جامعة الشرقية
A'SHARQIYAH UNIVERSITY

Student Guide
A'Sharqiah University
2022/2023

Your way to Proficiency and leadership

جامعة الشرقية
A'SHARQIYAH UNIVERSITY

His Majesty Sultan Haitham Bin Tariq - May the Almighty Allah Protect Him -

His Majesty Sultan Qaboos Bin Said - May His Soul Rest in Peace -

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Vice Chancellor's Forward

I am honored to welcome you as new members of A'Sharqiyah University, and I am pleased to share with you some ideas that I hope you would apply, for your own benefits, during your studies this academic year.

The radical change brought about by the Internet in our world today has affected all aspects of life, including higher education. The student's ease and rapid access to information has made today's students very different from the students of yesterday. University administrators all over the world are currently faced with the challenge of revisiting their teaching and learning strategies to meet, if not exceed, the expectations of today's ever more informed students. To focus not only on disseminating knowledge, but on how to put this knowledge to work to put forward solutions to issues of interest to students, their communities, and their countries.

To achieve these goals, A'Sharqiyah University has clearly defined the learning objectives of each of its programs, and then distributes these goals in detail to the program's courses so that the student is fully aware of the skills expected to be acquired to become a qualified graduate upon completion of their study plan. In addition, A'Sharqiyah University strives to select faculty members that are highly qualified in their discipline and are highly committed to serve the interests of the student, knowing very well that every student has their own learning preferences.

I also invite you to realize that studying at the university level is qualitatively different from high school or general diploma, as the greatest burden for educational attainment at the university level lies with the student himself or herself. In this regard, A'Sharqiyah University motivates hard-working students through a generous tuition discount program that relies entirely on the student's academic achievement.

We thank you for entrusting us with your education and wish you all the success in the current academic year.

Prof. Fouad Chedid
Vice Chancellor

Preface

A'Sharqiyah University welcomes its students and wishes them a successful study. This Guide has been issued to introduce some academic and administrative aspects that each student should consider and be familiar with. These aspects include colleges, programs, requirements for obtaining diploma and bachelor's degrees, admission requirements, tuition fees, registration in courses, exams and grading system, attendance, academic violations, various student facilities, and an introduction to the Foundation Program.

A' Sharqiyah University

A' Sharqiyah University is a private higher education institution, with a juristic nature, and has academic, administrative and financial independence. It operates in accordance with the state policy of higher education. It was established in May 2009 and located in the Wilayat of Ibra in the North Sharqiyah Governorate of the Sultanate of Oman.

Vision

ASU aspires to be a leading higher education institution in Oman that promotes authentic values, innovation, and socio-economic development.

Mission

ASU advances knowledge through innovative learning and applied research that will contribute to the economic and social development of the region by providing a conducive environment enhanced by international collaboration.

Values

Endeavour: We will seek to perform our best in everything that we undertake to achieve our individual and the University's collective goals.
Respect: We will treat our students, staff and all the University's stakeholders with consideration and regard.
Openness and Trust: We will be honest, sincere and trustworthy in all our dealings with the University's internal and external stakeholders.
Accountability: We will throughout the University be highly committed and responsible for our actions and performance.
Social Responsibility: We will consider the impacts of our actions and the University's activities on the welfare of our students, staff, the wider community and the environment.
Creativity: we will seek new ideas, approaches, and opportunities for the benefit of our students, staff and the wider society.

Graduate Attributes

- Knowledge
- Spirit of Creativity
- Global Vision
- Commitment to national development and Omani moral values
- Ability to adapt to a changing environment

1.The General Foundation Program

The General Foundation Program aims to prepare students for academic university study.New students are enrolled in this program if their levels require so. The program consists of intensive study in the English Language, Mathematics, Information Technology and Study Skills. Before joining the program, students take placement tests in English, mathematics and information technology after which they are distributed in semesters based on their levels. The program is offered during three semesters of each year Fall, Winter and Spring. A student can't be enrolled in the College of his or her choice until he or she meets the criteria set for passing the Foundation Program for programs taught in English. However, thouse studying Records and Archives Management, Administration in Arabic and the programs offered in the College of Arts and Humanities and the College of Law exempt from studying English in the Foundation Program. They are only require to study Mathematics and Computer subjects in Arabic in the Foundation Program.

1.1 Foundation Program Study Plan

The study plan of English in the Foundation Program comprises three levels in which students are distributed based on their placement test results. These levels are:

Level	Period of Study	Level Requirements	
Level 1: Pre-intermediate	One full semester	The student studies: -Basic English (Pre-Intermediate) -IT 1 -Basic Math	The student proceeds directly to IT2 if he or she had successfully completed IT1 & Applied Math or Pure Math if he or she had successfully completed Basic Math.
Level 2: Intermediate	One full semester	The student studies: -English -IT 2 Applied Math or Pure Math	
Advanced Level	One full semester	The student studies: -English (Advanced)	

Note: The student can study Math & IT from the first semester.

1.2 Foundation Program Pass Requirements:

The student must fulfill the following requirements to pass the subjects of the General Foundation Program and join the Specialized Programs.
Completing Level 3 of English in the Foundation Program, and in special cases, passing a comprehensive EnglishLanguage exam prepared by the University for this purpose. This applies to current University students.
A student who has recently joined study is exempted from studying English if he or she has scored 500 points in TOFEL or Band 5 in IELTS or its equivalent.
-Obtaining a percentage of 60% in Basic Mathematics courses and (Applied Mathematics or Pure Mathematics). This depends on the student's specialization, as students of scientific disciplines study Pure Math and students of human administrative disciplines study Applied Math.

-Passing Information Technology (IT) Levels 1 and 2 or obtaining an (ICDL) or (IC3) certificate or their equivalent.

2. Academic programs

2.1 Program Objectives:
-Ensuring distinguished professional preparation for the student to enable him/her to contribute to achieving sustainable development in his/her country and develop him/herself through the acquisition and practice of noble human values.
-Developing the ability of self-expression and analysis, releasing creative energies and skills of discovering innovative solutions.
-Preparing students who are distinguished by academic excellence, originality of thought, ability to apply knowledge, and civilized be-havior.

2.2 Colleges and Programs:
A'Sharqiya University offers programs in five different colleges: the College of Engineering;, College of Applied and Health Sciences;, College of Business Administration, College of Law;, and, College of Arts and Humanities. The programs offered in these colleges are as follows:

College of Engineering
Language of Instruction: English

-Master of Science in Engineering Manage ment
-36 hours

-Bachelor of Science/Diploma in Environ mental Engineering
-Bachelor/Diploma in Civil Engineering.
-Bachelor of Engineering/Diploma in Electron

ics and Communications Engineering.
-Diploma: 77 hours
 Bachelor: 137 hours

-Bachelor of Engineering/Diploma in Construction Management
-Diploma: 76 hours
 Bachelor: 136 hours

-Bachelor of Technology in Electrical Engineering
-Bachelor: 127 hours

-Bachelor of Science/Diploma in Quantity Survey ing & Commercial Management
-Diploma: 71 hours
 Bachelor: 131 hours

-Bachelor of Science in Water Engineering
-Bachelor: 123 hours

College of Applied and Health Sciences
Language of Instruction: English

-Master of Science in Food Science (Minor in Hu man Nutrition)
-36 hours

-Bachelor of Science/Diploma in Food Science and Human Nutrition
-Bachelor of Science/Diploma in Marine and Fisher ies Sciences
-Diploma: 66 hours
 Bachelor: 123 hours

-Bachelor of Veterinary Medicine
-Bachelor:158 hours

-Bachelor of Science in Applied Human Nutrition
 and Dietetics
-Bachelor: 120 hours

-Bachelor of Science/Diploma in Industrial -
 Chemistry
-Diploma: 68 hours
-Bachelor: 121 hours

-Bachelor of Science /Diploma in Cyber Security
-Diploma: 66 hours
-Bachelor: 123 hours

-Bachelor of Science/Advanced Diploma in Medical
 Laboratory Science
-Diploma: 97 hours
-Bachelor: 125 hours

-Bachelor of Science in Public Health
-Bachelor: 122 hours

College of Business Administration

-Master of Business Administration (MBA)
-Language of Instruction: English
-36 hours

-Master of Business Administration (MBA)
-Master of Business Administration "Leadership"
-Language of Instruction: Arabic
-36 hours

-Bachelor of Business Administration /Diploma in
 Management
-Language of Instruction: Arabic

-Diploma: 66 hours
-Bachelor: 123 hours

-Bachelor of Business Administration/Diploma in
 Management
-Bachelor of Business Administration/Diploma in
 Accounting and Finance
-Bachelor of Business Administration/Diploma in
 Management Information System
-Bachelor /Diploma of Internet and Information
 Technology
-Language of Instruction: English
-Diploma: 66 hours
-Bachelor: 123 hours

-Bachelor/Diploma of Records and Archives Manage
 ment
-Language of Instruction: English
-Diploma: 63 hours
-Bachelor: 123 hours

-Bachelor of Business Administration in Team
 Entrepreneurship (in collaboration with Tampere
 University of Applied Sciences in Finland).
-Language of Instruction: English
-Bachelor: 123 hours

-Bachelor of Business Administration/Diploma in
 Logistics & Supply Chain Management
-Language of Instruction: English
-Diploma: 66 hours
-Bachelor:123 hours

College of Law

-Master of Private Law
-Language of Instruction: Arabic
-Masters: 33 hours

-Bachelor of Law
-Language of Instruction:English
-Bachelor: 128 hours

College of Arts & Humanities

-Master of Education in Curriculum and Teaching Methods (Islamic Education, Arabic Language, Social Studies, Mathematics, Science).

-Master of Education in Educational Administration (Educational Leadership, Educational Planning and Policies, and Educational Supervision).

-Master of Education in (Counseling, Educational Psychology, & Measurement and Evaluation).

-Master in Arabic Language and Literature (Linguistics, and Literature and Criticism)

-Language of Instruction: Arabic

-30 hours

-Educational Diploma (Post-Bachelor) in Islamic education, Arabic language, social studies, science, mathematics, English language, Information Technology & general subjects.
-Language of Instruction: Arabic
-33 hours

-Bachelor of Arts in Counseling
-Language of Instruction: Arabic
-126 hours

-Bachelor of Education in Field 1 Teacher
-Language of Instruction: Arabic
-130 hours

-Bachelor of Education, in Field 2 Teacher
-Language of Instruction: Arabic
-129 hours

-Bachelor of Education in Arabic Language
-Language of Instruction: Arabic
-128 hours

-Bachelor of Education in Mathematics
-Language of Instruction: Arabic
-128 hours

-Bachelor of Arts/Diploma in Arabic Language and Literature
-Language of Instruction: Arabic
-Diploma: 68 hours
-Bachelor: 123 hours

-Bachelor of Education in English Language
-Language of Instruction: English
-130 hours

* Denotes for the programs that has been temporarily frozen until further notice

2.3 Credit Hours:

The University applies the credit hours system. The academic year consists of two semesters and one summer semester (optional). The number of credit hours required to obtain a master's degree is from 30 to 36 credit hours and for a bachelor's degree is from 123 to 158 credit hours as a minimum, and for a diploma is from 63 to 77 credit hours.

2.4 Study Plan of Academic Programs (Colleges):

The module in the study plans for the diploma and bachelor
degrees are divided into three sections as follows:

التوصيف	المتطلبات
University requirements	These are compulsory modules that all university students must complete successfully.
College requirements	These are compulsory and optional modules that all college students must complete successfully. These modules vary from one college to another and from one program to another within the college.
Specialization requirements	These are compulsory and optional modules which all the students of the program must successfully complete. They vary from one program to another within the same college.

3. Evening and Part-Time Studies:

-**Evening studies:** For those who wish to continue their part-time university studies from various institutions, the University has introduced the evening study system by offering a set of academic programs at the College of Business Administration, College of Engineering and College of Law.

-**Special Part-Time Attendance Pattern:** The College of Engineering offers special part-time programs designed for employees. The program provides students with the opportunity to combine work, study and family commitments. This enables them to develop themselves and obtain a university qualification at the same time. This system allows working students to attend lectures at the University in a way that it is compatible with their holidays and their work schedules as they will attend lectures 5 days per month and use the rest of the days for their personal studies and research.

-**Masters study on Saturday:**
To make it easier for part-timers from different institutions and areas in the Sultanate of Oman who wish to continue their graduate studies, the University has introduced a study scheme on Saturdays by offering the master's specializations that are available at the Faculty College of Business Administration. In this scheme, three study programs are taught to students every Saturday.

-**Studying Master of Education on Wednesdays and Thursdays or weekends:**
Based on the students' desire, a study system has been established on Wednesdays and Thursdays of each week for the various programs of Master of Education at the Faculty of Arts and Humanities. However, another study system suitable for the students such as studying on the weekend could also be considered.

4.Induction Program:

The University organizes an induction program for new students before they start their studies at the University. It takes place in the first week of the beginning of each semester as per the academic calendar. This program aims to familiarize students with the University and its systems, study programs and the University's various facilities. It also aims to help students adapt to University life.

5.Working Hours and Teaching Hours:

Weekly administrative work duties are from Sunday to Thursday from eight in the morning until four in the afternoon. Teaching hours start from eight in the morning until eight in the evening, and if required, study hours can be extended beyond eight o'clock in the evening.

6.University Admission Requirements (Study Program)

Students are accepted at the University according to the following conditions:
-Having successfully completing the General Education Diploma or its equivalent in all subjects.
-Having successful met the performance standards in the required subjects of the General Foundation Program.
-Having successful completed the General Diploma Certificate and the subjects that qualify him/her to join the various colleges or specializations (for Diploma and bachelor), which are as follows:

College of Engineering

Specialization :
-Master of Science in Engineering Management
Conditions:
-The student must have successfully completed a bachelor's degree in engineering, technology, science, or any other relevant discipline from a recognized institution.
-Having Obtained minimum grade B (3.0 on a 4-point scale) in the bachelor's degree.
-TOEFL, IELTS or PTE certificates are required for all applicants from countries where English is not an official language provided that the period from the time of obtaining the certificate has not exceeded 2 years. The minimum required grades are:
-IELTS: 6.0
-TOFEL: 550 in paper-based or 80 in Internet-based test
-PTE: 53

Specialization:
-Bachelor of Engineering/Diploma in Environ
  mental Engineering
-Bachelor of Engineering/Diploma in Civil Engi
  neering
-Bachelor of Engineering /Diploma in Electronics
  and Communications Engineering
-Bachelor of Engineering /Diploma in Construc
  tion Management
-Bachelor of Technology in Electrical Engineering
-Bachelor of Science/Diploma in Quantity Survey
  ing and Commercial Management
-Bachelor of Science in Water Engineering

Conditions:

Completed Pure Mathematics, Physics and Chemistry

College of Applied & Health Sciences

Specialization :
-Master of Science in Food Science (Minor in Human Nutrition)
Conditions:
-The student must hold a bachelor's degree in food sciences or Human Nutrition or its equivalent from a university recognized by the Omani Ministry of Higher Education and should fulfill the following requirements:
-A minimum GPA of 2.7 (out of 4.00) or a GPA of 2.3 and above with at least three years of professional experience in a related field.
-Obtained an average of not less than (6) in the IELTS test or a score of (78) in the TOEFL test (internet-based).
-Students who intend to join the program and have already completed relevant modules from other universities, must pass an interview and successfully pass bridging courses (12 credit hours in food sciences and human nutrition).

Specialization:
-Bachelor of Science/Diploma in Food Science
 and Human Nutrition.
-Bachelor of Science/Diploma in Marine Science
 and Fisheries.

Conditions:
-Completed the General Education Diploma with a
  percentage of not less than 65%.
-Obtained a grade of not less than 60% in each
  of Pure Mathematics, Physics or Chemistry and
  Biology.
-Obtained a grade of at least 55% in English.
-Successfully completed the Foundation Pro
  gram.

Specialization:
-Bachelor of Science in Applied Human Nutrition and Dietetics
Conditions:
-Completed the General Education Diploma with a percentage of not less than 65%.
-Obtained a grade of not less than 60% in each of English, Physics, Chemistry and Biology.
-Successfully completing the Foundation Program.

Specialization:
-Bachelor of Science/Diploma of Industrial Chemistry.
Conditions:
-Completed the General Education Diploma with a percentage of not less than 65%.
-Obtaining a grade of not less than 70% in each of Physics, and Chemistry.
-Successfully completed the Foundation Program.

Specialization:
-Bachelor of veterinary medicine.
Conditions:
-Completed the General Education Diploma with a percentage of not less than 70%.
-Obtained a grade of not less than 70% in Biology.
-Obtained a grade of not less than 65% in Physics or Chemistry.
-Obtained a grade of at least 70% in English.

Specialization:
-Bachelor of Science /Diploma in Cyber Security
Conditions:
-Completed the General Education Diploma with a score of not less than 65%.
-Obtained a grade of not less than 65% in Pure Mathematics and English.

Specialization:
-Bachelor of Science/Advance Diploma in Medical Laboratory Science
Conditions:
-Completed the General Education Diploma with percentage

not less than 65%.
-Obtaining a grade of not less than 65% in each of English, Chemistry and Biology.
-Successfully completed the Foundation Program.

Specialization:
-Bachelor of Science in Public Health
Conditions:
-Completed the General Education Diploma with a score of not less than 70%.
-Obtaining a grade of not less than 65% in each of English, Biology and Chemistry.
-The student must successfully complete the Foundation Program.

College of Business Administration

Specialization:
-Master of Business Administration (MBA- English)
-Master of Business Administration (MBA- Arabic)
-Master of Business Administration "Leadership"
Conditions:
Holders of bachelor's degree
-Obtained a bachelor degree & approved by the Ministry of Higher Education.
-A score of 6.0 or above in a valid IELTS test or its equivalent (for those wishing to study in English).
-Obtained a GPA of 2.3 or higher in the bachelor's degree.
-A student may also be accepted if he/she obtained a GPA between 2.0 and 2.3, if he/she has 3 years of professional experience in a field. However, the number of these students should not exceed 20% of the total number of accepted students.
-Should be healthy fit.
Holders of Diploma (Scheme of Experienced)
-A score of 6.0 or above in a valid IELTS test or its equivalent (for those wishing to study in English).
-Obtained a GPA of 2.0 or above in the Diploma.
-Having at least 6 years of experience in a profes

sional field, provided that the number of these students does not exceed 20% of the total number of accepted students.
-Should be healthy fit.

Specialization:
-Bachelor of Business Administration/ Diploma in Management.
-Bachelor of Business Administration/Diploma in Accounting and Finance.
-Bachelor in Business Administration/Diploma in Management Information Systems.
-Bachelor/Diploma of Internet and Information Technology.
-Bachelor/Diploma of Records and Archives Man agement.
-Bachelor of Business Administration in Team Entrepreneurship (in collaboration with Tampere University of Applied Sciences in Finland).
Conditions:
-General Education Diploma or high school diploma.
-Certificate issued from outside the Sultanate need to be equivalent to the Ministry of Education in the Sultanate.
-High school percentage of 65% or above and obtaining 65 % or above in Applied or Pure Mathematics and English.
-The student must pass the general foundation program (Eng lish, mathematics, computer, and learning skills) as a gener al requirement for all students before starting the program
-Applied Mathematics or Pure Mathematics.

Specialization:
-Bachelor/Diploma of Internet and Information Technology.

Conditions:
-Completed the General Education Diploma with grade of not less than 65%.
-Obtained a grade of not less than 65% in Pure Math and English.
-The student must successfully pass the Founda tion Program.

Specialization:

-Bachelor of Business Administration/Diploma in Logistics & Supply Chain Management

Conditions:
-General Education Diploma or high school diploma.
-Certificate issued from outside the Sultanate (need to be equivalent to the Ministry of Education in the Sultanate).
-High school percentage of 65% or above and obtaining 65 % or above in Pure Mathematics and English.
-The student must pass the general foundation program (English, mathematics, computer, and learning skills) as a general requirement for all students before starting the program
-Pure Mathematics.

College of Law

Specialization:
-Master of Private Law.
Conditions:
-The student must have obtained a bachelor's degree in law from a recognized higher education institution with a GPA of no less than 2.5 out of 4.0 or its equivalent.
-If the student holds a bachelor's degree in law with a cumulative GPA of less than 2.5 out of 4.0, he must sub- mit experience certificate of no less than two years in the legal profession or in the field of specialization.
-If the student does not have the practical experience as specified above, he is required to pass the remedial courses decided by the college.
-Students who have a bachelor's degree in Islamic Law from a recognized higher education institution or judicial institute may be accepted into the program with a cumu- lative GPA of no less than 2.5 out of 4.0 or its equivalent, provided that they pass the remedial courses decided by the circulars issued by MOHERI

Specialization:
–Bachelor of Law

Conditions:
–Completed the General Education Diploma

College of Arts and Humanities

Specialization:
–Master of Education in Curriculum and Teaching Methods (Islamic Education, Arabic Language, Social Studies, Mathematics, Science).

Conditions:
–Holding a bachelor's degree in education in the different offered specializations, with a GPA of not less than 2.50 out of 4.00 or its equivalent.
–The students who have a bachelor's degree in specializations from non-educational colleges are accepted provided having an Educational Qualification Diploma with GPA of not less than 2.50 out of 4.00 or its equivalent.
–Students who hold a bachelor's degree in non-educational specializations may be accepted, provided they study at least 12 credit hours (Bridging Courses) and pass them with a minimum GPA of 2.5, and have two years in the specialization field.
–In special cases, candidates who have a GPA less than the minimum (less than 2.5) may be accepted, if they first complete Bridging Courses and pass them with not less than the minimum (2.5 and above). These courses are not to be included in their GPA.
–Certificates/qualifications obtained from outside the Sultanate should be certified by the competent authorities.
–If the applicant is an employee, he or she should obtain a no-objection letter from his/her employer.
–Passing an interview.
–Meeting any other admission requirements set by the University.
–A comparison is made between applicants who meet the conditions based on their GPA of the bachelor's degrees and the Educational Qualification Diploma. Then they sit for an interview after which a special committee is held to take a decision.

Specialization:
–Master of Education in (Counseling, Educational Psychology, & Measurement and Evaluation).

Conditions:
–Holding a bachelor's degree in psychology, Psychological Counseling, or other educational specializations, with a GPA of not less than 2.50 out of 4.00 or its equivalent.
–Students who hold a bachelor degree in specializations other than Counseling, Psychology and Education may be accepted for a Master Program in education (Educational Psychology, Measurement and Evaluation), provided that they first complete bridging courses and pass them with a GPA of no less than 3.0.
–Students who hold a bachelor's degree in specializations other than Psychological Counseling and Psychology may be accepted for the Master of Psychology program (Counseling), provided that they first complete bridging courses and pass them with a GPA of not less than 3.0.
–In exceptional special cases, applicants who have a GPA less than the minimum (less than 2.5) may be accepted, provided that they have two years in the specialization field and complete bridging courses and pass them with a GPA of no less than 3.0
–First complete bridging courses and that their performance in these courses should not be less than the minimum (not less than 3.0). These courses are not included in their GPA.
–Certificates/qualifications obtained from outside the Sultanate should be certified by the competent authorities.

Specialization:
–Master of Education in Educational Administration (Educational Leadership, Educational Planning and Policies, and Educational Supervision)

Conditions:
–Holding a bachelor's degree in education with a GPA of not less than 2.50 out of 4.00 or its equivalent from a recognized university or college.

-Students who have a bachelor degree in specializations from non-educational colleges are accepted provided having an Educational Qualification Diploma with GPA of not less than 2.50 out of 4.00 or its equivalent.
-Students who have a bachelor's degree in non-educational specializations may be accepted for the Master of Education program in
-Educational Administration, provided having an experience of at least two years in the field of the specialization, complete bridging Courses of not less than 12 credit hours specified by the interview committee and pass them with a minimum average of 2.5 These courses are not to be included in their GPA.
-Certificates/qualifications obtained from outside the Sultanate should be certified by the competent authorities.
-Meeting any other admission requirements set by the University.

Specialization:
Master in Arabic Language and Literature(Linguistics, and Literature and Criticism)

Conditions:
-Obtaining a Bachelor's Degree in Arabic Language and Literature or its equivalent from a University recognized by the Ministry of Higher Education in the Sultanate.
-The Cumulative average should not be less than Good or its equivalent.
-The University may accept a student who holds a Bachelor's Degree in other related disciplines after conducting the equivalency, provided the student passes the remedial courses (which are determined after the necessary procedures/personal interview) with no less than 12 credit hours accord-

ing to the student's status.
-The University may accept a student who holds a bachelor's degree in Arabic Language and Literature with an average of less than Good, provided that the student passes the remedial courses (which are determined after the Personal Interview) with no less than 12 credit hours and a grade of not less than (Good) Grade.

Specialization:
-Educational Diploma (Post-Bachelor)

Conditions:
-Obtained a bachelor's degree from a university recommended by the Ministry of Higher Education through a full-time study scheme.
-The period between obtaining the certificate and applying for the program should not exceed 5 years on the first of September of the academic year in which the student applies for the study.
-Obtained a GPA of 2.3 or higher in the bachelor's degree.
-The obtained certificate must be on a full-time or regular basis.
-The applicant's age should not exceed 40 years when applying for the study.
-Applicants who are specialized in English must submit a valid IELTS test certificate with a score of at least 6 or its equivalent, valid, and not older than two years when registering for the program.
-Passing an interview and medical examination.
-These conditions may change as per the instructions issued by the Ministry of Education regarding the program admission requirements. An examination is held at Sultan Qaboos University for all applicants in the disciplines recommended by the Ministry after which successful applicants are accepted to the respective colleges.

Specialization:
-Bachelor of Arts in Counseling

Conditions:
-Completed the General Education Diploma (General Secondary) with percentage of not less than 50%.
-Completed Bilingual General Diploma (General Secondary). These are general certificates in the
same specialization, and do not require equivalence from the Ministry of Education.
-Certificates issued from outside the Sultanate need equivalence from the Ministry of Education in the Sultanate.
-Certificates issued from the Sultanate and under the supervision of entities other than the Ministry of Education need equivalence from the Ministry of Education.
-In addition, completing parts of the Foundation Program (mathematics, computer, and learning skills) as a general requirement for all students before being accepted to the program.

Specialization:
-Bachelor of Education in Field 1 Teacher

Conditions:
-For female applicants only.
-Obtained a grade of 80% in the General Diploma certificate or its equivalent and 65% for bestowed citizenship students.
-Obtained a grade of 70% in Arabic language courses, Islamic education, and Social Studies -Health fitness.
-Passing an interview.

Specialization:
-Bachelor of Education, in Field 2 Teacher

Conditions:
-For female applicants only.
-Obtained an average of 80% in the General -Diploma certificate or its equivalent and 65% for bestowed citizenship students.
-Obtained an average of 70% in Pure Math and 70% in Physics, Chemistry,and Biology
-Health fitness.
-Passing an interview.

Specialization:
-Bachelor of Education in Arabic Language

Conditions:
-Completed the General Education Diploma or its equivalent, issued by the Omani Ministry of Education with a grade of not less than 80%.
-Obtained a grade of not less than 70% in Arabic Language and Islamic Education.
-Health Fitness.
-Passing an interview.

Specialization:
-Bachelor of Education in Mathematics

Conditions:
-Completed the General Education Diploma with a grade of 80%.
-Obtained 70% in Pure Math, and 65% in English Language.
-Health Fitness.
-Passing an interview.

Specialization:
-Bachelor of Arts/Diploma in Arabic Language and Literature

Conditions:
-General Education Diploma
-General Secondary Certificate (Bilingual). These are general certificates in the same specialization, and do not require equivalence from the Ministry of Education.
-Certificates issued from outside the Sultanate require equivalence from the Ministry of Education.
-Certificates issued from the Sultanate and under the supervision of entities other than the Ministry of Education require equivalence from the Ministry of Education.
In addition, completing parts of the Foundation Program (Math & IT) as a general requirement for all students before being accepted to the program.

Specialization:
-Bachelor of Education in English Language

Conditions:
-Obtained a grade of not less than 80% in the General Diploma certificate or its equivalent issued by the Omani Ministry of Higher Education and 65% for the bestowed citizenship students.
-Obtained a grade of not less than 70% in English in the General Diploma Certificate or its equivalent and as per the conditions stipulated by the Ministry of Education.
-Being in good health fitness to work in the teaching profession based on an approved medical report.
-Pass an interview set by the relevant committee at the University.
-The age of the applicant on the first of September of the academic year in which he/she applies should not exceed 30 years.
-Completing the Foundation Program successfully.
* Entry to the first year of this program also depends on student's English proficiency which means that all newly admitted students must take an English language placement test in which they must obtain a pass score of at least 5.0 in IELTS or provide evidence of passing one of the approved international tests.
*Those who do not pass the internal placement test arranged by the Language Center and Foundation Program, must study Foundation to meet the program entry requirements.

7. Documents Required for Registration:

To join A' Sharqiyah University, applicants need to submit the following documents:
-Filling out the admission application.
-Students applying for the Diploma or Bachelor programs should submit :
  - A copy of the General Education diploma or its equivalent certificate.
  - A photograph,
  - A copy of National ID Card,
  - A copy of Guardian's National ID Card,
  - Social Security Card and Bank Account Details for the social security category.
  - Salary certificate for the low-income category,
  - A Medical Report for Education Programs

-Students applying for the Educational Qualification Diploma program should submit:

- General Diploma Certificate,
- Bachelor Certificate and Transcript,
- Photograph,
- Nation ID Card of the Student, and
- Medical Report

Students applying for Master's Programs should submit the following as per the Program's requirements:

College of Law

Documents Required
- Copy of National ID (both sides)
- A copy of the certificate of General Education Diploma or equivalent.
- Bachelor certificate with transcript (original).
- GPA out of (4.0) and students without experience with a GPA of (2.5) and above are accepted
- Letter of approval from employer

College of Applied and Health Sciences

Documents Required
- Copy of National ID (both sides)
- A copy of the certificate of General Education Diploma or equivalent
- Bachelor certificate with transcript (original).
- IELTS certificate or its equivalent with score of (6)
- Those who work in government authorities or private sector should submit a letter of work experience from Ministry of Labor if the student's average is between (2.3 to 2.7) out of GPA of (4.0)
- Students without experience with a GPA of (2.7) and above are accepted.

College of Business Administration

Diploma holders:
- Copy of Identity Card (National ID) both sides.
- Copy of passport

- A copy of the certificate of general diploma or equivalent
- A certificate of graduation for the diploma with transcripts (original).
- letter of approval directed to ASU from employer – Job description of the current position.
- At least three certificates for courses in practical or professional training
- Those who work in government authorities or private sector should submit a letter of work experience from Ministry of Labor.
- Achieve a GPA 2.0 or above.
- GPA out of (4.0) the American scale, and only higher than (2.0) is accepted
- IELTS certificate or its equivalent with score of (6) for masters taught in English language only.

Holders of bachelor's degree:
- Copy of Identity Card (National ID) both sides.
- A copy of the certificate of general diploma or equivalent.
- Bachelor certificate with transcript (original).
- Those who work in government authorities or privet sector should submit a letter of work experience from Ministry of Labor if the student's average is between (2.0 to 2.5).
- GPA out of (4.0) on the American scale, and only higher than (2.0) is accepted.
- IELTS certificate or its equivalent with score of (6) for masters taught in English language only.

College of Arts and Humanities

Documents Required
- Letter of approval from employer
- Copy of National ID (both sides)
- A copy of the certificate of General Education Diploma or equivalent
- Bachelor certificate with transcript (original).
- GPA out of (4.0) on the American scale
- The student should achieve (2.5) out of (4.0), if the student previously completed any of the education , psychology, or measurement and evaluation programs.
- If the applicant's GPA is less than 2.5, the student must study bridgof Education, he must study bridging courses determined by the college and pass them with a GPA of no less than 3.00
ing courses determined by the college and pass them with a GPA of no

less than 3.00.
- If the student has studied in other disciplines other than the cognitive field and wishes to study one of the master's programs in the College

College of Engineering

Documents Required
- Copy of National ID (both sides)
- A copy of the certificate of General Education Diploma or equivalent
- Bachelor certificate with transcript (original).
- IELTS certificate or its equivalent with score of (6)

8.Tuition Fees:
8.1 Tuition Fees

Foundation Program

999.6 Omani Riyals for each semester in its three components (English, Mathematics and Information Technology).
If a student wishes to study one of the three components, the tuition fees are as follows:
-English =749.7 Omani Rials
-Mathematics = 168.3 Omani Rials
-Information Technology = 81.6 Omani Rials

Specializations

-MBA and Leadership: 122.4 Omani Rials per credit hour.
-Master Science in of Engineering Management: 345 Omani Rials per credit hour.
-College of Business Administration programs: 81.6 Omani Rials per credit hour.
-College of Engineering programs: 91.8 Omani Rials per credit hour.
-College of Arts and Humanities, Basic Edu 1, Basic Edu 2, Psychological Counseling, Educational Diploma, Bachelor of Education in the Arabic language, a Bachelor of Arts and diploma of Arts in the Arabic language: 76.5 Omani Rials per credit hours.
-Specializations of the college of Law: 71.4 Omani Rials per credit hour.
-Specialization of Master of Education: 110 Omani Rials per credit hour

(3300 Rials for the program).
-Specialization of Master in Arabic Language and Literature (Linguistics, and Literature and Criticism):110 Omani Rials per credit hour (3300 Rials for the program.
-Bachelor of Education in Mathematics and English: 80 Omani Rials per credit hour in the
-Specialization of the College of Applied and Health Sciences: 81.6 Omani Rials per credit hour for the programs, except for the Medical Laboratory and Public Health programs which is 100 Omani Rials per credit hour, and for Veterinary programs it is 80 Omani Rials per credit hour.
program which is 100 Omani Rials per credit hour.
-Specialization of Master of Science in Food Sciences (sub-specialization in human nutrition): 120 Omani Rials per credit hour (4,320 Rials) for the program).
Private students should pay for the cost of the textbooks.

Other fees and one-time fees

-10 Omani Rials non-refundable fee for applying to join the University.
-100 Omani Rials non-refundable registration fee.
-100 Omani Rials refundable insurance fee upon graduation or withdrawal from the University.

Note: All fees are subject to increase after approval of the Ministry of Higher Education, Scientific Research, and Innovation.

8.2 Payment of Tuition Fees:

Tuition fees and fees for services provided to students shall be paid as following:

Category	Description
Private students	30% of the tuition should be paid at the beginning of the semester and the rest is to be paid in monthly installments, provided that the full fees due for the semester are paid before the date of the final exams of the semester.
Students who are sponsored by government agencies, institutions, companies, bodies or international organizations.	Tuition fees are paid as an agreement with the Department of Financial Affairs.

Students can pay tuition fees through the electronic payment gateway using a bank card, by following the steps shown in the link below:
(https://www.asu.edu.om/files/Epay.pdf)
Students can also pay the fees through bank transfer to the bank account below, An email should also be sent to the staff of the Finance Department:

Account Number	0423010693610011
Bank Name	Bank Muscat
Account Name	Asharqiyah University

Students can also obtain a statement of account of the fees due by following the steps below:

8.3 Fees Rrefund:

-All fees are returned to the student except for admission and registration fees where a student has withdrawn from the semester during the drop and add period indicated in the academic calendar. As for students who withdraw after the end of the drop and add period, no fees are refunded.
-If a student drops a course during the add and drop period, the course fees will be held for him/her for the following semester, but if he/she withdraws after that, fees are refunded to him/her as per the date of withdrawal. If the withdrawal occurs during the first week after and drop week, 75% will be refunded to him/her. If the withdrawal occurs in the second week after adding and drop, 50% will be refunded and if it occurs in the third week after adding and drop, 25% will be refunded. However, any withdrawal occuring after the third week will mean that , no fees are refunded.

9. ASU Scholarships

ASU offers full and partial scholarships in the form of discounts on fees to its diploma and bachelor's students based on the below criteria:
1)Cumulative GPA
   a)Discount of 25% if the GPA is from 3.25 till 3.64
   b)Discount of 50% if the GPA is from 3.65 till 3.79
   c)Discount of 75% if the GPA falls in 3.8 and above.
   2)Secondary School Leaving Percentage Marks
   a)Five Full scholarships for Omani Students who acquired 90% marks in Secondary school and the majorprograms for offering these scholarships are determined by Deans yearly.
   b)Discount of 50% in first semester fees for all those who acquired 80% marks in Secondary school and registering for 15 credit hours in the first semester.
3)International Scholarships
Five Full scholarships for Non-Omani Students who acquired 90% marks in Secondary school and the majorprograms for offering these scholarships are determined by the Deans each year.
4)Relatives discount
   A)Discount of 25%. All of them must be private.
5)Staff discount
   A)Discount of 50%. They must be sister, brother, mother, father, daughter, son of the staff.

10. Academic Advising:

10.1 Academic Advisor Responsibility

Each student is assigned an academic advisor upon joining the college in which he was admitted. This advisor is responsible for:

-Guiding the student during his/her university studies and giving him/her advice on matters related to his/her academic life.

-Following up the student's selection of courses he/she registers in each semester and approving them.

-Providing various advice and support to the student throughout his/her study and helping him/her overcome problems and difficulties he/she may face.

-To clarify to students University policies, regulations, program study plans and procedures and answer any questions that may arise.

-To be available to meet with the student as soon as possible when requested to do so.

-To assist students in exploring their interests, abilities, to enable them to formulate goals in relation to their academic programs.

-To offer advice to students on course selection and to assist them to develop study plans satisfy University and degree requirements.

-To be a good listener and to help students to develop their ability to be independent, and self-reflective learners .

-To provide advice and guidance on any range of options that may be available, for example where a student is facing difficulties which may impact on his/her studies and overall academic progress.

-To foster a close academic relationship with students, advising on study-related matters and referring students to other University support services if needed.

-To adhere to University policies and procedures; maintain a record on the academic advising process for each advisee and to keep utmost confidentiality of their students' academic and personal issues.

10.2 Student Responsibility

Each student takes ultimate responsibility to:

-Obtain the relevant information that may assist them in making academic and career decisions.

-Inform their academic advisor of any changes in their academic progress, course selection, and academic or career aspirations.

-Familiarize themselves with their program's requirements in order to schedule courses each semester following consultation with their aca-

demic advisor.

-Take note of the prerequisites for each course and to discuss with their academic advisor about how prerequisites may affect the sequencing of their courses.

-Follow university procedures and adhere to deadlines for course registration including adding or dropping of courses.

Review carefully the syllabus of each course at the beginning of every semester and to note any rules, procedures, and key dates for mid-term examinations, assignment submission dates, etc.

-Be full participants on courses that they are registered on by attending all scheduled classes and completing assignments on time.

-Study carefully all the information provided to them by the University

-Review regularly their transcript of academic record and to know what to do in case they have a missing grade or one that they think is incorrect;

-Know the GPA requirements of their program and the implications of academic probation including academic performance standards that may lead to academic dismissal.

-To comply with University policies on academic integrity and plagiarism when submitting assignments or sitting university examinations;

-To notify the University and their academic advisor of any changes to their contact details e.g., postal or email addresses and/or mobile telephone numbers.

-To read emails sent to them by the University on a regular basis and to respond to them promptly.

-To inform their academic advisor or Dean's office immediately if a serious problem (medical, financial, personal, etc.) which may disrupt their academic progress and performance occurs.

10.3 General Guidelines for New Students

-All new students in the University must attend the orientation, academic advising and registration sessions organized by the General Foundation Program or their Department or College.

-The academic advisor of any new student is initially assigned by the Dean of the College based on the students' program. Academic advising in any College is supervised and monitored by the Dean of the College who may reallocate or change academic advisors.

-The College Dean is ultimately responsible for providing academic advising services to students who are not sure about which program of study to pursue or those who are considering changing their program of study, or another Department or College. While students are exploring majorspro-

grams, academic advisors will assist them to choose a program of study that best fits with their career aspirations.

-Once a student chooses a program of study, the student will be assigned to an academic advisor who is ideally a subject specialist in that area.

-Each academic advisor must maintain a file on individual advisee to assist them in academic planning and decision-making.

-Good advising must not be limited to course selection and registration. Academic advisors have to provide relevant information and direct students to resources that will enable them to make sound career and personal choices. Accordingly, academic advisors will help each student to:

• Review their academic record and any deficiencies.

• Review their degree requirements although the students are ultimately responsible for satisfying all the degree requirements.

• Assess their career goals, aspirations, interests and to develop a strategy to achieve their full potential.

• Outline a plan of studies for their upcoming semesters.

• Assess their academic performance and progress.

• Resolve any academic difficulties and counsel them on how to best prepare for mid-term and final examinations, etc.

-Students should be aware that their academic advisor will have many academic advisees. It is therefore essential that they plan ahead and make their appointments well in advance of their deadlines for registration, etc.

-Every student shall normally meet with their academic advisor at least once per semester. Any student who is on academic probation may be required to meet more frequently with their academic advisor.

11. Academic Probation:

-A student is placed under academic probation if his/her GPA in any semester is less than 2.0.

-The student under academic probation must raise his GPA to 2.0 or more during three semesters. The semester in which a student is placed under academic probation is not considered among the three semesters granted to a student. This also includes the summer semester.

-A student under academic probation is advised to take the appropriate measures regarding his/her academic status, by consulting his academic supervisor before registering for the next semester. The supervisor takes notes for any corrective measures. These may include any of the following:

•Reducing their study load.

•Considering the possibility of retaking the modules in which a student

has previously failed to raise his/her GPA.

•Postponing a course to a later semester.

•Recommending referring a student to other university departments (Student Affairs Department, Student Counseling Center, health clinic) in order to help him/her solve his personal or health problems, if there any.

-The maximum academic load for a student under academic probation is 12 credit hours for the first and second semester and 6 hours for the summer semester.

-Summer semester is not considered one of the three semesters allocated for removing the academic probation.

-When a student is placed under academic probation, he/she is informed by the Admission and Registration department directly or through a text message or e-mail that he/she must come the department to sign the academic probation letter and urged to raise his/her GPA to 2.0 during the following semester. The student's guardian is also informed.

-In case a student has failed to clear out of this academic probation within the allowed period, he/she will be expelled from the program. . However, he/she may be accepted into another program. after two years, and all courses which he/he has passed, and which fall within his new study plan ,will be accredited to them and he/she will be given an exempted grade (TC). These courses will be included within the calculation of their GPA. If the student wants to rejoin study in a new specialization immediately after being expelled, all modules that fall within his new study plan will be credited to him/her in his/her GPA.

-If a bachelor student is dismissed from the program in which he/she is studying, he/she is entitled to shift to the diploma program if he/she has successfully completed 45 credit hours or more, and his/her GPA is 1.7 or above.

-A student is not placed under academic probation during the Foundation Program period.

-If a student who is under the sponsorship of the Ministry of Higher Education was not able to clear out of the academic probation within three semesters, his/her scholarship will be suspended. Alternatively, he/she may complete his/her studies at his/her own expense depending on his/her academic status.

12. General instructions:

12.1 Registration:

-The academic year consists of two compulsory semesters which are fall and spring semesters and an optional semester which is the summer semester. In the fall and spring semesters, a student is required to attend classes regularly, but he/she can postpone a semester if there is a valid excuse. As for the summer semester, it is an optional semester and hence a student has the right to register for it or not.

-A study semester in each college consists of 17 weeks, including the examination period. Summer semester also consists of 17 weeks including the examination period. The Foundation Program semester consists of 13 weeks, including the examination period.

-The registration period at ASU is opened twice i.e., early registration and during the 1st week of every semester. The student can register in courses offered the subsequent semester during early registration during the week thirteen (13) of the Fall and Spring semesters and week four (4) during summer semester. In addition, the student may register courses during the takes one week before the beginning of each semester. A student should communicate with his/her academic advisor to get the modules in which he/she has registered approved. However, it is highly recommended that the student follows his/her study plan for each program because it shows the modules that are supposed to be studied in each semester starting from the student's admission to the University until his/her graduation.

-The drop, add, and late registration period begins in the first week of each regular semester. As for the summer semester, it takes place during the first three days of the semester.

12.2 Postponement of Study:

-The student may postpone his/her studies for one semester and renewable for another semester within the first 4 weeks from the beginning of the semester or as determined by the dispatching body. In case a student has not registered for any courses in that semester, he/she will be given the status of "Deferred".

-The student may postpone during the semester (after the end of the add and drop period) after obtaining an approval from the dean of the respective college and meeting the director of Admission and Registration to explain and discuss the reasons for postponement. The student may be asked to submit documents that support his/her postponement request such as medical reports.

-It is permissible to extend the postponement period to more than two semesters in exceptional circumstances after obtaining the approval of the sponsoring body in case the student has a scholarship.

-If the postponement occurs after the end of the Add and Drop period, a deferred grade (PST) is awarded for the modules in which the student was registered in that semester.

-A student is not allowed to postpone the first semester except in special circumstances.

-The student is considered to have withdrawn from the University if he/she has not started his/her studies after the end of the postponement period.

-A student who withdraws voluntarily or due to his/her absence is considered for re-admission. He/she can resume studies at the beginning of the following semester after completing the required normal registration procedures. As for students who withdraw due to academic dismissal, regulations of students under academic probation apply to them.

12.3 Withdrawal from the university:

Withdrawal from the University can be classified into four types:

Category	Description
Voluntary withdrawal	-To ensure that all available options are considered, a student who intends to withdraw from the University should consult his academic advisor before submitting his/her withdrawal request officially. -The student fills out the withdrawal form and submits it to the Admission and Registration Department after signed by the advisor and the head of the academic department in which he studies. -After obtaining an approval from the Director of the Admission and Registration Department, the student is considered voluntary withdrawal from the University and his/her academic status is changed to "voluntarily withdrawn" -A student is awarded withdrawn grade (W) to all modules in which he/she is registered in the semester of withdrawal.
Compulsory academic withdrawal	-The Deans Council approves the compulsory withdrawal of those students from the University who fail to pass the academic probation during the probationary period. -The Director of Admission and Registration Department issues a notice of withdrawal to the students who were approved in item No. (1). -A student is considered a forced withdrawn from the University, and his/her academic status is changed to "Compulsory Withdrawal". -A grade of withdrawal (CW) is given to all the courses registered by the student in the semester from which he was forced to withdraw.
Disciplinary withdrawal	-Disciplinary withdrawal is a penalty enforced on a student who has committed a serious offense at the University. -The Disciplinary Committee approves the student's
	disciplinary withdrawal from the University of if it has been recommended by the disciplinary committee. -The Director of the Admission Registration Department issues a withdrawal notice to the students who were approved in item No. (2). -The student is considered disciplinary withdrawn from the University, and his/her academic status is changed to "Disciplinary withdrawal". -A grade of withdrawal (DW) is given to all the courses registered by the student in the semester from which he was forced to withdraw.
Unofficial withdrawal	-The student is considered withdrawn unofficially from the University and his/her status is changed to "Unofficial Withdrawal" in one of the following cases: •If a student has not registered for modules of a semester without postponement. •If a student postponed his/her studies in a semester and did not resume studies after that. •If a student is absent in a semester and awarded a withdrawn failure grade (FA) in all modules, or if he/she fails to register for modules in the following semester. •Summer semester cannot be utilized for the purposes of unofficial withdrawal.

12.4 Drop and Addition:

-The "Add and Drop" period starts from the first day of the semester and continues for one week for the regular semester and three days for the summer semester.
-A student may change his/her registration by adding or deleting some modules during the "Add and Drop" period, after obtaining an approval from his/her academic advisor.
-Adding or deleting modules after the end of the "Add and Drop" period is not permissible, except in special circumstances, and this requires the approval of the student's academic advisor, the dean of the college, and the deputy vice chancellor for academic affairs and research. **A fine is paid if**

addition and deletion is done after the specified period.

12.5 Study Load:

-The normal academic load for the student is 15 credit hours per semester and in some programs, it is 18 hours, and 7 credit hours in the summer semester.
-The student's academic load depends on his/her academic achievement. Students with a GPA of 3.0 or above can register a maximum of 18 credit hours in a semester and 7 hours in the summer semester. As for students whose GPA ranges between 2.0 and less than 3.0, they can register for a maximum of 15 credit hours in a semester and 7 hours in the summer semester. This load may be re-considered depending on the design of the study program. The students whose GPA is less than 2.0, are not allowed to register for more than 12 credit hours in a regular semester and 6 hours in the summer semester.
-A student is not entitled to register for less than 12 credit hours in a semester except for the summer semester, unless it is the graduation semester of the student or there are some special circumstances that have been officially considered through an approval by the student's advisor, the head of the department, and the Admission & Registration Department.

12.6 Attendance:

-The module instructor regularly records the student's attendance and keeps a record even till after the end of the semester.
-The Student System notifies the student about his/ her absence rate via messages or e-mail.
-If a student's absence rate in a module exceeds 20% of the total module lectures, he /she is considered failed because of absence and accordingly he/she is awarded a failure grade (FA) in that module.
-Students' excuses such as sick leaves, emergency cases, and others are accepted by the Department of Student Affairs and approved within two weeks of the occurrence of the excuse. This requires submitting the application electronically (online) on the University's website by clicking on the "Students" option, then on the "Online Petition System" icon and then following the illustrated steps in the registration and application process.
-If the student is absent for more than 30%, even with a valid excuse, he/she is awarded grade (WA) in that module and considered compulsory withdrawn.

12.7 Instructions of Approving Absence Excuses:

Category	Description
Sick Leave	A.Sick leaves issued by government hospitals; health centers are accepted. Sick leaves issued by health centers and private hospitals are accepted only if approved by the competent authorities specified by the Ministry of Health. Sick leaves from outside the country must be attested by the Omani embassy in the country from which the sick leave was issued. B.Submitting the original copy issued by the government hospital, health center or university clinic to the Student Affairs Department through the University's electronic system. C.For medical appointments issued by specialized clinics in government or private hospitals, the student must submit a proof of attending the appointment on the specified date along with the official appointment document.
Death cases according to procedure followed in other institutions	A.Death of first-degree relative, if it does not exceed three days from the date of the death certificate, except for the husband. An official proof should be submitted. B.The death of a second-degree relative if it does not exceed two days. A letter from Sheikh and certified by the Wali should be submitted.
Marriage leave (for female students only)	A leave of 3 days is approved only one time during the study period at the University with the submission of relevant document (marriage contract).
Pilgrimage Leave (Haj)	10 days are approved with the submission of relevant official documents.
Maternity Leave	15 days are approved with the submission of a proof from the hospital.
Escorting a patient for treatment	Escorting a patient of a first-degree relative for treatment and only for one day (father - mother - son – daughter- wife - husband).
Other cases	-Road accidents. -Excuses related to the termination of judicial procedures. -Absences due to any other special circumstances assessed by the Director of Student Affairs Department,

	provided that all excuses are supported by the nec-essary documents such as passport stamps or any relevant official documents.
Invalid Excuses	1. Minor cases of illness that do not have a medical leave . 2. Family vacation trips. 3. Unsealed reports that do not meet the conditions of accepting excuses. 4. Documents that state that the student was examined by a doctor or that he/he visited the health center or hospital only. 5. Late submission of an excuse (two weeks after the excuse date)

13. Assessment of student performance:

13.1 Assessment:

-The assessment of student performance is based on the grade point average system. The continuous process of evaluation helps the students see their performance in each module/subject. It includes all or some of the following tools:
•Quarterly works such as assignments, reports, and projects
•Exams of the first and second periods of each semester
•Final exam
•Any other types of assessment the module teacher considers appropriate

-The module teacher has the right to determine the grade that the student deserves based on his/her achievement in the module. If a student feels that the grade, he/she has been awarded is unfair, he/she has the right to submit a request to the module teacher. In case his/her his grievance was not considered, he/she can submit a request of grievance to the head of the department or the dean of the college within the first 10 days of the following semester.

13.2 Grades:

-The letters (A, B, C...) are used to describe the student's level of achievement in a module.
-The final assessment of the module grade is based on the continuous assessment of the student's achievement during a semester, including the grade of the final exam.
-The stipulated grades for bachelor and diploma are as follows:

A	Outstanding performance	All module objectives have been achieved and fulfilled in an orderly and distinctive manner.
B	Very good performance	Most of the module objectives (i.e., at least more than three quarters of the module objectives) have been achieved and fulfilled in an elaborate and orderly manner.
D	Good performance	More than half of the module objectives have been well achieved.
E	Acceptable performance	A limited number of module objectives have been achieved or achieved with only the required minimum.
F	Fail performance	Have not achieved the required minimum module objectives or achieved at a less than the required minimum level and therefore will not be awarded any credit hours.
E F	Fail withdrawn	Failed to meet the attendance requirements and therefore will not be awarded any credit hours.

Each of the grades shown in the table below carries a numerical value that represents the weight (value) of this grade on a four-point scale.

The following table shows the GPA included in the graduation certificates:

Grading table

4.0	A
3.7	A-
3.3	B+
3.0	B
2.7	B-
2.3	C+
2.0	C
1.7	C-
1.3	D+
1.0	D
0.0	F

GPA Table of Grades

High Distinction	3.75 – 4.00
Distinction	3.30 – 3.74
Very Good	2.75 – 3.29
Good	2.25 – 2.74
Satisfactory	2.00 – 2.24

14. Exams:

-Students take a maximum of three exams in each module. The first test is in the week 6, the second is in week 12, and the final exam is at the end of the semester.

-The final exams system for the undergraduate students is as follows:

•The last two weeks of each semester are devoted to final exams.

•The final exam includes the entire module materials.

•The percentage of the final exam ranges from 30% to 40% of the total grade of the module.

•The duration of the final exam is two hours.

14.1 Absence from Exams:

Students must attend the final exams at the times announced in the final exams timetable. Absence from exams due to health or family reasons are not accepted unless there is a proof of being admitted to the hospital or a proof of a severe illness. A student has the right to take a make-up exam during the first three weeks of the following semester only in case his/her absence excuse has been accepted by the Director of Student Affairs.

14.2 Prohibited Items in the Exam Hall

Students can take a calculator into the exam hall. They may also use the computer with the approval of the module teacher.
The following items are not allowed into the examination hall:

-Any scientific material related to the module being tested

-Mobile phones

-Food

15. Academic Integrity:

A'Sharqiyah University takes the issue of academic integrity that involves cases of plagiarism, collusion and cheating in all forms of academic assessment very seriously. Students who are found guilty of these practices will be penalized for doing so and, in some cases, could be expelled from the University.

All students must take note of and adhere to the Academic Integrity Policy of the University which can be found at:

https://www.asu.edu.om/files/AC0009-Academic-Integrity-Policy-en.pdf

16. Board of Honor:

The University honors those students who achieve high academic levels during a semester by publishing their names on a list issued quarterly by the Dean of the College called "Dean's List" or "Honor List".

The conditions required for a student's name to be included on the Board of Honor are:

-Having achieved not less than 3.7 in his/her GPA for the semester.

-Not holding any unfinished module "I" at the end of the semester.

-The completed study load should not be less than 12 credit hours for modules that have numerical grades.

17. Graduation Requirements

The minimum number of credit hours that should be completed in order to obtain a Diploma, Bachelor and master's degrees in different faculties is shown in the table below:

College	Program	No of credit hours required to obtain a Diploma, Bachelor, and Master & degree
College of Engineering	Master of Science in Engineering Management.	36 hours
	Bachelor of Engineering/Diploma in Environmental Engineering	Diploma: 77 hours Bachelor: 137 hours
	Bachelor of Engineering/Diploma in Civil Engineering	
	Bachelor of Engineering/Diploma in Electronics and Communications	
	Bachelor of Engineering/Diploma in Construction Management	Diploma: 76 hours Bachelor: 136 hours
	Bachelor of Technology in Electrical Engineering	Bachelor: 127 hours
	Bachelor of Science/Diploma in Quantity Surveying and Commercial Management	Diploma: 71 hours Bachelor: 131 hours
	Bachelor of Science in Water Engineering	Bachelor: 123 hours
College of Applied and Health Sciences	Master of Science in Food Science (Minor in Human Nutrition)	36 hours
	Bachelor of Science/Diploma in Food Science and Human Nutrition	66 hours
	Bachelor of Science/Diploma in Marine Science and Fisheries	Bachelor: 123 hours
	Bachelor of veterinary medicine	Bachelor: 158 hours
	Bachelor of Science in Applied Human Nutrition and Dietetics	Bachelor: 120 hours
	Bachelor of Science/Diploma in Industrial Chemistry	Diploma: 68 hours Bachelor: 121 hours

College of Applied and Health Sciences	Bachelor of Science /Diploma in Cyber Security	Diploma: 66 hours Bachelor: 123 hours
	Bachelor of Science/Advanced Diploma in Medical Laboratory Science	Diploma: 97 hours Bachelor: 125 hours
	Bachelor of Science in Public Health	Bachelor: 122 hours
College of Business Administration	Master of Business Administration (English)	36 hours
	Master of Business Administration (Arabic)	
	Master of Business Administration "Leadership"	
	Bachelor in Business Administration/Diploma in Management (English)	Diploma: 66 hours Bachelor: 123 hours
	Bachelor in Business Administration/Diploma in Management (Arabic)	
	Bachelor in Business Administration/Diploma in Accounting and Finance	
	Bachelor/Diploma in Business Administration in Management Information Systems	
	Bachelor/Diploma of Internet and Information Technology	
	Bachelor/Diploma of Records and Archives Management	Diploma: 63 hours Bachelor: 123 hours
	Bachelor of Business Administration in Team Entrepreneurship (in collaboration with Tampere University of Applied Sciences in Finland)	123 hours
	Bachelor of Business Administration/Diploma in Logistics & Supply Chain Management	Diploma: 66 hours Bachelor: 123 hours

College	Program	Hours
College of Law	Master of Private Law	33 hours
	Bachelor of Law	128 hours
College of Arts and Humanities	Master of Education in Curriculum and Teaching Methods (Islamic Education, Arabic Language, Social Studies, Mathematics, Science).	30 hours
	Master of Education in Educational Administration (Educational Leadership, Educational Planning and Policies, and Educational Supervision).	30 hours
	Master of Education in (Counseling, Educational Psychology, & Measurement and Evaluation).	30 hours
	Master in Arabic Language and Literature (Linguistics, and Literature and Criticism)	30 hours
	Educational Diploma (Post-Bachelor) in Islamic education, Arabic language, social studies, science, mathematics, English language, Information Technology & general subjects.	33 hours
	Bachelor of Arts in Counseling	126 hours
	Bachelor of Basic Education 1	130 hours
	Bachelor of Basic Education 2	129 hours
	Bachelor of Education in Arabic Language	128 hours
	Bachelor of Education in Mathematics	128 hours
	Bachelor of Education in English Language	130 hours
	Bachelor of Arts/Diploma in Arabic Language and Literature	Diploma:68 hours Bachelor: 123 hours

In order to graduate, a student must:
A.Complete the requirements the study plan.
B.Obtain a GPA of not less than 2.0 on the 4-point scale and 2.3 for MBA in both languages (Arabic and English).
C.Complete the clearance procedure as per the University's regulations.

18. Academic Advising Center:

The Academic Advising Center was established for the purpose of providing the students with best success and excellence opportunities during their study at Sharqiyah University. It aims to support the students academically and develop their academic skills and abilities in the various study programs offered by the University and enable them to gain scientific experiences which will be reflected in their high levels of achievement.

The center provides the following services:

1.Delivering additional lectures in subjects proposed by the college and the foundation program by students called the " Teaching Student " program.
2.Providing the required advice and assistance to students in in their fields of study.
3.Preparing motivational posters and delivering workshops that could increase the students' motivation to learn.
4.Delivering courses and workshops to develop the students' academic skills.
5.Providing remedial classes for students who are under academic probation to help them overcome their learning difficulties and enable them to improve their academic performance and gain scientific experiences. Remedial classes which are called the " Teaching Student " program are additional lectures in modules proposed by the faculties and the Foundation Program and delivered by outstanding students.

Students can join the "Teaching Student" program to take part in delivering remedial classes to their colleagues if they meet the conditions below:

-Obtained a GPA of 3.00 or above.
-Obtained a B+ grade or above in the course he/she is supposed to teach.
-Completed the course in a period of two semesters as maximum.
-Students can register in the modules that they are still studying.

19. Student Discipline and Penalties:

Student Violations

The table below clarifies what is considered as a violation of the instructions and the resulting penalty that will be issued from The Discplinary Committee against his/her violation as a first, second or third time

Category of offense	Type of offense	First time	Second time	Third time
Category 1	1. Attempting to disturb ASU events and activities. 2. Violating ASU regulations and instructions or not committing to them. 3. Facilitating the entry of individuals or groups into the University. 4. Spread rumors that negatively affect the administrative or academic system at ASU 5.Issuing or distributing leaflets, posters, newspapers and magazines or sending them via email without prior approval from the University administration. 6. Violating of the University dress code during official working hours as required: •**Omani male students:** Must wear Omani Dishdasha and Omani cap (Kuma) or turban (masar). Wearing of dark colored dishdasha is not allowed. •**Omani female students:** Must wear decent dress such as 'Abaya' or 'Jilbab', with head cover. They are not allowed to cover their faces (Niqab) while being in campus. •**Non-Omani students:** They should wear their national dress in a way that it suits or respects the Omani culture. 7. Violation of public decorum. 8. Smoking inside campus buildings. 9. Misconduct within the classrooms.	Notifications + Pledge	Warning	Final warning +informing the student's guardian
Category II	10. Misuse or damage of any ASU property, including ASU intranet and electronic files.	Notifications + obliging the student to pay for the repairs (or damages)	Warning + informing the student's guardian + obliging the student to pay for repairs (or damages)	Final warning + obliging the student to pay for repair (or damage) + informing the student's guardian
Category 3	11. Misbehavior inside classroom. Misconduct, verbal, and physical harassment. 12. Misbehavior within campus or dorms. 13. Committing any act or saying that is offensive to honor, dignity, morality, and religious beliefs, or that would harm the reputation of the University or any of its members,			

	whether they are employees or students. 14. Violating ASU dorms regulations such as late attendance to the dorm or overnight staying outside the dorm without prior permission from dorm supervisors or making any change in the dorm or its contents.	Warning + transferring the student to the student counseling section	Final warning + informing the student's guardian	One semester suspension + informing the student's guardian
Category 4	15. Tampering, removing, covering, or switch off the fire alarms or smoke or heat sensors, and operating a fire alarm without a fire or setting fire inside the University or using incense or any other reasons leading to a false fire alarm .	Warning + fine of OR 50	Final warning + informing the student's guardian + fine of OR 100	One semester suspension + informing the student's guardian + fine of OR 500
	16. Declaring incorrect information or statements in official papers, forging official university documents, or obtaining them illegally. 17.Displaying images, films, or other means of communication that conflict with Islamic values and morals, disturb the general morals of Omani society or damage ASU reputation. 18. Organizing or participating in any committees, associations, or conferences without prior authorization from the University. 19. Committing Electronic blackmail against university employees and students. 20. Taking psychotropic substances on campus buildings.	final warning + informing the student's guardian + transferring to student counseling section	One Semester suspension + Informing the student's guardian	Final termination from ASU + Informing the student's Guardian

20. Regulations of University ID Card

The student receives his/her University ID card after completing the admission procedures. The card is needed for all transactions that require ID verification and should always be presented for different services within the University campus or hostel. The use of the University card is controlled by the following regulations:
•The student bears full responsibility for any damage caused to the University ID card.
•The student bears full responsibility if his/her card is used for purposes other than the ones specified, or if it is used by another student.
•The student must adhere to rules and regulations related to the use of the University card, including disciplinary measures in case of violating any of the rules mentioned earlier.
•The student is responsible for bearing the cost of the replacement of his/her lost card.

21. Lost Items
The lost items found inside the campus university are held in custody for a period of 30 days. However, the University bears no responsibility for the loss or damage of any items held in its custody. The Administrative Affairs Department takes the appropriate measures regarding these lost items after the specified period is over by selling them or giving them to charity organizations or by destructing those which have no financial value.

22. Student Activities

The University seeks to develop a sense of social responsibility in its students through student activities, the university seeks to develop a sense of social responsibility with the students, re-enforce their national awareness and create a suitable environment for creativity. This is done through a wide range of scientific, artistic, literary, sports and entertainment activities carried out by the student societies where the students get an opportunity to develop

their personalities and scientific and practical talents.

Students can establish groups or societies that propose activities and execute the approved ones based on the rules and regulations of establishing a student group as per Student Affairs Manual and under the Department's supervision. Students practice their extra-curricular activities in halls dedicated for this purpose in addition to the outdoor areas within the University campus. The number of student activities groups is currently twenty-one distributed as follows:

Social activities groups
Scouts Society
Eco-friendly Team
Touch of Goodness Team
'Your Giving is your Imprint' Team
Health & Safety Society

Cultural activities groups
Arabic Literature Society
Islamic Culture Society
Self-development Society
Debate Team

Art activities groups
Fine Arts Society
Media Society
Photography Society
Theater Society

Music Society
Sports Society

Scientific activities groups
Group of Applied Sciences Society
Engineering Society
Business Management Society
Arts and Humanities Society
Law Society
Supernova Society

Students can join any student activity group of their interests by visiting the student activities section, where they are briefed by the activity's specialists on the roles and specialties of each group, guiding them to select the activities that are suitable to them based on their areas of interest and providing them with the required support.

The student activities section also encourages students to participate in local and international competitions by providing the required support and training and organizing activities and events in cooperation with the different community institutions, including other higher education institutions.

To join a student group activity, a student should follow the steps below:
1. Visit the University website
2. Click on the "Students" icon.
3. Click on the "Students Activities" icon.
4. Enter the required data to access the system.

5.Access "Request Membership" & fill in the required fields.
6.Send your application.

23. Student Advisory Council

The Student Advisory Council is a link between the students and the University's administration. It aims to achieve the following goals:

•Participating in the development of the educational and research process and services provided to students.
•Promoting the principles of transparency, constructive criticism, expressing a balanced and responsible opinion and encouraging the dialogue etiquette among students.
•Developing awareness that makes student conscious, productive and creative citizens who able to practice their humanitarian, social and service role with awareness, creativity, and responsibility.
•Developing the student's spiritual and ethical values, conscious pride of homeland and its beliefs, heritage, and values.
•Equipping the students with the basic aptitudes that could strengthen their personalities, develop their spirit of teamwork, support the scientific method of thinking, develop dialogue skills and the acceptance of other opinions.

To get familiarized with the council's competencies and communicate with it, students can visit the University's website and click on the "Students" icon, then click on the "Advisory Council Student" icon.

24. Student Rights

24.1 Non-Academic Rights

1.Obtaining the University ID card which proves the student's identity as a student.
2.All rights included in the University's manuals, policies, and regulations.
3.Inform and provide them with sources of access to university manuals, regulations, and services (university website, admissions and registration department, student affairs department. etc.)
4.Respect from all University staff and students.
5.Get appropriate responses to their various inquiries related to university services.
6.Select their representatives from students who nominated themselves to run the Student Advisory Council to discuss and raise their concerns according to specific regulations.
7.Access to primary health care and on-campus counselling services as mentioned in related University's regulations on the provision of these services.
8.Benefit from University services and facilities such as (services provided by the Student Affairs Department, Dormitories, Learning Resources, Restaurants, Car Parking etc.) in accordance with the manuals and regulations of the University and according to availability and possibilities.
9.Participating in extracurricular activities organized by the University, such as scientific, sports, cultural or social activities, and proposing the formation of new societies in accordance with the related regulations, availability, and possibilities.
10.Raising any student's complaints or grievances in accordance with related manuals and regulations, while ensuring that they are protected against any punitive action after submitting their complaint.
11.Access to services provided by the Career Guidance section in student affairs department, after graduating from the University in supporting them for both training and/or employment.

24.2 Academic Rights

Students are entitled to:

1. Obtain the appropriate study environment to achieve the maximum understanding of their study easily by providing the best educational support available to serve this goal.
2. Obtaining the scientific materials and knowledge associated with the studied courses in accordance with the University provisions and regulations governing academic work.
3. Obtaining study plans related to their study programs, access to timetables of their study before starting their semester plan and registering them in the courses provided by the system with equal opportunities to all ASU students in accordance to the University's manuals and regulations, in addition to the final examination schedules.
4. Inquiry and proper scientific discussion with faculty members, whether during the lecture times or faculty office hours.
5. Obtain their exam results after the approvals from the authorities in accordance with the University regulations.
6. Raising academic appeals against final exam grades as determined by the University's related regulations and decisions regulating grievances.

25. Facilities / Available for Students:

25.1 University Campus

The campus buildings have many advanced features and services that maintain pace with modernity and development in academic institutions, including systems, software, facilities, services, and an attractive architectural design which is equipped with the latest security and safety technologies. The University has given immense attention to the importance of the aesthetic design of the campus by establishing the University Garden on an area of 60,000 square meters and provided it with the required regular care and maintenance. It has also planted the female students' hostel.

25.2 Learning Resource Centre

The Learning Resource Centre contains an excellent collection of books, references and scientific periodicals which reach 17,900 printed volumes on various study programs offered by the University such as business studies, management, food sciences and nutrition, engineering design, computer-aided design, building and construction management, transportation, economics, and sociology. The centre is currently seeking to expand the number of holdings to cover all topics related to the university's specializations, in addition to providing advanced services to all categories of the academic and local community.

The Learning Resource Centre at ASU also allows its users:, faculty members, students, researchers, graduates and members of the local community to use the digital information resources available through Oman Virtual Science Library website (Masader) by directly accessing all topics of human knowledge and in various scientific disciplines which are available in both Arabic and English. Examples of digital databases available on the Omani Virtual Library website are Al-Manahil database, Dar Al-Manzooma Database, Edu Search Educational Database, Shuaa & EBSCO Database, Arabic E-Books database, Academic Dissertations & Scientific Research Database in addition to other international databases. The site also includes several New Trial Databases which can be used to retrieve all forms and categories of human knowledge.

25.2.1 Services Provided by the Learning Resource Centre:

• **Internal access service:** This service is provided to faculty members, students, staff, alumni, and members of the local community during the weekly working days from 8:00 am to 8:00 pm from Sunday to Wednesday and on Thursday from 8:00 am to 3:00 pm. The Learning Resource Centre comprises of multiple halls that provide quiet and peaceful study environment.

• **External loaning service:** This service is provided to faculty mem-

bers, undergraduate students, staff, graduates, and the members of the local community, through which the materials of the Learning Resource Centre are loaned as per the applied regulations. In this service, the nature of the loaned materials, their number, the loaning period, the target groups, and the rules of the external loaning process are determined.

•**Photocopying, printing, and scanning of documents:** This service is provided to all categories of the academic community, including faculty, students, and staff. It also includes graduates and members of the local community. The centre is equipped with multifunctional machines which can be used for copying, printing, and scanning. Students can print and copy using a pre-paid card for 1.400 OMR(rechargeable) and students can copy 100 pages in exchange for 1 OMR.

•**Computer labs service:** The computer lab is located on the ground floor of the Learning Resource Centre and comprises several computers which are equipped with a CD / DVD reader. In addition, the lab provides a high-speed Internet service.

•**Wi-Fi connection service:** This service is free and provided to faculty members, students, staff, alumni, and members of the local community during the weekly working days from 8:00 am to 8:00 pm from Sunday to Wednesday and on Thursday from 8:00 am to 3:00 pm.

•**Searching digital databases:** This service is provided to faculty members, students, staff, alumni, and members of the local community during the weekly working days from 8:00 am to 8:00 pm from Sunday to Wednesday and on Thursday from 8:00 am to 3:00 pm. The service enables the users to search for information using the digital databases that the University subscribes to, especially the **Omani Virtual Library (Masader).**

•**Reference and Guidance Services:** Through this service, beneficiaries of different categories receive answers to their inquiries using traditional or non-traditional reference materials. The staff of the Learning Resource Centre assists the beneficiaries in using the Centre's directory and the online databases, as well as in using general and specialized references.

•**Briefing & update:** The beneficiaries are constantly updated with what is new within the Learning Resource Centre, such as adding new holdings and informing them of the planned activities such as upcoming seminars and cultural meetings.

•**Training and development service**: It is a service in through which training courses or short-term workshops are delivered to different categories of beneficiaries. It varies according to the subject and nature of the training course.

•**Holding seminars and cultural meetings**: It is a service through which public lectures are delivered or seminars and cultural meetings are held on various topics that could be areas of interest of the local and academic community. These seminars are usually conducted by faculty members from within the academic community of the University.

•**Providing individual and group rooms for study, research, and discussion**: The Learning Resource centre comprises several halls designated for students to use for study, discussions and meetings. Students can book these rooms for specific periods of time.

•**Obtaining Learning Resource Centre membership:** It is a service directed to the local community with the aim of providing information resources to readers and researchers through internal access and external loaning and to encourage people to benefit from the services of the centre such as attending workshops, lectures, and cultural events.

•**Omani Corner:** This is a special corner for scientific and intellectual groups that regularly meet to discuss the Sultanate's various historical, religious, social, economic, legal and educational aspects, as well as the intellectual production of the Omani writers.

25.2.2 Electronic Services at the Learning Resource Centre:

To use the Omani Virtual Scientific Library (Masader): follow the steps below:

First: Access from and outside the University campus:

•The user should access the Digital Library website through the Learning Resource centre page which is available on the following link:https://www.asu.edu.om/Page/Details/137?Masader%20Oman%20Virtual%20Science%20Library
•The user should log in choosing the name of the Organization (i.e., ASU) and by entering his/her own account details (University Email and Password)
•The user can search in the main search box of the digital library to search all the contents of the digital library or select one of the databases listed within the digital library and search within it.
•The researcher in the databases can customize the search to obtain more accurate results by searching by the name of the author, title, topic, language, material type, or time.
•The user can browse, download, cite and benefit from other services.

Through LRC website, users can :
Access a huge and valuable collection of open access sources of information in various fields
•Browse daily newspapers and scientific journals.
•Find the scientific theses published by ASU.

Also, educational films related to research in the Omani Scientific Digital Library (Masader) and the electronic index and others educational presentations which are produced by LRC. Can be accessed through the link:https://www.asu.edu.om/Page/Details/31?Educational%20Presentations

25. 3 Student Services Centre:

The Student Services Centre which exists inside the University campus comprises different facilities and provides many services to the students such as commercial store, food course, male and female students restaurants, staff restaurant, stationary shop, students rest areas, clinic, student prayer rooms, the main hall with an indoor theater and multi-purpose halls.

25.4. Student Female Dorms

A' Sharqiyah University provides accommodation for female students (hostel), which is equipped with the basic services and facilities along with a supervision and security team throughout the day. Providing this accommodation comes within the University's strategy to provide an appropriate study environment for female students and the psychological, social and health care they require. In addition, it enables students to raise their academic attainment and communicate with the local community, so that they are well prepared to take responsibility before starting their careers.
There are two hostels outside the university campus and one inside the campus. The hostel (Building 2) operates inside the campus. The University provides female students with multiple housing options such as private rooms, double rooms, triple rooms and others furnished rooms with basic requirements. Many services are provided to the female students inside the hostel such as regular transportation from the hostel to the university and vice versa. There is also a transport service throughout the day for emergency cases and hospitals. Also, there is a service building that comprises kitchens with all their accessories, a commercial store, a restaurant, a corn and ice cream shop, and washing units that are equipped with machines for washing and drying clothes. However, students are requested to maintain these facilities so that they remain usable for the purposes for which they have been provided. They are also requested to consume of water and electricity in a reasonable manner.
The service building also includes a stationary shop, a clinic, TV rooms,and study rooms. Some other services are also provided such as walkway, shopping trips and recreational trips to different areas in the Sultanate under the supervision of the hostel supervisors. In addition, there are internal camps and ongoing events and activities such as workshops, exhibitions, health awareness sessions and educational meetings.

25.5 Maintenance

Providing a comfortable stay for the students, the University has signed a maintenance agreement with one of the leading companies in facilities management to carry out the required maintenance to the hostel. In case maintenance is required, students should inform the supervisor who will in turn contact the maintenance company directly.

25.6 Internal Accommodation Fees (Quarterly):

Female Dorms fees range from 120 OMR to 560 OMR per semester, depending on the type of roomand whether student is at foundation level or college level.

A housing insurance fee of 50 OMR should be paid and returned to the student at the end of her stay at the hostel, provided that her room and its accessories are delivered in a good condition and without any damages due to misuse.

establishment of a deluxe café has been approved. Designs have been completed and it is expected to be handed over to the university in the middle of next year.

25.7 Clinics:

25.7.1 On-Campus Clinic:

The University provides the required health care to its students through a full-service clinic on the University campus with a general doctor and a nurse and equipped with all required medical equipment. Sick students are initially examined and provided with the propriate treatment before transferred to the hospital if so required. Recently, the University administration has expanded the clinic on the University campus to accommodate a bigger number of cases. An ambulance is also provided to transport emergency cases to the hospital.

25.7.2 The Hostel Clinic:

This clinic has been established to provide the necessary initial treatment for sick cases (female students) during evening and is equipped with all requirements. A specialized nurse has been hired to look after sick students and transfer urgent cases to the hospital.

25.8 Student Transport :

The University provides transportation services for the hostel students (from hostel to university and vice versa). The University also provides transportation for shopping and to hospitals for urgent sick cases. Transportation is available throughout an academic year as per the transportation schedule prepared by the Department of Administrative Affairs in coordination with the Student Dorms Department. The service also includes the student's trips, activities, events, and transportation (from – to)to) the airport at the beginning and end of each semester for international students and students of the from Dhofar and Musandam.

25.9. Current Projects

•A mosque has recently been completed comprising an area of approximately 1,000 square meters and contains male and female prayer sections with all required facilities.

•To provide an atmosphere of entertainment and relaxation for both employees and students, the establishment of a sports complex has been approved. Designs and drawings have been finalized while the construction of the project is expected to start at the beginning of next academic year.

•To meet the varying requirements of employees and students, the establishment of a deluxe café has been approved. Designs have been completed and it is expected to be handed over to the University the end of next year.

26. Services Available to Students:

26.1 Grievance/Complaints System

A student has the right to complain when facing a problem. He/she can submit his/her complaint through the Electronic Complaint System, which will be followed up by a staff member from the Student Affairs Department.

The complaint is submitted by visiting the University's website and clicking on the "Students" icon, then the "Complaints and Grievances" icon, and following the registration and application according to the steps and stages shown below in the scheme according to the type of complaint

إجراءات الشكاوي العــامة
Student Complaints Procedures (General-Non-Academic)
جامعة الشرقية

Stage 1 — Informal / المرحلة الأولى / غير رسمية
يتحدث الطالب مباشرة مع الموظف المسؤول / الجهة
The student speaks directly with the responsible employee/ Department
- تم الانتهاء من المشكلة — The matter is resolved → إغلاق الملف / File closed
- لم يتم الانتهاء من المشكلة — The matter is not resolved to the student's satisfaction

Stage 2 — Formal / المرحلة الثانية / رسمية
تقـديم الشكوى إلكترونيا عن طريق نظام الشكاوي في موقع الجامعة الإلكتروني ويتم النظر والتحقق من الشكوى خلال ١٠ أيام عمل
Submitting a complaint electronically through the complaints and grievances system on the university's website. The matter will be investigated within 10 working days.
- تم الانتهاء من المشكلة — The matter is resolved → إغلاق الملف / File closed
- لم يتم الانتهاء من المشكلة — The matter is not resolved to the student's satisfaction

Stage 3 — Formal / المرحلة الثالثة / رسمية
نقديم التظلم إلكترونيا لمكتب رئيس الجامعة عن طريق دائرة شؤون الطلبة
Submits an appeal electronically to the VC office through the Student Affairs Department.
ينظر مكتب الرئيس في التظلم المقدم خلال أسبوع ويتخذ بشأنه القرار المبني ويبلغ الطالب/الطالبة
The VC office reviews the appeal and informs the student of the result within one week.
→ إغلاق الملف / File closed

إجراءات الشكاوي السلوكية
Student Complaints Procedures (Misbehaviors and Harassment)
جامعة الشرقية

Stage 1 — Informal / المرحلة الأولى / غير رسمية
يتحدث الطالب مباشرة مع الموظف المختص بشكاوي الطلبة في دائرة شؤون الطلبة
The student speaks directly with the responsible employee of student Complaints in Student Affairs Department.
- تم الانتهاء من المشكلة — The matter is resolved → إغلاق الملف / File closed
- لم يتم الانتهاء من المشكلة — The matter is not resolved to the student's satisfaction

Stage 2 — Formal / المرحلة الثانية / رسمية
تقـديم الشكوى إلكترونيا عن طريق نظام الشكاوي في موقع الجامعة الإلكتروني ويتم النظر ومعالجة الشكوى خلال ١٠ أيام عمل
Submits a complaint electronically through the complaints and grievances system on the university's website. The matter will be resolved within 10 working days.
- تم الانتهاء من المشكلة — The matter is resolved → إغلاق الملف / File closed
- لم يتم الانتهاء من المشكلة — the matter is not resolved to the student's satisfaction

Stage 3 — Formal / المرحلة الثالثة / رسمية
تحويل الشكوى إلى اللجان المختصة خـــلال ١٠ أيام عمل ويتم إبلاغ الطالب بالنتيجة
Transfer the complaint to the relevant committee within 10 working days, and inform the student of the result.
- The matter is resolved → إغلاق الملف / File closed

26.2 Student Counseling:

The Student Counseling Section of the Student Affairs Department aims to support the students psychologically and socially by providing them with the counseling services which occurs between the counselling specialist and the student. These services are private and confidential in their nature aiming to help the students achieve stability, adapt themselves to the University environment, and reach self-satisfaction and independence that allow them to face challenges in the University environment and in life in general.

The Student Counseling Section delivers workshops and organizes events that aim to achieve preventive, developmental and curative goals along with counseling and awareness education. They also seek to support and strengthen the students' motivation and develop their personalities to reach the desired levels of spiritual, psychological, and social stability. It provides the following services:

1.Providing psychological and social counseling and individual and group sessions (within principles of confidentiality and privacy).
2.Organizing workshops and programs within the development field (leadership and planning, setting goals, self-confidence, dealing with stress, the art of communication, building university personality, building social relationships, etc.).
3.Organizing workshops and programs within the preventive field (developing a positive attitude, adapting to university environment, dealing with stress and crises, self-management and problem solving, understanding personalities, increasing motivation towards learning and achievement, etc.).
4.Providing the session booking system based on time convenient to them, while ensuring complete confidentiality and privacy.
5.Directing and assisting the new students to merge with the University environment by preparing leaders under the umbrella of the Student Support Team (a team of students who have completed two or three years at the University and have the experiences and personalities which allow them to provide support to the new students and help them adapt to the University and hostel environments).

To know more about the services provided by the student counseling section, students can visit the University's website, then click on "Academic Support" icon and then on the "Campus life" icon.

To book an appointment for a guidance/consultation session, the student should visit the University's website and then click on the "Students" icon and choose the Student Counseling icon, then log in using the University number, and then complete the information required to book the session.

26.3 Student Support Fund

The Student Support Fund initiative aims to help the students adapt themselves psychologically and academically within the University environment by supporting those who face financial problems that negatively affect the progress of their studies. Registration for this service is opened at the begining of each semester by applying to the Student Counselling Section along with the required documents.

Cases that are currently targeted:
-Female students staying in the University hostel (housing and transportation fees).
-Male students who are from areas far from the University and staying in private accommodation (housing fees for students).
-Male and female students staying in areas close to the University and moving daily (transportation fees).

To apply for Student Support Fund services, students should visit the University website, click on the "Students" icon, and then click on the "Student Support Fund" icon,and sign in by using student ID and National ID, then fill out the required information in the application.

26.4 Career Guidance Services

The Career Guidance Section represents a permanent link between the University and its students and graduates in the field of training and career guidance. It aims to help the current students and the graduates to sharpen and develop their personal and professional skills and job-seeking skills in line with the requirements of the labor market. It also seeks to establish a link with other institutions and follow up potential training and job opportunities for the University students and graduates.

Below are the most important services provided to the University's students and graduates:

-Organizing workshops and orientation lectures in CV writing and preparing for interviews, entrepreneurship and establishing student businesses (innovation workshop, how to establish your company, marketing for product and service, measure it right), hosting successful entrepreneurs to talk about their stories of success).

-Following up the students' businesses at the University. (An annual program which aims to help establish and manage real companies, and enables them to identify their ambitions, create innovative products and services, and find innovative solutions to the challenges they face in society).

-Program of Career Guidance Ambassadors Team (a group of volunteer students who support the department by delivering training programs and workshops to prepare the University's students and graduates to meet the requirements of the labor market).

-Providing professional and personal consultancies.
-Organizing mock interviews.
-Assisting students in reviewing and processing CVs and job correspondences.
-Providing sample CVs brochures on how to prepare for an interview.
-Providing appropriate support in training to students and graduates.
-Organizing alumni forum periodically.
-Supervising the Entrepreneurship Club.

-Organize some programs and activities through ASU alumni Association which is consider as a mean channel between the University and its graduates and the graduates themselves.

To know more about career guidance services offered to students, visit the University's website, click on "Academic Support" icon, and then click on the "Career Guidance" icon.

To know more about career guidance services offered to graduates, visit the University's website, click on "Alumni" icon, then request registration to benefit from the services available for graduates such as, writing a CV, requesting voluntarily training, updating personal data, programs and workshops, and other available services.

26.5 IT services

Currently, the University comprises ten computer labs which are equipped with the latest programs and applications a student requires for his/her studies and they are connected to a high-speed internet service. There are also two computer halls in the Learning Resource Center building which contain 180 computers connected to the Internet and provided with the applications the students require for their studies. Recently, Enterprise Resource Planning (ERP) systems have been introduced at the University, which helps the students to see their grades directly. Wireless internet or wireless network (WIFI) service is also available in the University campus and the female students' hostel. The IT Department also provides technical support and e-mail to all students as well as photocopying service in the library at a competitive price.

How to use the academic system (Logsis):

Log into the University electronic portal – Logsis system

1.Go to the following link:

http://sisweb.asu.edu.om/portal/pls/portal/logsisw.cow_start
Or you can access the link through the University website:
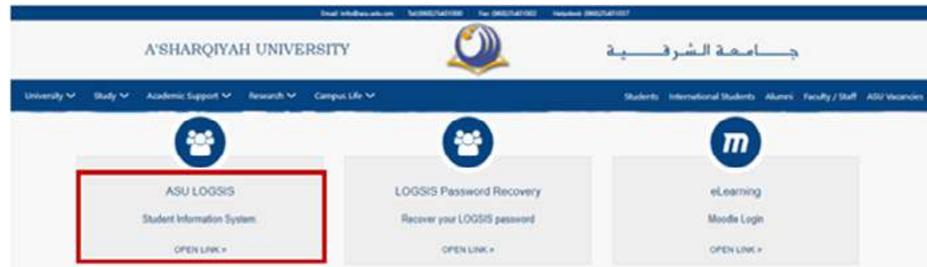
2.Enter your username and password:

3.The system may ask you to modify your password. Make sure to create a new password consisting of English letters and numbers, and make sure to enter the old password in letters.

In case you have faced problems in completing this procedure, make sure that you do not have a registration issue.

4.After clicking on the edit button, the page below will appear:

5.Click on the 'Return" button to return to the login page. Type the username with the password you set in the previous step.

6.You will see your class timetable on the main screen, the user-name and the semester

Setup menu:
From the setup menu, you can change the semester, password, language, and view the calendar.
First: Semester Change

To change the semester, go to setup menu, choose semester, then click on the Edit icon:
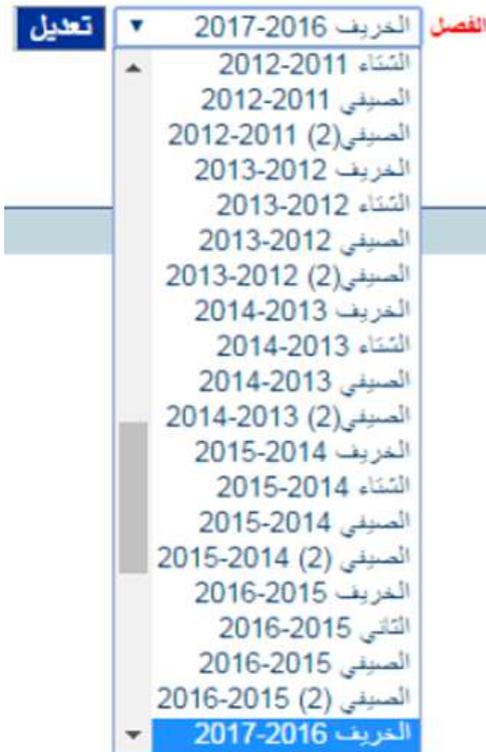
Example: When choosing fall semester 2016–2017 and then clicking on the Edit icon, the study semester will appear on the top of the screen:

Second: Password Change

To change the password, from the setup menu, choose 'Change Password' and then click on the 'Change' icon.
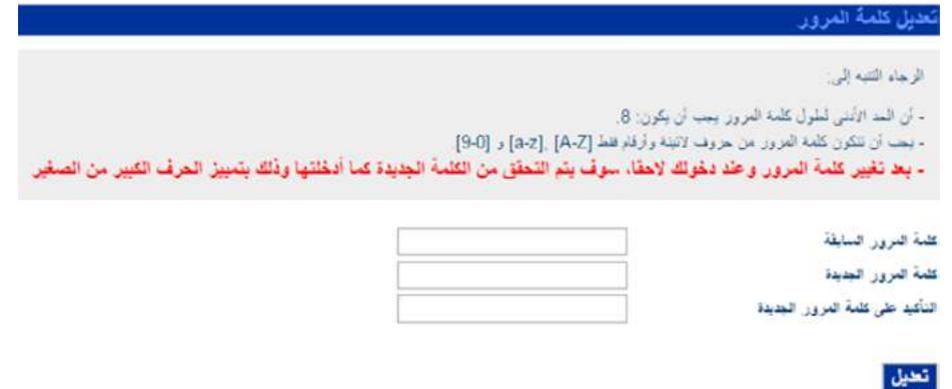
Third: Language Change

To change the language from Arabic to English or vice versa, from the setup menu, choose 'Language', then click on the Edit icon.

Fourth: Calendar

To show the monthly calendar, choose "calendar" from the setup list

Registration List

The registration list is one of the most important lists in the portal system, where the module timetable and the different batches could be seen as well as the module requirements, registration and dates of the final exam.

First: Batches and module timetable.
The current academic schedule is fully displayed. Through the course search feature, students can search for a specific module or batch based on gender, college, time, day, department or teacher. When clicking on the Inquiry' button, the search is done according to the specified options.

Second: Final exam

Final exams timetable is displayed as soon as it is published by the Admission and Registration Department. It shows dates, times and venues.

Third: Module Requirements

To know about the connection between modules or a group of different modules, click on "module" and then on "inquiry" to find out the previous requirement of the module.

Fourth: Modules Registration

After verifying the nonexistence of any financial problems, you can start the registration process. However, it is advisable to consult the academic advisor if you are not fully aware of the concept of Study Hours.
To register, you should know the modules you want to register in. This can be done by accessing the study plan through the link shown in the image below:

1.Make sure that you have selected the modules which you have already completed their prerequisites. Use the image below to identify them.

2.You can print the study plan after selecting the modules that fulfill the conditions of the prerequisite, access the link to modules and batches timetable as in the image below:

3.Now, we have reached the penultimate step through which you should select the batches and times. You should make sure that times do not clash so that you can register easily and not to select batches that have been closed because they already include the required number of students.

4.If any of the following messages appears:
-The registration period for this student has not been recognized – only inquiries are allowed.
-Online registration is not allowed.
-Semester is closed, you can't proceed.

First: Make sure that you register in the period allotted to you as per department and year and according to the conditions published on the official college website before the registration period.

Second: Make sure to choose the current semester for your own page, otherwise change it as follows:

5.You can choose the module you want to download, bearing in mind that the module that will appear is the one which you are entitled to download. If the module is closed due to the completion of the required number, it will not appear on the list. Also, the modules that you can't download will not appear due to the existence of previous materials which you have not completed. Therefore, make sure that these issues do not exist before asking about nonappearance of any modules.

6.If a module does not appear on the registration list, there is one of the following possibilities:

-The module has an uncompleted prerequisite (could be verified from the study plan page) ·
-The module is closed to completion of required number of students (check batches and module timetable).
-The module is not originally opened for registration for this semester (check batches and module timetable).

After downloading your modules, the page should appear like this:

7.Now, click on the 'Send" icon:

اضغط على زر إرسال من أجل تنزيل وتثبيت المواد التي إخترتها   إرسال   مسح الكل

8.Error messages may appear and the most common one is:

***تضارب في الوقت بين المقرر LAW223 والمقرر LAW413

المرشد:
تسجيل الطالب

مسح الكل   إرسال   اظهار البرنامج للطباعة   اظهار تقرير الإرشاد

لم باختيار المقرر المطلوب من القائمة ثم اضغط على الزر [إضافة]. بعد الإنتهاء من إضافة جميع المقررات المطلوبة اضغط على الزر [إرسال] من أجل تثبيت المقررات المختارة.

9.After fixing all the errors that appear to you, the following message should appear:

تمت عملية التسجيل بنجاحا

موافق

10.When the message of completion of registration appears, the courses you have registered in should appear at the bottom of the page.

رمز المقرر	عنوان	ميم	الغبء	الجدول
LAW312	الحق المدني	3	3	(All Days) (B-B212) (17:00-18:30) - 3
LAW326	قانون الإجراءات الجزائية (1)	3	3	(All Days) (M-411) (15:30-17:00) - 2
LAW413	الإجراءات المدنيه والتجاري2/تنمية الحق	3	3	(All Days) (M-411) (14:00-15:30) - 1

11.Thus, you are now registered in your courses successfully.

Student Information List

1.Study plan: The student's study plan is shown in colors. Unregistered courses appear in light blue. The modules in which the student failed, withdrew from, or have not completed appear in red. The modules in which the student registered in the current semester appear in gray and the modules he/she has completed appear in Green. The study plan, as shown, is divided according to groups. The completed modules, the perquisite module, the GPA, the number of credited hours and completed hours are shown as per the study program.

2.Student Guidance: The Student Guidance option provides a guidance report that is placed for the student of the proposed modules registered as per the study plan and academic record.

This report can be used in the registration process.

3.Grades: This option enables the students to see their grades as soon as they are published by the Admission & Registration department. The students can see their marks of previous semesters by clicking on the "inquiry" button. It also shows the last quarterly and cumulative average and the number of completed hours after final calculation of grades.

Notice: In case the grades are blocked, check the Account Statement option and then visit the Finance Department to know the reasons.

4.Reasons of blockage: knowing the reason of grades blockage.

5.Reasons for full suspension of a student: Identify the reasons of full suspension in case there are administrative or financial reasons.
6.Students' messages: The messages sent to the student can be viewed by his/her module instructor or academic advisor.
7.Academic record: Identifying the student's academic record such as GPA, number of completed hours, academic status, completed courses, and general information about the student.

8.Statement of account: Before approaching the financial department, the student can review his/her entire financial account through the Account Statement icon. The student should enter a period between two specific dates to limit the financial claims and then click on the 'inquiry" icon.

9.Academic advisor information: It displays information about the academic advisor, his/details and advising times.

10.The student's final exams: It displays information about the student's exam card which indicates the exam date, times and venue.

11.Student timetable: it can be viewed after registration by clicking on the 'student timetable' icon from the student information list.


The report also shows the days of absence for each course by clicking on the 'absence' icon next to each course.

12.Weekly timetable: It shows the study timetable of the whole week.

LOGSIS Password Recovery:
1.Go to the University's website and access students' page or by clicking on the following link: https://www.asu.edu.om/Students/.
2.Select "LOGSIS Password Recovery" from the keys available on the page.
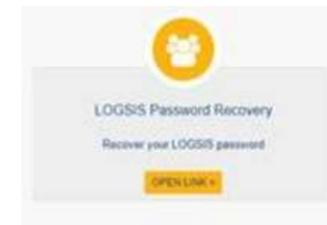
3.A new page will appear requesting your university ID number. Type the number and then press "Submit":

4.The message below will appear saying that your password has been sent to your university email.


To log into your university email:

1.Go to the University website and access the students' page or by clicking on the following link: https://www.asu.edu.om/Students/
2.Choose "University Email" from the keys available on the page or go directly to the following link: www.office.com.
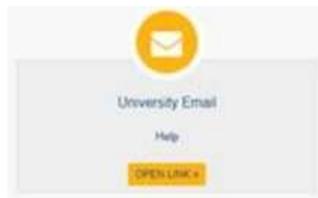

3.Click on 'Sign in'.
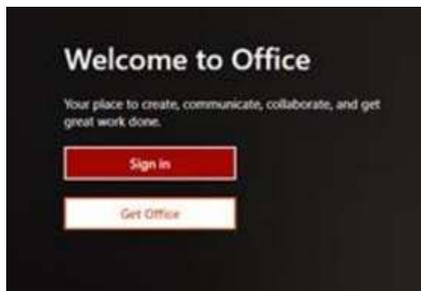
4.On the screen below, write your e-mail which consist of your university number, followed by the University website. For example, if your university number is 20201234, then your university email is: 20201234@asu.edu.om

5.Click on 'Next' to move to the screen below to type your password.

6.Click on the 'Yes' icon on the screen below:

All Microsoft programs available to you will appear, including Outlook. Once you click on it, a new page with your mail and messages will appear.

26.6 International Students (Non-Omanis):

Represented by the Department of Student Affairs, the University offers a follow-up service to international students registered at the University and all issues related to their rights and duties. This comes within the University's commitment to attracting international students to study at the University.

One of the University's goals with this service is to provide continuous care and support to international student until their graduation. Therefore, the University provides any support that could facilitates the life of the international students at the University which is an important element of an academic environment, like the rights and duties of the Omani student.

Services provided to international students by the University:

1.Facilitating the admission and registration procedures.
2.Facilitating the clearance of identification papers and the issuing of visa and residence card.
3. Reception and farewell at the airport (as per a prior agreement).
4.Communicating with embassies to facilitate procedures and solve issues.
5.Insurance and health care (all non-Omani students studying at the University can obtain health insurance either provided by the University or by the student himself/herself while the University provides the required proof).
6.Tourist and recreational events and activities (as per the student's request and availability of resources).
7.Comfortable female accommodation (in case the student requested to stay at the University hostel).

26.7 Special Needs:

Represented by the Department of Student Affairs, the University pays attention to the students with special needs. This includes cases which have psychological, social, kinetic, audio, visual issues,and chronic diseases. These issues hinder the academic progression and performance of the students and therefore they need to be provided with the required assistance so that they continue their studies normally like other students. The Department of Student Affairs cooperates with the other administrative and academic departments and units at the University in following up the students with special needs and provide the appropriate educational materials, prepare the classrooms, and adapt the content of study materials to suit their conditions based on the available resources.

26.8. E-learning Services:

26.8.1 Moodle Platform
Moodle is the official platform for learning and teaching at A'Sharqiyah University through which the students can learn, upload materials and activities, and communicate with teachers and colleagues. Moodle is also used for online testing.

To access Moodle, go to: asu.edu.om, or click:
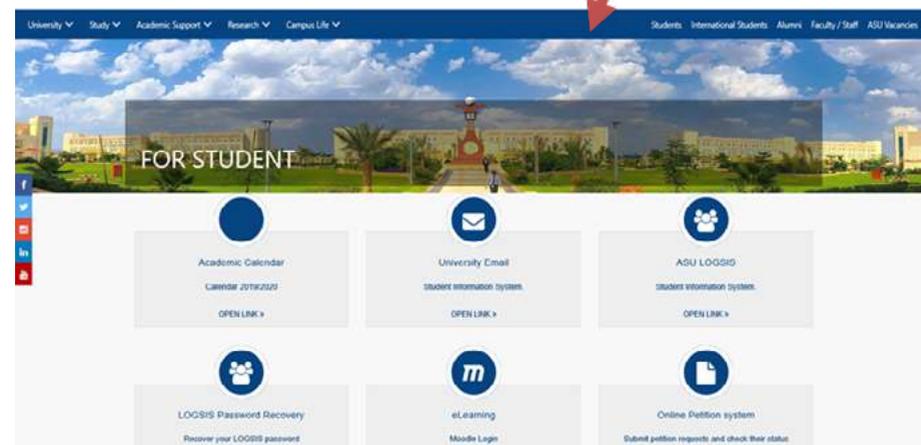
26.8.2 Turnitin Platform

To apply the University's rules and regulations concerning the academic integrity of scientific materials offered to students, and to ensure the quality of the works received from students and to ensure that they are free from scientific and literary theft, the University has applied 'Turnitin' as an integral part of its academic services aiming to raise the quality of teaching and learning within its various programs.

Student submits their assignments, projects, and research to Turnitin, through a link provided by the module instructor, so that they can access it through Moodle.

To use Turnitin, click the 'Turnitin' icon in the module and follow the steps below:

Then click on the upload arrow

Name your assignment, browse or drag and drop your assignment file to Turnitin box and then click add submission.

After submission, Turnitin will check your file and generate a similarity report that can be accessed by clicking on the percentage of your work similarity index.

تعليمات الطوارئ
Emergency Instructions

في حالة حدوث حريق In Case of Fire		أرقـــام الطـــوارئ Contacts Number
قم بالضغط على أقرب نقطة إنذار حريق Press the nearest fire alarm ①		الاستقبال Reception 2540 1136
اذهب إلى نقطة التجمَّع Report to your assembly point immediately ②		
غادر المبنى عند أقرب مخرج طوارئ آمن leave the building through the nearest Emergency exit ③		الطوارئ وأمن البوابة رقم(1) Emergency+Security gate No.1 2540 1141
لا تنتظر لتجميع أغراضك الخاصة Don't wait to collect your personal belongings ④		
اتصل بالدفاع المدني_ إبراء Call fire Service (Civil defense) Ibra 25571102 ⑤		العيـــــادة Clinic 2540 1051 25401415
لا تستخدم المصعد، قم باستخدام الدرج Don't use the elevator, use the stairway ⑥		
اتبع التعليمات والإرشادات في نقطة التجمع Follow the instructioins at the assembly point ⑦		إدارة الدفاع المدني -إبراء Department of civil defense-IBRA 9999 25571102 25572320
لا تَعُد إلى المبنى حتى يتم السماح بذلك Don't return to the building until authorized to do so ⑧		

Tampering with the fire Alarm or Firefighting system may lead to legal penalty under article (159) of the ROP .

العبث بمعدات إنذار ومكافحة الحرائق يترتب عليه عقوبة قانونية حسب المـادة(159)من قانـون الجـزاء العمـاني

Lift Instruction   تعليمــات المصعـد

لا تقـف بين بابي المصعد
Do not stand in between the door

الرجاء عدم الضغط على الأزرار عدة مرات
Do not press button continuosly

في حال الطوارئ قم بالضغط على جرس الطوارىء واتصل على
25401141
In case of emergency press emergency alarm and call
25401141

أنواع معدات إطفاء الحرائق
Types of Fire Fighting Equipment

طفاية الماء	طفاية البودرة الجافة	طفاية الرغوة	طفاية ثاني أكسيد الكربون	خراطيم إطفاء الحريق	بطانية الحريق
تستخدم في حرائق : النوع الأول (المواد الصلبة كالخشب و الأقمشة و القرطاسيات). غير مناسبة لحرائق المواد السائلة القابلة للاشتعال والحرائق الكهربائية.	تستخدم في حرائق: - النوع الأول (المواد الصلبة كالخشب و الأقمشة و القرطاسيات). - النوع الثاني (حرائق المواد السائلة المشتعلة). - النوع الثالث(الحرائق الكهربائية).	تستخدم في حرائق: - النوع الأول (المواد الصلبة كالخشب و الأقمشة و القرطاسيات) -النوع الثاني (حرائق المواد السائلة). - النوع الثالث (الحرائق الكهربائية).	تستخدم في حرائق: -النوع الثاني (حرائق المواد السائلة المشتعلة). -النوع الثالث (الحرائق الكهربائية). لا تستخدم في حرائق النوع الأول لأنها تزيد من تطايرها.	هي خراطيم ذات ضغط عال تستخدم لنقل المياه لإطفاء الحرائق (تستخدم من قبل أشخاص مدربين)	تستخدم في حرائق المطابخ والحرائق البسيطة.

Water	Dry Powder	FOAM	CO2	Fire Hose Reel	Fire Blanket
used for : - **Class A** fire (wood, clothes, paper...etc). Do not use for flammable liquids fire and electrical fire.	used for : - **Class A** fire (wood, clothes, paper...etc). - **Class B** fire (Flammable liquids). - **Class C** (Electrical fire).	used for : - **Class A** fire (wood, clothes, paper...etc). - **Class B** fire (Flammable liquids). Do not use for Electrical Fires .	used for : - **Class B** fire (Flammable liquids). - **Class C** fire (Electrical fire). Do not use for class A fire - It spread the fire instead of putting it down.	Hose reel offers an immediate supply of continuous water which will allow you to combat fires quickly. (to be used from competent persons only).	Using for kitchen fires and small fire.

طفاية حريق
Fire extinguisher

PULL THE PIN	AIM AT THE BASE OF FIRE
إنزع مسمار الأمان	وجّه الخرطوم إلى قاعدة الحريق
SQUEEZE THE LEVER	SWEEP SIDE TO SIDE
اضغط على المكبس	حرّك الخرطوم من جانب إلى جانب

Administrative Affairs Department

Health and Safety Department

Safety procedures on buses

- Students should protect their personal health
- Students should reach the bus stop on time without rushing
- Waiting on the sidewalk or at the end of the road and in an open place on both sides
- Leave space for the front person to get on the bus and not scramble
- Sit on the seats before the bus moves and do not scramble
- It is strictly forbidden to use the bus when there is no seat
- Do not talk to the driver unless absolutely necessary
- Do not throw or throw objects, keep windows closed, and do not open them except with the permission of the driver
- Be careful when Coming down the bus

Health and Safety Department

University dormitories safety instructions

- For the sake of public safety, please observe safety precautions when using special electrical appliances such as (electric heaters, incense burners, candles)

- Disconnect all electrical appliances, air conditioning and lighting when leaving the room

- Report immediately to the housing supervisor in the event of any emergency or electrical failure in the room

- In the event that the alarm bell rings, everyone in the residence is requested to respond immediately, and to follow the instructions for emergency exits and the assembly point.

- In an emergency, use the stairs, do not use the elevator, and call the emergency number 999

دائرة الشؤون الادارية

قسم السلامة والصحة المهنية

عزيزي: الطالب /الطالبة.....قائد المركبة

تــــذكر
REMEMBER

عدم الإنشغال بالهاتف
Don't use mobile phone

إتَّباع السرعة المحددة
Follow the speed limit

ربط حزام الأمان
Fasten the seat belt

إتَّباع الإشارات المرورية
Follow traffic signs

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Health and Safety Guidelines of Corona Virus Covid- 19

What are the symptoms of infection with Corona virus?

| Shortness of breath | Cough | Fever |

In symptoms appear, do not come to the university but immediately visit the nearest health center to do the required tests.

	•Wear the mask at all times and places. •Pay attention to wearing the mask correctly, covering nose and mouth.
	•Cooperation while temperature is measured. •Wear masks & keep distance while checking your temperature.
	•Avoid crowds and keep social distancing. •keep physical distancing inside elevators. •It is prohibited to perform group prayers. Instead, pray individually using a special carpet. •Entry to & exit from (building facilities - buses) should be in unorganized manner and without crowding.
	•Continuous hands washing and sterilization. •If soap and water are not available, use hand sanitizer.
	•Throw waste in the trash can. •Dispose used masks and gloves in the designated containers.
	•Avoid greeting by shaking hands and kissing. •Avoid exchanging personal items and tools with the others. •Avoid touching public surfaces such as elevators, door handles and furniture.

28-How to Communicate with the University

Call Center	25401000
Admission & Registration	25401037
Student Affairs	25401056
Finance Department	25401101
Public Relations and Media	25401027
Female Hostel	25401211/ 25401171
Campus hostel	25401166
Reception Security in the Administration Building (only official working hours)	25401136
Campus Clinic (official working hours only)	25401051 25401415
Female Hostel Clinic (evening shift only)	25401094
Main Building Security (24 hours)	25401134
Operations Security (official working hours only)	25401072
University Security Gate 1 (24 hours)	25401141
Hostel Security (24 hours)	25401164
Civil Defense in North Al Sharqiyah (24 hours)	25572320 25571102

Royal Oman Police Emergency Operations: 9999
University Website: www.asu.edu.om

Platform	A' Sharqiya University	Student Affairs
Instagram	@ sa _asu _om	@ AsharqiyahUni
Twitter	@ sa _asu _om	@AsharqiyahUni
Facebook	@ sa _asu _om	@ AsharqiyahUni A'sharqiyah University
Linkedin	A'Sharqiyah University	
You tube	A'Sharqiyah University	

جامعة الشرقية
A'SHARQIYAH UNIVERSITY