

## Student Guide

# A'Sharqiyah University 2026/2027





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 serving 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. Yahya M. Al Wahaibi  
Vice Chancellor

## Preface

A'Sharqiyah University welcomes its students and wishes them successful studies. This Guide has been prepared to introduce some academic and administrative aspects that each student should consider and be familiar with. These aspects include colleges, programs, requirements for obtaining undergraduate and postgraduate Programs, admission requirements, tuition fees, course registration, exams and grading system, attendance, academic violations, various student facilities, and an introduction to the Foundation Program.

In the event of any discrepancy or contradiction between any provision or statement contained in this Guide and the applicable policies, procedures, rules, or regulations, the provisions of the applicable policies, procedures, rules, and regulations shall prevail.

## A' Sharqiyah University

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

### Vision

A' Sharqiyah University aspires to be a leading higher education institution in the region\*, Internationally recognized for excellence in education, research, and innovation. \*MENA Area.

### Mission

Our Mission is to deliver high-quality, future-focused education and research, foster innovation and collaboration, and engage with community and industry to drive sustainable development and contribute to national and global progress.

### Values

**Excellence** - We will pursue the highest standards in education, research, innovation, and service to achieve global recognition.

**Integrity** - We will uphold ethical practices, transparency, and accountability in all our decisions and actions.

**Collaboration** - We will foster strong local and international partnerships to create exceptional learning and research opportunities.

**Sustainability** - We will integrate environmentally responsible practices into our education, operations, and community engagement.

**Lifelong Learning** - We will actively promote continuous learning, professional growth, and adaptability for everyone in our community.

**Inclusion** - We will embrace diversity and ensure a welcoming environment where everyone feels respected, valued, and empowered.

## Graduate Attributes

- Applied Knowledge and Professional Skills
- Integrity and Ethics
- Innovation and Creativity
- Digitally Literate and Tech-enabled
- Adaptability and Responsibility



## 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, Management in Arabic, and the Arabic 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 Information Technology 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:<br>Basic English (Pre-Intermediate)<br>IT 1<br>Basic Math      | The student proceeds directly to IT 2 if he or she had successfully completed IT 1 and Applied Math or Pure Math if he or she had successfully completed Basic Math. |
| Level 2: Intermediate Level | One full semester | The student studies:<br>English (Intermediate)<br>IT 2<br>Applied Math or Pure Math |                                                                                                                                                                      |
| Advanced Level              | One full semester | The student studies:<br>English (Advanced)                                          |                                                                                                                                                                      |

Note: The student can study Math and IT from the first semester. (Programs taught in Arabic).

### 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 students' program, as students of science 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 Only.

## 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                | Program                                                                       | Language of Instruction | No of Credit Hours                       |
|------------------------|-------------------------------------------------------------------------------|-------------------------|------------------------------------------|
| College of Engineering | Master of Science in Energy Management                                        |                         | 36 hours                                 |
|                        | Master of Science in Engineering Management                                   |                         | 36 hours                                 |
|                        | Bachelor of Engineering /Diploma in Environmental Engineering                 |                         | Diploma: 77 hours<br>Bachelor: 137 hours |
|                        | Bachelor of Engineering/Diploma in Civil Engineering                          |                         |                                          |
|                        | Bachelor of Engineering/Diploma in Electronics and Communications Engineering |                         |                                          |
|                        | Bachelor of Engineering/Diploma in Construction Management                    |                         |                                          |
|                        | Bachelor of Technology in Electrical Engineering                              |                         |                                          |
|                        | Bachelor of Science/Diploma in Quantity Surveying and Commercial Management   |                         | Diploma: 71 hours<br>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                      |
|                        | Bachelor of Science/ Diploma in Cyber Security                                |                         | Diploma: 66 hours<br>Bachelor: 123 hours |
|                        | Bachelor of Engineering/Diploma in Artificial Intelligence                    |                         | Diploma: 75 hours<br>Bachelor: 136 hours |

|                                        |                                                                    |         |                                          |
|----------------------------------------|--------------------------------------------------------------------|---------|------------------------------------------|
| College of Applied and Health Sciences | Master of Science in Food Science (Minor in Human Nutrition)       | English | 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<br>Bachelor: 121 hours |
|                                        | Bachelor of Sciences in Nursing                                    |         | Bachelor :134                            |
|                                        | Bachelor of Science/Advanced Diploma in Medical Laboratory Science |         | Diploma: 97 hours<br>Bachelor: 125 hours |
|                                        | Bachelor of Science in Public Health                               |         | Bachelor: 122 hours                      |
|                                        | Bachelor of Science in Mathematics                                 |         | Bachelor: 120 hours                      |
|                                        | Bachelor of Science in Biological Sciences                         |         | Bachelor: 125 hours                      |
| College of Business Administration     | Doctor of Philosophy (PhD) in Management                           | Arabic  | 75 hours                                 |
|                                        | Master of Business Administration (MBA)                            | English | 36 hours                                 |
|                                        | Master of Business Administration (MBA - General)                  | Arabic  |                                          |
|                                        | Master of Business Administration (MBA- Leadership)                | Arabic  |                                          |
|                                        | Master of Science in Accounting                                    | Arabic  |                                          |
|                                        | Master of Records and Archives Management                          | Arabic  |                                          |

|                                    |                                                                                      |         |                                          |
|------------------------------------|--------------------------------------------------------------------------------------|---------|------------------------------------------|
| College of Business Administration | Bachelor of Business Administration/Diploma in Management                            | English | Diploma: 66 hours<br>Bachelor: 123 hours |
|                                    | Bachelor of Business Administration/Diploma in Management                            | Arabic  |                                          |
|                                    | Bachelor of Business Administration/Diploma in Accounting and Finance                | English |                                          |
|                                    | Bachelor of Business Administration/Diploma in Management Information Systems        | English |                                          |
|                                    | Bachelor of Business Administration/Diploma in Logistics and Supply Chain Management | English |                                          |
|                                    | Bachelor/Diploma of Internet and Information Technology                              | English |                                          |
|                                    | Bachelor of Science in Data Science and Business Analytics                           | English | Bachelor: 123 hours                      |
|                                    | Bachelor/Diploma of Records and Archives Management                                  | Arabic  | Diploma: 63 hours<br>Bachelor: 123 hours |
|                                    | Bachelor of Business Administration in Team Entrepreneurship                         | English | Bachelor: 123 hours                      |
|                                    | Bachelor of Science in Real Estate Management                                        | English | Diploma: 60 hours<br>Bachelor: 121 hours |
| College of Law                     | Bachelor/Diploma in Digital Marketing and Business Intelligence                      | English | Diploma: 66 hours<br>Bachelor: 123 hours |
|                                    | Doctor of Philosophy in Law                                                          | Arabic  | PHD:75 hours                             |
|                                    | Master of Private Law (Commercial Law, Civil Law)                                    | Arabic  | Masters: 33 hours                        |
|                                    | Master of Public Law (Criminal Law, Administrative and Constitutional Law)           |         |                                          |
|                                    | Master of Personal Status Law                                                        | Arabic  | Masters: 33 hours                        |
|                                    | Bachelor of Law                                                                      | Arabic  | Bachelor: 128 hours                      |

|                                |                                                                                                                                                                                 |         |                   |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------------|
| College of Arts and Humanities | Master of Education in Curriculum and Teaching Methods (Islamic Education, Arabic Language, Social Studies, Mathematics, Science)                                               | Arabic  | Masters: 30 hours |
|                                | Master of Education in Curriculum and Teaching Methods of English                                                                                                               | English | Masters: 30 hours |
|                                | Master of Education in Educational Administration (Educational Leadership, Educational Planning and Policies, and Educational Supervision)                                      | Arabic  | Masters: 30 hours |
|                                | Master of Education in (Counseling, Educational Psychology, and Measurement and Evaluation)                                                                                     |         | Masters: 30 hours |
|                                | 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, and 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         |

|                                |                                                            |                    |                                          |
|--------------------------------|------------------------------------------------------------|--------------------|------------------------------------------|
| College of Arts and Humanities | Bachelor of Education in Mathematics                       | Arabic and English | 128 hours                                |
|                                | Bachelor of Education in Physics                           | Arabic and English | 128 hours                                |
|                                | Bachelor of Education in English Language                  | English            | 130 hours                                |
|                                | Bachelor of Arts/Diploma in Arabic Language and Literature | Arabic             | Diploma: 68 hours<br>Bachelor: 123 hours |

### 2.3 Credit Hours

The University applies the credit hour system. The academic year consists of two regular semesters and one summer semester (optional). The number of credit hours required to obtain a master's degree ranges from 30 to 36 credit hours, and for a bachelor's degree from 120 to 158 credit hours, and for a diploma from 63 to 77 credit hours.

### 2.4 Study Plan of Academic Programs (Colleges)

The courses 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 op-

portunity to combine work, study and family commitments. This enables them to develop themselves and obtain a university qualification at the same time. This system allows working students to attend lectures at the University in a way that it is compatible with their holidays and their work schedules as they will attend lectures 5 days per month and use the rest of the days for their personal studies and research.

-PhD and Masters study on Saturday: To accommodate part-time students from various institutions and regions in the Sultanate of Oman who are keen on pursuing graduate studies, the University has introduced a Saturday study scheme. This scheme offers Doctor of Philosophy (PhD) and Master's programs within the College of Business Administration, with classes conducted every Saturday to suit the schedules of working professionals.

-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 completed 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 programs (for Diploma and bachelor), which are as follows:

| College                | Program                                     | Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Engineering | Master of Science in Energy Management      | <ul style="list-style-type: none"> <li>-The student must successfully complete a bachelor's degree in engineering, computer science, mathematics, physics, or any other relevant discipline from a recognized institution.</li> <li>-Maintain a CGPA of 2.5 on a 4.0 scale or higher in the bachelor's degree.</li> <li>-Applicants with a CGPA between 2.3 and 2.5 may also apply and could be conditionally accepted based on a comprehensive review of the application courses and relevant work experience.</li> <li>-Complete 9 credit hours of bridging courses with a CGPA not less than 2.3 to qualify students from outside the discipline to join the program. -The Department of Energy and Sustainable Engineering determines these courses after a comprehensive review of the applicants' transcripts and course descriptors.</li> <li>-Achieve a minimum score of 6.0 on the IELTS, with no component lower than 5.5, or a minimum score of 520 on the paper-based TOEFL or 78 on the internet-based test. The test results must be no older than two years.</li> <li>-A student must be medically fit. Test results must be no older than two years.</li> </ul> |
|                        | Master of Science in Engineering Management | <p><b>A student should have:</b></p> <ul style="list-style-type: none"> <li>-Successfully completed a Bachelor degree in Engineering, Technology, Science or other appropriate discipline from a recognized institution;</li> <li>-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;</li> <li>-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.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |

|                        |                                                                               |                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Engineering | Bachelor of Engineering /Diploma in Environmental Engineering                 | <ul style="list-style-type: none"> <li>-Pass the General Education Diploma.</li> <li>-Pass in: Pure Math, Physics or Chemistry.</li> </ul>        |
|                        | Bachelor of Engineering/Diploma in Civil Engineering                          |                                                                                                                                                   |
|                        | Bachelor of Engineering/Diploma in Electronics and Communications Engineering |                                                                                                                                                   |
|                        | Bachelor of Engineering/Diploma in Construction Management                    |                                                                                                                                                   |
|                        | Bachelor of Technology in Electrical Engineering                              | <ul style="list-style-type: none"> <li>-Pass General Education Diploma with 60%.</li> <li>-Pass in: Pure Math, Physics or Chemistry.</li> </ul>   |
|                        | Bachelor of Science/ Diploma in Quantity Surveying and Commercial Management  | <ul style="list-style-type: none"> <li>-Pass the General Education Diploma.</li> <li>-Pass in: Pure Math or applied Math.</li> </ul>              |
|                        | Bachelor of Science in Water Engineering                                      | <ul style="list-style-type: none"> <li>-Pass the General Education Diploma with 70%.</li> <li>-Grade 70% in: Pure Math and in English.</li> </ul> |

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

|                        |                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Engineering | Bachelor of Science in Sustainable Systems Engineering     | <p><b>General Education Diploma Certificate of 65 % or above and obtaining 60 % or above in Pure Mathematics and English.</b></p> <p>-The student must pass the general foundation program.</p> <p>-Certificate issued from outside the Sultanate (need to be equivalent to the Ministry of Education in the Sultanate).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                        | Bachelor of Engineering/Diploma in Artificial Intelligence | <p>-General Education Diploma Certificate of 65 % or above and obtaining 60 % or above in Pure Mathematics or Advanced Mathematics and English.</p> <p>-Certificate issued from outside the Sultanate (need to be equivalent to the Ministry of Education in the Sultanate).</p> <p>-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.</p> <p>-Students who have studied in other educational institutions recognized by the University may be eligible to transfer if they earned a grade point average of 2.0 or higher over a four-point grade scale. The head of the academic department or dean in the College in which the student has enrolled shall evaluate all courses taught at the former institution in which the student earned a grade of C or higher.</p> |
|                        | Bachelor of Science /Diploma in Cyber Security             | <p>-Completed the General Education Diploma with a score of not less than 65%.</p> <p>-Obtained a grade of not less than 65% in Pure Mathematics and English.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



|                                        |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Applied and Health Sciences | Master of Science in Food Science (Minor in Human Nutrition) | <p>The student must hold a bachelor degree in food sciences or Human Nutrition or its equivalent from a university recognized by the Ministry of Education and should fulfill the following requirements:</p> <ul style="list-style-type: none"> <li>-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.</li> <li>-Obtained an average of not less than (6) in the IELTS test or a score of (78) in the TOEFL test (internet-based).</li> <li>-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).</li> </ul> |
|                                        | Bachelor of Science in Applied Human Nutrition and Dietetics | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a percentage of not less than 65%.</li> <li>-Obtained a grade of not less than 60% in each of English, Physics, Chemistry and Biology.</li> <li>-Successfully completing the Foundation Program.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                        | Bachelor of Science/ Diploma in Industrial Chemistry.        | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a percentage of not less than 65%.</li> <li>-Obtaining a grade of not less than 70% in either Physics or Chemistry.</li> <li>-Successfully completed the Foundation Program.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                        | Bachelor of Veterinary Medicine                              | <p><b>Completed the General Education Diploma with a percentage of not less than 70%.</b></p> <ul style="list-style-type: none"> <li>-Obtained a grade of not less than 70% in Biology.</li> <li>-Obtained a grade of not less than 65% in Physics or Chemistry.</li> <li>Obtained a grade of at least 70% in English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                        |                                                                    |                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Applied and Health Sciences | Bachelor of Science/ Advance Diploma in Medical Laboratory Science | <p><b>Completed the General Education Diploma with percentage of not less than 65%.</b></p> <ul style="list-style-type: none"> <li>-Obtaining a grade of not less than 65% in each of English, Chemistry and Biology.</li> <li>-Successfully completed the Foundation Program.</li> </ul>                        |
|                                        | Bachelor of Science in Public Health                               | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a score of not less than 70%.</li> <li>-Obtaining a grade of not less than 65% in each of English, Biology and Chemistry.</li> <li>-The student must successfully complete the Foundation Program.</li> </ul>               |
|                                        | Bachelor of Sciences in Nursing                                    | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a score of not less than 65%.</li> <li>-Obtaining a grade of not less than 60% in each of English and Biology and Chemistry.</li> <li>-Obtaining a grade of not less than 60% in either Physics or Chemistry.</li> </ul>    |
|                                        | Bachelor of Science in Mathematics                                 | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a score of not less than 55%.</li> <li>-Obtaining a grade of not less than 60% in Pure Mathematics and English.</li> <li>-The student must successfully complete the Foundation Program.</li> </ul>                         |
|                                        | Bachelor of Science in Biological Sciences                         | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma.</li> <li>-Certificate issued from outside the Sultanate (need to be equivalent to the Ministry of Education in the Sultanate).</li> <li>-High school percentage of 65% or above and obtaining 70 % or above</li> </ul> |

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| College of Applied and Health Sciences |                                                                                                                                                                                                                                                                                                            | <p><b>in Biology and 65% and above in English.</b></p> <p>-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.</p> <p>-Students who have studied in other educational institutions recognized by the University may be eligible to transfer if they earned a grade point average of 2.0 or higher over a four-point grade scale. The head of the academic department or dean in the College in which the student has enrolled shall evaluate all courses taught at the former institution in which the student earned a grade of C or higher.</p> |
|                                        | <p><b>Exception:</b> As per the approval of MOE (Correspondence 5/3/20/2024; dated January 24, 2024), graduates of the <b>Science stream</b> 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.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| College of Business Administration     | Doctor of Philosophy (PhD) in Management (Arabic)                                                                                                                                                                                                                                                          | <p>-The applicant must hold a master's degree in management, Business Administration, or an equivalent qualification from an Omani university, or a comparable degree from any academic institution recognized by the Ministry Education in Oman.</p> <p>-The applicant must have achieved a minimum cumulative GPA of 2.75/4 (or its equivalent) at the Master's level to be eligible for admission to the PhD program in Management.</p> <p>Successful completion of an entry interview</p> <p>-Applications from candidates with Master's degrees in fields not related</p>                                                                                                  |

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| College of Business Administration |                                                             | <p>to management will be reviewed by the College's Graduate Studies Committee on a case-by-case basis. The committee will decide whether to accept or reject the application and identify the bridging courses required for accepted candidates.</p> <p>-Should be healthy fit.</p>                                                                                                                                                                                                                                                                                                                               |
|                                    | Master of Business Administration (MBA-English)             | <p><b>Holders of bachelor degree</b></p> <p>-Obtained a bachelor degree and approved by the Ministry of Education.</p> <p>-A score of 6.0 or above in a valid IELTS test or its equivalent (for those wishing to study in English).</p> <p>-Obtained a GPA of 2.3 or higher in the bachelor degree.</p> <p>-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.</p> <p>-However, the number of these students should not exceed 20% of the total number of accepted students.</p> <p>-Should be healthy fit.</p> |
|                                    | Master of Business Administration (MBA- General) Arabic     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                    | Master of Business Administration (MBA - Leadership) Arabic | <p><b>Holders of Diploma (Scheme of Experienced)</b></p> <p>-A score of 6.0 or above in a valid IELTS test or its equivalent (for those wishing to study in English).</p> <p>-Obtained a GPA of 2.0 or above in the Diploma.</p> <p>-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.</p> <p>-Should be healthy fit.</p>                                                                                                                                                                   |

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| College of Business Administration | Master of Records and Archives Management | <ul style="list-style-type: none"> <li>- bachelor's degree in Records and Archives or its equivalent from a university recognized by the Omani Ministry of Higher Education, Research, and Innovation.</li> <li>-Students with a diploma in Records and Archives or other related disciplines with at least six years of relevant practical experience may be accepted.</li> <li>-Students from related disciplines may be accepted provided they complete bridging courses, not exceeding nine credit hours.</li> </ul> <p><b>Applicants must have a cumulative GPA of at least 2.25/4.00, or its equivalent.</b></p>                                                                                                                                                                                                                                                                                                                                    |
|                                    | Master of Science in Accounting           | <p><b>-The applicant/ candidate should hold a Bachelors degree (BA/BSc) in Accounting and/or Finance or its equivalent degree from a local or a foreign higher education institution (University/ College) which is recognized and accredited by the concerned authorities in Oman (Ministry of Higher Education, Research &amp; Innovation), based on the following conditions:</b></p> <ul style="list-style-type: none"> <li>-A cumulative GPA of at least 2.70 out of 4.00 for recent graduates (For fresh without professional experience).</li> <li>A cumulative GPA of at least 2.30 out of 4.00 for applicants with relevant professional experience (two or more years).</li> <li>-A cumulative GPA of at least 2.00 out of 4.00 for applicants with relevant professional experience (three years or more).</li> <li>-Or the applicant/candidate who passed a bachelor's degree in business studies and has a diploma in accounting.</li> </ul> |

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| College of Business Administration |                                                                                                                                        | -Or applicants/candidates holding a bachelor's degree in business studies are required to have practical experience in the field of accounting for not less than two years. In this case, the applicant's application is subject to evaluation by the department and program academic staff to assess the application and recommend if the candidate can study remedial subjects/ courses that may take up to 6 credit hours.                                                     |
|                                    | Bachelor of Business Administration/Diploma in Management                                                                              | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma from the Sultanate</li> <li>-Certificate issued from outside the Sultanate needs to be equivalent to the Ministry of Education in the Sultanate.</li> <li>-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.</li> <li>-Should be healthy fit.</li> </ul> |
|                                    | 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) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                    | Bachelor/Diploma of Internet and Information Technology                                                                                | <p>General Education Diploma or High School Diploma from the Sultanate. Certificates issued from outside the Sultanate must be equivalent to those approved by the Ministry of Education in the Sultanate.</p> <p>The student must pass the General Foundation Program (English, Mathematics, Computer, and Learning Skills) before starting the program.</p> <p>Should be healthy fit.</p>                                                                                       |

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| College of Business Administration | Bachelor of Business Administration/Diploma in Management in Arabic                  | <ul style="list-style-type: none"> <li>-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.</li> <li>-The student should be of good conduct and behavior.</li> </ul>                                                                                                                                                   |
|                                    | Bachelor/Diploma of Records and Archives Management                                  | <ul style="list-style-type: none"> <li>-Proficiency in the Arabic language.</li> <li>-Should be healthy fit.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
|                                    | Bachelor of Business Administration/Diploma in Logistics and Supply Chain Management | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma.</li> <li>-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).</li> <li>-Obtaining 65 % or above in English Language (Private Student: 55%).</li> <li>-Successfully completed the Foundation Program.</li> <li>A student must be medically fit</li> </ul> |
|                                    | Bachelor of Science in Real Estate Management                                        | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma.</li> <li>-A student should have passed at 70% the: Pure Mathematics, and either Physics or Chemistry.</li> <li>-Successfully completed the Foundation Program.</li> </ul>                                                                                                                                                                                         |
|                                    | Bachelor of Science in Data Science and Business Analytics                           | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma.</li> <li>-Pass the General Education Diploma with (65%).</li> <li>-Grade (65%) in: Pure or Applied Math and in English</li> <li>-Successfully completed the Foundation Program.</li> </ul>                                                                                                                                                                        |
|                                    | Bachelor/Diploma in Digital Marketing and Business Intelligence                      | <ul style="list-style-type: none"> <li>-General Education Diploma or high school diploma.</li> <li>-Pass the General Education Diploma with (65%).</li> <li>-Grade (65%) in: Pure or Applied Math and in English</li> <li>-Successfully completed the Foundation Program.</li> </ul>                                                                                                                                                                        |

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| College of law | Doctor of Philosophy in Law | <ul style="list-style-type: none"> <li>- Applicants must hold a Bachelor's degree in Law, Islamic Jurisprudence and Its Principles (Fiqh and Usul al-Fiqh), Islamic Sharia, Sharia Judiciary, Comparative Jurisprudence, or an equivalent qualification from a recognized higher education institution.</li> <li>- Applicants must hold a Master's degree in Law or an equivalent qualification with a minimum cumulative GPA of 3.0 out of 4.0, or its equivalent.</li> <li>c. Applicants holding a Master's degree in Personal Status Law, Islamic Jurisprudence and Its Principles (Fiqh and Usul al-Fiqh), Islamic Sharia, Sharia Judiciary, or Comparative Jurisprudence may be admitted to the PhD in Private Law or PhD in Public Law, provided they have a minimum cumulative GPA of 3.0 out of 4.0, or its equivalent, and successfully complete the required bridging (remedial) courses.</li> </ul>                                        |
|                | Master of Private Law       | <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- If the student does not have the practical experience as specified above, he is required to pass the remedial courses decided by the college.</li> <li>- 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 MOE.</li> </ul> |

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| College of law | Master of Public Law          | <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> <li>- If the student does not have the practical experience as specified above, he is required to pass the remedial courses decided by the college.</li> <li>- Students who have a bachelor degree in Islamic Law from a recognized higher education institution or Judiciary.</li> </ul> <p><b>I 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 MOE.</b></p> |
|                | Master of Personal Status Law | <ul style="list-style-type: none"> <li>-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.</li> <li>-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.</li> <li>-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</li> </ul>                                                                                                                                                                                                                                                                          |

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| College of law                 | Bachelor of Law                                                                                                                   | -Completed the General Education Diploma                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| College of Arts and Humanities | Master of Education in Curriculum and Teaching Methods (Islamic Education, Arabic Language, Social Studies, Mathematics, Science) | <ul style="list-style-type: none"> <li>-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.</li> <li>-The students who have a bachelor degree in 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.</li> <li>-Students who hold a bachelor degree in non-educational programs may be accepted, provided they study at least 12 credit hours (Bridging Courses) and pass them with a minimum GPA of 2.5.</li> <li>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).</li> <li>-These courses are not to be included in their GPA.</li> <li>certified by the competent authorities.</li> <li>-If the applicant is an employee, he or she should obtain a no-objection letter from his/her employer.</li> <li>-Passing an interview.</li> <li>-Meeting any other admission requirements set by the University.</li> </ul> |

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| College of Arts and Humanities | Master of Education in (Counseling, Educational Psychology, and Measurement and Evaluation)                                                | <p>educational program, with a GPA of not less than 2.50 out of 4.00 or its equivalent.</p> <p>-Students who hold a bachelor degree in programs other than Counseling, Psychology and Education may be accepted for a Master Program in education</p> <p>(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 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 program field and complete bridging courses and pass them with a GPA of no less than 3.0</p> |
|                                | Master of Education in Educational Administration (Educational Leadership, Educational Planning and Policies, and Educational Supervision) | <p>Educational Qualification Diploma with GPA of not less than 2.50 out of 4.00 or its equivalent.</p> <p>-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.</p> <p>-Certificates/qualifications obtained from outside the Sultanate should be certified by the competent authorities.</p> <p>- Meeting any other admission requirements set by the University.</p>                                                                                                                                                                   |

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| College of Arts and Humanities | Master of Education in Curriculum and Teaching Methods of English                    | <p>-Hold a bachelor's degree in English education or an equivalent field recognized by the Ministry of Higher Education, with a cumulative GPA of not less than 50 out of 4.00 or its equivalent.</p> <p>-Applicants with a bachelor's degree in non-education specializations (e.g., English language, English literature, translation) must also hold a diploma in educational qualification, with a GPA of at least 2.50 out of 4.00 or its equivalent.</p> <p>-Applicants with bachelor's degrees in non-education specializations may be accepted by completing a specified number of bridging courses, as determined by the department, and passing each course with a grade of at least 3. These courses should cover foundational knowledge relevant to the program. Grades in these courses will not be included in the cumulative GPA.</p> <p>-In exceptional cases, applicants with a cumulative GPA between 2.00 and 2.49 in their bachelor's degree in English education or a related field, along with a minimum of two years of practical work experience in the field, may be considered by the department for exemption from bridging courses.</p> <p>-Submit an official certificate showing a minimum IELTS band score of 6, a TOEFL score of 550, or an equivalent qualification.</p> <p>-Non-Omani applicants are welcome to apply, provided they meet the above admission criteria.</p> |
|                                | Master in Arabic Language and Literature (Linguistics, and Literature and Criticism) | <p>-Obtaining a bachelor degree in Arabic Language and Literature or its equivalent from a University recognized by the Ministry of Education in the Sultanate.</p> <p>-The Cumulative average should not be less than Good or its equivalent.</p> <p>-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.</p> <p>-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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| College of Arts and Humanities | Educational Diploma (Post-Bachelor) | <ul style="list-style-type: none"> <li>-The applicant must hold a General Education Diploma or its equivalent with an overall average of no less than 80%.</li> <li>-The applicant must meet the minimum required percentage in each subject of specialization according to Annex (1) of Ministerial Decision (155/2026).</li> <li>-The applicant must hold a Bachelor's / Licentiate degree from a recognized higher education institution within or outside the Sultanate of Oman under full-time regular attendance.</li> <li>-The cumulative grade point average (CGPA) for graduation with a Bachelor's / Licentiate degree must not be less than 2.7 out of 4 on a grading system, or its equivalent.</li> </ul>                                                                                                                                     |
|                                | Bachelor of Arts in Counseling      | <ul style="list-style-type: none"> <li>-Bachelor's / Licentiate degrees issued outside the Sultanate of Oman must be equivalated by the Ministry of Education.</li> <li>-The number of accredited credit hours for the Bachelor's qualification must not be less than the specified hours according to Annex (B) of Ministerial Decision (155/2026).</li> <li>-The applicant must meet the health standards and personal attributes required to work in the teaching profession according to Annex (D) of Ministerial Decision (155/2026).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.</li> <li>-The obtained certificate must be on a full-time or regular basis.</li> <li>-Passing an interview and medical examination.</li> </ul> |

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| College of Arts and Humanities | Bachelor of Education in Physics                | <ul style="list-style-type: none"> <li>- Completed the General Education Diploma with a grade of 80% in the General Diploma certificate, and 70% for bestowed citizenship students</li> <li>80% in Physics, and obtained an average of 70% in English Language, 70% in Pure Math and, 70% in Chemistry, and Biology. And for bestowed citizenship students 70% in Physics, and obtained an average of 65% in English Language, 70% in Pure Math and, 65% in Chemistry, and Biology</li> <li>Health Fitness.</li> <li>Passing an interview.</li> </ul> |
|                                | Bachelor of Education (Basic Education Field 1) | <ul style="list-style-type: none"> <li>-For female applicants only.</li> <li>-Obtained a grade of 80% in the General Diploma certificate or its equivalent and 70% for bestowed citizenship students.</li> <li>-Obtained a grade of 80% in Arabic language courses, Islamic education, and Social Studies</li> <li>-Health fitness.</li> <li>-Passing an interview.</li> </ul>                                                                                                                                                                        |
|                                | Bachelor of Education (Basic Education Field 2) | <ul style="list-style-type: none"> <li>-For female applicants only.</li> <li>-Obtained an average of 80% in the General Diploma certificate or its equivalent and 70% for bestowed citizenship students.</li> <li>-Obtained an average of 80% in Pure Math and 80% in Physics, Chemistry, and Biology and for bestowed citizenship students obtained a grade of 70% in Pure Math or advanced Math, and 70% in Physics, Chemistry, and Biology.</li> <li>-Health fitness.</li> <li>-Passing an interview.</li> </ul>                                   |

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| College of Arts and Humanities |                                                             | <p>students.</p> <ul style="list-style-type: none"> <li>-Obtained an average of 70% in Pure Math and 70% in Physics, Chemistry, and Biology.</li> <li>-Health fitness.</li> <li>-Passing an interview.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                | Bachelor of Education in Arabic Language                    | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma or its equivalent, issued by the Omani Ministry of Education with a grade of not less than 80% and 70% for bestowed citizenship students</li> <li>-Obtained a grade of not less than 70% in Arabic Language and Islamic Education.</li> <li>-Health Fitness.</li> <li>-Passing an interview.</li> </ul>                                                                                                                                                                                                                                                                                                                 |
|                                | Bachelor of Education in Mathematics                        | <ul style="list-style-type: none"> <li>-Completed the General Education Diploma with a grade of 80%.</li> <li>-Obtained 70% in Pure Math, and 65% in English Language.</li> <li>-Health Fitness.</li> <li>-Passing an interview.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                | Bachelor of Arts/ Diploma in Arabic Language and Literature | <ul style="list-style-type: none"> <li>-General Education Diploma General Secondary Certificate (Bilingual). These are general certificates in the same program, and do not require equivalence from the Ministry of Education.</li> <li>-Certificates issued from outside the Sultanate require equivalence from the Ministry of Education.</li> <li>-Certificates issued from the Sultanate and under the supervision of entities other than the Ministry of Education require equivalence from the Ministry of Education.</li> <li>-In addition, completing parts of the Foundation Program (Math and IT) as a general requirement for all students before being accepted to the program.</li> </ul> |

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| College of Arts and Humanities | Bachelor of Education in English Language | <ul style="list-style-type: none"> <li>-Obtained a grade of not less than 80% in the General Diploma certificate or its equivalent issued by the Ministry of Education and 70% for the bestowed citizenship students.</li> <li>-Obtained a grade of not less than 80%, and 70% for bestowed citizenship students.</li> <li>in English in the General Diploma Certificate or its equivalent and as per the conditions stipulated by the Ministry of Education.</li> <li>-Being in good health fitness to work in the teaching profession based on an approved medical report.</li> <li>-Pass an interview set by the relevant committee at the University.</li> <li>-The age of the applicant on the first of September of the academic year in which he/she applies should not exceed 30 years.</li> <li>-Completing the Foundation Program successfully.</li> </ul> <p><b>* 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.</b></p> <p><b>*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.</b></p> |
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## 7. Documents Required for Registration

To join the University, applicants need to submit the following documents:

- Filled out admission application form.
- Students applying for 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 Passport,
  - A copy of Guardian's National ID Card,
  - Social Security Card and Bank Account Details for the social security category
  - Salary certificate for the low-income category,
  - A Medical Report for Education Programs

-Students applying for the Educational Diploma program should submit:

- General Diploma Certificate,
- Bachelor Certificate and Transcript,
- Photograph,
- A copy of Nation ID Card,
- A copy of Passport and
- Medical Report

Students applying for PhD or master's programs should submit the following as per the program's requirements:

| College                                | Documents Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| College of Law                         | <ul style="list-style-type: none"> <li>- A copy of National ID (both sides)</li> <li>- A copy of the certificate of General Education Diploma or equivalent.</li> <li>- Bachelor certificate with transcript (original).</li> <li>- Letter of approval from employer</li> </ul>                                                                                                                                                                                                                                 |
| College of Applied and Health Sciences | <ul style="list-style-type: none"> <li>- A copy of National ID (both sides)</li> <li>- A copy of the certificate of General Education Diploma or equivalent</li> <li>- Bachelor certificate with transcript (original).</li> <li>- IELTS certificate or its equivalent with score of (6)</li> <li>- 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)</li> </ul> |

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Business Administration | <p><b>Diploma holders:</b></p> <ul style="list-style-type: none"> <li>- A copy of Identity Card (National ID) both sides.</li> <li>- A copy of passport</li> <li>- A copy of the certificate of general diploma or equivalent</li> <li>- A certificate of graduation for the diploma with transcripts (original).</li> <li>- Letter of approval directed to ASU from employer</li> <li>- Job description of the current position.</li> <li>- At least three certificates for courses in practical or professional training</li> <li>- Those who work in government authorities or private sector should submit a letter of work experience from Ministry of Labor.</li> <li>- IELTS certificate or its equivalent with score of (6) for masters taught in English language only.</li> </ul> <p><b>Holders of bachelor degree:</b></p> <ul style="list-style-type: none"> <li>- Copy of Identity Card (National ID) both sides.</li> <li>- A copy of the certificate of general diploma or equivalent.</li> <li>- Bachelor certificate with transcript (original).</li> <li>- 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).</li> <li>- IELTS certificate or its equivalent with score of (6) for masters taught in English language only.</li> </ul> <p><b>PhD Applicants</b></p> <ul style="list-style-type: none"> <li>- Copy of Identity Card (National ID), both sides.</li> <li>- A copy of the certificate of a general diploma or equivalent.</li> <li>- Bachelor certificate with transcript (original).</li> <li>- Master certificate with transcript (original).</li> <li>- Those who work in government authorities or the private sector should submit a letter of work experience from the Ministry of Labor</li> </ul> |
|                                    | <ul style="list-style-type: none"> <li>- Letter of approval from employer</li> <li>- A copy of National ID (both sides)</li> <li>- A copy of the certificate of General Education Diploma or equivalent</li> <li>- Bachelor certificate with transcript (original).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                        |                                                                                                                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| College of Engineering | <ul style="list-style-type: none"> <li>- A copy of National ID (both sides)</li> <li>- A copy of the certificate of General Education Diploma or equivalent</li> <li>- Bachelor certificate with transcript (original).</li> <li>- IELTS certificate or its equivalent with score of (6)</li> </ul> |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## 8. Steps for New Student Registration

### First step:

Go to ASU Website: <https://www.asu.edu.om/#>



Or visit the following direct link:

<https://eportal.asu.edu.om/Registration>



**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:

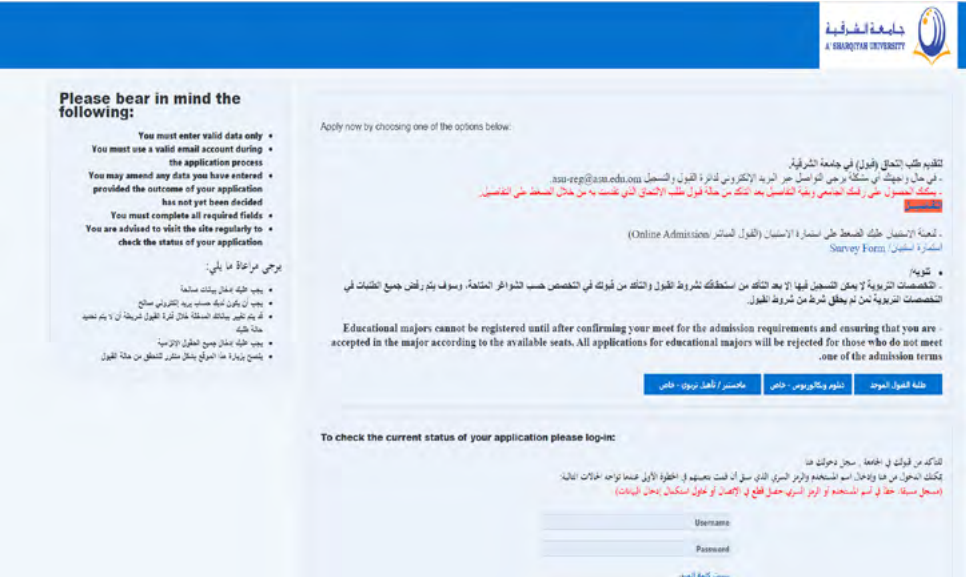
Student has to choose the option that is suitable to him/herself such as MOHERI admission student, postgraduate student, student wishing to study at private expense and follow the registration steps to start submitting an application to join the university and entering all the data and then uploading 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).<br><b>If a student wishes to study one of the three components, the tuition fees are as follows:</b><br>English =749.7 Omani Rials<br>Mathematics = 168.3 Omani Rials<br>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 , Digital Marketing and Business Intelligence, and Business Analytics program: 80 Omani Rials per credit hour.<br>-All MBA programs and Master of Records and Archives Management: 122.4 Omani Rials per credit hour.<br>-College of Engineering undergraduate programs: 91.8 Omani Rials per credit hour.<br>-Master of Science in Engineering Management: 345 Omani Rials per credit hour.<br>Master of Science in Energy Management:130 Omani Rials per credit hour.<br>-College of Law undergraduate program: 71.4 Omani Rials per credit hour.<br>-Master of Private, Public and Personal Status Law: 110 Omani Rials per credit hour (3630 Rials for the program).<br>-PhD in Law: OMR 110 per credit hour for taught courses and OMR 100 per credit hour for thesis registration.<br>-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.<br>-Bachelor of Education in Mathematics and in English: 80 Omani Rials per credit hour.<br>-Master of Education programs: 110 Omani Rials per credit hour (3300 Rials for the program).<br>-Master in Arabic Language and Literature - 110 Omani Rials per credit hour.<br>-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. Bachelor of Science in Mathematics which is 70 Omani Rials per credit hour and Bachelor of Sciences in Nursing which is 130 Omani Rials per credit hour Master of Science in Food Sciences (sub-program in human nutrition): 120 Omani Rials per credit hour<br>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.<br>-100 Omani Rials non-refundable registration fee.<br>-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 Education.

## 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.                                                                                                                                                      |

### Financial Consultancy for Students

Students experiencing financial difficulties in meeting their tuition fee obligations may seek assistance through the Financial Consultancy Service provided by the Finance Department. This service offers guidance and support to help students explore available financial options and effectively manage their fee commitments.

Students who wish to avail for this service may visit the Finance Department for assistance and consultation.

Students are encouraged to contact the Finance Department as early as possible if they anticipate financial difficulties, allowing sufficient time to discuss their circumstances and identify appropriate support options.

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

The screenshot shows the ASU Students portal. At the top, there are navigation links for University, Study, Academic Support, Research, LRC, and News. Below this is a large banner with the word 'Students' and a background image of the ASU campus. Under the banner, there are four service tiles: University Email, Student Guide Arabic, ASU LOGSIS, and LOGSIS Password Recovery. Below these tiles, there is a section for 'Your plan of study semester is Spring 2017-2018 Summer 2017-2018 Semester' with buttons for Setup, Registration, and Student Info. A sidebar menu on the right lists various student services like Program Of Study, Student Advising, Grades, Student Holds, Overall Student Holds, Student Messages, Student Transcript, Statements Of Account, Academic Advisor Information, and Student Final Exam. At the bottom, there is a 'Logout' button.

## 9.3 Fees Refund

-All fees are refunded to the student except for admission and registration fees when a student withdraws from the semester during the add and drop period indicated in the academic calendar. For students who withdraw after the end of the add and drop 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.

The screenshot shows the 'Statement of Account' page. It includes a 'From Date' and 'To Date' input field, a 'QUERY' button, and a table of transactions. The table has columns for Date, Code, Description, Debit, and Credit. The transactions listed are:

| Date       | Code        | Description                                                      | Debit      | Credit |
|------------|-------------|------------------------------------------------------------------|------------|--------|
| 22-02-2018 | RCT18009123 | reg. appl and advance                                            |            | 310    |
| 06-03-2018 | INV1800679  | SO# SOF00009316For Sem. 20172 (Application Fees)                 | 10         |        |
| 06-03-2018 | INV1800660  | SO# SOF00009316For Sem. 20172 (Registration Fees)                | 100        |        |
| 06-03-2018 | INV1800661  | SO# SOF00009316For Sem. 20172 (Tuition)                          | 1000       |        |
| 06-03-2018 | INV1800679  | SO# SOF00009316For Sem. 20172 (Insurance Deposit for Fees)       | 100        |        |
| 26-03-2018 | RCT18010576 |                                                                  |            | 150    |
| 29-03-2018 | CRN18006118 | Staff Discount                                                   |            | 640    |
| 11-06-2018 | CRN18006497 | Amend SO# SOF00009316For Sem. 20172 (Insurance Deposit for Fees) |            | 100    |
| 11-06-2018 | DRN18009026 | Amend SO# SOF00009316For Sem. 20172 (Insurance Deposit for Fees) | 100        |        |
| 20-06-2018 | RCT18013637 |                                                                  |            | 100    |
| 26-06-2018 | RCT18013316 | tuition fees                                                     |            | 90     |
|            |             | <b>Close Balance</b>                                             | <b>100</b> |        |

## 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. Partial Merit Scholarships

#### - Based on Cumulative GPA

Students are eligible for the following tuition fee reductions in the subsequent semester based on their cumulative GPA:

25% tuition fee reduction for students who achieve a cumulative GPA of 3.65 to 3.79.

50% tuition fee reduction for students who achieve a cumulative GPA of 3.80 or above.

#### -Based on General Education Diploma (High School) Results

The University grants a 50% tuition fee reduction to students who obtain a minimum score of 80% in the General Education Diploma (GED) or its equivalent, as recognized under the educational system adopted by the Ministry of Education in the Sultanate of Oman.

For Bachelor of Education programmes, applicants must obtain a minimum score of 90% in the General Education Diploma or its equivalent.

### 2. Scholarships for International Students

The University allocates twenty (20) fully funded scholarships annually to international students who hold a General Education Diploma or its equivalent, as recognized under the educational system of the Ministry of Education in the Sultanate of Oman.

The scholarship covers the full duration of the academic programme and includes a monthly stipend of OMR 80 per student, subject to the following conditions:

-The applicant must have obtained a minimum score of 70% in the General Education Diploma or its equivalent. Preference shall be given to applicants with higher academic achievement and to those who obtained their qualification outside the Sultanate of Oman.

-The applicant must satisfy all University admission and registration requirements for the intended academic programme.

- The University President may restrict or limit these scholarships to specific academic programmes through an official announcement issued at the beginning of the academic year.

- The scholarship shall be withdrawn if the student's cumulative GPA falls below 2.70.

- The student must submit an approved medical fitness certificate.

### 3. Partial Scholarships for Relatives

#### -Student Relative Scholarship

The University grants a 25% tuition fee reduction throughout the duration of the academic programme to relatives of students enrolled in diploma or bachelor's degree programmes, subject to the following conditions:

The scholarship is available only to relatives who enroll after the first family member has enrolled at the University.

If the first enrolled student discontinues or withdraws from the University, the University reserves the right to review the continuation of the scholarship.

This scholarship applies only to students enrolled in Diploma or Bachelor's programmes.

### 4. Employee Relative Scholarship

Students are eligible for a 50% tuition fee reduction if they are immediate relatives of a University employee. Eligible relatives include the employee's brother, sister, husband, wife, father, mother, son, or daughter. This tuition fee reduction shall be granted in accordance with the University's scholarship regulations.

## 11. Academic Advising

### 11.1 Academic Advisor Responsibility

Each student is assigned an academic advisor upon joining the college to which they were admitted. The academic advisor is responsible for:

- Clarifying to students the university policies, procedures, regulations, and program study plans, and answering any questions that may arise;
- Being available to meet with the student as soon as possible when requested to do so;
- Offering advice to students on course selection and assisting them in developing study plans that satisfy University and degree requirements;
- Fostering a close academic relationship with students, advising on study-related matters, and referring students to other university support services if needed;
- Adhering to university policies and procedures, maintaining a record of the academic advising process for each advisee, and keeping the utmost confidentiality regarding students' academic and personal issues/records;
- Maintaining a file or electronic meeting minutes for each advisee, which will assist in academic planning and decision-making.

### 11.2 Student Responsibility

Each student has the responsibility to:

- Obtain 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 discuss with their academic advisor how prerequisites may affect the sequencing of their courses;
- Follow university procedures and adhere to deadlines for course registration, including adding or dropping 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 in courses they are registered for by attending all scheduled classes and completing assignments on time;
- Study carefully all the information provided to them by the University;
- Review their transcript of academic records regularly and 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;
- Comply with university policies on academic integrity and plagiarism when submitting assignments or sitting university examinations;
- 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;
- Read emails sent to them by the University regularly and respond to them promptly;
- Inform their academic advisor or Dean's office immediately if a serious problem (medical, financial, personal, etc.) occurs that may disrupt their academic progress and performance.

### 11.3 General Guidelines for New Students

- All new students at 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 student's program. Academic advising in any College is supervised and monitored by the Dean, who may reallocate or change academic advisors.
- The College Dean is ultimately responsible for providing academic advising services to students who are unsure about which program of study to pursue or who are considering changing their program of study, Department, or College. While students are exploring programs, academic advisors will assist them in choosing a program of study that best fits 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 many advisees. It is therefore essential that they plan ahead and make their appointments well in advance of 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 their Cumulative GPA in any semester is less than 2.0.

-A student under academic probation must raise their Cumulative GPA to 2.0 or more within three consecutive semesters. The semester in which a student is placed under academic probation is not counted among the three semesters granted to the student. This also includes the summer semester.

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

- Reducing their study load.
- Considering the possibility of retaking courses in which the student previously failed to raise their GPA.
- Postponing a course to a later semester.
- Recommending referral to other university departments (Student Affairs Department, Student Counseling Center, health clinic) to help resolve personal or health problems, if any.
- The maximum academic load for a student under academic probation is 12 credit hours for the first and second semesters and 6 credit hours for the summer semester.
- The summer semester is not considered one of the three semesters allocated for removing academic probation.
- When a student is placed under academic probation, they are informed by the Admission and Registration department directly or through a text message or email that they must visit the department to sign the academic probation letter and are urged to raise their GPA to 2.0 during the following semester. The student's guardian is also informed.
- If a student fails to clear academic probation within the allowed period, they will be expelled from the program. However, they may be accepted into another program after two years, and all courses they have passed, which fall within their new study plan, will be accredited to them with an exempted grade (TC). These courses will be included in the calculation of their GPA. If the student wishes to rejoin a new program immediately after being expelled, all courses that fall within their new study plan will be credited to them in their GPA.
- If a bachelor student is dismissed from their program, they are entitled to shift to the diploma program provided they have successfully completed 45 credit hours or more and their GPA is 1.7 or above.

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

If a student under the sponsorship of the Ministry of Education fails to clear academic probation within three semesters, their scholarship will be suspended. Alternatively, they may complete their studies at their own expense depending on their academic status.

### 13. General Instructions

#### 13.1 Registration

-The academic year consists of two compulsory/regular 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 14 weeks, including the examination period.

-The registration period at ASU is opened twice i.e., early registration and during the Week 0 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.. 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 last two days of the first week 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 8 weeks of the semester. In case a student has not registered for any courses in that semester, he/she will be given the status of Postponed".

-The student registered for courses may postpone during the semester (after the end of the add and drop period) after obtaining 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, Postponed (PST) is awarded for the courses in which the student was registered in that semester.

-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 five types types:

| Category                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Voluntary withdrawal           | <ul style="list-style-type: none"> <li>-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.</li> <li>-The student fills out the withdrawal form and clearance form and submits them to the Admission and Registration Department after approval by the Dean of the College.</li> <li>-After obtaining an approval from the Admission and Registration Department, the student is considered voluntary withdrawal from the University and his/her academic status is changed to "voluntarily withdrawn"</li> <li>-A student is awarded withdrawn grade (W) to all courses in which he/she is registered in the semester of withdrawal.</li> </ul> |
| Compulsory academic withdrawal | <ul style="list-style-type: none"> <li>-The Deans Council approves the compulsory withdrawal of those students from the University who fail to pass the academic probation during the probationary period.</li> <li>-The Director of Admission and Registration Department issues a notice of withdrawal to the students who were approved in item No. (1).</li> <li>-A student is considered a forced withdrawn from the University, and his/her academic status is changed to "Compulsory Withdrawal".</li> <li>-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.</li> </ul>                                                                                                                                 |
| Disciplinary withdrawal        | <ul style="list-style-type: none"> <li>-Disciplinary withdrawal is a penalty enforced on a student who has committed a serious offense at the University.</li> <li>-The Disciplinary Committee approves the student's disciplinary withdrawal from the University.</li> <li>-The Director of the Admission Registration Department issues a withdrawal notice to the students who were approved in item No. (2).</li> <li>-The student is considered disciplinary withdrawn from the University, and his/her academic status is changed to "Disciplinary withdrawal".</li> <li>-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.</li> </ul>                                                                    |

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unofficial withdrawal | <ul style="list-style-type: none"> <li>-The student is considered withdrawn unofficially from the University and his/her status is changed to "Unofficial Withdrawal" in one of the following cases:</li> <li>-If the student does not commence study in the first semester after admission to the University, or does not register for courses in the Fall or Spring semester and the Add/Drop period has elapsed.</li> <li>-If a student postponed his/her studies in a semester and did not resume studies after that.</li> <li>-The Summer semester shall not be considered an academic semester for purposes of unofficial withdrawal, except for foundation program students.</li> </ul> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### 13.4 Add and Drop

-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

#### 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-placement test 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 credit 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.

Students expected to graduate at the end of the semester (Fall or Spring) may register for the remaining courses in accordance with the study plan, up to a maximum of 21 credit hours, subject to the approval of the academic advisor and Dean of the College and approval of the Deputy Vice Chancellor for Academic Affairs and Research.

Students expected to graduate at the end of the Summer semester may register for the remaining courses in accordance with the study plan, up to a maximum of 9 credit hours, subject to the approval of the academic advisor and Dean of the College and approval of the Deputy Vice Chancellor for Academic Affairs and Research.

### 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 reaches 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 a student's absence rate reaches 30% or more even with a valid excuse, he/she is awarded grade (WA) in that course and considered compulsory withdrawn.

| Category                                                          | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sick Leave                                                        | <p>-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>-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>-For medical appointments issued by specialized clinics in government or private hospitals, the student must submit 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>- Death of a first-degree relative, provided that the absence does not exceed three days from the date of death stated in the death certificate, except in the case of a spouse, where official proof must be submitted.</p> <p>- Death of a second-degree relative, provided that the absence does not exceed two days. A letter from the Sheikh certified by the Wali must be submitted.</p> <p>- Death of a third-degree relative, provided that the absence does not exceed one day. A letter from the Sheikh certified by the Wali must 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                                                   | 14 days are approved with the submission of proof from the hospital.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Escorting a patient for treatment                                 | -Escorting a patient of a first-degree relative for treatment and It should not exceed one week (father - mother - son - daughter- wife husband).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other cases     | <ul style="list-style-type: none"> <li>- Road accidents.</li> <li>- Excuses related to the termination of judicial procedures.</li> <li>- Absences due to any other special circumstances assessed by the Director of Student Affairs Department, provided that all excuses are supported by the necessary documents such as passport stamps or any relevant official documents.</li> </ul>                                                                                 |
| Invalid Excuses | <ul style="list-style-type: none"> <li>- Minor cases of illness that do not have a medical leave.</li> <li>- Family vacation trips.</li> <li>- Unsealed reports that do not meet the conditions of accepting excuses.</li> <li>- Documents that state that the student was examined by a doctor or that he/she visited the health center or hospital only.</li> <li>- Late submission of an excuse (two weeks after the excuse date)</li> <li>- Performing Umrah</li> </ul> |

## 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 monitor their performance in each course/subject. It includes all or some of the following tools:

- Quarterly work such as assignments, reports and projects
- Exams during 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 dean of the college within seven (7) working days of the publication of the grade. A fee of OMR 5 shall apply to each appeal. Students may submit appeals for up to three (3) course grades per semester, including the summer 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

| Grade | Application Fee | Scores out of 100 |
|-------|-----------------|-------------------|
| A     | 4.0             | 95-100            |
| A-    | 3.7             | 90-94             |
| B+    | 3.3             | 85-89             |
| B     | 3.0             | 80-84             |
| B-    | 2.7             | 75-79             |
| C+    | 2.3             | 70-74             |
| C     | 2.0             | 65-69             |
| C-    | 1.7             | 60-64             |
| D+    | 1.3             | 55-59             |
| D     | 1.0             | 50-54             |
| F     | 0.0             | 0-49              |

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

**GPA Table of Grades**

| Rating           | GPA         |
|------------------|-------------|
| 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 final exam accounts for 30% to 40% of the total course grade.

-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 exam timetable. Absence from exams due to health or family reasons is not accepted unless there is proof of hospital admission or a severe illness. A student has the right to take a make-up exam during the first three weeks of the following semester only if his/her absence excuse has been accepted by the Student Affairs Department and submitted through the electronic system during the examination period.

### 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 in the examination hall:

-Any scientific material related to the course being tested

-Mobile phones

-Food

-Sharp tools and flammable materials

-Mobile Headphones

## 16. Academic Integrity

The 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.

## 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 student's academic load in the semester must be in accordance with the student's study plan.

## 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 and degree |
|----------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| College of Engineering                 | Master of Science in Energy Management                                      | 36 hours                                                                         |
|                                        | Master of Science in Engineering Management                                 | 36 hours                                                                         |
|                                        | Bachelor of Engineering/Diploma in Environmental Engineering                | Diploma: 77 hours<br>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<br>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<br>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                                                              |
|                                        | Bachelor of Science/Diploma in Cyber Security                               | Diploma: 66 hours<br>Bachelor: 123 hours                                         |
|                                        | Bachelor of Engineering/Diploma in Artificial Intelligence                  | Diploma: 75 hours<br>Bachelor: 136 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<br>Bachelor: 121 hours                                         |
|                                        | Bachelor of Science/Advanced Diploma in Medical Laboratory Science          | Advance Diploma: 97 hours<br>Bachelor: 125 hours                                 |
|                                        | Bachelor of Science in Public Health                                        | Bachelor: 122 hours                                                              |
|                                        | Bachelor of Science in Mathematics                                          | Bachelor: 120 hours                                                              |
|                                        | Bachelor of Science in Nursing                                              | Bachelor: 134 hours                                                              |
|                                        | Bachelor of Science in Biological Sciences                                  | Bachelor: 120 hours                                                              |

|                                    |                                                                                                                                        |                                          |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| College of Business Administration | PhD in Management (Arabic)                                                                                                             | 75 hours                                 |
|                                    | 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                                                                                              |                                          |
|                                    | Master of Science in Accounting                                                                                                        |                                          |
|                                    | Bachelor of Business Administration/Diploma in Management (English)                                                                    | Diploma: 66 hours<br>Bachelor: 123 hours |
|                                    | Bachelor of Business Administration/Diploma in Management (Arabic)                                                                     |                                          |
|                                    | Bachelor of Business Administration/Diploma Accounting and Finance                                                                     |                                          |
|                                    | Bachelor of Business Administration/Diploma in Management Information Systems                                                          |                                          |
|                                    | Bachelor/Diploma of Internet and Information Technology                                                                                |                                          |
|                                    | Bachelor/Diploma in Digital Marketing and Business Intelligence                                                                        |                                          |
|                                    | Bachelor of Science in Data Science and Business Analytics                                                                             | Bachelor: 123 hours                      |
| College of Law                     | Bachelor/Diploma of Records and Archives Management                                                                                    | Diploma: 63 hours<br>Bachelor: 123 hours |
|                                    | Bachelor of Business Administration in Team Entrepreneurship (in collaboration with Tampere University of Applied Sciences in Finland) | 123 hours                                |
|                                    | Bachelor of Business Administration/Diploma in Logistics and Supply Chain Management                                                   | Diploma: 66 hours<br>Bachelor: 123 hours |
|                                    | Bachelor of Science in Real Estate Management                                                                                          | Diploma: 60 hours<br>Bachelor: 121 hours |
|                                    | Doctor of Philosophy in Law                                                                                                            | 75 hours                                 |
|                                    | Master of Private Law                                                                                                                  | 33 hours                                 |
|                                    | Master of Public Law                                                                                                                   | 33 hours                                 |
| College of Law                     | 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 Curriculum and Teaching Methods of English                                                                                                               | 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, and 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 and 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 Physics                                                                                                                                                | 128 hours                                |
|                                | Bachelor of Education in English Language                                                                                                                                       | 130 hours                                |
|                                | Bachelor of Arts/Diploma in Arabic Language and Literature                                                                                                                      | Diploma: 68 hours<br>Bachelor: 123 hours |

#### In order to graduate, a student must:

- Complete the requirements of the study plan.
- 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).
- 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 the 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.

The Academic Advising Center offers the "Peer Tutor" program to provide academic support for students, particularly those who are at risk or academic probation. The support is delivered through group or individual sessions led by high-achieving students with strong communication skills and prior academic approval. The program allows ongoing enrollment in requested courses throughout the semester and focuses on foundational first-year courses and those frequently requested by students on probation, given their importance in shaping academic performance. Sessions are held either in the Academic Support Hall or online, and students are expected to prepare in advance and participate actively. Peer tutors receive a financial stipend and a certificate, and their performance is continuously evaluated. At the end of each semester, the title of "Best Peer Tutor" is awarded to the student who demonstrates the highest standards of commitment, instructional quality, positive engagement, and academic performance.

## 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.<br>2. Violating ASU regulations and instructions or not committing to them.<br>3. Facilitating the entry of individuals or groups into the University.<br>4. Spread rumors that negatively affect the administrative or academic system at ASU<br>5. Issuing or distributing leaflets, posters, newspapers and magazines or sending them via email without prior approval from the University administration.<br>6. Violating of the University dress code during official working hours as required:<br>-Omani male students: Must wear Omani Dishdasha and Omani cap (Kuma) or turban (masar). Wearing dark colored dishdasha is not allowed.<br>-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.<br>-Non-Omani students: They should wear their national dress in a way that it suits or respects the Omani culture.<br>7. Violation of public decorum.<br>8. Smoking inside campus buildings.<br>9. Misconduct within the classrooms.<br>10. Breaching road safety instructions implemented at ASU. | Notifica-<br>tions +<br>Pledge | Warning     | Final<br>warning<br>+ inform-<br>ing the<br>student's<br>guardian |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                      |                                                                                                                                        |                                                                                                                                            |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Category 2 | 11. Misuse or damage of any ASU property, including ASU intranet and electronic files.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Notifica-<br>tions +<br>oblig-<br>ing the<br>student<br>to pay<br>for the<br>repairs (or<br>damages) | Warning<br>+ inform-<br>ing the<br>student's<br>guardian<br>+ obliging<br>the<br>student<br>to pay for<br>repairs<br>(or dam-<br>ages) | Final<br>warning<br>+ oblig-<br>ing the<br>student<br>to pay for<br>repair (or<br>damage)<br>+ inform-<br>ing the<br>student's<br>guardian |
| Category 3 | 12. Misbehavior inside classroom. Misconduct, verbal, and physical harassment.<br>13. Misbehavior within campus or dorms.<br>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 students.<br>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. | Warning +<br>transfer-<br>ring the<br>student<br>to the<br>student<br>coun-<br>seling<br>section     | Final<br>warning<br>+ inform-<br>ing the<br>student's<br>guardian                                                                      | One<br>semester<br>suspension<br>+ inform-<br>ing the<br>student's<br>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 +<br>fine of OR<br>50                                                                        | Final<br>warning +<br>inform-<br>ing the<br>student's<br>guardian<br>+ fine of<br>OR 100                                               | One<br>semester<br>suspension<br>+ inform-<br>ing the<br>student's<br>guardian +<br>fine of OR<br>500                                      |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                               |                                                            |                                                               |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------|
| Category 5 | 17. Declaring incorrect information or statements in official papers, forging official university documents, or obtaining them illegally.<br>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.<br>19. Organizing or participating in any committees, associations, or conferences without prior authorization from the University.<br>20. Committing Electronic blackmail against university employees and students.<br>21. Taking or possessing or using psychotropic substances on campus buildings. | final warning + informing the student's guardian + transferring to student counseling section | One Semester suspension + Informing the student's guardian | Final termination from ASU + Informing the student's Guardian |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------|

## 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 Dorms. 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 section.

## 22. Lost Items

The lost items found inside the campus 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 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 new student group/society 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 Societies | Cultural Activities Societies | Art Activities Societies | Scientific Activities Societies     |
|-----------------------------|-------------------------------|--------------------------|-------------------------------------|
| Scouts Society              | Arabic Literature Society     | Fine Arts Society        | Applied Sciences Society            |
| Lamsat Ataa' Society        | Islamic Culture Society       | Media Society            | Applied and Health Sciences Society |
|                             | Self-Development Society      | Photography Society      | Engineering Society                 |
|                             | Debate Society                | Theater Society          | Business Management Society         |
| Health and Safety Society   |                               | Music Society            | Arts and Humanities Society         |
|                             |                               | Sports Society           | Supernova Society                   |

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

In order to join a student society activity, a student should follow the steps below:

- Visit the University website
- Click on the "Students" icon.
- Click on the "Students Activities" icon.
- Enter the required data to access the system.
- Access "Request Membership" and fill in the required fields.
- 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 students conscious, productive and creative citizens who are able to practice their humanitarian, social and service roles 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:

- Obtaining the University ID card which proves the student's identity as a student.
- Inform and provide them with sources of access to university manuals, regulations, and services (university website, admissions and registration department, student affairs department. etc.)
- Respect from all University staff and students.
- Get appropriate responses to their various inquiries related to University services.
- Select their representatives from students who nominated themselves to run the Student Advisory Council to discuss and raise their concerns according to specific regulations.
- Access to primary health care and on-campus counselling services as mentioned in related University's regulations on the provision of these services.
- Benefit from university services and facilities such as (services provided by the Student Affairs Department, dormitories, learning resources, restaurants, car parking etc.) in accordance with the manuals and regulations of the University and according to availability and possibilities.
- 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.
- 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.
- 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:

- 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.
- Obtaining the scientific materials and knowledge associated with the courses studied in accordance with the University provisions and regulations governing academic work.
- Obtaining study plans related to their study programs, access to timetables of their study before starting their semester plan and registering them in the courses provided by the system with equal opportunities to all ASU students in accordance with the University's manuals and regulations, in addition to the final examination schedules.
- Inquiry and proper scientific discussion with faculty members, whether during the lecture times or faculty office hours.
- Obtain their exam results after the approvals from the authorities in accordance with the University regulations.
- Raising academic appeals against final exam grades as determined by the University's related regulations and decisions regulating grievances.

## 26. Code Of Ethics

### 1. Dealing with the ASU, Colleagues, Faculty and Students

All employees, faculty, and students shall exercise good judgment and contribute to maintaining a safe, cooperative, positive, efficient, harmonious and productive work and learning environment, including but not limited to the following areas:

#### - Ensuring a Workplace free of Discrimination

Discrimination of any form or type including but not limited to nationality, age, religious creed, color, race, sex, disability is strictly prohibited in the ASU environment.

#### - Developing an environment free of Harassment

Harassment of any kind - discriminatory, online, sexual, sexual assault, stalking and exploitation is strictly forbidden within the ASU environment.

#### - Drug & Alcohol Abuse

Employees, faculty and students must contribute to maintaining a healthy and productive work and educational environment.

The presence or use of controlled substances within ASU is strictly prohibited. Additionally, the use, possession, manufacture, sale, distribution, or being under the influence of illegal drugs or alcohol on ASU premises is strictly forbidden.

#### - Safety in the Workplace

The safety of students, staff, and faculty is a top priority at ASU. All members of the University community must fully comply with applicable health and safety policies at all times.

### 2. Students' conduct & ethical responsibilities

Students' conduct comprises their responsibilities, expectations, and behavioral standards required of them within ASU. Key aspects of students' conduct include:

**-Academic integrity:** Honesty in completing assignments, avoiding plagiarism, cheating and respecting intellectual property.

**-Respect:** Inclusive behavior towards peers, faculty members and staff regardless of race, gender, religion or background. Avoiding harassment, discrimination and bullying (including online).

**-Use of resources:** Ethical use of facilities, IT services, libraries, and campus spaces.

## 26.2. Learning Resource Centre

Learning Resource Centre contains an excellent collection of books, references and scientific periodicals on various study programs offered by the University. The Centre seeks to expand the number of holdings to cover all topics related to the University's programs, in addition to providing number of quality services to all categories of the academic and local community.

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. In addition, the University provides its users with access to both Scopus and ARCIF.

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. In addition, the University provides its users with access to both Scopus and ARCIF.

### 26.2.1. Services Provided by Learning Resource Centre

**-Working hours:** The Centre is open to receive the users and visitors from Sunday to Wednesday from 8:00 am to 8:00 pm, on Thursday from 8:00 am to 3:00 pm, and on Friday and Saturday from 8:00 am to 4:00 pm.

**-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 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 labs are located on the ground floor of the 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

**-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.

**-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 centre assists the beneficiaries in using the centre's services and facilities, as well as in using general and specialized references.

**- Current awareness services:** The beneficiaries are constantly updated with what is new within the Centre, such as adding new holdings and informing them of the planned activities such as upcoming seminars and cultural meetings.

**-Training and development service:** One of the responsibilities of the Center is to provide training and awareness to the community. 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 the University or from outside the University.

**-Providing individual and group rooms for study, research and discussion:** The 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 the 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:

- The user should access the Digital Library website through the Centre's page.
- The user must access Oman Virtual Scientific Library (Masader) either through the

-Center's web-page or directly through Omani Virtual Scientific Library website:  
[WWW.masader.om](http://WWW.masader.om)

The user can search in the main search box of the digital library to search all the contents of the digital library or select one of the databases listed within the digital library and search within it.

The researcher in the databases can customize the search to obtain more accurate results by searching by the name of the author, title, topic, language, material type, or time. Also, they can browse, download, cite and benefit from other services.

#### Scopus and ARCIF databases:

These are the most popular research databases that serve researchers because of the support for scientific research.

#### 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 catalogue and other educational presentations which are produced by the Center.
- Access to the Lowrtal Legal Portal database.
- Submit a request to obtain Center membership and access information resources through interlibrary loan service, as well as submit requests to purchase print information resources.
- Study room reservation services.



### 26.2.3 Controls for access and use of the center [HA1.1]

## 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, and multi-purpose halls.

## 26.4. Student Female Dorms

The University provides accommodation for female students, 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 is one dorm located off campus and two dorms within the campus. A new on-campus dorm was operated in September of the 2025/2026 academic year, with a capacity exceeding 1,800 students, in addition to the existing on-campus dorm. The university offers students a variety of accommodation options, including single, double, and triple rooms, all of which are furnished with basic requirements. The on-campus dorms provide a suitable and well-equipped living environment through a some of services, such as transportation for students from off-campus dorms to the university campus and vice versa, as well as 24-hour transportation to the hospital for emergency cases.

The dorms also include several facilities and services, such as kitchens, dining halls, study rooms, TV hall, and laundry rooms equipped with washing and drying machines, in addition to a clinic and other services. Dedicated barbecue areas, an indoor theater for events, a multi-purpose playground, and landscaping have also been provided.

Students are requested to maintain these facilities so that they remain available for the purposes for which they have been provided. They are also requested to consume water and electricity in a reasonable manner.

The university is also committed to providing a variety of services and activities for students, including shopping trips and recreational trips to different regions across the Sultanate, under the supervision of dorm supervisors. In addition, it organizes on-campus camps and ongoing events such as workshops, exhibitions, social evenings, and educational and health awareness sessions.

The new dorm also includes a commercial area with more than 14 shops to meet the diverse needs of students.

## 26.5 Maintenance

For 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 of dorms. 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 600 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 dorm, provided that her room and its accessories are delivered in good condition and without any damage due to misuse.

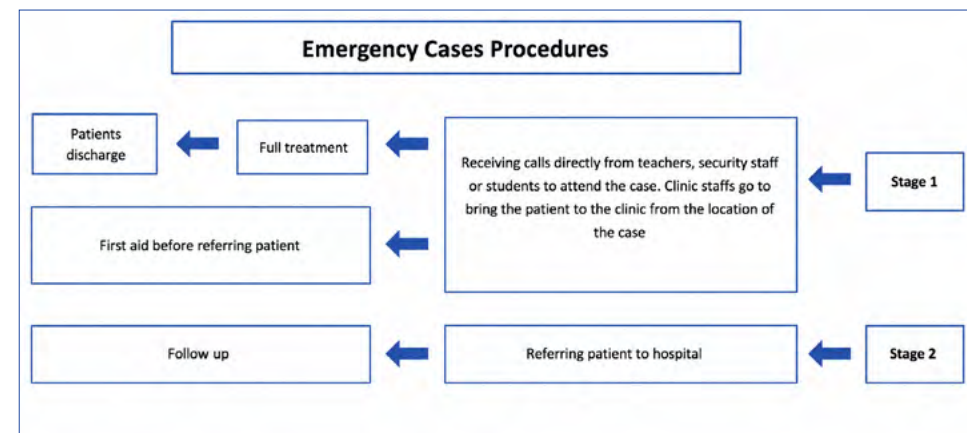
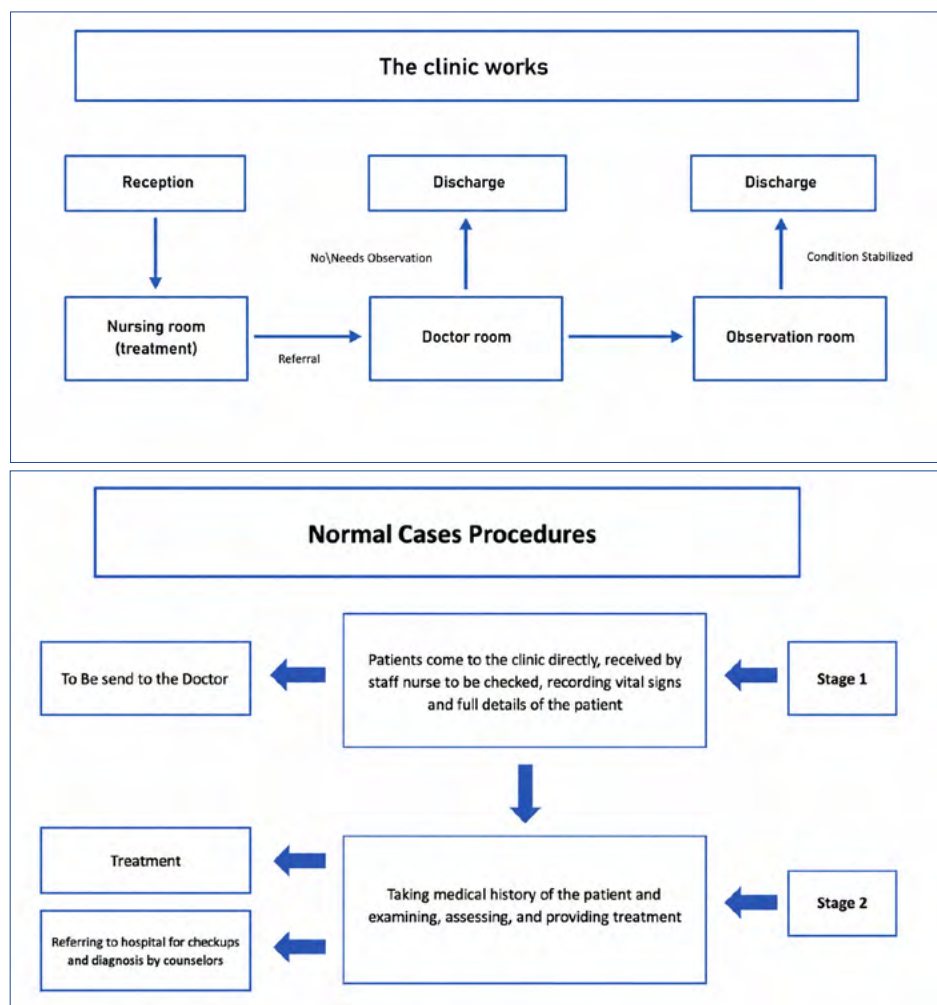


## 26.7. Clinics

### 26.7.1 On-Campus Clinic

The University provides healthcare services through a fully equipped clinic located on campus, supervised by a medical team consisting of a general practitioner and a number of nurses to deliver basic healthcare services and care. These services include the initial assessment of cases, providing the necessary treatment for minor cases, dispensing appropriate medication, and referring cases that require further attention to the hospital in accordance with the approved procedures.

The University also provides a fully equipped ambulance to transport emergency cases to the relevant healthcare authorities when needed.



### 26.7.2 The Dorm Clinic

To ensure the provision of comprehensive healthcare for female students residing at the University accommodation, Sukna, an internal clinic equipped with all essential healthcare requirements has been designated within the residence. A qualified nurse is assigned to provide healthcare services during the night shift from 9:00 p.m. to 5:00 a.m., manage minor cases, and administer first aid, while taking the necessary Process to refer emergency cases to the hospital when needed.

## 26.8. Student Transport

The University provides organized and continuous transportation services to support student mobility and enhance their comfort and safety. These services include the following:

- Transportation for female students residing in off-campus university accommodation to and from the campus according to approved operating schedules.
- Internal transportation within the University facilities to facilitate movement between buildings and services.
- Dedicated transportation for female residence students for shopping at scheduled times, in addition to transporting emergency cases to the hospital when needed and in coordination with the relevant authorities.
- Transportation for academic and recreational trips in accordance with approved programmes and requests.

-Transportation to and from the airport at the beginning and end of each academic semester for female students from distant governorates, such as Dhofar and Musandam, as well as for international students, in accordance with the approved procedures.

-The University also provides transportation services for new male students from Al Yahmadi area to and from the campus, in coordination with the Services Section of the Administrative Affairs Department.

These services are operated throughout the academic year according to schedules prepared by the Services Section of the Administrative Affairs Department in coordination with the Housing Department, in order to ensure smooth service delivery and meet students' needs.

## 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

The University is actively undertaking a range of strategic development projects aimed at enhancing student life, expanding academic infrastructure, and strengthening sustainability initiatives. Below is an overview of key ongoing and recently approved projects:

**- New Academic Building:** In response to the steady growth in student enrollment, the University is currently constructing a new academic building designed to accommodate additional classrooms, laboratories, and faculty offices. The project is presently in the execution phase and will significantly expand academic capacity while supporting the delivery of diverse and innovative academic programs.

**- Green Energy Initiative:** Solar Plant Phase II - Aligned with ASU's sustainability vision, the University is planning to install a solar photovoltaic (PV) system with an approximate capacity of 1.5 MW. This initiative represents a major step toward reducing electricity consumption, lowering operational costs, and minimizing the University's carbon footprint, reinforcing ASU's commitment to environmental responsibility.

**-Student Accommodation Construction - Phase II:** To address the increasing student population and enhance campus safety and convenience, Phase II of the student accommodation project has been planned within the ASU campus. The new facility will accommodate approximately 1,800 students, providing a secure, comfortable, and accessible residential environment that promotes a holistic student experience and strengthens campus life.

**-Indoor Stadium Development:** The University is planning the development of a multi-purpose indoor stadium to support physical education programs, extracurricular activities, and large-scale university events. The facility will include indoor sports courts, a gymnasium, spectator seating, and flexible event spaces. Currently in the initial planning stage, this project will significantly enhance recreational and sporting opportunities for students and staff.

**-Student Services Center:** Recognizing the growing demand for integrated student services, ASU is proposing the establishment of a new Student Services Center. The facility will provide space for retail outlets, restaurants, and flexible student activity areas. Designed to complement the existing student center, it aims to improve service accessibility and enrich the overall campus experience.

**- Football Field Development:** Approval has been granted for the construction of a new open football field. The project is currently under construction and is expected to be completed within this year, providing additional sports infrastructure to support student recreation and athletic activities.

**- ASU Botanical Garden Project:** Following approval of the University Masterplan, preliminary approval has been granted by the Board of Directors for the development of an ASU Botanical Garden at the campus entrance. The project will feature diverse plant species, landscaped park areas, and research-friendly environments. The Botanical Garden will serve both academic purposes and community engagement, remaining accessible to researchers and the wider public.

Collectively, these projects reflect ASU's forward-looking vision for institutional growth and its proactive commitment to creating a well-rounded, future-ready academic environment. They underscore the University's dedication to student welfare, academic excellence, sustainability, and meaningful community engagement.

## 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 for non-academic complaints, 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.

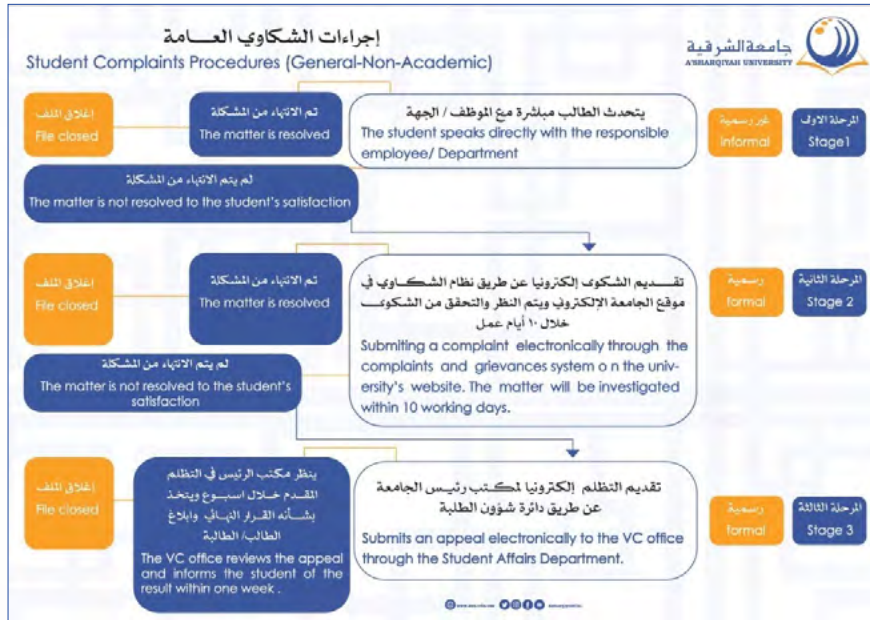
## 27.2 Student Counseling

The Student Counseling Section reported to Student Advising Center aims to support the students psychologically and socially by providing professional counseling services delivered in a confidential and private setting between the counselor and the student. These services are designed to help 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:

- Providing psychological and social counseling and individual and group sessions (within principles of confidentiality and privacy).
- 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.).
- 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.).
- Providing the session booking system based on time convenient to them, while ensuring complete confidentiality and privacy.
- Directing and assisting the new students to adjust and adapt with the University environment by preparing leaders under the umbrella of the Student Support Team and under the section supervision (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 dorms environment).

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. The Section seeks to measure the impact of its services through beneficiary satisfaction surveys and student adaptation indicators.



### 27.3 Student Support Fund

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

#### Cases that are currently targeted:

- Female students staying in the University Dorms (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 residing near the University and commuting daily (transportation fees) Male and female students who are studying at their own expense (supporting partial tuition fees).

To apply for Student Support Fund services, students should access the University website, navigate to the "Students" section, select "Student Support Fund" log in, 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 soft 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:

#### First: Student Services

- Career Counseling:** Providing individual guidance sessions to help students explore their career interests and define their future paths.
- Professional CV Writing:** Assisting students in preparing strong resumes that professionally reflect their academic and practical skills through specialized programs and workshops.
- Job Interview Preparation:** Training students on job interview skills through mock interviews and interactive workshops.
- Student Company Support:** Encouraging students to establish student companies and private projects, providing the necessary guidance for development, and host-

ing successful entrepreneurs.

- Market-Ready Skill Development Programs:** Organizing workshops and training programs focused on the soft and professional skills required in the labor market.
- Providing Voluntary Training Letters:** Issuing official letters that support students in voluntary training opportunities in both public and private institutions.

-Following up the students' companies 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 may face in society).

-Program of Career Guidance Ambassadors Team (a group of volunteer students who support the section 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 the career guidance section.

#### Secondly: Services Provided to Alumni

-**Workshops and Professional Programs:** The Section organizes specialized workshops and programs that help graduates develop their skills and expertise, preparing them effectively for the labor market.

-**Providing Official Voluntary Training Letters:** The Section provides graduates with official voluntary training letters addressed to various public and private institutions.

-**Networking with Public and Private Institutions for Training Opportunities:** The Section contributes to securing suitable training opportunities for graduates through cooperation and partnership with various governmental and private sectors.

-**Career Inquiries:** The Section responds to alumni inquiries and provides feedback regarding the labor market through official communication platforms (including the dedicated alumni WhatsApp, office phone, email, and various social media accounts).

-**CV Review and Job Interview Preparation:** The Section offers CV review services and prepares graduates for job interviews through various workshops and specialized programs.



### Thirdly: Services Provided to Employers

-Receiving Inquiries and Requests: Receiving requests from institutions regarding available training and employment opportunities.

-Advertising Vacancies and training: Announcing various employment and training opportunities for organizations seeking to hire university students and graduates.

-**Event Coordination and Invitations:** Organizing and inviting public and private institutions to events and programs hosted by the Career Guidance Section.

-**Collaborative Workshops:** Inviting institutions to conduct and lead specialized workshops for both students and university graduates

### Fourthly: A'Sharqiyah University Alumni Association

This association serves as a communication channel between the graduates themselves and between them and the university. It provides them with the opportunity to organize alumni activities such as meetings, workshops, and programs both on and off-campus.

Furthermore, it contributes to exploring challenges and identifying solutions faced in the labor market, which are presented during their annual gatherings. The association also keeps alumni updated on the latest academic and social developments and encourages their participation in university activities to enhance their capabilities and refine their scientific and practical talents. Additionally, it grants them the opportunity to organize various programs and activities in accordance with specific plans and policies set by the Career Guidance Section within the Student Affairs Section.

### Fifthly: Key Events Organized by the Career Guidance Section:

-**Training Fair:** An event that brings students and graduates together with prominent institutions from the public and private sectors to explore available training opportunities.

-**Graduates Forum:** An event aimed at strengthening the relationship between graduates and the university, as well as among the alumni themselves, while building an effective professional network.

-**Annual Student Market:** An initiative that supports student projects and products, fostering a spirit of competition, initiative, and entrepreneurship within the university.

-**"Tawasul" Alumni Magazine:** A publication dedicated to highlighting alumni achievements and success stories, in addition to featuring the events and activities organized by the Career Guidance Department throughout the academic year.

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.

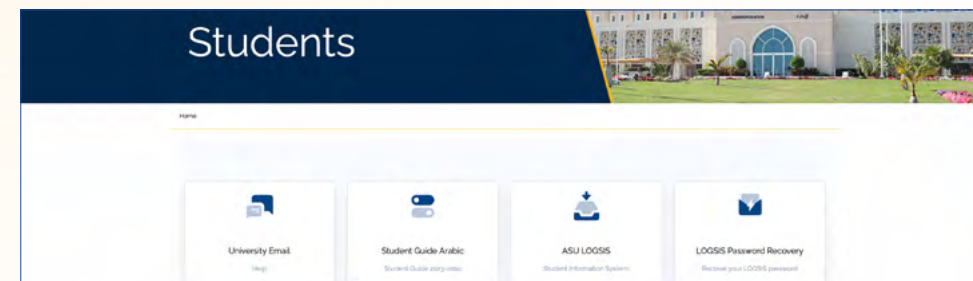
### How to use the academic system (Logsis):

#### 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](http://sisweb.asu.edu.om/portal/pls/portal/logsisw.cow_start)

Or you can access the link through the University website:



2.Enter your username and password

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

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

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

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

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

Setup Menu:

From the setup menu, you can change the semester, password, language, and view the calendar.

First: Semester Change

To change the semester, go to setup menu, choose semester, then click on the Edit icon:

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



## Second: Password Change

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



## Third: Language Change

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



## Fourth: Calendar

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

## Registration List

The registration list is one of the most important lists in the portal system, where the 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.

## 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.

## 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:

| الخطة الدراسية               |                                                                      |
|------------------------------|----------------------------------------------------------------------|
| علامات                       | To know your study plan along with the prerequisite for each course. |
| اسباب التطبيق                |                                                                      |
| اسباب التطبيق الكاملة للطلاب |                                                                      |
| رسائل الطالب                 | للعام 2025                                                           |
| السجل الأكاديمي              |                                                                      |
| كشف حساب                     |                                                                      |
| معلومات المرشد الأكاديمي     |                                                                      |
| تعديل عنواني                 |                                                                      |

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

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:



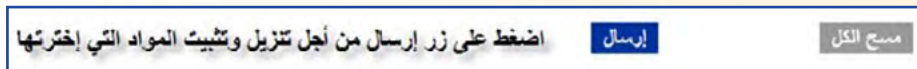
5. You can choose the course you want to download, bearing in mind that the course that will appear is the one which you are entitled to download. If the course is closed due to the completion of the required number, it will not appear on the list. Also, the courses that you can't download will not appear 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.

| الوقت         | مادة          | الدرجة | المادة | الوقت         | التاريخ    | المدرس  | اسم الطالب |
|---------------|---------------|--------|--------|---------------|------------|---------|------------|
| 12:00 - 13:00 | C-4           | 8      | 0      | 12:00 - 13:00 | 2023/09/01 | د. محمد | محمد       |
| 13:00 - 14:00 | C-4           | 8      | 0      | 13:00 - 14:00 | 2023/09/01 | د. محمد | محمد       |
| 14:00 - 15:00 | SE-COMPLAB 03 | 13     | 0      | 14:00 - 15:00 | 2023/09/01 | د. محمد | محمد       |
| 15:00 - 16:00 | PI-AB         | 4      | 0      | 15:00 - 16:00 | 2023/09/01 | د. محمد | محمد       |

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 the 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 per-

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

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

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

This report can be used in the registration process.

[illegible]

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.

| ملفات  |       |       |            |
|--------|-------|-------|------------|
| الاسم  | الرقم | الرمز | التاريخ    |
| ملف 1  | 101   | 101   | 10-10-2024 |
| ملف 2  | 102   | 102   | 10-10-2024 |
| ملف 3  | 103   | 103   | 10-10-2024 |
| ملف 4  | 104   | 104   | 10-10-2024 |
| ملف 5  | 105   | 105   | 10-10-2024 |
| ملف 6  | 106   | 106   | 10-10-2024 |
| ملف 7  | 107   | 107   | 10-10-2024 |
| ملف 8  | 108   | 108   | 10-10-2024 |
| ملف 9  | 109   | 109   | 10-10-2024 |
| ملف 10 | 110   | 110   | 10-10-2024 |
| ملف 11 | 111   | 111   | 10-10-2024 |
| ملف 12 | 112   | 112   | 10-10-2024 |
| ملف 13 | 113   | 113   | 10-10-2024 |
| ملف 14 | 114   | 114   | 10-10-2024 |
| ملف 15 | 115   | 115   | 10-10-2024 |
| ملف 16 | 116   | 116   | 10-10-2024 |
| ملف 17 | 117   | 117   | 10-10-2024 |
| ملف 18 | 118   | 118   | 10-10-2024 |
| ملف 19 | 119   | 119   | 10-10-2024 |
| ملف 20 | 120   | 120   | 10-10-2024 |
| ملف 21 | 121   | 121   | 10-10-2024 |
| ملف 22 | 122   | 122   | 10-10-2024 |
| ملف 23 | 123   | 123   | 10-10-2024 |
| ملف 24 | 124   | 124   | 10-10-2024 |
| ملف 25 | 125   | 125   | 10-10-2024 |
| ملف 26 | 126   | 126   | 10-10-2024 |
| ملف 27 | 127   | 127   | 10-10-2024 |
| ملف 28 | 128   | 128   | 10-10-2024 |
| ملف 29 | 129   | 129   | 10-10-2024 |
| ملف 30 | 130   | 130   | 10-10-2024 |
| ملف 31 | 131   | 131   | 10-10-2024 |
| ملف 32 | 132   | 132   | 10-10-2024 |
| ملف 33 | 133   | 133   | 10-10-2024 |
| ملف 34 | 134   | 134   | 10-10-2024 |
| ملف 35 | 135   | 135   | 10-10-2024 |
| ملف 36 | 136   | 136   | 10-10-2024 |
| ملف 37 | 137   | 137   | 10-10-2024 |
| ملف 38 | 138   | 138   | 10-10-2024 |
| ملف 39 | 139   | 139   | 10-10-2024 |
| ملف 40 | 140   | 140   | 10-10-2024 |
| ملف 41 | 141   | 141   | 10-10-2024 |
| ملف 42 | 142   | 142   | 10-10-2024 |
| ملف 43 | 143   | 143   | 10-10-2024 |
| ملف 44 | 144   | 144   | 10-10-2024 |
| ملف 45 | 145   | 145   | 10-10-2024 |
| ملف 46 | 146   | 146   | 10-10-2024 |
| ملف 47 | 147   | 147   | 10-10-2024 |
| ملف 48 | 148   | 148   | 10-10-2024 |
| ملف 49 | 149   | 149   | 10-10-2024 |
| ملف 50 | 150   | 150   | 10-10-2024 |
| ملف 51 | 151   | 151   | 10-10-2024 |
| ملف 52 | 152   | 152   | 10-10-2024 |
| ملف 53 | 153   | 153   | 10-10-2024 |
| ملف 54 | 154   | 154   | 10-10-2024 |
| ملف 55 | 155   | 155   | 10-10-2024 |
| ملف 56 | 156   | 156   | 10-10-2024 |
| ملف 57 | 157   | 157   | 10-10-2024 |
| ملف 58 | 158   | 158   | 10-10-2024 |
| ملف 59 | 159   | 159   | 10-10-2024 |
| ملف 60 | 160   | 160   | 10-10-2024 |
| ملف 61 | 161   | 161   | 10-10-2024 |
| ملف 62 | 162   | 162   | 10-10-2024 |
| ملف 63 | 163   | 163   | 10-10-2024 |
| ملف 64 | 164   | 164   | 10-10-2024 |
| ملف 65 | 165   | 165   | 10-10-2024 |
| ملف 66 | 166   | 166   | 10-10-2024 |
| ملف 67 | 167   | 167   | 10-10-2024 |
| ملف 68 | 168   | 168   | 10-10-2024 |
| ملف 69 | 169   | 169   | 10-10-2024 |
| ملف 70 | 170   | 170   | 10-10-2024 |
| ملف 71 | 171   | 171   | 10-10-2024 |
| ملف 72 | 172   | 172   | 10-10-2024 |
| ملف 73 | 173   | 173   | 10-10-2024 |
| ملف 74 | 174   | 174   | 10-10-2024 |
| ملف 75 | 175   | 175   | 10-10-2024 |
| ملف 76 | 176   | 176   | 10-10-2024 |
| ملف 77 | 177   | 177   | 10-10-2024 |
| ملف 78 | 178   | 178   | 10-10-2024 |
| ملف 79 | 179   | 179   | 10-10-2024 |
| ملف 80 | 180   | 180   | 10-10-2024 |
| ملف 81 | 181   | 181   | 10-10-2024 |
| ملف 82 | 182   | 182   | 10-10-2024 |
| ملف 83 | 183   | 183   | 10-10-2024 |
| ملف 84 | 184   | 184   | 10-10-2024 |
| ملف 85 | 185   | 185   | 10-10-2024 |

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               |
| البريد الإلكتروني        |
| البريد الإلكتروني الشخصي |
| هاتف المكتب              |
| مقسم                     |
| رقم الخليوي              |
| الطابق ورقم المكتب       |
| الساعات المكتبية         |

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

| إثر المسجلة   |                |               |                |               |                |               |
|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| الوقت         | الحدث          | الوقت         | الحدث          | الوقت         | الحدث          | الوقت         |
| 14:00 - 12:00 | مهمة الحراسة   | 14:00 - 12:00 | مهمة الحراسة   | 14:00 - 12:00 | مهمة الحراسة   | 14:00 - 12:00 |
| 08:00 - 08:00 | مهمة الحراسة   | 08:00 - 08:00 | مهمة الحراسة   | 08:00 - 08:00 | مهمة الحراسة   | 08:00 - 08:00 |
| 16:00 - 14:00 | المهمة الحراسة | 16:00 - 14:00 | المهمة الحراسة | 16:00 - 14:00 | المهمة الحراسة | 16:00 - 14:00 |
| 12:00 - 03:00 | المهمة الحراسة | 12:00 - 03:00 | المهمة الحراسة | 12:00 - 03:00 | المهمة الحراسة | 12:00 - 03:00 |

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.

|                              |                         |                         |                         |                                                    |   |                |
|------------------------------|-------------------------|-------------------------|-------------------------|----------------------------------------------------|---|----------------|
| (CAPS-006 Buf) 13:00 – 15:00 |                         |                         |                         | 3                                                  | 4 | (مدرس) BCOL101 |
| (ACM-103) 11:00 – 10:00      | (ACM-103) 11:00 – 10:00 | (ACM-103) 11:00 – 10:00 | (ACM-103) 11:00 – 10:00 | 5                                                  | 3 | ENG101         |
|                              | (P1-AA) 14:00 – 12:00   |                         | (P1-AA) 14:00 – 12:00   | 1                                                  | 0 | FPM002         |
|                              | (ACM-104) 09:30 – 08:00 |                         | (ACM-104) 09:30 – 08:00 | 2                                                  | 3 | MATH101        |
| 2023-2024                    |                         |                         |                         | التحليلات المتقدمة للبيانات (الدراسات العليا) 2023 |   |                |

1.Go to the University's website and access students' page or by clicking on the following link:

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.

University ID

**SUBMIT**

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

## Credentials Verification

Dear User, Your password has been sent to the e-mail address provided to you by the university.

To log into your university email:

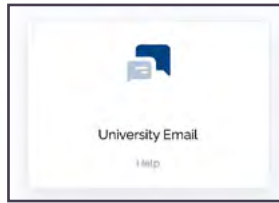
1.Go to the University website and access the students' page or by clicking on the following link:

<https://www.asu.edu.om/Students/>

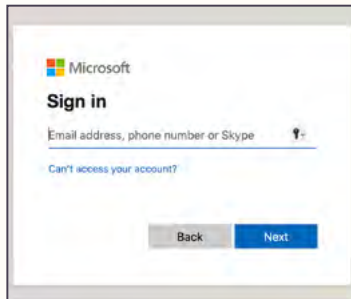
2. Choose "University Email" from the keys available on the page or go directly to the following link:

[www.office.com](http://www.office.com).

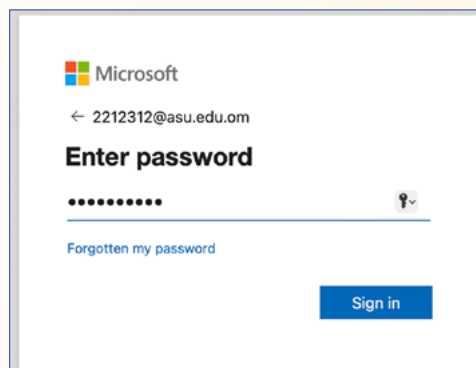
3. Click on 'Sign in'.



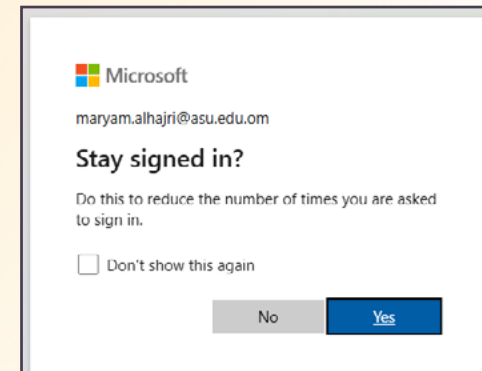
4. On the screen below, write your e-mail which consists of your university number, followed by the University website. For example, if your university number is 20201234, then your university email is: 20201234@asu.edu.om



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)

ASU provides support for international students through Student Affairs Department who are registered at the University in 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 students until graduation. Therefore, the University provides any support that may facilitate the life of international students, similar to the rights and duties provided to 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 only students awarded university scholarships. 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 dorms).

### 27.7. Disabled Students

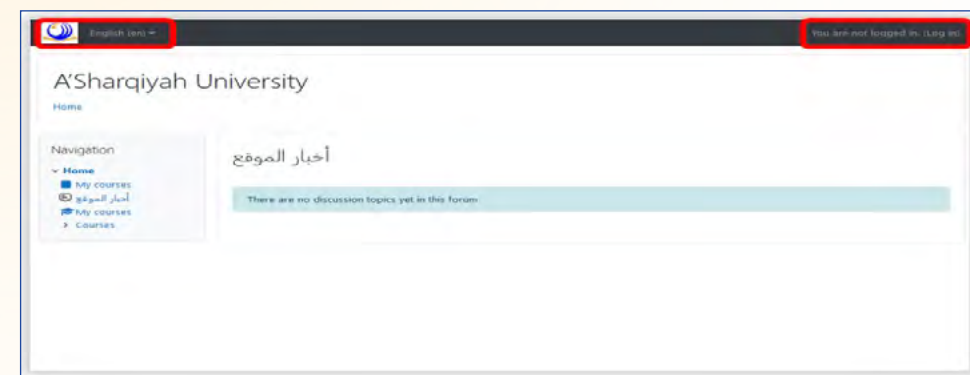
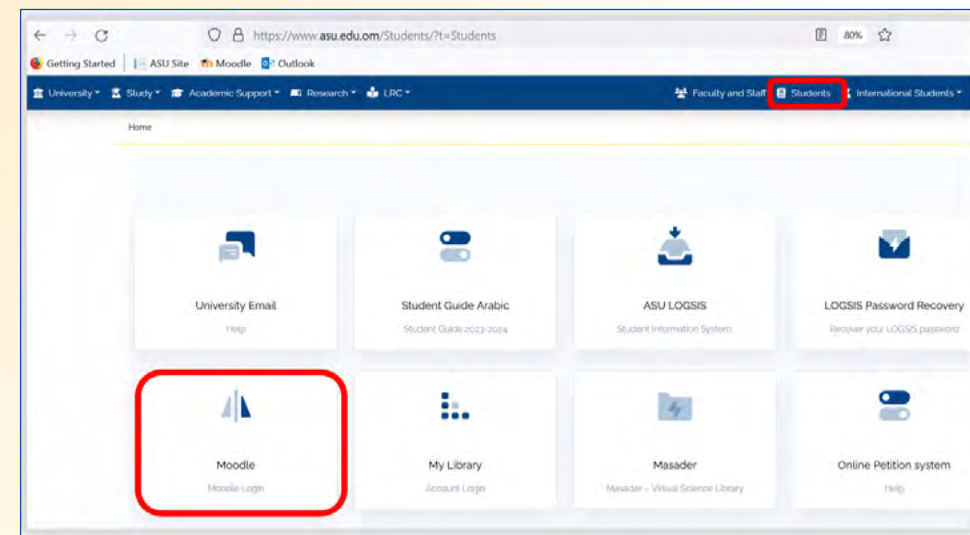
The University pays attention to Disabled students through the Student Affairs Department. This includes cases which have psychological, social, kinetic, audio, visual issues and chronic diseases. These issues hinder the academic progression and performance of the students and therefore they need to 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 units at the University in following up these students needs and provide the appropriate educational materials, preparing 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

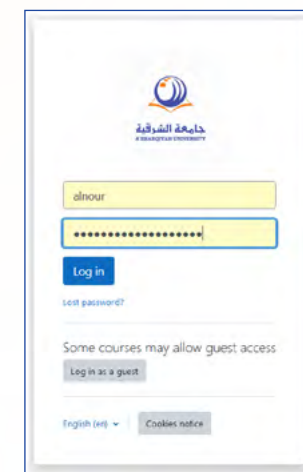
Moodle is the official platform for learning and teaching at the University through which the students can learn, upload materials and activities, and communicate with instructors and colleagues. Moodle is also used for online examinations.

Mainly access Moodle is through the web browser, as Moodle fully supports web-based access without the need to install any additional software just basic computer, and internet access. Open university's official website (<https://www.asu.edu.om>), then from the main menu, look for "Student." Click on it, you will see links to various university portals. Choose the eLearning portal Moodle, and the browser will redirect it to the Moodle homepage. Alternatively, it could be directly access by typing the following link in your browser URL: <https://moodle.asu.edu.om>



As an initial step, students must select their preferred language for using Moodle. After selecting a language, click the "Login" button located at the top right of the screen.

Upon first accessing the login screen, users must enter their correct username and password. After logging in with the initial credentials (Student ID and Civil number), users are required to change their password for security purposes.

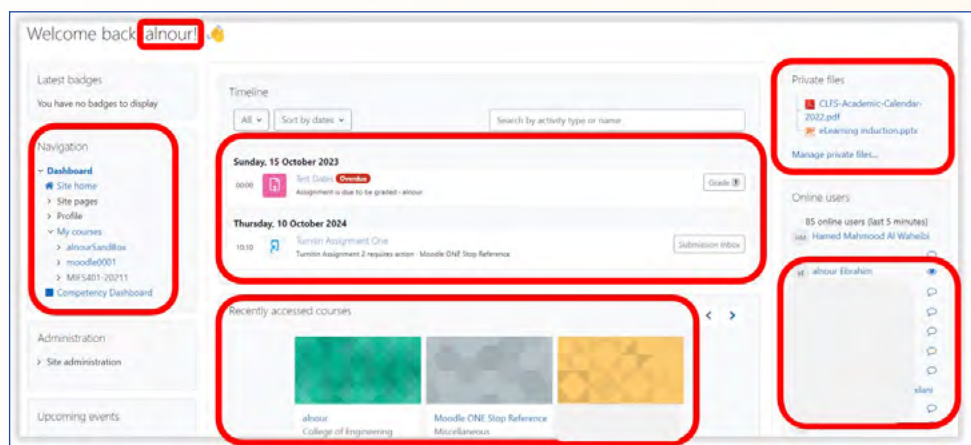


## 27.8.2 Dashboard and Profile

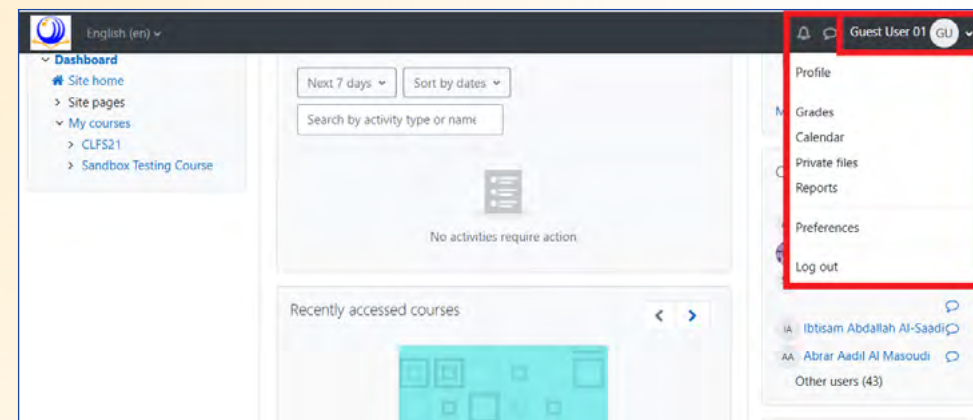
Upon successful login, students are directed to the Moodle dashboard, which is divided into three main sections: right, left, and center. The left section contains the main menu, providing links to the site homepage, academic courses, and analytical reports. The right section displays a timeline featuring the following elements:

- 1.Taskbar (language selection, notifications, messages, and profile information).
- 2.Inbox for submitted written assignments.
- 3.Private uploaded files.
- 4.Online users.
- 5.Calendar.
- 6.Upcoming events.

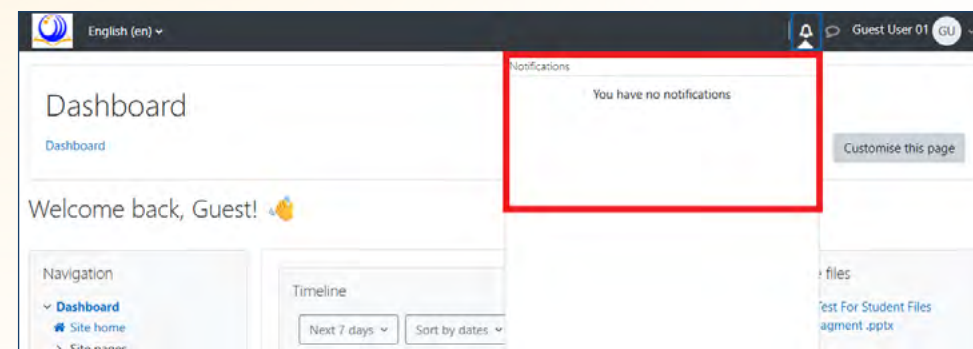
The central section of the dashboard displays all courses accessible to the student. These are organized into an upper section for recently accessed courses and a lower section listing all enrolled courses. Users can filter courses based on status (ongoing, future, past, starred, or hidden) and sort them by course name or last accessed date. The layout can be customized to display as cards, lists, or summaries based on user preferences.



Moodle offers a profile customization feature, allowing users to modify their personal information, such as hiding or displaying their email address, adding a profile picture, or changing their password. To edit the profile, navigate to the dashboard, click on the username in the settings section to open a dropdown menu, select "Profile," and then choose "Edit Profile."

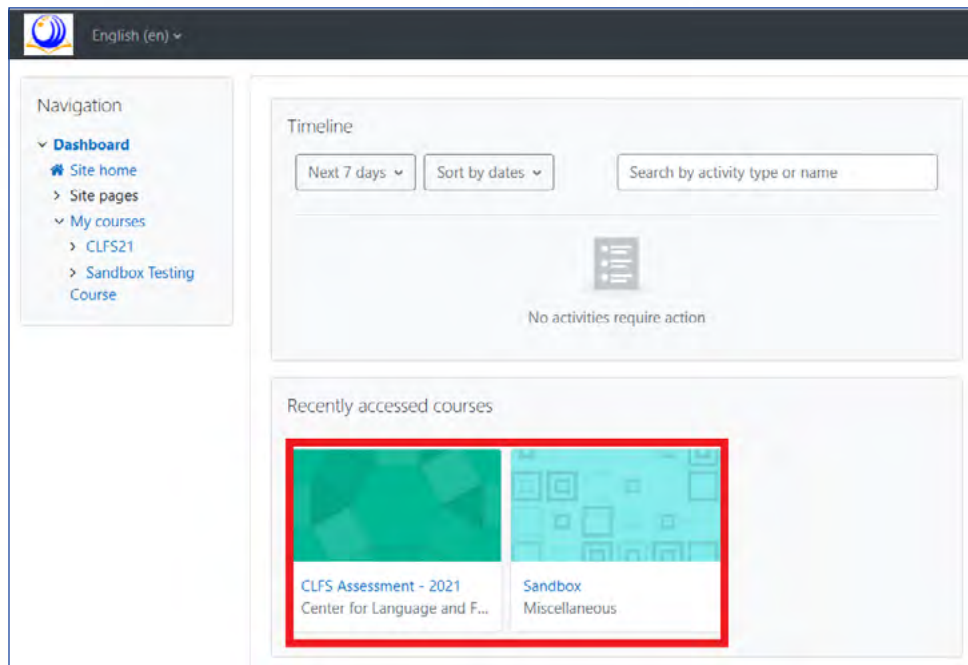


The notification feature in Moodle is an important tool for efficiently managing academic events. It provides an effective means to track updates and changes related to courses and deadlines, enabling better time management and increased engagement with course content, thus contributing to an effective learning experience.

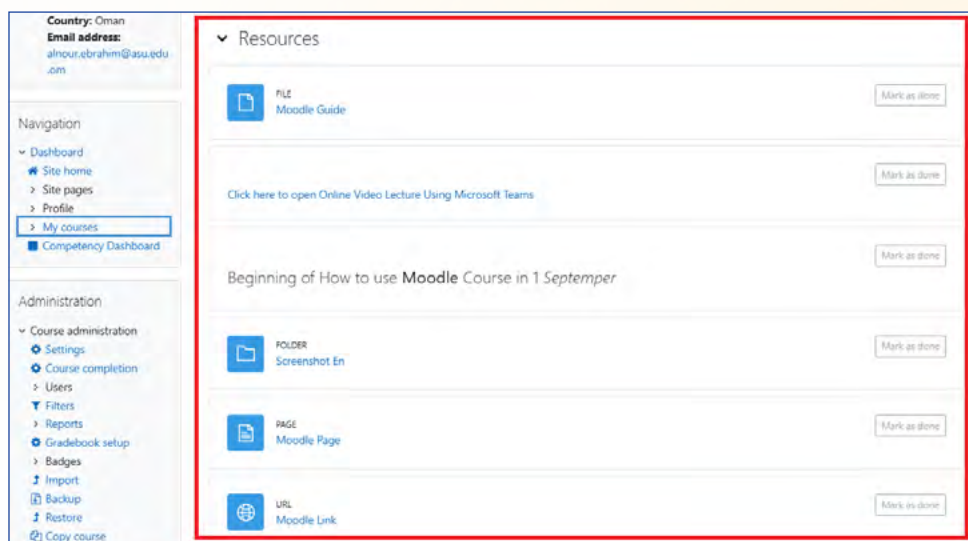


### Accessing Courses and Study Materials

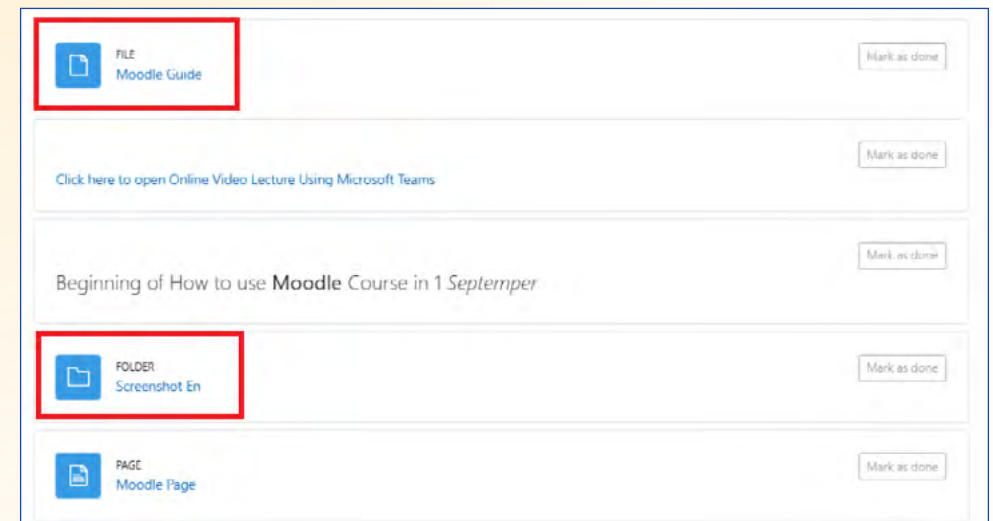
After successfully logging into Moodle, all enrolled courses are displayed in the center of the dashboard, organized by their names and academic codes. This allows students to easily access courses registered for the current semester. By clicking on a course name, students can view its contents, including recorded lectures, assignments, exams, and group discussions.



Course content is structured based on the methodology adopted by the instructor, which may involve dividing materials into chapters, weeks, units, or individual lectures. Each topic includes a variety of educational resources, such as recorded lectures, texts, presentations, links, and scholarly articles, as well as interactive activities like quizzes, discussion forums, assignments, and surveys, tailored to the course requirements and student needs.

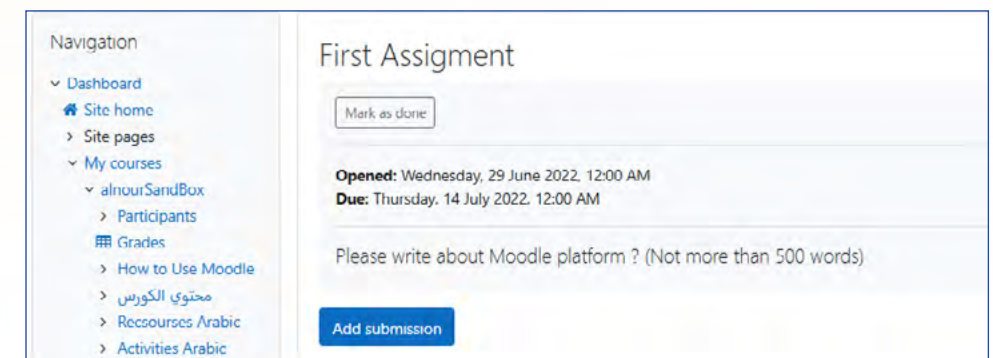


Students can easily download files from Moodle in various supported formats. Upon accessing a course, available materials such as PDF documents, Word files, PowerPoint presentations, Excel spreadsheets, and multimedia files like videos and audio are displayed. To download a file, students can click its dedicated link to either view it or save it directly to their device. Depending on the course settings and instructor preferences, some files may be previewed before downloading.



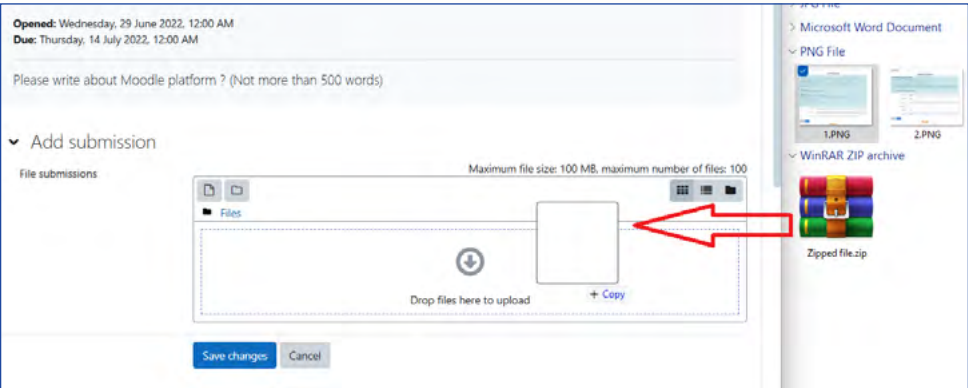
#### 27.8.4 Assignments Submission

Submitting assignments electronically via Moodle is a convenient and reliable method to ensure timely delivery to instructors. Assignments are typically listed in a dedicated section titled "Assignment Submission" within the Moodle platform, allowing students to easily review each assignment's requirements and submission guidelines. Additionally, assignment deadlines are integrated into the course calendar, aiding students in organizing their schedules and planning submissions.



Assignments may include text files, presentations, or interactive activities available on the platform. After submission, students can receive feedback and evaluations from instructors electronically, fostering effective communication. Assignments can be accessed by clicking their dedicated link within Moodle and are categorized into two types based on submission method:

- 1.Text Submission: Students enter their responses directly into a designated text box on the platform.
- 2.File Submission: Students upload a file containing their responses in supported formats such as PDF or Word.



First Assignment

Done

Opened: Sunday, 29 May 2022, 12:00 AM  
Due: Monday, 14 July 2025, 12:00 AM

Please write about Moodle platform ? (Not more than 500 words)

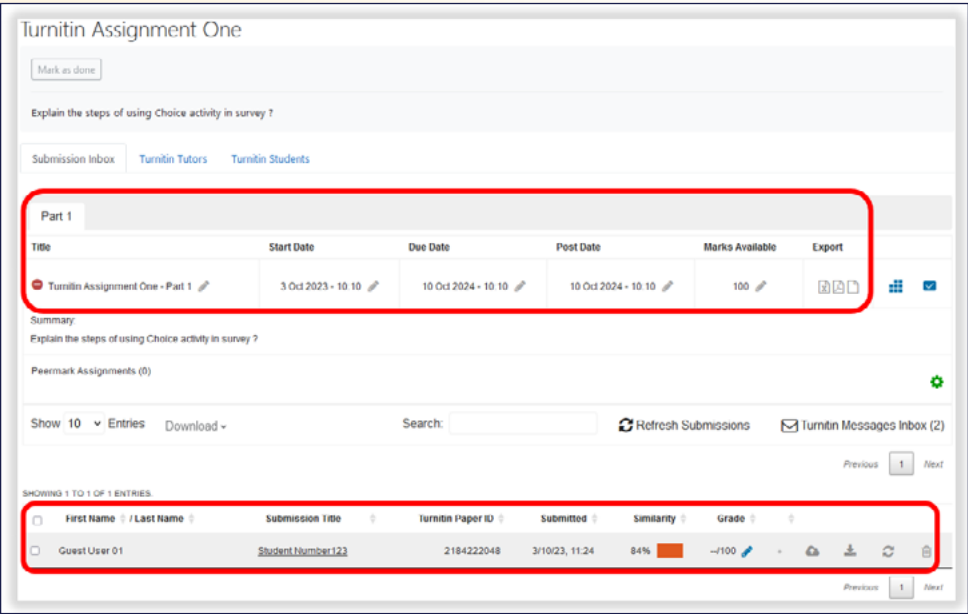
Edit submission Remove submission

Submission status

|                   |                                                |
|-------------------|------------------------------------------------|
| Submission status | Submitted for grading                          |
| Grading status    | Not graded                                     |
| Time remaining    | Assignment was submitted 45 days 6 hours early |
| Last modified     | Thursday, 29 May 2025, 5:09 PM                 |
| File submissions  | <div>1.PNG29 May 2025, 5:09 PM</div>           |

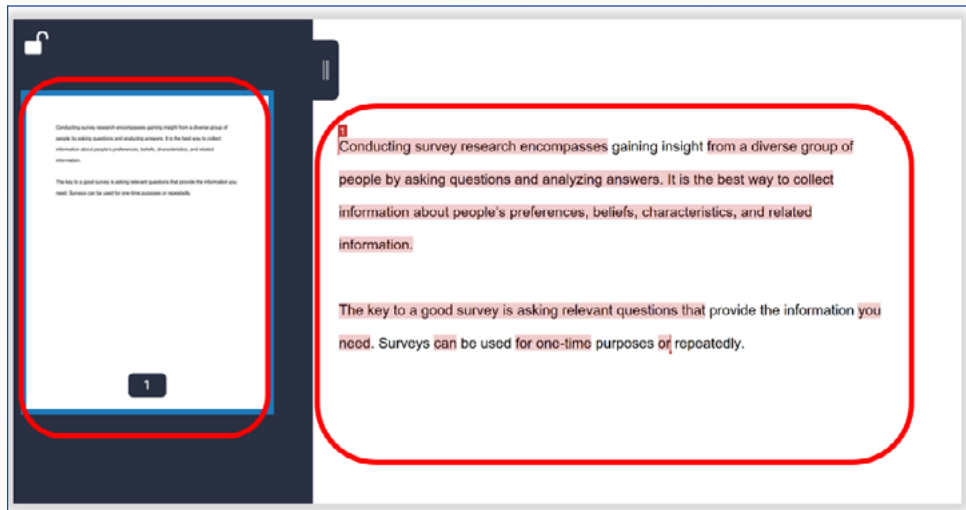
Additionally, assignments can be submitted via the Turnitin Assignment activity on Moodle, which supports text-based submissions and includes a content similarity check to ensure academic integrity. Students can upload assignments as PDF or Word files or enter text directly into the designated area. Turnitin's primary purpose is not only to detect similarities but also to enhance students' writing skills by providing detailed feedback on writing patterns, proper source usage, and academic writing style. After submission via Turnitin, a page displays two tables:

- The first table provides details about the assignment activity, including its name, start and due dates, and publication status.
- The second table serves as a message inbox for all submitted assignments, displaying the username, submission title, document ID, submission date, and similarity percentage (highlighted in orange).



To view a detailed similarity report, students can click the orange similarity percentage, which redirects to <https://ev.turnitin.com/>, integrated with Moodle. The report displays the submitted content in the center, with a left-side menu for file navigation.

- For assignment submissions, the similarity index generated by plagiarism detection software (e.g., Turnitin) shall not exceed 20%, excluding the bibliography, references, and any sources contributing less than 1% similarity. However, no submitted work shall contain more than 5% similarity from a single source.



-In alignment with ASU's guidliens for responsible AU use, AI may serve as supportive tool intinal ideation and conceptual mapping, however the final submission must be student's own authentic work.

-The use of artificial intelligence (AI) tools, including generative AI, is permitted only where explicitly authorized by the instructor and must be appropriately acknowledged in the submission in accordance with the Guidelines for Responsible Usage of Generative AI Tools at ASU. Any unauthorized use of AI tools shall be considered for further academic review and, where necessary, must be reported by the examiner to the Head of Department for referral to the Academic Misconduct Committee in accordance with the approved procedures.

Executive Summary

With the rapid advancement and adoption of artificial intelligence (AI) tools in education, ensuring academic integrity has become increasingly complex. Turnitin, a trusted leader in plagiarism detection, offers an AI Writing Detection feature as part of its Originality license add-on. This proposal advocates for the inclusion of the AI Detection feature in [Institution Name]'s existing Turnitin license to enhance our ability to identify AI-generated content in student submissions, uphold academic standards, and support educators in fostering original thought. This addition aligns with our institutional commitment to integrity, fairness, and educational excellence.

Background

The rise of generative AI tools, such as ChatGPT and other large language models, has transformed the educational landscape. These tools can produce human-like text, posing new challenges to academic integrity. Turnitin introduced its AI Writing Detection feature in April 2023 to address this issue, offering educators the ability to detect text likely generated by AI or modified by AI paraphrasing tools. As of January 1, 2024, this feature is available exclusively through the Turnitin Originality license, requiring institutions to opt in separately from standard plagiarism detection services.

[Institution Name] currently utilizes Turnitin's core plagiarism detection capabilities to safeguard academic integrity. However, without the AI Detection feature, we lack a robust mechanism to identify AI-generated submissions, potentially undermining our ability to maintain equitable assessment practices and support student learning effectively.

**100% detected as AI**

The percentage indicates the combined amount of likely AI-generated text as well as likely AI-generated text that was also likely AI-paraphrased.

**Submission Breakdown**

page 1 page 4

- 21 AI-generated only 100%  
Likely AI-generated text from a large-language model.
- 0 AI-generated text that was AI-paraphrased 0%  
Likely AI-generated text that was likely revised using an AI-paraphrase tool or word spinner.

## 27.8.5 Exam

The exam activity in Moodle is one of the platform's most prominent and effective features, enabling rapid and accurate student assessment through automatic grading. This is particularly useful for questions with clear, predefined answers, such as multiple-choice, true/false, and matching questions.

Moodle supports a variety of question types and allows instructors to incorporate interactive elements like videos, audio files, or images, enhancing the interactivity and comprehensiveness of the learning experience.

When students click the exam link in the relevant course section, a screen displays details such as the exam name, number of allowed attempts, and opening and closing times. Clicking "Attempt Quiz Now" directs students to exam quest

### How to Use Moodle Exam

Mark as done

**Opened:** Thursday, 29 May 2025, 5:28 PM  
**Closes:** Thursday, 29 May 2025, 11:28 PM

**Attempt quiz**

Time limit: 2 hours  
Grading method: Highest grade

Question 1

Not yet answered

Marked out of 1.00

Flag question

Feedback consider as Moodle \_\_\_\_\_.

☐ a. All of them.

☐ b. Recourse.

☐ c. Template.

☒ d. Activity.

[Clear my choice](#)

**Finish attempt ...**

After selecting answers, students can clear their choices by clicking "Clear My Choice" or proceed by clicking "Next Page" or "Finish Attempt" for the final question.

### Summary of attempt

| Question | Status       |
|----------|--------------|
| 1        | Answer saved |

[Return to attempt](#)

This attempt must be submitted by Thursday, 29 May 2025, 7:33 PM.

**Submit all and finish**

Started on Thursday, 29 May 2025, 5:33 PM  
 State Finished  
 Completed on Thursday, 29 May 2025, 5:34 PM  
 Time taken 1 min 22 secs  
 Marks 1.00/1.00  
 Grade 10.00 out of 10.00 (100%)

Question 1  
 Correct  
 Mark 1.00 out of 1.00  
 Flag question

Feedback consider as Moodle \_\_\_\_\_

- ☐ a. All of them.
- ☐ b. Recourse.
- ☐ c. Template.
- ☒ d. Activity. ✓

Your answer is correct.  
 The correct answer is:  
 Activity.

Finish review

### How to Use Moodle Exam

Mark as done

Opened: Thursday, 29 May 2025, 5:28 PM  
 Closes: Thursday, 29 May 2025, 11:28 PM

Re-attempt quiz

Time limit: 2 hours  
 Grading method: Highest grade

Summary of your previous attempts

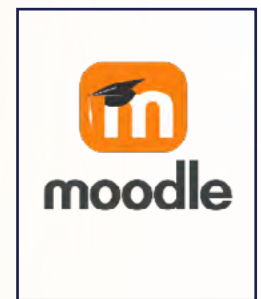
| Attempt | State                                                | Marks / 1.00 | Grade / 10.00 | Review                 |
|---------|------------------------------------------------------|--------------|---------------|------------------------|
| 1       | Finished<br>Submitted Thursday, 29 May 2025, 5:34 PM | 1.00         | 10.00         | <a href="#">Review</a> |

Highest grade: 10.00 / 10.00.

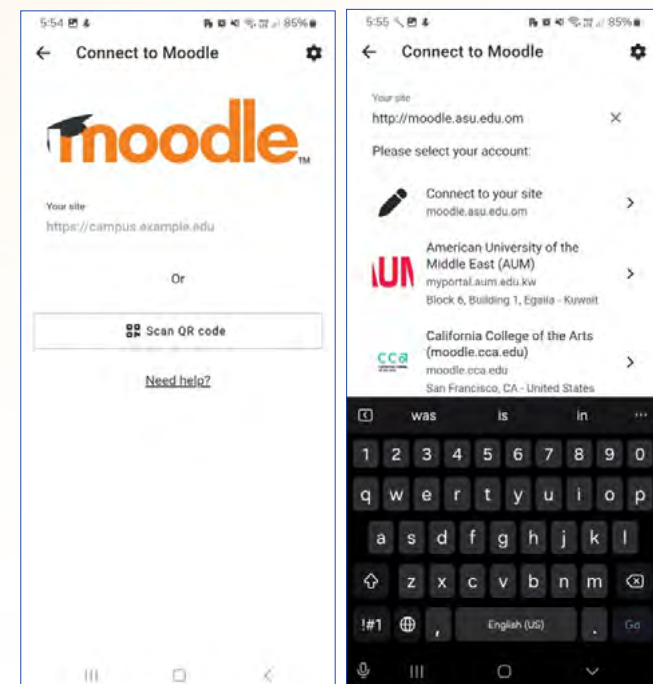
The student should review all answers and submit the exam by clicking 'Submit All and Finish' and then 'Finish Review'. Moodle will provide a detailed result with correct answers and the total score.

Moodle then provides feedback on correct answers and the cumulative exam score. The post-exam screen displays details such as exam timing, and final grade. Students can then click "Return to Course Page" to continue accessing course resources and activities.

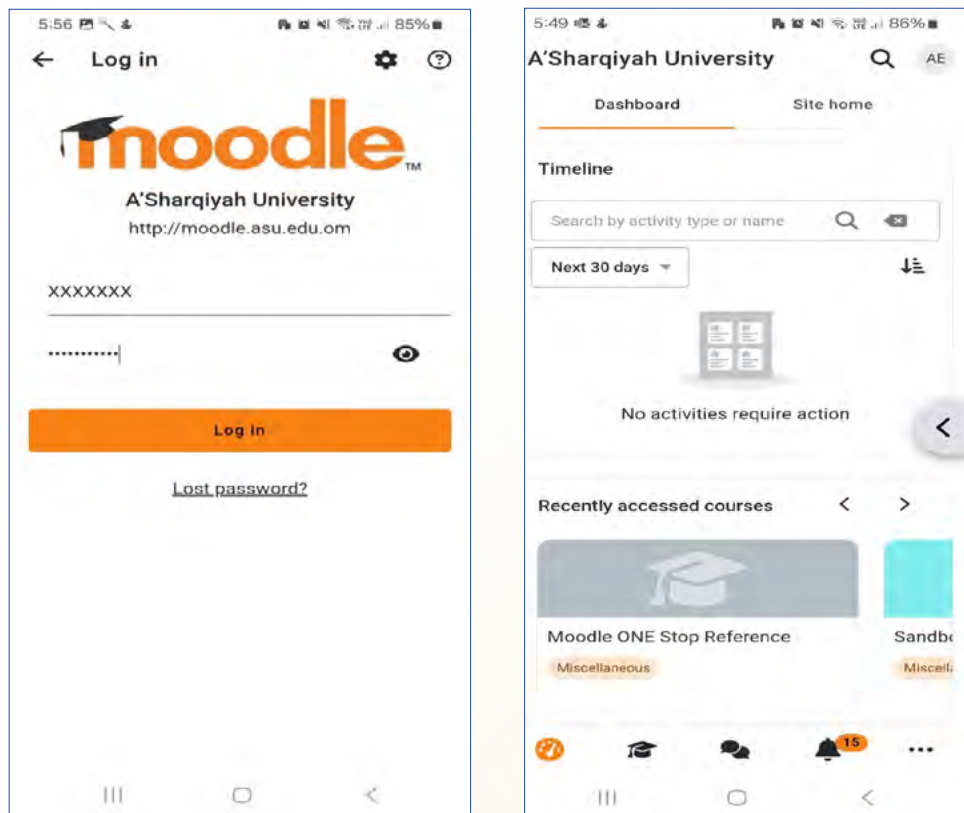
### 27.8.6 Moodle App



To use Moodle on a mobile device, download the Moodle app from the appropriate app store: Google Play Store for Android or App Store for iOS. After installation, open the app and enter the university's Moodle URL: <https://moodle.asu.edu.om>



Click “Connect to Your Site” to proceed to the login page. Enter your university credentials: your student ID in the “Username” field and your Civil ID in the “Password” field. Once entered, click “Log In” to access the platform and view your enrolled courses.



### 27.8.7 Contact eLearning Centre

Email [elearning@asu.edu.om](mailto:elearning@asu.edu.om)

Phone [+968 2540 1063](tel:+96825401063)

Office Sayyid Abdullah bin Hamad bin Saif Al Busaidi Building for Learning Resources, Second Floor, Office No. 2030.

## 28. Health, Safety and Environment

### 28.1 Occupational Health, Safety, and Environmental Policy

The University places the highest priority on the health and safety of its students, providing a secure and healthy learning environment in compliance with its ISO 45001:2018 certification in Occupational Health and Safety and ISO 9001 certification in Quality Management. Additionally, the university was recognized as the first Health-Promoting Educational Institution in the Sultanate for 2024 and obtaining the university's accreditation from the WHO Regional Office for the Eastern Mediterranean (2025-2028). The university administration strives to maintain a hazard-free environment that safeguards the well-being of all individuals. To this end, it has implemented an effective emergency response system, including proactive fire risk measures, evacuation procedures, and emergency contact numbers (as outlined in the attached document).

### 28.2 Smoking and Psychotropic Substances Policy

In adherence to national laws and its commitment to the well-being of its community, the university prohibits all members from consuming, distributing, or possessing:

- Alcoholic beverages
- Narcotic drugs
- All forms of tobacco (chewing, smoking, etc.)
- Any mind-altering substances.

### 28.3 Road Safety

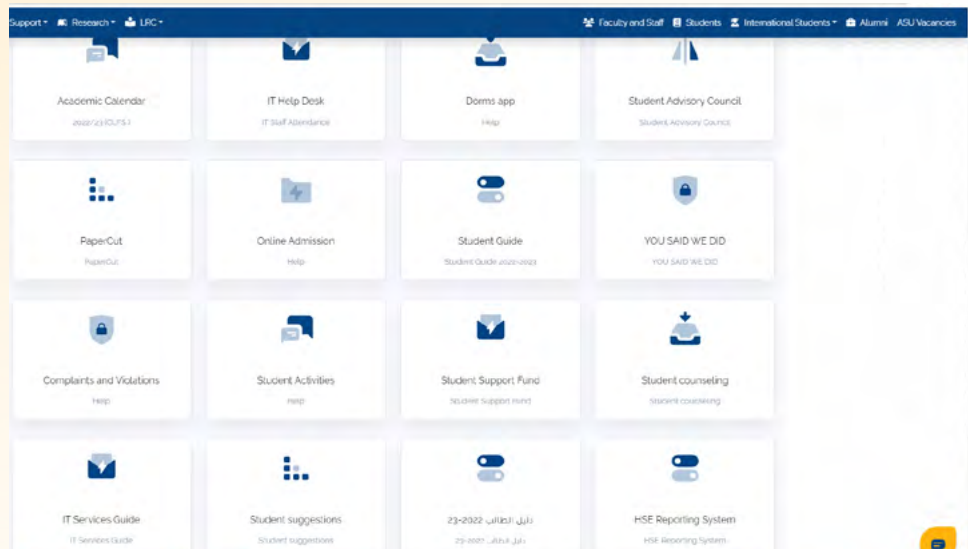
To ensure student safety on buses, the university employs an advanced tracking system to monitor drivers' compliance with traffic regulations. For private vehicle users, the following rules apply:

- Adherence to speed limits (as indicated on signage).
- Parking only in designated areas.
- Reverse parking in all spots.

### 28.4 Environmental Protection

The University is committed to environmental conservation and resource efficiency, encouraging sustainable practices to maintain a clean and sustainable campus. Key initiatives include:

- Reducing electricity consumption by turning off unused lights/devices and using energy-efficient equipment.
- Conserving water by ensuring taps are closed after use and reporting leaks.
- Maintaining facility cleanliness through proper waste disposal and avoiding littering.
- Waste segregation by dispose paper/plastic in designated bins.
- Minimizing environmentally harmful materials (e.g., non-biodegradable plastics).



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




**تنبيه!**

نظام إنذار الحريق لسلامتك وسلامة الآخرين ، يرجى المحافظة عليه وعدم ضغط جرس الإنذار إلا في حالة وجود حريق.

العبث بمعدات الإنذار ومكافحة الحرائق يعرضك للمساءلة الإدارية ويخضعك لعقوبة جزائية بموجب نص المادة (159) من قانون الجزاء العماني.

**Attention!**

- 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.

## تعليمات الطوارئ

Emergency instruction

| أرقام الطوارئ<br>Contacts Number                                                                     |                                                                                       | في حالة حدوث حريق<br>In case of Fire                                                                                          |
|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| الإستقبال<br>Reception<br>2540 1136                                                                  |    | 1<br>قم بضغط أقرب نقطة إنذار حريق<br>Press the nearest fire call point                                                        |
|                                                                                                      |    | 2<br>إذهب إلى نقطة التجمع<br>Report to your assembly soon                                                                     |
| الطوارئ وأمن البوابة<br>(رقم 1)<br>Emergency+Security<br>gate No.1<br>92040631                       |    | 3<br>غادر المبنى بأقرب مخرج طوارئ آمن<br>leave the building by nearest safest exit                                            |
|                                                                                                      |    | 4<br>لا تنتظر لتجميع أغراضك الخاصة<br>Don't return to the building until<br>authorized to do so                               |
| العيادة<br>Clinic<br>2540 1051<br>25401415                                                           |    | 5<br>قم بالاتصال الدفاع المدني - إبرا<br>call fire Service (Civil defense) Ibra<br>25571102                                   |
|                                                                                                      |   | 6<br>لا تستخدم المصعد، قم باستخدام الدرج<br>Don't use the lift, use the stair way                                             |
| إدارة الدفاع المدني - إبراء<br>Department of civil<br>defense-IBRA<br>9999<br>25571102<br>25572320   |  | 7<br>إتبع التعليمات والإرشادات بنقطة التجمع<br>Follow the instruction at the assembly<br>point                                |
|                                                                                                      |  | 8<br>لا تعود إلى المبنى حتى يتم السماح بذلك<br>Don't return to the building until<br>authorized to do so                      |
| العبث بمعدات إنذار ومكافحة الحرائق يترتب عليه عقوبة قانونية حسب المادة (159) من قانون الجزاء العماني |                                                                                       | Any Kind of vandalism or misbehave towards firefighting system may lead to legal penalty under article (159) of the ROP laws. |

## أنواع معدات إطفاء الحرائق Types of firefighting equipment

### طفاية الرغوة

تستخدم في حرائق النوع الأول والثاني.  
المواد الكربونية القابلة للإشتعال  
و حرائق المواد السائلة المشتعلة)  
لا تستخدم الحرائق الكهربائية.

### FOAM

Using for Class A,B,D  
(Solid, Flammable liquids)  
Do not use on Electrical Fires.



### طفاية البودرة الجافة

تستخدم في حرائق النوع الأول والثاني.  
المواد الكربونية القابلة للإشتعال  
وحرائق المواد السائلة المشتعلة  
والحرائق الكهربائية ذات الجهد  $1000 > v$  المنخفض

### Dray Powder

Using for class A,B,D  
(solid, flammable liquids and electrical fire LV > 1000v.  
Do not use indoor unless no body there.



### طفاية الماء

نستخدم في حرائق النوع الأول. المواد الصلبة كالخشب والأقمشة و القرطاسيات غير مناسبة لحرائق المواد السائلة القابلة للاشتعال والحرائق الكهربائية.

### Water

Using for class A fire  
(wood, clothes, paper...etc)

Do not use for flammable liquids fire and electrical fire.



### بطانية الحريق

تستخدم في حرائق المطابخ والحرائق البسيطة.

### Fire Blanket

Using for kitchen fires and small fire.



### خراطيم إطفاء الحريق

هي خراطيم ذات ضغط عالي تستخدم لنقل المياه لإطفاء الحرائق ( تستخدم من قبل أشخاص مدربين )

### Fire Hose Reel

Hose reel offers an immediate supply of continuous water which will allow you to combat fires quickly.  
( to be used from competent persons only ).



### طفاية ثاني أكسيد الكربون

تستخدم في حرائق النوع الثاني والرابع (المواد السائلة المشتعلة والحرائق الكهربائية) لا تستخدم في الأماكن المغلقة تسبب الإختناق

### CO2

Using for Class B&C.  
(Flammable liquids and electrical fire )  
Do not use indoor unless no body there .



## طفاية حريق

## Fire extinguisher



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  
92040631

In case of emergency press  
emergency alarm and call  
92040631

## 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



## University dormitories safety instructions

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



## Parking Instructions at ASU Parking Lots and Dorms



### Road Safety Instructions at ASU Campus

تذكر!



## How to Communicate with the University

|    |                                                                                 |                    |
|----|---------------------------------------------------------------------------------|--------------------|
| 1  | Call Center                                                                     | 25401000           |
| 2  | Admission and Registration                                                      | 25401037           |
| 3  | Student Affairs                                                                 | 25401056           |
| 4  | Finance Department                                                              | 25401101           |
| 5  | Public Relations and Media                                                      | 25401027           |
| 6  | Sukna Dorm                                                                      | 25401171 /93860493 |
| 7  | Campus Dorm                                                                     | 25401166 /93860493 |
| 8  | Reception Security in the Administration Building (only official working hours) | 25401136           |
| 9  | Campus Clinic ( student study hours only)                                       | 25401051/25401415  |
| 10 | Female Campus Dorm Clinic (evening shift only)                                  | 25401094           |
| 11 | CLFS Building Security                                                          | 25401134           |
| 12 | CCTV Security (student study hours only)                                        | 25401072           |
| 13 | University Security Gate 1 (24 hours)                                           | 25401141           |
| 14 | Almutanbi Dorm Security (24 hours)                                              | 25400779/92428607  |
| 15 | Fax Number                                                                      | 25401002           |
| 16 | Civil Defense in North Al Sharqiyah (24 hours)                                  | 25572320/25571102  |
| 17 | Royal Oman Police Emergency Operations                                          | 9999               |
| 18 | University Security Emergency (24 hours)                                        | 92040631           |
| 19 | University Security Emergency (24 Hours)                                        | 92040631           |

## University Website:

[www.asu.edu.om](http://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  | A'sharqiyah University @ AsharqiyahUni | @ sa _asu _om             |
| LinkedIn  | A'Sharqiyah University                 |                           |
| You tube  | A'Sharqiyah University                 | Studentaffairs Department |

جامعة الشرقية  
A'SHARQIYAH UNIVERSITY

