

Key information for students

Fall Semester- September 2025

1. Key revision in college regulation?

1.1 UG Academic regulations

1.1.1 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.

- The **revised grading system** is implemented from **Spring (Feb 2024) onwards for new and continuing students**
- Courses registered **before Spring (Feb 2024)** and having **resit or GPA** improvement in consecutive semesters **will follow old grading system**
- Accordingly, transcripts will have description of old and new grading table

1.1.2 Progression

- You can progress from Year 1 to Year 2 if you have successfully completed the pre-requisite courses of lower levels
- You can progress from Year 2 to Year 3 if you have successfully completed all courses of Year 1 and the pre-requisite courses for Year 3 studies
- You can progress 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

1.1.3 Academic Probation

- Academic Probation for any student will be **considered from 1st semester study onwards**
- At the **end of every semester**, if a student's **CGPA is less than 2.00**, he/she will be kept on academic probation
- Students in probation status will have restricted study plan up to 70% of normal study plan
- For advanced entry students, if their GPA is less than 2.00 from the courses registered in the entry semester, they will be kept on academic probation. In subsequent semesters, if they fail to maintain a CGPA of 2.0 at the end of each semester, they will be kept on academic probation.
- Students can be put on academic probation for two consecutive semesters as academic probation 1 and academic probation 2. The probation count resets to 0 (Prob 00) and students will attain normal study status when they come out of probation by satisfying the given conditions.
- A student failing to satisfy the given conditions after academic probation 2 will be required to withdraw from the program.

1.1.4 Code of Conduct in examinations

- You 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

1.1.5 Number of attempts

- You will have **Four attempts** to pass a course. One regular and three resits chances.

1.1.6 Academic Achievements: Classification of Degree Awards

- The course specific condition of having a certain grade point average (GPA) in all courses is removed and the revised classification is as given below.
- Revised conditions will be applied for students passing out from Fall 2024-2025 onwards.

GRADE POINT REQUIREMENTS FOR CLASSIFICATION	
CGPA	Description
3.75 – 4.00	Distinction with Honors
3.30 – 3.74	Distinction
2.75 – 3.29	Very Good
2.30 – 2.74	Good
<2.30	Not Classified

2. Academic Information Reminders:

2.1 Attendance requirement:

- 2.1.1 You must maintain a minimum of 75% attendance in each of the courses in which you have registered
- 2.1.2 If you fall short of 75% attendance, you will not be allowed to attend the final examination/assessments and you will have to re-register for the course in question
- 2.1.3 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 the HoD of your department. Please note that you must submit evidence for your absence in the form of medical certificates or letters from authorities.
- 2.1.4 A Special Factors Form must be submitted in advance of your absence or within **five working days** of re-joining after your absence. If your attendance falls below 60%, regardless of the reasons, you will not be eligible to take the final examination
- 2.1.5 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.
- 2.1.6 **If I come late to class, does it count towards attendance?** You have to be on time for all classes and adhere to instructions given by your course tutor. You should regularly check your attendance on the college portal and if any discrepancy is found should notify the module tutor for rectification immediately and not wait till the end of the semester.

2.2 Learning, Teaching, and Assessment Strategies

- 2.2.1 Study for the Fall semester of Academic Year 2025/2026 shall be conducted in Face-to-Face (F2F) mode.
- 2.2.2 Students should follow the timetable for attending scheduled classes.
- 2.2.3 SPT students while away from work can attend F2F classes in the allocated batch.
- 2.2.4 MSc classes will follow the weekend delivery: Thursday, Friday, and Saturday F2F classes.

2.3 Guidelines on Assessment Strategies:

2.3.1. UG Assessment Strategy

- a. **All assessments** will be scheduled in line with the dates mentioned in the academic calendar. Students will be notified through regular announcements in Blackboard well in advance. Final examination schedule is notified on college portal.
- b. Depending on the credit hours, learning outcomes, and nature of the course, normally all courses are assessed either through;
 - Continuous Assessments (CA) only (**or**)
 - A combination of CA and Final Examinations (FE) with **50% weightage** for each component (Few courses may have different weightage structures, for example, 60%-40% or 70%-30%)
- c. **Continuous Assessments** could be a combination of **one or two** coursework components. For example, *Quizzes, Mid-Term/End-Term/Class Tests, Course Work (CW), MCQs, Case Study Analysis*
- d. **Final Examination** is normally an unseen paper-based written examination with a specific time duration ranging from *90 minutes to 180 minutes* depending on the credit hours and Level of study.
- e. Assessment strategy specifications will be communicated to students through Course Handbooks.

2.3.2. Assessment Strategy PG programs

- a. The current regulations of the respective universities will be enforced in the current semester.
- b. Programs awarded by Glasgow Caledonian University are governed by regulations stipulated in the latest GCU Assessment Regulations as applicable to the program. Students will be inducted regarding regulations by the tutors.

2.4 Key points of Assessment Regulations (NU-UG programs)

- 2.4.1 **Pass requirement:** Where a course is assessed only by continuous assessment, the overall aggregate mark must be a minimum of 50% for a pass in that course.

- 2.4.2 Where a course is assessed by a combination of continuous assessment and final examination components, each component should have a minimum of 50% mark and an overall aggregate mark of at least 50% for a pass.

- 2.4.3 **Improving GPA:** Students can improve their GPA by re-taking the final examination component of a course by registering and remitting the examination fee RO 50/- for improvement. This shall be taken up in the next immediate opportunity available within a year after the first attempt. This facility is limited to a maximum of **8 credit hours** and only the best mark of the final examination will be recorded for the course in reference.

2.5 Late submission of CW including lab reports

Do I get an extension for CW submission? It is your responsibility to meet submission deadlines!

- 2.5.1. However, under genuine mitigating circumstances and by submitting proper evidence, a maximum of **3 working days** extension from the actual deadline date (including lab reports which follow a consecutive week submission pattern) could be obtained from the module tutor. If under any circumstances the extension period exceeds 3 working days, your CW will not be accepted and will be marked **ZERO**.
- 2.5.2. SPT students may be given a **2-week** extension depending on their submitted work schedule.
- 2.5.3. Stating false reasons and producing spurious documents to claim an extension for the submission deadline will be treated as academic misconduct and strict disciplinary actions will be taken under such circumstances.

2.6 Duration of Program

What is the maximum period of study for my program?

- If you are an **FT** student of UG programs, the normal study period is **4 years** with a maximum of **2 years' extension**. For Diploma program, the normal study period is **2 years** with a maximum of **1-year extension**
- If you are a **PT** student of UG programs, the normal study period is **6 years** with a maximum of **2 years' extension**. For Diploma program, the normal study period is **3 years** with a maximum of **1-year extension**
- If you fail to complete your study within the stipulated period as mentioned above, you will have to withdraw from the program of study.

2.7 Policy on Postponement/Re-joining

What does the policy say?

- You may postpone your study for reasons acceptable by the Dean of the College. 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.
- Any student who has postponed their studies during the study period and returns later to the University to complete the 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, the student can choose a similar program and apply for credit transfer.
- All sponsored students should obtain approval from their respective sponsors including MoHERI sponsored for the postponement / re-joining their study.

2.8 University (NU) UG Graduate Attributes

What are NU's graduate attributes? The graduate attributes are aligned with the university's mission and vision. Details are given towards the end of this document.

2.9 Regulation on answering assessment papers

Is there any new regulation? Yes, if you answer more than the required number of questions in any CW or examination papers without indicating

which answers are to be marked, automatically the first questions answered will be marked.

For example, if an exam paper requires five questions to be answered and you have attempted seven and not indicated which answers should be marked, only the first five questions answered will be marked and used to calculate the overall mark for the paper. In cases where the examination paper or coursework has more than one section, the same procedure described above will apply to each section.

2.10 Regulations Governing Re-sit Examinations and Undertake Course Work (UCW)

What are my re-sit opportunities if I fail?

- **NU programs:** you will get **three resit** chances across all four levels of study.
- However, at all levels, if a student does not have any improvement with the first re-sit opportunity, s/he will be required to re-register the course before the next re-sit.

What if I cannot write my re-sit examination? If you fail to attend the re-sit after registration and without cancellation you will lose one chance.

2.11 Academic Integrity

Anyone can make a mistake, right? 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

2.12 Consideration of Mitigating Circumstances

What is a Mitigating Circumstances Form (MCF)? 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 and Records office. Such requests are only accepted in cases of severe illness, or unforeseen circumstances, as bereavement or a traffic accident.

When do I need to submit and to whom? MCF along with relevant supporting material should be submitted within **5 working days** after the last date of the examination to the Registry & Records office. Forms received after the deadlines will be rejected and late submissions will only be accepted in exceptional circumstances through Retrospective Consideration of Mitigating Circumstances.

2.13 Academic Appeals Procedure

- The academic appeal will be accepted within **10 working days** from the date of announcement of the examination results.
- Appeals can be lodged only for procedural, material administrative error, regulatory irregularity, or other material irregularity
- Students should contact the College Academic Assessment Office to lodge appeals.

- You can request to view your examination paper if you are dissatisfied with the results and feel there is some anomaly by paying a charge of RO 15/- in the Finance Office.
- You cannot appeal for coursework components and technical/Final/Capstone project courses.

3. A reminder of General Rules and Regulations:

3.1 General official working hours of the College

The official working hours of the College of Engineering will be from **8.00 AM to 4.00 PM**. For students having part-time mode of study or those having timetabled classes after **4.00 pm** the timing is **extendable to 8.00 PM**.

3.2 Official Communications

All official communication during your studies is carried out through your college email ID @nu.edu.om. This is how the college informs you about important dates and other vital information. You can contact the ITS helpdesk to get your username and password.

For further information, contact its@nu.edu.om or dial Ext 1212.

How often should I check my college email? You should check your email regularly to get updated information. Your college email address is yours for a lifetime, allowing you to keep in touch with the college even after graduation.

What about SMS? College sometimes, on emergency occasions, communicates with students through SMS and WhatsApp, so you **must** keep your contact details updated and inform the Registry and Records of any changes.

3.3 Revised rules for borrowing Library books

What is new about borrowing library books? You can borrow up to **4 books** for a period of **THREE weeks**.

For how long can I borrow books from Library? Library books can be borrowed for **THREE weeks**. Books not returned after the third week of issuing will be charged **50 Baise/day**.

3.4 The administrative fee for additional transcripts

Will I be charged any administrative fee for requesting transcripts from college? Issuance of the original transcript is free of charge, however, any additional request of duplicate transcripts for applying for higher studies or job has a charge.

3.5 Online Student Support System

What if I have a suggestion to make, or I wish to make a complaint?

A complaint can be made by an individual student or by a group of students through the student affair office.

What if I need a letter to give to my employer? You may request an official letter through the College Portal

<https://www.nu.edu.om/member/student/letterrequest.aspx>

A minimum of **one week** is required for preparing and approving the letter. For information on the status of the letter contact Registry & Records office, Ext: 1207 or hanaalhilali@nu.edu.om.

3.6 College Dress Code

- **I can wear what I like, can't I?** You must adhere to the college dress code which applies to all students both on-campus and while representing the college in any official events. For details, read the section on 'Student Dress Code' in the Student Handbook.
- **What about lab/workshop/site visit clothing?** There are work situations where specific clothing is required on the grounds of health and safety. Specific instructions in these contexts are explained in the Student Guide and by your teachers and lab instructors.

3.7 Notes for SPT Students

Undertaking by SPT Students

Anything I should do before registration? If you are a new SPT student, you **must** sign the SPT Charter available from your department SPT coordinator, submit your work schedule and provide a letter from your employer before completing module registration for the semester.

Can I being a FT/PT student change my mode of study to SPT? This is possible by following the steps below:

- Apply through the prescribed application form available from the Registry & Records Department
- Support your application with a letter from your employer, and submit an approved work schedule
- Sign the SPT charter available from SPT coordinators
- Obtain final approval from your Head of the Department

3.8 No Smoking Policy

Are there any new regulations? Yes, there are some new regulations that you should be aware of,

- 3.8.1** Smoking within the NU campuses, including built-up and land areas, is prohibited.
- 3.8.2** The prohibition on smoking inside buildings inherently includes all general circulation areas such as corridors, stairs, lifts, reception, lobby, and toilet areas. University cafeteria, college/school cafeteria, other dining areas, library, meeting rooms, and offices.
- 3.8.3** Smoking is prohibited in university-owned vehicles, vehicles leased to, or on hire to the university, and in any other case while traveling with others on university business.

What are the penalties for not obeying the policy?

- 3.8.4** Failure to conform to the requirements of this policy will constitute a disciplinary offense for students and may result in formal action.
- 3.8.5** Anyone violating the ban is liable to pay up to RO 100/- and repeat violations attract RO 200/- on the second offense, while third-time offenders face up to RO 300/-. This complies with Article (16) of the administrative decision 33/2010 issued by Muscat Municipality in 2010.

Key contacts for Academic procedures:

College Executive	Contacts
Dean Office	Dr. Ahmed Hassan Al Bulushi Dean Ext: 1001 Ms Zainab Mahmood Al Ajmi Executive Secretary Ext: 1005
Assistant Dean for Graduate Studies and Research	Prof. Syed Mohammed Rizwan Assistant Dean for Graduate Studies and Research Ext: 1006 Ms Bashair Saleh AL Zadjali Office of Assistant Dean for Graduate Studies & Research Office Ext: 1007
Assistant Dean for Academic Affairs	Prof. Sudhir C. V Assistant Dean for Academic Affairs Ext: 1002
Electrical and Communication Engineering	Dr. Ali Abdullah Al Mahruqi Head of Department Ext: 1133 Ms Nasra Salim Al Ghafry Secretary at Academic Department Ext: 1020
Mechanical & Industrial Engineering	Dr. Moammer Ali Saud Al Tubi Assistant Professor and Deputy Head of Department Ext: 1041 Ms Siham Abdullah Al Fahdi Administrative Affairs Specialist Ext: 1043
Civil and Environmental Engineering	Dr. Hafez Al Sadeq Assistant Professor and Head of Department Ext: 1155 Ms Salima Harib Al Hajri Secretary at Academic Department Ext: 1069
Applied Mathematics & Science	Dr. Nasser Said Al Salti 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	• Student File and Records • Student Attendance Reports • Academic Transcripts • Student Statistics • Graduation and Awards • Examination Results • Module Registration – continuing students • Change in Program/Mode of study • Re-joining/Discontinuation/Postponement • Letters to students • Custodian of original documents • MoHERI Scholarships • International Internships • Liaising with the software team • Liaising with the affiliates • Liaising with the Internal and External Stakeholders • MCF & Academic Appeals	Head (Admissions and Registration Office) 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. • Facilitating viewing of exam answer scripts to students on request • Facilitating Academic Appeals Process	Head of Academic Assessment Office, Ms Bushra Al Rahbi Ext:1101
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

Department	Functions	Contacts		
Students Affairs Office	- Supporting Student induction - Receiving academic appeals and complaints and follow up - Student counselling - Student Advice - Student Accommodation - Sports & Recreational activities - Alumni Activities - Charity & Social Activities	Senior Student Activities Specialist Mr Muntasar Al Balushi Ext: 1149		
		Academic Procedures	Contact Person	Telephone Ext
		Hostels	Mr. Muntasar Al Balushi	1149
			Ms. Naeema Al Rahbi	1146
		Student Activities	Mr. Muntasar Al Balushi	1149
		Office Assistance	Ms. Maimoona Al Hilali	1147
		Student counselor	Ms. Noura Al Mamari	1150
Finance Office	- All the Financial matters, - Receipts and payments of the College - Student bank loans	Head of Finance Mr Abhilash M G Ext: 1250		
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 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	Quality Control Engineer Ms Namitha Krishnan Ext:1095		
Students Training & Career Guidance Centre	- The office is committed to supporting the students and alumni in finding suitable internship and placement opportunities that will enhance their technical skills and practice related to their specialization of studies. Consultancy service to establish training lines and challenges within an organization. - Providing opportunities in industries and sectors for students undergoing compulsory training. - Preparing third-year students for the one-year extended Eidaad training program in industrial sectors, approved by PDO Company and the Ministry of Higher Education. - Prepare and provide graduates with job opportunities and conduct internal and external interviews in cooperation with campus academic departments. - Organizing and conducts periodic job & training fairs for undergraduates and graduates in the campus. - Pre-employment guidance - Organize Guest lectures and site visits with different industries and sectors.	Head, Student Training & Career Guidance Center Ms Etab Al Hinai Ext: 1015		

Department	Functions	Contacts
	- Periodic graduate data update. - Issuing online electronic training letters.	
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 HSE&RM Office; M007E Ext:1119 Chief Fire warden Mr Ramakrishna Kumar Ext:1017 Nurse Ms Hanan First Aid Centre; R 005 Ext: 1211

Key contacts @ Registry and Records Office

Activity	Staff Responsible for each department	Contact	E-mail
1. Postponement/Discontinuation	Ms. Fatma Al Rawahi	1208	fatmaalrawahi@nu.edu.om
2. Rejoining	Ms. Fatma Al Rawahi	1208	fatmaalrawahi@nu.edu.om
3. Change in Mode of Study	Ms. Hana Al Hilali	1207	hanaalhilali@nu.edu.om
4. Change of Program	Mr. Munthir Al Balushi	1205	munthiralbalushi@nu.edu.om
5. Module Cancellation			
6. Undertaking for Later Registration	Ms. Fatma Al Rawahi	1208	fatmaalrawahi@nu.edu.om
7. Queries related to Module Registration	Ms. Fatma Al Rawahi	1208	fatmaalrawahi@nu.edu.om
	Mr. Munthir Al Balushi	1205	munthiralbalushi@nu.edu.om
8. Queries related to Graduation Notification	Mr. Moosa Al Mazroui	1206	moosaalmazroui@nu.edu.om
9. Re-sit Registration	Ms. Hana Al Hilali	1207	hanaalhilali@nu.edu.om
	Ms. Fatma Al Rawahi	1208	fatmaalrawahi@nu.edu.om
10. Queries related to MOHERI sponsorship	Mr. Munthir Al Balushi	1205	munthiralbalushi@nu.edu.om
	Mr. Moosa Al Mazroui	1206	moosaalmazroui@nu.edu.om
Finance (fees clarification)	Ms Salwa Al Alawi	1254	salwaalalawi@nu.edu.om

Graduate Attributes

Graduate attributes are defined as “Generic skills, qualities and understandings that are developed by higher education students throughout their time at university” (Bowden et al., 2000; Bowman, 2010; Precision Consultancy, 2007). TEQSA (2012) defined graduate attributes as “Transferable, non-discipline specific learning outcomes that a university graduate is expected to achieve through their university learning that can be applied in study, work and life”. The graduate attributes are aligned with the university vision and mission to address the national and international expectations from graduates. The NU graduate attributes are (i) Knowledgeable and Competent (ii) Solution Seekers (iii) Lifelong Learners (iv) Confident and Adaptive (v) Ethical Practice (vi) Entrepreneurs and Responsive Citizens.

