



Foundation Institute

2024 - 2025



● The University of Nizwa's Mission

The University of Nizwa is a non-profit academic institution governed by its faculty. Its primary aim is to promote positive thinking and consolidate the nation's Islamic and cultural heritage and identity, grounded in faith in Allah the Almighty – and loyalty to the nation and His Majesty. The university strives to disseminate knowledge, enabling students to learn, attain values, and acquire the necessary life skills to enrich their lives and contribute effectively to society's progress. To achieve this, the University offers flexible programs that provide high-quality academic qualifications and foster intellectual development.



● His Majesty's Words

“Youth are the wealth of a nation, its inexhaustible resource and the arms that build it. They are its present and future. We will always listen to them, and sense their needs, interests and aspirations which will be accorded the attention that they deserve.

On top of our national priorities is the education sector, with all its types and levels. It will receive full attention, and it will be provided with the supporting environment which motivates research and innovation. We will also provide it with all means of empowerment, since it is the base upon which our children will be able to participate in meeting the requirements of the coming phase of development.”



● His Majesty's Words

“We are living in an era of science and witnessing continuous growth in various fields. This development has strengthened our certainty in science and hard work as the joint means that will meet the challenges of this era, and build a strong prosperous renaissance founded on Islamic cultural values. You – university youth – must always put this in mind and exert efforts to acquire knowledge and whatever necessary to develop your abilities, prepare you for the tasks awaiting you after graduation, to do your sacred national duty and participate efficiently and meaningfully in achieving the progress and prosperity we aspire to for our dear Oman.”



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● Message from The Chancellor

Dear Students,

It gives me great pleasure to welcome you at the beginning of a new academic year, to this scientific center; this University, which is growing steadily over time and proving with self-assurance and aptitude, that it is the best extension of a scientific tradition entrenched in history, rooted in giving and in productive interaction and intellectual and creative influence.

I invite you to take the time to bestow this period of your life with the development of your scientific and intellectual abilities. I invite you to improve your talents, to improve communication skills, to promote constructive thinking and to acquire other life skills needed to enhance your life and create the best opportunities for yourselves, particularly in the fields of work that adopt university standards that favor only those who associate themselves with these efficient skills and abilities.

I would like to reassure you that the University of Nizwa – as a public, scientific institution of community benefit, will spare no exertion in providing all the required rudiments for an integrated educational environment.

Since its first moments, the university has been able to motivate its students with a drive for excellence, from highly qualified academic, technical and administrative bodies, a basic infrastructure of laboratories, facilities and falls, in accordance with the highest standards, and rich academic systems and rules that are deeply rooted in international scientific institutions.

The good use of the years of university tuition will come only to those who desire to learn and gain the virtues and skills of life, and then focus that desire on an unceasing effort to understand. The development of knowledge is through discipline. Discipline involves attending lectures regularly and actively participating in practical and field applications, as well as performing all duties properly. Furthermore, the university appeals to creativity, excellence and quality. That is why students are invited to benefit from all available resources and talent.

At the University of Nizwa we confidently believe that positive thinking is the secret of success for both the individual and the nation. We will work hard to endorse this thought among the university family – students and employees – and capitalize on this experience in this vital field to raise your level of success by increasing your abilities.

I will not itemize here what the university has added since its foundation, and what it will add in the future at the primary campus and the main campus of the university, because I am confident – and praise be to Allah – that you will experience that reality soon, and you will be able to see it with your own eyes.

To conclude, I pray that you prosper and succeed. And on behalf of all of you, I would like to express my tanks and gratitude to His Majesty, who has vowed to improve Oman in all fields. This center of excellence has been honored by his generous patronage, since it was a mere idea. May we all be blessed by God's reward and compensation as we seek help and understanding.



● Message from The Director

Dear Students,

On behalf of the Foundation Institute family, it is my pleasure to welcome you to the University of Nizwa. I congratulate you on your impressive achievement to join us and for making this crucial career decision to cultivate your success. Being part of our university will pave the way for your future excellence and brilliance in your life after graduation.

Without any doubt, university environment will distinguish the students and help them acquire numerous skills and understanding. The students will be driven with a brilliant mentality that reflects their full awareness to scientific facts, ideas and various cultures that have been acquired. This will unlock a satisfying career and guarantee a comfortable life in accordance with the culture of the generation.

Dear students, our ultimate goal is to create a simple guide that will help you fully comprehend the usefulness of what is important to you in your studies during the Foundation Program year from the various rules and regulations.

This guide also contains tips and advice that will definitely help you succeed in learning English, mathematics, computer skills and university

life and study skills in the best practices and approaches.

We will help you refine your personality and independence in devising concepts, perceptions and decisions in your interest, and that will create a fine present and an honorable future.

The goal for you should be to employ your acquired skills which will lead you to success and excellence if you invest the necessary effort. We are dedicated to guiding you towards reaching these goals and objectives.

Therefore, we invite you to browse through this guide and also read it carefully to note all the information available, in order to be fully aware of the details of the program, the curriculum used, the examination systems, the administrative and the academic staff and facilities available. We hope that all those services will satisfy your needs during your period of study at the Institute.

We pray to Allah the Almighty to grant you success in your life as a student and your future endeavors.

📅 Academic Calendar 2024 - 2025

Academic Calendar 2024/2025				
Fall Semester 2024				
Week	Date (Miladi/ Hijri) Su-Thu	Academic Activity/Events during the week	Foundation Activity/Events during the week	
Academic program	Foundation program			
0		2024/09/01 - 2024/09/05 ١٤٤٦ صفر ٢٧ إلى ٢ ربيع الأول ١٤٤٦	Add & Drop Period Last Day of Add & Drop is 2024/09/05	
1		2024/09/08 - 2024/09/12 ١٤٤٦ ربيع الأول ٥ إلى ٩ ربيع الأول ١٤٤٦	First Day of Classes Attendance is recorded Last Day to Postpone study is 2024/09/12	Placement Test 2024/09/ 14 - 13 (Friday & Saturday)
2	0	2024/09/15 - 2024/09/19 ١٤٤٦ ربيع الأول ١٢ إلى ١٦ ربيع الأول ١٤٤٦	First Week of Withdrawal with (W) Prophet Mohammed Birthday	Orientation Week for new students Prophet Mohammed Birthday
3	1	2024/09/22 - 2024/09/26 ١٤٤٦ ربيع الأول ١٩ إلى ٢٣ ربيع الأول ١٤٤٦		Week 1 in Fall semester-CY01 Attendance is recorded
4	2	2024/09/29 - 2024/10/03 ١٤٤٦ ربيع الأول ٢٦ إلى ٣٠ ربيع الأول ١٤٤٦	Personal Development Program Registration	
5	3	2024/10/06 - 2024/10/10 ١٤٤٦ ربيع الثاني ٣ إلى ٧ ربيع الثاني ١٤٤٦		
6	4	2024/10/13 - 2024/10/17 ١٤٤٦ ربيع الثاني ١٠ إلى ١٤ ربيع الثاني ١٤٤٦	In-Semester exam 1 (Week 1)	Progress Exam
7	5	2024/10/20 - 2024/10/24 ١٤٤٦ ربيع الثاني ١٧ إلى ٢١ ربيع الثاني ١٤٤٦	In-Semester exam 1 (Week 2)	
8	6	2024/10/27 - 2024/10/31 ١٤٤٦ ربيع الثاني ٢٤ إلى ٢٨ ربيع الثاني ١٤٤٦		

Academic Calendar 2024/2025

Fall Semester 2024

9	7	2024/11/03 - 2024/11/07 ٢ جمادى الأولى ١٤٤٦ إلى ٦ جمادى الأولى ١٤٤٦	Fall Semester Break (2024/11/7-3) Graduation Ceremony	
10	8	2024/11/10 - 2024/11/14 ٩ جمادى الأولى ١٤٤٦ إلى ١٣ جمادى الأولى ١٤٤٦		Final Exams Week
11	9	2024/11/17 - 2024/11/21 ١٦ جمادى الأولى ١٤٤٦ إلى ٢٠ جمادى الأولى ١٤٤٦	In-Semester exam 2 (Week 1)	Approval/Announcemnt/Scheduling
12	1	2024/11/24 - 2024/11/28 ٢٣ جمادى الأولى ١٤٤٦ إلى ٢٧ جمادى الأولى ١٤٤٦	In-Semester exam 2 (Week 2) National Day Holiday To be Announced	Week 1 in Fall semester-CY02 Attendance is recorded National Day Holiday
13	2	2024/12/01 - 2024/12/05 ٣٠ جمادى الأولى ١٤٤٦ إلى ٤ جمادى الثانية ١٤٤٦		
14	3	2024/12/08 - 2024/12/12 ٧ جمادى الثانية ١٤٤٦ إلى ١١ جمادى الثانية ١٤٤٦	Last Day of Withdrawal with (w) is 2024/12/12 Transfer of Major Application	
15	4	2024/12/15 - 2024/12/19 ١٤ جمادى الثانية ١٤٤٦ إلى ١٨ جمادى الثانية ١٤٤٦	Last Day for Withdrawal with (WF) is 2024/12/19 Online Registration for Spring 2025 (First Round)	Progress Exam
16	5	2024/12/22 - 2024/12/26 ٢١ جمادى الثانية ١٤٤٦ إلى ٢٥ جمادى الثانية ١٤٤٦	Last Day of Classes is 2024/12/26	
17	6	2024/12/29 - 2025/01/02 ٢٨ جمادى الثانية ١٤٤٦ إلى ٣ رجب ١٤٤٦	Final Examination – Week 1	
18	7	2025/01/05 - 2025/01/09 ٦ رجب ١٤٤٦ إلى ١٠ رجب ١٤٤٦	Final Examination – Week 2	
	8	2025/01/12 - 2025/01/16 ١٣ رجب ١٤٤٦ إلى ١٧ رجب ١٤٤٦	Approval & Announcement of Grades	Final Exams Week
	9	2025/01/19 - 2025/01/23 ٢٠ رجب ١٤٤٦ إلى ٢٤ رجب ١٤٤٦	Online Registration for Spring 2025 (Second Round)	Approval/Announcemnt/Scheduling

Break Days: 14

Academic Calendar 2024/2025

Spring Semester 2025

Week	Date(Miladi/ Hijri) Su-Thu	Academic Activity/Events during the week	Foundation Activity/Events during the week	
Academic program	Foundation program			
0	0	2025/01/26 - 2025/01/30 ٢٧ رجب ١٤٤٦ إلى ١ شعبان ١٤٤٦	Add & Drop Period Last Day of Add & Drop is 2025/01/30 Isra & Mieraj holiday	Orientation Week for new students Placement Test 2025/01/27 Isra & Mieraj holiday
1	1	2025/02/02 - 2025/02/06 ٤ شعبان ١٤٤٦ إلى ٨ شعبان ١٤٤٦	First Day of Classes Attendance is recorded Last Day to Postpone study is 2025/02/06	Week 1 in Spring semester-CY01 Attendance is recorded
2	2	2025/02/09 - 2025/02/13 ١١ شعبان ١٤٤٦ إلى ١٥ شعبان ١٤٤٦	First Week of Withdrawal with (W)	
3	3	2025/02/16 - 2025/02/20 ١٨ شعبان ١٤٤٦ إلى ٢٢ شعبان ١٤٤٦		
4	4	2025/02/23 - 2025/02/27 ٢٥ شعبان ١٤٤٦ إلى ٢٩ شعبان ١٤٤٦	Personal Development Program Registration	Progress Exam
5	5	2025/03/02 - 2025/03/06 ٣ رمضان ١٤٤٦ إلى ٧ رمضان ١٤٤٦	Last Day of receiving Graduation Request for all degree is 2025/03/06	
6	6	2025/03/09 - 2025/03/13 ١٠ رمضان ١٤٤٦ إلى ١٤ رمضان ١٤٤٦	In-Semester exam 1 (Week 1)	
7	7	2025/03/16 - 2025/03/20 ١٧ رمضان ١٤٤٦ إلى ٢١ رمضان ١٤٤٦	In-Semester exam 1 (Week 2)	
8	8	2025/03/23 - 2025/03/27 ٢٤ رمضان ١٤٤٦ إلى ٢٨ رمضان ١٤٤٦		Final Exams Week for CY01
9	9	2025/03/30 - 2025/04/03 ١ شوال ١٤٤٦ إلى ٥ شوال ١٤٤٦	Eid Al Fiter Holiday	Approval/Announcemnt/Scheduling Eid Al Fiter Holiday

Academic Calendar 2024/2025

Spring Semester 2025

10	1	2025/04/06 - 2025/04/10 ٨ شوال ١٤٤٦ إلى ١٢ شوال ١٤٤٦	Spring Semester Break (2025/04/10-06) Graduation Ceremony (2025/04/06)	Week 1 in Spring semester-CY02 Attendance is recorded
11	2	2025/04/13 - 2025/04/17 ١٥ شوال ١٤٤٦ إلى ١٩ شوال ١٤٤٦		
12	3	2025/04/20 - 2025/04/24 ٢٢ شوال ١٤٤٦ إلى ٢٦ شوال ١٤٤٦	In-Semester exam 2 (Week 1)	
13	4	2025/04/27 - 2025/05/01 ٢٩ شوال ١٤٤٦ إلى ٤ ذو القعدة ١٤٤٦	In-Semester exam 2 (Week 2)	Progress Exam
14	5	2025/05/04 - 2025/05/08 ٧ ذو القعدة ١٤٤٦ إلى ١١ ذو القعدة ١٤٤٦	Last Day of Withdrawal with (w) is 2025/05/08 Online Registration for Summer 2025 (First Round)	
15	6	2025/05/11 - 2025/05/15 ١٤ ذو القعدة ١٤٤٦ إلى ١٨ ذو القعدة ١٤٤٦	First Week of Withdrawal with (WF) Transfer of Major Application	
16	7	2025/05/18 - 2025/05/22 ٢١ ذو القعدة ١٤٤٦ إلى ٢٥ ذو القعدة ١٤٤٦	Last Day for Withdrawal with (WF) is 2025/05/22 Last Day of Classes is 2025/05/22	
17	8	2025/05/25 - 2025/05/29 ٢٨ ذو القعدة ١٤٤٦ إلى ٢ ذو الحجة ١٤٤٦	Final Examination – Week 1	Final Exams Week for CY02
18	9	2025/06/01 - 2025/06/05 ٥ ذو الحجة ١٤٤٦ إلى ٩ ذو الحجة ١٤٤٦	Final Examination – Week 2	Approval/Annoucmnt/Scheduling
		2025/06/08 - 2025/06/12 ١٢ ذو الحجة ١٤٤٦ إلى ١٦ ذو الحجة ١٤٤٦	Approval & Announcement of Grades Summer Holiday Eid AL Adha Holiday	Eid AL Adha Holiday

Break Days: 14

Academic Calendar 2024/2025

Summer Semester 2025

Week	Date(Miladi/ Hijri) Su-Thu	Academic Activity/Events during the week	Foundation Activity/Events during the week	
Academic program	Foundation program			
0	0	2025/06/22 - 2025/06/26 ٢٦ ذو الحجة ١٤٤٦ إلى ١ محرم ١٤٤٧	Add & Drop Period Last Day of Add & Drop is 2025/06/24	
1	1	2025/06/29 - 2025/07/03 ٤ محرم ١٤٤٧ إلى ٨ محرم ١٤٤٧	First Day of Classes Attendance is recorded	Week 1 in summer semester
2	2	2025/07/06 - 2025/07/10 ١١ محرم ١٤٤٧ إلى ١٥ محرم ١٤٤٧	First Week of Withdrawal with (W)	
3	3	2025/07/13 - 2025/07/17 ١٨ محرم ١٤٤٧ إلى ٢٢ محرم ١٤٤٧	In-Semester Exam 1	
4	4	2025/07/20 - 2025/07/24 ٢٥ محرم ١٤٤٧ إلى ٢٩ محرم ١٤٤٧		Progress Exam
5	5	2025/07/27 - 2025/07/31 ٢ صفر ١٤٤٧ إلى ٦ صفر ١٤٤٧		
6	6	2025/08/03 - 2025/08/07 ٩ صفر ١٤٤٧ إلى ١٣ صفر ١٤٤٧	In-Semester Exam 2 Last Day of Withdrawal with (W) is 2025/08/07 Online registration for Fall 2025 (First Round)	
7	7	2025/08/10 - 2025/08/14 ١٦ صفر ١٤٤٧ إلى ٢٠ صفر ١٤٤٧	Last Day of Withdrawal with (WF) is 2025/08/14 Last Day of Classes is 2025/08/14	
8	8	2025/08/17 - 2025/08/21 ٢٣ صفر ١٤٤٧ إلى ٢٧ صفر ١٤٤٧	Final Examination Week	Final Examination Week
	9	2025/08/24 - 2025/08/28 ١ ربيع الأول ١٤٤٧ إلى ٥ ربيع الأول ١٤٤٧	Approval & Announcement of Grades	Approval/Announcemnt/Scheduling
		2025/08/31 - 2025/09/04 ٨ ربيع الأول ١٤٤٧ إلى ١٢ ربيع الأول ١٤٤٧		

Break Days: 14

● Communication

Accessing the Foundation Institute Webpage

The Foundation Institute webpage is an important resource for you. It contains a wealth of information about the General Foundation Program and its activities.

How to Access the Foundation Institute Webpage

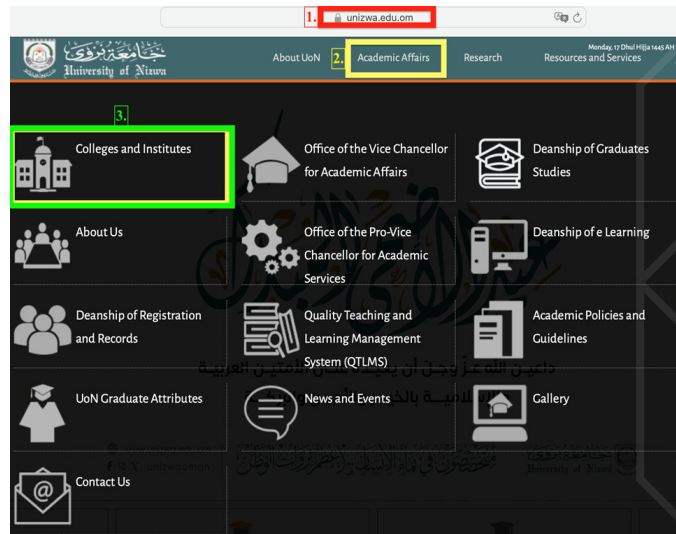
Follow the steps shown in the images below to navigate to the Foundation Institute webpage.

Step 1. Log in to the University of Nizwa website (www.unizwa.edu.om)

Step 2. Click on “Academic Affairs”

Step 3. Click on “Colleges and Institutes”

Step 4. Click on “The Foundation Institute”





The College of Arts and Sciences



The College of Economics,
Management & Information
Systems



The College of Engineering &
Architecture



College of Health Sciences



Foundation Institute



DHAD Institute for TASOL



Lifelong Learning Institute

By frequently visiting the Foundation Institute webpage, you will stay informed and make the most of the opportunities available to you.

Email Communication: Essential Guidelines for Students

Email is an important and reliable method of communication at the Foundation Institute. Important message and announcements will be sent to you via email, so it is essential to activate your university email account and check it regularly. To do this, follow the steps provided on the university website or visit the Center for Information Systems (CIS) in Building 23. We encourage you to help your fellow students understand the importance of activating and using their email accounts.

Phone Communication

For more information about the services and support available at the University of Nizwa, please see Appendix A (Contact Information for Student Services). If you are a student, parent, or interested party wanting to learn more about the General Foundation Program at the Foundation Institute, you can visit or email the staff using the details provided in Appendix B (Contact Information for Foundation Institute Staff). You are welcome to call or visit during office hours, from 08:00 to 16:00, Sunday through Thursday.

● The Foundation Institute

Established in 2010, the Foundation Institute is committed to delivering excellence through its General Foundation Program which is a mandatory requirement for all students. It has been designed to adhere to national criteria mandated by the Oman Authority for Academic Accreditation and Quality Assurance of Education outlined in the Oman Academic Standards for General Foundation Programs. The institute aims to equip students with the necessary skills and knowledge for their tertiary education, serving as a transitional year before the commencement of their respective academic degree programs. The FI focuses on three main goals:

1. Implementing a curriculum that meets national and international standards to ensure academic excellence.
2. Employing highly qualified instructors to provide expert guidance and instruction.
3. Offering robust support services to enhance student learning and personal development.

Vision

The Foundation Institute aspires to become an international model of excellence for foundation programs.

Mission

The Foundation Institute will deliver high-quality, dynamic, outcome-based courses and learning experiences that achieve improvement in learners' skills and knowledge in the English language, Mathematics, Digital Literacy, and Life and Study Skills to enable learners to function successfully in higher education and enrich their lives.

Core Values and Principles

Guided by the core values and principles of the University of Nizwa, the FI has adopted the following values:

- Academic excellence in Foundation Program teaching and learning and research.
- Quality management.
- Sustainable professional conduct.
- Responsiveness to national priorities.
- Community engagement and outreach.



Objectives

- To deliver high-quality English language education, enabling students to effectively undertake their academic studies in English.
- To develop students' knowledge in Mathematics, Digital Literacy, and Life and Study Skills, ensuring their success in academic pursuits.
- To empower students to be independent, creative, innovative, and proficient in critical thinking and problem-solving.
- To inspire young people to value the culture and civilization of Omani society, fostering a love of work, celebration of achievement, and dedication to serving their country.
- To enhance and deliver a program that integrates the institute into the local and wider community, providing community services.
- To maintain internationally benchmarked standards for educational programs and assessments.
- To ensure high-quality professional development for instructors and administrative staff.
- To promote and enhance the academic reputation of the institute and the University of Nizwa, both locally and internationally.
- To continuously respond to students' academic needs by involving stakeholders transparently in decision-making processes.
- To develop an effective system of governance and management at the Foundation Institute, aligning with the

vision, mission, and core values and principles of the University of Nizwa and the Foundation Institute.

- To ensure the provision of high-quality services to all stakeholders.



● The Placement Test

The Foundation Institute uses Linguaskill as its designated placement test. It is an AI-powered, computer-based test of English proficiency developed by Cambridge University Press & Assessment and is widely used by educational institutions globally. It will assess your proficiency in three key language skills: Writing, Reading and Listening.

During the orientation period, before classes begin, the Foundation Institute administers Linguaskill to determine your English language proficiency level. Based on the results of the placement test, you will be allocated to an English course which corresponds to your language proficiency.

It is very important to take the placement test seriously to ensure you are placed in a level that best suits your abilities and maximizes your learning experience. If a student is placed in a level that is too challenging, they are unlikely to cope with the instruction and may struggle to meet the requirements. If a student is placed in a level that is too easy, they will likely become bored and not benefit from instruction.

Please note that the Foundation Institute operates solely based on placement test results. Students will not be moved up or down a level after being placed.

No placement tests are administered for mathematics, digital literacy, or life and study skills courses. It is mandatory for all students to complete these courses, and they will be automatically enrolled in each course during your foundation year.

● Course Equivalency for Previous Foundation Studies

If you have previously studied at the University of Nizwa's Foundation Institute or completed a General Foundation Program at another institute in Oman, you may be eligible to transfer your completed courses (English, Mathematics, Digital Literacy, and Life and Study Skills) as equivalents to our foundation program. To apply for this, visit the Foundation Institute with your official and original academic transcript and course descriptions before enrolling.

Please note that requests for course equivalency will not be accepted after the academic year begins.

● Exemption

Students who join the University of Nizwa with a TOEFL score of ≥ 500 or IELTS ≥ 5.0 (with none of the four areas less than 4.5) will be exempted from the English Language Program and may directly join the academic program. Please note that requests for exemption will not be accepted after the academic year begins.

● General Foundation Program Duration

The duration of the foundation program depends on the level of and the passing or failing of foundation courses. Please note that scholarship holders are only permitted one academic year to complete their foundation studies. If you are a scholarship student and fail to complete the General Foundation Program within one academic year, your scholarship may be frozen by the ministry, and you will be responsible for covering the financial costs until you complete the program. See [Appendix C \(Foundation Institute Progression/Flow Chart\)](#).

● Preparing for the Start of Classes and Approving Your Timetable

When teaching at the university begins, students are expected to have finalized their accommodation and transportation arrangements. You must ensure that **you approve your timetable on Eduwave on the first day**. Instructors will only allow students into the classrooms once students approve their timetables. Failing to approve your timetable on the first day will result in your being marked absent and missing parts of your courses. You will be barred from the final exam if you do not approve your timetable on time and will have to repeat the course. For scholarship students, this may result in the Ministry of Higher Education, Research, and Innovation to freeze your scholarships.

From the first day, you are expected to:

- Arrive to your classrooms 5 minutes before the start of class.
- Bring your notebook and stationery.

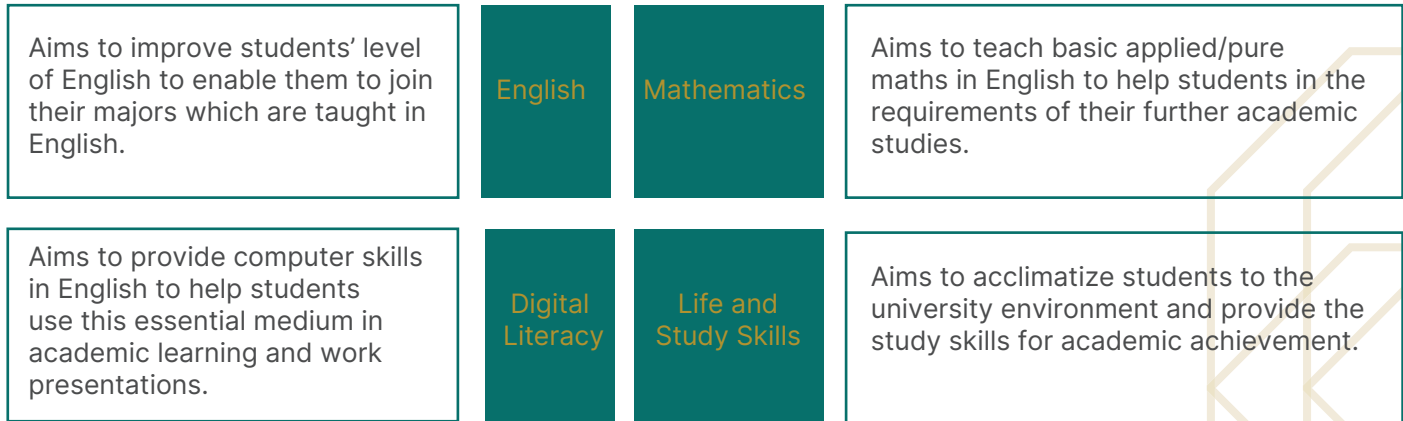
- Bring your calculator for mathematics courses.

Your teacher will present you with a **Teaching & Assessment Plan**, outlining the course requirements, assessment methods, advising and attendance policies, weekly schedule, and their office hours. It is important to know your teachers' names and office locations. Make sure to use their office hours to get help with anything you do not understand or need assistance with, as your instructors act as your academic advisors.



● General Foundation Program Duration

Students at the Foundation Institute must study English, Mathematics, Digital Literacy, and Life and Study Skills to prepare them for their higher academic studies. Study skills are also taught as an integral part of each course. The four components of the General Foundation Program as required by the Oman Academic Standards for General Foundation Programs are as follows:



English courses fall within the scope of the English Language Program (ELP), while all other courses fall within the scope of the Special Programs (SP).

● Registration and Course Structure

You will be automatically registered in your General Foundation Program courses by the Foundation Institute. You are not allowed to change your timetable or move from one course section to another, except in extremely rare cases for serious reasons. To request a change, you must seek formal approval from the Director of the Foundation Institute.

You must complete **all** General Foundation Program courses before progressing to your major program. Additionally, you are not permitted to register for any university course requirements or elective courses until you have completed **all** your courses at the Foundation Institute.

The English Language Program courses run on a cycle system (8 weeks), while Special Programs courses follow a semester system (16 weeks).

Program	Course Title	Course Code	Contact Hours/Week	Pass-Score
English Language Program	English Elementary (Level 1)	FENG001	20	70%
	English Pre-Intermediate (Level 2)	FENG002		
	English Intermediate (Level 3)	FENG003		
	English Upper-Intermediate (Level 4)	FENG004		
Special Programs	Mathematics Basic with Applied	MATH-BA	6	60%
	Mathematics Basic with Pure	MATH-BP		
	Digital Literacy	DL		
	Life and Study Skills	LSS	1.5	
	Life and Study Skills – Tutorial	LSS – T	1.5	

English Language Program

The English Language Program follows an outcome-based curriculum aligned with the Oman Academic Standards for General Foundation Programs. It focuses on specific learning outcomes for Listening, Speaking, Reading and Writing. The Foundation Institute uses an integrated approach to mimic the natural way languages are acquired. English Language Program courses aim to improve your English language proficiency, preparing you to join your academic degree program, most of which are taught in English.

English Language Program

The English Language program offers four non-credit courses. Based on your placement test results, you will be placed in a course that matches your English language proficiency: Elementary (FENG001/Level 1), Pre-Intermediate (FENG002/Level 2), Intermediate (FENG003/Level 3), or Upper-Intermediate (FENG004/Level 4). The following table shows the thresholds applied for placement:

Course Name	Course Code	Level	CEFR	Linguaskill	IELTS
Elementary English	FENG001	Level 1	A1	>119	>3
English Pre-Intermediate	FENG002	Level 2	A2	120–139	350–390
English Intermediate	FENG003	Level 3	B1	140–159	390–490
English Upper-Intermediate	FENG004	Level 4	B2	160–179	500–550

English Language Program Progression

Duration

- Each English Language Program course lasts 8 weeks (1 cycle).
- If you repeat a course, the course duration does not change.
- The duration of the Foundation period depends on the level of entry and the passing or failing of subsequent levels.
- Regardless of your entry level, you must successfully complete Level 4 and all Special Programs courses before you progress to your academic degree program.

On Passing

- Unless you are exempt from the General Foundation Program, you must study up to and pass Level 4 and all Special Program courses before you can go to your academic studies.

On Failing

- Repeat courses are offered to students who fail a level.
- If you fail a level, you must repeat it the following cycle.

Assessment

- Each English Language Program course consists of learning followed by assessments.
- To move to the next level or exit the English Language Program, you must score %70 of the total weightings of continuous plus final exam assessment in the English Language Program.

See Appendix D (English Language Program Assessment)

English Language Program Outcomes

By the end of the English Language Program, you are expected to:

- Actively participate in a discussion on a topic relevant to your studies by asking questions, agreeing and disagreeing, asking for clarification, sharing information, expressing and asking options.
- Paraphrase information (orally or in writing) from a written or spoken text or from graphically presented data.
- Prepare and deliver a talk of at least 5 minutes. Use library resources in preparing the talk, speak clearly and confidently, make eye contact and use body language to support the delivery of ideas. Respond confidently to questions.
- Write texts of a minimum of 250 words, showing control of layout, organization, punctuation, spelling, sentence structure, grammar, and vocabulary.
- Produce a written report of a minimum of 500 words showing evidence of research, note-taking, review and revision of work, paraphrasing, summarizing, use of quotations and use of reference.
- Take notes and respond to questions about the topic, main ideas, details and opinions or arguments from an extended listening text (e.g. lecture, news broadcast).
- Follow spoken instructions in order to carry out a task with a number of stages.
- Listen to a conversation between two or more speakers and be able to answer questions in relation to context, relationship between speakers, register (e.g. formal or informal)
- Read a one-to-two-page text and identify the main idea(s) and extract specific information in a given period of time.

-Read an extensive text broadly relevant to the area of your study (minimum three pages) and respond to questions that require analytical skills, e.g. predication, deduction, inference.



● Special Programs and Courses

The Special Programs also follow an outcome-based curriculum aligned with the Oman Academic Standards for General Foundation Programs. The non-credit courses offered in Special Programs include Mathematics Basic with Applied or Mathematics Basic with Pure, Digital Literacy, and Life and Study Skills. You must complete these courses before starting your academic program.

Mathematics Basic with Applied

The Mathematics Basic with Applied (MATH-BA) course is designed to provide a smooth transition from secondary mathematics taught in Arabic to mathematics taught in English. This course is intended for students pursuing higher studies in Arts, Linguistic Studies, Social Sciences, Education (History, Geography, Religious Studies, etc.), and similar fields.

The course covers basic arithmetic, algebraic, geometrical, and trigonometric concepts. It aims to help students think analytically and improve their problem-solving skills. By the end of the course, students will be able to comprehend and apply general mathematical principles and statistical concepts to various real-life problems.

Mathematics Basic with Applied Outcomes

By the end of this course, students are expected to:

- Describe terms related to the real number system and basic algebra and perform arithmetic operations on polynomials and numbers.
- Solve problems involving equations and inequalities such as linear, quadratic and fractional, using appropriate

properties and techniques.

-Apply the theoretical concepts of algebra, trigonometry, and analytical geometry while solving a variety of problems.

-Analyze basic geometrical concepts using a coordinate plane and apply these concepts to solve analytical geometry problems.

-Construct mathematical models of real-life problems using equations and right-angle trigonometry and solve them.

-Solve systems of linear equations and inequalities in two variables algebraically and graphically.

-Demonstrate an understanding of functions, sketching their graphs, and evaluating the maximum and minimum values of different functions.

-Understand the exponential and logarithmic functions and their inverse relationship and apply these ideas to solve different real-life problems such as the evaluation of compound interests.

-Use a graphing calculator to analyze and interpret equations and graphs.

-Understand basic concepts of descriptive statistics and probability of events.

Mathematics Basic with Pure

The Mathematics Basic with Pure (MATH-BP) course is designed to provide a smooth transition from secondary mathematics taught in Arabic to mathematics taught in English. This course is intended for students pursuing higher studies in Engineering, Sciences, Pharmacy and Nursing, Education (Science and Mathematics etc.), and similar fields.

The course covers basic arithmetic, algebraic, geometrical, and trigonometric concepts. It aims to help students think analytically and improve their problem-solving skills. It helps students acquire a deeper understanding of different mathematical functions. The course emphasizes abstract thinking and uses a traditional approach to learning while incorporating technology as a tool to enhance understanding.

Mathematics Basic with Pure Outcomes

By the end of this course, students are expected to:

- Describe terms related to the real number system and basic algebra and perform arithmetic operations on polynomials and numbers.
- Solve problems involving equations and inequalities such as linear, quadratic and fractional, using appropriate properties and techniques.
- Apply the theoretical concepts of algebra, trigonometry, and analytical geometry while solving a variety of problems.
- Analyze basic geometrical concepts using a coordinate plane and apply these concepts to solve analytical

geometry problems.

- Construct mathematical models of real-life problems using equations and right-angle trigonometry and solve them.
- Understand the definition of a function, sketch the graphs of functions and evaluate extremum values of different functions.
- Describe exponential and logarithmic functions and apply the inverse relationship between these two to solve a variety of problems.
- Demonstrate an understanding of different trigonometric identities and apply the law of Sines and Cosines to solve triangles.
- Use a graphing software to sketch, analyze and interpret equations and graphs of functions.
- Understand basic concepts of descriptive statistics and the probability of simple events.

Digital Literacy

The Digital Literacy (DL) course is designed to provide you with the opportunity to learn a wide range of both theoretical and practical computer skills, which will enable you to make use of computer systems during your undergraduate program and your career after graduation. Apart from direct computing skills, the course will encourage self-learning techniques and prepare you for the acquisition of the American version of Internet and Computing Core Certificate (IC3).

Digital Literacy Outcomes

By the end of this course, you are expected to:

- Discuss fundamentals of computer and the hardware used to operate it.
- Describe different types of software and practice most used operating systems and their capabilities.
- Recognize network fundamentals and the efficient use of the Internet.
- Apply various types of electronic and digital communication and collaboration computer systems effectively.
- Demonstrate good skills in keyboarding, using Microsoft Office Word, Excel and PowerPoint.

Life and Study Skills

The Life and Study Skills (ULLS) course is designed to equip you with essential university and social skills needed for a successful academic and professional life. You will learn about the fundamental differences between school life and university life, the importance of discipline in university life, and how to benefit from modern technology. The course will also teach you necessary classroom skills, such as note-taking, and emphasize the importance of time management and scheduling to make the best use of your time. Additionally, you will gain a good understanding of study techniques and exam preparation strategies. The course will also equip you with the skills needed to write research reports adhering to scientific research standards and academic integrity, which are essential for a successful academic life. You will also be encouraged to strive for personal and familial excellence, respect for others, and the promotion of Islamic and human values. You will be motivated to

achieve success by learning the foundations of success, problem-solving, and decision-making skills to handle challenges you may face in your academic journey.

Life and Study Skills Outcomes

By the end of this course, you are expected to:

- Understand the fundamental differences between school and university environments.
- Develop essential university study skills using modern technology.
- Acquire presentation skills and note-taking abilities in classroom settings.
- Recognize the importance of time management and prioritize tasks to manage personal and academic life efficiently.
- Gain the required strategies and skills for preparing and studying for tests in an organized way.
- Practice methods and strategies for writing a mini research report.
- Understand and apply the principles of academic integrity through writing a research report.
- Distinguish between forms of human affiliation and their importance, understand the concept of citizenship and its significance, to uphold Islamic and Omani values within and outside the university.
- Discuss the foundations of success to achieve a successful and distinguished personality in society.
- Learn how to analyse problems, solve them, and make appropriate and correct decisions.

Special Programs Progression

Duration

- Each Special Programs course lasts 16 weeks (1 semester).
- If you repeat a course, the course duration does not change.
- The duration of the Foundation period depends on the level of entry and the passing or failing of subsequent levels.
- Regardless of your entry level, you must successfully complete Level 4 and all Special Programs courses before you progress to your academic degree program.

On Passing

- Unless you are exempt from the General Foundation Program, you must study up to and pass Level 4 and all Special Program courses before you can go to your academic studies.

On Failing

- Repeat courses are offered to students who fail Special Program courses.
- If you fail a Special Programs course, you must repeat it the following semester.

Assessment

- Each Special Programs course consists of learning followed by assessments.
- To complete the Special Programs courses, you must score 60% of the total weightings of continuous plus final exam assessment.

See Appendix E (Special Programs Assessment)

Progressing to Your Academic Degree Program

To progress to your academic degree program, you must successfully complete all General Foundation Program courses, including both the English Language Program and Special Programs. The table below outlines the General Foundation Program courses that serve as prerequisites for your academic degree.

Foundation Program Course	Academic Degree Program Course
Foundation English Upper-Intermediate (Level 4)	English I – ENGL150
Mathematics Basic with Pure	Pre-calculus – MATH116
Digital Literacy	Computer Skills – COMP101
Life and Study Skills	Islamic Civilization – HIST150

Ensure you meet these requirements to progress smoothly in your academic journey.

● Results Announcement

Your exam results for all General Foundation Program courses are posted at the end of each cycle for the English Language Program and each semester for the Special Programs on EduWave.

● Appeal Policy

If you have concerns regarding your exam results, you can submit an electronic appeal. Please note the following guidelines:

-**Appeal Period:** The appeal period is limited to two days.

-**Submission Method:** All appeals must be submitted electronically via this link: <https://portal.unizwa.edu.om/gradeappeal>. Appeals submitted through any other means will not be accepted or considered.

To submit an appeal, you need to provide the following information:

- 1.Course name (select from the available list)
- 2.Section number (select from the available list)
- 3.Instructor's name (select from the available list)
- 4.Reason for appeal (must be written in English only)

● Important Notes:

- Ensure you select the correct instructor for the course, whether for Listening & Speaking or Reading & Writing in the English Language Program. The same applies to Special Programs courses.
- Appeals will not be considered if the wrong instructor is selected.
- Appeals will not be accepted after the specified period.

Once you submit your appeal, the Appeals Committee will review your final exam and assignment grades. Based on their review, they will either:

- Adjust the grade on EduWave if an error in grade calculation is found.
- Maintain the original grade if no error is detected.

● Results Withholding

Your results may be withheld in the following cases:

- Incomplete instructor and course evaluation form.
- Late payment of tuition fees.
- Outstanding fines or overdue library books.

● Classroom Behaviour

The university has established policies to maintain a conducive learning environment. Instructors are authorized to address any violations. The following behaviours are prohibited and will be penalized according to university rules and regulations:

- Arriving more than 5 minutes late to class.
- Eating or drinking in the classroom.
- Speaking languages other than English unless permitted by the instructor.
- Failing to bring required study materials.
- Brining non-class members to the classroom.
- Using mobile phones (must be turned off during class).
- Leaving the classroom without permission.
- Sleeping during class.
- Using inappropriate language.
- Writing on walls, tables, or unassigned areas.
- Leaving trash in the classroom.
- Refusing to participate in class activities.
- Interrupting the instructor.
- Making physical contact with anyone in the classroom.
- Vandalizing furniture or equipment.



- Holding unauthorized parties or celebrations.
 - Leaving personal belongings in the classroom without permission.
- Penalties will be enforced if a student refuses to cooperate.

● **Mobile Phone Policy**

You are not allowed to use your mobile phone in class. Taking unauthorized videos or audio recordings in class or on campus of fellow students and instructors is a violation. Uploading such recordings on social media is also a violation and will be subject to disciplinary action.

● **Student Attendance and Excused Absence Policy**

Attendance Recording

The Foundation Institute understands that certain circumstances may be beyond your control, but we also emphasize that you must attend all class sessions and related activities for your registered courses. Students must sign an attendance sheet in class, which the teacher then records on EduWave, which is updated daily. The Foundation Institute has a statutory obligation to accurately record student attendance in all classes and lectures, in line with the University of Nizwa's pastoral care and health and safety commitments.

Absenteeism and Warning Notices

Eduwave automatically issues warning notices based your attendance. Notifications are sent to you, your guardian, instructor, Deanship of Records and Registration, and Deanship of Student Affairs and Society Services. Warning notices are issued at the following thresholds:

- 5% of contact hours missed (Warning 1)

- 10% of contact hours missed (Warning 2)
- 15% of contact hours missed (Warning 3)
- Barred from Exam notice at 25% of contact hours missed, where you will not be allowed to sit for your final exam (Warning 4).

The attendance policy is also outlined in the Teaching and Assessment Plan (T&A Plan).

Excused Absences

You must apply for an excused absence, where you are required to present an original, authentic document as proof. Excused absences requiring supporting documentation are classified below:

Absence Category	Description	Action
Death of a Family Member	Excused for a maximum of three (3) days for the death of immediate family members.	All excuses must be registered on the Excuse Portal within three (3) days from the date of absence through the following link: http://portal.unizwa.edu.om/excuse
Official Government Attendance	Excused for one (1) day for official court summons or government orders.	
Accident/Injury	Excused based on doctor's advice for injuries or serious accidents.	
Absence Category	Description	Action
Participation in University Activities	Excused for the day of participation in university-sponsored events.	
Health Reasons	Excused based on doctor's advice for illness.	
Other Reasons	Excused for unavoidable, compelling reasons as verified by the Foundation Institute Director's Coordinator and approved by the Dean of Student Affairs.	

Important Notes:

- Sick leave must be verified by a healthcare institution and clearly state the nature of the illness and the period needed for recuperation.
- Sick leaves issued by private clinics must be stamped by the nearest health centre or the regional Directorate of Health.
- Hospital attendance certificates from either government or private hospitals are classified as non-medical excuses and are approved through the Centre for Social Welfare.
- All excuses must be submitted through the portal link provided above. No excuses submitted via email will be accepted or considered.
- Any falsification of documents will be dealt with in accordance with the University's disciplinary rules and regulations.

Impact of Absence on Academic Performance

Students must understand that continued absences will negatively affect their academic performance. Regular attendance is crucial for staying on track with coursework and achieving academic success. Missing classes not only hinders your understanding of the material but also means you will need to catch up on work while managing an already tight schedule. This can lead to increased stress and further academic challenges. Therefore, it is essential to attend all classes regularly to ensure you stay on top of your studies and maintain good academic standing.

● Student Advising Policy

The Foundation Institute understands that joining university can present significant challenges such as living away from home, learning in an English-language environment, experiencing co-education for the first time, and interacting with instructors from around the world. The Foundation Institute is committed to providing support and resolutions through the Student and Academic Advising Team. This team consists of:

- Your instructor/s:** The first point of contact for expressing academic or non-academic concerns.
- The Foundation Institute Student and Academic Advising Officer** (Dr. Salama Al-Ruqaishi): Available to assist you with issues that cannot be resolved by your instructors.

● Open Door Policy

The Foundation Institute has an open-door policy, and the administration welcomes students to visit with any concerns. Students are encouraged to:

- Use the “Suggestion Box” at the institute to leave anonymous feedback.
- Email the administration with any concerns or suggestions.
- Visit the Student and Academic Advising Officer.

● Procedures for Seeking Advice

-Approach your instructor/s first. If unresolved, visit Dr. Salama Al-Ruqaishi in Building 5D69- between 08:00-16:00.

-If the above contacts cannot resolve your issues, you will be directed to other appropriate members of the administration for further assistance. Following this procedure ensure that your concerns are addressed efficiently and effectively.



● Campus Life and Student Support Services

● ANJIZ

ANJIZ is located on the second floor in Building 2. It is an academic resource facility available to General Foundation Program students through the Student Success System (SSS). ANJIZ provides various activities and services designed to enhance students' skills in all courses offered through the English Language Program and Special Programs. Additionally, it supports the development of essential life skills such as self-study, research, and self-reliance.

Services Offered by ANJIZ

1.Academic Counselling: Foundation Institute instructors offer academic counselling as extra support outside the classroom. This service helps students meet their academic needs in the General Foundation Program.

2.Peer-Tutorial Sessions: Provided by the Student Support Fund, these sessions assist struggling students in meeting the program's academic standards.

3.Extra-Curricular Activities: Designed to enhance students' performance in all course areas, these activities include discussions, debates, games, and web-based exercises conducted by Foundation Institute instructors and peer tutors.

4.Computers: Available for student use, these computers facilitate scientific research and provide access to useful websites and educational software. These resources encourage students to practice their academic skills in their free time.

5.Miscellaneous English Stories and Textbooks: A variety of reading materials are available to help students broaden their knowledge across different academic fields. These resources support the development of critical

thinking and research skills, particularly for projects.

These resources and services are designed to support and enhance your learning experience, helping your success in the General Foundation Program and beyond.

● Main Library

The Main Library at the University of Nizwa is located in Building 21. It consists of three large halls. To accommodate the diverse needs of students, the library provides separate study facilities for male and female students, along with study tables suitable for individual studying and larger study groups. It has a wide range of resources including books, journals, and digital materials, to support your studies. It provides a quiet study environment, computer access, and knowledgeable staff to assist with research and information needs. Use the library to enhance your learning research capabilities.

Main Library Facilities and Resources

- Reference Collections:** Comprehensive resources for in-depth research.
- General Circulating Collections:** Books and materials available for loan.
- Reference Desk:** Assistance with research and findings resources.
- OPACs (Online Public Access Catalogue):** Search for library resources.
- Self-Check-Out Station:** Convenient self-service for borrowing books.
- Photocopiers:** Available for copying materials.

Computers: Twelve computers in the Central Hall provide access to all electronic resources available in the databases, e-books, and online journals.

Main Library Services

The library serves faculty, staff, students, researchers, and outside users, offering a wide range of resources to support academic and research activities. On business days, the library is open from 20:00–08:00. On weekends, the opening hours are between 15:00–08:00. Please note that library hours change during the Summer semester.

● Student Groups

Engaging in student organizations and clubs is an excellent way to enrich your university experience. These groups offer opportunities to develop leadership skills, pursue personal interests, and build a sense of community.

● Foundation Institute Student Group

The Foundation Institute Student Group focuses on enhancing your participation in different activities. You can develop your communication skills and develop your personality among your fellow foundation program students. The group is involved with other University of Nizwa groups and centers and provides you with maximum benefits to share your talents, develop your skills, and meet new friends. To join the group, please contact Ms. Noor Al-Rawahi, the Head of the group, by visiting office number 11i6-.

Other Student Groups and Activities

You can sign up to various other student groups at the Student Excellence Center, part of the Deanship of Student Affairs and Society Services. The center's mission is to oversee cultural, technical and sports activities organized by student groups. It offers a wide range of activities, including:

- Education and Training
- Social Service
- Scientific Activities
- Literary Activities
- Sports and Recreation

To learn more about these opportunities and get involved, visit the Student Excellence Center in Building 2-11.

● Health & Safety

The health and safety of students are top priorities at the University of Nizwa. The university has dedicated health clinics both on-campus (Building 3) and off-campus to ensure students have access to medical care when needed.

Emergency Contacts

-Medical Services: 91338892 / 24666601

-Gana Medical Center: 25443311

-Nizwa Hospital: 25211000

In case of an emergency, please contact one of the above numbers immediately. Additionally, students should find a member of staff to assist them in emergency situations. The staff are trained to provide the necessary support and guidance to ensure your safety and well-being.

● Spiritual Services

The campus has two mosques: one for male and one for female students in Building 22. The university organizes several symposia and general lectures on Islamic topics to support students' spiritual development.

● Dining Options

Modern cafeterias for both male and female students are available on-campus, serving a variety of meals at reasonable prices. These cafeterias provide sandwiches, hot meals for lunch and dinner, and remain open until the evening. The local authority conducts direct inspections to ensure food safety and hygiene. There are also various cafes across campus. The female cafeteria can be located in Building 18 and the male cafeteria in Building 19.

● Supermarket

A supermarket on-campus provides students with access to different necessities. The supermarket is open until the evening, ensuring students can conveniently purchase essential items. The supermarket can be located in Building 31.

● Housing Options

You can have access to dormitories on or off-campus. The university has 45 separate student residences, with

dedicated facilities for male and female students. Each residence includes a meeting room, a large kitchen, a multipurpose activity room, a TV room, a study hall, and laundry areas. The dormitories are supervised around the clock by qualified staff to ensure a quiet and orderly environment. The university also provides transportation for students in the housing complex to go shopping three times a week.



● Managing Your Financial Resources and Paying Tuition

Understanding the financial requirements for the General Foundation Program is essential. Tuition fees cover all courses, including English Language Program courses, Digital Literacy, Mathematics, and Life and Study Skills.

*For the first cycle, hostel insurance fees must be paid in advance, along with the semester costs (OMR 260 or OMR 300 or OMR 180). Subsequent payments can be made before the end of each cycle.

Tuition Fees Per Cycle (Fall and Spring)	Total Fees for Two Semesters	Hostel Fees On-Campus & Off-Campus		Transportation Fees
OMR 560	OMR 2240	Hostel Insurance	OMR 100	Included with Housing Fees
		Fall Semester	OMR 160	
		Spring Semester	OMR 200	
		Summer Semester	OMR 80	

Scholarship Students

The Ministry of Higher Education, Research, and Innovation covers the General Foundation Program costs for scholarship students for one academic year. For students entering in the Fall semester, this includes coverage for both the Fall and subsequent Spring semester. For those entering in the Spring semester, the ministry covers the Spring semester and the following Fall semester. It is important to complete the General Foundation Program within this one-year timeframe. If you do not, your scholarship will be frozen, and you will be responsible for paying to complete the General Foundation Program.

● Appendix A – Contact Information for Student Services

Query	Building – Office	Phone Numbers	Email	Service Description
Financial	12	25446390 & 25443489	fuad@unizwa.edu.om	All financial services and queries.
Transportation (from & to accommodation)	13	WhatsApp 91313951 & 25446247	csw@unizwa.edu.om	Transportation services from and to accommodation.
Accommodation	13	WhatsApp 91313951, 25446247, & 25446682		Accommodation services and transportation to and from accommodation.
Academic and Social Affairs	5D-69	25446730	s.alruqiaishi@unizwa.edu.om	Academic and social counselling
Registration	1-1	25446234	registration@unizwa.edu.om	All services related to registration.
Scholarships	1	25446369 & 25446234		Queries or issues regarding scholarships.
Center for Student Excellence	11-2	25446241	ssalsubhi@unizwa.edu.om	Enrollment in various student groups and activities.
Student Welfare	13	WhatsApp 91313951	csw@unizwa.edu.om	Transportation services, approval of non-medical excuses, and accommodation services.
Sick Bay	3	25446601	None	Medical services and referrals to other medical facilities if needed.
Student Support Fund (Maeen Fund)	13	25446656 & 25446310	mansoor.alsaqri@unizwa.edu.om & nasra@unizwa.edu.om	Financial support for students through various programs such as educational opportunities, training (Esnad), and student social care, helping with costs like accommodation, transportation, healthcare, and exam fees.

Query	Building – Office	Phone Numbers	Email	Service Description
Center for Student Counselling	1	25446254	caaf@unizwa.edu.om	Academic guidance, follow-up with students facing academic difficulties, individual counselling sessions based on academic status, and informing students and guardians about academic probation (GPA below 2.00).
International Student Office	10-3	25446254 & 25446349	iso@unizwa.edu.om	Attracting international students, introducing academic programs, handling university admission procedures, processing study visa and residence procedures, providing services across university units, and organizing scientific and sports programs and educational trips for international students.

Feel free to contact or visit the appropriate office for assistance with your specific needs.

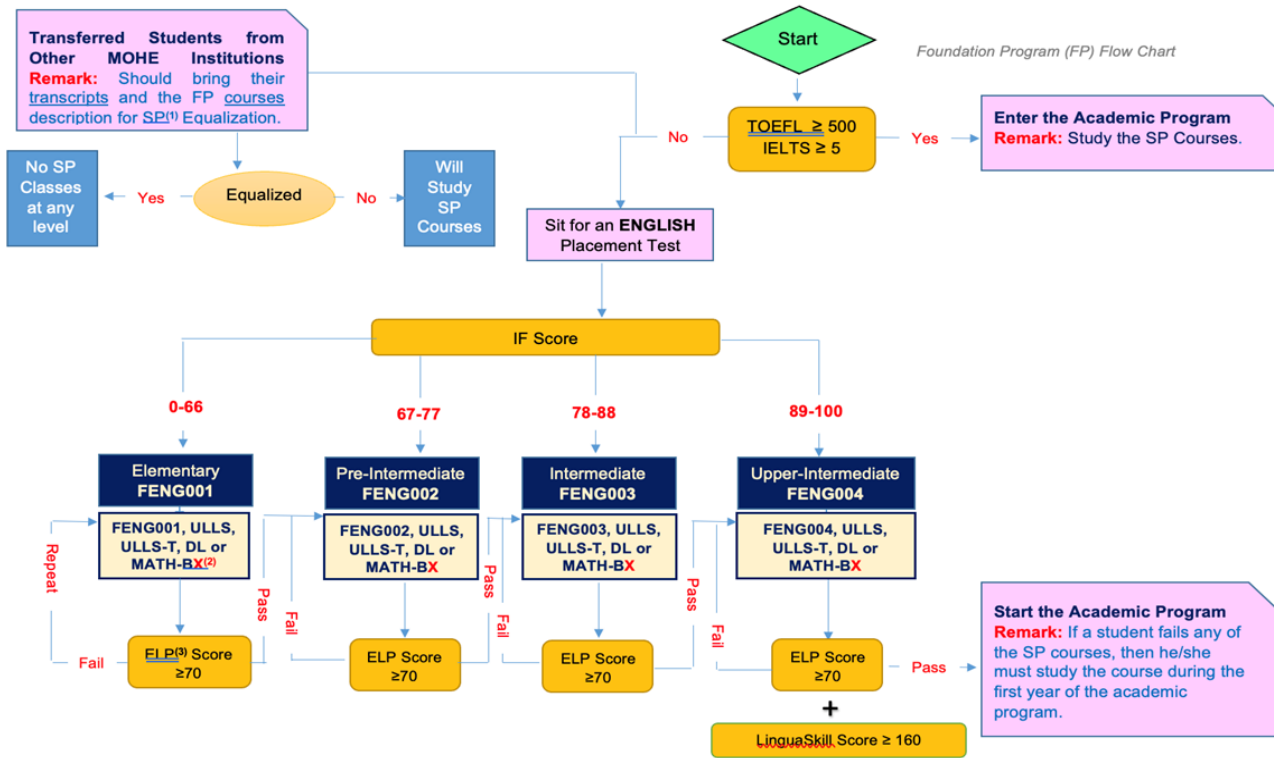
● Appendix B – Contact Information for Foundation Institute Staff

Building – Office	Job Title	E-mail	Service Description
5D-52	Director	ahmed.alrahbi@unizwa.edu.om	Inquiries regarding study in the Foundation Program.
5D-60	Assistant Director for English Language Program	alabri@unizwa.edu.om	Matters related to the English Language Program courses and English Language Instructors.
5D-57	Assistant Director for Special Programs	wafaa@unizwa.edu.om	Matters related to Special Programs courses and Special Programs Instructors.
5D-69	Student and Academic Advising Officer	s.alruqaishi@unizwa.edu.om	Academic and non-academic advising and support.
2	ANJIZ Supervisor	s.alanqoudi@unizwa.edu.om	Assists students' self-study offering a variety of resources, workshops of special interest, and personal help with coursework.
5D-68	English Language Program Assessment Coordinators	h.albalushi@unizwa.edu.om	Supervising all matters related to English Language Program Assessment.
5D-64	English Language Program Level Coordinators		Supervising English courses and their instructors. Liaison between students/instructors and management in all matters related to the English courses.
11i-2	Mathematics Coordinator	bijoy@unizwa.edu.om	Supervising mathematics courses and their instructors. Liaison between students/instructors and management in all matters related to the Mathematics courses.
5D-59	Digital Literacy Coordinator		Supervising computer course and their instructors. Liaison between students/instructors and management in all matters related to the Digital Literacy course.

Building – Office	Job Title	E-mail	Service Description
5D-55	Life and Study Skills Coordinator	saif.albusaidi@unizwa.edu.om	Supervising life and study skills course and their instructors. Liaison between students/instructors and management in all matters related to the Life and Study Skills course.
5D-51	Director's Coordinator	madiha@unizwa.edu.om	For any general inquires.
5D-58	Coordinator	tahra@unizwa.edu.om	



● Appendix C – Foundation Institute Flow/Progression Chart



● Appendix D – English Language Program Assessment

Course (Level)	Formative Assessment	Summative Assessment
Elementary (Level 1)	Participation, Online Workbook Practice, Weekly Tasks and Quizzes	Final Exam
Pre-Intermediate (Level 2)		
Intermediate (Level 3)		
Upper-Intermediate (Level 4)	Participation, Online Workbook Practice, Weekly Tasks and Quizzes, Research Report, Linguaskill	

● Appendix E – Special Programs Assessment

Mathematics Basic with Applied				
Formative Assessment				Summative Assessment
Homework	Attendance and Participation	Quizzes	Lab-Tests	Final Exam

Mathematics Basic with Pure				
Formative Assessment				Summative Assessment
Homework	Attendance and Participation	Quizzes	Lab-Tests	Final Exam

Digital Literacy				
Formative Assessment				Summative Assessment
Homework	Attendance and Participation	Quizzes	Lab-Tests	Final Exam

Life and Study Skills				
Formative Assessment				
Assignments	Attendance and Participation	Quizzes	Mini-Research Report Writing	Presentation

● Frequently Asked Questions

Question	Answer
How much is the tuition fee?	Please refer to page 50.
Are there any scholarships or financial aid options available?	Please contact the Student Support Fund (Maen Fund) at Phone: 25446656 or 25446310, Email: mansoor.alsaqri@unizwa.edu.om or nasra@unizwa.edu.om, or visit them in Building 13.
What are the available majors and programs?	Information about available academic programs can be found on the university's official website under «Academic Affairs» → «Colleges and Institutes».
Can I change my major after admission?	Yes, you can change your major after passing the foundation courses and within a specific period announced via email by the Deanship of Registration & Records.
How long does the Foundation Program usually last?	Please refer to pages 25&34 and Appendix C – Foundation Program Flow/Progression Chart.
What are the academic resources and support services available on campus?	For students of the Foundation Program: FI Academic Advising Officer in Building 5D, Office No. 69, Anjiz in Building 2, Center for Student Excellence in Building 11, and Center for Student Counselling in Building 1.

Question	Answer
How do I register for classes?	Foundation Program students are provided with ready schedules at the beginning of every cycle.
Are there any specific orientation programs for freshmen?	Yes, an orientation week is conducted for new students.
What extracurricular activities are available on campus?	Extracurricular activities are supervised by the Center for Student Excellence. More information can be found on the website under «Resources & Services» → «Deanship of Student Affairs and Society Services» → «Deanship Centers» → «Center for Student Excellence».
What are the housing options for freshmen?	On-campus and off-campus housing options are available. Contact Student Welfare through WhatsApp at 91313951 or call 25446247 or 25446682.
How do I apply for campus housing?	Contact Student Welfare through WhatsApp at 91313951 or call 25446247 or 25446682.
What healthcare services are available on campus?	The Sick Bay is located in Building 3 and can be reached at 25446601. It operates during working hours and can handle medical cases.

Question	Answer
Are there any restrictions or rules for students on campus?	Yes, please refer to the Student Guide and the University website under «Academic Affairs» → «Office of the Vice Chancellor for Academic Affairs» → «Academic Policies and Guidelines».
How do I get a student ID card?	Each student should refer to their department.
Are there any transportation facilities provided by the university?	Yes, contact Student Welfare through WhatsApp at 91313951 or call 25446247 or 25446682.
How can I access the library and other research materials?	The library is located in Building 20. Students must have their university ID to borrow materials.
What is the academic advising process in the Foundation Program?	Talk to your course instructor. If needed, your instructor will refer you to the academic advising officer of the Foundation Institute.
How can I get involved in student organizations and groups?	Extracurricular activities are supervised by the Center for Student Excellence. More information can be found on the website under «Resources & Services» → «Deanship of Student Affairs and Society Services» → «Deanship Centers» → «Center for Student Excellence».

Question	Answer
How do I access and use the university's online learning platforms?	Go to the university website under «Resources and Services» → «E-Learning».
Are there any rules or guidelines for using the university's computer and internet facilities?	Go to the university website under «Resources and Services» → «Center for Information Systems».
How can I access my grades and academic records?	Grades can be accessed through EduWave.
What should students do if they were absent from class?	For medical excuses, students should upload their excuses at https://portal.unizwa.edu.om/excuse/ . For non-medical excuses, students must refer to Student Welfare to approve their excuses.
Can I change my course section in the Foundation Program?	Yes, under very limited conditions determined by the Foundation Institute management.
I have personal issues that are making me struggle with classes, who can I talk to?	Talk to your course instructor. If needed, your instructor will refer you to the academic advising officer of the Foundation Institute.

Question	Answer
What is the absence policy?	Please refer to pages 39 – 41.
I have a chronic disease; will I get any support from the Foundation Institute?	Yes, for further clarification, students should refer to the Foundation Institute management.
Is it allowed to change class time for the whole section?	Yes, for further clarification, students should refer to the Foundation Institute management.



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