

THE UNIVERSITY

1. The University

1.1. Background

Dhofar University (DU) is a private institution of higher education in Salalah, Sultanate of Oman, established by Ministerial Decree No. 5/2004 issued in January 2004. The University formally commenced its operations in September 2004. DU has a Board of Trustees that represents its highest policy making body.

1.2. Vision

DU aspires to occupy a recognised position among the institutions of quality higher education.

1.3. Mission

DU strives to achieve excellence in teaching, research, and community service, in an open learning environment conducive to creativity and innovation and to the acquisition of cutting-edge professional knowledge.

1.4. Core Values

The core values of DU are:

- 1) Academic excellence
- 2) Individual responsibility
- 3) Continuous improvement
- 4) Active citizenship
- 5) Life-long learning

1.5. Graduate Attributes

The graduate attributes of DU are:

- 1) Master theoretical knowledge and practical skills in the students' chosen discipline commensurate with program level and objectives.
- 2) Demonstrate capacity for effective communication, critical thinking, creativity and innovation.
- 3) Exhibit honesty, discipline and accountability.
- 4) Practice tolerance, humility, respect for differences and commitment to service.
- 5) Practice life-long learning.

1.6. Location and Climate

Being in Salalah, the University community enjoys the well-known geographic beauty of Dhofar region and the mild weather throughout the year particularly in the Summer, which is locally known as Khareef. The temperature remains steady in the upper twenties, with occasional rise to mid-thirties. The long and clean sandy shores of Salalah, one of the most beautiful in the world, are ideal for fishing and swimming. The nearby mountains are ideal for hiking.

1.7. Campus Facilities

DU campus is designed to conform to local needs and cultural context while meeting both international design standards and those of the Ministry of Higher Education (MoHE). The campus includes an administration building, three buildings for the four colleges and the Foundation Program (FP), a common classroom building, a library building, a student activities center, a Conference Hall, a Mosque, female student dormitories (Hostel), housing for the senior administration and an engineering workshop.

2. Admission Policies and Procedures

2.1. Deanship of Admission, Registration and Student Affairs

There are three departments under the Deanship of Admission, Registration and Student Affairs (DARSA). These are: Department of Admission and Registration (DAR), Department of Student Affairs (DSA) and Department of Student Hostel (DSH) Services. Each of these departments is headed by a Director who has a set of authorities and responsibilities that enables him/her achieving the objectives of his/her concerned department.

2.2. Admission Requirements

- 1) Students are admitted to the undergraduate Programs on the basis of their:
 - a) General Education Diploma Certificate or its equivalent; and
 - b) Results of the English, Mathematics and IT placement tests conducted by DU Foundation Program (FP).
- 2) Based on the results of placement tests, accepted students are divided into two groups as follows:
 - a) Students who need remedial work; will join the FP, for one or more semesters, until they successfully complete the Program; and
 - b) Students who are ready, proceed directly to the first year of the Diploma or Bachelors Program.
- 3) Students may be exempted from English, Mathematics or IT Foundation requirements and admitted directly to their chosen fields of specialization if they meet the following criteria:
 - a) Exemption from English requires a minimum score of 50 on the Cambridge English Placement Test (CEPT), or a minimum score of 5 in IELTS, or a minimum of 500 in TOFEL.
During Covid-19 lockdown, IELTS providers started to provide IELTS Indicator - the online version of the official IELTS. DU has recognized this version of the exam and henceforth accepts the certificate thereof. The minimum requirement of a score of 5.0 remains as is.
 - b) Exemption from Mathematics requires a minimum score of 60 on the Moodle-based Math Placement Test.
 - c) Exemption from IT requires a minimum score of 70 in the Moodle-based IT Placement test or an International (English) IC3 certificate. In case of the provision of a domestic (Arabic) IC3 certificate, students shall be required to take an IT Challenge Test and score a minimum of 60% to clear IT.

Please note that the validity of these international tests is limited to two years from the date of taking the exam. Applicants must submit the original certificate of test results and the University reserves the right to verify the authenticity of the certificate. Holders of IELTS and Test of English as a Foreign Language (TOEFL) certificates issued by institutions outside Oman may be asked to take the CEPT.

2.3. Application Procedure

Every applicant is required to submit an **online** application through the DU Website (www.du.edu.om), along with uploading copies of the following color-scanned supporting documents:

- 1) A recent photograph
- 2) A valid passport (first and second pages) in addition to the Omani visa page for non-Omanis.
- 3) The national identity card for Omanis OR residence card for non-Omanis.
- 4) A certified copy of the General Education Diploma Certificate or its equivalent
- 5) A non-refundable application fee of RO 30 for Diploma/Bachelor program. Payment can be made to the bank account of Dhofar University as mentioned in the online application.

It is important to note that any certificate that has been issued outside Oman must be authenticated by the Ministry of Education for the high school certificate, and from the Ministry of Higher Education for the Diploma certificate and Bachelor degree.

Please make sure you read the application and registration procedures and instructions that are posted on the DU Website (www.du.edu.om), DU Instagram account ([dh_university](https://www.instagram.com/dh_university)) especially with the current covid-19 nationwide application of the standard safety measures as set by the Omani supreme council dedicated for this purpose! The updated safety standards might affect the way students are required to admit to the university!

2.4. Registration

Periods of registration are announced in the academic calendar, which is published in the DU catalogue and on DU Website.

2.5. Special Students

DU accepts students of other HEIs who would like to take a certain number of courses and transfer their credits to their Universities. DU allows them to register for courses as special students. These students are required to present documents that show their credentials and preparedness to take courses in the University.

2.6. Academic Advisors

Each student is assigned an academic advisor at DU. The academic advisor is a faculty member in the academic department in which the student is enrolled. The role of the academic advisor is to assist the advisee in preparing course schedule during registration, support and guide him/her during the university studies, monitor the academic progress, and offer counselling on any academic difficulties or problems the student may experience.

3. Fees and Expenses

3.1. Tuition Fees

Tuition fees are as follows:

- 900 RO for each of three semesters for the Foundation Program.
- 70 RO for each credit hour taken in the Fall, Spring and Summer semesters for all Undergraduate Programs.

The above fees do not include books, transportation or late registration.

3.2. Tuition Fees Refund

A student may withdraw from a semester after registration, but the refund of tuition fees depends on the timing of the withdrawal:

- 1) Full tuition fees will be refunded only to those students who withdraw from the semester before the end of the first week of classes.
- 2) 50% of tuition fees will be refunded to those students who withdraw before the end of the second week of classes.
- 3) NO REFUND to be made to students who withdraw from the semester from the beginning of the third week of classes onwards.

4. Academic Programs and Degrees Offered

DU offers 56 Academic Programs, comprising of 16 Diploma Programs, 27 Bachelor Programs, 12 Master Programs and 1 Teaching Diploma Program. Further, DU also offers variety of courses and training Programs for its staff, executives and employees of government agencies and commercial firms and for adult learners in local community through its Community Service and Continuing Education Centre (CSCEC).

Academic Programs follow the American model of higher education and use English as the medium of instruction, except for some programs as shown in Section 5, which are delivered in Arabic.

The academic year is divided into two semesters of sixteen weeks of instruction each, and a Summer term of eight weeks of instruction (it delivers the same number of contact hours as in the regular semester).

A student is awarded either a Diploma or a Bachelor degree, in accordance with the choice he/she had made when he/she joined DU.

If a Bachelor bound student decided, for a legitimate reason, to forgo his/her desire to finish the Bachelor Program in the middle of a semester and decided to receive a diploma instead, then he/she may decide to drop all courses in progress pertaining to the Bachelor program. A Diploma will then be awarded contingent to completing the requirements of the Diploma Program, subject to the approval of the College Council. However, scholarship students will need to have the approval of their sponsor before changing their degree.

5. Colleges and Foundation Program

The University has four Colleges: The College of Arts and Applied Sciences (CAAS), the College of Commerce and Business Administration (CCBA), the College of Engineering (CE) and the College of Law (CL). In addition, there is a Foundation Program (FP) that is designed to bridge the gap between secondary education and university undergraduate studies.

The programs offered in each college are summarised below.

5.1. College of Arts and Applied Sciences

CAAS offers the following Programs:

1	Diploma in Computer Science
2	Diploma in English Language
3	Diploma in Mathematics
4	Diploma in Social Work (English)
5	Diploma in Social Work (Arabic)
6	Bachelor of Education in Teaching Mathematics
7	Bachelor of Education in Teaching Science
8	Bachelor of Education in Teaching English Language
9	Bachelor of Education in Teaching Information Technology
10	Bachelor of Science in Computer Science
11	Bachelor of Science in Mathematics
12	Bachelor of Arts in English Language
13	Bachelor of Arts in Translation
14	Bachelor of Arts in Arabic Language
15	Bachelor of Arts in Social Work (English)
16	Bachelor of Arts in Social Work (Arabic)
17	Master of Education in Educational Administration (Arabic)
18	Master of Education in Psychological Counselling (Arabic)
19	Master of Education in Curriculum and Instruction: Teaching English Language
20	Master of Education in General Curriculum & Instruction (Arabic)
21	Master of Science in Information Technology
22	Master of Arts in Language Studies (Arabic)
23	Master of Arts in Literature and Criticism (Arabic)
24	Master in Social work (Arabic)
25	Teaching Diploma (Arabic)

5.2. College of Commerce and Business Administration

CCBA offers the following Programs:

1	Diploma in Accounting
2	Diploma in Finance
3	Diploma in Management
4	Diploma in Marketing
5	Diploma in Management Information Systems
6	Bachelor of Arts in Business Administration in Accounting
7	Bachelor of Arts in Business Administration in Finance
8	Bachelor of Arts in Business Administration in Management
9	Bachelor of Arts in Business Administration in Marketing
10	Bachelor of Arts in Business Administration in Management Information Systems
11	Bachelor of science in Logistics & Supply chain management
12	Master of Business Administration
13	Master in Management (Arabic)

5.3. College of Engineering

CE offers the following Programs:

1	Diploma in Civil and Environmental Engineering
2	Diploma in Chemical Engineering
3	Diploma in Electrical and Computer Engineering
4	Diploma in Mechanical Engineering
5	Diploma in Interior Architecture Engineering
6	Diploma in Mechatronics Engineering
7	Bachelor of Science in Chemical Engineering
8	Bachelor of Science in Civil Engineering
9	Bachelor of Science in Computer and Communications Engineering
10	Bachelor of Science in Electrical and Electronics Engineering
11	Bachelor of Science in Mechanical Engineering
12	Bachelor of Science in Internal Architecture Engineering
13	Bachelor of Science in Architectural Engineering
14	Bachelor of Science in Mechatronics Engineering
15	Bachelor of Science in Software Engineering

5.4. College of Law

LAW offers the following Programs:

1	Bachelor of Law (Arabic)
2	Master in Private Law (Arabic)
3	Master in Public Law (Arabic)

5.5. Foundation Program

DU offers a Foundation Program, which is aligned with Oman Academic Standards (OAS) for General Foundation Program (GFP). All students admitted to DU have to take a placement test conducted by the FP. The students are placed at the appropriate level, depending on their performance in the placement test. There are three levels in the FP for English language and two each for Maths and IT.

A student can progress to his/her major in the College only after successfully completing all FP requirements (English, Maths and IT).

6. Graduation Requirements

6.1. Diploma

To receive a Diploma, students must satisfactorily complete 60 - 75 credit hours, depending on the program, with a cumulative grade point average (CGPA) of 65 percent. Other graduation requirements are stated in the corresponding section of this catalogue.

6.2. Bachelor Degree

To receive a Bachelor Degree, a student must satisfy the following conditions:

- 1) Complete the total number of credit required for the program which ranges from 120 up to 150 credits based on the major.
- 2) Reach a (CGPA) of 65 percent,
- 3) Reach a major cumulative grade point average (MCGPA) of 70 percent in the compulsory major courses,

6.3. Study Period

The study period that a student must spend in a Diploma Program ranges from a minimum period of two academic years, up to a maximum period of four academic years.

The study period that a student must spend in a Bachelor Program ranges from a minimum period of four academic years, up to a maximum period of eight academic years. However, if the student joins in second or third year the maximum period will be proportionately reduced.

6.4. Residency Requirements

Students transferring to DU from other Higher Education Institution (HEI) must earn at least 60 credits (30 credits) required for graduation while in residence at DU for a Bachelor Degree (Diploma). In other words, an equivalency of a transfer student cannot exceed 50% of the total number of credits for the academic program he/she is joining at DU.

6.5. Studying Abroad

A DU student in good academic standing who did not transfer to DU from another HEI and wishes to study abroad must seek the approval of the College Council to spend up to one year and earn up to 30 credits at another HEI; however, the student must spend his/her final year of study at DU.

7. Course Requirements for Academic Programs

The course requirements for the academic program are stated in the student's plan of study (PoS). Even though the PoS of one program is different from another, still all these PoS for undergraduate programs share a same structure of the course distribution as given below.

7.1. University Requirements

This includes courses that are common for all programs across DU Colleges. These courses aim to provide essential knowledge and skills that are required to be acquired by all DU students. The courses of this category must be completed by all students of DU.

The total number of "University Requirements" for bachelor's program is upto 30 credits and for diploma program upto 21 credits. The English and Mathematics courses are designed separately for the needs of the students based on their colleges/majors. The other courses are common for all students across the university.

The university requirement courses are:

- 1) ARAB101: Academic Writing in Arabic
- 2) ENGL101: Basic Academic English
- 3) ENGL102A: English for Arts, Humanities and Social Sciences I, or
ENGL102B: English for Business I, or
ENGL102C: English for Computer Sciences I, or
ENGL102E: English for Engineering and Sciences I
- 4) ENGL203A: English for Arts, Humanities and Social Sciences II, or
ENGL203B: English for Business II, or
ENGL203C: English for Computer Science II, or
ENGL203E: English for Engineering and Sciences II
- 5) ENGL204: Advanced English for Academic Purposes and Research
- 6) ENGL305: Advanced English Language and Communication Skills
- 7) ENTR200: Entrepreneurship: Innovation and Creativity
- 8) CMPS100A: Introduction to Technical Computing for Arts, or
CMPS100B: Introduction to Technical Computing for the Sciences
- 9) MATH103: Mathematics for Social Sciences, or
MATH103B: Mathematics for Business, or
MATH199: Calculus I
- 10) SOCS102: Omani Society

7.2. College Requirements

This includes courses that are common among the students of the same college only. The number of credit hours differ based on the level of the degree and the nature of the program. The courses of this category must be completed by all students who belong to the same college. These are mentioned under the particular program and college in this catalogue.

7.3. Major requirements

Students of the same major have to study a specific group of courses that differ according to the major and level of the degree. The courses of this category must be completed by all students who belong to the same major. These are mentioned under the particular program and college in this catalogue.

7.4. Elective requirements

This category is only available at the bachelor level where students have the freedom to select from a number of courses within the required number of credits allotted for this category. Under this category there are sub categories which are: general electives, social electives, college electives and major electives. These are mentioned under the particular program and college in this catalogue.

7.5. Seeking a Second Bachelor Degree from DU

A student who already holds a Bachelor's Degree and wishes to obtain a second Bachelor Degree in a different major of study must complete, after admission to the new College, all major credit hours as well as fulfil any other non-major graduation requirements for the new degree.

8. Academic Rules and Regulations

8.1. Grading System

The undergraduate grading system adopted at DU and its equivalence to the Letter Grade system and the Grade Points Average (GPA) system are shown below:

Numerical Grades	Grades Type	Equivalent Letter Grades	Equivalent Grade Points
95-100	Excellent	A	4.0
90-94		A-	3.7
87-89	Very Good	B+	3.3
83-86		B	3.0
80-82		B-	2.7
77-79	Good	C+	2.3
73-76		C	2.0
70-72		C-	1.7
65-69	Pass	D+	1.3
60-64		D	1.0
Below 60	Fail	F	0.0

Abbreviations

Incomplete	I
Pass	P
In Progress	PR
Withdrawal	W

Withdrawn for Excessive Absence	WA
Fail	F
No Grade Reported	-
Pass Transferred	PT
Exempted	EX

8.2. Credit Load

- 1) A full-time student should register for not less than 12 credits and no more than 15 credits (18 for engineering and Law students) in any regular (Fall and Spring) semester.
- 2) A student may register for up to 18 credits (19 for engineering and Law students) if he/she has a cumulative average of at least 80 or a semester average of 80 for two consecutive semesters. However, the approval of the college is required for cases beyond these conditions.
- 3) A student can register in a summer semester for a maximum of 6 credit hours. There will be no academic status (probation) for the summer semester. The student's academic status will remain as it is in the previous semester.
- 4) Credit for incomplete courses will be included in the semester in which the incomplete courses were taken. The evaluation for that semester will be carried out as soon as the grades for the incomplete courses have been finalized.

9. Students' Academic Assessments

9.1. Performance Assessment

A student's academic performance is assessed throughout the semester using various instruments: home works, exams, research papers, projects, practical works, researches, etc. The student has the right to receive continuous feedback about his/her performance. The instructor completes a through-the-term performance assessment to give students a chance to withdraw from the course before the end of the withdrawal period and to help academic advisors to better advice students for the next semester registration.

Normally, all courses have final examinations that students must take. The instructor announces the course syllabus at the beginning of the semester where course components and associated assessment criteria are clearly stated. The course components and their allotted grades comply with the University policies.

9.2. Incomplete Work - "I"

A student who misses the final exam shall receive a grade of zero for that. However, if the student makes a petition (through the DU website) with a valid excuse for his/her absence, and the petition is approved, a grade of incomplete 'I' would be posted on the student's record.

Normally, no incomplete grade of “I” is given as a final grade in any course. In exceptional cases, and provided the guidelines stated below are met, a student may be allowed to make up the incomplete work. These guidelines are:

- 1) For securing permission to complete the work for a course, a student must submit an online “incomplete petition” with a valid excuse up to two weeks from the last day of the scheduled examination for that semester. Students should be aware that approval is not automatically granted.
- 2) Students permitted to complete the work for a course must do so up to two (2) weeks of the start of the immediate next semester. However, incomplete work of Spring semester can be completed within two (2) weeks of Fall semester.
- 3) After the incomplete work is done and evaluated, the course instructor submits a “change of grade” form to DARSA after approving it by the concerned College Council.
- 4) If no valid excuse is presented or the work, if permitted, is not completed within the time limit specified above, the “I” will be replaced with numeric grade scored that becomes the final grade in the course.

9.3. Submission of Final Grades

Instructors submit their final results to DARSA through the DU SIS Portal. A parallel hard copy of the final grades should be submitted to DARSA after the approval of the Dean’s Office/ FP Director’s Office by the predefined deadline.

9.4. Appeal for the Final Course Grade

Any student, who feels that the grading was unfair, must promptly discuss the matter with the course instructor. If the student and the instructor are unable to arrive at a solution, the student can submit an online “Grade Appeal” petition available on the DU Website up to one week from the end of the final exams period.

The Department Chairperson of the concerned course investigates the student’s arguments and may request the College Council to review the instructor’s evaluation of the student. If the grade is due for change, an approved electronic change-of-grade form should be sent to DARSA by the college/FP (see 9.5).

9.5. Change of Grade

Normally, grades cannot be changed after the submission of the final grades to the DARSA. Under exceptional circumstances as mentioned above, the Course Instructor submits, electronically, an approved “Change-of-Grade Form” to the DARSA stating the reasons for the change and endorsed by the Department Chairperson and the Dean, or Assistant Dean, of the College. The DARSA should receive the approved “Change of Grade form” up to two (2) weeks from the beginning of the following semester.

10. Dean's Honor List

To be placed on the Dean's Honour List at the end of a given Fall or Spring semester, a student must:

- 1) Be carrying at least 12 credits
- 2) Never been on probation
- 3) Have passed all the courses of the semester and attained a semester average of 90 or more
- 4) Have finished at least 24 credits
- 5) Have not been subject to any disciplinary action within the University, and be deemed worthy by the Dean to be on the Honour List

11. Failing, Repeating and Substituting of Courses

11.1. Failing Courses

If a student fails a course, no re-sit examination is permitted. A student who fails a required course must repeat the course at the earliest opportunity. A student who fails an elective course may not have to repeat it as long as he/she can achieve the minimum cumulative average and the minimum number of credits required for graduation. A student must pass all core courses to be eligible for graduation. Please read the "Academic Dismissal" section for related important information.

11.2. Repeating Courses

- 1) A student may repeat any course for which he/she received a grade of less than 70.
- 2) A student who fails in a course four times (Original attempt plus three repeats) will be dropped from the University/ College/ program/ major depending on the case of the student.
- 3) When a course is repeated, the highest grade will be considered in the calculation of the CGPA/ CMGPA. All course grades will remain a part of the student's permanent record.
- 4) A student who, at the end of her/his fourth year, fails to attain CGPA of 65% or CMGPA of 70%, will be required to repeat courses in which the student has scored low grades.

11.3. Substituting Courses

A student may be allowed to substitute a course for another in the PoS provided that the substituted course is of the same level or higher than the one being substituted for and is not a major course. Approval of the College Council is required.

12. Dropping and Adding of Courses

12.1. Drop-and-Add Period

The drop and add period is announced in the DU academic calendar. Only the courses that remain in the schedule after the add-and-drop period will appear on the student's permanent academic record and transcript.

12.2. Dropping and Adding Rules

DU follows the credit hour system where students register for a certain number of credits per semester. A student is given an opportunity to choose his/her courses with the help of academic advisor during the registration period. Students should use the advanced online registration system of DU to register and make any Drop/Add operation. However, if for any reason, the online facility was not possible, the student has an opportunity to make changes during the Add-and-Drop period by submitting a "Add-and-Drop Form" approved by the academic advisor to the DARSA.

13. Attendance and Withdrawal

13.1. Class Attendance and Absence Rules

Attendance of all classes and course-related activities is obligatory. The maximum absences allowed for a student is 25% of the total number of sessions of a particular course. Before reaching the withdrawal stage, DU system warns the students by way of three warnings sent to their DU email account by DAR. This email messages to students is a formal communication of the university with its students so they are strongly advised to access their DU email accounts on daily basis to track their absences, along other important things, to respond appropriately when needed.

The warnings of absences are as follows:

- 1) **First warning:** this is when a student's absence reaches **7%** of the total number of sessions of a particular course.
- 2) **Second warning:** this is when a student's absence reaches **14%** of the total number of sessions of a particular course.
- 3) **Third (Final) warning:** this is when a student's absences reach **21%** of the total number of sessions of a particular course.

If the absence crosses 25%, the student will be dismissed from the course and a "WA" will be shown in his/her transcript against the dismissed course and dismissal letter will be sent to his DU email account.

13.2. Withdrawal from Courses

A student may withdraw from one or more courses after the Drop-and-Add period subject to the following conditions:

- 1) Student cannot withdraw or be withdrawn from a course after the announced deadline (not later than 14 weeks from the start of the semester or the number of the week in the Summer Term as mentioned in the academic calendar).

- 2) Student cannot withdraw or be forced to withdrawn from a course if this results in his/her being registered for less than 12 credits without the approval of his College Council.

Students who withdraw from a course are given a grade of "W", but those whose absences exceed 25% will receive a grade of "WA".

13.3. Postponement of a semester

A student can apply to postpone a semester at any time up to the last day of the Add-and-Drop period using the Clearance and Postponement forms on the DU SIS. The maximum number of times a self-funded student can postpone a semester is four times while it is two times for a MoHE sponsored students as of its instructions for the academic year 2019-2020, given that he/she does not exceed the maximum period allowed to study the program, i.e. eight years for bachelor program and four years for the diploma program. When a student returns to the university after semester postponement (for one semester or more), he/she should submit a 'Resumption of Studies Approval Form' for this purpose through the DU SIS.

13.4. Withdrawal from a Semester

A student can apply to withdraw from a semester at any time after the Add-and-Drop period until the last day of course withdrawal, using the Clearance and Withdrawal forms on the DU SIS. The maximum number of times a student can withdraw from a semester is four times, given that he/she does not exceed the maximum period allowed to study the program, i.e. eight years for bachelor program and four years for the diploma program. When a student returns to the university after semester withdrawal (for one semester or more), he/she should fill in and submit a 'Resumption of Studies Approval Form' for this purpose through the DU SIS.

13.5. Withdrawal from the University

A student may apply to withdraw from the University by submitting a Student's Clearance and Withdrawal forms available on the DU SIS/DU Website.

14. Academic Standing

14.1. Classification of Students

Based on the academic program, an undergraduate student shall be considered to have completed one or more academic years based on the number of credit hours completed successfully by him/her as shown below:

- 1) For completion of the first year: 30 to 38 credits.
- 2) For completion of the second year: 60 to 75 credits.
- 3) For completion of the third year: 90 to 104 credits.
- 4) For completion of the fourth year: 120 to 150 credits.

14.2. Academic Probation for Students Admitted to Colleges before Fall 2018-19

- 1) A diploma or a bachelor student is placed under “Academic Probation” if:
 - a) His/her Semester Grade Point Average (SGPA) is less than 63% at the end of the second semester.
 - b) His/her SGPA is less than 64% at the end of the third semester.
 - c) His/her SGPA is less than 65% at the end of the fourth semester or any subsequent semester, excluding the summer semester.
- 2) The probationary status of a student shall be removed when he/she attains a SGPA of 64% or more in the third semester or a SGPA of 65% or more in the fourth or any subsequent semester.

A student can be placed under probation for a maximum of three times. The 3rd (Strict) probation is the final stage of academic probation, which means that the student must clear his/her probation or else he/she will be dismissed from the program, college or from the university depending on the case of the student.

14.3. Academic Probation for Students Admitted to Colleges from Fall 2018-19 onwards

- 1) A diploma or a bachelor student is placed under “Academic Probation” if his/her SGPA is less than 65% at the end of the first or any subsequent semester.
- 2) The probationary status of a student shall be removed when he/she attains a SGPA of 65% or more in the second or any subsequent semester.

A Diploma degree student can be placed on “Academic Probation” for a maximum of two times; while a bachelor degree student can be placed on “Academic Probation” for a maximum of three times. For the diploma degree student, the sequence of probation is: first probation and strict (final) probation. Likewise, for the bachelor degree student, the sequence of probation is: first probation, second probation and strict (final) probation.

Applicable to both the categories of students mentioned in 1.2 and 14.3

In general, a student under probation cannot register for more than 12 credit hours. However, a student under strict probation cannot register for more than 9 credit hours.

14.4. Academic Dismissal

A student can be dismissed from a major, college or DU for any of the following reasons:

- 1) If he/she fails to clear her/his strict academic probation, which, as was stated earlier, is the final stage in academic probation, excluding the Summer term. The dismissal from a major, college or DU depends on the student’s specific problem which should be determined by the college Council based on the advisor’s opinion. That is, the student is dismissed because of a major required

course then the dismissal should be from the major. If, otherwise, the probation was caused by a particular failure in a college required course, then the dismissal should be from the college and the student should change the college.

- 2) If he/she fails in any compulsory course for a total of four times. A student can be dismissed for this reason even if he/she is in the final year at DU. When a student is dismissed from DU because of this reason, he/she cannot resume at DU in any program or college till he/she passes the same/similar course (approved by the course department) from other recognized HEI.
- 3) A student who is dismissed from a major can change it to another major within or outside the college. A student who is dismissed from a college should change the college.

15. Transfer

15.1. Transfer from another recognized College/ University

Students who have started their studies in some other HEI recognized by MoHE, in or outside Oman, and wish to move and continue their study at DU can do so by submitting an application form with the required documents in addition to their previous transcripts and course descriptions to DARSA, the Admission Section in the DAR. The transfer students are advised to apply as early as possible prior to the start of the semester, as announced in the academic calendar on DU Website, in order to get the course equivalency process done by the beginning of the registration period.

Such students are admitted after the following conditions are satisfied:

- 1) they meet DU's admission requirements
- 2) they satisfy the residency requirements (for non-Omanis)
- 3) they were not dismissed from the previous HEI for any disciplinary reason.

If any of the submitted documents is found to be fabricated, then the University reserves the right to dismiss the student from the University with no obligations from its end.

15.2. Course Equivalency Criteria

A course taken for credit by a transfer student at another HEI prior to joining DU may be transferred to DU credit subject to the following conditions:

- 1) The relevant documents should be provided to DU at the time of admission for the first time. Students who bring documents for courses after starting their study at DU will not be considered for equivalency.
- 2) The course is deemed equivalent to a course offered at DU, i.e. it covers 70% of the topics, involves the same components (lecture, lab, tutorial), and has the same number of credits or more
- 3) At any circumstances, the number of transferred courses must not exceed 50% of the total number of credit hours required for the academic program the student is applying to.

15.3. Transferring within DU majors or colleges

A student may transfer from one major to another within the same college or to different college after meeting the admission requirements of the new major and college at the time of transfer/change request. The student of this case should duly complete a “Change of Degree/ Major” form available on the DU SIS. This should be done at least one month before the beginning of the new semester.

16. Disclosure Policy

The University may disclose general information without prior written consent from the student and this information may include only: student’s name, degrees granted, major and minor fields of study, awards received and participation in official activities and sports.

However, the University shall not release other information from academic records, unless it receives the written consent of the student, and this written consent must specify the information that is to be disclosed, the purpose of the disclosure, and the names and addresses of the individuals or institutions to whom disclosure is to be made.

However, the University may disclose information, including information on academic records, without prior consent of the student in the following cases:

- 1) Upon the request of officers of other educational institutions where the student seeks to enrol (in such cases the student will be given, upon his/her request, a copy of the information sent to the institution.);
- 2) As necessary to academic officers, academic advisors, and faculty members within the University;
- 3) In compliance with a judicial order; and
- 4) To financial aid services in connection with financial aid for which the student has applied or has received.

17. Academic Support Services

17.1. Department of Public Relations and External Cooperation

The DPREC is the frontline for the University in regards to relations with the community and the public at large. As such, DPREC plays a dynamic role in fulfilling the University’s mission and vision in all of its activities by creating an atmosphere of understanding, trust and appreciation within and outside the University. Its work covers a wide range of activities including reaching to the community, producing newspaper articles about various DU activities, visual media coverage, University publications, information, translation and advertising.

17.2. Computing and Networking Center

CNC provides an integrated environment of information technology networks that support and enhance the academic activities. Academic computing capability is provided by numerous laboratories, as well as by campus-wide networked facilities. All laboratories are networked and have access to local and remote

servers as well as the Internet. All University buildings and labs are connected with fibre optics networks. E-mail services are available to all faculty, students and staff.

17.3. Library

Dhofar University library is one of the main pillars of the educational process at the university. It is called Sheikh Mustheel bin Ahmed bin Ali Al-Mashani's library. It was established in 2004 and moved to the current building in 2010. DU library provides information services to students and faculty from various sources, such as books, references, periodicals and other electronic databases and Websites. The current printed sources collection consists of over (34,000) Thirty-four thousand books and references, more than (410,000) four hundred and ten thousand of electronic books, and (125,000) one hundred and twenty-five thousands of electronic university theses. The library provides the services of counseling, lending, and reserving for all eligible individuals.

The library is located in a separate building which consists of three floors with a total area of 4000 square meters equipped with a lift. The library occupies a convenient place amid university colleges and administration building. The building divided into reading rooms, computer labs and special shelves for books, references, and periodicals. It also has administrative departments that manage technical operations and provide services for library users.

The library uses electronic systems such as Virtua and RFID to computerize the holdings and management affairs. The library uses Library of Congress Classification system, MARC 21 system and Anglo American Cataloguing Rules for organizing the library sources. This enables students to search for books through the e-library site on the internet. In the library there are computers distributed among the floors along with three computer labs with 90 computers for search in the internet and a computer lab with 40 computers in the electronic library for searching electronic resources e.g. books, journals, electronic and theses.

The library seeks to ensure an appropriate environment enhanced with rich information to serve beneficiary community for all majors and research according to the university programs. The library works on qualifying and training its staff to be able to employ professional methods and modern technology in the processing and delivery of information services for the library users. The library established relationships with other university libraries, information and cultural institutions for inter-library loan purposes and sharing different information sources. The library offers its services through five departments with specific tasks as follows: Acquisition Department, Circulation Department, Reference Department, Cataloguing and Classification Department, periodicals and e-Library. The library is open on all working days from 8.00 am to 8.00 pm.

17.4. DU Bookstore

The Dhofar University bookstore has been established in February 2017. It is located on the ground floor of Common Classroom Building. It aims to provide convenient and easy access to the students and faculties for their textbooks to support their courses.

17.5. Community Service and Continuing Education Center

1) Continuing Education

The CSCEC offers training Programs to meet the ongoing professional and personal needs of Dhofar's community at large. It also provides services to applicants who aspire to enter the University but fail in the placement tests conducted by the Foundation program. CSCEC is dedicated to serving individuals in the private and public sectors in new and innovative ways. It offers solutions to training needs and provides the local community with the combined support of a professional staff and the diversity of resources at DU.

CSCEC provides on-campus and off-campus offerings that include certificate programs, workshops, seminars, conferences, and customised training programs to meet the needs of individuals and organizations. All CSCEC's certificate programs, workshops, and other activities are taught by experts who bring their hands-on experience into the classroom. Programs and courses are offered in English or Arabic as reflected by the course outlines.

The programs of CSCEC are developed to create an opportunity for strengthening and updating skills and learning new techniques for achieving personal and organizational goals. CSCEC prepares participants for a world of change and their organizations for success by using an innovative approach and programs specifically developed by expert DU faculty members.

2) Community Service

The CSCEC at DU aspires to assist the Dhofar community in solving local issues. CSCEC aims to link the University with all of its resources and expertise with the needs of the community. The CSCEC partners with public and private organisations to support initiatives in the local community.

CSCEC encourages DU students and faculty to make meaningful connections with the local community through participating in various events and programs organised by the Centre.

17.6. DU Clinic

DU has an on-campus clinic that serves the basic health needs of students. A nurse is available on campus for 24 hours a day during which students can visit and seek consultation. The Clinic provides basic medical assistance for minor physical injury and sickness. Urgent and emergency cases are transferred to the nearby Saada Medical Complex or to city hospitals. This medical assistance is also made available to female students in the DU hostel on a 24/7 basis.

DU and non-DU emergency contact numbers are listed hereafter:

- DU Clinic: 23237135/23237131
- Emergency Office: 23237060
- Emergency GSM: 99496766
- Civil Defence Centre and Ambulance: 9999
- Civil Defence Centre and Emergency Management: 23234971

- Police Office (Salalah): 23290099
- Police Station (Saada): 23234170
- Sultan Qaboos Hospital (Salalah): 23216100
- Health Centre (Saada): 23225613

18. Department of Student Affairs

18.1. Identification Card (ID)

The Department of Student Affairs (DSA) issues an ID card for all new DU students in accordance with the following procedure:

- 1) Students' submit the placement test permission slip issued to them by DAR to DSA.
- 2) Three weeks later the student gets her/his ID card from Student Services Section.

All students must carry their DU ID on campus and an extra caution not to miss the DU ID during the final exams! Missing the DU ID will lead a student to miss her/his final exam.

18.2. Orientation

During the period of registration and placement exams, the DSA arranges orientation sessions for new students. The sessions should be attended by all new students as they provide important academic and related information including location of various facilities and services. There is a "Welcoming Committee" composed of students and staff to facilitate the orientation.

18.3. International Students

DU welcomes students from all over the world. For facilitating this, DU has an office dedicated for the international students for easy reach to information about Oman, Salalah and Dhofar University various aspects. In addition, this office is meant to coordinate with the other DU departments to facilitate an easy and smooth admission, reception and settlement of the international students in the city of Salalah. For more information of interest on this part please refer to the "International Students" section available on the DU Website.

18.4. Student Activities and Clubs

Students participate in social, cultural, and scientific events and activities organized by DSA. The Cultural Week is an occasion that allows students to organize cultural, social, intellectual, and entertainment activities. It stretches over a few days, usually in the last week of April, during which students display their talents and artistic productions for the pleasure of fellow students and the Community at large. Student activities are usually sponsored and coordinated by members of the DSA.

18.5. Athletics and Recreation

DU provides some facilities outside campus, particularly the football field and the gymnasium. Counsellors of DSA organize sports events such as football, volleyball, swimming, camps, athletics, and tennis.

18.6. Counseling Services

The Student Counselling Office provides a comprehensive support service to assist DU students in adjusting to the demands of University environment. The services are designed to enhance students educational experience by supporting their development. Its goal is to help students' self – understanding and awareness, so that they are able to better meet the demands of College life and enjoy College experience.

18.7. Career Guidance Services

The Career Guidance Office provides these services to students through various activities, lectures, and reading materials. Students are assisted in writing resumes, preparing for job interviews, and searching for suitable employment.

18.8. Student Employment/ Training Program

DU offers its students an opportunity to gain work experience with possible income as well. Students who wish to join the Student Employment/ Training Program can apply to the Career Guidance Office (CGO) at the DSA. According to this program, a student may work for a maximum of ten hours per week. This work may be subject to payment on hourly basis with prior DSA approval.

18.9. Cafeterias and Coffee Shops

DU has two cafeterias in the main classroom building, one for male students and the other one for female students. There is also a coffee shop located in the courtyard of each College. These serve snacks, sandwiches and beverages. In addition, in the ladies' hostel, there is a large restaurant with kitchen facility to cater to their requirements of meals and snacks. The hostel also has a mini supermarket to cater to their daily needs.

18.10. Student Disciplinary System

Whereas DU aims to develop a student's social character, knowledge, and professional skills, it is also committed to graduating law-abiding and responsible citizens who deserve to carry the DU name. To that end, the University reserves the right to implement a range of disciplinary measures that are commensurate with violations of Omani laws or the rules and regulations of the University including academic misconduct.

Disciplinary measures range from warning to expulsion from the University based on the nature of the offence. Course instructor is authorized to apply some disciplinary measures, while suspension or expulsion shall only be administered by the Student Disciplinary Committee. The harshest action, final expulsion from the University, requires the consent of the University Council. Furthermore, each University employee who observes any offence by any student is required to

report the offensive action to the Students' Disciplinary Committee (SDC) through her/his Dean of the College.

18.11. Smoking Policy

Smoking inside all buildings on campus is prohibited. Any student, faculty or staff member who violates this policy shall be subjected to the appropriate disciplinary action in accordance with University rules and regulations.

19. Department of Students' Hostel Services

DU Hostel is under the supervision of the Director of Student Housing Services. It has four on-campus buildings for female students who come from distant places to study at DU. It provides them with free furnished accommodation and local transportation. The University also provides security service and supervision of students through female supervisors and security guards working 24 hours. Other facilities available inside the hostel include: restaurant, supermarket, study hall and gymnasium.

There is no hostel facility for male students. However, those male students who are not from Salalah are assisted in finding appropriate accommodation.

20. Department of Quality Assurance

The Department of Quality Assurance is responsible for maintaining quality of teaching, research, and support services to students, staff, and the DU community by suggesting and reviewing DU policies relating to academic, academic support and non-academic services. The Department develops appropriate qualitative and quantitative measures of teaching and service performance, taking into account local, regional and international recommended practices, including standards set by OAAA and other international accreditation boards. The Department consults with all stake-holders before making recommendations and reports directly to the Vice-Chancellor.

FOUNDATION PROGRAM (FP)

FOUNDATION PROGRAM

1. Officers of the Program

Director	Ben Khalifa, Faiçal
Deputy Director	Lotze, Nathaniel

Administrative Staff:

Secretary I	Barham, Fatima
Secretary I	Al-Shahri, Nasser
IT Technical Support	Hankins, Michael

2. Organizational Structure

The Foundation Program (FP) is headed by a Director overseeing the following three units

- 1) English Language Unit
- 2) Mathematics Unit
- 3) Information Technology (IT) Unit

3. Vision

The Foundation Program aspires to occupy a position of distinction amongst general foundation programs in the Sultanate by imparting quality education.

4. Mission

The Foundation Program strives to equip students with quality outcome-based education in a rich teacher-learner environment conducive to academic excellence and life-long learning.

5. Program Overview

The General FP is a one-year bridge program intended to equip high school graduates to pursue university majors and is undertaken by most university students in Oman. The program focuses on four major areas: English, Mathematics, IT and General Study Skills.

DU's FP follows the standards outlined by the Oman Academic Standards (OAS) for General Foundation Program (GFP). It aims to impart quality education to students and prepare them for their various majors. With courses ranging from Beginner to Intermediate, it caters to the curricular and co-curricular needs of students to actively bridge the gap between secondary and tertiary education.

Since its inception, the FP has successfully met both these needs and the academic expectations of DU. There are presently nearly 40 faculty members of various nationalities in the FP. The richness of their professional expertise and experience, their enthusiasm, and their involvement in the community constitute the backbone of the FP as it equips a steadily increasing student body.

6. Structure of the Program

The FP is designed to bridge the gap between secondary education and university undergraduate studies. The program's focus is to ensure the students' readiness to embark on their university studies. The curriculum is aligned with the learning outcomes stated in the OAS for GFPs. The emphasis of the English program is on the general communication and academic skills. The Mathematics program is divided into Basic, Applied and Pure sessions, while the IT program focuses on the skills required to use technology effectively in routine studies. Tests and alternative assessment schemes are used to evaluate student's performance throughout the semester.

7. Study Skills

General study skills are integrated in the English, Mathematics and IT Programs and aim to help students develop the range of useful study skills that they need to succeed at the university level. They learn how to use and organize their time, read faster with comprehension, expand their vocabulary, take good notes in class, keep track of assignments, interpret and analyze graphic information, and adopt the most effective communication strategies.

8. Placement in and Exemption from the FP

Students are placed in the appropriate level or exempted from the FP based on their results in the placement tests for English, Mathematics and IT.

8.1. Placement criterion for English

Criterion	Level	Remarks
0-32	1	Students who (a) score 50+ on the Cambridge University Online Placement Test (CEPT) or (b) produce either an IELTS certificate with a band of 5+ or a TOEFL certificate indicating a score of 500+ are exempted from the FP's English program.
33-42	2	
43-49	3	
50+	Exempt	

8.2. Placement criterion for Mathematics

Criterion	Level	Remarks about Exemption
0-39	pre	Students who score 60+ on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program. Such students join their majors.
40-49	1	
50-59	2	
60+	Exempt	

8.3. Placement criterion for IT

Criterion	Level	Remarks about Exemption
0-59	1	Students who (a) score 70+ on the Moodle-based IT Placement Test, (b) provide an International (English) IC3 or (c) provide a Domestic (Arabic) IC3 or any other equivalent certificates AND achieve a 60% score on an in-house IT Challenge Test are exempted from the FP's IT program. Such
60-69	2	
70+	Exempt	

9. Promotion and Exit Policy

Students are evaluated regularly to help determine their progress and attainment of the set goals. They are provided with every opportunity to be promoted to upper levels based on the promotion policy requirements stated in each syllabus. Students who fulfill the promotion requirements of English Level 3 are eligible to exit the FP and join their desired university majors; however, all English Level 3 students are required to take an Exit Exam as part of the promotion requirements to the University.

During Covid-19 lockdown, IELTS providers started to provide IELTS Indicator—the online version of the official IELTS. DU has recognized this version of the exam and henceforth accepts the certificate thereof. The minimum requirement of a score of 5.0 remains as is.

Please note the following:

- The validity of these international tests is limited to two years from the date of taking the exam. Applicants must submit the original certificate of test results and the University reserves the right to verify the authenticity of the certificate. Holders of IELTS and Test of English as a Foreign Language (TOEFL) certificates issued by institutions outside Oman may be asked to take the CEPT.
- Students can progress to their majors in the College only after successfully completing all FP requirements (English, Maths and IT).
- Students majoring in Architectural Engineering must score no less than 70% in English, Math and IT to be able to proceed to college.

10. Study Plan

The following tables summarizes the FP study plan.

10.1. Regular Program

Level 1		
Code	Course Title	Hours/Week
FPE 101A	English Level 1	20-25
FPM 100	Mathematics pre-	4
Level 2		
Code	Course Title	Hours/Week
FPE 102B	English Level 2	20
FPM 101A	Mathematics Level 1	4
FPT 101A	IT Level 1	3-4

Level 3		
Code	Course Title	Hours/Week
FPE 103C	English Level 3	20
FPM 102B	Math Level 2	4
FPT 102B	IT Level 2	3-4

10.2. Evening Program

Level 1		
Code	Course Title	Hours/Week
FPE 101A	English Level 1	20-25
FPM 100	Mathematics pre-	4
Level 2		
Code	Course Title	Hours/Week
FPE 102B	English Level 2	20
FPM 101A	Mathematics Level 1	45
FPT 101A	IT Level 1	3-4
Level 3		
Code	Course Title	Hours/Week
FPE 103C	English Level 3	20
FPM 102B	Mathematics Level 2	4
FPT 102B	IT Level 2	3-4

10.3. Law Program

Level 1		
Code	Course Title	Hours/Week
FPEL 100	English (Law) Level 1	20
FPML 100	Mathematics Level 1	4
FPTL 100	IT Level 1	3

10.4. Social Work Program (Arabic)

Level 1		
Code	Course Title	Hours/Week
FPES 100	English (SW) Level 1	20
FPMS 100	Mathematics Level 1	4
FPTS 100	IT Level 1	3

10.5 Arabic Program

Level 1		
Code	Course Title	Hours/Week
FPMA 100	FP Mathematics for Arabic	4
FPTA 100	FP IT for Arabic	3

English Language Unit

1. Personnel

Coordinators: Bontha, Umamaheswara (Level 3); Williams, David (Level 2);
Kashoob, Fatima (Level 1)

Assistant

Professor: Bontha, Umamaheswara

Lecturers: Al Ani, Ahmed; Al Mughrabi, Hyder; Ali Shah, Syed; Ben Khalifa, Faical; Bhargavi, Chowlur; Charuvila, Merin; Eteiwi, Adnann; Gopalan, Sucharitha; Hankins, Carmel; Kashoob, Fatima; Lotze, Nathaniel; Momani, Ebaa; Sasidharan, Shanta; Sakhamuri, Ramadevi; Veetil, Mahija

Instructors: Achamsi, Mohamed; Bailey, Erica; Dunnette, Jonathan; Hassan Mursi Essa, Amal; Heavin, David; Iqbal, Rashida; Kadarkarai, Thangadurai; Paulose, Millie; Titcomb, Jonathan; Williams, David

2. Overview

As English is the medium of instruction at DU, there is a clear need to approach English education in a systematic, meaningful, and purposeful manner. The English Unit offers incoming students with low proficiency in English an intensive program to help them pursue their studies in the major of their choice through the medium of English with the aim of immersing them in the language.

Ten to fifteen hours a week are dedicated to Reading & Writing, with ten hours a week dedicated to Listening & Speaking. Students take a midterm and a final exam. Grades are determined by exam results, as well as continuous assessment, portfolios, progress tests, and quizzes. The weighting for each skill area is as follows:

Skill	Weight (%)
Reading	30
Writing	30
Listening	20
Speaking	20

3. Learning Outcomes

- 1) Actively participate in a discussion on a topic relevant to their studies by asking questions, agreeing/disagreeing, asking for clarification, sharing information, expressing and asking for opinions.
- 2) Paraphrase information (orally or in writing) from a written or spoken text or from graphically presented data.
- 3) Prepare and deliver a talk of at least 5 minutes. Use library resources in preparing the talk, speak clearly and confidently, make eye contact and use body language to support the delivery of ideas. Respond confidently to questions.

- 4) Write texts of a minimum of 250 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar and vocabulary.
- 5) Produce a written report of a minimum of 500 words showing evidence of research, note-taking, review and revision of work, paraphrasing, summarizing, use of quotations and use of references.
- 6) Take notes and respond to questions about the topic, main ideas, details and opinions or arguments from an extended listening text (lecture, news broadcast, etc.).
- 7) Follow spoken instructions in order to carry out a task with a number of stages.
- 8) Listen to a conversation between two or more speakers and be able to answer questions in relation to context, relationship between speakers, register (i.e., formal or informal).
- 9) Read a one to two-page text and identify the main ideas and extract specific information in a given period of time.
- 10) Read an extensive text broadly relevant to the student's area of study (minimum three pages) and respond to questions that require analytical skills, e.g. prediction, deduction, inference.

4. Course Descriptions

FPE 101A Foundation Program English Level 1 (20/25 hrs)

FP 101A is an intensive elementary-level English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 102B (Level 2).

FPEL 100 Foundation Program English for Law (20 hrs)

FPEL 100 is an intensive elementary-level English course for intended law-degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPES 100 Foundation Program English for Social Work Arabic (20 hrs)

FPEL 100 is an intensive elementary-level English course for intended Social Work-degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English

FPE 102B Foundation Program English Level 2 (20 hrs)

FPE 102B is an intensive pre-intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 103C (Level 3).

FPE 103C Foundation Program English Level 3 (20 hrs)

FPE 103C is an intensive intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to their respective majors.

FPE 101A-103C Program (25-20 hrs)

The FPE 101A-103C Program is an intensive program designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards and are met by the end of FPE 102B. The program begins with FPE 101A, a pre-intermediate course, and continues with FPE 102B, an intermediate course. The final course is FPE 103C, which prepares students to meet the IELTS Band 5.0 requirement for exiting the program. Upon completion of the program, students transition to their respective majors. This course is already phased in over the course of AY 2019-20.

Mathematics Unit

1. Personnel

Coordinator: Mustafa, Mohammad

Lecturers: Ahmad Khan, Waqar; Al Karadsheh, Wesam; Dawood Al Jubouri, Wajdi; Mustafa, Mohammad

Instructor: Mefleh, Tariq

2. Overview

This three-semester course aims at bridging gaps in students' knowledge of Mathematics. Students are placed either in Pre-math, Math Level 1 or Math Level 2 as per their math placement test score (see 8.2 above). Level 2 Math has two programs, i.e. Pure or Applied Math. Students are placed in either Pure or Applied Mathematics as per their majors.

3. Learning Outcomes

- 1) Obtain the common factors, factor by grouping, and factor second degree polynomials using special factoring rules.
- 2) Reduce rational expressions and apply different operations.
- 3) Identify exponent and simplify expressions.
- 4) Differentiate between all types of linear equations and inequalities.
- 5) Define functions graphically and by set, finding the domain of certain types of functions and evaluating them.
- 6) Graph linear and quadratic functions.
- 7) Identify exponential functions, draw their graphs, and solve their equations.
- 8) Define the logarithmic functions, draw their graphs, and solve their equations.
- 9) Define and apply the rules, identities, and proofs of trigonometric functions.
- 10) Define and solve different trigonometric functions, and express them graphically.
- 11) Know the basic equations of parabolas.
- 12) Measure central tendency, mean, median, mode, variance, standard deviation, sample space and probability.

4. Course Descriptions

FPM 100 Pre-Foundation Mathematics Program (4 hrs)

The aim of this course is to help students entering the FP to understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies learnt in the Arabic language in schools through the use of the English language. The course covers real number systems, basic rules of addition, subtraction, multiplication and division, Properties of basic arithmetic operations, Polynomials, Factoring Polynomials, and reducing rational

Expressions, addition and subtraction of algebraic rational expressions first-degree equations and inequalities.

FPM 101A Foundation Program Mathematics Level 1 (Basic) (4 hrs)

The aim of this course is to teach conceptual understanding and problem solving. The course covers basic algebraic operations, Metric Units conversions, Exponents, first-degree equations and inequalities, quadratic equations, equations of circles, straight lines, Basic Trigonometric Functions and Pythagorean Theorem.

FPM 102B Foundation Program Mathematics Level 2 (4 hrs)
(Pure & Applied)

The aim of this course is to prepare students for further study of higher-level mathematics at higher and other non-mathematics-related subjects. The course covers Concept of functions, Exponential and Logarithmic functions, and Recognizing three types of symmetric of functions, basic statistics, and introduction to probability. For Pure Course, in addition to that, other topics to be covered are: Graphing Trigonometric functions, Identities, and using law of Sine and cosine to solve triangle and basic concepts of Partial Fractions and Long division for factorization of polynomials.

FPML 100 Foundation Program Mathematics for Law (4 hrs)

The aim of this course is to provide students who intend to major in Law with a basic understanding of mathematical concepts, Sets and Real numbers. Basic mathematical Operations and their properties, Metric Unit Conversion, Adding and subtracting Polynomials, Straight Lines, Circles, and Basic Trigonometric Functions.

FPMA 100 Foundation Program Mathematics for Arabic (4 hrs)

The aim of this course is to provide students who intend to major in Arabic with a basic understanding of mathematical concepts, Sets and Real numbers. Basic mathematical Operations and their properties, Metric Unit Conversion, Adding and subtracting Polynomials, Straight Lines, Circles, and Basic Trigonometric Functions.

FPMS 100 Foundation Program Mathematics for Social Work Arabic (4 hrs)

The aim of this course is to provide students who intend to major in Social work with a basic understanding of mathematical concepts, Sets and Real numbers. Basic mathematical Operations and their properties, Metric Unit Conversion, Adding and subtracting Polynomials, Straight Lines, Circles, and Basic Trigonometric Functions

Information Technology Unit

1. Personnel

Coordinator: Maruthappan, Veeraiyan

Lecturers: Chinta, BhagyaLatha; Maruthappan, Veeraiyan; Venugopal, Anita

2. Overview

This two-semester course aims to bridge the gap for students who wish to join DU and lack university-level IT fluency and competency skills. It emphasizes the essential parts of a standard curriculum in IT as required by OAS for GFP. The curriculum provides students with a basic understanding of computers, File management, the use of word-processing, spreadsheet, presentation soft wares, Internet, World Wide Web (WWW), Email and essential IT skills. It uses a practical approach by investigating a variety of situations from across the spectrum of technology. The overall courseware equips the students to appear for International Certification like IC³ on digital literacy.

3. Learning Outcomes

- 1) Define fundamental terms (e.g., RAM, ROM, CPU, input and output devices, kilobytes and megabytes, etc.).
- 2) Differentiate between system and application software, search for information on the Internet and download files.
- 3) Use a computer keyboard properly and type effectively using both hands.
- 4) Distinguish among features of Operating Systems and Application Software's.
- 5) Open, save, and organize folders, subfolders, files and file extensions.
- 6) Apply various features of MS Word (e.g., File, Edit, Format, Tools, Table and Insert).
- 7) Become aware of Omani data protection legislation and consequences of copyright violations.
- 8) Identify various components of spreadsheets and explain basic terms (e.g., cells, addresses, etc.).
- 9) Create, open, save, and edit worksheets, insert and manipulate data, insert new rows and columns, and delete and duplicate sheets.
- 10) Create various types of charts in MS Excel, apply mathematical functions, references and sort and filter data.
- 11) Create, open, and save PowerPoint presentations.
- 12) Apply various types of slide layouts and differentiate between master slides and other types of slides.
- 13) Insert pictures and objects in slides, duplicate slides, and use headers and footers and automatic numbering for presentation.
- 14) Explain about Transition, Animation and Colour schemes and their effects.
- 15) Identify various styles of presentation and apply different print options.

- 16) Identify network fundamentals, types and the benefits and risk of network computing.
- 17) Identify the purpose of a browser in accessing information on the World Wide Web (WWW) and navigate the Web.
- 18) Create emails and manage mailboxes.

4. Course Descriptions

FPT 101A Foundation Program IT Level 1 (4 hrs)

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows and Word processing. Students are also exposed to basic IT-related concepts, hardware, software, operating system, file management and E-mail concept. This courseware is designed to cover IC3 (Internet and Computing Core Certification) exam module COMPUTING FUNDAMENTALS.

FPT 101B Foundation Program IT Level 2 (4 hrs)

The aim of this course is to further equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages including spreadsheet and presentation. Students are able to understand the concept of network, mobile devices, security and maintenance. Students are also exposed to concepts, practices, and usage of the Internet in day-to-day life. This courseware is designed to cover IC3 (Internet and Computing Core Certification) exam modules KEY APPLICATIONS and LIVING ONLINE

FPTL 100 Foundation Program IT for Law (3 hrs)

The aim of this course is to equip Law students with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.

FPTA 100 Foundation Program IT for Arabic (3 hrs)

The aim of this course is to equip students who intend to major in Arabic with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.

FPTS 100 Foundation Program IT for Social Work Arabic (3 hrs)

The aim of this course is to equip students who intend to major in Social Work with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-

day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.