

Dhofar University Foundation Program



**Dhofar
University**

Vision for the Future...

Student Handbook

(Updated May 1st, 2016)

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A letter from the director

Welcome to Dhofar University!

With an international academic team that is highly motivated and experienced, we are here to help you along your educational path.

Now the ball lies in your court! All you need to do is tap the potential that lies within you. Look inside yourselves, as success is within you, not outside you. Never fear failure. Just believe in yourself, aim high and take up the challenge. Together we WILL succeed!

In FP, we invest in YOU and, in turn, you should invest in yourselves. It is only your accomplishment and success that will keep FP on its rising arc of excellence.

We expect that you will find this handbook to be of great use. As we have a strong culture of communication at the FP, please do not hesitate in asking any further questions you have as you start and then continue your journey with us.

May this be your best year ever, and may you be blessed with success and significance.

Best wishes,
Faical Ben KHALIFA
FP, Director & QA Chair

Objective of the FP Student Handbook

The FP Student Handbook informs new and prospective DU students of the Foundation Program objectives, policies, courses offered, registration process, payment of fees, university resources and all the other FP facilities provided that sets DU above and apart from other educational organizations.

Foundation Program Contact Information

Office of the Director: **2323-7140**

Deputy Director: **2323– 7141**

Executive Secretary: **2323-7144**

Secretary: **2323- 7142** or **2323-7143**

Level 1 Coordinator: **2323 – 7170**

Level 2 Coordinator: **2323 – 7180**

Level 3 Coordinator: **2323 – 7190**

Math Coordinator: **2323-7160**

IT Coordinator: **2323 -7150**

Math & IT Placement: **2323-4188**

English Placement: **2323-7170**

Registration and Attendance: **2323-7198**

Security & General Services: **9949-6766**

Hostel supervisor: **2323-7129**

Overview of the Foundation Program

The Foundation Program (FP) is designed for students who are not sufficiently prepared to join the regular academic programs at Dhofar University (DU). Incoming students may generally be required to spend one or more terms in FP, depending on their results in the placement tests administered by the university. This program is designed to equip students with the knowledge in English, study skills, information technology (IT), and mathematics that will allow them to join the colleges of their choice. FP is also offered to students of both, the Law and Arabic Programs. English courses are offered in three levels; however, only Level 1 is offered to students of the Law and Arabic Programs. The Foundation Program offers Mathematics and IT courses in two levels; however, for the Law and Arabic Programs, it is offered only in one level.

All FP students who fail the same level of English three times will be dropped from the program. Students dropped from the Foundation Program are not allowed to register in the program again. However, students who manage to procure an IELTS certificate securing 5/9 will be allowed to proceed straight to college.

Vision, Mission, and Values

Vision

The Foundation Program aspires to occupy a distinctive position amongst the Sultanate's GFPs by imparting quality education.

Mission

The Foundation Program strives to equip students with quality, outcome-based education in a rich teacher-learner environment conducive to academic excellence and life-long learning.

Values

- Academic excellence
- Individual responsibility
- Continuous improvement
- Active citizenship
- Life-long learning

□ رؤية البرنامج :

يتطلع البرنامج التأسيسي إلى احتلال مكانة مرموقة بين البرامج التأسيسية في السلطنة من خلال توفير تعليم ذي جودة عالية

□ رسالة البرنامج :

يسعى البرنامج التأسيسي لتزويد الطلبة بتعليم ذي جودة عالية يستند إلى معايير المخرجات التعليمية في بيئة تشجع على التميز و التعلم المستمر.

□ قيم البرنامج :

- التميز الأكاديمي
- تحمل المسؤولية الفردية
- تحسين القدرات الذاتية باستمرار
- المواطنة الفاعلة
- التعلم المستمر

Fall Semester (Term 1) 2015/2016				
MONTH	WEEK	DATE	DAY	ACTIVITY/EVENT
September	1	1	Tue	Work resumption for staff
		2	Wed	First Placement Test
				Registration for continuing students(L2 & L3)
				Resit Exam & Makeup Test
		3	Thu	Second Placement Test
	Registration for new students (L1)			
	2	6	Sun	Registration for all students(L1, L2 & L3)
		7	Mon	First day of classes for all (L1, L2 & L3)
		8 & 9	Tue & Wed	Add and Drop for all (L1, L2 & L3)
	4	22 to 24	Tue - Thu	Eid Al Adha - Tentative
October	8	26 to 29	Mon - Thu	Mid Term Test
November	13	25 & 26	Wed & Thu	National day- Tentative
		25 to 28	Wed to Sat	Reading Days
	14	29	Sun	Last day of classes
December	14 / 15	30 to 3	Mon - Thu	Final Exam/Exit Exam L3
	15	6,7 & 8	Sun - Tue	Marking, Finalizing grades and posting
Spring Semester (Term 2) 2015/2016				
MONTH	WEEK	DATE	DAY	ACTIVITY/EVENT
December	1	20	Sun	Work resumption for staff
		21	Mon	First Placement Test & Makeup test
				Registration for continuing students(L2 & L3)
		22	Tue	Second Placement Test
				Registration for new students (L1)
		23	Wed	First day of classes for all (L1, L2 & L3)
23 & 24	Wed & Thu	Add and Drop for all (L1, L2 & L3)		
February	7	8 to 11	Mon - Thu	Mid Term Test
March	11	4 & 5	Fri-Sat	Reading Days
	12	6	Sun	Last day of classes
	12	7 to 10	Mon - Sun	Final Exam/Exit Exam L3
	13	13 to 15	Sun - Tue	Marking, Finalizing grades and posting

Summer Semester (Term 3) 2015/2016				
MONTH	WEEK	DATE	DAY	ACTIVITY/EVENT
March	1	27	Sun	Work resumption for staff
		28	Mon	First Placement Test & Makeup test
				Registration for continuing students(L2 & L3)
		29	Tue	Second Placement Test
				Registration for new students (L1)
		30	Wed	First day of classes
30 & 31	Wed & Thu	Add and Drop for all (L1, L2 & L3)		
May	7	16 to 19	Mon - Thu	Mid Term Test
June	11	10 & 11	Fri-Sat	Reading Days
	12	12	Sun	Last day of classes
	12	13 to 16	Mon - Thu	Final Exam/Exit Exam L3
	13	19 to 21	Sun - Tue	Marking, Finalizing grades and posting

English Language Courses

Students have 12- 15 hours a week dedicated to reading and writing and 8-10 hours a week dedicated to listening and speaking. Students take a midterm and a final exam. Marks are determined by exam grades as well as from continuous assessment (CA) and portfolio/progress tests grades depending on skill. The weighting for marks for each skill is as follows:

Skill	Weight
Reading	30%
Writing	30%
Listening	20%
Speaking	20%

Level 1

FPE 101A: Foundation program English Level 1

FP 101A is an intensive elementary-level English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 102B (Level 2).

FPEL 100 – Foundation English for Law

FFPEL 100 is an intensive elementary-level English course for intended law-degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPEA 100 – Foundation English for Arabic

FPEA 100 is an intensive elementary-level English course for intended Arabic-degree students designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

Level 2

FPE 102B: Foundation Program English Level 2

FPE 102B is an intensive pre-intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 103C (Level 3).

Level 3

FPE 103C: Foundation Program English Level 3

FPE 103C is an intensive intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to their respective majors.

Arabic Language Course

FPAA 100 – Foundation Arabic for Arabic

FPAA100 is an intensive Arabic course that provides students with an opportunity to engage in the development of their Arabic language skills, reading, writing, listening and speaking as well as good study skills and habits.

Mathematics Courses

FPM-101A: Foundation Program Math Level-1

The aim of this course is to teach conceptual understanding and problem solving. The program covers Basic Algebraic Operations, Polynomials, Exponents, Radicals, Rational Expressions First Degree Equations and Inequalities, Quadratic Equations, Equation of a Circle, Straight Lines, and Basic Trigonometry.

FPM-102B: Foundation Program Math Level-2 (Pure & Applied)

The aim of this course is to prepare students for further study of higher-level mathematics at higher and other non-mathematics-related subjects. The program covers Graphs & Functions, Exponential & Logarithmic Functions, System of Linear Equations, Matrices, Basic Statistics, and Introduction to Probability.

FPML 100: Foundation Mathematics for Law

The aim of this course is to provide students who intend to major in Law with a basic understanding of mathematical concepts, including Algebra, Equations, and Fundamentals of Trigonometry. Students are also familiarized with the language of basic mathematics and how to solve real-life problems.

Information Technology Courses

FPT 101A: Foundation Program IT Level 1

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.

FPT 102B: Foundation Program IT Level 2

The aim of this course is to further equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Excel, PowerPoint, and Animation Software. Students are also exposed to concepts, practices, and usage of the Internet in day-to-day life.

FPTL 100: Foundation Program IT for LAW

The aim of this course is to equip Law students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education in the field of Law. Students experience hands-on training with various day-to-day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.

FPTA 100: Foundation Program IT for Arabic

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education in their field of study. Students experience hands-on training with various day-to-day software packages, including MS Windows, Word, and Excel. Students are also exposed to basic IT-related concepts, computer operation, and file management.

Study Plan

	Hours	Math	Hours	IT	Hours
Regular Courses					
English Level 1	20-25	Math Level 0	2		0
English Level 2	20	Math Level 1	5	IT Level 1	3
English Level 3	20	Math Level 2	5	IT Level 2	3
Law courses					
English-Law level1	20	Math Level 1	4	IT Level 1	3
Arabic Courses					
English-Arabic level 1	20		0	IT Level 1	3
Evening Courses					
English Level 2	20	Math Level 1	4	IT Level 1	3
English Level 3	20	Math Level 2	4	IT Level 2	3

Attendance Policy

Attendance is taken seriously at the Foundation Program. Should students miss more than 25% of the course, they will receive a 'Withdrawal due to Absence' (WA) notice letter and will be unable to sit for exams and receive a final grade for the course. Students will receive a first warning when 5% of classes are missed and a second warning when 15% of classes are missed.

Placement Tests

Placement tests will be held on two days, as shown in the FP academic calendar. Prospective students can attend the test on either of these dates. Students who miss the placement test on these dates, but would like to enroll in the Foundation Program, will be placed directly into Level 1. No claims for a higher level will be entertained thereafter. However, after one week of attending classes and on the recommendation of the instructor, students may be given the opportunity to take a challenge test. Depending on the results of the challenge test, students will be placed in the appropriate level.

Students are advised not to miss the placement tests as this may cause them to forfeit the chance to take the test again that term.

About the Tests

English

The Cambridge English Placement Test is a one-hour online test produced by Cambridge English Language Assessment. It is a comprehensive, international test of English ability that covers all the core communication skills.

Math and Information Technology

The Math and IT test is two hours long. It will be conducted after the English test and on the same day. This test will include the following:

- Basic Mathematics
- Applied Mathematics
- Pure Mathematics
- Basic knowledge of Microsoft Windows and Office

Testing Policy

Students must do the following:

- Make their own arrangements to come to the university.
- Reach the test venue at least 15 minutes early.
- Bring their university identity card to the test center.
- Switch off all mobile phones during the tests.
- Bring pens, pencils, erasers and other stationery as required.
- Bring a calculator. Mobile phones cannot be used for this purpose.

Students will not be allowed to do the following:

- Enter the test venue 30 minutes after the start of the test.
- Talk to other students during the test.
- Borrow stationery during the test.

Placement and Exemption Policy

Criterion	Level	Remarks
English		
0-24	Level 1	Students who score 60+ on Cambridge University Online Placement Test and those who produce either an IELTS certificate with a band of 5+ or a TOEFL certificate indicating a score of 400+ are exempted from doing the Foundation Program. Such students join their Majors.
25-39	Level 2	
40-59	Level 3	
60 +	Major	
Math		
0 – 49	Level 1	Students who score 60 and above in the Math placement test are exempt from doing the Foundation Program Math. They can join their university courses directly.
50 – 59	Level 2	
60 – 100	Exempt	
IT		
0 – 59	Level 1	Students are exempted from taking IT and can join the majors if: 1) score 70+ in the Moodle-based IT Placement test or 2) provide an International (English) IC3 or ICDL certificate or 3) provide a Domestic (Arabic) IC3, ICDL certificate or any other equivalent certificate AND 60% score in an IT Challenge test.
60– 69	Level 2	
70 – 100	Exempt	

Registration and Venue

Students will be assigned to the appropriate level based on the results of their placement tests and will then register their names in that level.

The FP academic calendar shows the date and time for registration. Students will not be allowed to register after this date. Registration will take place in the FP computer labs located on the ground floor of block C in the CAAS building. Section allocations are final and no request for change will be entertained. The advisors will sign and give two copies of the schedule to each student, one for the bookstore and another for the student's own reference.

DU has recently introduced online registration for the FP. Those candidates who wish to register online can do so on the university website with their student username and password.

Two weeks following registration, students can obtain their DU SIS account details from registration at the Computing and Networking Center, room 014-A on the ground floor of the Administration Building. With their account details, students can log in and view their program of study, grades, absence warnings, transcript, statement of account, Instructors' evaluations, on-line registration, schedule and more.

Course Fee Structure

Course	Fee
Level 1 English	OMR 900
Level 2 English, level 1 Math, and level 1 IT	OMR 900
Level 3 English, level 2 Math, and level 2 IT	OMR 900

If a student has graduated from FP but still has courses to complete, the cost for Mathematics and for IT will be OMR 210.

Payment can be made in person in the cashier's office at Bank Dhofar (01040128000001) or Bank Muscat (0397014020430011). For more information about fees call 2323-7021 or 2323-7027.

Sample Student Schedules

Level 1

Sample of student schedule for level (1) نموذج جدول الدراسي لطالبة المستوى الأول		Dhofar University جامعة ظفار															
ID المعرف	Name اسم الطالب	P.O. Box	Major التخصص	Faculty / Class الكلية / الصف	Semester الفصل	Course # معر المادة	Course Title	اسم المادة	Cr	Sec الصفحة	Room	الصف	Day	اليوم	Time الوقت	Instructor المدرس	
20014000	Fatima Mohammed Barham		*Diploma in Business Administration - Management	College of Commerce and Business Administration - FP1	Fall 14-15												
FPE 101A	Foundation Program English-Level 1					1			0	1	COMC-201D	-	EveryDay		12:00 - 14:00	Sophia Holloway	
						1				1	COMC-201D	-	EveryDay		08:00 - 10:00	Megan Putney	
Total: 0																Date: 30-11-2014	
Advisor Name:										Advisor Signature:							
Sponsor(s): Ministry of Higher Education 15- Full (Diploma)																	

Level 2

Sample of student schedule for level (2) نموذج جدول الدراسي لطالبة المستوى الثاني		Dhofar University جامعة ظفار															
ID المعرف	Name اسم الطالب	P.O. Box	Major التخصص	Faculty / Class الكلية / الصف	Semester الفصل	Course # معر المادة	Course Title	اسم المادة	Cr	Sec الصفحة	Room	الصف	Day	اليوم	Time الوقت	Instructor المدرس	
20014000	Fatima Mohammed Barham		*Diploma in Business Administration - Management	College of Commerce and Business Administration - FP2	Fall 14-15												
FPE 102B	Foundation Program English					0				1	COMC-201B	-	EveryDay		08:00 - 10:00	Umamaheswara Bortha	
										1	COMC-201B	-	EveryDay		13:00 - 15:00	Hamza Steel	
FFM 101A	Foundation Math Program 1					0				5	COMC-207A	-	MondWed		10:00 - 12:00	Zahid Sharief	
										5	COMC-207A	-	Th		11:00 - 12:00	Zahid Sharief	
FFT 101A	Foundation IT, Program 1					0				12	CAAS-002C	-	SunTueThu		10:00 - 10:50	Adnan Bas Mabruk	
Total: 0																Date: 30-11-2014	
Advisor Name:										Advisor Signature:							
Sponsor(s): Ministry of Higher Education 14- TUTION ONLY (Diploma)																	

Sample Student Schedules

Level 3

Sample of student schedule for level (3) نموذج جدول الدراسي لطالبة المستوى الثالث		Dhofar University جامعة ظفار						
ID الرقم	Name اسم الطالب	P.O. Box الخط	Major التخصص	Faculty / Class الكلية / الصف	Semester الفصل			
20054000	Fatima Muhammed Barham		Diploma in Graphic Design	College of Engineering - FP3	Fall 14-15			
Course # ماتر الترتيب	Course Title اسم المادة	Cr الساعات	Seq التسوية	Room الغرفة	Day الصف	Time الوقت	Instructor المدرس	
FPE 103C	Foundation Program English	0	1	COMC-002D	-	EveryDay	08:00 - 10:00	Christopher George Dabail
			1	COMC-002D	-	EveryDay	13:00 - 15:00	Maysa Rajjo Nair
FPM 102B	Foundation Math Program II	0	13	COMC-206A	-	MonWed	10:00 - 12:00	Waqar Ahmad Khan
			13	COMC-206A	-	Th	11:00 - 12:00	Waqar Ahmad Khan
FPT 102B	Foundation IT, Program II	0	11	CAAS-004C	-	SunTueThu	10:00 - 11:00	Waqar Khan
		Total: 0			Date: 30-11-2014			
Advisor Name:			Advisor Signature:					
Sponsor(s): Ministry of Higher Education 14- Full (Diploma)								

Academic Honesty Policy

Students are expected to complete all work with the highest standard of honesty and integrity. Plagiarism, forgery, cheating and all other kinds of academic misconduct are unacceptable.

Academic misconduct will lead to disciplinary action, headed by the FP Disciplinary Committee. Issues related to cheating, plagiarism and impersonation are classified into four levels based on the seriousness of the violation as follows:

Academic Misconduct	Level 1	Level 2	Level 3	Level 4
Cheating	Written Warning issued to the student	Failing grade in the examination or course	Suspension from University for one or more semesters	Expulsion from University and action as per Omani Law
Plagiarism	Verbal warning and student is asked to resubmit assignment, course work or project	Written Warning and student is asked to submit an additional assignment, course work or project	Failing grade on assignment, course work or project	Expulsion from University and action as per Omani Law
Impersonation	Not Applicable	Course failure by receiving grade 'F' in the course grade	College Suspension for a minimum of one semester	Expulsion from University and action as per Omani Law

Please refer to **8.5.1** of Academic Integrity Policy for further details.

Exam Behavior

In an academic environment, such as the administration of exams, students are expected to behave and uphold the highest degree of conduct. Students are expected to show up for their exams on time with their valid university photo- ID and stationery.

Lateness to exams may result in their absence from the exam, as in the instance of the listening exam, where the audio is not repeated for late-comers.

The students sit in rows assigned by the proctors and sign the attendance sheet provided to them at the time of the exam.

Students are not allowed to leave the exam hall/test centre unless the Head Proctor gives permission.

Malpractice/misconduct or impersonation during exams is strictly prohibited and punishable under the university laws.

University Resources and Support Services

Library

The DU Foundation Program boasts a well maintained, up-to-date library with a store of resource material for all disciplines, including the latest newspapers and magazines. It is adequately equipped with computers and internet, and students find the calm and quiet they require for conducting research or completing assignments.

Learning Support Center

For those students who need additional academic support, Dhofar University offers tutoring at the Learning Support Center (LSC). The LSC provides students with individualized or group assistance in a supportive atmosphere for various academic disciplines like English, IT, Math, Social Science, Business, Finance, Engineering, Physics and Chemistry.

Hostel accommodations

Female students from outside Salalah in need of accommodation can receive hostel accommodation both on and off campus. The hostel has a clean and friendly environment and feels like a home away from home. Each hostel is supervised by a warden and a full time nurse is on hand to assist boarders. The fee for the accommodation is nominal. Students availing themselves of hostel facilities will be able to obtain meals at the university cafeterias at subsidized prices. For more details, refer to the administration directory.

Food and Refreshment

To cater to the needs of the students, DU has several cafeterias on campus. These cafeterias supply clean, fresh and hygienically prepared food at reasonable prices.

Health and safety

The university values the health and safety of students and maintains a clinic to meet health emergencies on campus. An onsite nurse is available on all working days from 8 a.m. to 3 p.m.

Non-Academic Counseling

The non-academic counseling program is an integral part of the teaching and learning process. The mission of the Student Counseling Services at Dhofar University is to promote the emotional and psychological growth and well-being of the students. The Student Counseling Services' goal is to enhance each individual's ability to learn, to create and to be fully participating members of the College community.

The staff is comprised of trained counselors who are qualified to help individuals to assess and understand their personal issues. They are located on campus, in the Student Affairs building. All counseling services are confidential.

English Language Extracurricular Activities

DU Foundation Program conducts extracurricular activities to bring out the hidden potential of students, to build confidence and to encourage initiative in them. The English Club and conducts fun activities every afternoon between 12.00 and 1.00 pm., to strengthen and promote the use of English in a fun setting. In addition, it conducts inter-college quizzes, debates and public speaking contests.

The DU chronicle is a magazine that welcomes students' articles. It also publishes notable accomplishments of the students and important events related to the University.

Key Locations

- The Foundation Program administration is on the second floor of the CAAS building, block D, in room 202-D.
- The College of Arts and Applied Sciences Administration is on the first floor of CAAS, block A, in room 103-A.
- The College of Commerce and Business Administration is on the first floor of CCBA, block A, in room 103-B.
- The College of Engineering Administration is on the second floor of the CE Building, block A, in room 213A-CE.
- The Finance Department is on the first floor of the Administration Building in room 116-A.
- The DU copy center is on the ground floor of the Common Classroom building next door to the Gentleman's Palmyra Cafeteria.

Map of Dhofar University:

