Postgraduate

Student Handbook

2025-2026

جامعة صحار
Sohar University

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Message from the Vice Chancellor

Dr Hamdan bin Sulaiman Al Fazari

Vice Chancellor

Dear Postgraduate Students,

We are delighted to welcome you to Sohar University (SU). I am certain that you will benefit from your time here at SU as this is a place where you will continue to grow your experience and develop your leadership skills. I hope you have a great learning experience with us.

Sohar University has a huge and modern Learning Resources Centre which plays a vital role in learning and academic student support services.

With the importance of technology and resources in the learning process, the University is required to meet our students' educational needs. Other services can be requested by visiting the Student Portal on the SU website or by visiting the departments concerned on campus.

Please keep this handbook as a future reference as it is designed to guide you throughout your course of study.

My best wishes for a productive and enjoyable year!

Message from PG Dean

Dr. Dawood Al-Hamdani

Postgraduate Dean

Dear PG students,

It is with great pleasure that I welcome you all to this prestigious institution, Sohar University. You have chosen to pursue your postgraduate studies, and we are proud to have you as part of our Sohar University community. You will be joining a vibrant and dynamic group of scholars, who come from all corners of the world, and who share a passion for knowledge and innovation.
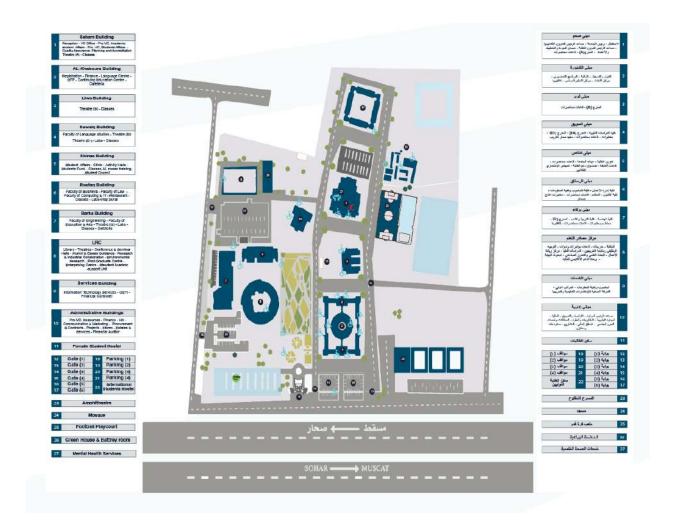
As postgraduate students, you will have the opportunity to engage with leading academics, work on cutting-edge research projects, and collaborate with peers from diverse backgrounds. You will also sharpen your skills in communication, project management, and teamwork, which are vital in today's competitive job market.

We are committed to supporting your academic and personal growth during your time here. Our team of academic advisors, administrators, and support staff are here to assist you in every step of your journey, from orientation to graduation.

I want to wish you all the best in your studies, and I hope that your time here will be fulfilling, challenging, and rewarding. Thank you for choosing to join Sohar University, and I look forward to seeing all that you will achieve in the years ahead.

Sincerely,

University Map

مسقط ← صحار

SOHAR → MUSCAT

Introduction

This handbook includes advice and guidance for postgraduate students. In the following pages, you will find a range of information related to Faculties; campus facilities, academic support, student support, progression and assessment, general University rules and regulations, in addition to some key student forms you may require during your tenure at SU.

At SU, the following is the list of all postgraduate programmes offered across six Faculties:

- PhD in Education
- PhD in Engineering
- PhD in Computer Science
- Doctorate of Business Administration (DBA)
- PhD in Law
- Master in Business Administration (MBA)
- M.Sc. in Computer Science (Data Science)
- M.Sc. in Computer Science (Computer Security)
- Master of Information and Technology (by Research)
- Master of Education in Foundation and Education Administration
- Master of Curriculum and Teaching Methods
- Master in Education Studies (by research)
- Master of Engineering in Environmental Engineering (MEng)
- Master in Teaching English to Speakers of Other Languages (MA TESOL)
- Master of Arts in Translation and Interpreting
- Master in Public Law

Postgraduate Centre

The aim of the Postgraduate Centre, located in the Learning Resource Centre, is to enhance and sustain a culture of academic and research excellence by providing support to the acquisition of knowledge, skills, and abilities necessary for personal fulfilment and successful careers. It provides the postgraduate students with a wide range of support that is needed to develop their dissertations/projects such as developing research skills, data analysis, communication and leadership skills. The Postgraduate Centre works to support postgraduate students in getting funding for their postgraduate outputs and in getting national and international internships. The following are some of the Postgraduate Centre responsibilities:

- Supervise all matters relevant to the admission, registration, and graduation of postgraduates at Sohar University.
- Provide support for postgraduate students in proposal and dissertation/project writing and other research skills.
- Develop and maintain clear standards to enable Sohar University postgraduates to participate in the delivery of SU undergraduate programmes and/or projects.
- Manage dissertation/project proposal submission, examination and defence.
- Work to provide outstanding learning opportunities by improving the quality of the teaching, learning and research environments.

Part 1

SU Mission, Vision and Values

جامعة صحــار
Sohar University

1.1 SU Mission, Vision and Values

Sohar University (SU) was established by Ministerial Decree on 11 September 2001 as the first private University in the Sultanate of Oman. It was granted degree awarding powers, with the authority to provide programmes and courses whose successful completion leads to the academic awards of the University. This authority is, of course, subject to the rulings of the Ministry of Higher Education, Research and Innovation (MoHERI) and Oman Authority for Academic Accreditation and Quality Assurance of Education (OAAAQA).

1.1.1 OUR VISION

A distinguished Omani University, harmonizing national aspirations and global prominence through excellence and innovation

1.1.2 OUR MISSION

Engaging minds, prospering lives and serving the community through outstanding education, research opportunities and partnerships

1.1.3 OUR VALUES

1.1.3.1. Ethics
Foster the highest academic and professional standards in the spirit of open and critical thought, enquiry, fairness and integrity.

1.1.3.2. Inclusivity
Work together with stakeholders for shared success in an inclusive environment that promotes and encourages a culture of respect for people and ideas

1.1.3.3. Commitment
Optimize stakeholder contributions to drive excellence and enhance academic, professional and personal growth and lifelong learning.

1.1.3.4. Innovation
Support intellectual freedom and creativity, encouraging stakeholders to explore and innovate to become independent thinkers and successful entrepreneurs

1.1.3.5. Sustainability
Integrate and balance the economic, social and environmental spheres to meet current and future needs

Part 2

Academic Calendar

جامعة صحــار
Sohar University

2.1 Academic Calendar

Academic Calendar2025/2026			
Semester 1		Semester 2	
Classes begin	14 Sep 2025	Classes begin	11 Jan 2026
Induction Day1	20 Sep 2025	Induction Day	17 Jan 2026
Registration Closes Add/Drop Period Ends	25 Sep 2025	Registration Closes Add/Drop Period Ends	22 Jan 2026
Classes End	18 Dec 2025	Classes End	16 Apr 2026
Final Exam Period Begins	21 Dec 2025	Final Exam Period Begins	19 Apr 2026

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1 Induction Day: Each semester there is an induction day for newly joined students. On that day, postgraduate students will have a chance to meet the registration, ITS, the Faculty Dean and PG Dean, and have a tour of LRC, PG hall and open PG area.

Part 3

Postgraduate Programmes

جامــــعة صحـــار
Sohar University

3.1 PG Programmes in Business

3.1.1 Doctorate of Business Administration

The Doctorate of Business Administration (DBA) programme provides an academic platform for students – who are experienced Business Executives – in developing advanced knowledge for leading and managing business in complex and dynamic environment. This programme provides opportunity for students to gain in-depth research-generated knowledge in the subject area using which they will be able to substantially enhance their leadership and management capabilities. Students will be able to use the University resources to learn and apply the advanced research methodologies to address real and complex problems innovatively in business organization and its broader community.

The programme aims to provide an advanced level academic platform for Business Executives to foster their state-of-the-art skills in research and knowledge development so as to enhance their professional capabilities in leading and managing organizations with a clear focus in serving the business community for its sustainable contribution considering the local, regional and even global aspirations.

The qualification of DBA supports the professionals both in the public and private sector organizations in advancing their career substantially with the added capacity. It is for learning the advanced academic approach in addressing the issues in real business, and it leads to progressive lifelong learning skills that will help achieve higher career goals. The qualification of DBA is equally valuable for the individuals aspiring to work in academic institutions – it is a well-recognized qualification for starting or advancing the career in academics.

For more details, please visit the following link: https://www.su.edu.om/doctorate-of-business-administration/

3.1.2 Master in Business Administration

The Faculty of Business offers its flagship Master of Business Administration (MBA) to business executives in Oman. Since its inception in 2011, the MBA programme has delivered quality business education to executives for managing their place of work utilising contemporary techniques, innovations, skills, and creativity.

The MBA is a leading programme with regard to academic content and learning methodologies, which aim to provide educational opportunities at the highest international standards to provide the Arab and global markets with top tier business leaders in a diverse range of fields. The Faculty's MBA

programme implements unique contemporary academic and professional courses developed upon current market needs and benchmarked with the top MBA programmes globally. All MBA courses have been designed to reinforce the advancement of knowledge with practical real-world applications facilitating graduates' progression and career development.

Global market research shows that the majority of organizations (Inside and outside Oman) require applicants that can fill business administration job vacancies, such as Branding Managers, Human Resource Directors, Economic Development Directors etc. Looking for non-traditional "practical" MBA graduates who are internationally aware and have the ability to participate and compete across different cultures around the globe. When organizations compare between MBA and non-MBA holders, it is apparent that MBA holders possess the required qualities and maturity, they are autonomous workers, self-sufficient and able to work on assignments independently.
Sohar University MBA alumni occupy senior positions in their professions and provide invaluable services to their companies and communities. They are recruited by distinguished national and international organizations in a variety of business sectors due to the high quality and standards of the Sohar University MBA.

For more details, please visit following link: https://www.su.edu.om/master-program/

3.2 PG Programmes in Computing and Information Technology

3.2.1. PhD in Computers and Information Technology

To keep pace with the development in the field of computers and information technology and to achieve Oman Vision 2040, the need to establish a PhD programme came to meet the increasing demand for computer experts. The Doctorate of Philosophy programme in Computer Science combines comprehensive academic and theoretical knowledge in designing, developing, and managing large computer systems with practical industry experience. The programme provides resources and opportunities for students to conduct research in areas related to computer science to find solid solutions to problems in academic and practical fields. This will help in the economic expansion of the country and the region and graduates' academic and professional advancement.

For more details, please visit following link: https://www.su.edu.om/ar/phd-of-computer-science-ar/

3.2.2. Master of Computer Science

The Master of Computer Science programme combines comprehensive academic and theoretical knowledge in the development, technology, and management of large computer science systems. It also focuses on practical knowledge from industries that are using these new technologies shedding light on business development and entrepreneurship, i.e. applied and practical knowledge, focus on innovation, feasibility analysis, cost evaluation, and entrepreneurial skills, as well as analytical and reflective thinking. Graduates of the programme will be able to take over responsible technical and management positions in industries employing large computer systems.

The degree offered/awarded in this programme is:
- M.Sc. in Computer Science (Data Science), or
- M.Sc. in Computer Science (Computer Security)

For more details, please visit the following link: https://www.su.edu.om/master-of-computer-science/

3.2.3. Master of Information Technology (by Research)

The programme provides a distinguished educational experience that keeps pace with the latest developments in information technology, supporting Oman Vision 2040 and addressing the growing demand for specialized IT talent. It is project-based and emphasizes applied learning, offering a career-focused Master's degree that enhances graduates' job prospects. The programme equips graduates with the latest technical knowledge and practical skills, qualifying them for success and excellence in information technology and related fields.

For more details, please visit the following link: https://www.su.edu.om/ar/Faculty-of-computing-and-it-ar/.

3.3.1. PhDs in Education

3.3.1.1. PhD in Educational Administration

The PhD in Educational Administration has been designed to prepare students for advanced leadership and research roles in the field of educational administration. It aims to provide a conscious understanding of the theoretical foundations of educational administration, to improve their capabilities and research skills to interact with local and global changes, and to find innovative solutions to the challenges and problems facing educational work.

The holder of a doctorate degree in educational administration can obtain a job in many fields in the educational sectors such as school administration, educational supervision, developing school performance, and working in advanced administrative and supervisory positions. They can also demonstrate and disseminate their research knowledge in the field of education and society alike.

For more details, please visit the following link: https://www.su.edu.om/doctor-of-philosophy-in-education/.

3.3.1.2. PhD in Curricula and Teaching Methods

The PhD in Curricula and Teaching Methods has been designed to prepare students for leadership and advanced research roles in the field of curricula and teaching methods, and to provide a conscious understanding of the theoretical foundations of curricula and teaching methods. It aims also to improve their capabilities and research skills to interact with local and global changes, and to find innovative solutions to the challenges and problems facing educational work in the field of specialization. A holder of a doctorate in education in curricula and teaching methods can obtain a job in many areas in the educational sectors, such as developing curricula, supervising teachers in the subject of specialization, training teachers, and working in advanced administrative and technical positions. They can also demonstrate and disseminate their research knowledge in the field of education and society alike.

For more details, please visit the following link: https://www.su.edu.om/doctor-of-philosophy-in-education/.

3.3.2. Master's in Education

The Faculty offers a number of postgraduate programmes, and provides fantastic learning opportunities to enhance competitive employment prospects and lifelong learning. The Master Programme in Educational Fundamentals and Administration is designed to provide applicants with advanced knowledge in education management and its relationship to public administration. The programme focuses on educational concepts and theories, philosophical foundations, and educational policies.

For more details, please visit the following link: https://www.su.edu.om/master-of-foundation-of-educational-administration/.

The master programme in Curriculum and Teaching Methods (General, Islamic Studies, Arabic, Science, Social Studies, Mathematics) is designed to provide applicants with an advanced knowledge of the principles of curriculum, teaching, and research strategies in the field of education. It also provides them with comprehensive knowledge of learning resources, planning for teaching, and applying modern teaching methods.

For more details, please visit the following link: https://www.su.edu.om/master-of-curriculum-and-teaching-methods/.

3.4 PG Programmes in Engineering

3.4.1. PhD Engineering

The Faculty of Engineering, Sohar University, is proud to offer the prestigious doctoral degree, PhD (Engineering) covering the major specializations and latest fields in Engineering research. The Ph.D. in Engineering, offered by Sohar University, is a research-based degree. State-of-the-art research facilities available in the University including Intaj Suhar, Sohar University-Grace Labs, and Sohar University Green House facilities are supplemented by well-established research labs in the Faculty of Engineering. In addition, the doctoral students will have the opportunity to access the facilities and expertise available with our international collaborators.

For more details, please visit the following link: https://www.su.edu.om/phd-engineering/.

3.4.2. Master of Engineering in Environmental Engineering

The Master of Engineering in Environmental Engineering programme provides an applied Environmental Engineering education in a multi-cultural learning background. The programme improves the decision-making, design and research capabilities of our students by providing advanced applications in Environmental Engineering fields. It also improves a student's ability to conduct experiments and perform analytical work, as well as their communication and professional skills. The master programme encompasses a variety of learning modules, highly tailored courses, project-based experience, and leadership and professional development initiatives. A Master of Engineering in Environmental Engineering degree graduate can be recruited in many fields including: industries, consultancies and education sectors related to Environmental Engineering.

For more details, please visit the following link: https://www.su.edu.om/mechanical-and-mechatronic-engineering/.

3.5 PG Programmes in Law

3.5.1 PhD in Law

Sohar University offers a PhD programme in Law reflecting its commitment to building a knowledge-based society, serving the community, and advancing its strategic objectives. This initiative aligns with the Sultanate's ongoing legal and knowledge development across various sectors and addresses the need for qualified professionals capable of advancing and disseminating legal expertise. The programme is designed to meet local, regional, and global legal advancements and aligns with Oman Vision 2040 to prepare skilled legal cadres for the future. This programme has been specifically designed for Sohar University. The Faculty of Law, which already offers a Bachelor's programme in Law and a Master's programme in Public Law, is proud to offer the Doctorate of Philosophy in Law programme. This programme aims to:

1. Expand legal and intellectual knowledge while enhancing the ability to interpret complex legal concepts.
2. Foster in-depth and comprehensive expertise in specialized legal fields.
3. Prepare highly qualified legal professionals to conduct original and rigorous scientific research with professionalism and precision.

4. Cultivate creativity and innovation among students to address legal challenges and develop effective solutions on both national and international levels.

5. Encourage students to propose solutions and interpret legal texts through positive and practical approaches.

PhD holders in Law have access to diverse career opportunities, as they are well-qualified to work in various government and private sectors. They can also pursue careers in academic research, contribute to the development of public and legislative policies, and engage in teaching at higher education institutions.

For more details, please visit this link: https://www.su.edu.om/phd-in-law/.

3.5.2. Master in Public Law

As a response to Oman Vision 2040 with regards to reinforce education sector at all its kind and level and provide a supporting environment for scientific research and innovation, SU offers Master's Programme in Public Law at Sohar University which is taught in Arabic over a period of two years.

The teaching and implementation strategies in the programme are represented in the cognitive theoretical lectures, and the practical aspect provided by the virtual court and the legal clinic on the University campus for the students of the programme; By raising real issues, it gives students a unique experience in this aspect. Students also participate in various workshops and training courses, visits to the courts at all levels, public prosecution departments, ministries and institutions to understand the mechanism of law enforcement on the ground. Not to mention that the programme hosts lecturers from outside the University in interactive dialogue sessions on the new legislation in the Sultanate. The Faculty graduates are distinguished with legal competencies who are theoretically capable and practically trained in various fields of legal work. This, in turn, fulfils the needs of development plans, and contributes to the development of legal sciences and its various legislative applications through discreet scientific research, and the dissemination of legal knowledge to individuals and institutions of society.

For more details, please visit the following link: https://www.su.edu.om/master-of-public-law/.

3.6 PG Programmes in Language Studies

3.6.1. Teaching English to Speakers of Other Languages (TESOL)

Teaching English to Speakers of Other Languages (TESOL) is a rigorous postgraduate programme that stands out with promising career opportunities by preparing MA TESOL graduates to make powerful difference in the teaching and research communities. Students gain in-depth knowledge of the eclectic approaches to successfully teach and do research in EFL, grasp the implications of linguistic and psychological theories for classroom language learning practice, design, develop and evaluate curricula and assessment portfolios in EAP and ESP courses and programmes. The programme is thriving in integrating direct experience with Omani school students and teachers by offering opportunities of hands-on observations in schools to reflect on their learning, teaching and research. Research methodology is another strong asset of the MA TESOL programme providing well-structured research methodology courses overviewing quantitative, qualitative and mixed research methods that prepare students for the writing-up of their research proposal before engaging them in an independent research project for their MA thesis under expert supervision to optimize their research output.

For more details, please visit the following link: https://www.su.edu.om/teaching-english-to-speakers-of-other-languages/.

3.6.2. Master in Translation and Interpreting

The MA in Translation and Interpreting is a postgraduate programme of full-time study with a duration of two academic years. The language of instruction is English. Arabic will be used in translation and interpreting practice and whenever there is a need for comparison and contrast with English. With a focus on the practical aspects of translation and interpreting, as well as embrace of state-of-the-art translation technology, the programme aims at preparing postgraduate translation students for a career as staff translators/interpreters, translator trainers, and/or language professionals in public and private sector organizations and freelance business. Graduates of the MA Programme can work in a wide array of fields including marketing, advertising and localisation, legal settings, news and broadcasting, publishing and editing, medicine, education, science, and so on. The research components in the second year provide students with the necessary knowledge, skills and abilities to pursue further study at the PhD level in Translation and Interpreting Studies.

For more details, please visit the following link: https://www.su.edu.om/ma-in-translation-and-interpreting/.

Part 4

Academic Information

Sohar University

4.1 The Academic Year

The academic year consists of two semesters; each semester is 14 weeks long.

4.2 Number of Units/Credits

A PhD student must register for one course (3 credit hours) in the first semester for the full duration of programmes such as Engineering, Law, and FCIT PhDs, and students enrolled in the Education PhD programme must register for two courses (totaling 6 credit hours) in each of the first two semesters (i.e., the first year). A student enrolled in a Master's programme must register for a maximum of 9 credit hours per semester (or 6 units), which typically corresponds to three courses.

4.3 Period of study

Master's programmes typically span between two and four years, during which students are required to maintain full-time enrollment each semester to complete courses, research project/dissertation. PhD programmes generally take between three and six years to complete, encompassing coursework, research, and thesis writing. PhD students must also register as full-time students each semester.

4.4 Attendance Requirements

If a student fails to attend at least 70% of classes in a course, then he/she may be deemed to have not satisfactorily participated in the course and may fail[2].

If, because of special or mitigating circumstances, a student knows in advance that he/she will be absent and these absences are likely to cause him/her to be unable to attend at least 70% of classes then:

- He/she must meet with the academic advisor, Course Coordinator and the Dean.
- A plan can be developed so that learning experiences can be adequately compensated for.
- This plan must be submitted to the DVC Academic Affairs for approval early in the semester.

4.5 Definition of Awards

Programmes are delivered to a specific award level and duration. Variations may occur between Faculties and among programmes in a Faculty.

4.5.1. Requirements for Completion of an Award for Master's Students:

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[2] *Note:* A student cannot assume that a satisfactory plan will always be possible. In this case, it will be the responsibility of the student either to make sure that attendance is above the required level or withdraw from the course.

- Successfully complete all required courses with a minimum CGPA of 2.00.
- Complete two academic years.
- Pass an oral research examination.

4.5.2. Requirements for Completion of an Award for PhD Students:
- Successfully complete three academic years.
- Successfully complete all required courses with a minimum CGPA of 2.00.
- Present two seminars during the PhD programme before the VIVA submission.
- Publish (or have accepted for publication) at least one paper as required by the PhD programme in the Faculties.
- For PhD in education, deliver at least two training programmes or workshops to address educational problems in the field of specialization.
- Pass the VIVA.

The grading scale is standardized across all University courses. It also applies equally to grading for individual assignments and is aggregated according to the weightings of assessments, to courses as a whole. The grading system is based on a 0 to 4 scale and it is used as set out in the following table.

Note: SU uses criterion-based assessment, thus, descriptors should be established so that students are clear about what is expected of them.

4.6 Grading System

Sohar University Grading Scale		
Classification	Range (%)	Grade
Exceptional performance: The student provided an exceptionally high quality of performance and through this demonstrated an exceptionally high standard of learning achievement in relation to the course learning outcomes.	85 – 100	4.0
Excellent Performance: The student provided a high quality of performance and through this demonstrated a high standard of learning achievement in relation to the course learning outcomes.	75 – <85	3.5 – <4.0

Very good Performance: The student provided a very good quality of performance and through this demonstrated a sound standard of learning achievement in relation to the course learning outcomes.	65 – <75	3.0 – <3.5
Good Performance: The student provided good quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	57.5 – <65	2.5 – <3.0
Satisfactory Performance: The student provided an acceptable quality of performance and through this demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	50 – <57.5	2.0 – <2.5
Fail: The student did not provide a quality of performance that demonstrated an acceptable standard of learning achievement in relation to the course learning outcomes.	0 – <50	0 – <2

4.7 Admission and Registration

SU has established clear and explicit admission requirements for entry to postgraduate programmes.

- Admission to the University is open to all nationality's resident in Oman, and international students wishing to come to Oman. Enrolment for international students will not be valid until all immigration procedures for staying in Oman as a student are finalised.

- Admission and entry requirements may vary according to the academic programme offered, language of delivery and competency required etc.

- Admission to any postgraduate programme is based on the reasonable expectation that a student will be able to fulfil the objectives of the programme and achieve the standard required for the award. The number of students admitted to postgraduate programmes is controlled by directives issued by the Ministry of Higher Education, Research & Innovation.

- All entry qualifications must be authenticated, so students are required to provide proof of qualifications gained. Any student not complying with such a request, or falsifying evidence, is liable to exclusion from the University.

- All entry requirements to postgraduate programmes must comply with MoHERI requirements and regulations and must be reviewed annually in line with SU regulations and updated in the Student Admission Policy.

4.8 Entry Requirements – PG Programmes

For admission to postgraduate programmes, the general admission regulations, as above, will apply together with any admission requirements specific to a particular postgraduate programme. This may include a Bachelors qualification at a particular level of achievement, related work experience, and language proficiency.

For more information, please visit the following link: https://www.su.edu.om/how-to-apply-pg/#1691588580796-6bec8207-cac5

4.9 General Application Requirements – PG Programmes

Applicants intending to enter SU postgraduate programmes, have to complete and submit the following documents:

- A completed online form in Registration and Admission Portal.
- General Diploma Certificate (Secondary School Certificate), Bachelor or Master Certificate.
- Two copies of National ID and passport.
- Two attested copies of former/relevant transcripts and academic certificates.
- Five passport-size photographs
- A copy of language proficiency certificate, where applicable.
- A copy of experience certificate, if relevant.
- Equation letter from Ministry of Higher Education Research & Innovation for degrees from outside Sultanate of Oman
- The admission of a student is based on the reasonable expectation that he/she will be able to fulfil the objectives of the programme and achieve the standard required for the award.

Numbers of students admitted may be controlled by directives issued by the Ministry of Higher Education Research & Innovation as well as by internal recruitment targets of the University. All entry qualifications must be authenticated, so students must provide proof of qualifications gained. Any student not complying with such a request or falsifying evidence is liable to exclusion from the University.

4.10 Student Registration

4.10.1. Registration of Continuing PG Students

All continuing students of the University must register at the beginning of each semester. Instructions on how to register will normally be available for new students at the time they are made an offer of admission at the University or during the induction day.

Students who do not register at the beginning of the semester will no longer be considered registered students in the University, and will not be able to use any of the University facilities.

Registration is not completed until all fees due have been paid or other arrangements made to the satisfaction of the University.

4.10.2 Registration of New PG Applicants

- **Programmes Announcement with the requirements:**
  Normally the announcement of the PG programmes starts before the beginning of each semester through the University Website and its social media.

- **Online Programme Registration**:
  Applications for the postgraduate study should be made through the online web-based application process, and it is possible for a student to begin their studies at the first semester of next Academic year.

- **Applications Filtration**
  The PG Centre and the Faculties review and filter postgraduate applications which contain:
  - ➢ Academic qualifications: CGPA requirements or expect a certain level of academic performance relevant undergraduate degrees.
  - ➢ Relevant experience: Some programmes may require prior work experience in the field or related discipline. Applicants may need to provide evidence of their work experience through resumes, cover letters, and recommendation letters.
  - ➢ Letters of recommendation: some programmes may request a certain number of letters of recommendation from academic or professional referees to support the applicant's suitability for the programme.

- ➢ Research interests (proposal): some programmes may require research proposals. The committees evaluate applicants based on research interests, publications, and prior research experience.
- ➢ Language proficiency: some programmes may require specific language proficiency scores for non-native English speakers.
- ➢ Personal statement (Interview): Applicants are invited to appear to outline their motivation for applying to the programme, career aspirations, and how it aligns with their interests and skills.

- **Developing Applicants' Profiles**

  Applicants must upload documents such as academic transcripts, certificates, language proficiency IELTs, and research proposals to be evaluated by the Faculties.

- **Evaluation Committee**

  The dean of Faculty upon the request from PG dean, form an ad hoc. The ad hoc committee typically consists of Faculty members who are experts in the applicant's field of study. The committee reviews the applicant's academic record, research experience, letters of recommendation, and personal statement. The committee then discusses the applicant's qualifications and makes a recommendation to the Postgraduate Centre.

- **Communicating the results to prospective students**

  The communication of application results to prospective PG students is an important part of the admissions process. Applicants are informed of the status of their applications in a timely, clear, concise, and professional manner, whether they are accepted, placed on a waiting list, or denied

- **Registration**

  Before they can register for postgraduate study, students must accept the terms of the University's offer of admission and make payment arrangements with the Finance Officer.

  Please note that Higher CGPA are given priority. Successful candidates to the postgraduate programmes will be notified to submit the original of their requirement documents for attestation, as per Ministry of Higher Education rules and regulations. A notification of admission is to be in writing and should include:

- Student's name and personal identity number,
- Information concerning the type of PG Programme the student has chosen to pursue.
- The study period to obtain the attended PG degree.

4.11 Student ID card

The Student ID Card is issued by the Admission and Registration Department at the time a student completes registration. In the case of loss of the ID card, the student has to fill in an application for replacement and pay 3 OMR.

4.12 Admission with 'Advanced Standing'

Recognition of prior learning may be considered where appropriate, and credit of the University granted for prior studies. Students who have undertaken postgraduate studies at other higher education institutions may apply for advanced entry on this basis, where a candidate can demonstrate (by means of evidence) that particular assessment or progression requirements of the planned programme have been met. The candidate must be able, by completion of the remaining requirements, to demonstrate that all outcomes of the programme can be met. A candidate may therefore be admitted to any appropriate point in the programme on the basis of Recognition of Prior Learning (RPL) where the completion of relevant courses or programmes is certified.

Application of the above can result in exemption from particular courses in a programme which the student will not therefore be required to take (nor the assessments). However, a precise match between prior learning outcomes and skills must be securely demonstrated, with evidence in the form of certification or a portfolio of work provided. Currency of either type of prior learning must be carefully considered (periods of currency of prior learning may vary between subjects, for example in languages compared with computing or science subjects). Prior learning of either type must be rigorously considered and assessed within the University by those with the appropriate subject expertise to do so. The evidence must be retained (i.e. the mapping against the verified certificated learning, or the portfolio of experiential work). For postgraduate programmes, no more than 30% RPL will be permitted, subject to approval by the Dean and will depend on the rules and regulations of the relevant postgraduate programme. Credit will not be given for any learning which has already been submitted and credited towards an award.

Assessment of a foreign degree will be based upon the characteristics of the national system of education in Oman, the type of institution attended, its accreditation, and the level of studies completed.

4.13 Recognition of International and Overseas Qualifications

In determining the equivalence of overseas qualifications (for initial or advanced standing), the University will be guiding by the advice provided by the Ministry of Higher Education Research & Innovation.

4.14 Admission of Students with Disabilities

Without prejudice to any applicable conditions and regulations, SU is committed to offering equal opportunities to all applicants for continuing their higher education, where all other entry requirements have been met.

Candidates with physical or learning disabilities are carefully counselled before they register. Reasonable adjustments may be made to accommodate these applicants and offer them suitable assistance and support.

Applicants with disabilities can apply for admission to SU subject to passing the personal interview the University holds to determine eligibility for admission in the appropriate programme as per disability type, as shown in the table below:

Physical Disability Type	Potential Faculty
Movement Disorders	All Faculties
Hearing and Speech	None
Visual	Faculty of Law Faculty of Education and Arts Faculty of Language Studies

4.15 Study Deferral

PG Students may apply for a study deferral until the end of the second week of a semester. If a student decides to defer after the second week, fees will not be refunded for that semester.

Student are entitled to a full refund of their tuition which has been paid during or prior to registration in the following cases:

Refund %	Description
100%	Postpone or withdrawal during two weeks from the beginning of the semester
50%	Postpone or withdrawal during third week from the beginning of the semester
25%	Postpone or withdrawal during fourth week from the beginning of the semester
0%	Postpone or withdrawal after fourth week from the beginning of the semester

Students should complete the release form in order to make sure that there is no accommodation, transportation and/or library financial obligations. Refunds of credit balances to student accounts will only be made after completion of all required forms and document, and on receipt of a written request from the student. The payment will be made either by bank cheque or wire transfer to the student's account.

4.16 Students Withdrawal

A student must submit a request to withdraw from the University. Students will be liable for that semester's course fees unless they withdraw in the first two weeks of the semester. Before withdrawal a student must complete the release form in order to make sure that there are no financial obligations outstanding such as accommodation, transportation and/or library fees.

4.16.1 Voluntary suspension of research

Voluntary suspension in the context of a research programme (PhD, for example) refers to a temporary halt or cessation of a research project or study initiated by the PG students. It is a conscious decision made by the PG student or the principal investigator to pause the project for a specific period, usually for several reasons such as further evaluation, restructuring, or addressing certain concerns. During the voluntary suspension, students typically do not engage in academic activities such as coursework, research, or attending classes. PG students are allowed to voluntary suspension after completing one semester and the suspension period should not exceed three semesters in total, whether taken continuously or separately from the period of study, after getting the University approval (via the PG Centre and the student's Faculty).

4.17 Termination of Study

The enrolment (registration) of any student may be cancelled if that student:
- Exceeds the maximum study completion period (see section Period of Study)
- In Master programme CGPA continued to be <2.00 in the third semester. Students whose CGPA is 1.90 and above are to be given one additional semester to register a normal load.
- Suspended from the University

4.18 Medium of instruction

The medium of instruction for the majority of University programmes is English, with the exception of the Faculty of Education and Arts, and Faculty of Law where the medium of instruction is Arabic.

4.19 PG Programmes Requirements

Sohar University offers a diverse range of postgraduate programmes across its Faculties, each with specific admission requirements aligned with the University's academic grading scale. For doctoral programmes, applicants must typically hold a relevant master's degree, submit a research proposal, and pass an interview. Most programmes also require English language proficiency (IELTS 6 or TOEFL equivalent), **except the PhD in Education**, which does not list this as a requirement. Specific criteria vary by programme—for example, the DBA requires a CGPA of 2.75 and five years of managerial experience, while the PhD in Law requires a minimum CGPA of 3.00. Master's programmes generally require a relevant bachelor's degree, a CGPA ranging from 2.00 to 2.75 (depending on experience), and in some cases, passing bridging courses. All programmes require an interview, and professional experience may compensate for lower academic scores in some cases. Fields covered include Business, Computer Science, Engineering, Education, Law, and Languages, with options for both coursework and research-based pathways.

For more details, please access the respective Faculties' websites.

4.20 Academic Advising

Advising includes students allocated to an Academic Advisor (AA) from the same academic programme (where possible). The advisor will have mandatory pre-registration meetings, drop-in hours, and on-demand sessions with advisees. E-Register is used for appointment scheduling, data sources, and storage.
Communication with the Academic Advisor can take various forms, including face-to-face meetings. The advisor and advisee can use their official email to communicate. Social media or other emails may be used; however, they are not considered official.

Academic Advising Procedures:

- All new students joining a Faculty programme will be assigned an AA. This assignment ensures that every student can access personalised guidance and support from the start of their academic journey at SU.

- To foster a sense of continuity and trust, students will continue with the same Advisor throughout their academic journey in the Faculty. This long-term relationship enables advisors to better understand their students' goals and progress.
- The Academic Advisor Coordinator monitors the advisory allocation on E-register and ensures that a minimum of three advising sessions are scheduled within the semester timetable at weeks 4, 8 and 12.

4.21 Special Circumstances

There may be occasions when a student requires extra help or guidance. For example, he/she may be late to register with good reason, may feel they are taking the wrong courses, or may wish to improve their CGPA etc. On these occasions, there is an established procedure to follow. A student cannot expect to see the Dean, DVC Academic Affairs or the Vice Chancellor unless the following procedures are met:

- Student has talked to his/her Academic Advisor or Programme Coordinator. Most issues can be resolved at this stage.

- If the issue is not resolved, then a student must complete the Special Circumstances Form (available at the back of the Handbook, on the student portal, or from Faculty Admin Office). The Advisor of a Faculty student will endorse this and arrange for a meeting with the Dean.

- The Dean will not see any student without this completed form, endorsed by the advisor.

- If the Dean considers it appropriate, a meeting with the DVC Academic Affairs will be arranged. The DVC Academic Affairs may refer the issue to a Special Circumstances Committee. The DVC will not see any student without the completed form, endorsed by the Faculty Dean.

- If the DVC Academic Affairs or Special Circumstances Committee considers it appropriate, they will arrange for a meeting with the Vice Chancellor.

The Vice Chancellor will not see any student without the completed Special Circumstances form, endorsed by DVC Academic Affairs.

4.22 PG Students under Academic Probation

All students of the University are required to meet certain academic standards. The taught master programmes students under Academic Probation policy outlines the conditions and regulations.

- A student will be under academic probation if his/her CGPA is <2.00.
- A student will be given a first warning notice in his/her first semester is his/her CGPA is >2.00.
- A final warning notice will be given to the student in his/her second semester in Faculty if his/her CGPA is still <2.00. Students in the category will be allowed to register 8 credit hours only.
- The student will be dismissed from the University if his/her CGPA continues to be <2.00 in the third semester. Students whose CGPA is 1.90 and above are to be given one
- additional semester to register a normal load.
- If the student's CGPA has increased after the warning notice to ≥ 2.00 but then returns back to <2.00 in the following semester, the under academic probation regulations will be re-implemented from the beginning.

Dismissed students can be readmitted in another programme in another Faculty. The chance for readmission after dismissal is to be given to the student one time only during his/her studies at Sohar University.

Part 5

Graduate Attributes

جامعة صحـار
Sohar University

5.1 Graduate Attributes

To develop skilled, knowledgeable, articulate and enterprising graduates, Sohar University has identified a number of key postgraduate attributes to be embedded in the delivery of our programmes to ensure our students contribute effectively to the changing world in which they live and work.

Master Level*	PhD Level*
Communication Report effectively on complex issues and situations	**Communication** Communicate and explain the results and significance of original research, or of advanced scholarship, to peers and community
Information Technology Select and effectively use the most appropriate information technology	**Information Technology** Select and use a range of appropriate information and communication technology incorporating media effectively
Numeracy Use numeracy calculations in creative ways to solve problems	**Numeracy** Identify and analyse problems including numeracy calculations, the resolution of which will result in new knowledge or significant development in professional practice
Creativity & Problem Solving Apply relevant concepts, principles and research techniques, including critical analysis and evaluation, to new issues and problems	**Creativity & Problem Solving** Apply relevant research techniques to significant new developments in professional practice Apply relevant research to solve problems using disciplinary knowledge in new innovation and creative ways Refine and extend existing research techniques to conduct original research that is evaluated by independent experts against international standards
Team-working Work independently and/or lead teams to manage their own and group outcomes in complex and unpredictable situations with accountability for generating new knowledge	**Team-working** Act with full autonomy to strategically lead and manage teams Act with responsibility and full accountability in all aspects of work or research-based study

Social & Ethic Responsibility	Social & Ethic Responsibility
Manage time effectively and to show dedication in their field Strategically evaluate the operational effectiveness of others	Encourage autonomy in work and/or study colleagues Manage time of complex and prolonged tasks to ensure that they remain at the forefront of their field Promote knowledge exchange Demonstrate a deep and comprehensive understanding of values and ethics through leadership and promote these values to others
Critical Judgement	Critical Judgement
Accept responsibility for their own learning and professional development	Contribute to the advancement of the state of learning and/or scholarship in a field

*These align with the Oman Qualifications Framework.

Part 6

Assessment

Sohar University

6.1 General Assessment Procedures

The composition and format of the overall assessment (not of the individual assessment items) of each course must be vetted and approved by the Faculty board.
This includes:

- types of assessment: quizzes, assignments, presentations, etc. as well as a final exam
- the relative weightage given to assessment components
- coursework assessments which will be between 40% - 60% of the total course assessment, with possible exceptions for "project" courses
- the final exam will cover the whole of the course and weigh between 40% - 60% of total course assessment, with possible exceptions for "project" courses

Details of assessment for each course, including the scheduling of assessment, will be provided to students within the Course Profile in the first week of classes, and will be available on the University Learning Management System (SULMS).

The weight of each assessment (% of final marks) item will be specified. For each individual assessment, the specific requirements and criteria for marking and grading will be stated.
This includes the learning outcomes that are to be assessed. There will be sufficient formative assessment early in the semester to support students alter their study behaviour to improve the likelihood of success.

6.2 On-Course Assessments

Coursework assessment will normally be returned to students with feedback within two weeks. Feedback to students, indicating errors, highlighting areas for improvement and showing how this may be achieved, is essential for learning. A copy of the official record of marks will be made available to students (identified by student ID number, not by student name) after the return of each major piece of assessment, both as an accuracy check and so that a student can monitor his/her level of performance during the semester.

6.3 Research Outputs Assessment

6.3.1 Research Project Assessment

For taught master programmes, after completing their first semester of the second academic year and fulfilling the requirement by each Faculty, students need to register for their project's courses. All masters' projects should be marked by an examination panel of two or more members. This should preferably take place with the second examiner unaware of grade awarded by the first marker. Two hard bound copies are to be distributed as follows:

- One copy to the Learning Resources Centre as well as a softcopy.
- One copy to the Postgraduate Centre as well as a softcopy.

6.3.2. Submission of Research Project:

The normal submission deadline for research project is the end of second semester in the last year and can be extended one more semester without academic penalties.

6.3.3. Similarity checks & Artificial Intelligence use

Before continuing to the viva examination, every research project, dissertation, and thesis should go through a Turnitin similarity check and AI-generated material examination. A similarity index greater than 20% probably contains unoriginal or poorly accredited sources. Nonetheless, the outcome will come from a qualitative analysis of the Turnitin report, which should also consider valid citations, bibliographic references, generally used phrases, and methodological material.

6.3.4. Research Proposal Oral Exam (Preliminary Oral Examination)

The Preliminary Oral Exam is designed to assess students' knowledge of major and minor fields of study, research design, and fundamental research in the degree area. The exam lasts at least one hour. Oral Preliminary Examination (POE) is the first Faculty-wide evaluation of a student's research ability in the research programme, e.g., Ph.D. PG Students are to take the POE after completing the required courses with passing grade not less than 2.0.

The PG student admitted must pass the POE, which is administered by the Faculty in cooperation with the PG Centre.

All PG students writing a dissertation or a thesis must have their supervisors write letters stating that they have read the students' works and that the works are complete and ready for defence. Prior to the POE session, PG student needs to fill in the Pre-Viva Readiness Form, provide a plagiarism report and to show a completion of the required courses.

After careful consideration, the POE Panel recommends one of the following:

- Acceptance of the proposal as submitted and oral examination acceptance. The required form is signed by the Pre-Viva Panel.

- Acceptance of the proposal on the condition that minor changes are made, as well as acceptance of the oral examination, in which case the Pre-Viva Panel withholds singing the required form until the student makes the recommended changes.
- Rejection of the proposal and/or the oral examination, in which case the required form is not signed and the student is granted permission to submit a revised proposal and/or sit for a second oral defence based on the Pre-Viva Panel's recommendation. The Supervisor, in consultation with the student, the Pre-Viva Panel, and the PG Centre, determines the date for the second oral examination.

6.4 Research Assessment, Oral Examination (Viva) Process

6.4.1 Appointing Internal and External Examiners

The University requires that all research degrees be examined by two internal examiners and one external examiner at the PhD level, and by one external examiner and one internal examiner at the master's by research level. **External examiners** are specialists in the student's field who is not affiliated with the University. Internal examiners are typically members of Sohar University with expertise in the subject matter of the dissertation or thesis. However, when necessary, qualified individuals from outside the University may be appointed to take on the role of internal examiner. Research projects may be assessed by two internal examiners.

6.4.2 Chairing a VIVA

The chair is designed to ensure that integrity and fairness are maintained by all parties during the Viva Voce Examination. The chair, being an independent member of the panel, ensures a protection mechanism for both the student and the examiners in the event of consequent claims of misconduct or bias on behalf of the examiners.

6.4.4 Research Assessment Rubrics

A research assessment rubric is a tool used to evaluate the quality of a research paper or project. Rubrics are used to assess your research works using criteria such as originality, argument and understanding, criticality and analysis and use of sources and evidence. The Viva Voce Examination

panel decides on the Thesis/Dissertation and oral presentation by majority vote at the end of the question session, placing the Thesis/Dissertation in one of four categories:

- pass.
- pass with minor corrections.
- pass with major corrections.
- Fail

6.4.5 Thesis/Dissertation Approval Submission

Upon successfully finishing all VIVA requirements, the student should fill out Dissertation/Thesis Application Form.

- The student should send the programme coordinator an electronic copy of the thesis/dissertation.
- The VIVA Panel assesses thesis/dissertation, and a decision will be made regarding whether the thesis/dissertation is defendable or needs corrections within a specific period.
- If the student is recommended to make corrections to the thesis/dissertation, the supervisor's consent should be taken to resubmit the dissertation.
- The student should resubmit the final thesis/dissertation upon finishing the VIVA and writing the final version of dissertation.
- The student is advised to proofread it and get final feedback from the supervisor. When the supervisor checks the thesis/dissertation and makes sure that the whole work conforms to the University's requirement, the student is permitted by the supervisor to submit the finalized version of the thesis/dissertation on the submission date to the PG Centre.

The VIVA Panel should approve the final version of the thesis/dissertation as recommended in VIVA chairs' reports, and result should be to the PG Centre. The PG Centre reports to Examination Board to award the degree.

6. 5 Course-Examinations Instructions for Students

These outline student responsibilities and conduct during examinations, ensuring fairness, discipline, and proper procedures.
Key Steps/Instructions for students:

- Be ready to attend exams and manage personal affairs accordingly.
- Arrive at exam venue 15 minutes early.
- Check exam time and location yourself.
- Display ethical behaviour throughout.
- Verify correct exam paper before starting.
- Present SU ID when requested.
- Course Coordinator should be reachable during the first 30 minutes.
- Electronic devices must be off and not carried.
- Use only permitted calculators.
- Electronic dictionaries are banned.
- No leaving exam room in first 30 minutes.
- Late arrivals (within 30 minutes) may enter, but no extra time.
- After 30 minutes, no student is admitted.
- To leave early, raise hand after turning papers face down.
- To use the toilet, raise hand and wait for same-sex escort.
- No student may leave in the final 10 minutes.

6.6 Passing a Course

Defines the minimum course grade required to pass and options for students who fail.
Steps/Rules:
- A course is passed with a grade ≥ 2.0.
- If failed:
  - Retake the course (mandatory for core courses).
  - May opt for a re-sit exam (if policy allows).
  - For failed electives, choose an alternative eligible course if available.

6.7 Re-sit Examinations

Students who narrowly fail are permitted to retake an exam and progress without repeating the course.
Eligibility and rules:
- Applies to grades 1.00–1.99 from the previous semester.
- Maximum of 2 re-sits per semester.
- Maximum achievable grade = 2.00.

- Continuous assessment marks are retained.
- No special exam replaces a re-sit.
- Registration required via online form.

6.8 Mitigating Circumstances

These explain acceptable situations where serious, unexpected events may justify special consideration in assessments.

Examples of acceptable circumstances:
- Medical emergencies or serious illness.
- Severe personal injury.
- Crime victimization near exam time.
- Serious illness or death of close relatives.
- Unavoidable work crises

Unacceptable circumstances:
- Lack of evidence.
- Routine domestic/work issues.
- Financial or travel issues.
- Retrospective medical certificates.
- Confusion over exam schedule.

6.9 Consideration of Mitigating Circumstances

These detail how such circumstances are reviewed, who handles them, and possible outcomes.

Steps:
- Student to report to Course Coordinator within one week.
- Students should use official form with supporting evidence.
- Coordinator may grant deadline extension.
- Serious cases are escalated to Programme/Faculty Board.
- Exam Board may approve reassessment without penalty.
- Special Exam may be awarded if justified.

6.10 A Special Examination

A Special Exam replaces the final exam for students with approved mitigating circumstances.

Rules and process:

- Scheduled during official exam period.
- Replaces the final exam, not a supplement.
- Continuous assessment marks are kept.
- Must be registered using official form from Faculty secretary.
- Can be approved by DVC-AA after Exam Board, in special cases.
- Must be coordinated before next semester's final exam results.
- If not properly arranged, status reverts to "enrolled" and zero is given.

6.11 Student Academic Misconduct

The Student Academic Misconduct Policy defines the standards of academic integrity expected across all academic activities at Sohar University. It outlines what constitutes academic misconduct—such as cheating, plagiarism, and collusion—and explains the procedures for investigating suspected violations. The policy categorizes misconduct based on severity and details the corresponding penalties to ensure fairness and consistency. It also sets out the rights of students to respond to allegations and outlines the appeal process. The aim is to maintain academic honesty and protect the value of the University's qualifications for all students.

6.12. Misconduct Categories and Penalties

Academic misconduct means **breaking the rules** in academic work. This includes:

- **Cheating** – like copying in exams, using notes or phones when not allowed.
- **Plagiarism** – using someone else's words or ideas without giving credit.
- **Fabrication** – making up data or sources in assignments or research.
- **Collusion** – working with others on individual assignments without permission.
- **Other violations** – like impersonating someone in exams, hacking grades, or stealing exam papers.

Misconduct is grouped into four levels, and the penalty depends on how serious the offence is:

1. **Minor**: Small mistake without bad intent → student may get a warning or lose part of your mark.

2. **Significant**: Deliberate unfair action (like copying homework) → student gets **0 for the assessment**.
3. **Serious**: Repeated or major misconduct (like cheating in final exams) → student may **fail the entire course**.
4. **Grave**: Severe cases (like impersonation or stealing exams) → student may be **suspended or expelled**.

6.13. Reporting and Investigation Procedures

- **Faculty and exam staff** must report suspected misconduct via a formal form.
- **Text-based assessments** must be checked using Turnitin.
- **Closed-book exams** require confiscation of materials and incident documentation.
- **CCTV footage** may be used as evidence in suspected misconduct cases.

6.14. Faculty Academic Misconduct Committee

- These are formed for each case to determine violations and recommend penalties.
- Students are invited to attend hearings and can present their case.
- The final decision is sent to the **Admission & Registration Department (ARD)** and recorded in the student's file (unless acquitted).

6.15. Appeals Process

1. **Faculty Student Appeals Committee (FSAC):**
   o Students may appeal within **5 working days**.
   o Appeals must include new evidence or procedural concerns.
   o Decisions may uphold, modify, or overturn penalties.
2. **University Student Re-Appeal Committee (USRAC):**
   o Final level of appeal after FSAC decision.
   o Students must provide new evidence or highlight procedural errors.
   o Committee responds within **10 working days**.

6.16. Assessment Queries and Appeals

The Student Complaints and Appeals Policy at Sohar University ensures a clear and fair process for addressing concerns related to assessment and academic decisions. It outlines the procedures

available for students who believe that an academic judgement, such as a grade or progression decision, has been made in error or handled unfairly. The policy encourages informal resolution in the first instance and provides a structured formal appeal process if concerns remain unresolved. It ensures that all cases are reviewed impartially and within defined timeframes, safeguarding academic standards while upholding the rights of all students.

6.16.1 Assessment Complaints

Students may file an academic complaint if they experience:

- Unfair grading or assessment practices
- Inappropriate timing of assessments
- Course content issues (e.g., outdated or missing materials)
- Teaching quality problems affecting performance

6.16.2 Complaint Procedure

1. **Informal Resolution**: Students should first try to resolve the issue directly with the concerned Faculty member or academic staff.
2. **Formal Complaint**: If unresolved, students submit the **Student Academic Complaints Form** online.
3. **Review Process**: The complaint is reviewed, investigated, and an outcome is communicated within **20 working days**.
4. **Appeal Option**: If unsatisfied with the decision, students can initiate an appeal process.

6.16.3 Assessment Appeals

Students may formally appeal in cases involving:

- Grades they believe are incorrect or unfair
- Progression decisions (e.g., not moving to the next level)
- Graduation requirements
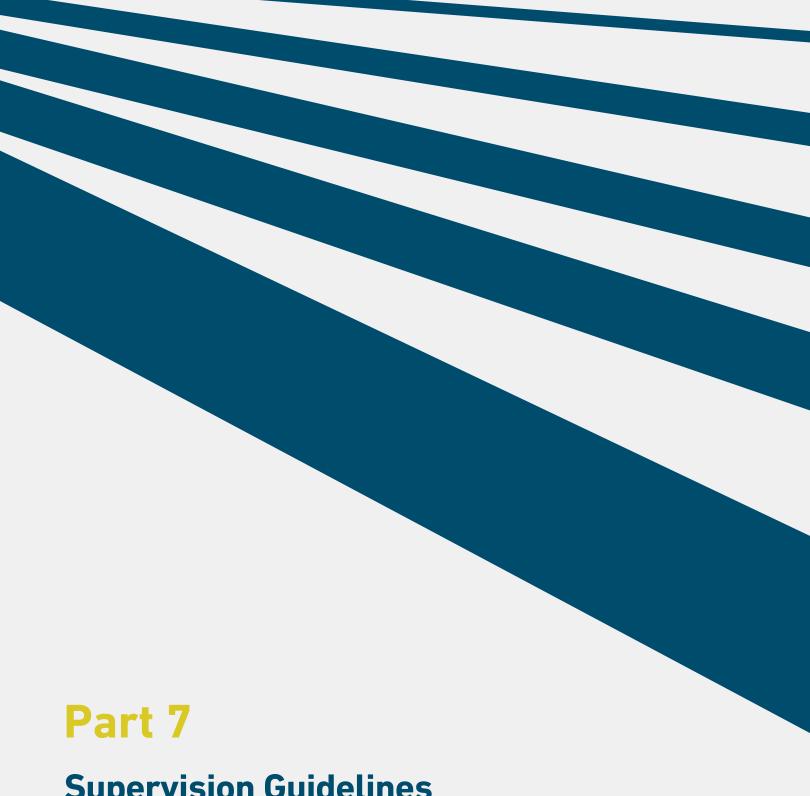- Eligibility for special or supplementary exams

6.16.4. Appeal Process

- Stage 1: Informal Appeal
  - Must occur within 3 working days of the result/decision.
  - Students discuss the issue with the Faculty (e.g., course coordinator or Dean).
- Stage 2: Formal Appeal

- o Submit the official **Appeal Form** within **2 working days** of the informal outcome.
  - o The **Appeals Committee** reviews the case and makes a decision, usually within **3 working days**.
- Stage 3: Re-Appeal
  - o If still unsatisfied, the student may submit a **Re-Appeal** within **3 working days** to the **DVC Academic Affairs (for academic matters)**.
  - o The DVC investigates and issues a final written decision.

For more detail, please see Student Complaints Appeals Policy.

https://portal.su.edu.om/sites/dms/Policies/Student%20Affairs%20Policies/Student%20Complaints%20and%20Appeals%20Policy%20v4.pdf?d=wa9af813c6beb43d080a997a252d18b28

Part 7

Supervision Guidelines

Sohar University

To better manage the supervision process, the following points should be considered by supervisors and research students.

7.1 Assigning the supervisor

PG research student (Master by Research Student/ PhD) can have two supervisors: a main supervisor and co-supervisor as recommended by the programmes and Faculties. The main supervisor is typically the main point of contact for the student and is responsible for their overall progress. The co-supervisor supervisor may have expertise in a specific area of the student's research and can provide additional guidance and support.

At the commencement of the Thesis/Dissertations, supervisors and students should consider the following issues:

- Both should agree on the frequency of supervisory meetings and methods of communication such as face-to-face, emails, or and via the SULMS forum.
- Face-to-face meetings should be at least twice a month in a normal situation, but meetings can be more frequent when required.
- The supervisor is responsible for managing the Thesis/Dissertations progress according to the agreed timeframe for completion of the dissertation with the PG student. The Thesis/Dissertation timeframe must be agreed on from the start.
- Discuss ethical issues for consideration in the research dissertation. If the Thesis/Dissertation requires ethics approval before initiating the research, students must complete and submit the required Ethics Approval form to the Ethics and Biosafety Committee.

7.2. Progress Reviews

- The supervisor should minute the supervision session and make recommendations to measure postgraduate students' progress.
- At the beginning of each supervision session, PG student should be reminded of his/her previous recommendations and notes.
- The Progress Report Form is the most convenient way to record and keep track of supervision minutes. Copies of these forms should be sent to the PG Centre.

7.3 Responsibilities

7.3.1 Supervisors' Expectations of Students

- Guiding and advising the student on the selection, development, and scope of a research topic suited to the degree level.
- Discuss with students their preferred and relevant ways of working. Set clear boundaries for issues such as attendance, working hours and leave;
- Maintain contact at regular meetings with the student, either individually or at a team, to support and monitor progress.
- Ensure students are making progress with their development, have attended mandatory core training, and are maintaining proper records of their progress;
- Inform students of any lengthy periods of absence during the vacation and periods of research leave.
- Evaluate and manage applications, arranging and leading the formal interviews of all appropriately qualified students for relevant research projects.
- Confirm during supervisory meetings that the student understands whether research is progressing at the appropriate level and speed for successful completion.
- Advise on ethics, ensuring approval is in place when required and that the research. conforms to agreed principles, and check and sign off the student's application;
- Ensure the student is aware of academic misconduct, plagiarism and the implications of any misconduct.
- Advise on appropriate dissemination activities and encourage the student to publish findings and present their work, both internally and externally.
- Be the initial point of contact for student issues and complaints.
- Clarifying and defining supervisory roles, responsibilities, and expectations and encouraging the student to identify academic goals and career aspirations.
- Ensuring that the student is meeting milestones and, in cases where delays threaten timely progress, developing a mutually agreeable strategy to address obstacles and remove barriers to progress.
- Reviewing the student's submitted work and providing timely (normally within 2 weeks) and constructive written feedback to help the student learn, improve ongoing work, and achieve the standards for quality and style to which theses, conference presentations, and papers for publication must conform.

- Discussing student's next steps and offering support and guidance as they transition to career or further study.

The research student should:
- Maintain regular meetings with your supervisor to provide updates on your research progress, propose solutions to issues that may arise (e.g., unexpected findings, equipment problems), discuss funding opportunities (e.g., scholarships)
- Keep regular formal contact with the supervisor
- Keep copies of meetings and discussions on their research each time they meet with the supervisor.
- Make sure to turn up on time and have regular meetings with the supervisor
- Maintain the work's progress in accordance with the stages agreed with the supervisor, including completion and presentation of written material as required in time to allow for comments and discussion before proceeding to the next stages.
- Be familiar with the policies, procedures and regulations of the department/programme and the University (e.g., annual reports, registration, and format of thesis/dissertation) and ensure that you obtain all required training (e.g., lab safety, research ethics).
- Participate in PG training courses offered by the PG Centre.
- Be aware of the professional requirements and expectations of the University in relation to the submitted Thesis/Dissertation
- Notify his/her supervisor of any problems that may interfere with his/her research.
- Request to meet the Faculty's PG Coordinator for administrative or supervision issues after consent from the supervisor.
- Conduct the research in compliance with the highest standard of ethical, scholarly, and scientific integrity. Ensuring that Research Ethics Board approval is in place, if required, data are stored and records are maintained as required, contributions of others are appropriately acknowledged, and a knowledge mobilization/dissemination plan has been discussed and agreed upon with your supervisor.

7.4 Changing Supervision

A Supervisor may request that the student be removed from the list of supervisees maintained by the PG Coordinator of each Faculty. The Faculty Dean and the PG Dean should be consulted

about the request. No decision will be made until the supervisor presents a convincing written report justifying the supervisor's choice.

- A student may also request a change in supervisor if there is a convincing reason for doing so. No decision will be made unless the cases is approved by the Faculty Dean and Postgraduate Dean.
- Change in supervision take a place according to the availability of supervisors on each Faculty.

7.5 Responsibilities of Postgraduate Centre

- Training and monitoring of supervisors to ensure best practice and quality supervision,
- Introducing to research students University premises and services,
- Providing access for students to the appropriate working space, facilities, equipment and resources, and
- Notifying students of the procedure and timelines on supervisory processes, including the requirements for making adequate progress with their studies.

Part 8

Research Support Services

جامعة صحـــار
Sohar University

A research seminar is an academic event where researchers, scholars, and students come together to present and discuss research findings, theories, and ideas in a particular field or topic. Research seminars can take place in various formats, including face-to-face meetings, webinars, or online conferences.

The primary purpose of a research seminar is to provide a platform for researchers to share their work with others in their field, receive feedback, and engage in scholarly discussions. Presenters typically deliver a presentation on their research, followed by a question-and-answer session where attendees can ask questions and offer feedback.

Attending a research seminar can be beneficial for research students. Research students can receive valuable feedback on their work, gain exposure to innovative ideas and approaches, and network with other researchers in their field. Research students can learn about the latest research findings, expand their knowledge in a particular topic, and connect with other scholars and researchers.

Sohar University research students are required to deliver seminars on their research topics or attend related seminars out the University. Student research interested in attending a seminar should consider applying for Seminar Support, see conference/seminar form.

8.3 Research Conference Support

The University provides funding and support for Research Conference Support that can be used to help research students attend and participate in conferences. Attending a research conference can be a valuable experience for research students. It can provide an opportunity to network with other researchers, share their research with a wider

audience, learn about new research developments, get feedback on their work, and gain exposure for their research. Research students interested in attending a research conference should consider applying for Research Conference Support, see conference/seminar form.

8.4 Three-Minute Competition

The Three Minute Thesis/Dissertations (3MT) competition is an academic competition open to current graduate students enrolled in Sohar University with fostering effective presentation and communication skills. Participants have just three minutes to explain the breadth and significance of their research project to a non-specialist audience. The challenge is to present complex research information in an engaging, accessible, and compelling way.

8.5 Research Networking

The process of establishing professional relationships and collaborations with other researchers and scholars in your field of study is referred to as research networking. This can include attending conferences, workshops, and other academic events where you can meet and network with other researchers and use online tools and social media to connect with colleagues and share information. Here are some strategies for developing a strong research network:

- Attend conferences and workshops: Attending academic conferences and workshops is a wonderful way to meet other researchers and scholars in your field. These events allow you to present your research, learn about the latest developments in your field, and network with other attendees.

- Join professional organizations: Becoming a member of a professional organization in your field can provide you with access to a community of researchers who share your interests. Many organizations provide newsletters, online forums, and other resources to help you stay current on research and connect with other members.

- Use social media: Platforms such as X, LinkedIn, WhatsApp and ResearchGate can be useful for expanding your research network. You can connect with colleagues and stay up to date on the latest developments in your field by sharing your research and engaging with other researchers online.

- Collaborate with other researchers: Working on projects with other researchers can help you build relationships and broaden your network. Seek out opportunities to co-author papers, organize workshops or conferences, or collaborate on research projects.

- Find mentors: Finding mentors who are further along in their careers can provide valuable guidance and support as you navigate your own research career. Seek out opportunities to meet with senior researchers who can offer advice and mentoring.

8.6 A Short-Term Exchange Visit Program

A short-term exchange visit is an exchange PG programme in which the students are exposed to an intensive programme that increases their understanding of their research themes and fields and as well, as might expose them to other cultures, communities, and languages in partners Universities or enterprises. Likewise, research students from partners Universities can join Sohar University for the same purposes. See Postgraduate Short-term Exchange Guideline.

8.7 Intellectual Property Policy

As PG students have the copyright to their original works, such as research papers, theses, and dissertations, under "authorship" or "creator" rights. This means that they have the sole right to control and license the use, distribution, and reproduction of your work, subject to certain limitations under copyright law. However, as a registered at Sohar University, the students must abide by the University's intellectual property policy, which states that the University owns the rights to works of its students. As a result, they must sign the copyright form to transfer the right to Sohar University, and they may be required to obtain permission or rely on a fair use or other exception under copyright law.

8.8 Research Student's Workspace

Research student stations are a dedicated space where research students can work on their projects. These stations typically have all of the necessary equipment and resources that research students need, such as computers, printers, and access to databases. They may also have meeting rooms and other spaces where research students can collaborate with each other and with their supervisors.

8.9 Postgraduate Research Grand (GRG)

Postgraduate students are encouraged to apply for research grand to promote their research skills and knowledge. (See GRG Application and Guideline on SU website: https://research.su.edu.om/.)

8.10 Research Governance and Ethics

To achieve the vision and fulfil its mission, Sohar University expects all staff and students to behave with integrity, objectivity, accountability, openness, honesty, and leadership in all actions and behaviour. In addition, Sohar University also expects that all of its staff and students are committed to ensuring that the highest standards of health, safety, and environmental protection are achieved for all research activities and laboratory-based work. All research activities at the University must be conducted appropriately to meet the cultural requirements of the country and to comply with the University's general ethics requirements

Part 9

Academic Support Services

9.1 Finance Department Services

9.1.1 Tuition Fees

The University publishes an annual schedule of fees for tuition, registration, accommodation, transportation and other charges. The schedule is usually issued before the start of each academic year. Copy of the schedule is generally made available online through the SU website. Tuition, accommodation and transportation fees are payable before registering for each semester's courses. Other fees will be due at the time and manner specified in the schedule. The schedule is typically amended periodically.

If a student has registered and paid the tuition fees and discovers that they cannot continue with their studies, they may apply for a fee refund. Following the Refund Policy for Study Fees (see full policy on the Student Portal: https://www.su.edu.om/student-gateway/), the following fee refund is possible:

Refund %	Description
100%	Postpone or withdraw two weeks from the beginning of the semester
50%	Postpone or withdraw during the third week from the beginning of the semester
25%	Postpone or withdraw during the fourth week from the beginning of the semester
0%	Postpone or withdraw after the fourth week from the beginning of the semester

9.1.2 Payment of Tuition Fees

- All students who would like to register in any course for any given semester must pay the total tuition fees in advance before registration is approved.
- Students can pay:
  - Online payment through SU portal Edugate
  - Direct bank transfer to the University account
    - o Beneficiary Name: Sohar University LLC
    - o Bank: Sohar International Bank (Sohar branch or any branch)
    - o Account number: 002020010636
    - o Please mention your Student ID number and Student Name
  - Bank Cards services –Debit card/ credit card
  - Cheque issued in the name of Sohar University
- Semester tuition fees should be paid in full in advance, either by visa or 50% by visa plus 50% by post-dated cheque payable before the end of the semester. University terms and conditions shall apply for post-dated cheques and bounced cheques.

- Students are advised to check the balance of their accounts on the University's Edugate or E-Register. Students should then prepare their payment according to the University's instructions. They may visit the student accounting offices to pay the fees.

For more information, please visit the following link: https://www.su.edu.om/finance/

9.2 Career Guidance and Alumni Services

Career Guidance and Alumni Services (CGAS) at Sohar University serve as a pivotal role in supporting students and graduates as they transition from academic level to professional life. Through a diverse range of services and programmes, the section empowers individuals to define their goals, enhance their personal and professional skills, and enter the job market with confidence. These services not only strengthen their competencies but also equip them to excel in their chosen careers, enhance their capabilities, and prepare them for their career fields.

For more information, please visit the following link: https://www.su.edu.om/career-guidance-and-alumni-services/

9.3 Learning Resources Centre

The Learning Resources Centre (LRC) is located in the heart of the campus and provides world class facilities to support students, academics and researchers to enable them to achieve success and academic excellence. The LRC provides high-quality resources for all users who can benefit from a large number of databases and search engines available to enhance their academic studies and research experiences. The Centre also provides quiet study spaces for individual and/or groups. A number of trained and specialised library staff are on hand to provide assistance during opening hours.

For more information, please visit the following link: https://www.su.edu.om/learning-resources-centre/

9.4 Information Technology Services (ITS)

The Information Technology Services (ITS) department attempts to provide the University community with cutting-edge computing services. IT Services at SU has a long history of promoting institutions' missions by assuring stable core systems and network infrastructure, providing exceptional technical support, and promoting and facilitating technology integration into learning and teaching as well as business processes. Our goal is to consistently provide a high level of service and enhance and renew the University's technology resources as needed to serve the academic and administrative functions of the institution. The department has highly qualified and experienced staff with a wide range of specializations devoted to the students' professional and technical development. SU ITS department provides a secure environment where technology is accessible to our students and provides the tools and knowledge necessary to integrate technology into the curriculum for our Faculty. The department provides an efficient and effective operation for our staff to carry out their work.

For more information, please visit the following link: https://www.su.edu.om/information-technology-services/

Part 10

Student Support Services & Health

Safety and Environment

Sohar University

10.1 Student Activities and Student Services

Mahatat Al Talaba, located in the Shinas Building, is the student hub on campus where students can access many services including the main restaurant, stationery store, SU Clinic, fitness room, fine arts studio, Student Majlis, the gym, and other designated social spaces. Mahatat Al Talaba also has the office of the Pro Vice Chancellor for Student Affairs and Engagement, the department of Student Activities, the department of Student Services and the office of the Student Advisory Council.

10.1.1 The Student Activities Department

The Student Activities Department is the authorized body for organizing and supervising various activities for students in order to develop their skills in various fields including religious, cultural, scientific, artistic, sports and social. It also seeks to prepare students and motivate them to participate in internal and external competitions and events so that would help them to accomplish effective partnership with the local community.

For more information, please visit the following link: https://www.su.edu.om/student-activities/
https://www.su.edu.om/student-activities/

10.1.2. Student Service Department at SU:

The Student Service Department at SU plays a crucial role in providing a wide range of student services. It is located in Shinas Building, a centralized location for all students. The department aims to provide high-quality services that are designed in a way to keep pace with rapid technological advancements. It also seeks to harness the potential and capabilities to support students in all aspects. The entire department is ready to ensure each student can be successful during their time at SU and is prepared to succeed in their chosen career. The Department provides: a hostel for female students; transportation for female hostel students; medical care for all students; counselling assistance for all students; catering services for all students.

For more information, please visit the following link: https://www.su.edu.om/student-services/

10.2 Health Safety and Environment

At SU, the Health, Safety, and Environment (HSE) Section is run by trained, certified, and authorized specialists who offer services and help to make sure that work is done in a way that is legal, efficient, and successful. To protect the health, safety, and ecological integrity of the University's educational and research community, the HSE team promotes a culture of shared responsibility among students, Faculty, contractors, and visitors.

To maintain a healthy, safe, and ecologically sound SU campus for all students, staff, contractors, and visitors, the HSE Section has created a comprehensive HSE Manual that contains various policies, procedures, and guidelines. Occupational Safety and Health Regulations published by the Ministry of labour, Sultanate of Oman would be considered for execution wherever it is appropriate or there is any ambiguity.

You are welcome to make direct contact with the HSE Section for assistance. We will get back to you within the next twenty-four hours regarding all requests. Requests that come in over the weekend will be answered on the first business day after the weekend. Your privacy will be protected whenever you ask the HSE Section to look out for it. You can also use the H.O.P.E (Hazard Observation Performance Enhancement) Card to report safe/unsafe concerns related to Health, Safety and Environment.

In case of any Emergency or Fire, please contact Sohar University emergency number:
Tel: (+968) 91153055.

For more information, please visit the following link: https://www.su.edu.om/health-safety-and-environment/.