



**الجامعة الوطنية**  
**National University**

Science & Technology للعلوم والتكنولوجيا

# School of Foundation Studies



**Student Handbook**  
**2023 - 2024**

**General  
Foundation  
Program**

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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 2023-24 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.

<b>Vision:</b> To be an internationally recognized University renowned for its excellence in education and research, driven by social values	<b>Values:</b> Personal: <ul style="list-style-type: none"> <li>❖ Individual Identity</li> <li>❖ Dignity</li> <li>❖ Integrity</li> </ul> <b>Institutional:</b> <ul style="list-style-type: none"> <li>❖ Translation of Knowledge into Entrepreneurial Endeavour</li> <li>❖ Commitment to Honesty and Ethics</li> <li>❖ Gender Equality</li> </ul> <b>Social:</b> <ul style="list-style-type: none"> <li>❖ Community Wellbeing</li> <li>❖ Sustainable Development</li> <li>❖ Social Responsibility</li> </ul>
<b>Mission:</b> Transform students into global citizens with a quest for knowledge and its application, for the betterment of society	
<b>Goals:</b> To be a university of international repute, highly preferred by students, faculty and employers	

### 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 5 computer labs with 173 computers. Other IT facilities on campus include free Wi-Fi access for students and staff and smart boards in several classrooms.

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 the first floor. 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 School of Foundation Studies houses 6939 books, a vast digital collection, and an assortment of magazines and journals. The library also includes Learning Resource Center, Discussion Rooms, and Reading Rooms, etc.

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 3 books from the library for 3 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.

#### iv. Cafeteria

We look forward to welcoming you to our cafeterias. The campus has 2 cafeterias which are open from 8:00 to 4:30 from Sunday through Thursday. The cafeterias are located on the ground floor and in the basement. 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 inside the campus. The parking area has a capacity of 60 student car parking spaces.

#### vi. Housing

NU provides hostel facilities for the students at 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	✓			✓
College of Engineering		✓		✓
College of Medicine and Health Sciences	✓			✓
College of Pharmacy	✓			
International Maritime College			✓	

#### vii. Prayer Room

NU has dedicated prayer rooms in all campuses. The prayer room at SoFS is located on the first floor for ladies, and on the 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 in the basement and on the first floor of the SoFS.

#### 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 the Student Affairs Department.

## 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 at SoFS, you may contact the SoFS Administration Manager 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. Your classes and exams are scheduled between 8:00 am and 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

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

Withdraw Period	Effect on Transcript	Fee Refund*
Semester Week 1 & 2	no effect	100%
Semester Week 3 & 4	withdrawal (W) indicated on the transcript	50%
Until midterm/mid-point of the semester	withdrawal (W) indicated on the transcript	0%

\* **Refund:** Fees will be retained and applied to the repeat of the same course upon rejoining - no refund will be made if the withdrawn course is not repeated.

It is not possible to withdraw from any course after this period, 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. 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.

## vi. 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

## vii. 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 SoFS. 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.

### viii. 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

### ix. 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.

### x. Student Assistance Program

While you are at SoFS, you are invited to seek help for individual difficulties in learning through tutorials with your teachers or through the Student Assistance Program [SAP] where your peers facilitate learning. Details of SAP may be obtained from your Class Advisor. In addition, faculty members conduct tutorials during publicized office hours on the basis of student needs.

### 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:

- Earth Day
- Science Fair
- Omani Women's Day
- National Day
- Fun Day
- Religious Lectures



- Health Awareness Programs

#### Clubs

- Debate Club
- Math Club
- IT Club
- Photography Club

### 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 Student Affairs Department 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 contact the Student Affairs Department

### 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).

Foundation Assessment Scheme					
Course	Semester	Coursework Components	Component Weightage	Combined Weightage	Final Exam Weightage
ELSS	F1, F2 & F3	Midterm	20%	50%	50%
		Coursework	30%		
Math	F1, F2	Midterm	20%	50%	50%
		Coursework	30%		
Computing Skills	F1, F2	Midterm	20%	50%	50%
		Coursework	30%		

## vi. Progression

### Progression from F1 to F2.

- If you pass all courses of F1, you progress automatically to F2.
- You cannot register for any F2 courses while registering for F1 courses.
- You are only able to gain admission to F2 by passing F1 or by testing directly into F2 as per the NU admissions criteria.

### Progression from F2 to Level 1 Engineering / ITMB

- If you pass all courses of F2, you progress automatically to Level 1 in Engineering/ITMB.
- You cannot register for any Engineering/ITMB courses while registering for F2 courses.
- You are only able to gain admission to Engineering/ITMB by passing F2 or through direct entry into engineering as per the NU admissions criteria.

### Progression from F2 to F3

- If you pass all courses of F2, you progress automatically to F3.
- You cannot register for F3 course while registering for F2 courses.
- You are only able to gain admission to Medicine / Pharmacy/Medical Laboratory Sciences [MLS] programs by passing F3 or through direct entry into Medicine/ Pharmacy/ MLS programs as per the NU admissions criteria.

### Progression from F3 to level 1 Medicine/Pharmacy/MLS

- If you pass F3, you progress automatically to Level 1 in Medicine/ Pharmacy/ MLS.
- You cannot register for any Medicine/ Pharmacy/ MLS courses while registering for F3 course.
- You are only able to gain admission to Medicine/ Pharmacy/ MLS courses by passing F3 or through direct entry into Medicine/ Pharmacy/ MLS courses as per the NU admissions criteria.

## vii. Resit Examinations & Undertaking Coursework

- You may be granted the opportunity to re-sit a failed final examination or to undertake failed coursework (see the table below) as per the academic judgment of Examination & Assessment Committee (EAC). This decision is based on a consideration of your ability to succeed in a re-sit or in undertaking coursework.
- EAC has the right to require you to re-sit a final examination and undertake coursework if you gained less than 50% in both coursework and final examination.

- The chance to re-sit or undertake coursework is offered after the EAC at the end of each semester, and must be taken at the first available opportunity and must be completed before the close of admission for the succeeding semester. Failure to re-sit or undertake coursework within the specified time leads to an automatic re-registration in the course.

Opportunities to Resit Final Examination and Undertake Coursework			
Coursework	Final Examination	Weighted Aggregate	Outcome
≥50%	≥50%	≥50%	Pass the Course
≥50%	<50%	≤50%	Fail and Resit Final Examination
<50%	≥50%	≤50%	Fail and Undertake Coursework
<50%	<50%	<50%	Fail and Undertake Coursework and Resit Final Exam

### viii. Transcripts

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 Directorate of Admission & Registration (DAR) and fill out the appropriate form. Transcripts cannot be requested by telephone or email. Usually, you will receive your transcript within three working days.

### ix. 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).

### x. 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.

### xiii. 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

### i. 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

## ii. 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.

## iii. 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/LMS. 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.

## iv. 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

## v. 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](#)

## vi. 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'.

## vii. 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 General Foundation Program is OMR 120/140 per credit hour for residents and Omani students, and OMR 140/160 per credit hour for international students..

### 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 50/-
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

Designation	Name	Email id	Telephone number
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## Appendices