a schedule of work which includes achievable targets. The table below shows the components of a good research proposal as per APA style guidelines. (See SU dissertation Handbook)

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<td>Introduction</td>
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<tr>
<td>Statement of the Problem [including background and significance of the study]</td>
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<td><strong>Chapter 3</strong> Method</td>
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<td>Introduction: review purpose and research question(s).</td>
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<td>Data Analysis</td>
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<td>References</td>
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Proposal Seminars
The student is expected to present his/her research proposal to the faculty during his/her first semester after registering for the research programme. The supervisor and student work out an appropriate schedule for the presentation of the research proposal and the Faculty publicizes the seminar.

General Guidelines format for Research Reports, Dissertations and Theses
Students should follow the American Psychological Association (APA) documentation style when formatting and producing their project/dissertation. The following are general guidelines. Students are encouraged to check the latest version of the APA style guide available at the faculty postgraduate coordinator.

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<th>Supplementary</th>
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| Appendix                     |
Academic Fraud

SU expects all students to ensure that full credit for ideas, data, information, quotations and illustrations is given to any original authors. There are several types of academic fraud which is not limited to activities such as:

- Plagiarism is representing someone else’s ideas or work as your own original ideas or work, for example, copying a text from a book, a website, or any other source into your thesis or project without giving credit to the original work.
- Multiple submission is considered as academic fraud by mean of submitting your work as research paper/ assignment previously submitted elsewhere.
- False citation means attributing a statement of fact or reference to a fabricated source.
- False Data: Deliberate use of data that is not authentic or modified in your academic works.
Ethics Policy

Sohar University is an organization comprising diverse staff and students who have different backgrounds and different relationships to one another. SU staff and SU students recognize and respect not only their own rights and responsibilities, but also the rights and responsibilities of other members of the community and those of the University itself.

The Ethics policy is a set of general principles intended to assist staff and students to identify the rights and obligations issues that might arise during their interactions with each other, and in academic studies and research. The policy consists of three ethical principles: Equity and Justice, Personal and Professional Responsibility and Respect for People.

Equity and Justice

- Equal opportunities for all staff and students of the University. Any discrimination based on gender, race, colour, religion, disabilities or age is unacceptable.
- Any harassment needs to be identified and addressed speedily with professionalism and care.
- SU aims to provide a working, teaching and learning environment that is free from unfair treatment, discrimination and where all are treated with respect and dignity. SU is responsible for providing staff and students with good resources and facilities including resources and facilities for registered disabled students and staff.
- SU seeks to ensure that all academic services are efficient and transparent, and that University resources are always used appropriately.
- Staff have to treat students equally and fairly. Staff are required to respect students views and confidentiality, except when this would breach the rules and regulations of SU.
- Staff must not use their position to exert influence over another for personal gain or gratification.

Personal and Professional Responsibility:

- Students need to be provided with a curriculum that is strong academically and relevant to the living requirement and society.
- All staff and students must comply with all SU rules and regulations.
- Students need to comply with copyright policy.
- Plagiarism is the failure to distinguish ones work from the work of others, and is not acceptable by either students or staff.
- Students need to create a supportive academic environment which ensures that learning is their central focus, combined with social, cultural, sporting and recreational opportunities to enable the full realisation of their potential for academic and personal development.

Respect for People:

- Respect in a diverse student and staff community for different religious and cultural values
- Sohar University encourages and supports high standards o staff to staff and staff to student relationships and conduct.
- All research projects/dissertations must obtain ethical approval before starting on their data collection by completing a dedicated, available online at www.soharuni.edu.om or from Faculty Offices.
General Rules and Regulations

Student Behaviour: Code of Conduct

Students are required to familiarize themselves with the general regulations and assessment regulations to which they are subject. In addition, students shall be subject to the Code of Conduct for students, Student Disciplinary Procedures (where necessary due to infringement of the Code), and other regulations as approved from time to time.

Following enrolment students must:

• sign an agreement that they are willing to conform to the regulations and Code of Conduct of the University
• notify the University of any change of address and/or telephone number
• notify the University of any of assessment results not received within two weeks
• notify the University of any additional employment undertaken, particularly any which might impact on their studies

Students are expected to conduct themselves with due regard for their responsibilities as adults and members of the academic community, and with regard for the good name and reputation of the University.

A student will have breached the Code of Conduct if he or she has:

• engaged in any behaviour that prevents, obstructs or disrupts: any teaching, learning or research; administrative activity of the University; sporting, recreational, and social activities; any meeting or activity approved by the University
• failed to adhere to rulings on Freedom of Speech
• acted in a way likely to cause injury to or impair the health of others
• obstructed or attempted to obstruct access to University premises
• assaulted, engaged in sexual or racial harassment, or otherwise insulted a student, member of staff, employee of or visitor to the University, or engaged in any other sexist or racist behaviour liable to give serious offence
• acted in a violent, indecent, or threatening manner, or insubordinate behaviour (such as the refusal to follow reasonable instructions)
• misused or caused damage to University premises or property, including damage to materials, furniture, equipment belonging to the University staff or students (and including misuse of the internet, for example for pornographic purposes)
• misappropriated any funds or assets of the University
• committed a breach of the regulations, for example the assessment regulations, by committing an academic offence
• abused the privacy of any confidential files of material (for example, unauthorized access to student records)
• been found guilty of any criminal offence
• engaged in fraud, deceit, deception, or dishonesty (for example, forging a signature)
• failed to adhere to any additional Code of Practice, for example those relating to the usage of Library, learning resources and IT
• failed to comply with a previous sanction or penalty imposed
• behaved in a way that brings the University into disrepute
**Harassment**

Harassment is any unacceptable behaviour such as unwelcome attention, intimidation, humiliation, bullying, and ridicule which targets an individual or a group and makes the continuation of work or study for the individual or the group unpleasant or impossible. Harassment includes sexual, racial, and harassment targeting disability, social class, or religion (this list is not exhaustive).

Any unnecessary, unwanted, or unwelcome advances, attention or propositions; comments; persistent demeaning or offensive jokes; unwanted comments about appearance; and degrading text messages on phones, computer screens or elsewhere is considered as harassment.

Harassment is taken seriously because it often occurs between people of unequal status and the harassed may face demands in exchange for favours, e.g., promises of better grades, or promotions.

The University will ensure that all the staff and students know the steps which will be taken to deal with such issues.

Anyone who believes that they are the subject of either harassment or bullying in any form should report their concerns to their academic advisor, or to a senior member of the student’s Faculty or to a senior officer of the University.

**Informal action:**

If at all possible those who feel they are the subject of bullying or harassment should tell the person(s) concerned that their behaviour is causing offence and ask them to stop. It may be helpful to have a note of incidents including times and dates in order to be able to give examples of the behaviour that may have caused offence.

Informal action with assistance from an adviser: If an individual has attempted to address the issues or alternatively does not feel able to do so without support and assistance they should seek advice from an Adviser nominated from Student Services. The role of the Adviser is one of mediator and in that role they may need to discuss the issues with both parties.

**Formal action:**

If, despite the intervention of the Adviser, the harassment persists, or an incident is sufficiently serious, the individual should put a complaint in writing, and pursue the formal complaints procedure.

**Student Disciplinary Procedures**

Any breach of the above Code of Conduct will be dealt with as appropriate under the Student Disciplinary Procedures. This is a serious matter and any student subjected to it is advised to seek assistance from the concerned persons.

The Vice Chancellor shall establish a Student Disciplinary Committee of three members, (which may include academic and administrative staff) and a representative of the Faculty concerned, in order to investigate alleged student violations.

There are three stages in the student disciplinary process. For full details on this, please refer to the Student Code of Conduct Policy available on the website and student portals.
Complaints Policy

The University aims to provide a very high standard of service in education. However, problems do occur and sometimes the service may not be at the expected standard. In such cases, a complaint may be made. The University aims to deal openly, fairly and effectively with any comment or complaint about its services, and to offer an appropriate remedy to anyone who is adversely affected by a service which fails to meet specified standards.

The University seeks to improve services and regularly monitor any comments (or complaints) received. It will also consider the effectiveness of these procedures for addressing them.

The complaints procedures can be used to complain about any service the University provides that does not appear to be up to the required standard. It may be used by students, prospective students or other interested parties.

The University will not penalize anyone in any way for making a complaint about services provided.

The complaints procedures should not be used for the following:

- notification of mitigating circumstances for assessments
- appealing against academic results (although a successful complaint may be followed by an appeal against an academic assessment)
- dealing with academic offences (for which there are separate procedures)
- dealing with disciplinary offences (complaints about the behaviour of students are dealt with through the disciplinary procedures)
- Making disclosures in the public interest “(whistle-blowing)"

Complaints will be investigated as fairly, openly and as quickly as possible. However, some complaints are complicated and it may take some time to obtain the information needed to make a fair decision.

For full details on the complaints policy and procedures, please refer to the policy available on the website and the student portal.

Special Circumstances

There may be occasions when a student requires extra help or guidance. For example, he/she may be late to register with good reason, may feel they are taking the wrong courses, or may wish to improve their GPA etc. On these occasions, there is an established procedure to follow. A student cannot expect to see the Dean, Head of GFP, PVC Academic Affairs or the Vice Chancellor unless the following procedures are met:

- Talk to the Academic Advisor or Programme Coordinator. Most issues can be resolved at this stage
- If the issue is not resolved, then complete the Special Circumstances Form (available at the back of the Handbook, on the student portal, or from Faculty/GFP Office). The Advisor of a Faculty student will endorse this and arrange for a meeting with the Dean. The Dean will not see any student without this completed form, endorsed by the advisor. Likewise, the Advisor of a GFP student is required to endorse the form and arrange for a meeting with the Deputy Head/Head of GFP.
- If the Dean/Head of GFP considers it appropriate, a meeting with the PVC Academic Affairs will be arranged. The PVC Academic Affairs may refer the issue to a Special Circumstances Committee. The PVC will not see any student without the completed form, endorsed by the Faculty Dean.
If the PVC Academic Affairs or Special Circumstances Committee considers it appropriate, they will arrange for a meeting with the Vice Chancellor. The Vice Chancellor will not see any student without the completed form, endorsed by PVC Academic Affairs.
Learning Resources Centre (LRC) Regulations

Hours of operation
• Sunday to Wednesday: 8 am to 6 pm
• Thursday: 8 am to 6 pm
• Saturday: 10 am to 2 pm

Resources and Services:
• Print and audio-visual resources.
• Books.
• Printed journals/magazines & newspapers.
• DVDs, videos, CDs.
• Cassette tapes.
• Theses.

Electronic Resources: including online databases such as:
• Academic Search Complete.
• Business Search Complete.
• Applied Science & Technology Source.
• English Language Learner.
• Engineering Source.
• E Book Academic Collection.
• ERIC.
• Science Reference Centre.
• GreenFile

Facilities
• WiFi connectivity
• Separate male and female study areas
• Photocopying service with rechargeable cards
• Modern study cabins
• Social learning space

Locating resources
Books in the LRC are classified according to the Library of Congress classification scheme. To locate a book in the LRC you can use the LMS (library management system) and search by author, title or keyword. Alternatively the LRC staff will assist you.

Borrowing resources
To borrow items you must register with the LRC and have a valid student card. You will be allocated a borrower registration barcode number. Select the items you wish to borrow and ask the LRC staff to record your loans. Students can borrow up to 4 items for one week. Fines are charged if the items are overdue.

Rules and Regulations on the use of the LRC are displayed in the LRC. A brief summary is given below.
Rules and Regulations

- Students are charged for overdue items and fines must be paid promptly.
- For standard loan items the overdue charge is 100 baisa per item per day and for overnight and short loans 1 OMR per day.
- Food and drink are not allowed in the LRC. Only bottled water is permitted.
- Mobile phones must be switched off or in silent mode.
- Quiet discussion only is permitted.
- All furniture and equipment must be used with care.
- All damaged and missing items must be paid for.
- Students are responsible for taking care of their personal laptops, notebooks or tablets, and they cannot be stored in the LRC.
Information Technology Services (ITS) Regulations

**ITS services**
ITS works closely with SU departments to provide a wide range of IT services that support the University’s teaching, research and administrative functions.

**Email, Messaging & Calendars**
ITS provides an email service for staff and students. The email system includes calendar and contacts functionality, and it can be accessed both on and off campus. Students should check their Sohar University email account at least daily.

**Help**
Our Service Help Desk is first point of contact for IT support needs.

**Network**
We provide connectivity between computers for staff, students and visitors to the University, enabling them to share resources and information securely including the WIFI network coverage.

**Printing**
ITS delivers a range of printing solutions and we also provide self-service printing options for students and staff.

**Security**
We provide information security services that protect University data and information from potential threats.

**Software & Databases**
ITS supplies, supports and distributes software for use on University equipment. We also develop applications and databases for departments.

**Storage, Backup & Hosting**
We provide storage, backup and hosting services that enable students, departments and schools to store and share data on hardware that is managed by the University.

**Teaching & Research**
ITS team manages the University’s teaching rooms and theatres, and provides SULMS based eLearning solutions that support teaching and research activities.

**Training**
ITS offer IT training for a wide range of computer software programmes.

**Usernames & Passwords**
We manage SU usernames and passwords to provide access to many online services.

**Web**
ITS team provides Internet access and web-based solutions that enable staff and students to share and manage information and collaborate online.
Internet Policy

At Sohar University, internet access is provided for the enhancement of education and should be considered a privilege, not a right. Those who use these facilities are responsible for gaining information regarding the proper usage of computer resources. The following policy, rules, and conditions apply to all users of computer, network and telecommunication resources and services, wherever the users are located. Violations of this policy may result in suspension, without notice, of privileges to use the resources and services, disciplinary action, including possible termination, and/or legal action.

The computer, network and telecommunication resources and services of Sohar University may not be used for the transmission, creation or storage of commercial activity, or for personal advertisements, solicitations, promotions, destructive programmes (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.

The electronic mail system shall not be used for “broadcasting” of unsolicited mail or for sending chain letters. Fraudulent, harassing, obscene, or other unlawful material must not be sent by e-mail.

Users must comply with all copyrights laws and fair use provisions, software licenses. Inappropriate reproduction and/or distribution of copyright music, movies, computer software, text, images, etc., is strictly prohibited. Users must adhere to all relevant Omani local law applicable to their computer use.

Sohar University reserves the right to release a user’s identity to an appropriate authority to comply with an investigation into computer misuse.

Sohar University is not responsible for the views expressed by any student using the Sohar University computer Network System.

Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by concerned staff. Users shall not forward e-mails to any other person or entity without the express permission of the sender. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to read, alter or copy that file.

Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords.

Entry into a system, including the network system, by individuals not specifically authorized or attempts to circumvent the protective mechanisms of any University system are prohibited.

The activities of internet users are subject to monitoring. Those who view materials which are considered to be inappropriate for display will be asked to close the site.

Users may not change the configuration of the equipment or software, install personal software, or download files from the Internet. Individuals who are granted Internet access accept responsibility for any liability which may be incurred through intentional misuse of this resource.

To inspect a user’s computer system for violations of this policy, Sohar University reserves the right to

• monitor usage,
• write a warning about misuse of the internet,
• report to the police if inappropriate material is downloaded,
• suspend a student from using the internet for a period of time,
• limit a user’s access to ensure compliance with Sohar University policies and Omani law.

Regulations for the Use of Information Technology Laboratories
The computers and other equipment in the Information Technology (IT) Laboratories are for the use of students of the University to familiarize themselves with computer usage and various types of software, to develop keyboard skills, or to undertake programming or programme usage directly related to their studies.

• Students using the IT Laboratories must respect the right of other users to enjoy a quiet and productive work environment.

• Students may be required to produce their student ID card and register with the staff member responsible for the particular laboratory at the time, by filling in and signing a Computer User Log Sheet as soon as they enter the IT laboratories and before being given access to a computer.

• Students may be required to produce their student ID card at any time for sighting by the relevant staff supervising the IT Laboratories at the time.

• Students who cannot produce their student ID card when so requested by a member of the academic and teaching staff or Information Technology Services supervising staff will be required to leave the IT Laboratories immediately. Disciplinary action will be taken against students who fail to leave immediately when requested.

• Students shall not encourage persons who are not students of the University to enter the IT Laboratories. Disciplinary action will be taken against students who bring persons who are not students of the University into the IT Laboratories.

• No personal software or CD-ROMs may be used on University computers, including those in the Library, without the express permission of the Head of ITS or the University Librarian, as appropriate.

• Students may be required to sign off on a Computer User Log Sheet when they leave the IT Laboratories.

• Eating, drinking or smoking is not permitted in the IT Laboratories.
Additional provisions

Continuation of study
A student may lose the right to continue with their programme of study if:
• enrolment has not been completed by the due date
• he or she is not in good financial standing with the University
• the outcome of an academic offence is that they should not continue
• the student has brought the University into disrepute
• there is a medical condition that may affect the health or welfare of other students or staff (a medical examination may be required)

Personal Property
Students bringing personal property onto University premises do so at their own risk.

Cars
Care must be taken at all times when students bring vehicles into University premises and all speed limits and parking rules must be rigorously obeyed. Since parking space is limited, only those with special permits may park on site. Special permits are available from Students Affairs at Shinash Building to those with disabilities. The University accepts no liability for student vehicles.

On Campus Dress Code
Clothing worn must be appropriate to the occasions on which it is worn, including clothing for laboratory, field work and other activities. The traditional Omani dishdasha for men and abaya with head covering for women should be worn, but is not required for non-Omanis, who should wear other appropriate modest clothing. Female students must not veil their faces while on campus.

Smoking
The University has a strict ‘No Smoking’ policy inside all buildings on the campus.

Litter
Littering of University premises (including papers, chewing gum, etc.) is strictly prohibited and fines may be imposed on persons who throw or deposit litter.

Mobile Telephones
Mobiles must be switched off while in all lecture theatres and classrooms, the Learning Resource Centre or while attending any official meetings at SU. Teachers and librarians are entitled to confiscate mobile phones used in class or in the LRC. Phones will normally be returned at the end of the day.

Visitors
Visitors (including children) may only have access if they are signed in, after which responsibility lies with the person visited (or accompanied)
Part Three: Academic Staff and Postgraduate Programmes

- Senior Academic Staff

- Faculty of Business:
  - Master of Business Administration (MBA)

- Faculty of Computing and Information Technology:
  - Master of Computer Science

- Faculty of Education and Arts:
  - Master in Education
  - Teacher Preparation Programme

- Faculty of Engineering:
  - Master of Engineering in Environmental Engineering (M. Eng.)

- Faculty of Language Studies:
  - Master in Teaching English to Speakers of Other Languages
Senior Academic Staff

- **Vice Chancellor**  
  Professor Barry Winn, BSc, PhD (UK)

- **DVC for Academic Affairs**  
  Professor Hamza Edrees, BEng (Iraq), MSc, PhD (UK)

- **DVC for Resources**  
  Dr. Hamdan Sulaiman Al Fazari, MBA, PhD (France)

- **PVC for Research & Innovation**  
  Prof. Ghassan Adnan Al Kindi, BEng (Iraq), PhD (UK)

- **PVC for Students Affairs & Engagement**  
  Dr. Mohammed Abdallah Al-Maqbali, BA (Oman). MA (UK), PhD (UAE)

- **Postgraduate Centre**  
  DEAN, Dr. Dawood Al Hamdani, BA (USA), MA (USA), PhD, (UK)

- **Faculty of Business**  
  DEAN Prof. Richard Kennedy Common, BA Hons, MSc (econ.), DPhil. (UK)

- **Faculty of Computing and Information Technology**  
  DEAN, Prof. Ahmad Kayed Ahmad, BSc, MA (Jordan), PhD (Australia)

- **Faculty of Engineering**  
  DEAN Prof. Ehab Ellobody, BSc.Eng (Egypt), MSc, PhD (UK)

- **Faculty of English and Language Studies**  
  DEAN Prof. Mamdouh Yousef Imran BA (Syria), MA (UK), PhD (UK)

- **Faculty of Education and Arts**  
  DEAN Dr. Ali Khalifa Al Shamli, BA (Oman), MSc (Saudi Arabia), PhD (Malaysia)
Faculty of Business: Master of Business Administration (MBA)

Staff List and Key Contact Details

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Member of staff</th>
<th>Contact details</th>
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<tbody>
<tr>
<td>Dean of the Faculty</td>
<td>Prof. Richard Kennedy</td>
<td><a href="mailto:RCommon@soharuni.edu.om">RCommon@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Programme Coordinator</td>
<td>Dr. Davoud Nikbin</td>
<td><a href="mailto:DNikbin@su.edu.om">DNikbin@su.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Ms. Amal Al Badi</td>
<td><a href="mailto:ASBadi@soharuni.edu.om">ASBadi@soharuni.edu.om</a></td>
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Master of Business Administration Courses Details

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Faculty of Computing and Information Technology: Master of Computer Science

Staff List and Key Contact Details:

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<tr>
<th>Faculty</th>
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<th>Contact details</th>
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<tbody>
<tr>
<td>Acting Dean of Faculty</td>
<td>Prof. Ahmad Kayed Ahmad</td>
<td><a href="mailto:AKayed@su.edu.om">AKayed@su.edu.om</a></td>
</tr>
<tr>
<td>Programme Coordinator</td>
<td>Dr. Jabar H. Yousif</td>
<td><a href="mailto:jyousif@soharuni.edu.om">jyousif@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Ms. Kholood Al Farsi</td>
<td><a href="mailto:kfarsi@soharuni.edu.om">kfarsi@soharuni.edu.om</a></td>
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Master of Computer Science Courses Details

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Master in Computer Science Additional Courses

The Students wishing to enter the master’s programme in computer science must have a solid educational record in computing and information technology. If a student does not have the necessary background, additional courses may be required to help students meeting these prerequisites. Admission may be granted for the non-computer science graduates also if the candidate is willing to attend the additional courses identified at the time of admission depending upon the prerequisite conditions. The additional courses are not part of the credit hours required for the Master’s degree. Suitability for the additional courses will be made by the Master’s programme in computer science Coordinator.
Faculty of Education and Arts: - Master in Education
- Teacher Preparation Programme

1-Master in Education

Staff List and Key Contact Details

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Member of staff</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Faculty</td>
<td>Dr. Ali Al Shamli</td>
<td><a href="mailto:AShamli@soharuni.edu.om">AShamli@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Master Programme Coordinator</td>
<td>Dr. Mohammed Al Kiyumi</td>
<td><a href="mailto:MKiyumi@soharuni.edu.om">MKiyumi@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Ms. Huda Al Jahwari</td>
<td><a href="mailto:huda@soharuni.edu.om">huda@soharuni.edu.om</a></td>
</tr>
</tbody>
</table>

Master in Education Courses Details

Program matrix of master of education in curriculum and teaching methods
(General curriculum, Islamic studies, Arabic Language, Social studies, Science, Math)

<table>
<thead>
<tr>
<th>Level</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<tr>
<td></td>
<td>MEDU5102</td>
<td>2</td>
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<td>2</td>
<td>MEDU6101</td>
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<tr>
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<td>MEDU6102</td>
<td>2</td>
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</tr>
<tr>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td>MCUG5101</td>
<td>Advanced Teaching Methods in curriculum</td>
<td></td>
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<tr>
<td>MCUS5101</td>
<td>Advanced Teaching Methods of Science</td>
<td></td>
</tr>
<tr>
<td>MCUA5101</td>
<td>Advanced Teaching Methods of Arabic</td>
<td></td>
</tr>
<tr>
<td>MCUI5101</td>
<td>Advanced Teaching Methods of Islamic Studies</td>
<td></td>
</tr>
<tr>
<td>MCUM5101</td>
<td>Advanced Teaching Methods of Math</td>
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</tr>
<tr>
<td>MCSS5101</td>
<td>Advanced Teaching Methods of Social Science</td>
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</tr>
<tr>
<td>MCUG5001</td>
<td>Contemporary trends in curriculum</td>
<td></td>
</tr>
<tr>
<td>MCUG5002</td>
<td>Teaching Design</td>
<td></td>
</tr>
<tr>
<td>MCUG5003</td>
<td>Analysis of Classroom Teaching Behaviour</td>
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</tr>
<tr>
<td>MCUG5004</td>
<td>General Curricula learning problems and difficulties</td>
<td></td>
</tr>
<tr>
<td>MCUS5004</td>
<td>Science learning problems and difficulties</td>
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<td>MCUA5004</td>
<td>Arabic language learning problems and difficulties</td>
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# Master of School Sport Sciences

<table>
<thead>
<tr>
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<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Course Code</td>
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</tr>
<tr>
<td></td>
<td>MSSS5101</td>
<td>Instructional Theories in School Sport</td>
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<tr>
<td>1</td>
<td>MSSS5101</td>
<td>Advance Teaching Methods in School Sport</td>
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<td></td>
<td>MEDU5102</td>
<td>Quantitative Research Methods</td>
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<tr>
<td>2</td>
<td>MEDU6101</td>
<td>Statistics</td>
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<td></td>
<td>MSSS6102</td>
<td>Reading in English in School Sport</td>
</tr>
<tr>
<td></td>
<td>MSSS6100</td>
<td>Thesis Proposal</td>
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</table>

**Elective courses**

- MSSS5002: Instructional Design in School Sports
- MCUG5003: Analysis Class Teaching Behavior
### Master of Education in Foundation and Education Administration

<table>
<thead>
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<th>Level</th>
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<th></th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>1</td>
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<td>Social &amp; Philosophical Foundation of Education</td>
<td>2</td>
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<tr>
<td></td>
<td>MADM5102</td>
<td>Educational Policies and its Applications</td>
<td>2</td>
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<td>MEDU5102</td>
<td>Quantitative Research Methods</td>
<td>2</td>
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<tr>
<td>2</td>
<td>MEDU6102</td>
<td>Educational Readings in English Language</td>
<td>2</td>
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<td>Statistics</td>
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<tr>
<td></td>
<td>MADM6100</td>
<td>Thesis Proposal</td>
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*Elective

<table>
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<tr>
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<tbody>
<tr>
<td>MADM5001</td>
<td>Organization &amp; Administration Behaviour</td>
</tr>
<tr>
<td>MADM5002</td>
<td>Vocational guidance</td>
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<tr>
<td>MADM5003</td>
<td>Quality Assurance in the Educational Institution</td>
</tr>
<tr>
<td>MADM5004</td>
<td>Educational Economy</td>
</tr>
</tbody>
</table>

**Master in Education Additional Courses**

The Students wishing to enter the Master programme in Education must have a solid educational record in education. If a student does not have the necessary background, additional courses may be required to help students to meet these prerequisites. Courses such as educational technology, educational psychology and Educational foundation are required as prerequisite. These additional courses are not part of the credit hours required for the master’s degree.
2-Teacher Preparation Programme

Staff List and Key Contact Details

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Member of staff</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Faculty</td>
<td>Dr. Ali Al Shamli</td>
<td><a href="mailto:AShamli@soharuni.edu.om">AShamli@soharuni.edu.om</a></td>
</tr>
<tr>
<td>TPP Programme Coordinator</td>
<td>Dr. Aida Bati Al Qasimi</td>
<td><a href="mailto:AAlQasimi@soharuni.edu.om">AAlQasimi@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Ms. Huda Al Jahwari</td>
<td><a href="mailto:huda@soharuni.edu.om">huda@soharuni.edu.om</a></td>
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Program Matrix Form

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<td>PSYC3101</td>
<td>Implication of Educational Psychology</td>
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<td>Curriculum and Teaching Methods</td>
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Teacher Preparation Programme Courses Detail

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<td>EDUC4201 Practicum for Islamic Studies</td>
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<tr>
<td>EDUC4002 Curriculum and Teaching Methods of Arabic Language</td>
<td>EDUC4202 Practicum for Arabic Language</td>
</tr>
<tr>
<td>EDUC4003 Curriculum and Teaching Methods of Social Studies</td>
<td>EDUC4203 Practicum Social Studies</td>
</tr>
<tr>
<td>EDUC4004 Curriculum and Teaching Methods of Science</td>
<td>EDUC4204 Practicum for Science</td>
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<td>EDUC4005 Curriculum and Teaching Methods of Mathematics</td>
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<td>EDUC4008</td>
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**Teacher Preparation English Education**

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<td>EDUC4017</td>
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</table>
Faculty of Engineering: Master of Engineering in Environmental Engineering (M. Eng.)

Staff List and Key Contact Details

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Member of staff</th>
<th>Contact emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Faculty</td>
<td>Prof. Ehab Ellobody</td>
<td><a href="mailto:EElobody@soharuni.edu.om">EElobody@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Master Programme Coordinator</td>
<td>Dr. Nitin Bhaurao Raut</td>
<td><a href="mailto:NRaut@soharuni.edu.om">NRaut@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Samiya Abdullah Al Moqbali</td>
<td><a href="mailto:SAMaqbali@su.edu.om">SAMaqbali@su.edu.om</a></td>
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Master of Engineering in Environmental Engineering courses details

<table>
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<tr>
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<td>ENVE6003</td>
<td>Solid Waste Technology and Management</td>
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<td></td>
<td>ENVE6002</td>
<td>Air Pollution Control Design</td>
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<td>ENVE6004</td>
<td>Advanced Water and Wastewater Treatment</td>
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<td>Advanced communication for Engineers</td>
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<td>ENVE6006</td>
<td>Environmental Data Analysis</td>
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<td>ENVE6007</td>
<td>Environmental Monitoring and Assessment</td>
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<tr>
<td>ENVE6012</td>
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</table>
Faculty of Language Studies: Master in Teaching English to Speakers of Other Languages

Staff List and Key Contact Details

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Member of staff</th>
<th>Contact emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Faculty</td>
<td>Prof. Mamdouh Yousef Imran</td>
<td><a href="mailto:MImran@soharuni.edu.om">MImran@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Master Programme Coordinator</td>
<td>Dr. Mohammed Jlassi</td>
<td><a href="mailto:MJlassi@soharuni.edu.om">MJlassi@soharuni.edu.om</a></td>
</tr>
<tr>
<td>Faculty Secretary</td>
<td>Roqia AL. Busaidi</td>
<td><a href="mailto:RBusaidi@soharuni.edu.om">RBusaidi@soharuni.edu.om</a></td>
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Master in Teaching English to Speakers of Other Languages (TESOL) Courses Details

<table>
<thead>
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<tbody>
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<td>Course Code</td>
<td>Course Name</td>
</tr>
<tr>
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<td>TESOL5113 (Core)</td>
<td>TESOL Methods and Approaches</td>
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<tr>
<td></td>
<td>TESOL5114 (Core)</td>
<td>Theoretical and Practical Issues in EAP and ESP</td>
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<td></td>
<td>TESOL5115 (Core)</td>
<td>Research Methodology</td>
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<td></td>
<td>TESOL5111 (Elective) OR TESOL5112 (Elective)</td>
<td>Linguistics for Language Instruction OR Second Language Acquisition</td>
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<tr>
<td>Level</td>
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<td>Language Teaching Technologies OR Teaching English to Young Learners OR Practicum: Implementation and Evaluation</td>
</tr>
</tbody>
</table>
**Part Four: Fourms Samples**

- Special Circumstances Form
- Student Academic Complaints Form
- Student Release/Deferral Form
- Project Ethical Approval Application Form
Special Circumstances Form

When circumstances arise where a student requires extra help or guidance, students are required to follow these procedures.

1. Talk to your Academic Advisor. Most issues can be resolved at this stage.

2. If the issue is not resolved, then complete this form. Once this form has been fully completed, hand it to your Academic Advisor to sign and he/she will arrange for you to see your Dean / Head of GFP. The Dean / Head of GFP will not see you without this completed form, signed by your Academic Advisor.

3. If the Dean / Head of GFP considers it necessary, he/she will arrange for you to see the PVC Academic Affairs. The PVC will not see you without the completed form, signed by your Advisor and Dean.

4. If necessary, the PVC Academic Affairs will refer the case to the Vice Chancellor. The Vice Chancellor will not see you without this form, endorsed by the PVC Academic Affairs.

Students must complete all sections carefully.

<table>
<thead>
<tr>
<th>Name</th>
<th>Student Identity Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Programme/Stream</td>
</tr>
<tr>
<td>Date</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Advisor Name</td>
<td></td>
</tr>
</tbody>
</table>

Nature of Special Circumstances: (Please tick the correct box)

- Late Registration with valid reason *(applicable after the add/drop period)*
- Registered in the wrong course *(applicable after the add/drop period)*
- Exception from pre-requisite courses *(to be completed before the semester begins)*
- Exceeding the study load *(to be completed before the add/drop period)*
- Improving GPA *(to be completed before the semester begins)*
- Timetable conflicts
- Request for Special Exam due to conflict with exam timetable and pregnancy delivery date

Reason for Special Circumstances:

Advisors Comment:
<table>
<thead>
<tr>
<th>Advisor Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Dean's Comment:</td>
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<tr>
<td>Dean Name</td>
<td>Signature</td>
</tr>
<tr>
<td>PVC Academic Affairs (PVC-AA) Comment (only where applicable):</td>
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<tr>
<td>PVC-AA Name</td>
<td>Signature</td>
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<tr>
<td>Admission and Registration Comment (only where applicable):</td>
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</tr>
<tr>
<td>Agreed Actions</td>
<td></td>
</tr>
<tr>
<td>By whom</td>
<td></td>
</tr>
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</table>
# Student Academic Complaints Form

A student with an academic complaint must complete this form and present it to the office of the Dean of Faculty with all ais not resolved informally at the Faculty level, the student (or other complainant) must provide details in writing to the Deputy Vice Chancellor Academic Affairs (DVCAA) as soon as possible after the event(s) concerned and normally within six weeks. Any delays may make it difficult to investigate. Anonymous complaints cannot be dealt with because a response cannot be provided. However, the identity of a complainant will not be disclosed without permission. A complaint will not be recorded on the academic record.

This form **should not** be used for the following:

1. Notification of mitigating circumstances for assessments (there is a separate mitigating circumstances form)
2. Appealing against academic results (there is a separate appeal against an academic assessment form)
3. Dealing with disciplinary offences (complaints about the behavior of students are dealt with through student affairs)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Identity Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Major</td>
</tr>
<tr>
<td>Student SU email</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>Date on which the incident happened</td>
<td>Name of anyone else involved</td>
</tr>
</tbody>
</table>

**Select the Complaint type:**

- The Admission and Registration process and system
- The timetabling of lectures, tutorials and examinations
- A program or specific course (course content, documentation and materials, lecturer theatres, labs etc.)
- A member of the teaching staff (or Lab technicians)
- Academic advising
- Learning resources and the library
- Learner support
- Assessments
- Grades
- Absences
- Academic probation, and suspension
- Academic Integrity
**Details of the event:** (please attach all evidence supporting the claim)

**Deans Comment:** Indicate how the complaint was investigated and by whom, the evidence used, the conclusion reached if appropriate, the steps taken to rectify matters. It may not be possible to do exactly what was requested, but the complainant will be given the opportunity to say whether or not they are satisfied.

<table>
<thead>
<tr>
<th>Dean Name (Print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**DVC Academic Affairs Comment (where applicable):**

<table>
<thead>
<tr>
<th>DVC-Academic Affairs</th>
<th>Signature</th>
</tr>
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**Agreed Actions**

**By whom**
Please complete the following:

Student Number: __________________________ Student Name: __________________________________________________________

Faculty: __________________________ Program: __________________________________________________________

Financial Sponsor: __________________________ Residential Address: ______________________________________________________

Bank Name: __________________________ Account No: __________________________________________________________

Email Address: __________________________________________________________

Telephone No: __________________________ GSM: __________________________________________________________

Signature of Student __________________________ Date __________________________

REASON FOR WITHDRAWAL:

Please complete the attached Feedback from Withdrawing Students Form if withdrawing from the University prior to completion of an award program and submit both forms to the Admission and Registration.
Student Memorandum of Grades can only be released after all signatures have been obtained.

1. **Communication & External Relations**
   - For students who want to withdraw
   
   Signature: ........................................
   
   Date: ...........................................

2. **Library**
   - Student has returned all borrowed books and there are no late fees
   
   Signature: ........................................
   
   Date: ...........................................

3. **Pro-Vice Chancellor of Students Affairs**
   - Receipt of Feedback from Withdrawing Students Form
   
   Signature: ........................................
   
   Date: ...........................................

4. **Dean of Faculty**
   - Student has returned all University property and there are no outstanding issues relating to the Faculty
   
   Signature: ........................................
   
   Date: ...........................................

5. **Admission & Registration**
   - Student ID card Returned
   
   Signature: ........................................
   
   Date: ...........................................

   Students who do not return their Student ID. Card will be required to pay 10 O.R.

6. **Finance**
   - We certify that the above student has no financial liabilities with the University (All outstanding charges have been paid (tuition and fees, accommodation fines/utilities, etc.)
   
   Signature: ........................................
   
   Date: ...........................................

7. **Estates**
   - All University Property returned
   
   Signature: ........................................
   
   Date: ...........................................
# PROJECT ETHICAL APPROVAL APPLICATION FORM

## Section A

<table>
<thead>
<tr>
<th><strong>Project Title:</strong></th>
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<table>
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<th><strong>Project #:</strong></th>
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<tr>
<th><strong>Principal Investigator (PI):</strong></th>
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<tr>
<td>(in case of student project the project supervisor and student details should be recorded)</td>
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<table>
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<tr>
<th><strong>Name:</strong></th>
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<table>
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<tr>
<th><strong>Student Name:</strong></th>
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<tr>
<th><strong>Faculty:</strong></th>
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<th><strong>SID:</strong></th>
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### Project Type

<table>
<thead>
<tr>
<th><strong>Staff (External Funding)</strong></th>
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<tr>
<th><strong>Staff (Internal Funding)</strong></th>
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<tr>
<th><strong>Staff (No funds are required)</strong></th>
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<tr>
<th><strong>Student (specify: Undergraduate, Masters, PhD)</strong></th>
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## Section B

**Project Summary** (Short description of the nature of the project and the methodology to be used). *No more than 150 words*

## Section C

Provide information of any possible ethical issues in this project. Otherwise, type “No ethical related issues” and go to section F

## Section D

Provide details of how participants will provide consent for their involvement in this research.
Section E

Provide details of how the confidentiality of participant's will be maintained.

Section F

Attach the following forms as part of the application process:

1. Research proposal

2. Participants Consent Form (*in case the project has ethical issues*) - This form to be prepared by the project PI.

Section G

PI Signature:……………………………

Date:……………………………………