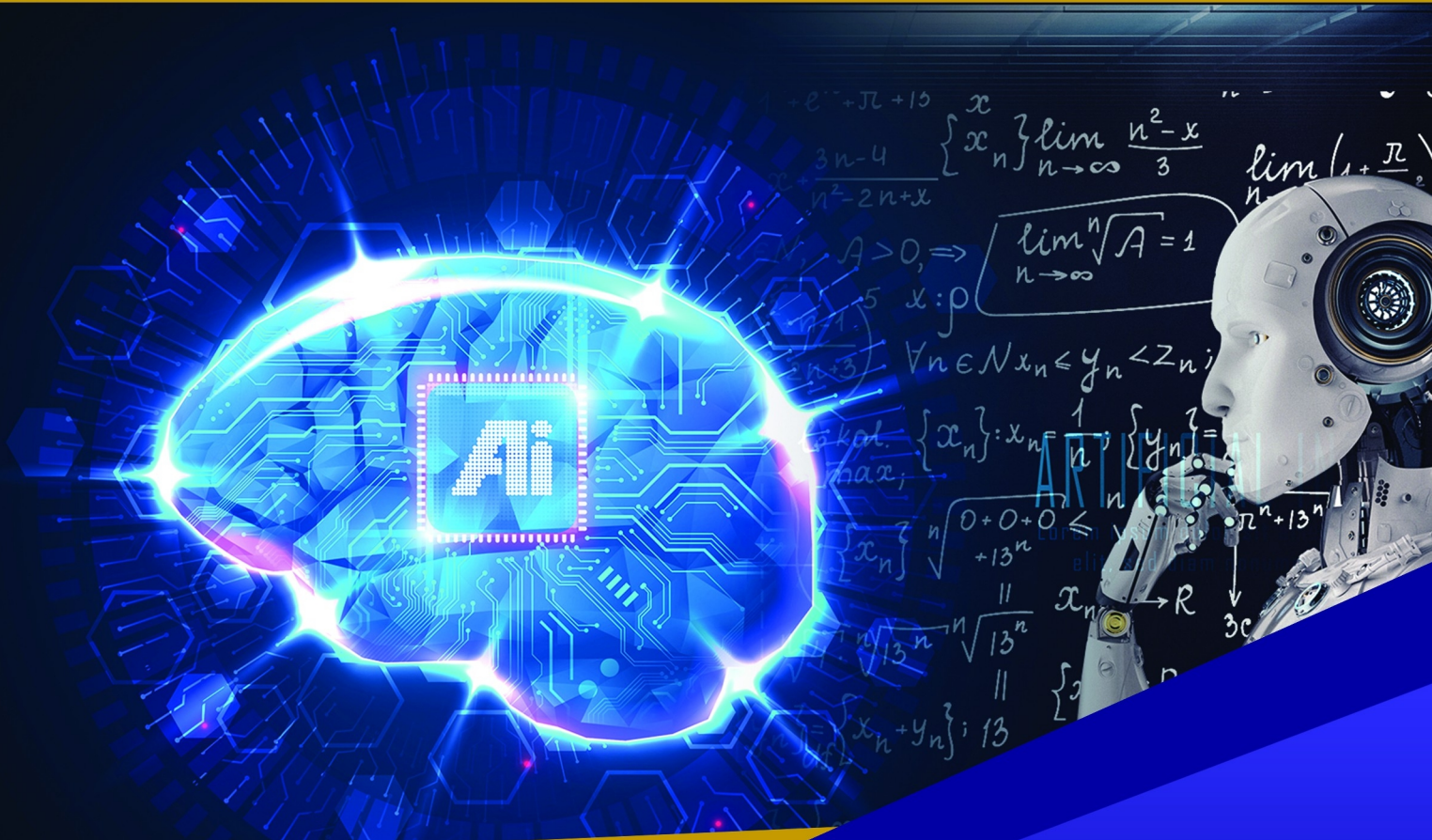




الجامعة الوطنية
National University
Science & Technology للتكنولوجيا والعلوم

College of Advanced Technology



www.nu.edu.om

Student Handbook 2024-2025

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1. Introduction

This is your University Student Handbook. It gives you general information about the university, academic regulations, code of conduct, relevant contact details, and the links where you can find out more information. It contains essential information and it is your responsibility to read it. This handbook applies to the 2024-25 academic year and will be revised annually.

We hope that your time at the university is successful and enjoyable.

2. The University

i NU Mission, Vision, Goals

NU's *Vision*, *Mission* and *Goals* are the bedrock of all our operations. All staff, faculty, students, and alumni of "NU Family" believe in and adhere to shared values to hold ourselves to a higher standard and achieve the highest-level goals.

Vision: To be an internationally recognized University renowned for its excellence in education and research, driven by social values	Values: Personal: ❖ Individual Identity ❖ Dignity ❖ Integrity
Mission: Transform students into global citizens with a quest for knowledge and its application, for the betterment of society	Institutional: ❖ Translation of Knowledge into Entrepreneurial Endeavour ❖ Commitment to Honesty and Ethics ❖ Gender Equality
Goals: To be a university of international repute, highly preferred by students, faculty and employers	Social: ❖ Community Wellbeing ❖ Sustainable Development ❖ Social Responsibility

ii. IT facilities

At NU, you will be provided with a modern and diverse computing environment. All students have access to computers throughout our campuses, with new-high specs and high-speed WiFi. Our facilities on campus include 17 computer labs with 400 computers. Other IT facilities on campus include printing facilities.

NU uses Blackboard as our learning management system with robust teaching and learning tools. On Blackboard, you will have access to all course files, interactive assessments and discussion forums.

Our full-time IT support offers technical help for all students registered at NU. The IT Support Office can be found on Main Building Room No. M010. You will receive your official NU accounts from IT. You must check your accounts regularly and use them for any college-related communication.

iii. Library Facilities

NU colleges have well-provisioned libraries. The library at the Caledonian Campus houses more than 18000 books, a vast digital collection, and an assortment of magazines and journals. The library also includes study facilities such as the Learning Resource Center, Discussion Rooms, Quiet study area, printing facility and computer work station with internet facility. The services are Circulation and help Desk, Renewal/ Reservation Services, Library induction, Electronic Journals& Electronic Books, Selective Dissemination of Information, Interlibrary loan, Current Awareness Services, Ask librarian, New book request, Alumni Services and Reference Services.

The library is generally open from 8.00 a.m. to 4.30 p.m. from Sunday through Thursday. You may borrow a maximum of four books from the library for three weeks. If you wish to keep them for longer, you may visit the library to reissue the books under your name. Otherwise, you will be charged a fine per working day for each overdue book. Overdue books can also impact your borrowing privileges until all fines are cleared. Please check with the librarian for fees and charges.. Overdue books can also impact your borrowing privileges until all fines are cleared. Please check with the librarian for fees and charges.

iv. Cafeteria

We look forward to welcoming you to our cafeterias. The campus has four cafeterias which are open from 8.00 am to 4.30 pm from Sunday through Thursday. The cafeterias are located on/at Renaissance Block, CRI and near gate no 1. Our cafes offer delicious lunch options, breakfast items, sweet treats and beverages. All meal purchases are made in cash. You are welcome to submit your suggestions / remarks on the cafeteria to the Student Support Services.

v. Parking

At NU, we are committed to providing you with the most convenient parking solutions. Free student parking is available outside the campus. The parking area has a capacity of 530 student car parking spaces.

Special parking spaces are reserved for physically challenged students and can be obtained through campus security.

vi. Housing

NU provides hostel facilities for the students at all Colleges and School of Foundation Studies. You can contact the Student Affairs offices at your college if you wish to avail yourself of this service. The hostels meet modern necessities for the student s' requirements, 24/7 reception, a friendly environment, kitchen and laundry appliances, free internet services, computer labs and other requirements designed for your comfort.

College	Hostel for Female Students		Hostel for Male Students	
	On Campus	Off Campus	On Campus	Off Campus
School of Foundation Studies	✓		X	
College of Engineering		✓		✓
College of Medicine and Health Sciences	✓			✓
College of Pharmacy	✓		X	X
International Maritime College			✓	
College of Advanced Technology		✓		✓

vii. Prayer Room

NU has dedicated prayer rooms in all campuses. The prayer room at the Caledonian Campus is located on R-block 1st floor for ladies, and R-block ground floor for men. Prayer rooms are strictly for the purpose of prayers, and you are strongly advised to avoid sleeping, eating, studying or engaging in any other activity in the prayer room.

viii. Student Lounges

The student lounges are provided for use between classes. You can use this space for study, recreation and dining. You can find the lounges on Café Forte at the college.

ix. Identification Card

You will receive an NU identification (ID) card when you register. You will need the ID card to access all on-campus facilities: library, laboratories, hostels and exam halls. You also need to carry your ID card while participating in off-campus educational activities.

If your card is damaged or lost, you must go to the Admissions and Registration Office to report a lost/stolen/damaged card and request a replacement (new cards are subject to a replacement fee of OMR 5).

x. Transportation

The transport facility is provided between the college and the hostels managed by the college. Students who live off-campus must arrange their own transportation to the college. Hostel students are provided transport off-campus with an escort at least once a week for shopping. Colleges may also provide you with transport from the college to training sites.

If you wish to avail this service, please contact 22641116 or 22641117.

xi. International Student Support

International students are an integral part of the NU community, and we are dedicated to providing support to you through academic and other student services and resources. If you are an international student in College of Advanced Technology, you may contact 22641115 or 22641114 for visa and medical assistance, or other issues.

3. Your Learning

i. Student Induction

Student induction is designed to help your transition from school to college smoother. The induction program includes meeting the key personnel of the college, library induction sessions, information about college premises, program structure, college regulations and policies, and campus tour.

ii. Academic Calendar

NU has an Academic Calendar that includes all the activities conducted by its colleges during an academic year.

An academic year means FALL semester (September to January), SPRING semester (January to May), and SUMMER semester (June to August).

The Academic Calendar is available on the university's portal. Keep yourself reminded of key dates throughout the academic semester and year.

iii. Timetable

Once you complete your registration, you can view your semester timetable on the portal. Most of your classes and exams are scheduled between 8:00 am and 4:30 pm; however, some of your classes might be scheduled after 4:30 pm.

The university ensures that you receive a timetable that is manageable for you. Timetables are fixed and unchangeable, however, in extenuating circumstances, please contact your academic advisor for any possible solution. (Please note that if you do not have a regular study plan, such as in case of credit transfer, re-registration, courses across levels, your timetable may be less flexible, for example, fewer breaks between classes/exams.)

The duration of your classes will change throughout the holy month of Ramadan. Your college will send you the updated timetable in advance.

The university follows the public holidays and close-downs because of emergencies as announced by the government of Oman. In such cases, you must regularly check your email to be notified of cancellation or rescheduling of classes.

iv. Adding or Dropping Courses / Withdrawal

(A) Withdrawal from a Program/University

Time of Withdrawal / Discontinue	Refund Policy
Within one week of starting the semester	90% refund
From Week 2 until mid-semester	50% refund*
After Mid semester	0% refund*

* If the student has paid less than the total amount of the fee, s/he will be required to pay the remaining balance of the semester's tuition fees.

(B) Withdrawal from a Course/Semester

If you wish to withdraw (drop or add) a course, you can do it between semester week 1 - 4.

Withdraw Period	Effect on Transcript	Effect on Fees
Semester Week 1	no effect	100% fees will be retained and applied to the repeat of the same course upon joining*
Week 2 until midterm/mid-point of the semester	withdrawal (W) indicated on the transcript	50% fees will be retained and applied to the repeat of the same course upon joining*
Post midterm/mid-point of the semester	withdrawal (W) indicated on the transcript	0% fees will be retained.

* no refund will be made if the withdrawn course is not repeated.

It is not possible to withdraw from any course after 5 weeks into the semester, except in unusual circumstances where your case will be approved by your HoD and the Dean of your college. It is also important to note that dropping all courses does not mean a formal withdrawal from the university.

You should also note that if you stop attending classes without officially withdrawing from the course, you will be automatically awarded an F. This grade will also be reflected in your transcript. If you have officially withdrawn or stopped attending classes, you will not be eligible to attend any assessments.

However, dropping & adding of courses is not applicable to students studying in certain programs, for example, MD.

v. Postponement/Re-joining of Study

You may postpone your study for reasons acceptable by the Dean and with following conditions:

- The postponement duration cannot be more than two consecutive semesters.
- In any case, the total duration of postponement should not exceed two years.
- You should fill in the Postponement-of-Study Form (available at Registration and Records office) in consultation with their academic advisor, parents, sponsors and approved by the respective Dean of the College.
- If you postpone your studies during the study period and decide to return later (re-join), your remaining study will normally be governed by the academic regulations including fee structure in force and availability of the same program of study at the time of re-entry to the University.
- In case the same program is not available while returning to resume studies, you can choose a similar program and apply for credit transfer.
- If you are a sponsored student, you should obtain approval from your respective sponsors including MoHERI sponsored for the postponement / re-joining their study.

vi. Attendance

Attendance is taken very seriously at NU. To ensure you have completed the necessary number of classes to achieve the learning outcomes of your program, we have set a minimum requirement on your attendance. To learn more about these attendance requirements, please read the notes below:

- You must maintain a minimum of 75% attendance in each of the courses in which you have registered.
- If you fall short of 75% attendance, you will not be allowed to attend the final examination and you will have to re-register for the course in question.
- You will receive a written warning by the Registration Department if your absence reaches 10%, 15% and 20%.

- If your attendance falls between 60% and 75% and you have justifiable reasons (mitigating circumstances) for your absence, you should fill out a Special Factors Form and submit it to Student Affairs. Please note that you must submit evidence for your absence in the form of medical certificates or letters from authorities.
 - For more information about mitigating circumstances, please refer to Mitigating Circumstances under Your Assessments.
- A Special Factors Form must be submitted in advance of your absence or within five working days of rejoining after your absence.
- If your attendance falls below 60%, regardless of the reasons, you will not be deemed to have completed a sufficient portion of the program to satisfy the learning outcomes and you will not be eligible to take the final examination.
- If you attend official functions or represent the University in any extracurricular activities on or off campus, your absence may be considered as 'Excused Absence', if sufficient evidence is provided.
- If you are a Flexible Mode (FM) student, you must attend 50% of your classes to qualify for the Final Examination.

vii. Graduate Attributes

At NU, our core values and graduate attributes are the foundation of our student experience. We ensure that throughout your educational journey, you acquire the skills, knowledge and abilities beyond disciplinary content knowledge. Acquiring these attributes will ensure you are prepared to successfully begin your professional careers as NU alumni. These attributes are embedded in all academic, co-curricular and extra-curricular activities, but your achievements of these attributes depend on your level of commitment and hard work.

General attributes that are embedded into the program are as follows:

1. **Knowledgeable and Competent** in the subject area
2. **Solution Seekers:** critical thinkers and researchers with confidence in developing professional solutions
3. **Lifelong Learners:** mastering independent learning skills for career development and professional advancement
4. **Confident & Adaptive:** effective communicators and adopt to emerging technologies and economic scenarios
5. **Ethical Practice:** exhibit high level of professionalism and ethical behavior
6. **Entrepreneurs & Responsive Citizens:** change agents with creative ideas and sense of social responsibilities

viii. Student Files

All your academic, attendance, behavioral and other college related records will be maintained in a file. These files are in the custody of the College of Advanced Technology. You or your parents may review your file with the Admission & Registration Office but cannot remove any of the contents under any circumstances. If you feel that your file contains inaccurate information, you may write a statement and have it included in the file.

ix. Textbooks and Required Supplies

You can borrow a textbook for each registered course at a time by presenting your college ID card and signing an undertaking. While issuing a book, check that it is in good condition, and notify the library staff if it is damaged. You should not lend the borrowed books to other students because you are entirely responsible for maintaining the books and safely returning them at the end of the semester. All borrowed textbooks should be returned to the library within 5 working days after the last final exam of the semester. Penalty would be imposed for delayed or damaged return of borrowed books.

Damages	Penalty
partial damages (scribbling, writing, highlighting, replacing barcode/label)	500 baiza per damaged page per item
lost and full damages (including torn pages or book cover)	full cost of the book + 15% of the value for administrative and technical charges

x. Academic Advising

You will be assigned an academic advisor to give you holistic support from your first year of study to graduation. Your advisor will have access to your academic, attendance, and behavioral records, and will be able to help you find answers to the questions, and solutions to the problems you may face as a student.

Your academic advisor is selected from the faculty members of your department once you register for the first time in the college. If your academic advisor is unavailable, the department will replace your advisor with another available faculty member. The department will ensure that all your information and details are transferred to the new advisor and that the quality of academic advising remains the same. If you have a genuine reason, you can request the head of the department to change your academic advisor. However, this might only be acceptable on rare occasions.

It is important that you meet your academic advisor regularly, even if you don't have any significant academic or non-academic issues. Please check the academic advising timings of your advisor, and send an email requesting a meeting. Meetings can be arranged online or face-to-face and are documented for future reference.

While your academic advisor helps you navigate through your educational path, it is best to remember that you are ultimately responsible for your learning and achieving your academic goals.

xi. Counselling

If you have any personal issues affecting your studies and student life, a certified student counselor is available to help you. The Academic Affairs Office will help you to book an appointment with the counselor.

While the counselor may contact your academic advisor for any information related to your academic performance, your discussion with the counselor remains confidential.

xii. Student Extracurricular Activities

Your education doesn't stop at the classroom door. At NU, you are encouraged to participate in extracurricular activities to explore your interests, meet new people, and learn new skills. These activities are organized through the Student Affairs Department and Community Engagement Office. You can choose from a wide range of activities such as:

Activities	
Culture Day	National Day
Open day	Qomra photographic week
Bassma Theater and cinema day	Earth Days
Fina Art Exhibition	Camping
Movie Nights	Islamic Nights
Blood Donation	Hiking
Talents Bootcamps	Hackathons

Activities	Description
Ourb literary Club	Student group interested in Arabic literary.
Media Club	Media group assists in the development of its members in media and contribute to the coverage of college events.
Hiba Team	This club aims to spread the culture of volunteerism among students, staff and targeting different groups in the community and interact with the various issues at the local, regional and global level.
Artal Team	Awareness program targeting the elderly people in Oman.
Music Club	This club aims to develop student's skills in the musical arts

Islamic Club	The Islamic culture group in College of Engineering is a group of student volunteers who works for developing religious faith of all the other students and to send a bright ray to the society to brighten youth's minds, refine their skills and develop their talents. In addition, it aims to revive religious and cultural events in and out of the campus.
Qomra Photographic Club	Photographic Club aims to implant the passion of taking photos in the hearts of its members and simplify all the things to make them accessible; club assists in preparing one for workshop and events in which it made a successful photographer.
Astronomy club	is a group for those interested in space sciences.
Rovers	established to enhance the self-reliance, adventure and challenge of the students.
Work for the Hereafter Volunteering Team	This team is targeting different category in society because we believe that Charity works is not limited to a specific category.
Engineering Club	To inspire CoE students to reach their full potential in creation, by providing them the best environment and training to develop their talents, knowledge, experience, and idea on the market needs.
International students Club	Club consist of various students from different countries with various beautiful culture.
Bassam Theatre and cinema group	Theatre and cinema group aims to refine the talents of students in the field of theatre and film acting and developing their skills and make them able to participate in different competitions and theatrical festivals.
Creative Makers Art Club	Fine art at College of Engineering and aims to raise the level of students interested in art in technical area.

xiii. Student Feedback

Your voice helps us to shape NU's experience, and your input and feedback is more important than ever as we navigate change in a fast developing world. You can give your feedback by going to your advisor, HoD, any relevant department or filling out survey forms at the end of the semester..

4. Your Assessments

At NU, we maintain very high standards for you as a student and as a future professional. It is important that you know how you will be evaluated.

The Academic Regulations cover a wide variety of important topics related to how you will be assessed. The following section highlights some key points, but it is not a substitute for the Academic Regulations to which you should refer..

i. Format of Examination

You will be given many opportunities to show your knowledge and understanding of the learning outcomes of the program. You will have assignments, midterm exams and final exams in each of the courses. You can see details of your assessments in your course descriptors.

ii. Examination Timetable

The examination timetable gives the dates and time of exams. It will be published online in advance of the exam.

iii. Entering for Examinations

You must bring your ID card to all exams. For the final examinations, you must also carry your hall ticket with you. Hall tickets will be published online one week before the exam.

iv. Mitigating Circumstances

(Issues with sitting your examinations and submitting work for assessment)

If you have a problem that you think can affect your performance or ability to complete your assignment or exam, you should immediately contact Registry & Records Office and submit Mitigating Circumstances Form (MCF). Such requests are only accepted in cases of severe illness, or unforeseen circumstances, as bereavement or a traffic accident.

For more information about mitigating circumstances, please refer to UG Academic Regulation.

v. Passing a course

In order to pass a course, you must attain a minimum weighted aggregate of 50% in the course, with a minimum of 50% in both Coursework and Final Examination (see table below).

Course type	Overall weighted aggregate	Coursework	Final Examination
100% course work	50%	50%	-
Coursework+ Final Examinations	50%	50%	50%
GCU BSc (Honours) ITMB courses	40%	35%	35%

vi. Grading System

GRADING SYSTEM FOR UG PROGRAMS AT COLLEGE OF ENGINEERING			
Letter Grade	Grade Points	Marks %	Description
A	4.0	90-100	Outstanding Performance: All course objectives are achieved and met in a consistently outstanding manner.
A ⁻	3.7	86-89	Excellent Performance: Almost all course objectives are met in a consistently outstanding manner.
B ⁺	3.5	83-85	
B	3.3	80-82	Very Good Performance: Majority of the course objectives are achieved (majority being at least two-thirds) and met in a consistently thorough manner.
B ⁻	3.0	75-79	
C ⁺	2.7	70-74	Good Performance: Most of the course objectives are achieved and met in a good manner.
C	2.5	65-69	
C ⁻	2.3	61-64	Satisfactory Performance: At least most of the course objectives are achieved and met satisfactorily.
D	2.0	57-60	
D ⁻	1.7	50-56	Below Satisfactory: Less than the majority but more than the minimum required course objectives are achieved; objectives met at a minimally acceptable level.
F	0.0	<50	Fail: Minimum required course objectives have not been met; objectives not met at a minimally acceptable level; therefore earns no credit.

vii. Progression

Students can progress

from Year 1 to Year 2 if they have successfully completed the pre-requisite courses of lower levels.

from Year 2 to Year 3 if they have successfully completed all courses of Year 1 and the pre-requisite courses for Year 3 studies.

from Year 3 to Year 4 if you have successfully completed all courses of Year 1 and 2 and the pre-requisite courses for Year 4 studies.

viii. Academic Probation

Students can be placed on Academic Probation if at the end of every semester the CGPA is less than 2.00. Further, please note that.

- (i) Students on academic probation are given a restricted study plan to help them with a manageable academic load; they will be generally allowed to register up to 70% of the normal study load of a particular semester.
- (ii) If students do not come out of the academic probation after 2 two consecutive semesters, they will be required to withdraw from the program

ix. Resit Examinations

Students will be allowed to resit for a failed course up to a maximum of three attempts and levied a “resit examination fee” of RO 20/- for each resit attempt. Resit includes retaking the continuous assessment components and/or final examination.

x. Improving GPA

You may improve your GPA by re-taking the final examination component of a course. You have to register and remit the examination fee. You can take up to 8 credit hours and the best mark will be recorded.

xi. Dean’s List and Student Awards

Dean’s List: If you fulfil the following criteria, you will be on the Dean's List in an academic semester. If you are on the Dean's List, you will receive a certificate from the Dean, and your name will appear on the notice board within the college.

- 1. Semester GPA of 3.50 and above
- 2. No grade less than B+ (3.30) in that semester
- 3. Minimum of 12 credit hours in that semester
- 4. All courses in the semester passed in the first attempt

Dean's Award for Academic Excellence: If you achieve the highest GPA among the batch of your study, you will be entitled to receive this award and will receive a certificate and cash award.

xii. Transcripts

When you graduate, your college will issue your transcript: an official document that shows the courses you have taken, the grades earned, and your CGPA. If a student leaves the college before graduation, a copy of their transcript is made available upon request. To request an official transcript, students need to come in person or write to the Registrar and fill out the appropriate form. Transcripts cannot be requested by telephone or email. Usually, you will receive your transcript within three working days.

Transcripts are not provided to students who have any kind of financial obligation or "hold" (e.g. unreturned locker key or library books). The first transcript is free. Subsequent transcripts require payment of fees as follows::

Official transcript via courier	OMR 26
Official transcript, picked-up in person	OMR 6
Faxed transcript (unofficial)	OMR 2

xiii. Academic Appeals

If you are concerned about your final exam marks and think that there can be an error in marking / calculation / marks entry or exam committee decision, you can appeal against the final examination results. Appeals are only made against final examinations and cannot be made against any coursework component.

To appeal, contact the College Academic Assessment Office. You will be allowed to view your answer script. Any errors or discrepancies will be investigated and your result will be revised accordingly.

For more information about academic appeals, please refer to Academic Appeals Procedure on the portal).).

xiv. Grievances

NU is committed to providing a positive learning environment where students are treated fairly, equally and with respect. However, if you feel you have experienced a situation that is unfair to you or you face a conflict with another individual then NU will guide you through steps to resolve the issue. If the matter cannot be resolved in this manner, then you should submit your grievance to the Student Affairs Office. The Student Affairs Office will ensure that your complaint is addressed and resolved.

xvi. Academic Integrity

NU maintains a zero-tolerance policy for incidents relating to academic misconduct or plagiarism. Academic integrity will be violated in the following instances:

- you plagiarize, or present someone else's work or ideas as if it was your own, whether in part or whole
- hire someone to write your assignment or take your exam on your behalf [contract cheating]
- cheat in exams in any way: actions before, during or after assessments that give you an unfair advantage in assessments or assisting other students for the same

If a student is found engaged in any of the above, disciplinary actions will be taken against them. The university can also take legal action against the student depending on how severe the malpractice case is. The university can also take any action against academic dishonesty even if it is proven after the student's graduation.

It is also important to note that based on the year of study, the severity of the offence and penalty increases. For almost all instances of offence, the university notifies the student's parent or sponsor. Depending on the offence, the student might be:

- given an oral/written warning
- awarded zero for the exam/assignment
- given an F (fail) in the course
- given an F (fail) in all courses of the semester
- suspended for the next semester
- dismissed from the university instantly

For more information about Academic Integrity, please refer to Student Academic Integrity Regulations on the portal.

5. Code of Conduct

1. Carry the student ID card to college and you must produce whenever requested by college security personnel
2. Obey the laws and respect the customs of the Sultanate of Oman
3. Behave in a quiet, orderly and polite manner towards each other and towards staff members and visitors
4. Give due care and respect to college property
5. Avoid bringing items like alcohol, drugs, toxic substances, knives and sharp objects, weapons, illegal substances, fire crackers, playing cards into college premises
6. Avoid bringing pets and animals into the College premises
7. Park vehicles in the parking area allocated for students and should not bring their vehicles inside the College campus
8. Have a responsibility to keep the College premises clean. You should use garbage bins and avoid dropping litter in open places.
9. Avoid noisy behaviour within the College premises
10. Not use staff office/staff facilities without permission from the concerned staff member or college management
11. Use sports facilities only during free time. Sports activity during class time is not allowed. Sports activities after college hours should be in consultation with the sports coordinator.
12. Involved in any activities that bring the College into disrepute through untoward behaviour inside/outside the College may be subject to disciplinary action

13. With the prevailing pandemic situation, obey health protocol and guidelines mentioned in section 3 above. Always wear face mask and maintain social distance.

ii. Code in the classroom

1. The College values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all classes of each module for which they are registered.
2. You are required to be in the classroom prior to the commencement of a class.
3. You cannot enter / leave the classroom during a class without the permission of the teacher.
4. You are expected to come with appropriate books and materials for the class.
5. You are expected to complete assignments and tutorials according to the assessment regulations.
6. Mobile phones must not be used during classes and must be switched off or set to silent mode.
7. Voice recording, taking photos and videos during lecture hours should be with the lecturer's permission only
8. Obey the social distance norms

iii. Code in Library and information Centre

1. You should remember that the library is a place of study. You are required to obey any instruction from the library staff to maintain a quiet positive working atmosphere in the library.
2. Mobile phones should be switched off or it should be kept in silent mode inside the library.
3. Food and drinks except water are not allowed inside the LIC.
4. You must produce your NU Identity Card whenever it is asked by LIC staff.
5. Tearing, marking, highlighting or damaging LIC materials in any way is strictly prohibited.
6. You are liable for the cost replacement of any LIC resources caused by loss, damage, etc.
7. Quiet Study Area is strictly for individual study. Group Discussions, usage of GSM and talking should be avoided in this area.
8. Group discussion area: Discussion is allowed in this area only for study purposes. You should discuss in a low voice to avoid disturbance to fellow users.
9. You are not allowed to enter or use LIC staff offices or equipment.
10. You are not allowed to touch electricity switches without permission of LIC staff.
11. Non-adherence to any of the rules or any other malpractice by you will involve the withdrawal of LIC facilities.

iv. Code in examinations

1. Seating and other arrangements and timetables for examinations will be displayed on the Examination/CE Today notice board. It is your responsibility to be aware of the date, time and venue of their respective exam.
2. You should be present outside the examination hall at least 15 minutes before the start of the examination. However, they can enter the examination hall only when asked by the Invigilator.
3. You will not be permitted to enter an examination 20 minutes after the start time. Students coming late to the examination room (up to 20 minutes after the starting time) will not be given any extra time after end of the examination
4. You must carry valid hall ticket to the examination. You should also carry the College Identity Card and present it to the invigilators if required to do so.
5. Hall tickets are electronically accessible from the student portal. Students must take a printout before the examination date and present it to the invigilator.
6. Books, bags and other belongings must be left outside the examination room, or in an area inside the room set for that purpose

7. You shall not take pre-written notes, textbooks, documents, papers or programmable calculators, digital diaries/translators or dictionaries, whether relevant or irrelevant to the examination room. However, in the case of open book examinations the prescribed materials are allowed.
8. Students should not bring mobile phones and smart watches to the examination room. It is the responsibility of the student to safely secure their gadgets before entering the examination room. Anyone found with phones or smart watches will be booked for misconduct and must leave the room immediately
9. Silence should be maintained during an examination. If you wish to talk to an invigilator, then you should raise their hand as an indication.
10. You should not leave the examination room during the first one-hour of examination.
11. The examination should be written with a Blue/Black ball point or ink pen. However, Diagrams, drawings, graphs and figures may be drawn with pencil.
12. You must answer only the required number of questions or indicate which answers are to be considered for marking. If not, only the first questions answered will be marked. Note that the same procedure will apply to each section of the question paper.
13. At the commencement of an examination the following procedure should be followed,
 - Read carefully and follow the instructions given in the main answer book and question paper.
 - Write clearly student number, program of study, desk number, module name and code, date etc. as set out on the front page of the main answer book.
 - Do not write your name anywhere in the booklet as anonymous marking is followed.
 - Write the student number on the question paper and any tables, graphs, formula sheets or special materials given to the student by the invigilators immediately they receive them..
14. You are not permitted to leave the examination room temporarily. However, if you have any pre-existing medical condition which is reported to the college through proper procedure then you will be allowed temporary leaving. You will be accompanied by an authorized person.
15. You may leave the examination hall only one hour after the examination start but normally may not leave during the last fifteen minutes.
16. For examinations of 3 hours or more, you can temporarily leave the examination hall only after the first one hour of start of examination and with the permission of invigilators. You will be accompanied by an authorized person.
17. You should not remove any pages from the answer books. It is the responsibility of student to see that answer book material, additional books, graphs, charts, data sheets etc., is securely fastened together and handed over personally to the invigilator before they leave the examination room.
18. You should stop writing at the end of the examination when told to do so by the invigilators and shall remain seated till the end of the examination until his/her answer script has been collected by the invigilators. If you do not stop writing at invigilators instruction, your answer script will be marked 'taken extra time' and actions will be taken accordingly.
19. In case of any emergency situations like fire, you should follow the instructions given by the Senior Invigilator/Invigilator/any authorized person.
20. You can take the question paper out of the room once they have completed the examination but only after one hour of start of examination.

Note: Above rules/regulations for the conduct of examination may be subjected to modification/revision as desired by the institution

v. Dress Code

It is important that you always maintain good personal hygiene. Your hair should be neat and clean; styled off the face and out of the eyes. Beards and moustaches must be neatly trimmed. Fingernails should be clean and of short-to-medium length. The faces of students must be always visible in all college facilities, including hostels.

Male Students can wear:

- Omani National dress with cap or mussar (turban) with sandals.
- Shirt, trousers and shoes or sandals (plain casual shirts, plain T-shirts with collar, or 'polo' shirts)

Male students should not wear:

- 'cargo' style trousers: shorts
- t-shirts with slogans in Arabic or English or graphics
- body fit tight shirts clothes of transparent material.
- any dress accessory like "Hand Bracelet/chains
- Funky hairstyles

Female students can wear:

- Abaya or jilbab, jalabiya or long maxi skirts with full sleeves. Dress or skirts should be below knee level length.
- Suits or dresses, or salwar kameez
- Trousers with a long blouse.

Female students should not wear:

- tight jeans, jeans with cuts and faded paint denims
- T-shirts, sleeveless blouses or tops, tight fitting clothing, transparent material.
- veils on college premises (not acceptable as set out by Ministry directive)

Students who break the dress code will be:

- given oral warning the first time
- written warning for the second time
- denied entry to the college premises and required to surrender ID card for the third time

vi. Use of Mobile Phones

You are free to bring cell phones to campus and to use them in your free time. However, the use of a cell phone during class is not permitted. Switch off your phones or keep them on silent during classes to avoid any disruption. During exams, phones should be handed over to the invigilators before the exam starts.

vii. Communication Guidelines

Your NU email address is the official id you should use to communicate with your teachers, peer-students, or any staff of the university. The university will also send all important information about your classes, courses or examination on your NU email addresses. In case of emergency, the university may contact you through your personal contact details. You must ensure that your personal contact details are updated with the Registry and Records.

WhatsApp communication between staff and students is inadvisable. Instead, use emails or integrated internal communication tools such as Google Chat. Please be mindful of the office hours (8:00 am - 4:30 am) while sending any emails or messages.

viii. Dishonesty and Misconduct

At NU, we expect you to treat fellow students, college staff and culture with respect. The following forms of misconduct are strictly prohibited:

- Behavior that violates the Code of Professionalism. This includes being repeatedly late or unexcused absences, poor personal hygiene, inappropriate dress, dishonesty, refusal to follow instructions or college policies and activities that are lewd, immoral or criminal.
- Fighting or other conduct that endangers or inflicts physical injury upon another.
- Sexual misconduct.
- Threats, stalking, or other activities which create a reasonable apprehension of physical or emotional harm to another.

- Discrimination on the basis of race, ethnicity, national origin, religion, creed, gender, or age.
- Possessing or carrying any weapon or dangerous substance on campus.
- Operating a motor vehicle in a reckless manner on campus.
- Engaging in recklessly dangerous, disorderly or obscene conduct on campus.
- Illegally possessing, manufacturing, selling, or delivering a controlled substance as defined by the regulations of Oman.
- Engaging in intimidating or disruptive conduct on campus, or inciting others to engage in such conduct.
- Engaging in conduct (or inciting others to engage in conduct) that improperly restrains the movement, speech or college-related activities of another person.
- Engaging in conduct that disrupts the academic environment.
- Misrepresenting oneself as another person.
- Adversely interfering with another person's academic standing, privacy or personal information.
- Such behavior will be reported to the Dean, and depending on the severity of the offence , the Dean may:
- place a formal letter in the student's file
- suspend the student from the college for a specified time
- dismiss the student from the college

ix. Health and Safety

At NU, your health and safety are of the highest priority. To keep yourself and others safe around you, you must:

1. be attentive to your surroundings and report any potential hazards or suspicious activities to the campus HSE officer and management.
2. Familiarize yourself with emergency exits, evacuation routes, and assembly points on campus.
3. take emergency alerts, notifications and instructions by fire wardens seriously.
4. maintain proper personal hygiene
5. stay informed about emergency procedures, such as fire drills and familiarize yourself with the locations of fire extinguishers, fire alarm pull stations, and fire evacuation routes

To read more on campus-specific health and safety policy and procedures, [click here](#)

x. Smoking

Smoking within the university or college/school campuses, including all college buildings and grounds, is prohibited. NU has zero tolerance to smoking within campuses, and for any violations, NU reserves the right to initiate appropriate disciplinary action. For further details, please refer to the 'No smoking policy'.

xi. Visitors to Campus

To ensure your safety, it is necessary that all visitors obtain a visitor's pass from the guard at the college gate. Visitors cannot attend classes without prior approval by the administration and consent of the instructor. Visitors to the hostel must report to the warden and must follow the hostel rules. You are responsible and will be held accountable for the actions and behavior of your visitors.

6. Fees and Other Charges

i. Fees

Fees are subject to revision annually. All fees are due and payable on or before registration. Any student failing to complete registration during the normal registration period is charged a late fee of OMR 25. Once the fees are paid in full, you will be admitted to your class.

The tuition fees cover the cost of academic services. The tuition fee for the BSc programs is OMR 125 per credit hour for residents and Omani students, and OMR 150 per credit hour for international students. The registered candidates are expected to complete 120 credit hours.

ii. Refund Policy

For Fees Refund, please read Adding or Dropping Courses/Withdrawal under Your Learning.

iii. Other Charges

Registration Fees (Non-Refundable)	OMR 50
Registration Fee for direct admission to year 2 (Non-Refundable)	OMR 200/-
Advanced Placement test Fee-(Per Course/paper) (Non-Refundable)	OMR 100
Seat confirmation Fee (Non-Refundable but credited to tuition fee)	OMR 200/-
Academic Appeal (per exam - to be returned if the appeal is successful)	OMR 15
Credit transfer (per course)	OMR 10
Re-sit Exam Fee	OMR 20/-
Replacing lost hostel room key	OMR 25/-
Replacing lost or misplaced lab coat or goggles	OMR 10/-
Replacement of Lost Locker Key	OMR 5/-
Replacement of lost Student ID card	OMR 5/-
Duplicate transcript (by express courier)	OMR 26/-
Duplicate transcript (in person)	OMR 6/-
Replacement of certificate (by express courier)	OMR 80/-
Replacement of certificate (in person)	OMR 60/-
Graduation Fee (Reviewed on an yearly basis)	OMR 50/-
Graduation Gown Deposit (Refundable upon return of Gown – Full set - without any alterations)	OMR 30/-

7. Key Contact Offices

College Executive	Contacts
Dean Office	Professor. Dr. Vallavaraj Athinarayanan Dean Ext: 1011

College Executive	Contacts
College Admin Manager	Mr. Mohammed Nasser Al Adawi Ext: 1007
Administrative Assistant	Ms. Majda Al Madailwi Ext: 1210
Applied Mathematics & Science	Dr. Nasser Said Al Salti Acting Head of Department Ext: 1177 Ms Rahma Jamil Al Malki Secretary at Academic Department Ext: 1157
Professional Development & Humanities	Ms. Prekerthi Panikar Senior Lecturer & Head of Department Ext: 1166 Mr Mohammed Said Al Balushi Secretary at Academic Department Ext: 1088

Department	Functions	Contacts
Registry & Records	• Transfer of student to GCU • Student File and Records • Student Attendance Reports Mid Semester Reports • Academic Transcripts • Student Statistics • Graduation and Awards • Examination Results • Module Registration – continuing students • Change in Programme/Mode of study • Re-joining/Discontinuation/Postponement • Letters to students • Custodian of original documents • MoHE Scholarships	Manager (Registry and Records) Mr Ali Mohsen Al Hashmi Ext: 1200 Asst. Registrar -Registry & Records Ms Rabeena Faisal Ext: 1204 Assistant Manager- Registry & Records, Mr Moosa Saleh Mohammed Al Mazroui Ext: 1206
Academic Assessments	• Publishing of various Assessments Schedules (Examination timetable) and Assessment Calendar • Preparation & conduct of various Assessments (Midterm examination, End term, Final examinations, Re-sit examinations and National University Placement Test) • Student list preparation based on registration and allotment of resources for the smooth conduct of the assessment.	Head of Academic Assessment Office, Ms. Bushra Al Rahbi Ext:1101

Department	Functions	Contacts																								
	Facilitating viewing of exam answer scripts to students on request																									
Administration & HR	- HR related matters - College security - Transportation facilities	Administration Manager Mr Mohammed Al Mazroui Ext: 1111																								
IT Services (ITS)	- Issue Students ID Card - Issue Students User name & Password - Provides email service for students on request - Access to CE Wireless Network - Multimedia Services - Blackboard/Turnitin Services - Student guidance/advice in IT	Head (Information and Learning Technology) Mr Omar Al Hafeedh Ext: 1214 IT Help Desk: Ms Dana Khalifin Ali Al Rawahi Ext: 1212																								
Library and Learning Resource	- Issue of module core text books - Issue of books - Internet access - Photocopying - User Orientation Programme - Student Learning Resource Centre - Membership - Journals	Head of Library Ms Suha Al Mahrami, Ext:1161																								
Students Affairs Office	- Supporting Student induction - Receiving academic appeals and complaints and follow up - Student counselling - Student Advice - Academic appeals - Student Accommodation - Sports & Recreational activities - Alumni Activities - Charity & Social Activities	Head of Student Affairs Office Mr Ali Hamed Khalaf Al Ghafri Ext: 1148 Senior Student Activities Specialist Mr. Muntasar Al Balushi Ext: 1149 <table border="1"> <thead> <tr> <th>Academic Procedures</th><th>Contact Person</th><th>Telephone Ext</th></tr> </thead> <tbody> <tr> <td rowspan="2">Academic Appeals</td><td>Mr. Muntasar Al Balushi</td><td>1149</td></tr> <tr> <td>Ms. Maimooma Al Hilali</td><td>1147</td></tr> <tr> <td rowspan="2">Hotels</td><td>Mr. Muntasar Al Balushi</td><td>1149</td></tr> <tr> <td>Ms. Naeema Al Rahbi</td><td>1146</td></tr> <tr> <td rowspan="2">Student Activities</td><td>Mr. Muntasar Al Balushi</td><td>1149</td></tr> <tr> <td>Mr. Ali Al Ghafri</td><td>1148</td></tr> <tr> <td>Office Assistance</td><td>Ms. Maimooma Al Hilali</td><td>1147</td></tr> <tr> <td>Student counselor</td><td>Ms. Rayyan Al Ghaiti</td><td>1150</td></tr> </tbody> </table>	Academic Procedures	Contact Person	Telephone Ext	Academic Appeals	Mr. Muntasar Al Balushi	1149	Ms. Maimooma Al Hilali	1147	Hotels	Mr. Muntasar Al Balushi	1149	Ms. Naeema Al Rahbi	1146	Student Activities	Mr. Muntasar Al Balushi	1149	Mr. Ali Al Ghafri	1148	Office Assistance	Ms. Maimooma Al Hilali	1147	Student counselor	Ms. Rayyan Al Ghaiti	1150
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Finance Office	- All the Financial matters, - Receipts and payments of the College - Student bank loans	Mr Abhilash M G Manager - Finance and Accounts, Ext: 1250																								

Department	Functions	Contacts
Maintenance & Facilities	• Infrastructural and facilities management • Sales of EMOS card for photocopying • Sales of PAPER CUT cards for printing • Student Resource Centre (SRC) • Lost & Found services • Sale of stationery items • Cafeteria monitoring, repair and maintenance	Manager – Maintenance & Facilities Mr Faisal Ahmed Al Abri Manager – Ext: 1112 Assistance Manager- Administration Mr Arafat Al Balushi Ext: 1113
Quality Enhancement and Assurance Department	• Manage the Quality Assurance process in the college • Monitoring the quality aspects of Teaching and learning • Oversee and coordination of approval for new programmes and review of existing programmes • Administration and analysis of surveys	Head of Quality Assurance Office Ms Sheikha Al Alawi Ext:1096 Quality Control Engineer Ms Namitha Krishnan Ext:1095
Students Placement & Training Centre	• Provide highly professional custom made training Programmes based on individual needs and requirements to serve organizations • Consultancy service to establish training lines and challenges within an organization. • Short courses and workshops in a variety of disciplines such as maintenance/asset management, process engineering and oil and gas related training. • Certificate programmes – CELTA, DELTA, CISCO, IC3 • Careers Fair & campus interviews • Pre-employment guidance • Summer placements/training • Organise site visits and Guest lectures	Asst. Manager Students Placement & Training Centre Mr Mohammed Rashid Al Abri, Ext: 1014 Manager Student Training & Career Guidance Center Ms Etab Al Hinai Ext: 1015
HSE & First Aid	• Implementation of Health, Safety and Environment Policies and procedures • Implementation of Quality standards, which is concerned with safety • Conducting Safety induction and safety trainings • Risk assessment in projects and its analysis • Accident/incident occurrence reporting and investigation • Prevention of causes that lead to any damage or accidents • Laboratories & workshops safety • Control of Substances Hazardous to Health (COSHH) assessment • Fire safety, Electrical safety, Emergency evacuation procedures and Mock drills. • First aid	Occupational Health and Safety Engineer Mr Elamana Yusef Asraf Ext:1119 Nurse Ms Suni Roshan, GSM: 99605983 Ext: 111

Appendices