

Student Guide A'Sharqiyah University 2024/2025





Your way to Proficiency and Leadership



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



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

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Message from the Vice Chancellor



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 benefit, 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 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 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.

A' Sharqiyah University

Vision

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

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.

Mission

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.

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

Graduate Attributes



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, Spring, and Summer. 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, those studying Records and Archives Management, Administration in Arabic, and the programs offered in the College of Arts and Humanities and the College of Law are exempt from studying English in the Foundation Program. They are only required 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 | Note: (In case the student has completed the requirements of the level) |
|------------------------------|-------------------|---|--|
| 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 (Intermediate) -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 in the University colleges:

Completing Level 3 of English in the Foundation Program, and in special cases, passing a comprehensive English Language 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 the Basic Mathematics courses and (Applied Mathematics or Pure Mathematics). This depends on the student's program, as students of scientific disciplines study Pure Math and students of human and administrative disciplines study Applied Math.
- Passing Information Technology (IT) Levels 1 and 2 or obtaining an (ICDL) 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 behavior.

2.2 Colleges and Programs

A'Sharqiyah 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 Management.
- 36 hours

- Bachelor of Engineering/Diploma in Environmental Engineering.
- Bachelor of Engineering/Diploma in Civil Engineering.
- Bachelor of Engineering/Diploma in Electronics 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 Surveying & Commercial Management.

- Diploma: 71 hours
- Bachelor: 131 hours

- Bachelor of Science in Water Engineering.

- Bachelor: 123 hours

- Bachelor of Science in Energy Engineering.

- Bachelor: 137 hours

- Bachelor of Science in Sustainable Systems Engineering.

- Bachelor: 138 hours

College of Applied and Health Sciences

Language of Instruction: English

- Master of Science in Food Science (Minor in Human Nutrition).

- 36 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

- Bachelor of Science in Mathematics

- Bachelor: 120 hours

College of Business Administration

Language of Instruction: English

- Master of Business Administration (MBA)
- 36 hours

Language of Instruction: Arabic

- Master of Business Administration (MBA - General)
- Master of Business Administration (MBA- Leadership)
- 36 hours

Language of Instruction: Arabic

- Master of Records and Archives Management
- 36 hours

Language of Instruction: English

- 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 of Business Administration/Diploma in Logistics and Supply Chain Management.
- Bachelor /Diploma of Internet and Information Technology.
- Diploma: 66 hours
- Bachelor: 123 hours

Language of Instruction: English

- Bachelor of Science in Data Science and Business Analytics
- Bachelor: 123 hours

Language of Instruction: Arabic

- Bachelor of Business Administration /Diploma in Management.
- Diploma: 66 hours
- Bachelor: 123 hours

Language of Instruction: Arabic

- Bachelor/Diploma of Records and Archives Management.
- Diploma: 63 hours
- Bachelor: 123 hours

Language of Instruction: English

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

Language of Instruction: English

- Bachelor of Science in Real Estate Management.
- Bachelor: 121 hours

College of Law

Language of Instruction: Arabic

- Master of Private Law(Commercial Law, Civil Law)
- Masters: 33 hours

- Master of Public Law
(Criminal Law, Administrative and Constitutional Law)

● Masters: 33 hours

- Master of Personal Status Law

● Masters: 33 hours

- Bachelor of Law

● Bachelor: 128 hours

College of Arts and Humanities

Language of Instruction: Arabic

- 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, and Measurement and Evaluation).

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

● Masters: 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 Education (Basic Education Field 1).

● 130 hours

- Bachelor of Education (Basic Education Field 2).

● 129 hours

- Bachelor of Education in Arabic Language.

● 128 hours

Language of Instruction: Arabic and English

- Bachelor of Education in Mathematics.

● 128 hours

Language of Instruction: English

- Bachelor of Education in English Language.

● 130 hours

Language of Instruction: Arabic

- Bachelor of Arts/Diploma in Arabic Language and Literature.

● Diploma: 68 hours

● Bachelor: 123 hours

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 degree is from 30 to 36 credit hours and for a bachelor degree is from 120 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 course in the study plans for the diploma and bachelor degrees are divided into three sections as follows:

| | |
|-------------------------|--|
| University requirements | These are compulsory courses that all university students must complete successfully. |
| College requirements | These are compulsory and optional courses that all college students must complete successfully. These courses vary from one college to another and from one program to another within the college. |
| Program requirements | These are compulsory and optional courses 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 com-

mitments. 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 programs that are available at the 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 successfully met the performance standards in the required subjects of the General Foundation Program.
- Having successfully completed the General Diploma Certificate and the subjects that qualify him/her to join the various colleges or program (for Diploma and bachelor), which are as follows:

College of Engineering

Program:

- Master of Science in Engineering Management.

Conditions:

A student should have:

Successfully completed a Bachelor degree in Engineering, Technology, Science or other appropriate discipline from a recognized institution;

A minimum grade point average of B (3.0 on a 4-point scale) or better in the Bachelor degree is required; otherwise qualified applicants may be offered conditional acceptance;

A minimum IELTS score of 6.0 with no component below 5.5 is required for all applicants who are not citizens of countries where English is the official language. The minimum required equivalent TOEFL score is 550 on the paper-based test or 80 on the Internet based test. The minimum equivalent acceptable PTE Academic test score is 53. Test scores may not be more than two years old.

Programs:

- Bachelor of Engineering /Diploma in Environmental Engineering
- Bachelor of Engineering/Diploma in Civil Engineering.
- Bachelor of Engineering/Diploma in Electronics and Communications Engineering.
- Bachelor of Engineering/Diploma in Construction Management.

Conditions:

- Pass the General Education Diploma.
- Pass in: Pure Math, Physics or Chemistry.

Program:

- Bachelor of Technology in Electrical Engineering.

Conditions:

- Pass General Education Diploma with 60%.
- Pass in: Pure Math, Physics or Chemistry.

Program:

- Bachelor of Science/Diploma in Quantity Surveying and Commercial Management.

Conditions:

- Pass the General Education Diploma.
- Pass in: Pure Math or applied Math.

Program:

- Bachelor of Science in Water Engineering.

Conditions:

- Pass the General Education Diploma with 70%.
- Grade 70% in: Pure Math and in English.

Program:

- Bachelor of Science in Energy Engineering.

Conditions:

- The student must pass General Education Diploma of 70 % and must obtain 70 % in Pure Mathematics and English.
- A student who obtained a certificate from an institution outside the Sultanate must obtain an equivalency from the Ministry of Higher Education in the Sultanate.
- The student must pass the general foundation program (English, mathematics, and computer) as a general requirement for all students before starting the program.

Program:

- Bachelor of Science in Sustainable Systems Engineering

Conditions:

- General Education Diploma Certificate of 65 % or above and obtaining 60 % or above in Pure Mathematics and English.
- The student must pass the general foundation program.
- Certificate issued from outside the Sultanate (need to be equivalent to the Ministry of Education in the Sultanate).

College of Applied and Health Sciences**Program:**

- Master of Science in Food Science (Minor in Human Nutrition).

Conditions:

- The student must hold a bachelor 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 courses from other universities, must pass an interview and successfully pass bridging courses (12 credit hours in food sciences and human nutrition).

Program:

- 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.



Program:

Bachelor of Science/Diploma in 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 either Physics or Chemistry.
- Successfully completed the Foundation Program.

Program:

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.

Program:

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.

Program:

Bachelor of Science/Advance Diploma in Medical Laboratory Science.

- Completed the General Education Diploma with percentage of not less than 65%.
- Obtaining a grade of not less than 65% in each of English, Chemistry and Biology.
- Successfully completed the Foundation Program.

Program:

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.

Program:

Bachelor of Science in Mathematics

Conditions:

- Completed the General Education Diploma with a score of not less than 55%.
- Obtaining a grade of not less than 60% in Pure Mathematics and English.
- The student must successfully complete the Foundation Program.

Exception: As per the approval of MOHERI (Correspondence 5/3/20/2024; dated January 24, 2024), graduates of the Science stream who hold a diploma or bachelor's degree in any field and wish to pursue a second degree in Applied Sciences are exempt from the above admission criteria.

College of Business Administration

Programs:

- Master of Business Administration (MBA- English)
- Master of Business Administration (MBA- General) Arabic
- Master of Business Administration (MBA – Leadership) Arabic

Conditions:**Holders of bachelor degree**

- Obtained a bachelor degree and 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 degree.
- A student may also be accepted if he/she obtained a GPA between 2.0 and 2.3, provided that 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 professional field, provided that the number of these students does not exceed 20% of the total number of accepted students.
- Should be healthy fit.

Programs:

- Master of Records and Archives Management

Conditions:

- A bachelor's degree in records and archives or its equivalent from a recognized university
 - A bachelor's degree in one of the specializations related to the program from a recognized university can be accepted subject to taking remedial courses for no more than 9 credit hours according to the student's status.
 - A CGPA must not be less than good 2.25 out of a total of 4.00 points or equivalent in any other system.
- A student with a diploma in records and archives or other related specializations and with practical experience not less than six years in a field of work compatible with the specialization with a CGPA of not less than very good 2.75 out of a total score of 4.00 may be accepted. The percentage of these students does not exceed 20% of the total admitted students.

Programs:

- Bachelor of Business Administration/Diploma in Management
- Bachelor of Business Administration/Diploma in Accounting and Finance.
- Bachelor of Business Administration/Diploma in Management Information Systems
- 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 from the Sultanate
- Certificate issued from outside the Sultanate needs to be equivalent to the Ministry of Education in the Sultanate.
- 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.
- Should be healthy fit.

Program:

- Bachelor/Diploma of Internet and Information Technology.

Conditions:

- General Education Diploma or high school diploma from the Sultanate.
- Certificate issued from outside the Sultanate needs 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 (English, mathematics, computer, and learning skills) as a general requirement for all students before starting the program.
- Should be healthy fit.

Programs:

- Bachelor of Business Administration/Diploma in Management in Arabic.
- Bachelor/Diploma of Records and Archives Management.

Conditions:

- General Education Diploma or high school diploma from the Sultanate.
- Certificate issued from outside the Sultanate needs to be equivalent to the Ministry of Education in the Sultanate.
- The student should be of good conduct and behavior.
- Proficiency in the Arabic language.
- Should be healthy fit.

Program:

Bachelor of Business Administration/Diploma in Logistics and Supply Chain Management.

Conditions:

- General Education Diploma or high school diploma.
 - 65% or above in High school General Diploma and obtaining 65% or above in Pure Mathematics (Private Students: 60% or above in Pure or Applied Mathematics).
 - Obtaining 65 % or above in English Language (Private Student: 55%).
 - Successfully completed the Foundation Program.
- A student must be medically fit

Program:

Bachelor of Science in Real Estate Management.

Conditions:

- General Education Diploma or high school diploma.
- A student should have passed at 70% the: Pure Mathematics, and either Physics or Chemistry.
- Successfully completed the Foundation Program.

Program:

Bachelor of Science in Data Science and Business Analytics.

Conditions:

- General Education Diploma or high school diploma.
- Pass the General Education Diploma with (65%).
- Grade (65%) in: Pure or Applied Math and in English.
- Successfully completed the Foundation Program.



College of Law

Program:

Master of Private Law.

Conditions:

- The student must have obtained a bachelor 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 degree in law with a cumulative GPA of less than 2.5 out of 4.0, he must submit experience certificate of no less than two years in the legal profession or in the field of the program.
- 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 degree in Islamic Law from a recognized higher education institution or judicial institute may be accepted into the program with a cumulative 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.

Program:

Master of Public Law.

Conditions:

- The student must have obtained a bachelor 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 degree in law with a cumulative GPA of less than 2.5 out of 4.0, he must submit experience-certificate of no less than two years in the legal profession or in the field of the program.

- 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 degree in Islamic Law from a recognized higher education institution or judicial institute may be accepted into the program with a cumulative 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.

Program:

Master of Personal Status Law.

- 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.
- The student must have obtained a bachelor's degree in Islamic Law from a recognized higher education institution or judicial institute 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 either in law or Islamic law with a cumulative GPA of less than 2.5 out of 4.0, he is required to pass the remedial courses decided by the college or submit experience certificate of no less than two years in the legal profession or in the field of specialization.
- Any other condition decided by the university.

Program:
Bachelor of Law.

Conditions:
-Completed the General Education Diploma.

College of Arts and Humanities

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

Conditions:

- Holding a bachelor degree in Education in the different offered programs, with a GPA of not less than 2.50 out of 4.00 or its equivalent.
- The students who have a bachelor degree in the programs 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 degree in non-educational the programs may be accepted, provided they study at least 12 credit hours (Bridging Courses) and pass them with a minimum GPA of 2.5.
- In special cases, candidates who have a GPA less than the minimum (less than 2.5) may be accepted, provided that they have two years in the program field that 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.

Program:
Master of Education in (Counseling, Educational Psychology, and Measurement and Evaluation)

Conditions:

- Holding a bachelor degree in Psychology, Psychological Counseling or other educational the program, with a GPA of not less than 2.50 out of 4.00 or its equivalent.
- Students who hold a bachelor degree in the programs 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 degree in the programs other than 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 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 the program field and complete bridging courses and pass them with a GPA of no less than 3.0

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

Conditions:

- Holding a bachelor 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 the programs 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 degree in non-educational programs 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 program, 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.

Program:

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

Conditions:

- Obtaining a bachelor 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 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 according to the student's status.

- The University may accept a student who holds a bachelor 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.

Program:

Educational Diploma (Post-Bachelor).

Conditions:

- Obtained a bachelor degree from a university recommended by the Ministry of Higher Education Research, and Innovation through a full-time study scheme.
- The bachelor degree issued outside the Sultanate of Oman must have an equivalent from the Ministry of Higher Education, Research, and Innovation.
- The credit hours for the bachelors degree should not be less than (60) credit hours for humanities disciplines, and (45) credit hours for scientific disciplines.
- Obtained a GPA of 2.3 or higher in the bachelor degree.
- The obtained certificate must be on a full-time or regular basis.
- Passing an interview and medical examination.

Program:

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 the program, 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.

Program:

Bachelor of Education (Basic Education Field 1).

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.

Program:

Bachelor of Education (Basic Education Field 2).

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.

Program:

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.

Program:

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.

Program:

Bachelor of Arts/Diploma in Arabic Language and Literature

Conditions:

- General Education Diploma.
- General Secondary Certificate (Bilingual). These are general certificates in the same the program, 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 and IT) as a general requirement for all students before being accepted to the program.

Program:

Bachelor of Education in English Language.

- 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,
 - A copy of the Passport
 - 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
- A copy of the Passport
- Medical Report

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

College of Law

Documents Required

- A copy of National ID (both sides)
- A copy of the certificate of General Education Diploma or equivalent.
- Bachelor certificate with transcript (original).

College of Applied and Health Sciences

Documents Required

- A 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)

College of Business Administration

Documents Required

Diploma holders:

- A copy of Identity Card (National ID) both sides.
- A 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.
- IELTS certificate or its equivalent with score of (6) for masters taught in English language only.

Holders of bachelor 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 private sector should submit a letter of work experience from Ministry of Labor if the student's average is between (2.0 to 2.5).
- 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 .
- A copy of National ID (both sides) .
- A copy of the certificate of General Education Diploma or equivalent .
- Bachelor certificate with transcript (original).

Documents Required

- A 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. Steps for New Student Registration

First step: Go to ASU Website: WWW.ASU.EDU.OM



-Or visit the following direct link:

[HTTP://SISWEB.ASU.EDU.OM/PLS/APEX/F?P=177:LOGIN_DESK-TOP:7140728805068](http://sisweb.asu.edu.om/pls/apex/f?p=177:LOGIN_DESK-TOP:7140728805068)



Note: It is preferable to enter the civil number when creating the username and password for ease of reference in the event of technical failure in the browser.

Second step: Or play this video:

[HTTPS://WWW.YOUTUBE.COM/WATCH?V=0KVL1YUEJHI](https://www.youtube.com/watch?v=0KVL1YUEJHI)



Third Step: Student has to choose the option that is suitable to him/her-self such as MOHERI admission student, postgraduate student, student wishing to study at private expense and follow the registration steps to start submitting an application to join the university and entering all the data and then uploading the required documents shown as follows.

The documents to be attached are as follows:

1. Diploma for General Education (Transcript)
2. The ID card both sides
3. Photograph
4. Social Security Card if you belong to the Social Security category + bank account number (mentioning the name of the bank)
5. A salary certificate for the low-income category.

Fourth Step: After completing the data entry and uploading all the required documents, please click on the option to send the application, noting that the student will receive a message to the e-mail entered during registration asking him/her to pay the amount of the registration fee. Please note that this is for students studying at private expense.

9. Tuition Fees

9.1 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

Programs

- College of Business Administration undergraduate programs except Real Estate Management and Data Science and Business Analytics Programs: 81.6 Omani Rials per credit hour. For Real Estate Management Program: 91.8 Omani Rials per credit hour and for Data Science and Business Analytics program: 80 Omani Rials per credit hour.
- All MBA programs: 122.4 Omani Rials per credit hour. Master of Records and Archives Management: 120 Omani Rials per credit hour.
- College of Engineering undergraduate programs: 91.8 Omani Rials per credit hour.
- Master of Science in Engineering Management: 345 Omani Rials per credit hour.
- College of Law undergraduate program: 71.4 Omani Rials per credit hour.
- Master of Private, Public and Personal Status Law: 110 Omani Rials per credit hour (3630 Rials for the program).
- College of Arts and Humanities: Basic Education 1, Basic Education 2, Counseling, Educational Diploma,
- Bachelor of Education in Arabic language, Bachelor of Arts and Diploma of Arts in the Arabic language: 76.5 Omani Rials per credit hours.
- Bachelor of Education in Mathematics and in English: 80 Omani Rials per credit hour.

- Master of Education programs: 110 Omani Rials per credit hour (3300 Rials for the program).
- Master in Arabic Language and Literature - 110 Omani Rials per credit hour.
- College of Applied and Health Sciences undergraduate programs: 81.6 Omani Rials per credit hour for the programs except Medical Laboratory Sciences, and Public Health programs which is 100 Omani Rials per credit hour, Veterinary Medicine program which is 80 Omani Rials per credit hour and Bachelor of Science in Mathematics which is 70 Omani Rials per credit hour.
- Master of Science in Food Sciences (sub-program in human nutrition): 120 Omani Rials per credit hour.
- 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, Research, and Innovation.

9.2 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>

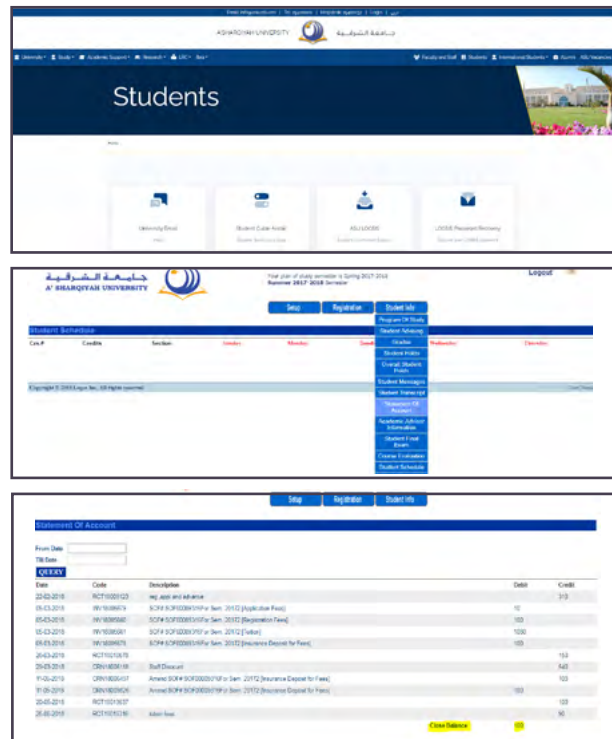
Students can also pay the fees through bank transfer to the bank account below, An email should also be sent to the staff of the Finance Department:

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:



9.3 Fees Refund

-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 as specified in section 13.4.

10. ASU Scholarships

ASU offers full and partial scholarships in the form of discounts on fees to its diploma and bachelor 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 programs 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.
- c)It is also required to maintain a GPA of not less than 3.0 in each semester. Otherwise, the student loses his/her right to the scholarship. The majors for this scholarship are determined by the university.

3)International Scholarships:

Five Full scholarships for Non-Omani Students who acquired 90% marks in Secondary school and the programs for offering these scholarships are determined by the Deans each year.

5)Staff discount:

Discount of 50%. They must be sister, brother, mother, father, daughter, son of the staff.

4)Relatives discount:

Discount of 25%. All of them must be private.

11. Academic Advising

11.1 Academic Advisor Responsibility

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

- To clarify students the university policies, procedures, regulations, program study plans 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 offer advice to students on course selection and to assist them to develop study plans satisfy University and degree requirements;
- 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 students' academic and personal issues/records;
- Each academic advisor must maintain a file or electronic meeting minutes on each advisee, which will assist in academic planning and decision-making.

11.2 Student Responsibility

Each student has the 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 academic advisor;
- Take note of any 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 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.

11.3 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, Department or College. While students are exploring programs, 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.

-Students should be aware that their academic advisor will have a lot of 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.

12. Academic Probation

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

-A 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 courses 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 are 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/she 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 courses 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 provided that 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.

13. General Instructions

13.1 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 consists of 8 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 Registration week and Add/Drop week of each semester. A student should communicate with his/her academic advisor to get the courses 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 courses 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.



13.2 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 courses 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.

13.3 Withdrawal from the University

Withdrawal from the University can be classified into four types:

| Category | Description |
|--------------------------------|---|
| Voluntary withdrawal | <ul style="list-style-type: none"> -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 courses in which he/she is registered in the semester of withdrawal. |
| Compulsory academic withdrawal | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -Disciplinary withdrawal is a penalty enforced on a student who has committed a serious offense at the University. |

| | |
|-----------------------|---|
| | <ul style="list-style-type: none"> -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 | <ul style="list-style-type: none"> -The student is considered withdrawn unofficially from the University and his/her status is changed to "Unofficial Withdrawal" in one of the following cases: <ul style="list-style-type: none"> •If a student has not registered for courses 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 courses, or if he/she fails to register for courses in the following semester. •Summer semester cannot be utilized for the purposes of unofficial withdrawal. |

13.4 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 courses during the "Add and Drop" period, after obtaining an approval from his/her academic advisor.

-Adding or deleting courses 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.**

Student’s withdrawal with a grade of (W) from any course after the withdrawal and add/drop period has ended

| Withdrawal time after the end of the withdrawal and add/drop period | Fee (percentage) |
|---|------------------|
| During the second week of the start of classes | 25% of the fees |
| During the third week of the start of classes. | 50% of the fees |
| During the fourth week of the start of classes | 75% of the fees |
| During the fifth week of the start of classes | 100% of the fees |
| After the fifth week of the start of classes until the eighth week | 100% of the fees |

Late registration fees after the end of add/drop period = 10 Riyals

Late-level examination fee = 10 Riyals

13.5 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 and Registration Department.

13.6 Attendance

- The course instructor regularly records the student’s attendance and keeps a record even 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 course exceeds 20% of the total course lectures, he /she is considered failed because of absence and accordingly he/she is awarded a fail grade (FA) in that course.
- Students’ excuses such as sick leave, 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 course and considered compulsory withdrawn.



13.7 Instructions of Approving Absence Excuses

| Category | Description |
|---|---|
| Sick Leave | <p>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.</p> <p>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.</p> <p>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.</p> |
| Death cases according to procedure followed in other institutions | <p>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.</p> <p>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.</p> |
| 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 | <p>-Road accidents.</p> <p>-Excuses related to the termination of judicial procedures.</p> <p>-Absences due to any other special circumstances assessed by the Director of Student Affairs Department.</p> |

| | |
|-----------------|--|
| | provided that all excuses are supported by the necessary documents such as passport stamps or any relevant official documents. |
| Invalid Excuses | <ol style="list-style-type: none"> 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) |

14. Assessment of student performance

14.1 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 course/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 course instructor considers appropriate
- The course instructor has the right to determine the grade that the student deserves based on his/her achievement in the course. 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 course instructor. In case his/her 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.

14.2 Grades

- The letters (A, B, C...) are used to describe the student's level of achievement in a course.
- The final assessment of the course 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 course objectives have been achieved and fulfilled in an orderly and distinctive manner. |
| B | Very good performance | Most of the course objectives (i.e., at least more than three quarters of the course objectives) have been achieved and fulfilled in an elaborate and orderly manner. |
| C | Good performance | More than half of the course objectives have been well achieved. |
| D | Acceptable performance | A limited number of course objectives have been achieved or achieved with only the required minimum. |
| F | Fail performance | Have not achieved the required minimum course objectives or achieved at a less than the required minimum level and therefore will not be awarded any credit hours. |
| FA | 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.

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

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

| | |
|------------------|-------------|
| 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 |

15. Exams

- Students take a maximum of three exams in each course. The first test is in 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 course materials.
 - The percentage of the final exam ranges from 30% to 40% of the total grade of the course.
 - The duration of the final exam is two hours.

15.1 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 is 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.

15.2 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 course instructor.

The following items are not allowed into the examination hall:

- Any scientific material related to the course being tested
- Mobile phones
- Food

16. 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>

17. 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 3.75 in his/her GPA for the semester.
- Not holding any unfinished course "I" at the end of the semester.
- The completed study load should not be less than 12 credit hours for courses that have numerical grades.

18. Graduation Requirements

The minimum number of credit hours that should be completed in order to obtain a diploma, bachelor and master 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 |
| | Bachelor of Science in Energy Engineering | Bachelor: 137 hours |
| | Bachelor of Science in Sustainable Systems Engineering | Bachelor: 138 hours |
| College of Applied and Health Sciences | Master of Science in Food Science (Minor in Human Nutrition) | 36 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 Mathematics | Bachelor: 120 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 (MBA - General) Arabic | |
| | Master of Business Administration (MBA – Leadership) Arabic | |
| | Master of Records and Archives Management | |
| | 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 of Business Administration/ Diploma in Logistics & Supply Chain Management | |
| | Bachelor of Business Administration/ Diploma in Management Information Systems | |
| | Bachelor/Diploma of Internet and Information Technology | |
| | Bachelor of Science in Data Science and Business Analytics | Bachelor: 123 hours |
| | Bachelor/Diploma of Records and Archives Management | Diploma: 63 hours Bachelor: 123 hours |
| | Bachelor of Science in Real Estate Management | Bachelor: 121 hours |
| | Bachelor of Business Administration in Team Entrepreneurship (in collaboration with Tampere University of Applied Sciences in Finland) | 123 hours |

| | | |
|--------------------------------|---|-----------|
| College of Law | Master of Private Law | 33 hours |
| | Master of Public Law | 33 hours |
| | Master of Personal Status 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 Education (Basic Education Field 1) | 130 hours |
| | Bachelor of Education (Basic Education Field 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 of 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.



19. Academic Advising Center

The Academic Advising Center was established for the purpose of providing the students with the best success and excellence opportunities during their study at A'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.

Academic Advising Center Roles and Responsibilities

- Facilitate peer-tutoring classes by high-performing students to support other students.
- Help students with registration issues.
- Encourage academic advisors to follow up with their Advisees to register the maximum credits based on the study plan.
- Provide advice and keep following up with students in their fields of study.
- Identify improvement opportunities and best practices in academic advising and share with academic advisors.
- Participate in the induction process for new staff and students to present AAC services.
- Arrange professional development workshops for academic advisors and students on academic advising matters.
- Monitor the academic performance of students on probation and provide extra support via tutor classes.
- Directly follow up with students with zero or low enrollment.
- Follow up with students identified as vulnerable or at risk.
- Communicate with colleges, academic advisors, admission and registration department, students' services, and other ASU bodies to ensure that issues outside the academic domain are addressed and a clear plan is drafted to help the students.
- Keep track of all correspondence and share the investigation outcomes with academic advisors and other relevant ASU bodies.

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

- Must be at least a Year 2 student.
- Obtained a GPA of 3.00 or above.
- Must Register for the course on the current semester.
- Obligated to submit a weekly Report to Academic Advising Center.
- Maintain the confidentiality of the attended students' level.
- Able to communicate the information to the students in an easier way.
- Priority will be given to the higher GPA student if two students registered in same course.
- Passing the personal Interview.

20. 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 Disciplinary 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 universitythe University administration. 6. Violating of the universitythe University dress code during official working hours as required: •Omani male students: Must wear Omani Dishdasha and | Notifications + Pledge | Warning | Final warning +informing the student's guardian |

| | | | | |
|------------|---|--|---|---|
| | <p>Omani cap (Kuma) or turban (masar). Wearing of dark colored dishdasha is not allowed.</p> <p>•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.</p> <p>•Non-Omani students: They should wear their national dress in a way that it suits or respects the Omani culture.</p> <p>7. Violation of public decorum.</p> <p>8. Smoking inside campus buildings.</p> <p>9. Misconduct within the classrooms.</p> | | | |
| | 10. Breaching road safety instructions implemented at ASU. | Violation Poster | Fine 5 OMR | Fine 5 OMR |
| Category 2 | 11. 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 | <p>12. Misbehavior inside classroom. Misconduct, verbal, and physical harassment.</p> <p>13. Misbehavior within campus or dorms.</p> <p>14. 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</p> | | | |

| | | | | |
|------------|---|---|---|---|
| | <p>students.</p> <p>15. 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 or using/keeping flammable materials.</p> | 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 | 16. 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 |
| Category 5 | <p>17. Declaring incorrect information or statements in official papers, forging official university documents, or obtaining them illegally.</p> <p>18. 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.</p> <p>19. Organizing or participating in any committees, associations, or conferences without prior authorization from the University.</p> <p>20. Committing Electronic blackmail against university employees and students.</p> <p>21. Taking or possessing or using psychotropic substances on campus buildings.</p> | 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 |

21. 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.
- The student must present the card to the security guards when requested.
- In case a student finds the missing University card, he/she must hand it to the security office.

22. 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 University Security Section in 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 destroying those which have no financial value.

23. Student Activities

The University seeks to develop a sense of social responsibility in its students through student activities, reinforce 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 extracurricular 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 |
| Lamsat Ataa' Society |
| 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 |
| Applied Sciences Society |

Applied and Health 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 Department, where they are briefed by the activities 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 Department 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.

In order 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" and fill in the required fields.
6. Send your application.

24. 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, and develop dialogue skills and the acceptance of other opinions.
- The members of this council are elected directly by students annually through the annual electronic election at the beginning of each academic year according to the related manual issued by MOHERI.
- The Council has 17 members, and they elected the president, deputy, and heads of the three committees: academic affairs – student services and student activities and initiatives.

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.

25. Student Rights

25.1 Non-Academic Rights

Students are entitled to:

- 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's 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.

25.2 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 time-tables 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 with 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.

26. Facilities Available for Students

26.1 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.

26.2. Learning Resource Centre

The Learning Resource Centre contains an excellent collection of books, references and scientific periodicals 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 programs, 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-Manzooqa Database, Edu Search Educational Database, Shuaa and EBSCO Database, Arabic E-Books database, Academic Dissertations and 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.

26.2.1. 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, on Thursday from 8:00 am to 3:00 pm, and on Saturday from 9:00 am to 2:00 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 members, 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, on Thursday from 8:00 am to 3:00 pm and on Saturday from 9:00 am to 2:00 pm.
- **Searching digital databases:** This service is provided to faculty members, students, staff, alumni and members of the local community. They can use it from in and outside ASU campus at any time. 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 and 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 conducted by Specialists from A'Sharqiyah

University or from outside it.

•**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.

26.2.2 Electronic Services at the Learning Resource Centre

Omani Virtual Scientific Library (Masader)

To use the Omani Virtual Scientific Library (Masader) follow the steps below:
Access from and outside the University campus:

1.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/LRC/Page/Masader%20Oman%20Virtual%20Science%20Library>

2.The users should click on login icon.

3.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)

4.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.

5.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. Also, they 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 ASU postgraduate dissertations.
- Find the educational films related to research in the Omani Scientific Digital Library (Masader) and the electronic index and other educational presentations which are produced by LRC.

26.3. 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 courts, 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.

26.4. 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 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 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, place for barbeque, landscaping, 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.

26.5 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. Periodic maintenance is determined and scheduled in the residences. In case maintenance is required, students should record the details and the supervisor sends the maintenance list to the company, except for emergency maintenance, the supervisors inform the company directly.

26.6 Internal Accommodation Fees (Quarterly)

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

A housing insurance fee of 50 OMR to confirm the reservation 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 good condition and without any damage due to misuse.

26.7. Clinics

26.7.1 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

equipped with all required medical equipment. Sick students are initially examined and provided with the appropriate 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.

26.7.2 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.

26.8. 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 Services section in the Department of Administrative Affairs in coordination with the Student Dorms Department. The service also includes the students trips, activities, events, and transportation (from – to) the airport at the beginning and end of each semester for international students and students of the from Dhofar and Musandam.

The transportation is provided for new male students from Al Yahmadi area to the university campus and vice versa in coordination with the Services Section of the Department of Administrative Affairs.

26.9. Use of Private Vehicles

- The student must adhere to the instructions and traffic signs while using their private vehicles on campus or in dorms.
- The student is responsible for the procedures for violating the traffic system and instructions.

26.10. Current Projects

- **Student Accommodation Construction:** A crucial endeavor aimed at enhancing student safety, the construction of a new student accommodation facility with a capacity for 1500 students inside the ASU Campus has been approved. Currently, this project is in the execution stage. This initiative reflects our commitment to providing secure and conducive living arrangements for our students.

- **Green Energy Initiative:** To promote sustainability and reduce electricity consumption, a solar PV project with a capacity of 980KWP has been completed and is now operational.

- **Premium Café:** Due to insufficient space in the existing café to accommodate all students, we have established an additional facility adjacent to the Learning Resources Center building. Students and staff can access this service as part of our welfare services. This project was successfully completed, and operations commenced in November 2023. The designated service provider for this café is Aura Café.

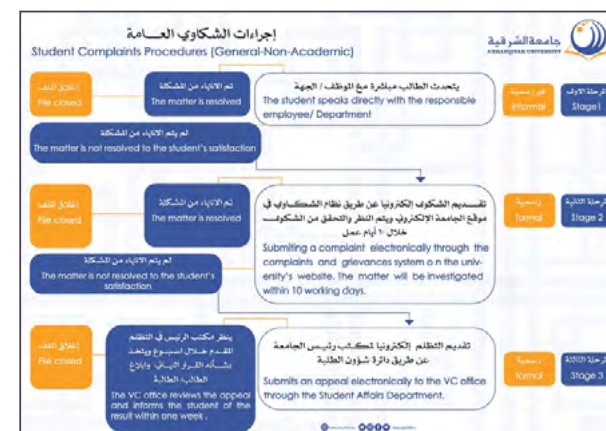
- **Animal Farm:** In response to the requirements from the Veterinary Department of the College of Applied and Health Sciences, an animal farm has been successfully constructed. Currently, the second phase of the Animal Farm project is in the pre-contract stage.

- These ongoing projects collectively reflect ASU's dedication to meeting the diverse needs of our academic community, encompassing student welfare, academic growth, recreational opportunities, and specialized disciplines. We remain committed to executing these projects with precision to positively enhance our academic community.

27. Services Available to Students

27.1 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.



27.2 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 occur 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 the hostel environment).

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.

27.3 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 end 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.

27.4 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's 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' business 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) under the supervision of career guidance section.
- 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.
- Supervising ASU Alumni Association (a platform communication which gives ASU Alumni the chance to communicate between them, participate in ASU extra-curricular activities and annual forums and benefit from the facilities available in ASU through using them to support the Association members and improve their knowledge and experience. Furthermore, search about the challenges they may face on the market and solutions

and present it in the annual forums.

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.

27.5 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:

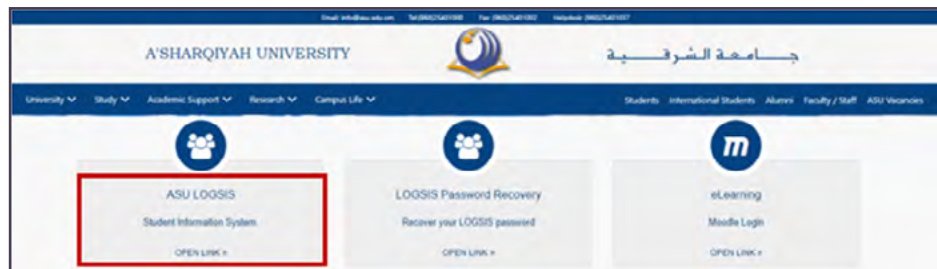
How to use the academic system (Logsis):

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:

Enter your Single Sign-On user name and password to sign in.

User Name:

Password:

Make sure you enter the password as created.

Forgot your 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.

كلمة المرور الحالية

كلمة المرور السابقة

كلمة المرور الجديدة

التأكيد على كلمة المرور الجديدة

كلمة مرور جديدة مؤلفة من حروف
انجليزية وأرقام

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

Single Sign-Off

Application Name Logout Status
Oracle Portal (portal) ✓

اضغط هنا

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

أدخل اسم المستخدم وكلمة السر للدخول الموحدة الخاصة بك حتى تتمكن من الدخول

اسم المستخدم

كلمة السر

كلمة المرور

6.You will see your class timetable on the main screen, the username and the semester

جامعة الشرقية
A'SHARQIYAH UNIVERSITY

Full Name: [Name] Logout

| Crs.# | Credits | Section | Monday | Tuesday | Wednesday | Thursday |
|-------------|---------|---------|------------------------|------------------------|------------------------|------------------------|
| ARAB 120102 | 3 | 1 | 08:00 - 09:30 (B14R2A) | | 08:00 - 09:30 (B14R2A) | |
| MOPR 500102 | 3 | 1 | 17:30 - 19:00 (B14R4) | | 17:30 - 19:00 (B14R4) | |
| MOPR 500411 | 3 | 1 | 17:00 - 18:30 (B14R5) | | 17:00 - 18:30 (B14R5) | |
| MOPR 501001 | 3 | 1 | | 08:00 - 09:30 (B14AB3) | | 08:00 - 09:30 (B14AB3) |
| MOPR 530802 | 3 | 1 | 14:00 - 15:30 (B14D) | | 14:00 - 15:30 (B14D) | |
| MOPR 532001 | 3 | 1 | | | | |
| MOPR 533001 | 3 | 1 | | | | 10:00 - 13:00 (B14AB5) |
| BSCI 170103 | 3 | 1 | | | | 14:00 - 17:00 (B14R6) |

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:

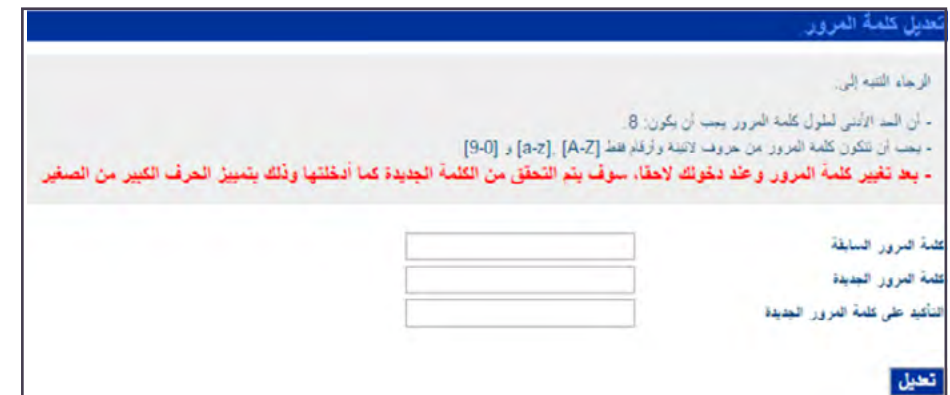


Example: When choosing fall semester 2016-2017 and then clicking on the Edit icon, the study semester will appear on the top of the screen:



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.



To show the monthly calendar, choose “calendar” from the setup list

| 18/2/214 | | | | | | | |
|----------|-------|-------|-------|-------|-------|-------|-------|
| الاسم | الاسم | الاسم | الاسم | الاسم | الاسم | الاسم | الاسم |
| 04 | 03 | 02 | 01 | | | | |
| 11 | 10 | 09 | 08 | 07 | 06 | | 05 |
| 18 | 17 | 16 | 15 | 14 | 13 | | 12 |
| 25 | 24 | 23 | 22 | 21 | 20 | | 19 |

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



First: Batches and course timetable.

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

عدد من المقرر:
 اسم المقرر:
 اسم الطالب:
 رقم الجلوس:

اللغة:
 المادة:
 القسم:
 الفرع:

حول المقرر:
 القسم:
 الفرع:

تاريخ التسجيل:
 اسم المقرر:

ملاحظة: السحب الملونة بالأحمر معقولة

| رقم | يوم | الوقت | اللغة | موضوع المحاضرة | المحاضر | عدد الطلاب |
|-----|-----|----------|------------|----------------|---------|------------|
| 1 | Sa | 10-20:00 | الانكليزية | مسابقات | 3 | 22000 |
| 2 | Sa | 10-15:30 | الانكليزية | مسابقات | 3 | 22000 |
| 3 | Sa | 10-17:00 | الانكليزية | مسابقات | 3 | 22000 |
| 4 | Mo | 10-15:30 | الانكليزية | مسابقات | 3 | 22000 |
| 5 | Sa | 10-17:00 | الانكليزية | مسابقات | 3 | 22000 |

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: Course Requirements

To know about the connection between courses or a group of different courses, click on “course” and then on “inquiry” to find out the previous requirement of the course.

[illegible]

Fourth: Courses 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 courses 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 courses which you have already completed their prerequisites. Use the image below to identify them.

| الخطة الدراسية | | | | | | |
|------------------------------|--|--|--|--|--|--|
| الخریف 2017-2016 | | | | | | |
| معلومات الطالب | | | | | | |
| التسجيل | | | | | | |
| الإعداد | | | | | | |
| الخطة الدراسية | | | | | | |
| إرشاد الطلاب | | | | | | |
| درجات | | | | | | |
| اسباب التطبيق | | | | | | |
| اسباب التطبيق الكاملة للطلاب | | | | | | |
| رسائل الطالب | | | | | | |
| السجل الأكاديمي | | | | | | |

2. You can print the study plan after selecting the courses that fulfill the conditions of the prerequisite, access the link to courses 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 course you want to download, bearing in mind that the course that will appear is the one which you are entitled to download. If the course is closed due to the completion of the required number, it will not appear on the list. Also, the courses 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 courses.

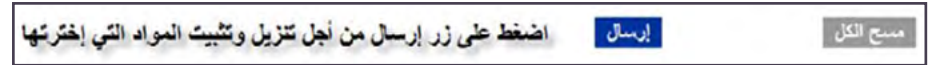
6. If a course does not appear on the registration list, there is one of the following possibilities:

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

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



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



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



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



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

| المقررات المسجلة لعدد 9 لعدد 3 لعدد 9 | | | | |
|---------------------------------------|---|-----|-------|--------------------------------------|
| رمز المقرر | حقوق | م.م | العدد | الوقت |
| LAW312 | المقرر المسجل | 3 | 3 | (All Days) (B-212) (17:00-18:30) - 3 |
| LAW326 | قانون الإجراءات الجزائية (1) | 3 | 3 | (All Days) (M-411) (15:30-17:00) - 2 |
| LAW413 | الإجراءات المدنية والتجارية (2) لتقديس المد | 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 courses in which the student failed, withdrew from, or have not completed appear in red. The courses in which the student registered in the current semester appear in gray and the courses he/she has completed appear in Green. The study plan, as shown, is divided according to groups. The completed courses, the prerequisite course, the GPA, the number of credited hours and completed hours are shown as per the study program.

| الخطة الدراسية | |
|----------------------------|--|
| شمار | |
| غير مسجل | |
| انتقل الى مسجل او غير مسجل | |
| مسجل | |
| انتقل | |

| البيانات الشخصية | |
|------------------------------|--|
| معلومات الطالب | |
| الخطة الدراسية | |
| إرشاد الطالب | |
| درجات | |
| أسباب التعليق | |
| أسباب التعليق الكاملة للطالب | |
| رسائل الطالب | |
| السجل الأكاديمي | |
| كشف حساب | |

| معلومات عامة | |
|---------------|---------------|
| معلومات شخصية | |
| رقم الهوية | 603615200000 |
| معلومات شخصية | معلومات شخصية |
| رقم الهوية | 603615200000 |
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| | |

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.

| البيانات الشخصية | | | |
|--|------------|-------------|--|
| اسم الطالب | رقم الطالب | رقم التسجيل | رقم الهوية |
| 420 | | | |
| البيانات المالية | | | |
| البيان | التاريخ | المبلغ | البيان |
| Opening Balance-after seat reservation | 05-05-2014 | CDR14000009 | |
| [SCF# SF0000000001For Sem. 20133]Tuition | 15-06-2014 | CDR14000003 | |
| [Amend SCF# SF0000000001For Sem. 20133]Tuition | 14-06-2014 | CDR14002988 | |
| [Amend SCF# SF0000000001For Sem. 20133]Tuition | 15-06-2014 | CDR14000011 | |
| [Amend SCF# SF0000000001For Sem. 20133]JC2 | 15-06-2014 | CDR14000012 | |
| summer course | 15-06-2014 | CDR14002166 | |
| fee | 15-07-2014 | CDR14002988 | |
| fee | 02-08-2014 | CDR14000721 | |
| | 09-09-2014 | CDR14007936 | |
| 786 | | | [SCF# SF0000000003For Sem. 20133]Tuition, Internet Fee |
| 125 | | | البيانات المالية |

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.

| اسم المرشد | اسم المرشد |
|--------------------------|--------------------------|
| بريد الكتروني | بريد الكتروني |
| البريد الإلكتروني الشخصي | البريد الإلكتروني الشخصي |
| هاتف المكتب | هاتف المكتب |
| مقسم | مقسم |
| رقم الخليوي | رقم الخليوي |
| الطابق ورقم المكتب | الطابق ورقم المكتب |
| أوقات الإرشاد | أوقات الإرشاد |

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

| اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر |
| ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 |
| MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 |
| MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 |
| MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 |
| MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 |
| MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 |
| MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 |
| SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 |

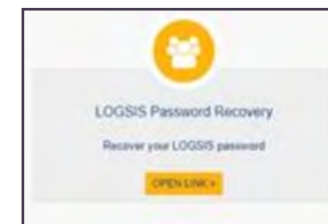
The report also shows the days of absence for each course by clicking on the 'absence' icon next to each course.

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

| اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر | اسم المقرر |
| ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 | ARAD 120102 |
| MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 | MCPH 600102 |
| MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 | MCPH 600411 |
| MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 | MCPH 601601 |
| MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 | MCPH 603802 |
| MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 | MCPH 632801 |
| MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 | MCPH 633801 |
| SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 | SSCI 170103 |

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":

Credentials Verification

Dear User, Please submit your ID.

User id:

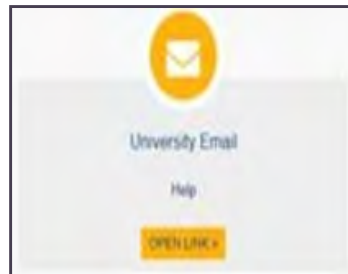
Copyright © 2018 Logos Inc. All rights reserved.

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



To log into your university email:

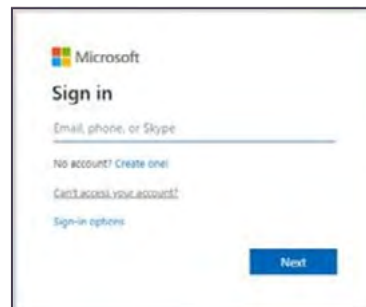
- 1.Go to the University website and access the students' page or by clicking on the following link: <https://www.asu.edu.om/Students/>
- 2.Choose "University Email" from the keys available on the page or go directly to the following link: www.office.com.



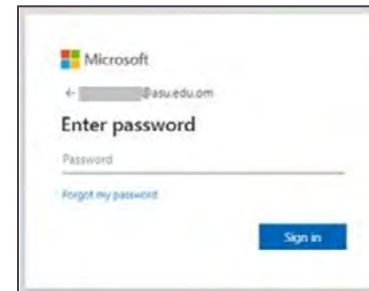
3.Click on 'Sign in'.



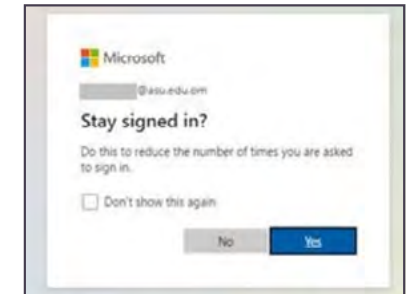
4.On the screen below, write your e-mail which consist of your university number, followed by the University website. For example, if your university number is 20201234, then your university email is: 20201234@asu.edu.om



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.

27.6. International Students (Non-Omanis)

Represented by the Department of Student Affairs, the University offers a follow-up service to the 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 may facilitate the life of international students, similar to the rights and duties enjoyed by Omani students, at the University which is an important element of an academic environment.

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 dorm (in case the student requested to stay at the University hostel).

27.7. Special Needs

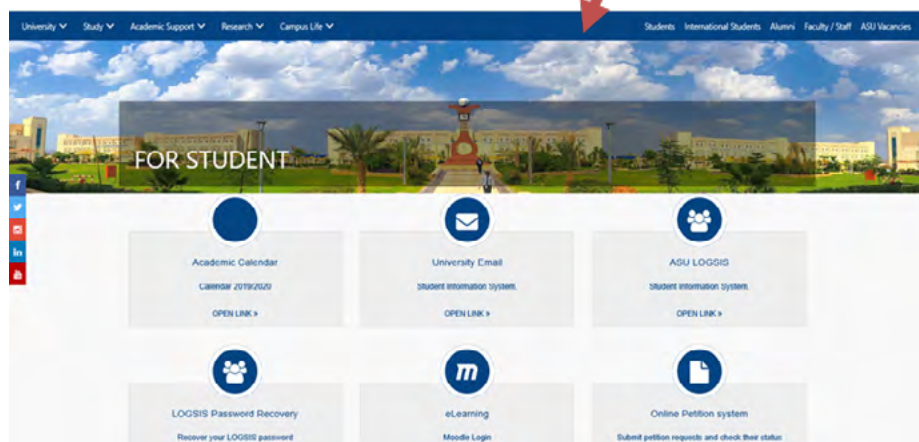
Represented by the Department of Student Affairs, the University pays attention to students with special needs. This includes cases which have psychological, social, kinetic, audio, visual issues and chronic diseases. These issues hinder the academic progression and performance of the students and therefore 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.

27.8. E-learning Services

27.8.1 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 instructors and colleagues. Moodle is also used for online testing.

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

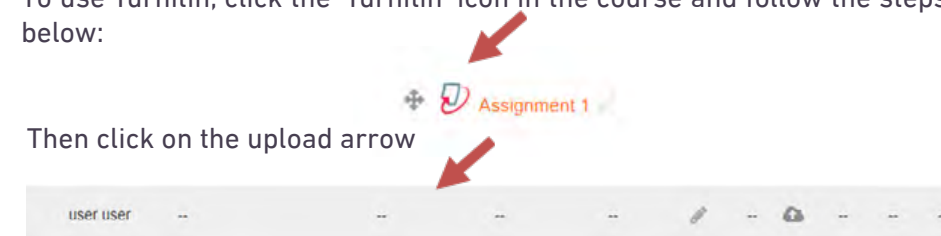


27.8.2 Turnitin Platform

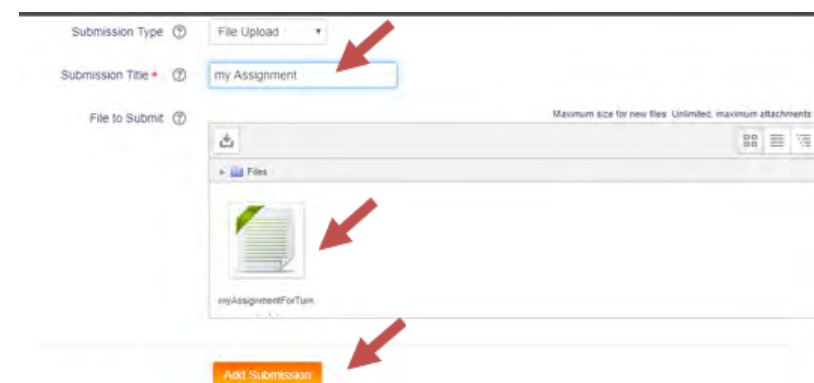
To apply the University's rules and regulations concerning the academic integrity of scientific materials offered to students, and to ensure the quality of the works received from students and to ensure that they are free from scientific and literary theft, the University has applied 'Turnitin' as an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

Students submit their assignments, projects, and research to Turnitin, through a link provided by the course instructor, so that they can access it through Moodle.

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



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



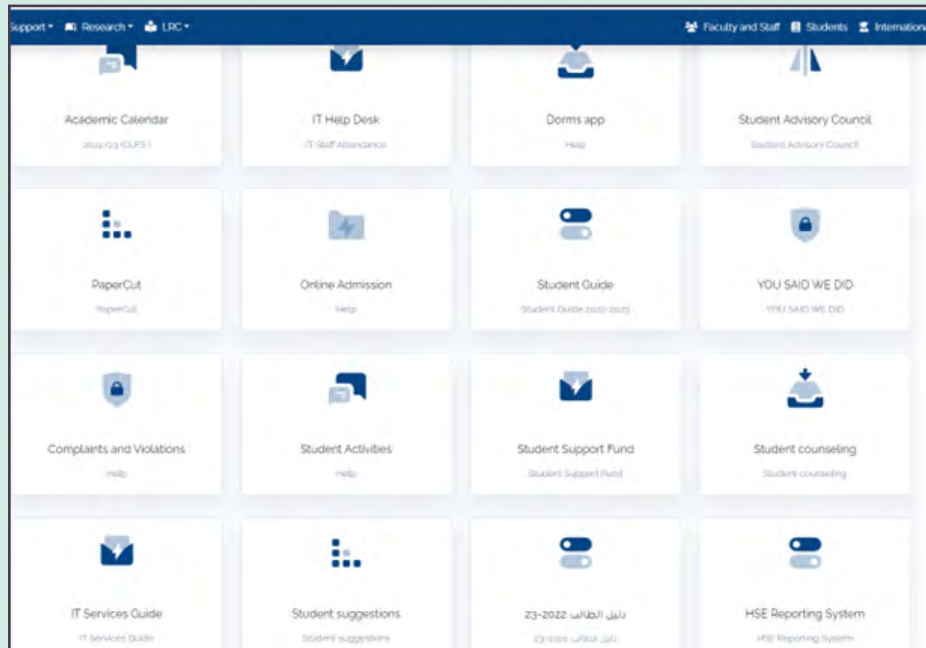
After submission, Turnitin will check your file and generate a similarity report that can be accessed by clicking on the percentage of your work similarity index.

A screenshot of the Turnitin submission list table. The table has columns for Assignment, ID, Date, Similarity Index, and Status. A red arrow points to the similarity index column.

| | | | | | |
|------------|------------|----------------|-----|--------|--|
| Assignment | 1316424835 | 5/05/20, 11:26 | 68% | --/100 | |
| Assignment | 1316424835 | 5/05/20, 11:26 | 68% | --/100 | |

28. Health, Safety and Environment

ASU pays extensive attention to providing a safe and healthy environment for its students in all its educational facilities. Considering the importance of student's safety on buses, an IVMS has been installed to ensure that all bus drivers comply with traffic safety laws and regulations. Moreover, in order to ensure the sustainability of safety for its students, the Occupational Safety, Health, Safety, and Environment section has recently launched a program for reporting all observations, so that the university can review and correct them. Furthermore, for a quality student experience, the program will allow everyone to participate and contribute to providing a safe and healthy learning environment. All students can report observations through the university's website, as shown in the pictures below:



The university has also installed safety instruction signboards in all university facilities in order to ensure the safety of its students:



تنبيه! Attention!

- نظام إنذار الحريق لسلامتك وسلامة الآخرين ، يرجى المحافظة عليه وعدم ضغط جرس الإنذار إلا في حالة وجود حريق .
- العبث بمعدات الإنذار ومكافحة الحرائق يُعَرِّضُكَ للمساءلة الإدارية ويخضعك لعقوبة جزائية بموجب نص المادة (159) من قانون الجزاء العماني.
- The Fire Alarm System is installed for your safety and the safety of others. Please do not tamper with the alarm switch and do not press it unnecessarily. Press it only in the event of a fire.
- Tampering with alarm and firefighting equipment exposes you to administrative accountability and subjects you to a criminal penalty according to Article (159) of the Omani Penal Code.

www.asu.edu.omA'gharqiyah/ai

Parking Instructions at ASU Parking Lots and Dorms



Road Safety Instructions at ASU Campus



| تعليمات الطوارئ Emergency Instructions | | |
|--|----------------------------------|--|
| في حالة حدوث حريق In Case of Fire | أرقام الطوارئ Contacts Number | |
| 1 قم بالضغط على أقرب نقطة إنذار حريق Press the nearest fire alarm | | الاستقبال Reception 2540 1136 |
| 2 اذهب إلى نقطة التجمع Report to your assembly point immediately | | |
| 3 غادر المبنى عند أقرب مخرج طوارئ آمن leave the building through the nearest Emergency exit | | الطوارئ وأمن البوابة رقم (1) Emergency+Security gate No.1 2540 1141 |
| 4 لا تنتظر لتجميع أغراضك الخاصة Don't wait to collect your personal belongings | | |
| 5 اتصل بالدفاع المدني - إبراء Call fire Service (Civil defense) Ibra 25571102 | | العيادة Clinic 2540 1051 25401415 |
| 6 لا تستخدم المصعد، قم باستخدام الدرج Don't use the elevator, use the stairway | | |
| 7 اتبع التعليمات والإرشادات في نقطة التجمع Follow the instructions at the assembly point | | إدارة الدفاع المدني - إبراء Department of civil defense-IBRA 9999 25571102 25572320 |
| 8 لا تعود إلى المبنى حتى يتم السماح بذلك Don't return to the building until authorized to do so | | |
| <p>Tampering with the fire Alarm or Firefighting system may lead to legal penalty under article (159) of the ROP .</p> <p>العبث بمعدات إنذار ومكافحة الحرائق يترتب عليه عقوبة قانونية حسب المادة (159) من قانون الجزاء العماني</p> | | |

أنواع معدات إطفاء الحرائق Types of Fire Fighting Equipment

| | | | | | |
|---|--|--|--|---|---|
| <p>طفاية الماء</p> <p>تستخدم في حرائق : النوع الأول (المواد الصلبة كالخشب والأقمشة والقرطاسيات). غير مناسبة لحرائق المواد السائلة القابلة للاشتعال والحرائق الكهربائية.</p>  <p>Water</p> <p>used for : - Class A fire (wood, clothes, paper...etc). Do not use for flammable liquids fire and electrical fire.</p> | <p>طفاية البودرة الجافة</p> <p>تستخدم في حرائق: - النوع الأول (المواد الصلبة كالخشب والأقمشة والقرطاسيات). - النوع الثاني (حرائق المواد السائلة المشتعلة). - النوع الثالث (الحرائق الكهربائية).</p>  <p>Dry Powder</p> <p>used for : - Class A fire (wood, clothes, paper...etc). - Class B fire (Flammable liquids). - Class C (Electrical fire).</p> | <p>طفاية الرغوة</p> <p>تستخدم في حرائق: - النوع الأول (المواد الصلبة كالخشب والأقمشة والقرطاسيات). - النوع الثاني (حرائق المواد السائلة المشتعلة). لا تستخدم للحرائق الكهربائية.</p>  <p>FOAM</p> <p>used for : - Class A fire (wood, clothes, paper...etc). - Class B fire (Flammable liquids). Do not use for Electrical Fires .</p> | <p>طفاية ثاني أكسيد الكربون</p> <p>تستخدم في حرائق: - النوع الثاني (حرائق المواد السائلة المشتعلة). - النوع الثالث (الحرائق الكهربائية). لا تستخدم في حرائق النوع الأول لأنها تزيد من تطايرها.</p>  <p>CO2</p> <p>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.</p> | <p>خراطيم إطفاء الحريق</p> <p>هي خراطيم ذات ضغط عال تستخدم لنقل المياه لإطفاء الحرائق (تستخدم من قبل أشخاص مدربين)</p>  <p>Fire Hose Reel</p> <p>Hose reel offers an immediate supply of continuous water which will allow you to combat fires quickly. (to be used from competent persons only).</p> | <p>بطانية الحريق</p> <p>تستخدم في حرائق المطابخ والحرائق البسيطة.</p>  <p>Fire Blanket</p> <p>Using for kitchen fires and small fire.</p> |
|---|--|--|--|---|---|



طفاية حريق
Fire extinguisher



PULL THE PIN

إنزع مسمار الأمان



AIM AT THE BASE OF FIRE

وجه الخرطوم إلى قاعدة الحريق



SQUEEZE THE LEVER

اضغط على المكبس



SWEEP SIDE TO SIDE

حرك الخرطوم من جانب إلى جانب

Lift Instruction

تعليمات المصعد



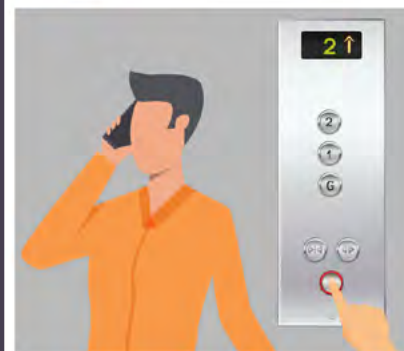
لا تقف بين بابي المصعد

Do not stand in between the door



الرجاء عدم الضغط على الأزرار عدة مرات

Do not press button continuously



في حال الطوارئ قم بالضغط على جرس الطوارئ
واتصل على
25401141

In case of emergency press emergency alarm
and call
25401141

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

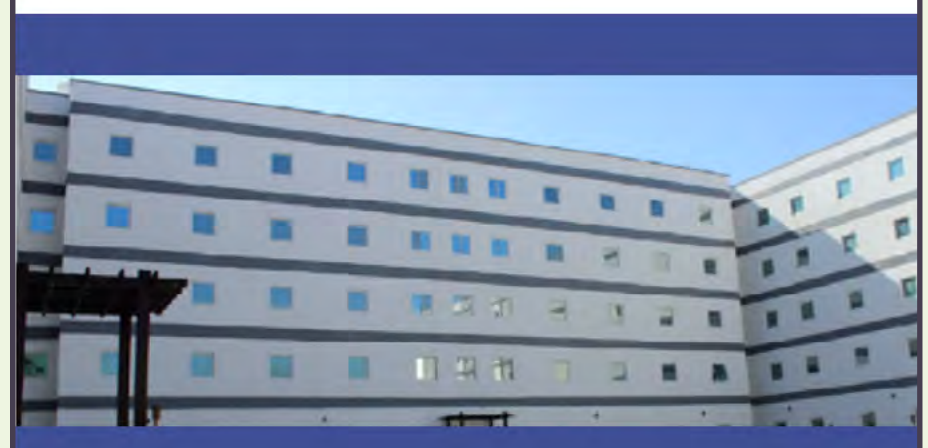


Administrative Affairs Department

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



29. How to Communicate with the University

| | |
|--|-------------------|
| -Call Center | 25401000 |
| -Admission and 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 Alaqtab Hostel Clinic (evening shift only) | 25401094 |
| -CLFS Hostel security | 25401134 |
| -Operations Security (official working hours only) | 25401072 |
| -University Security Gate 1 (24 hours) | 25401141 |
| -Alaqtab Hostel Security (24 hours) | 25401164 |
| -Almutanbi Hostel Security | 25400804 |
| -Fax Number | 25401002 |
| -Civil Defense in North Al Sharqiyah (24 hours) | 25572320/25571102 |
| -Royal Oman Police Emergency Operations | 9999 |

University Website:

www.asu.edu.om

ASU Social Media Websites

| Platform | A' Sharqiyah University | Student Affairs |
|-----------|---|-----------------|
| Instagram | @ AsharqiyahUni | @sa_asu_om |
| Twitter | @AsharqiyahUni | @sa_asu_om |
| Facebook | @ AsharqiyahUni A'sharqiyah University | @sa_asu_om |
| LinkedIn | A'Sharqiyah University | |
| You tube | A'Sharqiyah University | |

