



جامعة نizwa
University of Nizwa

Graduate Studies Academic Regulations and Procedures

A handwritten signature in blue ink, appearing to be 'A. Al-Rawahi', written over a set of horizontal lines.

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Chancellor of the University

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GRADUATE STUDIES

Academic Regulations and Procedures

1- The Academic Policy:

The University of Nizwa offers academic programs based on the following guidelines:

- The University adopts a semester-based credit system.
- The University maintains clearly defined registration and admission requirements.
- The degree programs have well-defined structures and conform to international standards.
- The University adopts a clearly defined system of academic advising.
- The student performance is based on continuous assessment.
- The grading system is based on letter grades A-F.
- The University maintains a well-defined system of probation.
- The minimum cumulative grade point average GPA required for graduation is 3.00 (B) out of 4.00 for Masters degree and 2.5 for higher diploma.
- The academic programs are multi-disciplinary and integrated in nature.
- Degree programs are linked to the community and its societal needs.
- Degree programs are directed to produce citizens who are capable of serving and interacting with the community.
- An important aspect of the academic programs offered by the University is flexibility which recognizes student individuality and their diverse needs, ages and locations.

2- The Degree Programs:

The degree programs are based on the following guidelines aim to achieve the following objectives:

- Emphasis on problem solving, research-oriented training, communication skills and critical thinking as opposed to rote learning.
- Achievement of high-level student confidence, initiative and motivation.
- Emphasis on practical training and skills.
- Emphasis on teamwork as well as on individual initiative.
- Encouragement of faculty-student interaction and student participation and feedback.
- Availability of electives for all students to give them freedom to explore their own interests.
- Encouragement of presentations and seminars.
- Utilization of library and electronic information systems as an integral part of the teaching methodology.

3- Degrees Offered:

- Masters degree.
- Higher diploma.

4- Degrees Requirements:

4.1 Masters Degree:

The Masters degree at the UoN is offered in all colleges. Given the nature of different curricula, the Masters program is offered in the following options:

- i. Course work with thesis: this option will require a minimum of 24 credits of course work in addition to a research thesis prepared over a period of at least one academic year. Courses should be all at the graduate level. Research needs to indicate an understanding of scientific method and a proficiency in research methods and management.
- ii. Course work with comprehensive examination: this option requires a minimum of 36 credits of course work and a final exam. Courses should be all at the graduate level. The final exam consists of a high level written and oral comprehensive exam. Candidates will be tested on their ability to use the relevant knowledge and education they received. Their evaluation is based on their capacity of using this knowledge independently to solve related problems.

4.2 Higher Diploma Degree:

This option will require 36 credits of course work. Courses are per college degree plans for the higher diploma programs. Usually the program starts each fall of the academic year and runs for three consecutive semesters for full time students.

5- Admission Requirements:

5.1 Masters Degree:

Minimum Admission requirements for the Master program with both options are as follows:

- a. A Bachelor degree or equivalent from a recognized university.
- b. A minimum cumulative GPA of 2.5 on a 4.0 grading scale or equivalent.
- c. Candidates with lower GPA may be admitted on a conditional basis for a maximum of two semesters on a full time basis to prove good performance.
- d. Higher diploma from a recognized university with a cumulative GPA not lower than 3.0 on a 4.0 grading scale.
- e. English proficiency testified with minimum TOEFL score of 530 or IELTS level 7 for candidates applying to English medium-based majors.
- f. Pass the interview.

5.2 Higher Diploma Degree:

Minimum admission requirements include the following:

- a. A Bachelor degree or equivalent from a recognized university.
- b. A GPA not lower than 2.0 on a 4.0 grading scale.
- c. English proficiency testified with minimum TOEFL score of 530 or IELTS level 7 for candidates applying to English medium-based majors.
- d. Pass the interview.

6- Admission Status:

Candidates may be admitted in one of the following categories:

- a. Full time graduate student where the candidate will be required to take a regular academic course/research load.

- b. Part time graduate student where candidates will be allowed to take half course/research load.

In both categories candidates may be admitted as regular or as conditional students. Regular students are those who have met all admission requirements and received the approval of the concerned college and the University Graduate Studies Council. Conditional students are those who have not met all the admission requirements and have received approval to be accepted on probation basis. Conditional students have to fulfill all lacking conditions within the first year of studies on a full time basis or as per the recommendation of the concerned college. Conditional status is applicable only for Masters programs.

7- Admission and Registration Procedures:

7.1 Admission:

Graduate programs will be announced annually by the deanship of registration and records.

Deadlines of applications and procedures will be indicated in the announcement. Candidates will apply to the DR&R using Form 1.

Applications will be screened by the DA&R and then forwarded to the relevant college. Concerned departments are responsible for thorough assessment and evaluation of applications.

Candidates may undergo a personal interview conducted by the relevant department.

Recommendations will be forwarded to the dean of the relevant college using Form 2 after approval of the department board.

All recommendations will be forwarded to DR&R through the Dean of the college.

The DR&R will seek final approval of the Vice Chancellor for Research, Graduate Studies and External Relations and then will inform the candidates well in advance before the beginning of the programs.

7.2 Registration:

Registration is the process by which a student selects courses, Graduate students must register every semester for courses and/ or the theses, in compliance with the degree plan, according to the guidance of his/her advisor and formally enrolls in those courses. Students should use registration form for initial course registration, Form 3. Failure to register in any semester will be treated as withdrawal from the University and dealt with in accordance with Article 9.9.

Information regarding schedule, location, deadlines and timetables will be given to students and advisors in advance of the scheduled registration period. Upon completion each student will be issued a semester validation for his/her official university ID card.

A student may be prevented from registering if:

- The course section is full.
- Admission procedures are not complete.
- There is a timetable conflict.
- Specific academic pre-requisites are not met. (Note: students are responsible for ensuring that he/she has fulfilled the published pre-requisites. Failure to observe this may result in that course registration being withdrawn. The guidance of the advisor should be heeded).
- Conditions based on past performance or disciplinary status have not yet been met.
- Has not settled financial dues with concerned department of the University.

Registration ends the last working day before classes begin. Late registration up to two weeks beyond that date is permitted only with the approval of the appropriate Dean and students may find that available courses are limited or that the attendance policy renders registration impractical.

Students who wish to add or drop a course following initial registration should use the Drop/Add form, Form4 to update their registration form.

The University reserves the right to cancel registration in courses where there is insufficient enrollment. This minimum may vary by college according to department size.

Priority will be given in individual courses where space is limited in the following order:

- Students in their final year of study who need access to a required course.
- Students who need access to courses designated in their major area of study.
- Students with the greatest number of credits earned towards the degree.

Exceptions to any of these conditions may be made only in the unusual individual circumstances approved by the Head of Department (HOD) and the Dean of Registration and Records.

Deadlines for the summer session are half the period allowed for the regular semesters.

8- Duration of Graduate Programs:

The proposed graduate programs will require continuous semester registration until graduation. Durations of all programs are as follows:

Programs	Regular students Full time	Regular student Part time	Conditional Students Full time	Conditional student Part time	Extension
Masters	4 semesters	8 semesters	6 semesters	8 semesters	2 semesters
Higher Diploma	2 semesters	3 semesters	NA	NA	NA

Extensions will be proposed by concerned academic advisors with justification using form5. All proposals for extension should seek approval of the department board and the College Dean. Students will be informed of approval/disapproval by the DR&R.

9- Programs Academic Management:

The following are general procedures and regulations to be applied in all general and specific academic matters for graduate programs.

9.1 Academic Management and Advising:

Graduate programs are managed by a program coordinator at the college level department level. His role is:

- To provide information on the program.
- To assure liaison between the college and the Deanship of graduate studies and DR&R.
- To help the student discover his/her potential and capabilities.

- To guide the student in the choice of courses leading to the degree.
- Approve a student's completed registration each semester.

9.2 Semester Arrangements:

- The University of Nizwa follows a semester calendar, with a fall and spring semester each of fifteen weeks plus examination period, and a summer session of seven weeks plus examination period. The teaching time in the fall and spring semesters is 70 full working days and in the summer, 35 full working days. Final examinations are normally confined to the formal examination period.
- The summer session makes available a limited range of courses which are both remedial in nature as well as answering high demand for repeated courses, electives, concentrated courses, and interest courses. Special program courses and training activities may also be organized during the summer.
- In some cases activity such as industrial training is scheduled between semesters and is required of all students. This activity must be identified with a course number on the transcript and listed in the degree plan. All activity in which student performance is evaluated by the University carries credit and grade.

9.3 Program of Study:

- The degree plan for each year's intake identifies the courses (and options) required for each degree. The sequence in which a student completes these courses is controlled by individual course pre- and co-requisites, and by timetabling.
- The courses timetabled each semester are based upon a Study Plan: a recommended program of study for the typical student following a normal pace of study.

9.4 Course Load:

The number of credits and courses in which a student may register is determined by GPA. The course load status is recorded on the student's transcript; it will be one of normal, probation, or extended.

- In the fall and spring semesters a full time/part time student whose course load status is normal is expected to register in 12/9 credits concurrently. The minimum number of credits in which a full time/part time student may register is 6 unless it is the student's final semester.
- A student's course load status will be extended if the semester GPA on a full course load in the two preceding semesters was at least 3.00, or if the cumulative GPA is at least 3.00 for the MASTERS students and 2.5 for the H.Diploma students Such a student may register in up to 12 credits.
- A student whose course load status is probation may register in not more than 6 credits nor fewer than 3credits.
- In the summer semester a student must register and maintain a course load of 6 credits. A student on probation may not exceed 3 credits. A student in position to graduate at the end of the summer may be exempted from the minimum course/credit level. No student may take more than 8 credits in the summer.

9.5 Credit and Audit:

- Each course is identified by a unique number which is designated with a specific number of credits.

- In some cases a student may have reason to attend classes but formally waive his/her access to evaluation and grading in the course. Such a student is described as having audit status and may not participate in tests, assignments, discussions, etc or the final examination.
- Because of the nature of the course, class size restrictions, space constraints, or possible legal restrictions, permission of the appropriate course HOD is required for registration with audit status. Students should be aware that audit status is a privilege, not a right. In most cases, practical, field work and internships do not lend themselves to the presence of course auditors.
- Audit and credit status must be declared at the time of registration. A student may not change from audit to credit, or credit to audit status after the Drop/Add period. A student must fulfill the attendance regulations in order for audit status in a course to be recorded on his/her transcript.
- Some courses are designated as having '0' credit. These courses are recorded on a student's transcript once attendance regulations are confirmed as having been fulfilled.

9.6 Drop/Add (Change of Registration):

- Students wishing to change their initial registration may do so during the first two weeks of scheduled classes with no effect on their transcript. Such change in registration must be made through the Drop/Add form4.
- A student wishing to add a course must have it approved by the advisor and course department. Permission may be granted provided there is room in the course and it is within the student's course load maximum.
- No courses may be added after the two week period except in unusual individual circumstances approved by the HoD and the Dean of R&R.
- A student who wishes to drop (withdraw from) a course between the third week of classes and the end of the half-way point in the course will be given a 'W' beside the appropriate course on his/her transcript.
- A course dropped after the half-way point will be designated 'F' on the transcript.

9.7 Attendance:

The Instructor will issue a warning to the student depending on his/her percentage of absence from the course in accordance with the following table:

Percentage of Absence	Warning to be issued
5%	Absentee Warning 1
10%	Absentee Warning 2
15%	Drop one Grade
25%	Barred from Exam

The Instructor should use the appropriate form in each case.

9.8 Postponement of Study:

- A student may be allowed to withdraw temporarily from the University by requesting a formal postponement of study, normally for up to two semesters. Application for postponement should use Form7. Postponement may be granted upon approval by the Dean of the College for reasons of health, family pressures, pregnancy or other compelling circumstances. Supporting documentation from areas such as Student Affairs or the Health Clinic may be required. Extension of

postponement beyond two semesters may be granted in exceptional circumstances.

- It is the responsibility of the student or his/her family to notify the University of any Request for extension.
- If a student does not return to the University after the approved period, his/her enrolment will be withdrawn.
- Subsequent re-admission may be considered on an individual basis. A student may rejoin the University only at the beginning of a semester under the customary procedures for registration.
- When a postponement has been approved, the registration for that semester will be cancelled and the date of postponement noted on the transcript.
- A student who has postponed studies for more than one semester must follow the degree plan for the cohort he/she joins upon return to the University.

9.9 Withdrawal from the University:

Withdrawal from the University may be initiated by the student as a formal, official procedure using Form 8. In some cases it may be initiated by the Dean of D R&R on behalf of the student. Under specific circumstances mandatory withdrawal may be required by the University for academic or disciplinary reasons. Once withdrawn a student may not return unless re-admitted under certain conditions (see below). Detailed regulations for re-imburement of fees in case of withdrawal will be issued by the D R&R.

Voluntary Withdrawal:

- A student contemplating full withdrawal from the University must consult with his/her advisor prior to formalizing his/her decision in order to ensure that all alternatives are considered.
- In certain cases the Dean of Registration and Records may act on behalf of the student in completing the withdrawal process. Typically this would occur in cases involving death, serious injury or illness, or formal requests to do so.
- It is essential that a student upon leaving completes a Withdrawal Form (available from the office of the Dean of Registration and Records). This form properly documents his/her permanent record at the University.
- A student who withdraws from the University will have the notation "Official Withdrawal-Date" placed on his/her transcript with a 'W' in each unfinished course.
- The effective date of withdrawal is the date of approval by the Dean of Admissions and Registration.

Required Withdrawal:

- A student who does not meet the conditions for removal of academic probation will be required to withdraw from the University. The result of disciplinary action may also lead to required withdrawal.
- Upon approval by the College Dean or Assistant to the Chancellor for Student Affairs as appropriate, and the Vice Chancellor for Academic Affairs, the Dean of Registration and Records will issue the notice of withdrawal to the student. In such a case, the student will be awarded a 'W' in each unfinished course and the transcript will be notated "Required withdrawal: disciplinary reasons/ or/academic standing".

Unofficial Withdrawal in a Semester:

After a period of continuous absence from all courses without notification for more than 15% of the semester, the student will be considered to have withdrawn unofficially and will be removed from the registration roll. In such a case, the student will be awarded an 'F' grade in each unfinished course and the transcript will be notated "Unofficial withdrawal - estimated date".

Readmission after Withdrawal:

If a student:

- withdraws de facto by failing to register after initial acceptance, or
- Withdraws officially or unofficially during a semester, or does not register for two consecutive semesters (the semester of withdrawal as above counting as the first) he/she may be considered for re-admission to the University on an individual basis. Re-admission is not automatic and will take into consideration the following factors:
 - Available space in the college program.
 - Number of credits completed to date, with preference given to the highest total.
 - Reason for withdrawal.
 - Past academic performance.

A student who remains away from the University more than two consecutive semesters will not be considered for re-admission.

10- Regulations for Grading:

10.1 Course Outlines:

Each course must have a current course outline for distribution to students at the beginning of classes each semester.

Included in the course outline must be the following elements:

- Course number, title, contact and credit hours, and calendar description.
- Instructor's name, office location and office hours.
- Statement of objectives and learning outcomes.
- Main topics.
- Teaching/learning approaches (e.g. labs, case studies, field work, role-playing etc).
- Grading scheme (A-F, P/NP etc).
- Schedule of tests, quizzes, papers, assignments etc and the portion of the total grade each is worth.
- text(s), additional references, if any, and any required materials
- Any special conditions or requirements (e.g. attendance, travel, penalties for late assignments etc).

Where more than one section of a course is taught, the course description, objectives, learning outcomes, and grading scheme must be consistent across all sections. Other elements are at the discretion of the instructor and department.

10.2 Course Evaluation and Grading:

- Evaluation and grading of student performance is based on the grade point average system.
- A process of formal and continuous evaluation should enable students to determine their ongoing performance in a given course. When summarized and reported as grades, the resulting overview should enable the University to make consistent decisions regarding students' progress in relation to established standards.
- Because courses vary widely in purpose, content, approach and delivery, it follows that the method of evaluating performance in courses should be related to their objectives. By translating the overall achievement of course objectives into a University-wide descriptive grading scale, consistency across departments and colleges is achieved.
- In other words, the unique requirements of individual courses are comparable to the unique requirements of other courses through the application of the University grading scale. It is thus essential that grade categories are described in terms meaningful to both faculty and students.

10.3 Grading Method:

- Normally a final grade in any given course is based on continuous evaluation of course objectives learning outcomes. The manner in which objectives are to be achieved should be stated in writing in the course outline distributed to students at the beginning of each course. This implies therefore that assessment is determined more by the fulfillment of stated criteria rather than by solely comparative achievement within a class.
- Elements of a course may be scored and assessed in a variety of ways.
- If percentages are used for any portion of a course, they are used only on a course basis, not within the context of any college-wide requirement.
- In a standard length course there must be at least three components contributing to the final grade. No single component of a course evaluation may exceed 50% of the final grade.

10.4 Grades (with Numeric Value):

Letter grades are used to describe the achievement level attained within a particular course. A final semester grade is based on continuous assessment throughout the semester as well as a final examination. A final examination is customary but may not be considered necessary in certain types of courses.

- Grade Descriptions:

(A) Excellent performance;

All course objectives learning outcomes achieved;
Objectives learning outcomes met in a consistently outstanding manner.

(B) Very good performance;

Significantly more than the majority of the course objectives learning outcomes achieved (majority being at least two-thirds);
Objectives learning outcomes met in a consistently thorough manner.

(C) Good performance;

At least the majority of course objectives learning outcomes achieved;
Objectives learning outcomes met satisfactorily.

(D) Satisfactory performance;

Less than the majority but more than the minimum required course objectives learning outcomes achieved;

Objectives learning outcomes met at a minimally acceptable level.

(F) Unacceptable performance;

Minimum required course objectives learning outcomes not met;

Objectives learning outcomes not met at a minimally acceptable level;

No credit earned.

FSP Failure with Supplemental Privilege:

An ~FSP' may be awarded to a student in a course where all portions of the course have been evaluated and one has been failed (usually but not restricted to the final exam), and in the opinion of the instructor, with the approval of the HOD, a second chance at that component will result in a passing grade. It is not meant to be given to a student whose achievement has been borderline in all components; nor is it an automatic award based on any percentage range.

The awarding of an 'FSP' is discretionary. It will occur generally where the course in question is not readily available until a year hence, and where the student has completed at least 50% of the credits in his/her degree program. It will not be given if the student is already on probation or about to be placed on probation based on current semester performance.

The 'FSP' is treated as an 'F' until such time as it is replaced by the grade earned following the supplemental assessment. An 'FSP' should be cleared as quickly as possible after the examination schedule but no later than the end of the following semester (including the summer session). Any 'FSP' not cleared within this period will automatically convert to an 'F' in the semester record. Exceptions due to unusual circumstances will be handled on an individual basis. Once the 'FSP' is cleared successfully, the new grade will override the 'FSP'

A student with an 'FSP' in a course which is pre-requisite to a course he/she wishes to take may not register in that course.

- Grade Scale:

Each of the grades described above carries, for the purpose of computing a weighted average, the values described in the table below (for a 4- point system):

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

10.5 Grade Designations (Without Numeric Value):

The following grade designations form part of the overall University grading system but do not carry numeric value.

“I” Incomplete:

The Incomplete is used when two basic conditions have been met:

- The student has a passing level in the course work which he/she has completed by the end of the course,
- The student has been prevented by circumstances beyond his/her control, such as illness, accident, or family emergency, from completing all the course requirements on time.

An Incomplete is not intended to give an extension to a student who has completed all elements of a course with failing status, nor is it designed for a student who simply does not complete requirements on time. It is not an option which may be elected by the student.

The instructor has the prerogative of requiring documentation and/or college approval of the request, and will inform the student, in writing, of the condition(s) for completion, specifying a final submission date as soon as possible and no later than the University maximum of one semester (including the summer session).

The instructor will specify to the student and the Dean of Registration and Records the grade to which the Incomplete will revert if the completion date is not met. Unless a new grade is submitted to the Dean of Registration and Records that default grade will replace the Incomplete at the end of the following semester.

Withdrawal from a Course:

A ‘W’ is assigned to a student who withdraws formally from a course within the prescribed deadline (see “Withdrawals”). A course dropped after the deadline or without completing the Drop/Add form, or de-facto by ceasing to attend is assigned an F grade.

AU Audit:

An ‘AU’ designates a course registration with audit status (see Credit/Audit).

P/NP Pass/Not Passed:

A ‘P’ is designated for a course which is not graded on the A-F scale but does carry credit value in a degree program. Typically courses with objectives related to general exposure or applied field practice, or industrial training, for example, lend themselves to this grade.

A failure in such a course is designated ‘NP’. Credits graded with ‘P’ contribute to the total required for graduation in a degree program but neither ‘P’ nor ‘NP’ is calculated into the Grade Point Average.

IP In Progress:

‘IP’ is designated to any course in which the student is registered but which is still in progress at time of grade reporting. Typically this refers to typical year-long courses such as Projects, or an irregularly scheduled course such as in Clinical Medicine and Nursing.

10.6 Calculation of Grade Point Average:

The Grade Point Average (GPA) is a weighted average which summarizes each of the two levels of activity: the semester and the cumulative work to date.

- The semester GPA is calculated on the courses taken within a given semester.

- The cumulative GPA is calculated on all courses taken to date, inclusive of all semesters. This is a single total calculation (not the average of averages).

The semester GPA is calculated as follows:

- Each course is designated a number of credits based upon a standard ratio of contact hours within the semester. This ratio reflects the approach to learning used within the course. A complete list of course types and ratios is appended.
- Each grade is designated with a numeric value.
- The numeric value of the grade is multiplied by the number of credits for the course. The result is called the grade points earned.
- The total grade points earned is divided by the total credits attempted. In both cases only courses with numeric-value grades are considered. (Please note that in such a computation, 0 (F, FSP) is a numeric value). The resultant quotient is the Grade Point Average.

The grade designations I, W, P, NP, IP, TO, and AU are not calculated in this average.

At the end of each semester a semester GPA will be calculated, along with a cumulative GPA which totals all credits attempted and earned to date.

Colleges may use a variety of different averages for various decisions regarding standing and progression as long as these are approved by the Academic Council. Such averages must be descriptively titled other than Grade Point Average: for example, Major Average.

10.7 Progression Standards:

1. A student who achieves a minimum Grade Point Average of 3.0 for Master students and 2.5 for H.Diploma on both semester and cumulative averages as well as any required minimum grade(s) in specified course(s) may proceed without condition in his/her degree program.
2. A student's course load status will be extended if the semester GPA on a full course load in the two preceding semesters was at least 3.00 for Master students and 2.5 for H.Diploma, or if the cumulative GPA is at least 3.00 for Master students and 2.5 for H.Diploma. Such a student may register in up to 12credits.
3.
 - (i) A student will be placed on probation and required to take remedial action when the cumulative GPA falls below 3.0 for Master Students and 2.5 for H.Diploma. In this case, the R&R will issue a first warning to the student.
 - (ii) A full time Master (H.Diploma) student placed on probation will be required to withdraw if he (she) fails to raise his (her) GPA to at least 3.0 (2.5) in one semester.
 - (iii) A part time Master (H.Diploma) student placed on probation:
 - Will be issued a second warning by R&R if he (she) fails to raise his (her) GPA to at least 3.0 (2.5) in the consecutive semester.
 - Will be required to withdraw if he (she) fails to raise his (her) GPA to at least 3.0 (2.5) in two consecutive semesters.

10.8 Repeated Courses:

A student must repeat any course with grade of "F" and may repeat a course with less than a B when his cumulative GPA is less than 3.0 for Masters. students and 2.5 for H.Diploma.

In all cases of repeated courses, all grades earned appear on the transcript but the most recent grade only will be used in the calculation of the Grade Point Average (even if it is lower than the original grade). Students are not allowed to repeat more than 6 credits with less than B grade during their program disregarding their GPA.

10.9 Grade Changes:

All grades other than 'FSP' and Incomplete and 'IP' are considered final once formally submitted to the Dean of Registration and Records.

Final grades may be changed only if there has been an error in computation or transcription. In extraordinary and documented circumstances a grade may be revised to an Incomplete. (See Incomplete)

No final grade can be revised by examination or the submission of additional work after the end of the semester.

10.10 Academic Achievement:

Chancellor's Honor List:

The University will recognize those students who achieve high academic standing in their programs on a semester basis by the publication of a Chancellor's Honor List. To appear on the Chancellor's Honor List, a student must achieve a semester GPA of 3.70 or higher with no grade below 'B'.

Dean's Honor List:

To appear on the Dean's Honor List, a student must achieve a semester GPA of 3.50 or higher with no grade below 'C'.

Should the student have an Incomplete (I) course at the end of the term, he/she will not receive recognition as a member of the Dean's List until such time as the course is completed and the final term Grade Point Average is determined.

10.11 Academic Integrity:

Students are supposed to have known ethics of academic and professional integrity from their previous academic affiliations and work experience. Academic Ethics are an important part of the university community. Violation of the se ethics are considered a various breach of the university academic charter and result in required withdrawal from the program and dismissal from the university. These violations include:

- a. Cheating in exams, tests, quizzes, homework assignments.
- b. Plagiarism of all forms in any essay or research work.
- c. Forgery.
- d. Intended and deliberate violation of research ethics as per the university guidelines.
- e. Any other act that may hinder the normal progress of the program and/or disturb the work of others in the program.

11- Thesis:

The Thesis is an exercise in original work of scientific research that adheres to the ethics and norms of such work, and has findings publishable in peer-reviewed periodicals. It shall be carried out by the student upon completion of required course work and must be guided and supervised by an assigned Thesis Research Supervisor (TRS).

11.1 Thesis Research:

Upon completion of either: (a) 24 credits of academic courses as per approved degree plan with cumulative GPA of 3.0 or higher, or (b) at least 21 credits with GPA exceeding 3.0, a master student must submit a request to his academic department for an official assignment of TRS using form (15). Depending on the nature of the research, the department may also assign a co-supervisor. The form shall highlight thesis research proposal.

It shall include but not necessarily be limited to:

- Research title.
- Brief back ground information and literature review.
- Objectives of the thesis research.
- Materials and methods.
- Literature Citation.
-

11.2 Procedure for Assignment of TRS:

- i) The Department announces to the students the procedure for Assignment of TRS.
- ii) The student applies to the DB for Assignment of TRS by filling out the relevant part of Form 15, and attaching a tentative Thesis Research Proposal (TRP).
- iii) The DB appoints a TRS and other members of the Thesis Supervising Committee (TSC).

11.3 Procedure for Registration of TRP

- i) The student submits his/her proposed TRP to the Department Graduate Studies Committee (DGSC) after obtaining the TSC's approval.
- ii) The DGSC submits to the DB theses research proposals recommended for approval.
- iii) The date of approval of the TRP by the DB is considered the date of registration of the student's thesis.
- iv) The approved TRP and composition of TSC are submitted to the College Graduate Studies Committee for endorsement.

11.4 TRS:

To be eligible for appointment as a TRS, a faculty should:

- Hold a Ph.D. or equivalent
- Be active in research.
- Have previously supervised a Master or Doctoral thesis.

The TRS shall take the following responsibilities:

- Provide the student with required guidance to design and implement the research plan according to accepted scientific methods and ethics.

- Assess student's research progress on a continuous basis using appropriate form.
- Provide needed guidance for the student to complete writing his/her thesis in a timely manner that matches anticipated deadlines.

11.5 Thesis Supervising Committee (TSC):

Each college shall have a College Graduate Studies Committee (C G S C). Such committee shall appoint for each student upon recommendation of Department Graduate Studies Committee a Thesis Supervising Committee (TSC). The TSC shall be composed of the following:

- Thesis Research supervisor, Chair.
- Co-supervisor if any, or instead a faculty member from within the academic department, member & Convener.
- Faculty member from another academic department within the University, member.

The TSC shall assume the following responsibilities:

- Insure that the thesis is written according to the accepted norms of scientific research and in full accordance with all guidelines set by the University.
- Review thoroughly all sections of the thesis in terms of language clarity, academic honesty and appropriate presentations.
- Advise the CGSC for readiness of the thesis for external assessment.
- Insure that recommended amendments or changes required by the external assessor are met.

11.6 Progress Report:

A student registered for the thesis must submit a Progress Report (PR) to the ADGSR through the TRS in order to be allowed to register in the following semester. The report should present the progress made during the semester and the proposed work plan for the next semester.

The TRS forwards the PR to the ADGSR and attaches with it his/her own report on the student's performance indicating whether it is Satisfactory or Unsatisfactory. In the latter case, the College Dean sets up a committee to advice on the case.

11.7 Thesis External Assessor:

The college Graduate Studies Committee (C G S C) The department shall provide a list of appropriate thesis external assessors (TEA) from accredited institutions within Oman and internationally to be approved by the Dean of the College. The TEA shall carry out the following tasks:

- Review the Draft thesis to insure that the thesis finding(s) are reached based on scientific methods accepted in the field of specialization, and are original enough to be published in peer-reviewed periodicals.
- Peer Review the thesis write up for language clarity, academic integrity and presentation.

The external assessor shall submit to the Deanship of Graduate Studies the External Assessor Report (EAP) using Form (9) which should indicate one of the following recommendations:

- a. Thesis is acceptable.
- b. Thesis is acceptable with minor revisions as recommended in the report.
- c. Thesis in not acceptable/ rejected for the indicated reasons.

11.8 Seminars:

A Master student registered for thesis will be asked by the department to deliver two seminars to present:

- His (her) thesis research plan in the first.
- His (her) findings and results in the second.

The latter must take place before the thesis oral defense.

11.9 Thesis Examination Committee (TEC):

The Graduate Studies Division shall compose a TEC for each student upon the recommendation of the Department Board and approval of the CGSC. The TEC shall be composed of a Chair and two members excluding members and chair of Thesis Supervising Committee (TSC).

The TEC shall take the following functions:

- a. Review final draft of thesis.
- b. Conduct thesis defense.
- c. Give overall assessment of thesis and examination results on a letter grade basis.
- d. The chairman must submit a report to the dean of graduate studies and research summarizing the proceedings of the examination and thesis defense.

11.10 Procedure for Thesis Examination and Defense:

- a. Introduction of the candidate by the Chair.
- b. A presentation of the thesis by the candidate for not more than 40 minutes.
- c. Question session. The chairman should coordinate this session and time allocated for each member. The candidate will be asked to leave the room at the end of the this session.
- d. Committee decision.

It shall be noted that the question session shall not be limited to the thesis but should include areas associated with field of specialization.

11.11 Evaluation of Thesis

The grade awarded to the student on his/her thesis by the TEC is to be based on the following distribution of marks:

Statement of the Problem	15 Marks
Literature Review	15 Marks
Methodology	25 Marks
Results	20Marks
Oral Defence	25 Marks

12- Comprehensive Examination:

Graduate students with comprehensive examination status should take a final (written and oral) comprehensive exam that covers all material included in the course of the program. This exam is intended to evaluate students capabilities in using the knowledge received in problem formulation and solving and to demonstrate his ability to undertake successfully assignments in his field of expertise.

12.1 Application and Scheduling:

Students are required to apply formally to the Department to take the final comprehensive exam using form 12. Applications are accepted only if at least six weeks have elapsed since the student fulfilled all other program requirements.

Date, time and place of exam will be set by the Deanship of graduate studies and research DR&R. Students will be informed formally through their academic advisors.

12.2 Comprehensive Examination Committee (CEC):

After approval of application an examination committee is formed by the college dean the DGS on recommendation of the department and approval of the CGSC and includes the following:

- a. Chair: of at least Associate Professor rank.
- b. Two faculty members from the candidate's college to be selected by the HOD and endorsed by the Dean.
- c. One external examiner from another college of the University of Nizwa or another university.

The major role of this committee is to prepare and monitor the exams involved, do the grading and assign a comprehensive grade of Pass or No Pass.

Grades are then submitted to the deanship of graduate studies and research through the college dean using Form 13.

12.3 Comprehensive Examination Rules:

- i) The Department is responsible for carrying out the Comprehensive Examination's procedure.
- ii) The duration of the written exam is 6 hours conducted on two separate days.
- iii) The Chair of the CEC briefs CEC members on the exam's procedure including the time allocated for each member, and the order in which members would question the candidate.
- iv) The oral examination should not exceed 3 hours.
- v) At least 30% of marks should be awarded by the external examiner.
- vi) The CE is attended only by the CEC members. However, a representative of the Center for Academic Excellence and Quality Assurance can attend as an observer.

12.4 Repetition of Comprehensive Examination:

Students who have No pass grade in the first exam may be granted a second chance. Second time exams are not scheduled before 4 months from the date of the first exam. Students should apply for repeat of comprehensive exam using Form 14

13- Regulations for Graduation:

13.1 Degree Plans:

Requirements for completing a degree are stated for each year of entry (cohort) as the total number of credits needed with any instructions regarding majors, minors, electives and other specific requirements.

13.2 Requirements for Graduation:

In order to qualify for graduation, students must:

- Have completed the curriculum requirements of their degree programs with a minimum cumulative GPA of 3.0 for Masters. Students and 2.5 for H.Diploma
- Have fulfilled any additional requirements specified by the degree plan such as major GPA, industrial work experience etc.
- Have submitted a copy of an article based on their thesis research and published in a peer-reviewed periodical, in addition to four required copies of thesis (for graduate students on thesis status) to the deanship of graduate studies and research in required format.

The final GPA will be computed on all courses within the degree plan.

- **Classification of Degrees:**

Degrees awarded will be classified based on the cumulative grade point average earned on all courses within the degree plan.

For Master Degree

3.60 - 4.00	Distinction with honors
3.30 - 3.59	Distinction
3.0 - 3.29	Very Good

For Higher Diploma

3.70 - 4.00	Distinction with honors
3.30 - 3.69	Distinction
3.0 - 3.29	Very Good
2.50-2.99	Good

- **Graduation Ceremony:**

Degrees are conferred at the annual graduation ceremony upon all students who have fulfilled the requirements for graduation and are in good standing with the University. Any graduate with outstanding debts to the University, such as financial dues, library loans, equipment loans, etc. will not be given his/her degree until such time as these are cleared.

14- Provisions for Graduate Students Who Do Not Finish the Program:

Registered students in the Master Programs may not finish all the requirements of the program for different reasons including:

1. Imposed withdrawal because of Fail to keep the required Grade Point Average (GPA) of 3.0/4.0.
2. Personal withdrawal because of sickness or nay other personal reasons.
3. Imposed withdrawal from the University because of reasons other than low academic performance.

These students may be identified in the following categories:

1. Students who finished all the required courses with a GPA equal or Higher than 3.0 /4.0 but did not take or pass the comprehensive exam.(non thesis option) Personal withdrawal.

2. Students who finished all the required courses with a GPA equal or Higher than 3.0 /4.0 but did not take or pass the comprehensive exam.(thesis option) Personal withdrawal.
3. Students who finished all the required courses with a GPA equal or Higher than 3.0 /4.0 but did not finish the thesis nor pass the comprehensive exam the second time (thesis option). Imposed withdrawal.
4. Students who finished all the required courses with a GPA equal or Higher than 3.0 /4.0 but did not pass the comprehensive exam the second time (non-thesis option). Imposed withdrawal.
5. Students who finished all the required courses with a GPA less than 3.0 /4.0 and are not willing to repeat courses to improve their GPA or asked to withdraw from the program. Imposed withdrawal.
6. Students who did not finished all the required courses and decided to withdraw from the program no matter what their performance is. Personal withdrawal.
7. Students who are asked to withdraw from the university because of academic or non academic misconduct. Imposed withdrawal.

The University of Nizwa graduate studies regulations provides the following for these categories:

1. A " CERTIFICATE OF PARTIAL COMPLETION" will be discerned to students of categories 1,2,3,and 4 who have finished successfully all the courses required in their programs at the time of withdrawal but did not take or pass the comprehensive exam and/or did not finish/ pass the thesis.
2. A certificate will be discerned to students of categories 5,6 and 7 who have either failed to meet the required GPA in the course work, who failed to finish all the courses or where asked to withdraw from the university because of other reasons than academic performance. This certificate is a letter of attendance that indicates the accomplished work in the postgraduate program and the reasons of non completion.

Students of the first two categories (1 and 2) and category 6 but only if they have a GPA equal or higher than 3.0/4.0 may re-register in the program if they decide so but not later than one year after their withdrawal as indicated by the present regulations.

(Appendix A) General Format of Thesis

General Format of a Thesis Written in English

Thesis Components

- i) Title Page
See Sample of Title Page.
- ii) Thesis Supervising Committee
The names, titles, and affiliations of the TSC members should be given.
- iii) Thesis Examining Committee TEC
- iv) Dedication (Optional)
- v) Acknowledgement (Optional)
- vi) Abstract
A brief summary, of at most one page, of the content of the thesis
- vii) Table of Contents
The table of contents gives all the components of the thesis, and the page each component starts.
- viii) List of Tables (Optional)
- ix) List of Figures (Optional)
- x) The Body of the Thesis
This is divided into chapters. The first chapter is an introduction in which the student presents the background of the study, a statement of problem and the objectives and scope of the study. The following chapters present a literature review, the methodology adapted, the results obtained, conclusions and/or recommendations.
- xi) References
- xii) Appendices

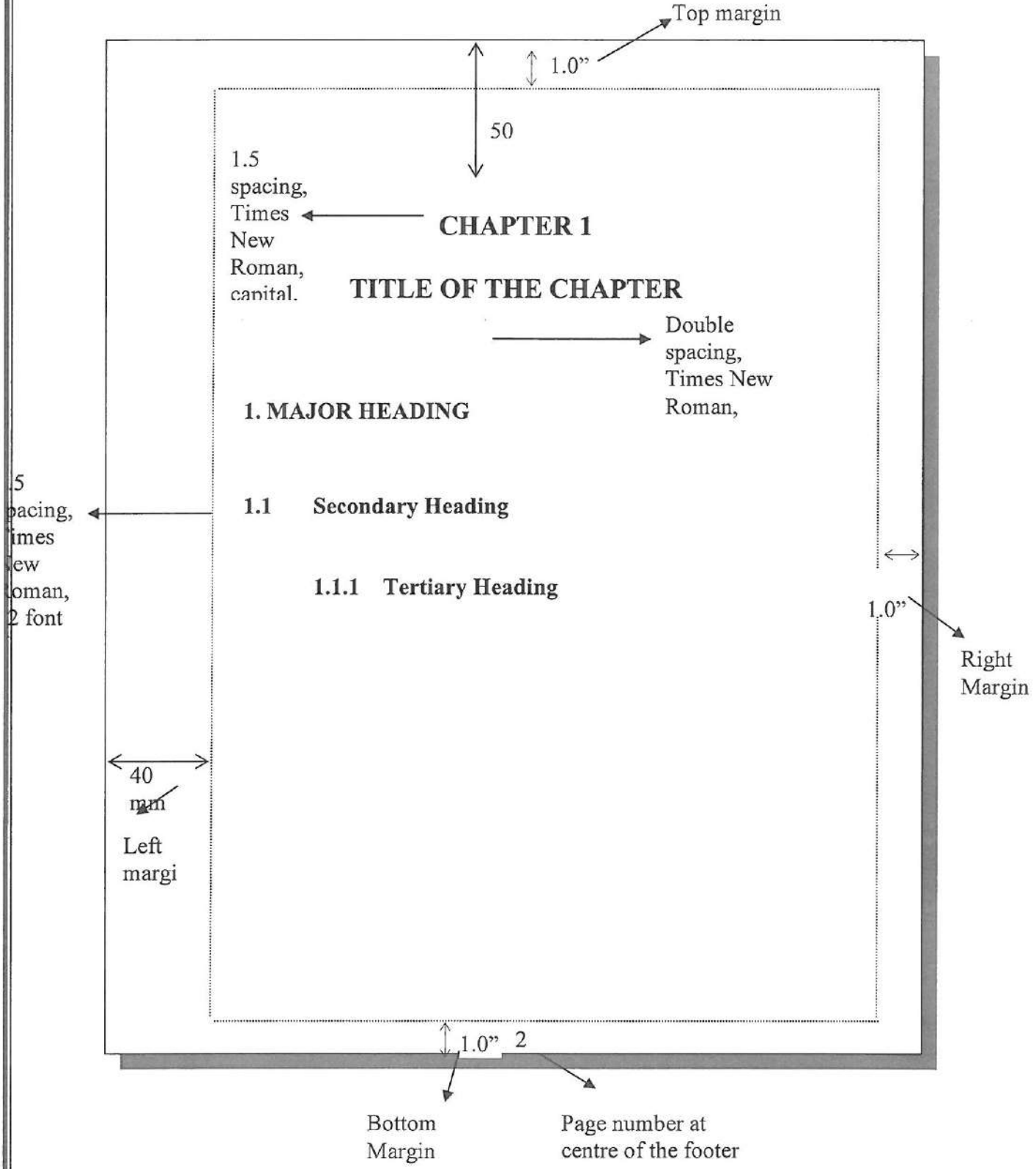
Writing Instructions for the Student

- i) Use white A4 size paper.
- ii) The thesis must be 1.5 line spaced except for the abstract, figure and table captions, which should be single-spaced. The left margin should be 40mm and all others 10mm.
- iii) Use a standard type size of 12 points throughout for the text.
- iv) Number introductory pages, except the title page, with lower case Roman numerals, and use Arab numerals otherwise.

Samples of title page, page setup and table of contents follow.

A1

SAMPLE OF PAGE SETUP



SAMPLE OF TITLE PAGE

On Some Classes of Near Rings

by

Ahmed Khalid

(Master of Science in Mathematics)

JANUARY 2009

The University of Nizwa
Nizwa, Oman

SAMPLE OF FRONT HARD COVER

FAHAD NASIR AL-KHAROSI

EFFECT OF pH AND TEMPERATURE ON THE
RATE OF MINERALS LEACHED FROM
MINERAL STONES

FAHAD NASIR AL-KHAROSI

**Font : 14 Times New Roman*

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مواصفات كتابة رسائل الماجستير بقسم التربية والدراسات الإنسانية

تعد رسالة الماجستير أداة مفيدة لبناء قاعدة بحثية، وتوفير بيانات يمكن استخدامها في مواجهة المشكلات التربوية في سلطنة عمان، ولذا يجب أن تكون من محتوى منظم قائم على الهيكل الآتية:

❖ محتويات الرسالة.

أولاً: صفحة العنوان: تحتوي على:

- عنوان الرسالة كما أقرت في مجلس القسم. على أن لا يزيد عن خمسة عشرة كلمة (يكتب باللغة العربية وباللغة الانجليزية).

- اسم الطالب كما هو مسجل في عمادة القبول والتسجيل بالجامعة.

- أسماء لجنة الإشراف.

- وتذييل الصفحة بعبارة: قدمت هذه الرسالة استكمالاً لمتطلبات الحصول على درجة الماجستير في.....

- اسم الجامعة.

- السنة.

- يضاف شعار الجامعة.

ثانياً: صفحة أسماء أعضاء لجنة المناقشة وتتضمن:

- عبارة نوقشت هذه الرسالة (.....) وأجيزت بتاريخ / /

ثالثاً: صفحة الشكر (إن وجد):

- ويقتصر الشكر على المشرف والمشرف المشارك إن وجد ولجنة المناقشة وبعض الأشخاص الذين ساهموا في تسهيل مهمة الباحث.

رابعاً: فهرس المحتويات:

- ويتضمن فهرس محتويات الرسالة.

خامساً: قائمة الجداول:

- ويتضمن عناوين الجداول، وأرقامها ورقم صفحة كل جدول.

سادساً: قائمة الأشكال:

- ويتضمن عناوين الأشكال وأرقامها ورقم الصفحة كل شكل.

سابعاً: الملخص:

ويتضمن:

- كلمة ملخص.

- لا يزيد عدد كلماته عن 400 كلمة.

- يشتمل على مشكلة الدراسة وأهدافها ومجتمعها وعينتها وأدواتها وطرائق تحليل البيانات، وتلخيصاً للنتائج والاستنتاجات الرئيسية.

ثامناً: المتن:

الفصل الأول: (مشكلة الدراسة وأهميتها):

ويتضمن:

- المقدمة: وتهدف إعطاء خلفية كافية عن موضوع الدراسة بما يهيئ للقارئ فهم مفردات الدراسة وعناصرها، وكما تتضمن مبررات إجراء الدراسة وأهميتها ويراعى إن تكون المقدمة مختصرة ولا تزيد عن بضع صفحات.
- مشكلة الدراسة وأهميتها: يراعى التحديد الواضح لمشكلة الدراسة وأبعادها، وأسباب دراستها، مع ضرورة الإشارة بوضوح إلى أهمية الدراسة والفوائد التي يمكن تحقيقها بعد إتمامها وتصاغ مشكلة الدراسة في صورة فقرات نظرية وتوضح بعد ذلك في صورة تساؤلات.
- أهداف الدراسة: يراعى في صياغتها أن تكون واضحة وعملية قابلة للقياس والبحث ويجوز تقسيمها إلى رئيسية وفرعية.
- حدود الدراسة: يراعى تحديد الحدود الموضوعية أو الزمنية أو المكانية أو النوعية، مع تبرير الحدود، مثل: سنة الابتداء، قصر البحث على منطقة معينة.
- تحديد مصطلحات الدراسة: يراعى تحديد المفاهيم والمصطلحات إجرائياً.
- منهج الدراسة: يراعى تحديد نوع المنهج الذي سيعتمد عليه الباحث في التحقق من صحة فروض الدراسة.

الفصل الثاني:

يتضمن عرضاً كافياً لأهمية المسلمات والمفاهيم المتعلقة بمتغيرات الدراسة.

- الإطار النظري.
- الدراسات السابقة: تهدف إلى إبراز ما نشر حول موضوع الرسالة في الأدبيات المحلية والعالمية والنتائج التي تم التواصل إليها، ويتم التركيز على الأبحاث المنشورة في مجلات علمية محكمة، ثم تكتب العبارة التالية بعد عرض الإطار النظري والدراسات السابقة وهي:
- من الإطار النظري والدراسات السابقة يمكن صياغة فروض الدراسة على النحو التالي:
- فروض الدراسة.

الفصل الثالث: (منهجية البحث وإجراءاته):

يتضمن:

- منهج الدراسة: يجب تحديد نوع المنهج الذي سيعتمد عليه صياغة فروض الدراسة على النحو التالي:
- مجتمع الدراسة.
- عينة الدراسة:
- أ- عينة الدراسة الاستطلاعية.
- ب- عينة الدراسة الأساسية.
- أدوات الدراسة وطرق تقنيها وذلك بحساب:
- أ- صدق أداة الدراسة.

ب- ثبات أداة الدراسة.

- الأساليب الإحصائية.

الفصل الرابع: (النتائج):

يعرض الطالب النتائج التي توصل إليها مع استخدام الجداول والأشكال والصور أو الرسوم البيانية التوضيحية إذا لزم الأمر.

الفصل الخامس: (مناقشة النتائج):

يناقش الطالب نتائج الدراسة في ضوء نتائج الدراسات السابقة والأطر النظرية والنظريات النفسية حول الموضوع مبررا خصوصية ما توصل إليه والنتائج التي تدعم فرضيات الدراسة.

تاسعا: التوصيات:

يورد الطالب توصياته على هيئة نقاط متسلسلة.

عاشرا: المراجع العربية والاجنبية:

التوثيق النهائى بصفة عامة:

أ. توثيق المراجع العربية بالاسم الأول لصاحب البحث أو المقال أو الكتاب على النحو التالي: {المؤلف (السنة) اسم المقال

أو البحث أو الكتاب، ثم بلد النشر، ثم دار النشر}.

ب. تكتب أسماء المؤلفين كاملة مهما كان عددهم.

ج. الكتب المترجمة تكتب كما يلي:

{المؤلف الأجنبي (السنة) اسم الكتاب، ترجمة: اسم المترجم، بلد النشر، دار النشر}

د. توثيق الكتب الأجنبية باسم عائلة المؤلف... وهكذا.

التوثيق الداخلى: داخل المتن:

- يكتب الجزء المأخوذ من الكتاب أو مقال أو بحث في نهاية الفقرة كما يلي: (مؤلف، سنة، رقم الصفحة أو الصفحات)

سواء في المراجع العربية أو الأجنبية.

توثيق الدوريات:

- اسم المؤلف، السنة، عنوان المقال، اسم الدورية، المجلد (بين قوسين)، العدد () : الصفحات.

توثيق الكتب:

- اسم المؤلف، (السنة). عنوان الكتاب. الطبعة ، مكان الناشر، الناشر.

توثيق المؤتمرات:

- المؤلف، (السنة). العنوان، اسم الوقائع، رقم المجلد، مكان وتاريخ انعقاد المؤتمر ،الصفحات.

توثيق الرسائل الجامعية غير المنشورة:

- المؤلف، (السنة). عنوان الرسالة، رسالة ماجستير غير منشورة، الجامعة، مكان الجامعة.

الحادية عشر: الملاحق:

الثانية عشر: الملخص باللغة الانجليزية:

- على أن لا يتجاوز (300) كلمة، بحيث يشمل ما اشتمل عليه ملخص اللغة العربية من بيانات.

A3

مواصفات كتابة رسائل الماجستير بقسم اللغة العربية

مكونات الرسالة:

تتألف الرسالة من:

- الغلاف (تكون محتوياته على النحو المشار إليه في موضعه).
- أعضاء لجنة الاشراف على الرسالة
- أعضاء لجنة المناقشة.
- الإهداء يكون اختياريا.
- الفهرست.
- الملخص

المقدمة (تشمّل في الأقل على النقاط الآتية):

- سبب اختيار الموضوع وأهم عناصره.
- منهج دراسته.
- خطة البحث.
- نظرة إلى أهم مصادره.
- الصعوبات التي واجهها الباحث في الدراسة.
- الشكر (اختياري).

محتوى الرسالة ويكون في ضوء الموضوع مقسما إلى:

- **فصول** : ويكون عادة في الرسائل العادية المعنية بدراسة موضوع واحد محدد تتناول الفصول مشكلة الدراسة، منهجية البحث، النتائج، مناقشة النتائج، التوصيات.
- أو إلى **أبواب** : ويكون عادة في رسائل التحقيق أو البحوث التي تشتمل على ثنائية في الموضوع ويكون تصميمه على النحو الآتي:

- الباب الأول : ويتألف من عدة فصول.
- الباب الثاني : ويتألف من عدة فصول وفي حال التحقيق تسد المادة مسد الفصول.
- الخاتمة وتشتمل على خلاصة ونتائج وتوصيات البحث.
- قائمة المصادر والمراجع : تبدأ باسم الكتاب ثم المؤلف (والمحقق إن وجد) والطبعة والناشر وسنة النشر وبلد النشر ويراعى في ترتيبها الترتيب الأبجدي ويأتي أولا ذكر القرآن الكريم ثم الكتب المطبوعة ثم المحفوظات فالرسائل الجامعية فالدوريات فالمقابلات ويجب أن يذكر الطالب المصادر والمراجع كافة التي استعان بها في إعداد رسالته ، بما في ذلك المحاضرات والمقابلات التي أجراها.
- الملاحق (اختياري)
- عنوان الرسالة والملخص باللغة الإنجليزية بخط Times New Romans

تعليمات الكتابة:

- 1- يكون الحد الأعلى لعدد صفحات الرسالة الجامعية (250) صفحة مطبوعة على ورق A4 عدا رسائل التحقيق فهي غير ملزمة بذلك ويحدد حجمها النص المحقق.
- 2- تكتب الرسالة بلغة عربية سليمة خالية من الأخطاء النحوية والإملائية والمطبعية، وتسلم النسخة النهائية من الرسالة إلى الجهة المعنية خالية من الأخطاء والشطب.
- 3- تشتمل الصفحة في المتوسط على عدد من الكلمات بحدود (250) كلمة موزعة على 25 سطرا.
- 4- يكون خط المتن في الصفحة من قياس 14 غامق وخط التوثيق في الهامش من قياس 12 غامق.

- 5- يترك هامش مقداره (3.5سم) في يمين الصفحة ويكون عرض الهوامش الأخرى (2.5سم).
- 6- تبدأ عنوانات فصول الرسالة في صفحات جديدة.
- 7- يكون خط العنوانات الفرعية في المتن من قياس 18 غامق.
- 8- تكون المسافة بين السطور سطرًا ونصف السطر.
- 9- يكون الخط المستعمل في الرسالة من نوع: Arabic Transparent
- 10- يكون ترقيم الصفحات التي قبل مقدمة الرسالة بالحروف بنظامها الأبجدي (أ ب ج د هـ و ز ... الخ)
- 11- يكون ترقيم الرسالة ابتداءً من المقدمة بالإعداد المسماة تجاوزًا بالهندية وإلى نهاية النص العربي للرسالة.
- 12- يكون ترقيم الملخص الإنجليزي بالإعداد المسماة تجاوزًا بالعربية وابتداءً من بداية التلخيص إلى نهايته.
- 13- تطبع الرسالة والملخص في نسخ متماثلة على ورق أبيض من النوع الجيد من حجم (20.8 * 29.4) ويراعى أن تكون الطباعة واضحة وأنيقة خالية من الأخطاء المطبعية وعلى وجه واحد من الورقة.

(Appendix B) Forms

University of Nizwa
Deanship of Registration and
Records



Form 3 Registration Worksheet

Student IDYear/Semester.....

Name.....

CollegeMajor.....

B Sc Higher Diploma Master Full Time Part Time

Seq No	Course Code	Section No	CR	Short Title

Student SignatureDate.....

Name of the Course InstructorDate

Dean's Signature.....

Finance

Receipt Number..... Type of Settlement.....

Signature.....Date

Stamp

Name of the Academic Advisor

Signature.....Date.....

Student(Blue Copy) Deanship Regis& Records (White Copy) Acad Advisor (Yellow Copy) Finance (Orange)



**University of Nizwa
Deanship of Registration and Records**

Form 6

Postponement of Study

Student ID.....Year / Semester.....

Name.....College.....Major.....

BSc [] Higher Diploma [] Master [] Full Time [] Part Time []

Date of Postponement.....[] One Semester [] Two Semesters []

Reason for Postponement _____

Student Signature

Date

Approval

Deanship of Registration and Records	Main Library	Finance Department
Dean's Signature.....	Signature.....	Signature.....
Date.....	Stamp.....	Stamp.....

Student (Blue Copy) Deanship Regis & Records (White Copy) Acad Advisor (Yellow Copy) Finance (Orange)

Form 10 Thesis /Project Examining Committee

Student ID.....Year/Semester.....
 Name.....
 College.....Major.....
 Bsc Master FT PT

Thesis/Project Title.....

External Assessor Report (Report to be attached)	Not Acceptable	Acceptable
Name of Assessor.....	[]	[]
Address.....		
.....		

Seminar Requirements Fulfilled:

Title of first Seminar.....

Date.....

Title of Second Seminar.....

Date.....

Supervisor.....

Head of Department or Delegate.....

External Examiner.....

Position

Address.....

Place of Exam.....

Date.....Time.....

Assistant Dean (PGS&R).....

SignatureDate.....

To be filled by DOPSAR

Chair.....

Dean of DOPSAR.....

SignatureDate.....

Thesis/Project Progress Report

Student ID.....Year/Semester

Name.....

College.....Major.....

BSc Master FT PT

Student Comments.....

.....

Student's Signature..... Date.....

Supervisor Comments.....

.....

Supervisor's Signature.....Date.....

Form 10 Thesis /Project Examining Committee

Student ID.....Year/Semester.....
 Name.....
 College.....Major.....
 Bsc Master FT PT

Thesis/Project Title.....

External Assessor Report (Report to be attached) Not Acceptable Acceptable

Name of Assessor..... [] []

Address.....

Seminar Requirements Fulfilled:

Title of first Seminar.....

Date.....

Title of Second Seminar.....

Date.....

Supervisor.....

Head of Department or Delegate.....

External Examiner.....

Position

Address.....

Place of Exam.....

Date.....Time.....

Assistant Dean (PGS&R).....

SignatureDate.....

To be filled by DOPSAR

Chair.....

Dean of DOPSAR.....

SignatureDate.....

**Report of Comprehensive Examination
Form13**

Student ID

Name.....

College..... Major.....

[] FT [] PT

Examination Date.....

Examination Place

Result [] Pass [] Fail

Comments

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Comprehensive Examination Committee

Program Coordinator (Chair).....

SignatureDate.....

Head of the Department / Delegate.....

Signature Date.....

Member.....

Signature.....Date.....

External Examiner.....

Signature.....Date.....

External Assessor Report

Form 9

**External Assessor should write a report that will
Consist of the following sections:**

Section One : Student Information

Student ID.....Year/Semester.....
Name.....
College.....
 BSc Master FT PT

Section Two: Assessment of Thesis / Project (In Separate Papers)

This Section contains the following

- 1.Title of Thesis / Project
- 2.Organisation of Thesis /Project
3. Clarity of Language
- 4.Methodology
5. Results and Interpretations
- 6.References and Bibliography
- 7.Any Other Comments

Section Three: Recommendations

This Section contains one of the following recommendations

- Thesis / Project
- Thesis / Project is acceptable , subject to minor revisions
As noted in the report
- Major revision is required , as noted in the report
- Thesis /Project rejected

Section Four : Information on the Examiner

This Section should contain the following information

1. Name of the Examiner.....
2. Position.....
3. Signature.....
4. Date.....

**University of Nizwa
Deanship of Admission and
Records**



Form 4 Registration Worksheet

Student IDYear/Semester.....

Name.....

CollegeMajor.....

B Sc Higher Diploma Full Time Part Time

Seq No	Course Code	Section No	CR	Short Title

Student Signature

Date.....

Name of the Course Instructor

Date

-Any course below 6000 level should be
Approved by DOPSAR

Dean of (Dopsar) Signature.....

Finance

Date

Stamp

Name of the Academic Advisor

Signature.....

Date.....



University Of Nizwa

**Masters Thesis Proposal
Approval Form**

A completed and signed copy of this form must be provided with all thesis proposals submitted for review by the Graduate Studies Committee.

Proposal Title: _____

Student Name: _____ **Student Number:** _____

Major/ Specialization _____

Signature: _____

Date of Submission: _____

By signing this form, I, the student, acknowledge that I am the author of the proposal and that I have consulted with my advisor(s) regarding my proposal prior to submitting it to the committee.

Advisor Name

Signature

1. _____

2. _____

By signing this form, I (we), the advisor(s), acknowledge that I (we) have proofread the student's proposal, have found it to be reasonably free of errors (including spelling, grammatical and formatting errors) and of appropriate scope for an MSc thesis and thus ready for submission.

Upon receipt of a properly completed and signed copy of this form together with a PDF copy of the proposal itself, the GSC will ensure that the proposal is reviewed promptly and that any comments are returned, confidentially, to the student and the student's advisor(s).

Chairman Graduate Studies Recommendation:

I recommend to the Graduate Studies Committee approval of the proposal for the above student. The Supervisory Committee has reviewed the Research Proposal and has recommended it be submitted for approval.

Thesis Committee <i>(Please print/type) (If additional members are on the committee, please attach listing)</i>	Supervisory	Date	Supervisory Approval <i>(Please sign or attach e-mail indicating approval of proposal)</i>	Committee
Supervisor:				
Member:				
Member:				
Member:				

Graduate Program Chairman Signature _____ Date _____

Dean, Signature _____ Date : _____

Copies:

- Dean's Office
- VCRGSR
- Chairman Graduate Studies Committee

University of Nizwa
College of Economics, Management
Information Systems
Form 6



Thesis Proposal Submission Form

a. Particulars

1. Name : _____
2. Institution : _____
3. College: _____
4. Department: _____

b. Thesis Supervisor

- 1 Name : _____
2. Institution : _____
- 3 College: _____
- 4 Department: _____
- 5 Position: _____

d. Research Proposal

1. Title of theProject: _____

2. Executive Summary:

3. Problematic Situation:

4. Problem Statement:

5. Objectives: _____

6. Methodology : _____

7. Literature Review _____

8..Significance of the Project to Oman and Science :

7.Time Schedule:_____

8.Resources Needed:_____

Declaration:

12. Declaration to be signed by student

I undertake to meet with my supervisors at least fortnightly during teaching periods and, when requested, will provide the supervisors with a report on each meeting before the next meeting.

I also undertake to submit research progress reports to the thesis Advisor on the scheduled dates (forms will be provided.)

Signed _____ Dated _____

Please note: your thesis or dissertation due date will be noted in consultation with the

Faculty

Administrators when your enrolment has been finalized.

Your dissertation/thesis proposal has been accepted in its present form. Yes [] No[]

Your dissertation/thesis proposal requires the following revisions: _____



University Of Nizwa

**Masters Thesis Proposal
Submission Form**

A completed and signed copy of this form must be provided with all thesis proposals submitted for review by the Graduate Studies Committee.

Proposal Title: _____

Student Name: _____ **Student Number:** _____

Major/ Specialization _____

Signature: _____

Date of Submission: _____

By signing this form, I, the student, acknowledge that I am the author of the proposal and that I have consulted with my advisor(s) regarding my proposal prior to submitting it to the committee.

Advisor Name

Signature

1. _____

2. _____

By signing this form, I (we), the advisor(s), acknowledge that I (we) have proofread the student's proposal, have found it to be reasonably free of errors (including spelling, grammatical and formatting errors) and of appropriate scope for an MSc thesis and thus ready for submission.

Upon receipt of a properly completed and signed copy of this form together with a PDF copy of the proposal itself, the GSC will ensure that the proposal is reviewed promptly and that any comments are returned, confidentially, to the student and the student's advisor(s).

Chairman Graduate Studies Recommendation:

I recommend to the Graduate Studies Committee approval of the proposal for the above student. The Supervisory Committee has reviewed the Research Proposal and has recommended it be submitted for approval.

Thesis Committee <i>(Please print/type) (If additional members are on the committee, please attach listing)</i>	Supervisory	Date	Supervisory Approval <i>(Please sign or attach e-mail indicating approval of proposal)</i>	Committee
Supervisor:				
Member:				
Member:				
Member:				

Graduate Program Chairman Signature _____ Date _____

Dean, Signature _____ Date : _____

Copies:

- Dean's Office
- VCRGSR
- Chairman Graduate Studies Committee



University of Nizwa
Deanship of Admission and Records

Form 7

Withdrawal from a Postgraduate Program

Student ID _____ Year/Semester _____

Name _____ College _____ Major _____

BSc [] Higher Diploma [] Master [] Full Time [] Part Time []

I would like to withdraw from the program.

Reason for withdrawal _____

Approval

Deanship of Admission and Records	Academic Advisor Name _____	Main Library Finance
Dean's Signature _____	Signature _____	Signature _____
Stamp	Dean of the College	Stamp Stamp

**University of Nizwa
Deanship of Admission and Registration**

**Drop & Add Form
Form 5**

Student ID _____ Year / Semester _____
Name _____ College _____ Major _____

Instr. Sign	Credit	Course Title	Section	Course Code & No	Instr. Sign	Credit	Course Title	Section	Course Code & No

ADD

Total Credits Added

.....

Director of Reg & Rec Sign

.....

College Stamp

Total Credits Dropped

**University of Nizwa
Deanship of Registration and Records**

Form 11

Thesis / Project Report

Members of the Examining Committee should write a report on the Thesis / Project that will consists of the following

Section One: Student Information

Student ID.....Year/ Semester.....
Name.....
College.....Major.....
 Mater Doctorate

Section Two: Assessment of the Thesis / Project (In Separate Papers)

This Section Contains the following

1. Title of the Thesis / Project
2. Organization of the Thesis / Project
3. Clarity of Language
4. Methodology
5. Results and Interpretations
6. References and Bibliography
7. Any Other Comments

Section Three: Recommendations

This Section contains one of the following recommendations

1. Thesis / Project is acceptable
2. Thesis / Project is acceptable subject to minor revisions , as noted in the report
3. Major revision is required , as noted in the report
4. Thesis/ Project is rejected

Section Four : Information on the Examiner

This Section should contain the following information

1. Name of the Examiner.....
2. Position.....
3. Signature.....
4. Date.....

Student (Blue Copy) Deanship Regis& Records (White Copy) Academic Advisor (Yellow Copy) Finance (Orange)

University of Nizwa
Deanship of Registration and
Records

Form 14

Application for Comprehensive Exam

Student ID.....Year/ Semester.....

Name.....

College.....Major.....

Full Time Part Time

I have completed all course work requirements and would
like to apply for Repeat Comprehensive Exam

Student SignatureDate.....

Program Coordinator Signature.....

Date.....

To be filled after approval by College Graduate Studies Committee

Date of the Examination

Place of the Examination

Examination Committee

Program Coordinator (Chair).....

Head of the Department or Delegate

Member.....

Member.....

External Examiner

Assistant Dean (GS & R).....

Signature.....Date.....

Student (Blue Copy) Deanship Regis& Records (White Copy) Academic Advisor (Yellow Copy) Finance (Orange)

Report of Comprehensive Examination

Form13

Student ID

Name.....

College..... Major.....

[] FT [] PT

Examination Date.....

Examination Place

Result [] Pass [] Fail

Comments

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Comprehensive Examination Committee

Program Coordinator (Chair).....

SignatureDate.....

Head of the Department / Delegate.....

Signature Date.....

Member.....

Signature.....Date.....

External Examiner.....

Signature.....Date.....

University of Nizwa
Deanship of Registration and
Records

Form 14

Application for Comprehensive Exam

Student ID.....Year/ Semester.....
Name.....
College.....Major.....
 Full Time Part Time

I have completed all course work requirements and would like to apply for Repeat Comprehensive Exam

Student SignatureDate.....

Program Coordinator Signature.....

Date.....

To be filled after approval by College Graduate Studies Committee

Date of the Examination

Place of the Examination

Examination Committee

Program Coordinator (Chair).....

Head of the Department or Delegate

Member.....

Member.....

External Examiner

Assistant Dean (GS & R).....

Signature.....Date.....

Student (Blue Copy) Deanship Regis& Records (White Copy) Academic Advisor (Yellow Copy) Finance (Orange)

Deanship of Admission and
Records
Form 1



Application Form for Studies at U of N

<u>Personal Data</u>			
First Name.....Second Name.....			
Third Name..... Family/Surname.....			
Nationality.....			
Gender [] Male [] Female			
Date of Birth.....			
Passport No.....			
National /Labor ID No.....			
<u>Current Address (Mailing Address)</u>			
House No& St:..... City.....			
Province.....Country.....			
P.O Box..... Postal Code.....			
Tel:..... Other tel			
Email.....			
<u>Educational Background</u>			
Name of the University Graduated from.....			
.....			
Country.....			
Degree Obtained.....Date.....			
Major.....GPA.....			
<u>Professional Experience</u>			
No	From	Position	Employer
College and Program applied for.....			
[] Higher Diploma [] MSc			
Major.....			

<p>Tuition Fees</p> <p>Applicable Tuition Fees will be paid by:</p> <p><input type="checkbox"/> Self</p> <p><input type="checkbox"/> Employer/Government</p> <p><input type="checkbox"/> Other Agencies Specify.....</p>	
<p><u>Documents Required:</u></p> <ol style="list-style-type: none"> 1. Original * transcript and two copies 2. Original * Certificates and two copies 3. Passport* and ID and two copies of each 4. Four photos with blue background size 4 x 6 (with name printed on the back) 5. Two references for Foreign Applicants 6. Original * and two copies of English Proficiency 7. Full time applicants should submit release letters from their employers for the duration of study, part time applicants should provide " No Objection " certificates from their employers 8. Applicants accepted with fees should provide letters of financial support to cover the fees for the duration of study <p>*for verification only " preferable academics</p>	
<p><u>Declaration</u></p> <p>I certify that the information given on this application is true and accurate and I will render myself responsible for my wrong or false information . I will respect and follow all the rules and regulations of the University</p> <p>Student Signature..... Date.....</p>	
<p><u>For Deanship of Admission and Records</u></p> <p>Verified by:.....Signature</p> <p>Date.....</p>	

University of Nizwa
Deanship of Administration
and Records



Form 2

Post-Graduate Evaluation Form

Academic Year:
Semester:

1. Educational Background

Applicant Name		
University from which the student graduated		
College /Major		
Cumulative GPA		
English Test Result (TOFEL /IELTS) and Date of Test	TOFEL	IELTS
Program Applied for		

2. Evaluation

Skills	Earned Points	
Language Proficiency		
Knowledge of Subject		
Intellectual Abilities		
Problem Solving and Decision Making		
Personality / Career Expectation		
Research Experience		
Total		
Result of Evaluation	1. Admitted 2. Not Admitted 3. Conditional Admission*	

[Excellent] [Good] [Fair] [Poor] [V Poor]

University of Nizwa
Deanship of Administration and Records

Post-Graduate Evaluation Form

Please Specify reason for No Admission / Admission	
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Evaluation Signature	
Name _____	Name _____
Name _____	
Date _____	Date _____
Date _____	

Dean	HOD Signature
------	---------------

Date _____