POSTGRADUATE ACADEMIC REGULATIONS
2024

DEPARTMENT OF POSTGRADUATE STUDIES
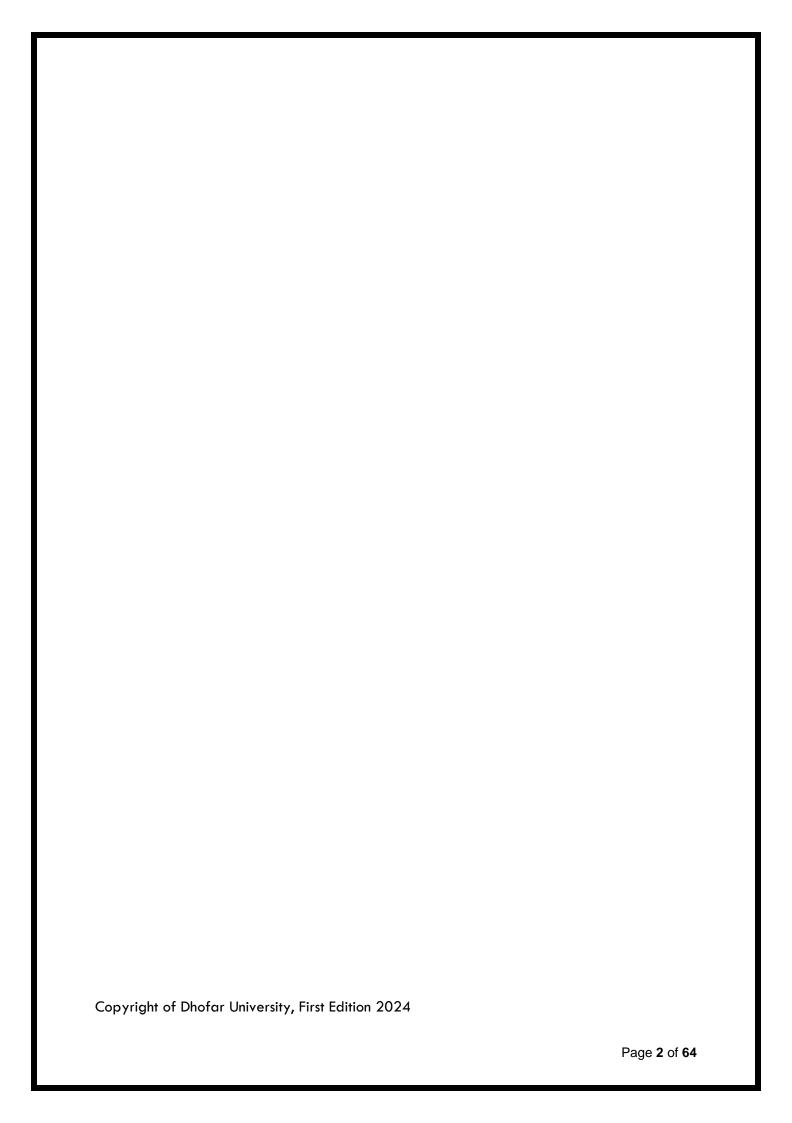
VICE CHANCELLOR MESSAGE

Dear Readers

Rules and regulations are omnipresent as they help govern and establish a good system. The educational system too is governed by a set of academic rules and regulations that help support a smooth academic journey in any higher education Institution. Usually, students' journey through the postgraduate programs is one of exploration, self-discovery, critical thinking, and knowledge attainment.

At Dhofar University (DU) we ensure that the students' academic journey is smooth in their pursuit of knowledge. The Post Graduate academic regulations help to impart the basic information about the conduct of the academic programs, plan of study, role of advisor, entry requirements, registration rules and procedures, and graduation requirements to support DU-PG students - in completing the programs enrolled within the time frame and with high academic achievements. Therefore, careful reading and understanding of the regulations is essential to maintain a smooth study path in the University.

The DU Postgraduate Regulations are available for download from the DU website, and the Department of Postgraduate Studies (DPGS) is responsible for their implementation. Students can approach the Director of DPGS for support, clarifications, and implementation of these regulations. I will advise all DU Postgraduate students to keep a copy of the regulations for easy reference and clarification.

The roles of DU faculty are crucial in implementing the regulations as they have multiple roles to play as instructors, academic advisors, and mentors. I would like to stress that compliance with all processes, procedures, and rules given in the PG Academic Regulations is imperative for your student's academic success and fruitful journey. The faculty is responsible for sensitizing and making students aware of the academic regulations and encouraging them to understand and comply with them for a smooth academic journey.

May Allah Guide you to success

Prof. Amer Bin Ali Al Rawas
Vice Chancellor
September/ 2024

THE UNIVERSITY

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.

Location and Climate

Being in Salalah, the University community enjoys the well-known geographic beauty of the 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 - pristine 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.

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, Research and Innovation (MoHERI). 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.

Vision

Dhofar University aspires to occupy a distinct position among the leading institutions of higher education in the Arab Region.

Mission

To provide quality teaching and learning, conduct research in an inspiring environment conducive to creativity and innovation, and engage with the community.

Core Values

The core values of DU are:

- Excellence – Our commitment to excellence drives us to do better consistently.
- Integrity – We believe in honesty and coherence between our words and actions.
- Responsibility – We accept full responsibility for our actions all the time.
- Commitment – We are committed to giving our best and delivering what we promise.
- Transparency – For us, transparency is the foundation of trust.
- Adaptability – We believe adaptability is the key to success in an ever-changing environment.

Graduate Attributes

The graduate attributes (GAs) for PG Programs are:

1. **Knowledge:**
- Demonstrate work with a highly specialized, deep, and comprehensive body of knowledge in their field.
- Demonstrate comprehensive critical thinking of current research and teaching theories in the subject discipline.
2. **Communication, Numeracy, and Information Technology Skills:**
- Apply effective communication skills, numeracy, and appropriate information technology creatively and innovatively.

3. **Autonomy and Responsibility:**
- Work independently and in teams in the subject discipline with full autonomy
- and accountability.
4. **Employability and Values:**
- Demonstrate a high level of ethical values, behavior and manage the time for advanced knowledge exchange.
5. **Life-long learning**
- Practice life-long learning and professional development.

Department of Postgraduate Studies

The Department of Postgraduate Studies is responsible for facilitating the admission of new students, and the registration process of continuing students and is the custodian and implementation authority for all postgraduate academic regulations. The department actively engages with MoHERI in terms of scholarships, academic program approvals, and implementation of its ministerial decisions, directives, and guidelines about academic conduct, scholarships, and other academic issues.

Academic Unit at DU

DU has four Colleges:

1. College of Arts and Applied Sciences (CAAS),
2. College of Commerce and Business Administration (CCBA),
3. College of Engineering (CE) and the
4. College of Law (CL).

Plan of Study (PoS)

Each degree program has a plan of study specifying all degree requirements for completing the program and graduating. The PoS shows the courses, their codes, levels, and credits. The PoS is presented in two formats to help students follow their study path toward graduation smoothly. One PoS format is based on courses that students should complete, semester by semester, and the other is based on the course category. Both formats are accessible to students and their academic advisors via the DU student information system (LogSIS). Whilst the semester-wise format guides students to move efficiently semester by semester, the course category enables students to know the completion of their courses within their categories, these are Core Courses and Elective Courses. It is a determinant factor that students follow their PoS as provided semester by semester to avoid any delay or schedule and final exam conflicts.

Course Code and Description

All DU courses have a specific code each specifying the level and discipline and include a course description to provide an idea about the content coverage of the course. In addition, the course description provides the courses that should precede them (pre-requisites) and the courses that should be studied along with them (co-requisites).

Academic Advising

Academic advising is designed to provide the necessary tools, information, and support to enable students to take responsibility for developing educational plans compatible with their personal, academic, and professional goals; meeting institutional and degree requirements; and preparing for a life of change, challenge, individual fulfillment, active citizenship, and public service.

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 the course schedule during registration, support and guide him/her during university studies, monitor the academic progress, and offer counseling on any academic difficulties or problems the student may experience.

The main role of the academic advisor is to ensure the student's compliance with his/her PoS promptly maintaining the academic standards required for graduation. For this, students must seek their academic advisors' consultancy on the courses to register for the coming semester anytime during or after the results are released. Students will have to acknowledge doing so to be able to register online.

DU Student Information System (SIS)

DU offers all its students access to self-information to enable students to have access to all their academic information, register courses, drop, and add courses, file petitions, know the grades of all courses and their transcript, dues, and payments information as well as a platform for online communication with all stakeholders of the university. The SIS system is linked to the online learning Management system MOODLE for academic communication. Any students once enrolled as DU students can apply to the Center for Networking and Computing for a login to the SIS portal available on the web. DU SIS system could be accessed remotely and hence provide the students with all information even if she/he is not physically available on campus. The SIS system can be accessed through the DU Login(du.edu.om).

Program Manager

A chairperson with PG programs in the department.

Program Coordinator

A faculty member appointed by the college dean to oversee the implementation of policies, rules, and regulations in the PG program.

University Postgraduate Studies Committee (UPGSC)

The UPGSC is a committee responsible for effectively coordinating all postgraduate programs at each college. It shall comprise program coordinators of all PG programs in various colleges and will be chaired by the Director of the Department of PG Studies. The responsibility of the committee is specified by DU Laws.

College Postgraduate Studies Committee:

The committee's role is to oversee the implementation of postgraduate studies rules and regulations in the programs offered in the college. It shall comprise program managers and coordinators of all PG programs in various colleges and is chaired by the dean or assistant dean. The responsibility of the committee is specified by DU Laws.

Postgraduate Programs
1. Teaching Diploma
2. Master Programs

Teaching Diploma
The teaching Diploma in teacher preparation - programs provides its graduates with the knowledge, educational theories, and strategies required in the educational field. These skills are required to work as teachers in the education field and other jobs related to education. Teaching Diploma at DU offers different majors: Arabic, English language, Mathematics, Information technology, Geography, History, Physics, Chemistry, Biology, and Islamic studies.

Master's programs
The Master's degree programs offered at DU are categorized into two -Tracks:
a) Coursework and Thesis;
b) Coursework and comprehensive examination.

PART A- ADMISSION

ADMISSION

Students who want to apply to DU Postgraduate Programs should apply online through the DU website (www.du.edu.om). Online admission is the only way DU accepts admissions applications. The steps for completing the online admission process are clearly outlined on the DU website, as follows:

1. Before starting to fill out your application online, please read through the preliminary instructions available at the beginning of the online application to know which required documents should be attached to your application.
2. Once you know which documents are required, scan them and save them on your computer desktop, naming them preferably in the following format: first name - national ID – a type of document (example: Muhammad - 123456789 - certificate).
3. Now you are ready to complete your application.

Section A-: Admission Requirements for Teaching Diploma Program

DU aligns the admission requirements for the teaching Diploma Program with MoHERI rules and regulations.

Section B-: Admission Requirements for Masters Programs

To apply for admission to a Postgraduate Program, applicants must meet the following minimum criteria set by MoHERI.

1) Applicants must have a bachelor's degree from a HEI recognized by MoHERI majoring in the field as required by specific master programs in which admission is sought.
2) Applicants must have achieved a grade of 'Good' or equivalent score.
3) We should accept applicants who have achieved a grade of 'Pass' if have an experience letter in the same field.
4) In addition to other specific requirements, there are program-specific criteria that applicants should refer to when applying to each program.

Language Proficiency, Interview, and Entry Exam

- Programs in which the language of instruction is English require evidence of a minimum English language proficiency for admission. Proficiency must be demonstrated by achieving either of the following:
- A band score of 6.0 or higher on the academic IELTS for programs taught in English medium.
- For programs in which the language of instruction is Arabic, applicants must pass the entry exam and interview conducted by colleges if any.

Teaching Diploma and Master Programs Application Deadlines

- The deadline for receiving the applications for the fall semester is from 1st March to 30th August
- The deadline for receiving the applications for the spring semester is from 15th October to 25th January.

Required Documents
- To apply for admission to a **Postgraduate Program,** the applicant must submit the following documents:
1) Original and copy of bachelor's degree certificate.

2) Original and copy of bachelor's degree transcript.
3) Copy of the General Education Diploma certificate or its equivalent.
4) Copy of passport.
5) Copy of identity card.
6) Two personal photos.
7) Curriculum vitae (CV).
8) Application letter
9) Equivalency letter for any certificate that has been obtained from outside of Oman.
10) Non-refundable fee of 50 OMR.
11) Original IELTS certificate or its equivalent, if applicable.
12) Two years' experience certificate, if applicable.
13) Letters of release or no-objection letters from the sponsoring employer, if applicable.
14) Signed Undertaking form (**Refer to Appendix A**).
Note: CV and application form for all programs taught in English must be in English.

Conditional Admission
1. Conditional Admission shall be granted to applicants who need to take bridging courses.
2. To remove the provisional status, applicants must attain at least 70% in each bridging course.
3. If a student is unable to meet this requirement, they will be given one more opportunity to repeat the course.
4. If the student is still unable to meet the requirements, they will be asked to withdraw from the program.
5. The final grade for bridging courses will be a PASS (P) only on the student's transcript.
6. Conditional admission shall be granted to applicants who have band scores of 5 and 5.5 on the academic IELTS for programs taught in the English medium.

Transfer from another HEI to DU

A student may transfer from a master's Program at another HEI to DU (**Refer to Appendix B**) if they meet the admission requirements of the program and are recommended by the DU Postgraduate Studies Committee, subject to evaluation by the College Equivalence Committee at the college. The following conditions apply:
1) Transfer courses must be from a recognized program and HEI by MoHERI.
2) The student's official transcript must include the required courses.
3) Only passing grades for regular courses will be accepted for transfer, up to a maximum of 15 credit hours. The grade will be highlighted as (PT) in the total credit hour only.
4) The transferred courses must be adequate and appropriate to the program of study.
5) Credits earned through correspondence will not be considered for transfer.
6) The research project or thesis is not transferable.

Course Equivalency Criteria

A course taken for credit by a transfer student at another HEI, before joining DU, may be transferred to DU credit subject to the following conditions:
a) Applicants who do not meet DU's postgraduate entry requirements will not be considered.
b) The course will be deemed equivalent to a course offered at DU if it covers at least 70% of the topics, involves the same components (lecture, lab, tutorial), and has the same number of credits or more.
c) Courses considered for equivalency should reflect similar learning outcomes.
d) The number of transferred courses must not exceed 15 credit hours under any circumstances.

e) Grades for equivalent courses will not be counted in the student's new CGPA. Equivalent courses will have a Pass Transfer (PT) status.

Residence and Duration Requirements

- To meet the minimum residence requirements for a master's degree, a transfer student must be in residence at DU as a postgraduate student for 50% duration of the program to complete the postgraduate program.
- The time limit set for the student to complete the full master's program shall be a minimum of four semesters (two years) and a maximum of eight semesters (four years).
- Within the period mentioned above, the student may postpone or withdraw their study for up to two academic semesters.
- Students enrolled in master's programs must adhere to the rules and regulations of attendance and mode of delivery specified in each program's requirements.
- The time spent taking bridging courses will not be counted toward the time limit for completion of the program.
- In exceptional cases, the period of study of a maximum of four years might be extended for one year (two semesters) after approval College Council and the university postgraduate studies committee.

Bridging Courses

However, students can register for bridging courses in separate classes with master's students, which are equal to the undergraduate course level. Students must complete all required bridging courses before starting their postgraduate programs. Bridging courses should be added to the student's transcript with 0 credit hours. Bridging courses are subject to equivalency guidelines set by DU.

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 semester and earn up to 9 credits at another HEI and be marked as PT; however, the student must spend his/her final year of study at DU.

International Student Exchange

International exchange students should apply through their institution's International Office. All such Postgraduate students shall be categorized as 'International exchange students' and shall be eligible to enroll at DU as per the rules and regulations of student exchange policy no: DU-AC-013.

PART B: REGISTRATION

Registration

The registration process involves students selecting the courses to be undertaken in a particular normal semester, based on the PoS and under advice from the academic advisor, and enrolling in them formally. DPGS shall announce in advance through the DU SIS system the semester schedule containing information about the course offering, timetable, and the registration period and schedule. The SIS also contains information about the course descriptions to help students understand the course content.

Usually, the periods of registration are announced in the academic calendar, which is published on the DU Website and advertised through official communication and social media.

Students may not be allowed to register for one course or some courses based on the following:
1. Specific academic prerequisites are not met.
2. Lack of seats, timetable conflicts, outstanding fees
4. Academic or disciplinary sanctions.
5. Registering for more or less than the normal load

The University reserves the right to cancel registration in courses in the following cases:
1. There is insufficient enrolment in a course offered at a specific time.
2. The course timing conflicts with other core courses.

Dropping and Adding Courses

DU follows the credit hour system, where students register for a certain number of credits per semester. A student is allowed to choose his/her courses with the help of an academic advisor before or during the registration period. Students should use the advanced online registration system of DU to register and make any Drop/Add changes. 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 an Online Petition to his college stating his inability to register online.

Drop-and-Add Period

The drop and add periods are 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.

Credit Load- PG programs

1) A full-time PG student should register for not less than 6- and a maximum of 9 credit hours in any regular (Fall and Spring) semester.

2) 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.

Summer Semester

No summer semester is offered for all PG Programs.

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 at the University.

Class Attendance and Absence Rules

Attendance at all classes and course-related activities is obligatory. The maximum absences allowed for a student are 25% of the total number of sessions of a particular course, including all excuses related to medical emergencies, self-illness, bereavement of a first-degree relative, birth, delivery, etc. Before reaching the withdrawal stage, the DU system warns the students through **three** warnings sent to their DU email account by DPGS. This email message to students is formal communication between the university with its students, so they are strongly advised to access their DU email accounts daily to track their absences, along with 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 on a particular course.
2) **Second warning:** This is when a student's absence reaches **14%** of the total number of sessions on a particular course.
3) **Third (Final) warning:** This is when a student's absences reach **21%** of the total number of sessions on a particular course.

If they exceed 25%, the student will be dismissed from the course. a "WA" will be shown in his/her transcript against the dismissed course, and a dismissal letter will be sent to his / her DU email account. It is expected of all students to be self-responsible about their absences from classes and should make efforts to get the learning resources/lecture notes of missed classes to be aware of what has been taught in the missed classes.

The student is allowed to submit a petition form within one week after taking a "WA" to remove a "WA" along with serious reasons for absence and for one time only.

Withdrawal from Courses

PG programs

A student may withdraw from one course only after the Drop-and-Add period, subject to the following conditions:

a) A student cannot withdraw, or be withdrawn from, a course after the announced deadline (not later than 14 weeks from the start of the semester).
b) A student who withdraws from a course will receive a grade of "W".
c) A student cannot withdraw, or be forced to withdraw, from a course if this results in their being registered for less than 3 credits without the approval of the College Council.
d) A student who registers in a semester and subsequently withdraws from all courses without official postponement is considered to have withdrawn from formal study and must re-apply for admission to the postgraduate program.
e) A student who withdraws from a course is given a grade of "W". However, those whose absences exceed 25% will receive a "WA" status for that course.

Postponement of a Semester

PG Programs

a) A student can apply to postpone a semester through the DU website up to week 4 or at any time provided that a valid reason is provided and approved by the Department and College Council concerned. A student can postpone a semester twice, either continuously or separately, including the semester in which postponement takes place.
b) A student is not allowed to exceed the postponement period, which is two semesters, either continuously or separately. When a student returns to the university after postponement,

they should fill out an application through the DU website and continue with their prior academic record.

c) When a student exceeds the specified period of postponement, they should submit a new application. The student needs the approval of the concerned department and the college dean to maintain their academic record; otherwise, a new application for admission is required, and the rules applicable to the new intake shall prevail.

Withdrawal from the University

PG programs

a) A student may apply to withdraw from the PG program at any time by submitting a withdrawal form available on the DU website and with the DPGS. The student must abide by the DU rules related to the settlement of tuition fees in case of withdrawal.

b) If a student has exceeded the maximum duration for completion of any PG program but has successfully completed a minimum of 50% of the program credit hours, they may be eligible for an exit from the program and shall be awarded a postgraduate diploma (If applicable). However, if the student does not complete 50% of the credit hours, or there is no exit route, they will not be eligible to receive the PG diploma certificate.

Academic Dismissal

PG Programs

A student shall be dismissed from the postgraduate program in the following cases:

    a) The student's strict probationary status is not removed within one regular semester.

    b) The student fails a course three times (once originally plus two repeats). In this case, the DU allows students to complete this course successfully in another HEI that is recognized by MoHERI and marked as a PT in DU.

    c) The student fails the comprehensive examination twice.

    d) The student fails to complete graduation requirements within the maximum duration for completion of any PG program.

    e) The student violates the student code of conduct or breaches academic integrity rules and guidelines.

    f) Exit routes are provided based on specific regulations of PG programs.

Disclosure Policy

The University may disclose general information without prior written consent from the student, and this information may include only the 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 the MoHERI or any other educational institutions where the student seeks to enroll (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, in compliance with a judicial order; and

3) To financial aid services in connection with financial aid for which the student has applied or has received.

PART C- FEES AND EXPENSES

SIS Account

Every DU student has an SIS account which also provides information on student fees paid and outstanding. It also includes a window to facilitate fee payment.

Student Category
1. **Private Student** - A private student bears and pays the entire tuition fee of the enrolled program for her/himself.

2. **Scholarship Students** – A scholarship student has been approved for a scholarship either from MoHERI or other sponsors for the entire academic program or part of it. The tuition fees are therefore paid by MoHERI or other Sponsors.

Tuition Fees: TD and PG Programs

1. **Teaching Diploma Program**

No	Teaching Diploma Program			
	Program	Total Credit Hours	Fees Per Credit Hour (OMR)	Total Fees for Program (OMR)
1	**Teaching Diploma Program**	**30**	**90**	**2,700**
	One Time Admission Charges to be paid at the time of admission			**30**
The above fees do not include books, transportation, housing expenses, and fees for late registration,				

2. **Tuition Fees for Postgraduate Programs**

Postgraduate Programs offered at DU shall have the following tuition fee as given in the table.

No	POSTGRADUATE PROGRAMS			
	Program	Total Credit Hours	Fees Per Credit Hour (OMR)	Total Fees for Program (OMR)
	PG Programs in the College of Arts and Applied Sciences			
1	Master of Science in Information Technology (MS-IT)	36	150	5,400
2	Master of Education (M.Ed.) in Curriculum and Instruction: Teaching English Language	33	125	4,125
3	Master of Education (M.Ed.) in Educational Administration	33	125	4,125

4	Master of Education (M.Ed.) in Counseling	33	125	4,125
5	Master of Education (M.Ed.): General Curriculum & Instruction	33	125	4,125
6	Master of Arts in Social Work	36	125	4,500
7	Master of Arts in Arabic Language Studies	33	125	4,125
8	Master of Arts in Literature and Criticism	33	125	4,125
	PG Programs in College of Commerce and Business Administration			
10	Master of Business Administration (MBA)	33	150	4,950
11	Master of Arts (M.A.) in Management	36	125	4,500
12	Master of Science (M.Sc.) in Accounting	36	125	4,500
	Programs in the College of Law			
13	Master of Private Law	33	125	4,125
14	Master of Public Law	33	125	4,125
One Time Admission Charges are to be paid at the time of applying for admission			50	

The above fees do not include books, transportation, housing expenses, fees for late registration, thesis re-registration, registration, and re-registration of a comprehensive examination

Other Fees

1. **Thesis Re-registration fee** - Students who have completed and submitted their thesis to the supervisor, and the supervisor has prepared the form indicating readiness for defense and submitted it to the Program Coordinator of Postgraduate Studies in the college by January 30th for the Fall semester or June 30th for the Spring semester, marking the end of the third semester (thesis period), are not required to pay any fees during the subsequent semester (semester four). For students who have not submitted their thesis by January 30th for the Fall semester or June 30th for the Spring semester, signifying the end of the third semester (thesis period), a re-registration process is mandatory. These students are required to pay a fee of 250 OMR for one additional following semester. Should the thesis remain incomplete by the end of this semester, a second re-registration and payment of 250 OMR for the subsequent semester are necessary.
2. **Comprehensive Exam Re-Registration Fee**: To register for the comprehensive exam, a student must pay a re-registration fee of OMR 100.

Fees for Bridging Courses in PG Programs

The fee for bridging courses in all PG programs is **OMR 250 per course,** to be paid at the time of registration in the bridging courses.

Tuition Fees Refund

A **private 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. Full Tuition fees will be refunded to students who DROP a course with a replacement.

A private student can also petition DU for a fee refund based on a very exceptional excuse, which is evaluated by a DU committee to accept or reject the petition for refund of fees.

Tuition Fees Carried Forward

The tuition fee paid by a private student for a registered course that is subsequently "DROPED" within the Add and Drop period without replacement shall be carried forward to the next semester and would be adjusted against registration for the course in that semester.

Financial Hold

Students who have arrears of their tuition fee for the course registered shall not be able to access the final grades till they clear their outstanding dues and will be able to see 'FIN HOLD' in the DU SIS account.

Outstanding Dues of fees

Every student is responsible for clearing all outstanding fees of the semester to be eligible for registration in the subsequent semester. All graduated students are required to clear all outstanding fees before they can be issued their degree certificate.

PART D - COURSES AND GRADING

Grading System

The postgraduate grading system adopted at DU and its equivalence to the Letter Grade system and the Grade Points Average (GPA) system as per each program-specified grading system.

Abbreviations Used in Student Transcripts

Column Header	Description
Att Cr	Attempted Credit
Pass Cr	Passed Credit
GPA	Grade Point Average
R	Repeat
NC	Course Not Counted in the Students' Program of Study
P, PT	Passed or transferred courses that are credited but not counted in the GPA
E	Exempted
I	Incomplete
P	Pass
PR	In Progress
W	Withdraw
WA	Withdraw for Excessive Absence
F	Fail

Students' Academic Assessments

For student academic assessment rules and regulations, please refer to the following policies:

1. Assessment Policy no: DU-AC-004.
2. Examination Policy no: DU-AC-006.

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 DUSIS system, 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:

a) To secure permission to complete the work for a course, a student must submit an online "incomplete removal 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.

b) Students permitted to complete the work for a course must do so up to two (2) weeks before the start of the immediate next semester. However, incomplete work for the Spring semester can be completed within two (2) weeks of the Fall semester.

c) After the incomplete work is done and evaluated, the course instructor submits an "Incomplete removal petition" electronically which will be approved by the college and received by DPGS which will affect the change in the grade.

d) 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 a numeric grade score that becomes the final grade in the course.

Announcing of Final Grades:

Upon the conclusion of the final exams, DPGS announces the final grades through the DU SIS system. Students can view their grades in both the transcript format and the PoS format by accessing their DU SIS accounts.

Petition for the Review of Grade.

For a petition for the review of grades, please refer to the rules and regulations of Student Grievance Policy no: DU-AD-005.

Academic Achievements

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

1) Complete a minimum of 9 credits.
2) Must never have been on probation.
3) Have passed all the courses of the semester and attained a semester average of 90 or more.
4) Have not been subject to any disciplinary action within the University, and must be deemed worthy by the Dean to be on the Honor List

Failing Courses

If a student fails a course, no re-sit examinations are 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 if he/she can achieve the minimum cumulative average and the minimum number of credits required for graduation. Students must pass all core courses to be eligible for graduation. Please read the "Academic Dismissal" section for related important information.

Repeating Courses

1) A student may repeat any course for which he/she received a grade as specified in program requirements.
2) When a course is repeated, the highest grade will be considered in the calculation of the CGPA. All course grades will remain a part of the student's permanent record.
3) A student who, at the end of her/his fourth year, fails to attain a CGPA as specified program requirements.

Academic Standing

Based on the kind of Post Graduate program, a student shall be considered to have completed the first academic year based on the number of credit hours completed successfully by him/her as shown below:

1) For completion of the first year: not below 18 credits.
2) For completion of the second year: 30-36 credits.

Academic Probation

1) A postgraduate student is placed under "Academic Probation" if his/her SGPA does not meet program requirements.
2) The probationary status of a student shall be removed when he/she attains an SGPA as per program requirements.
3) A postgraduate student can be placed on "Academic Probation" for a maximum of two times with the following sequence of probation: first probation and strict (final) probation.

PART E – GRADUATION

PG Programs
1. **Degree Plan:** The requirements for completing a degree (academic program) are stated in the student's plan of study (PoS). Even though the PoS of one program is different from another, all these PoS for Postgraduate programs share the same structure of course distribution as given below.
2. **Core Courses:** These are core courses of a specific postgraduate program and passing them is essential for completing the graduation requirement for such postgraduate programs.
3. **Major Electives:** Students of the same major must study a specific group of courses that differ according to the major and level of the degree. The courses in this category must be completed by all students who belong to the same major. These are mentioned under the program and college in this catalogue.
4. **Comprehensive exam/ Master Thesis:** PG programs have specific components of either a comprehensive exam or undertaking a master thesis.

Graduation Requirements for Master's Degrees

To receive a master's degree, a student must satisfy the following conditions:
1) Complete the total number of credits required for the program based on the major including project/thesis/comprehensive exam.
2) Achieve a minimum CGPA as required by specific program regulations to graduate from the program
3) Fulfill any additional requirements specified by the degree Plan.
4) Clear all encumbrance from all concerned University Units.

Study Period

All enrolled students in various degree plans are expected to complete their degree requirements within a reasonable timeframe as defined below:

Degree Plan	Usual Duration	Maximum Duration
Teaching Diploma	1 year	2 years
Masters	2 Years	4 Years (One year more in exceptional cases)

Changes to Approved Degree Plan
Every effort is made to maintain the program of study described in the approved degree plan. However, changing circumstances may require a minor revision/change to that approved degree plan. Such changes must be approved by the PRT, ABDRC, the College Council, UAC, UC, and ultimately Average Earned on all courses. by MoHERI. All such changes will be announced to students and concerned staff. These changes are binding on students in terms of graduation requirements. Students repeating a failed course are bound by any revision to course content, credits, or hours made to that course.

Classification of Degrees
Degrees Awarded shall be classified based on the Graduation Grade Point Average earned on all courses within the degree plan according to the following scheme for their cumulative or graduating Grade Point Average.

Equivalent Grade Points	Grades Type
3.7-4.0	Excellent
2.7-3.3	Very Good
1.7-2.3	Good
1.0-1.3	Pass

PART F – MASTER THESIS REGULATIONS

Master Thesis: Steps of Writing Thesis, Roles, and Responsibilities

After successfully completing all credit hours in their program of study (PoS) with a minimum Cumulative Grade Point Average score (CGPA) that meets the condition to register a thesis in each program, candidates must register for the thesis.

Thesis Plan (Proposal) presentation and approval Procedures

1. During the registration period for each semester, the college, with the approval of the coordinator of PG programs and the related department, should open multiple sections of the thesis on DU-LOGSIS, listing the names of available supervisors. Students are assigned a supervisor for their thesis work.
2. Once the supervisor is assigned, the selected supervisor asks the student to choose 3 to 5 proposed master's titles for his/her thesis and email them to the supervisor.
3. The supervisor should select the most important topics in the field according to his/her experience and the topic's novelty. The supervisor is required to cross-check from the thesis 'Title database' maintained by each college whether the proposed title is a repeat of a previous work already done that exists in the database. If the proposed title is not appropriate, the supervisor shall advise the student to change the title/topic and come up with a new one and the whole process of rechecking must be done again. Once confirmation is there that no such work /similar title of thesis exists the student can proceed with the thesis title and topic.
4. The supervisor will then approve and send the thesis title to the program coordinator via email who will do a similar check in the database as they are updated daily and then send the result via email to the supervisor stating whether the title has been accepted or not.
5. The supervisor should inform the student of this result via email stating whether the title is accepted or not, and if it is not, the supervisor should ask the student to change the title, and the student will go back to point 2 again to start a new cycle. Meanwhile, if the title is accepted, the supervisor sends the Thesis Plan (Proposal) **(Refer to Appendix C)** to the student via email asking them to fill it out and return it to the supervisor.
6. Once the supervisor receives the proposal from the student, the supervisor should evaluate and modify the proposal and send it to the program coordinator via email for approval.
7. Once the program coordinator receives the proposals from supervisors, he/she should send an email to the program manager in the concerned department of their thesis for review and approval from the specified committee for this purpose. Furthermore, the student is invited by the program manager by email to present a first seminar for this stage and answer any questions raised by the program manager and committee members. The first seminar should cover the background of the study, objectives, and planned methodology **(Refer to Appendix D)**.
8. In the case of amendments recommended, the program manager should inform the program coordinator about the results via email, which are returned to the supervisor and must ensure that they are incorporated by the student in his/her proposals and sent back to the program coordinator who will forward again via email to the program manager for approval. In case of rejection, the student must rewrite the

proposal under the guidance of his/her supervisor and go back to point 7 again to start a new cycle.

9. Once the program coordinator receives the seminar evaluation report from the program manager of the concerned department, he/she sets a date to discuss the students' proposals from the college's postgraduate studies committee for approval. To implement this step, the program coordinator should send an email to the college postgraduate committee and program manager and any program manager related to the thesis topic if needed to meet and discuss the student's proposals and copy the email to the supervisor for his/her information.

10. After the meeting of the college postgraduate committee and concerned program manager department, the supervisor will be informed by the program coordinator via email of the decision of the committee (acceptance/rejection/acceptance with amendments) on the student's proposed proposals.

11. Finally, the supervisor should inform the student via email of the result.

12. In the case of amendments recommended, the supervisor must ensure that they are incorporated by the student in his/her proposals and send them back to the program coordinator for final approval. In case of rejection, the student must rewrite the proposal under the guidance of his/her supervisor and re-present the same to the committee for approval.

Thesis Completion and Submission

1. On satisfactory completion of the thesis, the supervisor shall check the thesis for academic integrity including plagiarism by using the licensed software (Turnitin) to determine the similarity report. As per DU policy, the similarity should not be more than 20% and the similarity from one source should not be more than 10%. In case these norms are not met the student must amend/rewrite the thesis under the guidance of the supervisor.

2. Based on the information from the thesis supervisor about the completion of the thesis, a second seminar should be conducted by the student in front of the concerned department in the college to evaluate the thesis (**Refer to Appendix D**)*.* To implement this step, the supervisor should send an email to the program coordinator who will forward it to the program manager of the concerned department indicating that the student is ready for a second seminar. The student is invited by the program manager by email to present a second seminar and a copy of the seminar evaluation report is sent to the program coordinator once completed. The second seminar should cover the research results and conclusions and be held before the thesis defense. The purpose of these seminars is to provide students with constructive feedback on their work from both supervisors and students. Presenting in these seminars will also help students improve their presentation skills. Both seminars should be presented in front of the concerned department in the college.

3. Once the second seminar is completed, the program coordinator informs the supervisor of the results via email.

4. The same procedures of seminar one, if there are any amendments.

5. Once the student completes the thesis in coordination with his/her supervisor, the supervisor should send the thesis along with the readiness form (**Refer to Appendix E**), Turnitin report, and transcript to the program coordinator to start the process of the thesis defense by appointing examiners.

6. The program coordinator should assign the thesis for evaluation to both an external examiner (outside of DU) and an internal examiner (inside of DU).

7. The external and internal examiner shall be appointed on the recommendation of the program manager of the concerned academic department -in coordination with the program coordinator. The program coordinator should coordinate with examiners willing to accept the evaluation of the thesis and participate in the final defense of the thesis.

External Examiner and Thesis Examination

1. The program coordinator, after meeting with the College postgraduate studies committee should assign the date of defense by sending an email to the student, supervisor, internal examiner, and external examiner.

2. The viva voce/defense of the panel shall consist of three members – the External Examiner of the thesis, the internal Examiner of the thesis, and the supervisor of the thesis to be constituted by the program coordinator. The internal Examiner shall be the chair of the panel.

3. On the date of the thesis defense, the Chair of the panel (internal examiner) leads and facilitates the discussion after the candidate's presentation by giving 30 minutes to the external examiner, 30 minutes to the internal examiner, and 10 minutes to the supervisor. During this time, the supervisor is not expected to defend the candidate's thesis in any manner. In turn, the candidate is given a chance to respond to the questions and remarks made and defend her/his work.

4. The Chair of the thesis defense panel announces the commencement of the defense session and introduces the candidate and the panel members.
   The candidate will formally present the major aspects and findings of the study within 15 minutes.

5. After the defense session, the panel members meet to decide upon the result/outcome. The decision will be made by unanimous or majority vote on one of the following results (**Refer to Appendix F):**
   I) Accept without any amendment(s)
   II) Accept, with minor changes to be made within two months from the date of the defense session, but not less than two weeks.
   III) Accept, with major changes to be made within three months from the date of the defense session, but not less than one month.
   IV) Rejection of the thesis, in which case a second chance to rewrite the thesis is given to the candidate by the prescribed rules and regulations of DPGS and the MoHERI.

6. If major changes are required, the panel members may recommend that a second defense is necessary.

7. The Chair of the defense session shall prepare a report summarizing the proceedings of the defense (**Refer to Appendix F**) and send a copy of the report to the program coordinator and program manager. Then, **Appendix F** of the report should be sent from the program coordinator to the DPGS.

After the Thesis defense

1. After the student makes all the corrections in coordination with his/ her supervisor within the periods specified in the decision, the supervisor should examine the

thesis through Turnitin for the second time after the student makes the final draft (after amendments that the committee requested).

2. The supervisor shall then inform the program coordinator officially via email that all amendments as requested have been made by the student and submitted to him/her. The final draft has also been checked through Turnitin, and the similarity is below the specified limit.

3. In the meantime, the supervisor should ask the student to submit the final draft to the Program Coordinator who will contact and distribute the final draft to the internal and external examiners to recheck, certify, and sign on the draft that all required changes have been made to his/her satisfaction as per the recommendation of the defense committee. When preparing their theses, students must follow the form and style specified in **Appendices G and H**. Regarding the specifications and instructions for writing a thesis, the student should follow the student catalogue.

4. The program Coordinator should inform and return the draft to the supervisor that the internal examiner and the external examiner have approved the amendments and the final draft as well. In case there are still some comments from examiners that are not corrected, the Program Coordinator should inform the supervisor, who contacts and returns the draft to the student for further correction and return to point 2 again.

5. After completing the thesis and receiving approval from the supervisor and examiners. The student should submit six hard copies and one soft copy of the thesis to the program coordinator. The program coordinator should submit copies to the dean for final approval and then return the copies to the student

6. The program coordinator contacts the student to distribute copies to the program coordinator, the program manager, the library (two copies), the supervisor, and one for herself/himself.

7. The program coordinator should inform the supervisor to submit a pass letter from the system of LOGSIS for further action from the Department of Postgraduate Studies.

Library and Final Role of Program Coordinator

1. The student should submit two physical copies of the thesis to the library. The final thesis should be uploaded to the Turnitin system repository by the designated person in the library, with their confirmation via email to the program coordinator in the college for that purpose, provided that the repository process is completed.

2. The program coordinator should match the email received from the library with the names of the completed thesis in the college to confirm the repository process by the library, and then the program coordinator keeps the email for confirmation and archival.

Master Thesis: General Guidelines

1. At the beginning of every academic semester, the concerned department council should send to the program coordinator potential external examiners based on their qualifications and expertise (CVs are required). The program coordinator will then send the final approved list to the College of Postgraduate Studies Committee (**Refer to Appendix I**) for final approval. Then, the list should be sent to DPGS for information.

2. The external examiners should be from reputable HEIs.

3. A specific external examiner shall be selected to evaluate the thesis for no more than THREE students in any given academic year for a particular program.

4. The supervisor should check all sections of the thesis contents in Turnitin, except the statistical results section and the references section.
5. It is possible to exclude (cancel) the similarity percentage for less than five consecutive words in the text.
6. The supervisor will be a full-time member of the faculty and should hold a professorial rank, such as Professor, Associate Professor, or Assistant Professor. The role of the supervisor is to guide and assist the student in their master's Thesis work. The same academic ranks mentioned earlier (Professor, Associate Professor, or Assistant Professor) also apply to those teaching master's courses.
7. For more robust research, any quantitative data collected must be from reliable sources, and the supervisor must verify this in the proposals. In the case of qualitative data, the supervisor must assist the student in preparing appropriate research instruments using solid scientific methodology and ethical considerations. To ensure that the research instruments meet scientific research standards, the student and the thesis supervisor should conduct an internal evaluation with no fewer than three faculty members in the field of specialization. Additionally, an external evaluation from other HEIs, either inside or outside of Oman, should also be conducted. Once the evaluations have been completed, all copies must be approved by the College's Postgraduate Studies Committee.
8. The pass letter can be sent to the PGSD at any time. However, for graduation ceremony purposes, only pass letters received by the end of September 30th each year will result in the inclusion of students' names in the current year's graduation ceremony. Meanwhile, the pass letters received after September 30th each year will lead to the inclusion of students' names in the following year's graduation ceremony.
9. The maximum duration for completing the thesis is three continuous semesters. If a student is unable to submit their thesis by the due date because of valid reasons, they may submit a petition through the DU-LOGSIS website to the college, explaining the reasons with evidence. If approved by the college council, the petition will be transferred to the Department of Postgraduate Studies to take appropriate action. The student may request to re-register for one additional continuous semester, should the thesis remain incomplete by the end of this semester, a second additional continuous semester re-registration is necessary, with the understanding that the master's degree should be completed within a maximum of four years.
10. In exceptional cases, we can extend the period duration of master's degree programs by one year only. This extension should be very limited to serious cases as well as the student submitting a petition form with all evidence.
11. The student must pay for the credits on their initial registration and any re-registration, if necessary, after a maximum of three semesters. There are two possible cases as follows: **Case One**: Students who have completed and submitted their thesis to the supervisor, and the supervisor has prepared the form indicating readiness for defense and submitted it to the program coordinator of Postgraduate Studies in the college by January 30th for the Fall semester or June 30th for the Spring semester, marking the end of the third semester (thesis period), are not required to pay any fees during the subsequent semester (semester four). In this case, the college MUST notify by sending the readiness for defense form to the DPGS for reference. **Case Two**: For students who have not submitted their thesis by January 30th for the Fall semester or June 30th for the Spring semester, signifying the end of the third semester (thesis period), a re-registration process is mandatory. These students are required to pay a fee of 250 OMR for one additional following semester. Should the thesis remain incomplete by the end of this semester, a second re-registration and payment of 250 OMR for the subsequent semester are necessary.
12. If a student fails to submit their thesis within the maximum period allowed, they will only be eligible for a postgraduate diploma if the program instructions permit it.

13. The program coordinator must update the database regularly. This database must be readily accessible to all supervisors.
14. The final defense session must be organized and conducted as per PG regulations.
15. Members of the thesis examination panel should hold at least the rank of assistant professor with relevant experience and expertise in the subject matter of the thesis.
16. The viva voce defense will be conducted publicly.
17. The thesis's supervisor should inform the Chair of PGSC in the college if the thesis includes any confidential data or information before the approval of the thesis for discussion. The Chair of PGSC should obtain an undertaking from both examiners that they will keep the content and result of the thesis examination confidential.
18. The thesis should be defended in person only. In some emergency cases, a virtual defense may be allowed to be presented online only after the college council approves.
19. To register for the thesis in the following semesters, students must submit a semester progress report for supervision (**Refer to Appendix J**) that is signed by both the student and supervisor to their program coordinator. The program coordinator will then copy and send the report to the program manager and the Department of Postgraduate Studies.
20. If a student's performance is deemed insufficient, the program manager, after coordinating with the program coordinator, will handle the case and inform the Department of Postgraduate Studies after collecting all necessary information. If a student is to be debarred, the Department of Postgraduate Studies will be notified accordingly. If the progress is perceived as unsatisfactory, the program manager is responsible for implementing processes to investigate and solve problems.
21. The supervisor should send the result of the student's thesis as a status in progress (PR) every semester till completed.
22. The Department of Postgraduate Studies will grant (F) to the students after they complete three semesters in a thesis without receiving a pass letter from the college or a readiness form that confirms the student submitted the thesis to the program coordinator. In this case, the student should re-register for the course by paying the required fee.
23. The student does not have the right to print the thesis except if have written approval from the College of Postgraduate Studies Committee and the Department of Postgraduate Studies at DU. Additionally, once the student has the necessary approvals from DU, the name of the supervisor should appear on the cover page. Furthermore, DU has the right to publish the thesis in print or electronically or exchange it with other universities.
24. The student should submit the Dhofar University Research Ethics Application Form to the program coordinator to achieve proper approval from the department of research. This form should be confirmed and signed by a supervisor for the use of human subjects or hazardous biological materials, if any. Additionally, the form should be submitted once the student selects the topic and prepares the proposal for the program coordinator.
25. The student should submit his/ her in the same language as the program.

PART G – COMPREHENSIVE EXAM REGULATIONS

Comprehensive Exam: Roles and Responsibilities

- Students in the non-thesis track must complete two additional courses worth 6 credit hours each and pass a comprehensive examination as a requirement for their master's degree. The comprehensive examination aims to assess students on the topics covered in both the core and elective courses of the program and requires the synthesis and interpretation of the material, concepts, and skills learned in these courses. The program encourages students to think deeply and apply their learning in real-world situations.
- Students will be able to register for the comprehensive examination only after completing all required courses with a minimum CGPA specified by their program's instructions and meeting the minimum score requirements for each course. The examination itself is a zero-credit hour requirement but is compulsory for completion of the program. If a student fails the comprehensive examination, they will be allowed to retake the exam in the following semester. If they fail the comprehensive examination a second time, they will only be eligible for a postgraduate diploma instead of a master's degree if permitted by their program instructions.
- The comprehensive examination is typically held twice per year, once in the fall and once in the spring semester. Students are eligible to take the exam after completing the prescribed study plan.
- The students in the thesis track have the option to register for the comprehensive examination instead of completing a thesis, but the reverse is not allowed. Students who wish to register for the comprehensive examination in the thesis track must submit a written application to the college program coordinator of postgraduate studies.

Comprehensive Examination Committee

Once the application is approved by the College Council, the examination committee will be formed. The members of the Examination Committee should be aware of the candidate's program details. The committee should consist of at least four members, as follows:
- The program coordinator, who will lead the committee and direct its functions.
- The program manager.
- Two faculty members in the specialization.

The Examination Committee is responsible for preparing and grading the comprehensive examination in full conformity with the guidelines of the relevant department(s) and assigning a pass/fail score. **Appendix K** should be assigned by two faculty members: a program manager, the program coordinator, and the college chair of the postgraduate committee. Afterward, the Examination Committee notifies the Department of Postgraduate Studies of the results obtained, as outlined in **Appendix K** for implementation.

Eligibility for Thesis and Comprehensive Examination
a) If the program offers two options (thesis track and comprehensive examination), candidates are required to register for the thesis track after completing all credit hours with a cumulative GPA (CGPA) of at least 80%.

b) Candidates are required to register for the comprehensive examination track after completing all credit hours with an aggregate score (CGPA) as determined by program instructions.

PART H – ACADEMIC INTEGRITY AND ETHICS

Academic Integrity

Postgraduate students are expected to understand the concept and importance of personal honesty and integrity before joining postgraduate and Ph.D. programs. Both faculty members and students should understand that academic integrity involves pursuing all academic activities in a highly ethical, honest, transparent, and responsible manner. The principles of academic integrity represent an informal contract between faculty and students. Faculty and students should share a common standard of behavior and set of values critical to the continued success of the University. Any act of academic misconduct, as mentioned in the following list, makes the faculty member and the students subject to both academic and disciplinary sanctions.

1. **Cheating:** Cheating is defined as 'employing or seeking to employ any unfair means in the examination or any other form of work submitted for assessment as part of any university course.' It is a deliberate attempt to gain academic credit dishonestly or to help others in doing so.
2. **Collusion:** Collusion is defined as 'Unauthorized collaboration on assessable work with another person or persons.' It is a form of cheating that occurs when students work together in a deceitful way to produce work for an assessment that is restricted to individual effort.
3. **Plagiarism:** Plagiarism is defined as "unauthorized use of the work of another person as one's own, whether or not such work has been published. It is considered academic theft". Plagiarism occurs when someone uses words, ideas or work attributable to another identifiable person or source, without attributing the work to the source from which it was obtained, in a situation in which there is a legitimate expectation of original work, to obtain some benefit.
4. **Impersonation:** Impersonation is when a student or outsider assumes the identity of another student with the intent of providing an unlawful advantage in any course assessment for that student.

PART I – DHOFAR UNIVERSITY CONTACT INFORMATION

Address: -
PO Box 2509
Postal Code 211
Salalah
Sultanate of Oman
Telephone (968) 23 23 70 00
Fax (968) 23 23 77 77
E-mail info@du.edu.om

Colleges:
CAAS: 23237201
CCBA: 23237401/02/03
CE: 23237301 / 7303 / 7305
CL: 23237171

DEPARTMENT OF POST-GRADUATE STUDIES
Ground Floor, Wing B
Administration Building
Dhofar University.
Director of Department of Postgraduate Studies: 23237153
Admission and Registration Inquiries: 23237494 / 23237497

This regulation can also be viewed at **http://www.du.edu.om./**

Part J-APPENDICES

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix A)
Subject: Undertaking

I am ...., ID: _____ College: _____ Department: _____ Specialization: _____ Semester ....Academic Year ....

I pledge that I am aware of all the DU rules and regulations, policies, programs, and regulations for postgraduate studies at Dhofar University, and I pledge to abide by them.

Student	
Signature	
Date	

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix B)
Subject: Credit Transfer

Student: _____ ID: _____

College: _____ Department: _____ Specialization:

_____ Semester ……………AY ……………. GSM ………....................

| SN | ……………………………………………………………… | | | | DU College: …… …........…………….. | | |
	Code	Title	Grade	Cr. Hrs.	Code	Title	Cr. Hrs.
1							
2							
4							
Total Credit Hours					Total Credit Hours		

Mr./Ms. …………………………………………………… is awarded ………….. credit hours of the postgraduate program of Dhofar University.

College of Equivalency Committee

No.	Name	Position	Signature	Date
1		Chair		
2		Member		

Program Coordinator	
Signature and Stamp	
Date	
College Dean / Assistant Dean	
Signature and Stamp	
Date	

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix C)
Subject: Thesis Plan (Proposal)

Dhofar University
College…………………………………………………….
Department and Specialization: …………………….
Date: ……………………………………………………………
1. Personal information:

Student _____ ID: _____
College: _____ Department: _____
Specialization: _____Semester _____ Academic year: _____
Supervisor: _____

Name of the co-supervisor (if any): _____

2. Title of thesis:
 A. In the language in which you will write the thesis (write in print).
 B. Translated into Arabic or English (write in print).

3. Problem Statement, Research Gap, Importance, Objectives, and Hypotheses:
(The student will be provided with an idea about their study, the theoretical basis, questions, or hypotheses, and the importance of their research).

4. literature Review:
(The student will be required to present a sample of previous studies and highlight the gaps or limitations in the existing literature that distinguish it from other studies in the field).

5. Research Methodology:
(The student will be given an idea of the research method including the population, the sample, the statistical methods, methods of data collection, analysis of data, and describing the techniques).

Note: The structure of the methodology depends on the field).

6. References:
The references must be according to the APA documentation style, based on the guidelines outlined in the Publication Manual of the American Psychological Association (APA) 1994 for various reference styles.). Some specializations/ fields may require some additions, so references must be written according to the system known in the specialization.

The supervisor should fill in the following two sections:

7. Research that is similar to the research topic:

Note: When selecting the title of the thesis, consider the novelty of the topic and do not repeat the same topic that was previously searched for.

Student:…………………………………….Signature ………………………Date:……………………..

I have carefully reviewed the attached thesis proposal and agreed to moderate the study.
Supervisor:…………… Signature and Stamp ………………… Date:………………… …………..

College of PG Committee:

Name	Approved/ Approved with comments / Rejected	Date	Signature
Chair of College PG			
Member			

Approved with Comments:

1.
2.
3.

Reason for Rejection
1.
2.
3.

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix D)
Subject: Seminar Thesis Report

Student Name …………………………….…….. ID …………..………………….…….

College: _____ Department: _____

Specialization: _____Semester _____ Academic year: _____

Supervisor: _____

Title of Thesis ……………..

Seminars of thesis: This form should be used - twice - in each seminar

1. **Seminar of First Step:** Explain the background of the study, objectives, and planned methodology (…….)
2. **Seminar of Second Step:** Explain results and conclusions of the research (……)

Department Committee:

Name	Approved/ Approved with Comments / Rejected	Date	Signature and Stamp
Chair			
Member			

Approved with Comments:
1.
2.
Reason for Rejection
1.
2.

Program Manager	
Signature and Stamp	
Date	

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix E)
Subject: Readiness for Defense

I am Dr.: ……………………….……., supervisor of the master's thesis titled: …………….For the student: ………………enrolled……..………. ID: ………………………………………….

I acknowledge that the thesis is now ready for defense, and I request that the program coordinator of the [………….] master program constitute the members of the thesis examination panel and set an appropriate date for the defense to take place. I understand that the committee will carefully review the thesis and provide constructive feedback to the student, and I look forward to a productive discussion that will help advance the student's academic goals and contribute to the broader academic community.

with respect

Supervisor Name	
Signature and Stamp	
Date	

Required Documents Attached
1- Three copies and one electronic copy of the research (thesis).
2- The similarity report of Turnitin.
3- Transcript of student.

Department of Postgraduate Studies

(Appendix F)
Subject: Thesis Defense Decision

Title of thesis: ………. ID:……Specialization:……… …..Department……. College ……..

Based on DU, DPGS rules and regulations, and after careful examination of the thesis and a thoughtful discussion, the committee has made the following decision:

I)   Accept, without any amendment(s)

II)   Accept, with minor changes to be made within two months from the date of the defense session, but not less than two weeks.

III)   Accept, with major changes to be made within three months from the date of the defense session, but not less than one month.

IV)   Rejection of the thesis, in which case a second chance to rewrite the thesis is given to the candidate by the prescribed rules and regulations of DPGS and the MoHERI

Main Points:
1. ………………………
2. ……………………..
3. ………………………

Thesis Examination Committee:

Chair / Internal Examiner	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	
Date	

Supervisor	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	

Date	

External Examiner	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	
Date	

Appendix G: Thesis Format

Appendix E outlines the standards for the written format of a satisfactory thesis submission. The thesis content should be presented in a reasonable form that is appropriate for the target discipline and should reflect a scholarly approach to the topic that demonstrates a thorough knowledge of the concerned specialization. A thorough review of existing work related to the topic of investigation should be presented, along with reflective conclusions and summaries that demonstrate the student's ability to critically analyze and synthesize information. By adhering to these standards, the student will produce a high-quality thesis that contributes to the ongoing academic discourse in their field of study.

Part 1 of the thesis will include the introductory pages, which will follow the possible structure outlined below:
1. **Title Page:** The title page should be presented in both Arabic and English, following the format presented **in sample 1**.
2. **Declaration:** The candidate must include a declaration stating that the materials used and work completed in the thesis are entirely their own, except for quotations and summaries whose sources have been duly acknowledged. This declaration should follow the format shown in **sample 2** and is an important indication of the student's commitment to academic integrity and the highest standards of scholarship.
3. **Supervisor Acknowledgement:** The supervisor will acknowledge that the thesis was completed under their supervision at the College in Dhofar University in the Sultanate of Oman. This acknowledgment should follow the format shown **in sample 3** and demonstrate the supervisor's commitment to supporting the student throughout the research process.
4. **Defense of Committee Acknowledgments:** This section will include the Thesis Examination Committee list, which contains information related to individual members of the committee. This list should follow the format shown **in sample 4** and confirm that the committee members have reviewed the thesis and provided feedback to the student.
5. **Acknowledgements:** The candidate will thank supervisors and colleagues who encouraged and supported their research, as shown **in sample 5**. This section should not exceed 300 words and provides an important opportunity for the student to express their appreciation for those who have played a role in their academic journey.
6. **Abstract:** This section will include an abstract in both Arabic and English, briefly summarizing the contents of the thesis. The abstract should not exceed 300 words and should be presented in a single-spaced format. An additional Arabic-translated copy should follow in the format shown **in sample 6**. The abstract is an important component of the thesis, providing a concise overview of the research and its contributions to the field of study.
7. **Table of Contents:** This section will list all the parts of the thesis, as shown **in sample 7**. The table of contents will enable readers to navigate the thesis easily and locate specific sections of interest.
8. **List of Tables:** This section will list all tables in numeric order with their page numbers, as presented **in sample 8**. The list of tables will enable readers to locate specific tables within the thesis easily.
9. **List of Figures:** This section will list all figures in numeric order with their page numbers, as presented **in sample 9**. The list of figures will enable readers to locate specific figures within the thesis easily.
10. **List of Abbreviations:** This section will include an alphabetical list of the conventional signs and shortened forms of words or phrases used in the text, as presented **in sample**

10. The list of abbreviations will aid readers in understanding the text and ensure consistent use of standard abbreviations throughout the thesis

Part II - Body of Thesis

1. Part II of the thesis will include the main body of the text, which will be classified into different chapters, as **shown in sample 7**. This structure will enable students to organize their research and present their findings clearly and concisely.
2. The thesis will conclude with the reference list, following the guidelines outlined in the Publication Manual of the American Psychological Association (APA) 1994 for various reference styles. The reference list is an important component of the thesis, providing readers with the sources used in the research and ensuring that the work is properly cited and acknowledged. For additional guidance on reference styles and formatting: https://www.mendeley.com/guides/apa-citation-guide/

Note: Some specializations/ fields may require some additions in the text, so references must be written according to the system known in the specialization.

Part III – Appendices

Part III of the thesis will include the appendix, which will contain research material that cannot be included in the body of the text or is distracting because of size or level of detail. The appendix should be attached only if it helps readers to understand and assess the manuscript, as shown **in sample 11**. The appendix is an optional section of the thesis and should only be included if the material presented is relevant and contributes to the understanding of the research. The appendix will also include a list of internal and external research instruments reviewer's examiners as shown **in sample 12**. This list is an important component of the thesis, demonstrating the process of data collection and analysis and providing readers with a comprehensive understanding of the research methodology.

Appendix H: Production of Thesis

In consultation with the main supervisor, it is the candidate's responsibility to ensure that the appropriate format is followed in all parts of the thesis. This includes adhering to the spacing, margins, font, and paper size guidelines.

The manuscript must be double-spaced, except for the abstract, figures, footnotes, and captions, which should be single-spaced. The length of the master's thesis will differ based on the discipline, and the student should consult with their supervisor to determine the appropriate length for their research.

All margins should be 25 mm, with the left margin set at 40mm. The font used throughout the thesis should be Tahoma, size 12, and the thesis should be printed on one side of A4 paper. Adhering to these guidelines will ensure that the thesis is presented professionally and consistently, contributing to high-quality academic work.

Pagination: The pages in Part I of the thesis (Introductory Pages), except the title page, must be numbered using lowercase Roman numerals. The main body of the thesis, including reference pages and appendices, must be numbered using Arabic numerals at the centre bottom of each page. The use of consistent and appropriate pagination will enable readers to navigate the thesis easily and locate specific sections of interest.

Figures and Tables: Figure titles must appear below each figure, while table titles appear above each table. Both figures and table titles must be single-spaced to ensure they are presented consistently throughout the thesis.

Copyright: The international copyright symbol © may appear, typed at the foot of the title page, acknowledging the student's intellectual property rights. The use of appropriate copyright symbols and acknowledgments ensures that the work is properly attributed and recognized while also protecting the student's rights as a researcher and author

Binding: Once the thesis is completed, the student is responsible for binding and submitting the final copies to the library for archiving. The library copy cover should be a dark green colour for the master. The student's name, degree, and year of completion should appear written in gold on the spine in the language of the thesis, as shown **in sample 13**. The binding should also have one protective sheet of heavier-weight paper in front and back of the text to ensure the thesis is well-protected. The student is required to provide six (6) bound copies of the thesis and one soft copy to the library for archiving. This will ensure that the work is preserved and available for future researchers and scholars. Adhering to these guidelines will ensure that the thesis is presented professionally and consistently, contributing to high-quality academic work.

College of Commerce and Business Administration
Management Department
Master in …….

(**Sample 1- Title Page** in Arabic and English - - on two separate pages- one follows one)

The Impact of moral incentives on employee productivity

Prepared by: Ahmed Ali Al Fatah

A Thesis Submitted in Partial Fulfilment of the Requirements for the Degree of Master in Management

Supervised by: Prof. Faris Nasif Alshubiri

Dhofar University
Salalah, Sultanate of Oman
Month, 2022- Month, 1444

(Sample 2)

DECLARATION

I hereby declare that the material in this thesis is entirely my own, except for quotations and summaries from sources - which have been duly acknowledged.

13 November 2022

                 _____
                        Ahmed Al Fatah
                        DT1411007A

SUPERVISOR ACKNOWLEDGEMENT

I certify that the thesis entitled ……………. was completed under my supervision at the College of …… at Dhofar University in the Sultanate of Oman and is part of the requirements for obtaining a master's degree in the specialization of ……..

Supervisor Name: …………………………………
Signature and Stamp ………………………………….
Date: ………………………………………………………….

<div align="center">

(Sample4)

Defense of Committee Acknowledgement

</div>

We certify that the Thesis Examining Committee has reviewed the thesis submitted by the student …………………ID…………………… We discussed all the contents, and we acknowledge that this thesis is part of the requirements for obtaining a master's degree in specialization…………………in the college of ………….at Dhofar University.

Thesis Examination Committee:

Chair	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	
Date	

Supervisor	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	
Date	

External Examiner	
Rank and Position	
Department	
Specialization	
University and College	
Country	
Signature and Stamp	
Date	

(Sample 5)

ACKNOWLEDGEMENTS

(Sample 6- Abstract in Arabic and English on two separate pages – one follows one)
ABSTRACT

Note: The abstract should be brief, typically no more than 500 words, and provide a clear and concise research summary.

Keywords: Public financial management, objective well-being.

(Sample 7)
TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION

CHAPTER 2: LITERATURE REVIEW

CHAPTER 3: RESEARCH METHODOLOGY

CHAPTER 4: RESEARCH FINDINGS

CHAPTER 5: DISCUSSION & CONCLUSION

(Sample 8)

LIST OF TABLES

LIST OF FIGURES   page

LIST OF ABBREVIATIONS

SQ   Socratic Questioning

CT

ELIAS

TGPA

CTSS

IQS

KMO

(Sample 11)

LIST OF APPENDICES

Note: The organizing of the table of contents varies according to the field being researched, provided that the previously mentioned adhere to the introduction, research problem, research objectives, literature review, research methodology, data analysis, results, and recommendations.

(Sample 12)

List of Internal and External Research Instruments Reviewers

Faculty	Rank	University	Department/college	Specialization	Country

(Sample 13)

Sample of the Spine

M.Ed.   2022   Faris Nasif AL-Shubairi

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix I)
Subject: List of External Thesis Examiners

College: _____ Department: _____ Specialization: _____

List of External Thesis Examiners:

No	Name	Rank	Specialization	Department	University	Country	Email	Phone
1								
2								

Program Manager	
Signature and Stamp	
Date	
College Postgraduate Committee	
Signature and Stamp	
Date	

Dhofar University
Vision for the Future...

Department of Postgraduate Studies

(Appendix J)
Subject: Semester Progress Report for Supervision

Title of thesis: ....
Semester and Academic Year……………………………………………

- Instructions:
1. To complete the end-of-semester assessment process, students must complete parts 1 and 2 of the assessment form, while their thesis supervisor must complete part 3.
2. In part 2 of the assessment form, **the student** should provide a detailed evaluation of their progress during the semester.
3. In Part 3 of the assessment form, **the supervisor** should provide a detailed evaluation of the student during the semester.

Part one: Basic data:

Student		Supervisor	
Student ID		Employee ID	
Specialization		Academic Rank	
Department		Specialization	
College		Department / College	
Student's email			
GSM		Supervisor email	
Supervision semester, year, and No. of semester		The number of times the student meets	
Semester of thesis re-registration			
Is this the last semester?			
Expected date of thesis completion			

Part Two: Achievement Evaluation:
Student assessment: As part of the end-of-semester assessment process, students are asked to provide a brief description of their work progress during the semester.

Student's signature (………………………………………) Date: …………………………………….

Part Three: Achievement Evaluation:

Evaluation of the supervisor: The thesis supervisor will provide a detailed evaluation of the student's achievements, challenges faced, and any recommendations for future work.

Supervisor name	
Recommendation (Result)	
Signature and Stamp	
Date	

Dhofar University
Vision for the Future...
جامعة ظفار
Dhofar University

Department of Postgraduate Studies

(Appendix K)

Subject: Results of the Comprehensive Exam /Master Students

College: _____Department: _____ Specialization: _____
Exam date: _____

Students Information's:

No	Name	ID	Result	Recommendation
1				
2				

Comprehensive Exam Committee Members

Comprehensive Examination Committee:

Faculty	
Rank and Position	
Signature and Stamp	
Date	

Faculty	
Rank and Position	
Signature and Stamp	
Date	

Program Manager	
Rank and Position	
Signature and Stamp	
Date	

Program Coordinator	
Rank and Position	
Signature and Stamp	
Date	

Chair of the College of Postgraduate Committee	
Signature and Stamp	
Date	
Department of Postgraduate Studies	
Signature and Stamp	
Date	