جامعة ظفار

Dhofar University

Student Handbook

2017-2018

Important Telephone Numbers

Dhofar University

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Colleges & Foundation Program (FP):

Foundation Program:	Tel: 23237140 /7143/7144
College of Arts and Applied Science:	Tel: 23237201
College of Commerce and Business Administration:	Tel: 23237401/7403
College of Engineering:	Tel: 23237301/7303

Admission and Registration Fax: 23237750

Admission	Tel: 23237042/23237044
Registration	Tel: 23237045/7046/7047/7048
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Department of Student Affairs	Tel: 23237127
	Fax: 23237790
Emergency DU	Tel: 99496766
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1. Introduction

1.1 Background

Dhofar University (DU) is a private institution of higher education in Salalah, Sultanate of Oman, established by Ministerial Decree No. 5/2004 issued in January 2004. The University formally commenced its operations in September 2004. Dhofar University has a Board of Trustees that represents its highest policy making body, and was established with academics.

1.2 Campus Facilities

The Campus was designed to be conforming to local needs and cultural context while meeting both international design standards and those of the Ministry of Higher Education. The campus includes: an administration building, three buildings for the three Colleges and the Foundation Program (FP), a common classroom building, a Learning Support Centre, a student activities centre, theatre, a mosque, female student hostel, and housing for senior administration, an Engineering workshop and an Eco-house. Parking lots are sufficiently available on Campus.

1.3 Location and Climate

Being in Salalah, the University community enjoys the well-known geographic beauty of Dhofar region and the mild weather throughout the year particularly from June to September, which is locally known as Khareef. The temperature remains steady in the upper twenties, with occasional rise to mid-thirties. The long and clean sandy shores of Salalah, one of the most beautiful in the world, are ideal for fishing. The nearby mountains are ideal for hiking.

1.4 Vision

DU aspires to occupy a recognized position among the institutions of quality higher education.

1.5 Mission

DU strives to achieve excellence in teaching, research, and community service, in an open learning environment conducive to creativity and innovation and to the acquisition of cutting-edge professional knowledge.

1.6 Values
The core values of DU are:
1. Academic excellence
2. Individual responsibility
3. Continuous improvement
4. Active citizenship
5. Life-long learning

1.7 Graduate Attributes
1. Master theoretical knowledge and practical skills in the students' chosen discipline commensurate with program level and objectives.
2. Demonstrate capacity for effective communication, critical thinking, creativity and innovation.
3. Exhibit honesty, discipline and accountability.
4. Practice tolerance, humility, respect for differences and commitment to service.
5. Practice life-long learning.

2. Academic Information

2.1 Medium of Instruction

Academic programs follow the American model of Higher Education and use English as the medium of instruction except for the Master in Management, the Master in Educational Administration and Bachelor of Law programs are given in Arabic.

2.2 Academic Programs

The University has a FP and three Colleges: College of Arts and Applied Sciences, College of Commerce and Business Administration, and College of Engineering.

DU offers two-year Diplomas, four-year Bachelor Degrees, and two-year Postgraduate Master Degrees. The academic year is divided into two regular semesters of sixteen weeks of instruction each and a summer semester of eight weeks of instruction.

2.2.1 The Foundation Program

The academic year offers three semesters (terms), term 1, term 2 and term 3. The FP is designed for students who are not sufficiently prepared to join the Academic Programs at the University. Incoming students may generally be required to spend one or more semesters in the FP depending on their results of the placement tests administered by the University. This program is designed to equip students with the knowledge and skills in English language, Information Technology (IT) and Mathematics that will allow them to join their chosen colleges.

All Foundation Program students who repeat the same level of any FP course three times will be dropped from the program. Students dropped from the Foundation Program are not allowed to register in the program again. However, a student is allowed to re-join the Program if he/she passes the failed course or its equivalent elsewhere in one of the recognised Higher Education Institutions (HEI).

Study Plan

The following table summarizes the FP Study Plan:

Level	English Hours per week	Mathematics Hours per week	Information Technology Hours per week	Total Hrs per Week
Level 1	25	2	0	27
Level 2	20	5	3	28
Level 3	20	5	3	28

2.2.2 FP Academic Calendar for AY-2017-18

Fall Semester (Term 1) 2017/2018				
ACTIVITY/EVENT	DAY	DATE	WEEK	MONTH
Work resumption for staff	Sun	10		September
First Placement Test	Mon	11	1	
Registration for continuing students(L2 & L3)	Mon	11		
Resit Exam & Makeup Test				
Second Placement Test	Tue	12		
Registration for continuing students(L2 & L3)				
Third Placement Test	Wed	13		
Registration for all students(L1, L2 & L3)				
First day of classes for all (L1, L2 & L3)				
Add and Drop for all (L1, L2 & L3)	Wed & Thu	13 & 14		
Mid Term Test	Mon - Thu	23 to 26	7	October
National day- Tentative	Wed & Thu	29 & 30	12	November
Reading Days	Fri & Sat	1 & 2	13	December
Last day of classes	Sun	3	13	
Final Exam/Exit Exam L3	Mon - Thu	4 to 7		
Marking, Finalising grades and posting	Sun - Tue	10 to 12	14	

Spring Semester (Term 2) 2017/2018				
ACTIVITY/EVENT	DAY	DATE	WEEK	MONTH
Work resumption for staff	Sun	24	1	December
First Placement Test & Makeup test	Mon	25		
Registration for continuing students(L2 & L3)				
Second Placement Test	Tue	26		
Registration for continuing students(L2 & L3)				
Registration for all students(L1, L2 & L3)	Wed	27		
First day of classes for all (L1, L2 & L3)				
Add and Drop for all (L1, L2 & L3)	Wed & Thu	27 & 28		
Mid Term Test	Mon - Thu	5 to 8	7	February
Reading Days	Fri & Sat	9 & 10	11	March
Last day of classes	Sun	11	12	
Final Exam/Exit Exam L3	Mon - Thu	12 to 15		
Marking, Finalising grades and posting	Sun - Tue	19 to 21	13	

Summer Semester (Term 3) 2017/2018				
ACTIVITY/EVENT	DAY	DATE	WEEK	MONTH
Work resumption for staff	Sun	1	1	April
First Placement Test & Makeup test	Mon	2		
Registration for continuing students(L2 & L3)				
Second Placement Test	Tue	3		
Registration for continuing students(L2 & L3)				
Registration for all students(L1, L2 & L3)	Wed	4		
First day of classes for all (L1, L2 & L3)				
Add and Drop for all (L1, L2 & L3)	Wed & Thu	4 & 5		
Mid Term Test	Mon - Thu	14 to 17	7	May
Last day of classes	Thu	7	10	June
Reading Days	Fri & Sat	8 & 9		
Final Exam/Exit Exam L3	Sun - Wed	10 to 13	11	
Eid al Fitr (Tentative)	Fri - Mon	15 to 18	11 & 12	
Marking, Finalising grades and posting	Tue - Thu	19 to 21	13	

2.2.3 Academic Programs and Degrees Offered in Colleges

The academic year is divided into two semesters of sixteen weeks of instruction each and a Summer session of eight weeks of instruction.

During the AY 2017-18, DU is offering 53 Academic Programs, representing 17 Diploma Programs, 25 Bachelor Degree Programs and 11 Master Programs in Engineering, Education, IT, Business, Languages and Social Sciences. Further, DU also offers a variety of courses and training programs for its staff, employees of government agencies and commercial firms and for adult learners in the local community through its Community Service and Continuing Education Centre (CS&CEC). Also, an application has been made to establish the first College of Medicine in Dhofar.

A Bachelor student who wishes to stop at Diploma level can do so after his/her application to change the Degree is approved, subject to the approval of the College Council and Dean of the Admission, Registration and Student Affairs (DARSA).

College of Arts and Applied Sciences (CAAS)

CAAS offers the following Programs:

- Diploma in Computer Science
- Diploma in Chemistry
- Diploma in English Language
- Diploma in Mathematics
- Diploma in Social Work

- Bachelor of Education in Teaching Mathematics
- Bachelor of Education in Teaching Science
- Bachelor of Science in Computer Science
- Bachelor of Education in Teaching English Language
- Bachelor of Education in Teaching Information Technology
- Bachelor of Science in Mathematics
- Bachelor of Arts in English Language
- Bachelor of Arts in Translation
- Bachelor of Arts in Arabic Language
- Bachelor of Arts in Social Work
- Bachelor of Law

- Master of Education in Educational Administration
- Master of Education in Counselling
- Master in Curriculum and Instruction: Teaching English Language
- Master of Science in Information Technology
- Master of Arts in English

CAAS also offers two minors: Arabic Language and Arabic Literature.

College of Commerce and Business Administration (CCBA)

CCBA offers the following Programs:

- Diploma in Accounting
- Diploma in Finance
- Diploma in Insurance
- Diploma in Management

- Diploma in Marketing
- Diploma in Management Information Systems

- Bachelor of Arts in Business Administration in Accounting
- Bachelor of Arts in Business Administration in Finance
- Bachelor of Arts in Business Administration in Insurance
- Bachelor of Arts in Business Administration in Management
- Bachelor of Arts in Business Administration in Marketing
- Bachelor of Arts in Business Administration in Management Information Systems

- Master of Business Administration (in English)
- Master in Management (in Arabic)

College of Engineering (CE)

CE offers the following Programs:

- Diploma in Civil Engineering
- Diploma in Chemical Engineering
- Diploma in Electrical and Computer Engineering
- Diploma in Mechanical Engineering
- Diploma in Mechatronics Engineering
- Diploma in Interior Architecture Engineering

- Bachelor of Science in Chemical Engineering
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer and Communications Engineering
- Bachelor of Science in Electrical and Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Mechatronics Engineering
- Bachelor of Interior Architecture Engineering
- Bachelor of Science in Architectural Engineering

- Masters of Science in Electrical and Computer Engineering (In English)
- Masters of Science in Chemical Engineering

2.2.4 College Academic Calendar for AY 2017-18

Fall Semester				
Month	**Date**	**Weeks**	**Day**	**Activity/Event**
September	04-07		Mon -Thu	Early online registration (Y2 - Y4 -Y3 -Y1)
September	10		Sun	Start of the Fall Semester
September	11-14		Mon - Thu	Registration and Add-Drop (Y2 - Y4 -Y3 - Y1)
September	17	1	Sun	First day of classes
September	17-19		Sun - Tue	Late registration
September	24		Sun	Islamic new year *(tentative)*
October	12	5	Thu	Last day for *incomplete work* "*I*"
November	22-23	10	Wed-Thu	National Day *(tentative)*
November	26		Sun	Birth of Prophet *(tentative)*
December	14	13	Thu	Spring Semester 18-19 schedule announcement
December	21	15	Thu	Last day for course withdrawal with "*W*"
January	04	17	Thu	Last day of classes
January	06-20	18-19	Sat-Sat	Final Exams
Spring Semester				
Month	**Date**	**Weeks**	**Day**	**Activity/Event**
January	28-31		Sun - Wed	Early online registration (Y2 - Y4 -Y3 - Y1)
February	04		Sun	Start of the Spring Semester
February	05-08		Mon-Thu	Registration and Add-Drop (Y2 - Y4 -Y3 - Y1)
February	11	1	Sun	First day of classes
February	11-13		Sun - Tue	Late registration
March	08	4	Thu	Last day for incomplete work "*I*"
April	15 - 19		Sun-Thu	AlIsra'a Wal Miraj *(tentative)*
May	17	14	Thu	Final Exam announcement
May	17	14	Thu	Last day for withdrawal "*W*"
May	24	15	Thu	Summer 2016-17 schedule announcement
May	24	15	Thu	Last day of classes
May	31	16	Thu	Fall 18-19 schedule announcement
May-June	28 May-12 June	16-17	Mon-Tue	Final Exams
Summer Semester				
Month	**Date**	**Weeks**	**Day**	**Activity/Event**
June	15-18		Fri-Mon	Eid Al Fitr *(tentative)*
June	21		Thu	Start of the Summer Semester Summer online registration
June	24	1	Sun	First day of classes
June	26	1	Tue	Add/Drop
June	27	1	Wed	Late registration
August	02	6	Thu	Last day for withdrawal "*W*"
August	07	7	Tue	Last day of classes
August	12-14	8	Sun-Tue	Final Exams

2.3 Admissions and Registration

2.3.1 Application Procedures
Every applicant is required to submit the following documents:

- A completed application form
- A certified copy of the General Education Certificate or its equivalent
- Four recent photographs

- A photocopy of identity card or passport
- A non-refundable application fee of RO 30 for Diploma/Bachelor program and RO 50 for Master's Program.

Please note that any certificate originated from a foreign country must be authenticated by the Omani Ministry of Education and attain the relevant equivalency (if required) from the cultural attaché of the certificate before it is accepted.

2.3.2 Admission Requirements for Undergraduate Programs

Students are admitted to the Undergraduate Programs at DU on the basis of their:

1. General Education Diploma or its equivalent; and
2. Results in the English, Mathematics and IT placement tests.

Based on the results of placement tests, accepted students are divided into two groups as follows:

A. Students who need remedial work; will join the FP, for one or more semesters, until they successfully complete the Program;
B. Students who satisfy the minimum requirements in all FP courses can proceed directly to the first year of the Diploma or Bachelor Program.

Students may be exempted from English, Mathematics or IT Foundation requirements and admitted directly to their chosen fields of specialisation if they meet the following criteria:

- Exemption from English requires minimum scores of: 5.0 in International English Language Testing System (IELTS) writing minimum 4.5; or Scholastic Assessment Test (SAT I) score of 500 on the verbal section;
- Exemption from Mathematics requires a minimum score of 500 on the SAT I math section or equivalent; and
- Exemption from IT requires an English Internet and Computing Core Certification (IC3) or International Computer Driving Licence (ICDL) Certificate or equivalent.

Colleges may have additional requirements to join specific programs, details of which can be found under College Requirements in the DU catalogue.

Applicants who have minimum English score IELTS of 7.0 or 380 SAT I (writing section) will be exempted from Freshman English requirements: ENGL 101 and ENGL 102A, B, C or E.

Please note that the validity of all these tests is limited to two years from the date of taking the exam. Applicants must submit the original certificate of test results and the University reserves the right to verify the authenticity of the certificate. Holders of IELTS and Test of English as a Foreign Language (TOEFL) certificates issued by institutions outside Oman may be asked to sit for the placement test.

2.3.3 Transfer from Another Recognised College/University

A student can apply from another College/University that is recognised by the Ministry of Higher Education (MoHE) to transfer to DU only after meeting the English admission requirements of DU. The Admission Committee of the chosen College studies the applications of transferring students and forwards its recommendations to the Dean, who in turn sends her/his decision to the Dean of Admission, Registration and Student Affairs (DARSA).

2.3.4 Registration

Periods of registration are announced in the academic calendar which is published in the University Catalogue, on its website and social media. Students should refer to it.

2.3.5 Academic Advisors

Each student is assigned an academic advisor from day one of joining the Program. The academic advisor is a faculty member in the academic department in which the student is enrolled. The role of the advisor is to assist the advisee in preparing course schedule during registration, support and guide him/her during his/her University studies, monitors his/her academic progress, and offers him/her counselling on any academic difficulties or problems he/she may experience.

2.3.6 Study Plans

The study plan is considered to be the road map for students to progress smoothly in their studies towards their graduation. Each student will follow the defined study plan of her/his degree and the student's academic advisor would help him/her prepare a schedule in accordance with that study plan. The approval of the advisor is required before a student could register and finalise his/her schedule. In case of the online registration, the student is required to consult his/her advisor on the courses he/she needs to register. For a complete list of study plans of Degrees offered by the University, the student is referred to the University Catalogue where a detailed account of these study plans are given per semester.

2.3.7 Credit Load

- A full-time student should register for no less than 12 credits and no more than 16 (18 for Engineering and Law students) credits in any regular (Fall and Spring) semester.

- A student may register for up to 18 (19 for Engineering and Law students) credits after securing the approval of the College Council, or if it is required by a Department in specific terms. Approval is normally granted by the College Council if the student has a CGPA of at least 80.

- A student may register in a Summer term for a maximum of 6 credit hours and 9 hours for graduating students. All exceptional cases require the approval of the respective College Council.

2.4 Fees and Expenses

2.4.1 Tuition Fees

Tuition fees are as follows:

- 900 RO for each of three semesters for the Foundation Program.
- 70 RO for each credit hour taken in the Fall, Spring and Summer semesters for all day programs.
- Year One students who take FP Math or IT, pay the equivalent of 3 credits for each.
- 125 RO for each credit hour taken in the Fall, Spring and Summer semesters for other Masters Programs.
- 150 RO for each credit hour taken in Master in Business Administration Program.
- 110 RO for each credit hour taken in Master in curriculum & Instruction: Teaching English Language.
- 90 RO for each credit hour taken in Teaching Diploma (Arabic, English, Math & Science).

The above fees do not include textbooks, transportation, housing expenses or late registration.

2.4.2 Tuition Refund Policy

A student may withdraw from a semester after registration, but the refund rate of tuition depends on the timing of the withdrawal:

- For private student's full tuition will be refunded only to students who withdraw from the semester before the end of the add/drop period.
- 50% of tuition fees will be refunded to students who withdraw before the end of late registration.
- NO REFUND will be made to students who withdraw from the semester after the end of late registration.

2.5 Drop and Add

After selecting a course schedule, a student has the opportunity to make changes during the Drop and Add period, which is usually the first week of the semester, after which no changes are possible without the approval of the College Dean. A student should take care not to change all the courses he/she has previously chosen, but only one or two courses, if the change is a must.

2.5.1 Withdrawal from Courses

- Students who withdraw or drop a course will receive a grade of "W."
- Students cannot withdraw or be withdrawn from a course after the announced deadline (not later than week 14 from the start of the semester or week six in the Summer term) unless approved by the College Dean.
- Students cannot withdraw or be forced to withdraw from a course if this results in the students being registered for less than 12 credits without the approval of the College Dean.
- Students can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course must petition the College Council for permission to do so.

2.5.2 Failing Courses

- If a student fails a course, no re-examination is permitted. A student who fails a required course must repeat the course at the earliest opportunity. However, for students at academic risk refer to the 'Students at Academic Risk' Policy.
- A student who fails an elective course may not have to repeat it as long as he/she can achieve the minimum cumulative average and the minimum number of credits required for graduation.

2.5.3 Repeating Courses

- A student may repeat any course for which he/she received a grade of less than 70.
- A student who repeats a course three times will be dropped from the Program/Major.
- When a course is repeated, the highest grade will be considered in the calculation of the cumulative average. All course grades will remain a part of the student's permanent record.
- A student who, at the end of her/his senior year, fails to attain the cumulative average of 70 in the major will be required to take additional major courses in the field or to repeat courses in which the student has scored low grades.

2.5.4 Dropping the Semester

A student may apply to drop a semester before the deadline announced in the University Calendar for withdrawal from courses without a grade «F». After that deadline, application for dropping the semester without a grade "F" requires the approval of the Dean of the College and the Dean of DARSA.

The student must fill an application form for this purpose, which can be obtained from the DAR. When a student returns to the University after dropping one or more semesters, he/she should fill a form for this purpose. Absence from the University cannot exceed the total of four semesters, after which a student must reapply to the University as a new student.

2.5.5 Postponing Studies

A student may apply to postpone his/her studies for one semester or more, but the period of absence from the University cannot exceed four semesters consecutively or in total, including the semester in which the application was made and approved.

2.6 Assessment and Examinations

- A student's academic performance is assessed throughout the semester using various instruments: Homework, exams, projects, practical work, etc.

- All courses normally have final examinations that students must take. The instructor will announce at the beginning of the semester the policy that he/she intends to follow as indicated in the course syllabus in the matter of missed examinations and quizzes, so that the students are fully aware of this policy and its consequences.

For details on missing exams, see the section "Class Attendance & Absence".

2.6.1 Incomplete Course Work

Students may get a grade of Incomplete "I" in a course in special approved circumstances. The Incomplete must be arranged in advance according to the following:

- For securing permission to complete the work for a course, a student must submit a valid excuse to the instructor of the course and to the College Council within two weeks from the date of the scheduled final exam for the course. For that purpose, the 'Incomplete form must be completed in advance for approval of the instructor, the Chair of the Department and the College Council. Students should be aware that approval is not automatically granted. Forms for "Incomplete" are available on the University's website and the Department of Admission and Registration (DAR).

- Students permitted to complete work for a course must do so within two weeks of the start of the next regular semester. In exceptional circumstances, the College Council may decide to give the student additional time to complete a course.

- After the incomplete work is done and evaluated, the course instructor should complete a change of grade form and submit it to the College Council for approval, as stated above.

- If no valid excuse is presented and the work is not complete within the time limits specified above, the "I" will be dropped and the numeric grade available will become the final grade in the course.

2.6.2 Grading System

At DU, the grading system used and its equivalence to the Letter Grade system and the Grade Points Average (GPA) system are shown below:

Numerical Grade	Grade Type	Equivalent Letter Grade	Equivalent Grade Points
95-100	Excellent	A	4
90-94		A-	3.7
87-89	Very Good	B+	3.3
83-86		B	3
80 -82		B-	2.7
77-79	Good	C+	2.3
73-76		C	2
70-72		C-	1.7
65-69	Pass	D+	1.3
60-64		D	1
Below 60	Fail	F	0.0

	I	Incomplete
	P	Pass
	PR	In progress
	W	Withdraw
	WA	Withdrawn for Excessive Absence
	X	No Grade Reported
	F	Fail
	-	No Grade Reported
	PT	Pass Transferred
	EX	Exempted

2.6.3 Appealing of Grades

The course Instructor is the authority that decides on the student's grade. However, if a student has strong evidence of unfairness, he/she has the right to submit a grade appeal form to the course instructor. If the student is not satisfied with the Instructor's ruling, he/she may appeal to the Chair of the Department who will give a final ruling on the issue after consulting with the faculty members of the Department.

2.6.4 Academic Probation

A Diploma student is placed on academic probation if:

- His/her cumulative average is less than 63 at the end of the second regular semester.
- His/her semester average is less than 64 at the end of the third regular semester.
- His/her semester average is less than 65 at the end of the fourth regular semester or any subsequent semester.

A Bachelor student is placed on academic probation if:

- His/her cumulative average is less than 63 at the end of the second regular semester.
- His/her semester average is less than 64 at the end of the third regular semester.
- His/her semester average is less than 65 at the end of the fourth regular semester or any subsequent semester, excluding the Summer semester.

2.6.5 Removal of Academic Probation

For a Bachelor or Diploma student, probation is removed when he/she attains a semester average of 64 or more in the third semester, or a semester average of 65 or more in the fourth regular semester or any subsequent regular semester.

2.6.6 Withdrawal from the University

A student may apply to withdraw from the University by filling out a 'Withdrawal Form' available on the DU website and from the DAR. When a student returns to the University after withdrawing one semester or more, he/she should fill a 'Resumption Studies Approval Form' for this purpose.

2.6.7 Dismissal

A student is dismissed from a College at DU for any of the following reasons:

- If he/she fails to clear her/his strict academic probation, which, as was stated earlier, is the final stage in academic probation, excluding the Summer semester. The student can be dropped for this reason even if he/she is in the final year at DU.
- If he/she is deemed unworthy by the College to continue for professional or ethical reasons.

2.6.8 Readmission

A student will normally be considered for readmission to the University only after spending one semester at another recognized institution of higher education during which the student passes the course/s he/she was dismissed from at DU. Exceptions may be made for students who leave the University for personal or health reasons. Transfer credits will be considered after evaluation of a student's course work. The student must achieve a grade equivalent to the grade of 70 at DU in each of the courses for which Transfer credits may be granted.

2.7 Study Period

The minimum study period for a student enrolled in a Diploma program is two years or four semesters and the maximum period of study is four years or eight semesters. The minimum study period for a student enrolled in a Bachelor program is eight semesters beginning with the freshman class (1st year), and the maximum period of study is eight calendar years. For students admitted to sophomore (2nd year) and junior (3rd year). A student who fails to complete his/her degree program within these specified times must petition the College Council for an extension of time.

2.8 Graduation

2.8.1 Graduation Requirements for a Diploma

To graduate with a Diploma, students must satisfactorily complete at least, 60 credit hour for Diploma Program offered by CAAS and CCBA while 75 credit hours for Diploma program offered by CE, with a cumulative average of 65 percent. To determine the remaining graduation requirements for a particular Diploma, read the catalogue.

2.8.2 Graduation Requirements for a Bachelor Degree

To graduate with a Bachelor degree, a student must satisfactorily complete at least 120 credit hours for Bachelor degree program in CAAS and CCBA while 138 credit hours for Bachelor program in CE, with:
- A cumulative average of 65 percent or higher.
- A cumulative average of 70 percent or higher in the compulsory major courses.

2.8.3 Graduation with Excellence

Students who complete their programs of study with a cumulative average of 90 or above in all courses, including repeated courses, and who receive a recommendation from the College are awarded their Bachelor degrees with "*Excellent*". Students who get a cumulative average of 95 or above will be awarded 'Excellent with Distinction'.

2.9 Dean's Honor List

To be placed on the Dean's Honour List at the end of a given Fall or Spring semester, a student must:

- Be carrying at least 12 credits
- Not be on probation
- Have passed all the courses of the semester and attained a semester average of 90 or more
- Have not been subjected to any disciplinary action within the University during the semester, and be deemed worthy by the Dean to be on the Honour List

3. Academic Support Services

3.1 Library

The Library is one of the pillars of the academic life at the University. It is responsible for providing print and electronic sources of information, whether that supports academic programs at the University or that are public and cultural and serves the University community in particular, or the local community in general, or any researchers wherever they are. The Library is located in a separate building that consists of three floors with a total area estimated at 4,000 square meters and is equipped with public and private reading halls, computer labs and Internet and a hall for the electronic Library equipped with electronic services, resources and accessories. There are places for copying and printing using smart cards. The Library occupies a strategic place which is easily accessible amidst the University buildings.

The Library doors are open from half past seven in the morning until eight in the evening from Sunday to Thursday, excluding public holidays. The Library uses systems with international specifications and standards. It uses the Library of Congress classification system, MARC 21 and the Anglo-American cataloguing rules in its second edition. It also uses a Global integrated electronic system to enter and retrieve data automatically through the virtual system and radio frequency RFID for Library management resources and its protection from being taken outside the Library. The Library offers a number of benefits that are of direct service to users the most important of which is loan, the Internet, automated search, copying, printing, responding to inquiries, training, guidance, and reference services. The library has adopted a policy of open shelf which allows users of the Library rapid access to its services and resources, where the Library contains a balanced set of printed sources of information in the form of more than 27,500 references, and 400 printed thesis & projects and more than 130,000 E-books, and thousands of articles published in more than 910 refereed journals, and a set of E-theses estimated at around 75,000 theses, in addition to other databases, all well organised and arranged for easy access for users. Search for any of these sources can be made easily through the website of the Library which is located at the following link: www.du.edu.om/library.

3.2 University Bookstore

DU Bookstore aims to provide printed and electronic textbooks for University students to improve the research and learning skills of the students. The bookstore has been operational since June 2017.

3.2.1 Location
The bookstore is located on the **Ground floor of Student Affairs Building Room 011-A**.

3.2.2 Timings
Students can access the bookstore from **Sunday to Thursday** from **8:00 am -3:00 pm**

3.3 Computing and Networking Services

DU provides an integrated environment of information technology networks that support and enhance academic activities. Academic computing capability is provided by numerous laboratories, as well as by campus-wide networked facilities. All laboratories are networked and have access to local and remote servers as well as the Internet. All University buildings and Labs are connected with an up to date fibre optics backbone.

3.4 E-mail

Student e-mail is the fastest form of communication between DU and students. They are expected to be using e-mail during their University life. All new students shall be assigned a user account and an e-mail address. The account must be activated and it has to be renewed periodically. That e-mail is convenient to access both on and off campus, it is easy-to-use, reliable and secure. DU considers e-mail as a formal channel of communication with its students where all important information, absence reports and announcing any DU activity to the concern of students are delivered through this email service.

3.5 Department of Student Affairs

3.5.1 Student Clubs

Students have the right to form, under the supervision of the Department of Student Affairs (DSA), student clubs in line with the following objectives:

- Engage in academic, physical, scientific and social extra-curricular activities.
- Enhance the relationship among students, instructors, and administrators.
- Develop students' creativity.
- Expose students to work-related skills.
- Participate in activities that serve their communities.

3.5.2 Student Advisory Council

Students elect annually their representatives to the University Student Advisory Council (SAC) which represents students on University functions and transmits the student body's concerns to the Administration of the University. The SAC shall consist of the Director of Student Affairs and 17 students from different Colleges. These students shall be selected on the basis of direct vote. The elected students shall choose a Chair for the committee, a Deputy Chair and a Secretary General from amongst themselves for a period of one academic year. Those who are interested in partaking of the University Student Advisory Council should fulfil the following conditions:

- Have completed one full semester at least with 12 credits of the prescribed course load and with an accumulative GPA of no less than 2/4 points or equivalent for Diploma and Bachelor students, and 3/4 points or equivalent for Master students and should not have exceeded the minimum semesters in the academic course he registered in.
- Should have at least the minimum course load during his membership, except for the end-of-graduation or Summer semester.
- Should not have incurred a disciplinary sanction against him or criminal prosecuted, except if he is acquitted prior to the nomination date.
- Should be prescribed by the Student Advisory Council Statute issued by MoHE.

3.5.3 Identification Card (ID)

DSA issues an ID card for each new DU student in accordance with the following procedure:

- The student brings four passport photos to the Department of Administrations and Registration and gets a temporary ID card.
- DAR sends photos to the DSA - Student Services Section.
- Three weeks later the student gets her/his new ID card.

3.5.4 Orientation

During the period of registration and placement exams, the DSA arranges orientation sessions for new students. The sessions provide important academic and related information including location of various facilities and services. More than ten students are usually on the welcoming committee, along with two staff members.

3.5.5 Student Employment Program

DU offers students the opportunity to gain work experience and earn some income as well. Students who wish to join the Student Employment Program may apply through the office of Student Affairs. According to this program, a student can work for a maximum of ten hours per week and earn money on an hourly basis.

3.5.6 Counseling Services

The Student Counselling Office provides a comprehensive program of support services to assist DU students in their adjustment to the demands of university environment.

The services are designed to enhance students educational experience by supporting their development. Its goal is to help students' self – understanding and awareness, so they are able to better meet the demands of College life, and enjoy College experience.

3.5.7 Career Guidance Services

The Department of Student Affairs provides career guidance services to students through various activities, lectures, and reading materials. Students are assisted with writing resumes, preparing for job interviews, and searching for suitable employment.

3.6 Student Housing

The University has four buildings in the campus for female students who come from distant places to study at DU. It provides them with subsidized furnished accommodation and local transportation. The University also provides security service and supervision of students where there are eleven of female supervisors and female security guards working 24 hours a day. Male students who do not reside in Salalah are also assisted in finding appropriate accommodation. However, there is a list of instructions and regulations specifically for housing that can be found at the students' hostel administration office.

3.7 DU Clinic

The DU Clinic serves the health needs of students. A nurse is available on campus for 24 hours a day during which students can visit and seek consultation. Urgent and emergency cases are transferred to the nearby Saada Medical Complex or to city hospitals.

Clinic contact No. 23237135/23237131
Emergency Office: 23237060
Emergency GSM: 99496766
Civil Defence Centre and Ambulance: 9999
Civil Defence Centre and Emergency Management: 23234971
Police Office (Salalah): 23290099

Police Station (Saada):23234170
Sultan Qaboos Hospital (Salalah): 23216100
Health Centre (Saada): 23225613

3.8 Cafeterias and Coffee Shops

DU has two newly built cafeterias, each with two large halls serving the male and female students separately. There is also a coffee shop which is located in the courtyard of the University for each of the Colleges; it serves snacks, light sandwiches and beverages.

3.9 Athletics and Recreation

DU provides some local facilities outside campus, particularly the football field and the gymnasium. Counsellors of Department of Student Affairs organize sporting events such as football, volleyball, swimming, camps, athletics, trips, and tennis.

4 Student Disciplinary System

Whereas DU aims to develop a student's social character, knowledge, and professional skills, it is also committed to graduate law-abiding, responsible citizens who deserve to carry the DU name. To that end, the University reserves the right to implement a range of disciplinary measures that are commensurate with violations of Omani laws or the rules and regulations of the University.

Disciplinary measures range from a verbal warning to expulsion from the University based on the nature of the offence. The harshest action, final expulsion from the University, requires the consent of the University Council. Furthermore, each University employee who observes an assault or offence by any student is required to report the offensive action to the Dean of the College.

4.1 Smoking Policy

Smoking inside all buildings on campus is prohibited. Any student, faculty of staff member who violates this policy shall be subjected to the appropriate disciplinary action in accordance with University rules and regulations.

4.2 Warnings on Absenteeism

Attendance of all classes and course-related activities is obligatory. A student is withdrawn from class if he/she reaches 25% of absence, this is clearly mentioned in the course syllabus. The absenteeism warnings and procedures are as follows:

The first warning 5 %:

When the student absence reaches 5 %, a first warning will be sent by the attendance manager system to student's DU e-mail.

The second warning 15 %:

When the student absences reach 15%, an initial warning will be sent by the attendance manager system to student's e-mail, as the student will be informed orally by the teacher or academic advisor.

The third warning – Withdrawal at 25 %:

A student will be withdrawn from a course when his/her absences reach 25%. A withdrawal message will be sent via DU e-mail.

4.3 Policy on Plagiarism

Plagiarism is defined as the unauthorized use of the work of another person, as one's own, whether or not such work has been published. A student at DU shall not engage in plagiarism nor employ nor seek to employ any other unfair means for an examination or in other form of work submitted for assessment as part of any University course. The instructor, at the beginning of the semester, explains to students the meaning of the term "plagiarism" and the consequences of committing such an act. Furthermore, the course syllabus states explicitly that any form of plagiarism may mean failure for the entire course. Any person accused of plagiarism shall be referred to the Student Disciplinary Committee for appropriate action.

4.4 Student Code of Conduct

All students should comply with the following:

- Treat all academic and non-academic staff and fellow students with respect, honesty, impartiality and discipline.
- Maintain cooperation with fellow students.
- Work with utmost honesty when preparing, executing or presenting all types of academic assignments including exams and when dealing with others
- Respect others' privacy.
- Ensure that their communication or their parents' or guardians' are duly updated in the file of the University.
- Respect official deadlines and dates by getting to know all official data announced by the University such as email headings, posters, electronic websites, electronic display screens and notice boards.
- Strictly comply with the stipulations of the University when dealing with machines, hazardous biological materials or any other materials.
- Utilize the University resources such as data and technological sources in accordance with legality, ethicality and for academic purposes only, unless otherwise permitted.
- Comply with the Omani national dress code for Omani students and with decent wear for non-Omani students on campus.
- Report to classrooms, laboratories, workshops, advisory sessions, etc. on time
- Observe fully the rules and regulations of work such as field trips and practical training in the workplace.
- Follow health and safety measures on campus and especially in workshops and laboratories.
- Respect of intellectual and physical ownership and others' rights
- Participate effectively in the academic, cultural, social, and sports activities organized by the University
- Comply with the rules and regulations of the University student hostel for those who are accommodated there.

4.5 Violations

The student shall be considered as violating the rules and regulations of the university in the event of committing verbally or actually anything violating the Student Code of Conduct. Violations shall be divided into two parts: academic and non-academic.

4.5.1 Academic Violations

- Disturb during examinations or lectures or any other activities in the University.
- Instigate other students against attending lectures or any other course-related activities.
- Damage other students' work.
- Disseminate false or wrong information.

- Cheat during exams or any attempt thereof.
- Plagiarize assignments, projects, research papers, etc.
- Engage in unlawful impersonation.
- Falsify university-related data, mislead the University by providing false official papers, illegally procure official documents belonging to the University, or falsify any other official documents from any other official sources.
- Violate academic honesty protocols and proper demeanor in any form, degree, or means and in anywhere, be it is individual or collective.

4.5.2 Non-academic Violations
- Smoking inside the University buildings.
- Not wearing Omani national dress for Omanis and not wearing decently for non-Omanis.
- Intentionally stopping, delaying or obstructing the University activities.
- Forming, or partaking of, a club or an association or holding a conference without obtaining prior written approval from the appropriate authorities.
- Forming, or partaking of, any association, committees, societies or holding conferences, workshops, symposia, lectures without obtaining prior written approval from the appropriate authorities.
- Producing or distributing magazines, newspapers, booklets or any other social network media, or engaging in fund collection or collection of signatures without obtaining prior written approval from the appropriate authorities.
- Issuing or distributing periodicals, wall newspapers, newspapers or magazines or their dissemination via emails or social networks to University students without obtaining prior written approval from the appropriate authorities or misusing the said approval for any other illegal purposes.
- Any statement, oral or written, that detracts from the State, its security or its religious and national integrity.
- Possessing or displaying pictures, movies or any other means of communication incompatible with Islamic values or Omani communal morality.
- Use of bribery or threat to get extra unmerited marks.
- Showing aggression against or harming any of the University students, employee visitors, contractors or any other person present in the University.
- Possession or storage of inflammable materials or explosives on campus or any other illegal possessions according to Omani Law.
- Risking one's life or other people's lives or engaging in violence against oneself or others.
- Violating the rules and regulations of the student hostel.
- Violating the traffic rules and regulations on campus.
- Modifying the university buildings, furniture or other facilities without obtaining prior written approval from the appropriate authorities.
- Misusing or vandalizing any of the university's movable or fixed assets.
- Using the University buildings or the possessions therein for purposes other than the officially stated ones.
- Wearing of niqab on campus.

4.6 Student Dress Code
All students have to comply with appropriate apparel in accordance with the Sultanate's customs and traditions.

Once on campus, students have to observe the following dress specifications:

a. The Omani dishdasha and the cap or "misar" for Omani male students. The Omani abaya with the head scarf for female students

b. Non-Omani students have to wear decent apparel

c. Students are allowed to wear special attire should that be necessitated by the task they are performing during lab sessions, or when they are in hospitals or on field trips.

The Director of Student affairs shall monitor the compliance with the University Student Dress Code, investigate violation and refer them to the Student Investigation Committee if transgression occurred outside the classroom.

4.7 Disciplinary Measures

Disciplinary measures range from warning to expulsion from the University based on the nature and severity of the offence. These measures are:

1. Reprimanding.
2. Written warning.
3. Expulsion from the classroom.
4. Assigning a failing mark to students in any evaluation during the academic semester except for the final examination.
5. Assigning a zero mark in the course.
6. Deprivation from taking the final exam.
7. Impose a fine commensurate with the amount and degree of damage.
8. Suspension from study for one or two semesters.
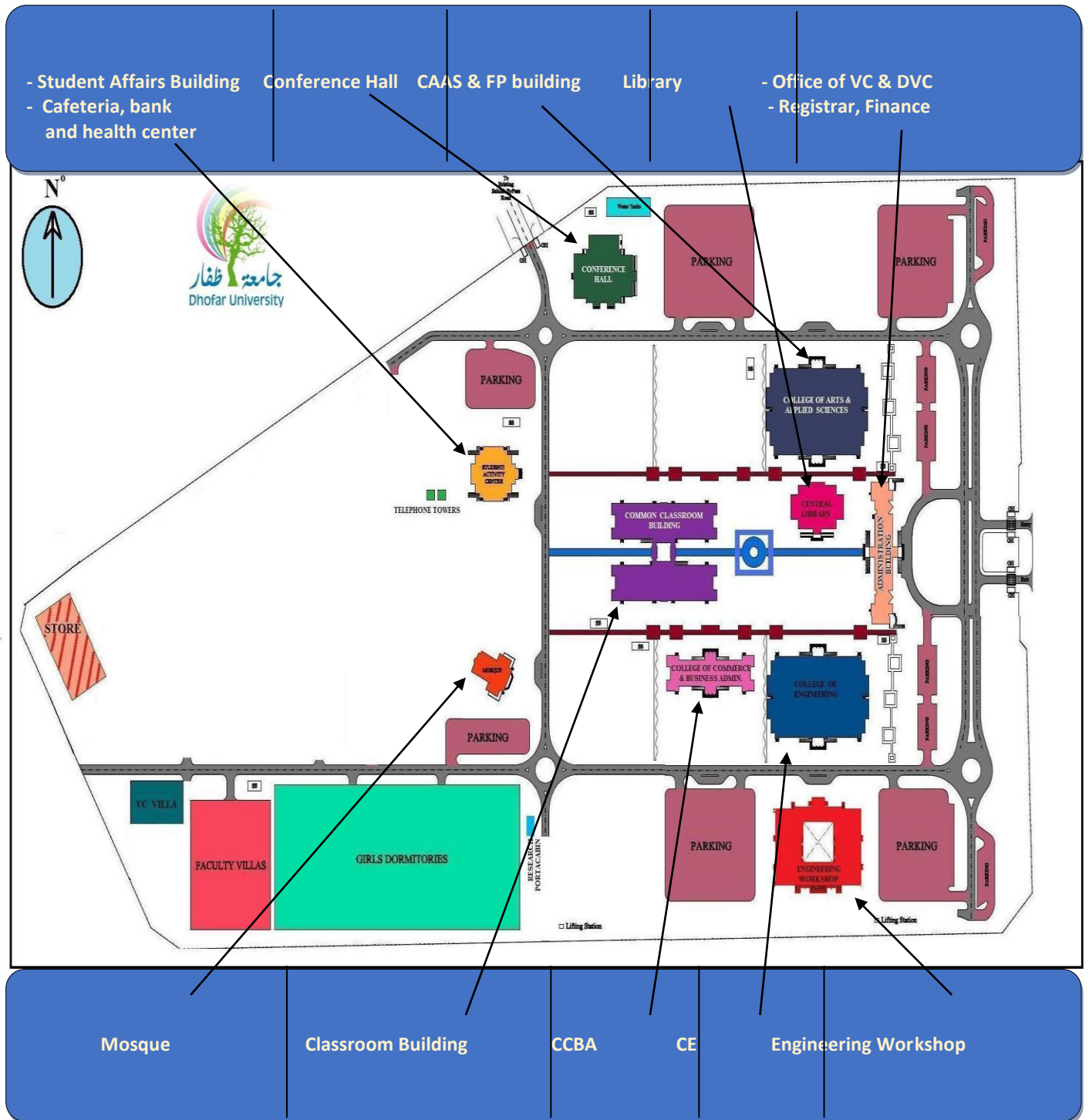9. Complete expulsion from DU.

4.8 Appeal Procedure

A student who is charged with violating the student code of conduct may appeal to the Dean of his/her college, who in turn may refer the matter to the University Appeal Committee, if any of the following two conditions apply: (a) new evidence, and (b) disproportionate disciplinary action. The decision of the Student Affairs Committee shall be final.

5 Students' Grievance

Grievance is a feeling that something unfair or wrong has been done which constitutes grounds for complaint. When this feeling develops among the students, it is likely to affect their academic performance. DU has well defined policy to handle students' grievances. A student is strongly advised to know his/her rights and consult the Students Advisory Council, the Academic Advisor and/or the concerned Department Chairperson before lodging a grievance as DU encourages resolving such issues on a friendly basis rather than going through the formal procedure. However, if the first friendly approach has not led to resolving the grievance, a formal procedure is already set for settling it down.

6 DU Campus Map

- Student Affairs Building   Conference Hall   CAAS & FP building   Library   - Office of VC & DVC
- Cafeteria, bank   - Registrar, Finance
  and health center

N⁰

Dhofar University
جامعة ظفار

Water Tank

CONFERENCE HALL

PARKING

PARKING

PARKING

COLLEGE OF ARTS & APPLIED SCIENCES

STUDENT ACTIVITY CENTER

TELEPHONE TOWERS

CENTRAL LIBRARY

COMMON CLASSROOM BUILDING

ADMINISTRATION BUILDING

PARKING

STORE

MOSQUE

COLLEGE OF COMMERCE & BUSINESS ADMIN.

COLLEGE OF ENGINEERING

PARKING

PARKING

VC VILLA

FACULTY VILLAS

GIRLS DORMITORIES

RESEARCH PORTA CABIN

PARKING

ENGINEERING WORKSHOP

PARKING

Lifting Station

To Lifting Station

Mosque   Classroom Building   CCBA   CE   Engineering Workshop

for more details please visit DU website on www.du.edu.om