



الجامعة الوطنية
National University
Science & Technology العلوم والتكنولوجيا

College of Medicine & Health Sciences



Student Handbook 2025-2026

www.nu.edu.om

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1. Introduction

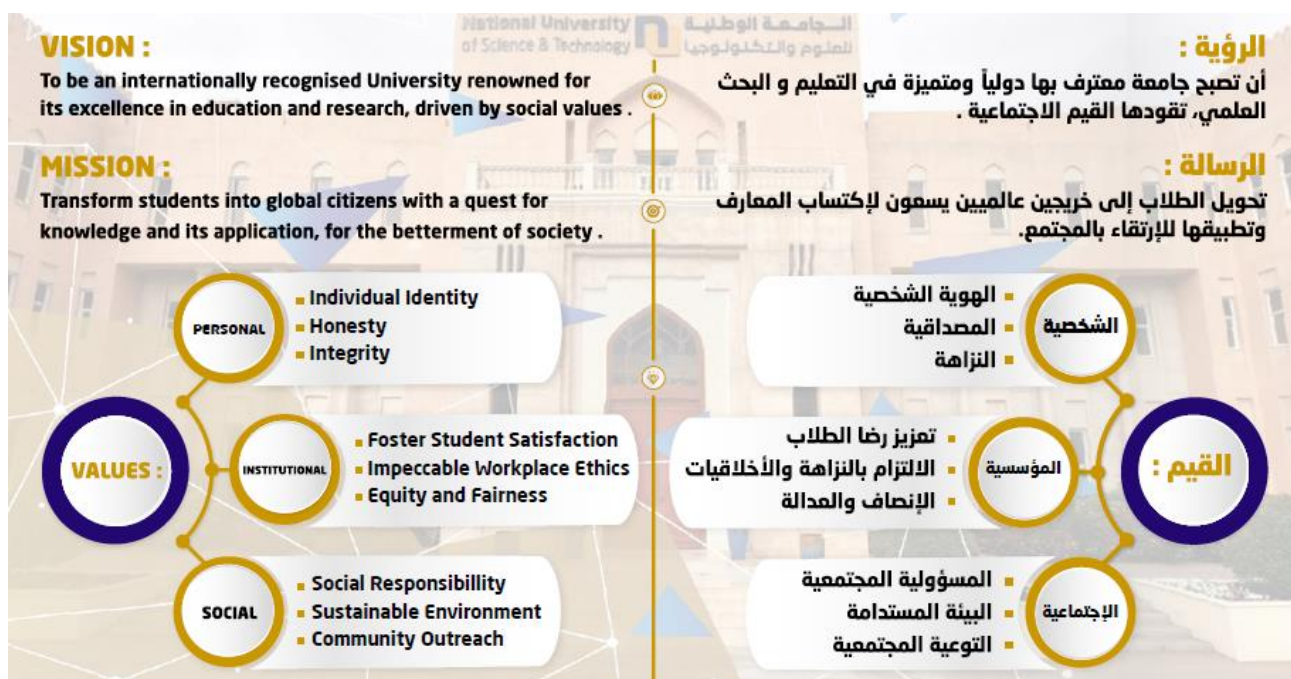
This is your University Student Handbook. It gives you general information about the university, academic regulations, code of conduct, relevant contact details, and the links where you can find out more information. It contains essential information and it is your responsibility to read it. This handbook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



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 specifications and high-speed WiFi. Our facilities on campus include one computer lab with 64 computers. Other IT facilities on campus include 200 computers.

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 ground floor of the college's main building. 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 College of Medicine and Health Sciences houses more than 6000 books, a vast digital collection, and an assortment of magazines and journals. The library also includes many other services including Learning Resource Center, Discussion Rooms, Photocopying and printing services, Study area and Interlibrary loan Service. etc.

The library is generally open from 8.00 a.m. to 9.00 p.m. from Sunday through Thursday. You may borrow a maximum of 4 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 one cafeteria, and a Coffee Shop which is open from 7 am to 10 pm daily. The cafeteria and the Coffee Shop are located at the LIBRARY BLOCK. Our cafes offer delicious lunch options, breakfast items, sweet treats and beverages. All meal purchases are made in cash/POS machine. 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. The parking area has a capacity of more than 110 student car parking spaces.

Campus parking permit cards can be obtained from administration office subject to the availability of parking spaces. Please be mindful that bricked walkways and other bricked areas around the campus are no-parking zones (the fine for parking in a no-parking zone is 5 OMR).

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 office at your college if you wish to avail yourself of this service. The hostels meet modern necessities for the students' 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	✓	✓	X	X
College of Pharmacy	✓		X	X
International Maritime College			✓	

vii. Prayer Room

NU has dedicated prayer rooms in all campuses. The prayer room at College of Pharmacy is located on the ground floor for ladies, and 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 and after classes. You can use this space for study and recreation. You can find the lounges, at CoMHS at the library block.

ix Student Hub

The student's hub is a dedicated, two floor building to house student activities. Spaces have been provided for group discussions, student club activities and recreational games. Located near the sports turf, it has dressing rooms. A cafeteria is also located here.

x. 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 Administration office to report a lost/stolen/damaged card and request a replacement. Student Card replacement fees is 5 OMR. (New cards are free of charge).

xi. 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 will provide you with transport from the college to training sites.

If you wish to avail this service, please contact head of security and transport through administration office/house mother.

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 CoMHS, you may contact college administration office 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). **Except for MD1, the other MD levels academic years operate through the full academic year beginning from September and ending in 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 4:00 pm; however, some of your classes when deemed necessary, might be scheduled after 4:00 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 because of emergencies as announced by the government of Oman classes may be suspended. 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*
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* 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 & 2	no effect	100% fees will be retained and applied to the repeat of the same course upon joining*
Semester Week 3 & 4	withdrawal (W) indicated on the transcript	50% fees will be retained and applied to the repeat of the same course upon joining*
Until 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. Attendance

Attendance is taken very seriously at NU and in general absence from classes without a genuine reason is not tolerated. In order to ensure students complete the necessary number of classes to achieve the learning outcomes of the program, a minimum requirement on your attendance has been decided. To learn more about these attendance requirements, please read the notes below:

- You must maintain a minimum of 80% attendance in each of the courses in which you have registered.
- If you fall short of 80% attendance, you will not be allowed to attend the final examination and you will receive a grade of F in the respected course/s. You will have to re-register the course/s in question.
- Students missing classes due to emergency situations are requested to provide evidence proving the reasons of their absence.
- You will receive a written warning from the Assistant Dean's office if your absence reaches 10% at any given time of the course.
- A Special Factors Form must be submitted in advance of your absence or within five working days of rejoining after your absence.
- 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.

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 Registration Department of the College of Medicine and Health Sciences. You or your parents may review your file with the Admission & Registration Office but cannot remove any of the contents under any circumstances.

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
Late returning of a borrowed book from the library	50 Baiza per day per book from the due date till the date of returning the books

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 according to the NU Academic Advising Policy and is overlooked by the College Advising Committee. If your academic advisor is unavailable College Registration will replace your advisor with another available faculty member. The College Registration 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 Assistant Dean 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. Academic Advising Student with academic difficulties,

The college provides each student with an assigned faculty member as an Academic Advisor. The primary goal of academic advising is to assist students in planning meaningful academic activities and provide suitable support to obtain the desired degree. It is the responsibility of the student to regularly meet their assigned advisor. Nonetheless, students are ultimately responsible for the successful completion of curricular requirements and should frequently check to ensure that they are making satisfactory progress towards fulfilling their degree requirements.

Xi. Counselling

If you have any personal issues affecting your studies and student life, a certified student counselor is available to help you. You can 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 Industry and Community Engagement Committee. You can choose to join any of the following groups/clubs such as:

- Art Club
- Music Club
- Cultural & Literature Club
- Dhemed Team
- TEDxNUSciTech Team
- Male Sport Club
- Female Sport Club
- Entrepreneurship Team
- Poetry Club
- Science Forum

You can also choose to participate in activities organized by the college and students such as:

- Fresher's Welcoming Party for MD1 Students
- National Day Celebration
- Emergency week & Burn management
- Sport Week
- Winter Symposium
- College Research Day
- College Annual Open Day
- Farewell party for MD6 Students
- Mothers' Day Celebration
- TEDx NUSciTech event

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 online/shared by an email in advance of the exam.

iii. Entering for Examinations

You must bring your ID card to all exams. No personal belongings are allowed in the examination room.

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 your course coordinator and Assistant Dean/Head of MLS and submit your request. Such requests are only accepted in cases of severe illness, or unforeseen circumstances, as bereavement or a traffic accident.

v. Passing a course

Doctor of Medicine (MD)

A total of 258 credit hours of study are distributed across the program.

In order to pass a course, you must attain a minimum weighted aggregate of 70 % in the course of MD and 50% in NU core courses.

To graduate, in MD 6 exams, students must achieve both (1) an overall passing grade of 'C' for the Final MD Examinations and (2) a passing grade of 'C' for the clinical components of each MD6 course. Students who fail either of the above will receive an overall grade of the failed component.

A) Grading system for MD courses

Numerical Grade%	Corresponding Letter Grade	Corresponding Grade Point
Passing Grades		
90 – 100	A	4.0
87 – 89	A-	3.7
83 – 86	B+	3.3
80 – 82	B	3.0
77 – 79	B-	2.7
73 – 76	C+	2.3
70 – 72	C	2.0
Failing Grades		
67 – 69	C-	1.7
63 – 66	D+	1.3
60 – 62	D	1.0
0 – 59	F	0.0

B) Grading system of NU core courses

Numerical Grade%	Corresponding Letter Grade	Corresponding Grade Point
Passing Grades		
90 – 100	A	4.0
85 – 89	A-	3.7
80 – 84	B+	3.3
75 – 79	B	3.0
70 – 74	B-	2.7
65 – 69	C+	2.3
57 – 64	C	2.0
50 – 56	C-	1.7
Failing Grades		
< 50	F	0.0

Bachelor of Science in Medical Laboratory Science (BS MLS)

A total of 134 credit hours of study are distributed across four academic levels of the Bachelor of Science in Medical Laboratory Science (BS MLS) program. Students need to maintain satisfactory performance levels to advance from one academic level to the next. Students must pass all courses they have registered for, to advance and ultimately graduate on time.

The passing grade in all college courses for BS MLS program is 60% (letter grade 'C'). Any grade less than 60% is fail. However, for the University Common Courses, the pass mark is 50% and the scaling shall be followed as per the NU Academic Regulations. The grading scales of Institutional courses and University Common courses of BS MLS program are given below:

C) Grading Scale of BS MLS Program Courses

Numerical Grade%	Corresponding Letter Grade	Corresponding Grade Point
Passing Grades		
90-100	A	4
85-89	A ⁻	3.7
80-84	B ⁺	3.3
75-79	B	3
70-74	B ⁻	2.7
65-69	C ⁺	2.3
60-64	C	2
Failing Grades		

57-59	C ⁻	1.7
53-56	D ⁺	1.3
50-52	D	1.0

vi. Progression, Resits and Remedials

- Advancement from MD1 to MD2 of the MD Program: Medical students who pass all courses in MD1 are advanced to MD2.
- To advance from MD2 to MD3 students must have a cumulative GPA ≥ 2.30 at the end of MD2 and pass all courses of MD2.
- To progress from MD3 to MD4 students must have passed all courses in MD3.
- To progress from MD4 to MD5 students must have passed all courses in MD4.
- To progress from MD5 to MD6 students must pass all clinical courses offered during MD5.
- To graduate, students must achieve a minimum passing grade of 'C' in the aggregate of each MD6 course and also a passing grade of 'C' in the clinical component of each MD6 course.
- The options for students failing in one or more courses at various academic levels are **shown in Table 1**.
- All re-sit and remedial examinations will be held at the end of the academic year for full-year semesters and, for MD1, after the second semester.

Table 1: Summary of procedure in case of one or more failed courses						
Procedure for students failing courses in MD1 to MD4						
Failing Situation	Re-sit Exam option	Result of Re-sit Exam	Remedial Course option	Result of Remedial Course	Final Outcome for Regular student	Final Outcome for Repeater student
One course	No	NA	Yes	Fail	RNY	Discontinue
				Pass	Advance	Advance
Two courses (At least one course with letter grade D+ or C-)	Re-sit exam for the course with D+ or C-	Fail	No	NA	RNY	Discontinue
		Pass	Remedial in second course	Fail	RNY	Discontinue
				Pass	Advance	Advance
Two courses (Both courses with letter grade either D or F)	No	NA	No	NA	RNY	Discontinue
Three courses	No	NA	No	NA	RNY	Discontinue
Procedure on Failure in MD5 courses						
Failing Situation				Consequence		
One or two major courses				Re-sit failed courses		
Two major, and three minor, courses				RNY		
Three or more major courses				RNY		
Failing re-sit of any course				RNY		
Failing a course in the second attempt (which includes it's re-sit exam)				Discontinue from the MD program		
Procedure on Failure in MD6 courses						
Failing Situation				Consequence		
One or two courses				Repeat failed rotations and appear for supplementary exam		
Three or more courses				Repeat failed rotations and write Final MD exam at end of next academic year		
Failing a course in the second attempt				Discontinue from the MD program		

RNY- Repeat next year**Academic Progression in BS MLS Program:**

From one academic semester to the next till Bachelor of MLS level 4 (BMLS4) Fall:

A student can progress to higher level of study if they have successfully completed the prerequisite courses of lower levels. Therefore, a student who failed a course or more will be permitted to advance to the next academic level, but is required to repeat all failed courses of that level during the next academic year.

To enter BMLS4 Spring for clinical practice courses:

Student **MUST** have successfully completed all courses stated in the study plan and have a cumulative GPA equal to 2.0 or greater to pursue clinical practice courses in BMLS4 spring semester.

A student can repeat a full course only for a maximum of two chances. If the availed chances are not successful, the student will have to discontinue from the program. Students are not allowed to take any full course for the third time.

Students who fail a course must achieve a passing grade in the course in the next available chance. The opportunity to achieve a passing grade may either be in the form of a non-tutored re-sit exam offered within first week of the semester or a tutored remedial course within three weeks of summer semester or a repeat of the full course in the next academic session. The eligibility for each of these opportunities is explained in subsequent paragraphs.

vii. Resit Examinations

MD program – see table 1 above

BS MLS program

MLS students who receive an overall course grade of C-, D+ or D (50-59%) are allowed to take only one re-sit examination in each semester to improve the score of summative assessment (final exams). There are no resit examinations for Students who receive an overall course grade below F (50%).

viii. Remedial Courses

MD program – see table 1 above

BS MLS program

MLS students who receive an overall course grade of C-, D+, D or F (<60%) are also allowed to take one remedial course per academic year. There are no resit examination for the remedial courses.

ix. Dean's List and Student Awards

Dean's List: Each year, the Dean reviews the academic performance of students and places the best students in each class on the Dean's List (based on student grades during the previous academic year). The Dean's List is limited to students achieving a yearly GPA of not less than 3.5 and up to a maximum of 10% of each class provided that there is no grade less than B+ (3.30) in that year, all courses in the year are passed in the first attempt. They will be given a Certificate of Honor. The Best Achiever (First in the Class) from the Dean's List will be awarded a certificate of Honor and a memento during the White Coat Ceremony.

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 during the Graduation Ceremony.

x. 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

xi. 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.

xii. 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. Please see the Procedure for Student Complaints and Grievances on the NU portal.

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. Code of Professionalism

Students should have the following behaviors at all times:

- **Honesty and Integrity:** Honesty in action and in words, with oneself and others.
- **Accountability:** Punctuality in reporting to class and being well prepared for classes.
- **Responsibility:** Prompt, prepared, and organized. Serious and diligent in completing assigned goals and tasks.
- **Respectful and Nonjudgmental Behavior:** Courteous and civil to all people. Tolerant of diversities in culture, nationality, gender, sexual orientation, religion, political views, age, ethnicity, and race.
- **Compassion and Empathy:** Respectful to others and also aware of their feelings.
- **Maturity:** Ability to manage relationships and interpersonal conflicts appropriately. Capability to maintain appropriate personal and professional boundaries.
- **Skillful Communication:** Use of verbal, non-verbal, and written communication skills that are effective and appropriate to the prevailing cultural setting. Ability to seek feedback to confirm that communicated information has been understood.
- **Self-directed learning and appraisal skills:** Demonstrate commitment and ability to be a lifelong learner. Honesty in evaluating own behavior, performance, skills, and knowledge. Advantageously use all opportunities for self-improvement
- **Confidentiality:** Successfully preserve appropriate confidentiality of information related to patients, peers and faculty.

ii. Oath of Integrity

Before beginning clinical training and engaging directly with patients, our students at CoMHS take an Oath of Integrity to reaffirm their commitment to the ethical principles that underpin the medical profession. This solemn pledge emphasizes respect for patient confidentiality, dedication to compassionate care, and adherence to honesty and accountability in all clinical interactions.

By taking this oath, students commit to approaching each patient with empathy, maintaining professionalism, and upholding the trust patients place in them. It serves as a foundation for their responsibilities in clinical settings, ensuring that every decision and action reflects the core values of medicine.

iii. 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

Additional Requirements for Laboratory Activities: The students must wear a laboratory coat during all laboratory activities, including laboratory examinations. The students are prohibited from wearing sandals, open-toed shoes, canvas shoes, large buttons, or large pins in the laboratories.

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iv. 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 kept at the designated areas before the exam starts.

v. 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 - 4:00 am) while sending any emails or messages.

vi. 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.
- Unauthorized photography or audio recording

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

vii. 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](#)

viii. Smoking

Smoking or vaping (E cigarettes) 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' at the NU portal.

ix. 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 Doctor of Medicine (MD) is OMR 200 per credit hour for residents and Omani students, and OMR 220 per credit hour for international students. The registered candidates are expected to complete 258 credit hours up to their graduation.

The tuition fee for BS Medical Laboratory Sciences is OMR 120 per credit hour for residents and Omani students, and OMR 140 per credit hour for international students. The registered candidates are expected to complete 134 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 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

Name	Office Number	Office Phone Number	Email
Dean			
Prof. Mohammad Al Shafae	182	26852002	alshafae@nu.edu.om
Assistant Deans Clinical Affairs			
Prof. John Muthusami	119	26852003	johnmuthusami@nu.edu.om
Pre-Clinical Affairs			
Dr. Nasser Al Nazwani	117	26852044	nassernazwani@nu.edu.om
Head, BS MLS			
Dr Mujtaba Ali Al Lawati	268	26852015	mujtabaallawati@nu.edu.om
College Administration			
Mrs. Badriya Al Balushi	189	26852111	badriyaalbalushi@nu.edu.om
Student Affairs			
Mrs. Maryam Al-Zadjali	312	26852104	maryamalzadjali@nu.edu.om
Registry and Records			
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Mr. Abdullah Al Aqour	129	26852100	alaqour@nu.edu.om
Finance			
Mr. Shiyab K.	190	26852101	shiyabk@nu.edu.om