



Sur University College

## Preparation for Future Student Guide 2022 / 2023



Under the supervision of the Ministry of Higher Education  
&  
in affiliation with:

The American University in Cairo  
(Egypt)



Bond University  
(Australia)



University of Ain Shams  
(Egypt)



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## Dean's Word



Sur University College (SUC), the first private higher education institution in the Al Sharqiyyah region, was founded in 2001 under the supervision of the Ministry of Higher Education in the Sultanate of Oman. The Mission of SUC is the development of human beings and the community as a whole through the enrichment of the educational process by providing professional teaching, research and public service.

SUC strives constantly to achieve institutional effectiveness and excellence in teaching through knowledge transfer and the development of professional skills. It's planning and communications are devoted in building services with highest quality and excellence in order to ensure a prosperous community. SUC is striving to increase its student strength consistently to achieve its vision statement.

SUC is offering several programs in the field of Business Administration, Information Systems & Technology and Engineering, next to two Master Programs in Human Resource Management and Public Administration. The students who enrolled in Mechanical and Architectural Engineering programs will earn bachelor degree, and the programs are quality assured by the American University in Cairo, Egypt. The students who enrolled in Information Systems, Information Technology, Management and Marketing, Accounting, Finance and Banking can earn either a Bachelor or Diploma degree. All these programs are quality assured by Bond University, Australia. All our programs are offered in full-time and part-time modes (morning and evening). SUC is also offering Master program in Master of Business Administration (Public Administration) since the fall semester of 2016 with the academic affiliation with Ain Shams University in Egypt, for which the medium of instruction is the Arabic language.

SUC has developed and implemented its comprehensive Five – Year Strategic Plan 2020/21 – 2024/25, which is used as a comprehensive quality management tool to improve the academic and administrative activities, curriculum based on international practices, appropriate resources and learning support, IT infrastructure and internet connectivity and recruitment and maintenance of excellent staff.

Sur University College provides the University level studies necessary for the preparation of your future endeavors. Our commitment to quality and excellence will help you to become a part of an ever-growing potential of learning and employment experiences. As we look forward to our future growth, SUC is planning one day to be Sur University.

Welcome to Sur University College.

***Ali AlJarrah , Dean, Sur University College***

# 1. Introduction

## 1.1. Sur University College



Sur University College (SUC) was established in 2001. Initially, the college was located in Al Eiees area, Sur. In September 2011, SUC has moved to the new campus near Sur Public Hospital in Bilad, Sur. SUC college area is about 56000 m<sup>2</sup> and the building infrastructure covers 35000m<sup>2</sup>.

SUC caters students from all regions in the Sultanate and students from other countries. The college offers diploma and bachelor degrees in Information Technology and Business Management and a bachelor in Engineering. The first diploma degree was awarded in 2003 and the first bachelor degree was awarded at the end of the second semester in 2005-2006. The college also graduated (14) groups by the end of the academic year 2017-2018.

SUC contributes to the development of the society through a continuous learning and training in different aspects of English language, accounting, management, information technology and engineering. For example, the Center of Development and Training at the college introduces short courses in English language, information technology, management and engineering.

Since the Academic year 2016 – 2017, SUC is offering master Program MBA in Public Administrations under the Academic affiliation with Ain Shams University in Egypt. The aims of these programs are to satisfy the career prospects of the local society and the young Omanis in the region in line with Oman Vision 2040. The college also seeks to offer more specializations next year to meet the specific expertise knowledge and professional needs and desires of people and the society. The college staff plays an integral role in their contribution to researches and studies that serve the society.

According to the instructions of the Ministry of Higher Education and to achieve quality assurance, SUC has been affiliated with Bond University in Australia since 2006 in specializations of Business Administration and Information Technology. It has also been

affiliated with the American University in Cairo since 2012 and offers specializations in Mechanical and Architectural Engineering at undergraduate level.

## **1.2. Location**

### **1.2.1. The City of Sur**



SUC is located in Sur, the center of the eastern province in Oman. It is the only private college in this region with its distinguished economic and industrial location. SUC is close to the referential hospital in Sur State where the gas and fertilizer companies locate. Sur is famous for its beautiful beaches and weather as it was called Sur Al –Afiah. It also has a coastal road that facilitates and shortens the distance from and to Muscat. Sur is one of the big cities in the Sultanate and it is characterized by its architectural and economic growth. Sur has a seaport that is 180 kilometers -through the coastal road- far from Muscat. These factors have increased the demand for human resources to work in different businesses and industries, many banks, big companies like Oman LNG and S.A.O.G and tourist sites.



### 1.2.2. College Campus



The new college building is located in Bilad, Sur next to Sur Hospital with a total area over (56000) square meters. The college aims to adopt the new initiatives and plans to achieve a continuous improvement in the quality of education services and increase the level of education outputs in different scientific levels such as diploma and bachelor and soon the higher education. The college also aims to create new programs and provide the students with curricular and extracurricular services and activities.

The new location consists of several buildings that include four faculties, administration buildings, spacious classrooms, laboratories equipped with modern technologies, theatres, playgrounds, a mosque, a clinic and accommodations for both students and staff, a learning resources center and other facilities necessary for the comfort of students, staff and employees. The college new location is provided with services and facilities that support and ensure high quality education as it can receive the increasing number of students who like to attend the college.

## 1.3. Mission and Objectives

### 1.3.1. Vision, *Mission and Core Values*

#### **Vision Statement**

Sur University College aspires to be one of the most distinguished private institutions in the Sultanate of Oman and beyond, committed to providing socioeconomic transformation through quality education and research in preparing students for the future.

#### **Mission Statement**

Sur University College strives to sustain institutional effectiveness, excellence in teaching, student support services, and professional and research activities to meet national and community goals through developing talented students.

#### **Core Values:**

1. Excellence: Ensure a meritorious academic atmosphere.



2. High Quality: Provide an ideal educational environment.
3. Effectiveness: Facilitate efficient education, research and community services.
4. Professional: Produce talented and resourceful experts.
5. Supportive: Maintain an atmosphere conducive to learning.
6. Confidence: Improve self-sufficiency in task completion.
7. Competency: Increase abilities to meet global requirements.
8. Preparation for future: Develop successful citizens of the future.

### **1.3.2. Goals and objectives**

**Sur University College has set the following goals to achieve its vision and mission statements.**

1. Maintain high standards to be one of the best higher education institutions of the Sultanate of Oman.
2. Contribute to the national priorities via commitment towards excellence and high quality education.
3. Sustain development to meet the expectations of the community.
4. Develop well-rounded students through individual attention.
5. Provide rigorous academic and extra-mural activities.
6. Enrich the environment for both education and professional development.
7. Strengthen students' competencies through academic and research activities.
8. Nurture resourceful and talented students to support the community.
9. Contribute to the interpersonal and intellectual skills of the students to meet international expectations.

**Sur University College aims to:**

1. Provide higher education opportunities to a large number of Omani citizens in the Sultanate.
2. Provide the job market with a trained and highly qualified manpower.
3. Develop and encourage the scientific research in Sur State and the Sultanate.
4. Develop and support the relationship between private and public institutions in various aspects of life.
5. Keep up with the scientific and technical progress and the positive interaction.
6. Develop and improve the higher education in Oman.
7. Serve the society through giving short courses about different social issues, opening evening classes and participating in various activities.
8. Contribute to the intellectual and cultural movement through participating in conferences, seminars and events.
9. Offer more majors and postgraduate studies to meet the students' needs and desires.

**The college has developed a Five-Year Strategic Plan (2020/21 – 2024/25) to achieve the following goals.**

Goal 1: Increase Stakeholders' Satisfaction

- Goal 2: Enrich Educational Environment to Support Oman Vision 2040  
 Goal 3: Strengthen Research, Innovation and Professional Development Activities  
 Goal 4: Identify Diverse Financial Resources  
 Goal 5: Support MoHERI to Accomplish 10<sup>th</sup> Development Plan

### **1.3.3. SUC Graduate Attributes**

**Sur University College graduate students could be able to:**

#### **Intellectual Skills:**

- I1. Understand, analyze and solve the issues through the acquired knowledge.
- I2. Design and implement new projects/programmes/ventures appropriate to the requirements.
- I3. Recognize the optimal problem solving technique to the given situation.
- I4. Exercise critical thinking, evaluation and to involve in cutting edge research works to identify solutions to the given problems.
- I5. Apply professional ability to undertake and lead a given assignment/task/work with the highest level of integrity to achieve results.
- I6. Disseminate the acquired domain skills for greater good of working organization and country.

#### **Interpersonal Skills:**

- P1. Use effective communication tools to communicate and disseminate organizational knowledge.
- P2. Maintain sophisticated, cultured, honest and ethical conduct.
- P3. Respect the social and ethnic diversity and adapt to the culture.
- P4. Preserve highest degree of social interaction and manage work environments.
- P5. Collaborate and work effectively in diverse team to complete the tasks.

#### **Global Perception:**

- G1. Integrate with multi-cultural environments and demonstrate highest ability to succeed in complex national to international environments.
- G2. Perform their duties at highest level of ability and integrity, for the nation, community and society.
- G3. Practice independent and collaborative continuous learning and adopt in simple to complex work environments.

## **1.4. Academic Partner**

### **1.4.1. Bond University (BU)**

SUC is academically affiliated with Bond University, one of the most prominent universities in Australia. BU was founded in 1987 in Queensland State, Australia as the first non-profit private university. Bond University is internationally recognized due to the good educational environment it provides under the supervision of professional

academics. BU has seven faculties: Business Administration, Information Technology, Sustainable Development, Medicine and Public Health Sciences, Human Sciences and Law.

BU is set on a 66-hectare campus at Robina on Queensland's Gold Coast. Bond University is structured with a unique architectural design with sandstone buildings surrounding a lake encompassed by lawns where students love to socialize. All facilities are within easy walking distance lively educational and social community where you'll soon get to know everyone on campus.

Bond University surrounded with lecture theatre, case study rooms and tutorial rooms are conveniently located in the University Centre building; several student restaurants, cafes and bars circle the lake; and on-campus accommodation is within easy walking distance of all University facilities.

Harmonizing these academic features, you'll find a comprehensive selection of recreational and social outlets that encourage interaction between students outside the classroom.

#### **1.4.2. The American University in Cairo (AUC)**



**THE AMERICAN UNIVERSITY IN CAIRO**

**الجامعة الأمريكية بالقاهرة**

SUC is also affiliated with the American University which is one of the most prominent universities in Egypt and the Middle East. The AU prepares the study plans for the college and oversees the academic supervision and the quality of the outcomes of the engineering majors. The American University was established in Cairo, Egypt in 1919 to teach and serve the Middle East community. It is an independent, non-profit, non-political and non-racial private university and it is recognized in the United States and Egypt.



#### **1.4.3. Ain Shams University in Cairo**



Ain Shams University was founded in 1950 under the name of “Ibrahim Pasha University”. This is the third university founded in Egypt. The University includes 15 faculties and 2 higher education institutes in Cairo with seven campuses. Ain Shams University has a number of academic partnerships with international universities and higher education institutions. It also encourages the students by providing abroad opportunities.

#### **1.4.4. Academic Memorandum of Understandings**

The College strategically plans to exchange experiences in various academic, administrative and research fields. So the College has signed the following agreements with universities and colleges inside and outside the Sultanate of Oman:

- Academic Cooperation agreement with Princess Sumaya University for Technology – Jordan in 2016.
- Academic Cooperation agreement with Oman College For Administration and Technology – Sultanate of Oman in 2016.
- Academic Cooperation Agreement with End-Hoven University - Netherland in 2017

- Cooperation Agreement with Sur Healthy City – Sur, Sultanate of Oman in 2017
- Membership with the Association of Arab Union.

## **1.5. Foundation Program**

### **1.5.1. General Introduction**



SUC has been implementing the curriculum of the general foundation program suggested by the Oman Academic Accreditation Authorities (OAAA) in 2008, since the beginning of the first academic semester 2009-2010. As suggested by the Council, English, Mathematics and Computer skills must be introduced as core courses required to pass in higher education. Students attend the foundation program for two semesters where they extensively study 26 teaching hours a week including 20 credit hours in English, 4 credit hours in Mathematics and 2 credit hours in Computer skills.

The Foundation Program aims to develop students' skills in English, Computer and Mathematics in accordance with the Oman Accreditation Council standards and conditions and before being admitted in one of the academic programs. The English courses are taught by experienced instructors who come from all around the world. This wide range of backgrounds has helped to improve the students' English skills and academic performance.

All students registering to SUC are advised to take Placement Tests before joining the program in order to place them in a course that matches their level of proficiency. Students' progress is monitored regularly through continuous assessments that include standardized quizzes, oral presentations and the creation of student portfolios. End-of-semester examinations are used to check attainment of the learning outcome standards.

### **1.5.2. Assessment and Credits**

The final assessment result for the General Foundation Program is either "Pass" indicating that the learning outcomes have been achieved by the student, or "Fail" indicating that the student needs to re-sit the part he / she failed in. The GFP courses have no credit hours and the students who achieve the program requirements are awarded a "Certificate of Achievement".

## **1.6.     *Academic Disciplines***

Sur University College currently has three Academic Disciplines.

### **1.6.1. Business Administration (BA) Department:**

- Accounting
- Finance and Banking
- Hotel Management and Tourism (temporarily suspended).
- Management and Marketing

### **1.6.2. Information System & Technology (IST) Department:**

- Information Systems
- Information Technology

### **1.6.3. Engineering Department:**

- Mechanical Engineering
- Architectural Engineering

### **1.6.4. Post Graduate studies and Research Department**

1. Master in business administration/public administration in Arabic language

For more information about the postgraduate programs, refer to the postgraduate students' handbook.

## **1.7.     *Awards and Degrees***

Currently, SUC at undergraduate level offers degrees of diploma and bachelor in Business Administration, Information System and Technology and a bachelor degree in Engineering.

### **Diploma of Business Administration in:**

- Accounting
- Finance and Banking
- Hotel Management and Tourism
- Management and Marketing

### **Diploma of Information Systems and Technology in:**

- Information Technology
- Information System

### **Bachelor of Business Administration in:**

- Accounting

- Finance and Banking
- Hotel Management and Tourism
- Management and Marketing

**Bachelor of Information Systems and Technology in:**

- Information Technology
- Information System

**Bachelor of Engineering in:**

- Mechanical Engineering
- Architectural Engineering

**Master of Business Administration in:**

- MBA in Public Administration

**1.8. SUC Tuition Fees**

**1.8.1. Fees Structure**

Fees at SUC are determined by the College's Board of Directors and with the approval of the MoHERI. The table below shows the fees for the undergraduate programs and the method of payment for the first and second semester.

This table shows fees structure upon the registration of 15 credit hours in academic programs.

<b>Fees per semester</b>	<b>Payment on registering</b>	<b>First installment / after one month from registration</b>	<b>Second installment / after two months from registration</b>
770 OR / General Foundation Program	380	195	195
880 OR / Bachelor in Business Administration & Information Systems	440	220	220
990 OR / Bachelor in Information Technology	490	250	250
880 OR / Diploma in Business Administration & Information Systems	440	220	220
990 OR / Diploma in Information Technology	490	250	250
1200 OR / Bachelor in Engineering	600	300	300



- RO. 100 as registration fee (paid once – non-refundable).
- Foundation year fee RO. 770 per semester.
- RO 880 per semester (15 credit hours – 5 Courses) fees for the following courses:
  - Finance and Banking
  - Accounting
  - Management and Marketing
  - Information Systems
- RO 990 per semester (15 credit hours – 5 Courses) fee in the following courses:
  - Hotel Management and Tourism
  - Information technology
- All registered students have to pay 50% of the semester tuition fees on registration and pay the rest in two installments 25%, 25% after the end of the first and second consecutive months of registration.
- A student can pay the fees in cash in the college or deposit it in the college's bank account and show the deposit slip to the college registration management or the accountant.
- A student is not permitted to attend the final exams unless he / she pays all fees of that semester or of any previously owed fees.

Note: For the fees structure of Master programs refer to PG Student Handbook.

### **1.8.2. Sur University Students Documents Charge**

First time document issuance is free. For another certificate or transcript copy, the student is charged 2 OR and 10 OR for another copy of lost or damaged certificate.

### **1.8.3. Fees for reviewing the final exam papers**

The student shall review their final examination paper by paying the fee of (5) OMR. This fee is nonrefundable in case of no changes in the assessment grade.

### **1.8.4. The Student Accommodation**

Accommodation fees due for each student in the academic semesters is 226 OMR and 113 OMR for the summer semester paid according to room type and the number of students. Also, each student has to pay 20 OMR deposit refundable on the student's departure and release.

## **1.9. Facilities and Services**

SUC campus is designed and constructed to meet the educational, cultural and spiritual needs of students, staff and the stakeholders. It is built on the edges of Sur State opposite to the high eastern stone mountains. It looks like a row of harmonious white – rose architectural buildings reflecting the traditional and Islamic architecture. The total area of

the building is about (56,000 m<sup>2</sup>). It creates enough space to build scientific departments and provide them with the necessary modern techniques essential for creating a distinctive educational environment that contributes to creativity and development.

The campus of the college consists of the administration building which is made of two floors with a total area of (3574m<sup>2</sup>), five academic buildings each with a total area of (3067m<sup>2</sup>), staff accommodation with 60 furnished apartments, two female students hostels, learning resources center, Al-Afia Auditorium and another number of necessary buildings and facilities.

### **1.9.1. The Administration Building**

The administration building is made of two floors with a total area of (3574m<sup>2</sup>). The building includes the Chairman office of the Board of Directors, the Dean's office and his assistants, the Administrative and Financial Affairs Department, the Student Affairs Department, the Admission and Registration Department, the Quality Assurance Department, the Information Technology Center and the other administrative departments.

### **1.9.2. Academic Departments**

Each academic building has three floors with a total area of (3067 m<sup>2</sup>) for each and it includes (65) classrooms equipped with data show tools designed to motivate a positive interaction between students and instructors.



There are also modern computer laboratories, scientific laboratories for the Engineering Department such as the physics lab and the material and fluids lab. Moreover, each academic department has a 200-seat theatre where the events and activities of students are performed.

### **1.9.3. Learning Resources Center**



LRC was established in 2001 within the first inaugural opening of the college in the old building. Then, it was moved to its new building in the current location of the college. The center is located in the middle of the academic departments. It is important because it provides the college with different information services such as books, references, periodicals, internet research service, digital services through two

computer labs, two reading large rooms and six discussion rooms - three for males and three for females.

#### **1.9.4. Science and Computer Labs**

The college is equipped with three specialized labs including a physics lab, a thermo- fluid lab and a material lab designed for the Engineering Department. In addition, there are 18 computer labs which are equipped with 30 computers and they are all distributed among the academic departments as follows:



1. Two labs in the Engineering Department.
2. Seven labs in the GFP Department, building I & II.
3. Five labs in the Information Technology Department.
4. Two labs in the Administration building department.
5. Two in the Learning Resources Center.

#### **1.9.5. Computer Networks and Internet Service**

The college provides free internet and Wi-Fi services to students in all its 18 computer labs. The labs are equipped with (540) computers and 20 mbps internet speed limit to enable students to get access to the internet during the 24 hours of the day. The internet is supervised by technicians who help students to reach shared files of electronically stored contents and lectures. Each student is given an email to communicate with and follow up the college activities and announcements at the following college website: [www.suc.edu.om](http://www.suc.edu.om).

#### **1.9.6. Cafeteria**



The college provides a two-floor restaurant with separate dining rooms- one for males and one for females with a total area of ( 840 m <sup>2</sup>). The restaurant offers high quality meals sponsored by a contractor from outside the college who is committed to provide students with three daily meals at low prices, in addition to hot and cold beverages.

The college demands that the contractor pledge to food safety and quality, cleanliness and security rules and regulations. There is also a special restaurant for the staff that is located next to the administration building.

#### **1.9.7. Bookstore**

The bookstore in the college offers all types of textbooks sold to the students at cost price after being offered by the scientific departments to keep a good level of education.

#### **1.9.8. Copy Service**

Photocopying service is available to all students in the Learning Resources Center.

### **1.9.9. Celebration Hall**

The college established Al Afia Auditorium, which is a one-thousand seat theatre, to receive all students' activities and creations and to develop their skills. The theatre is also used for other special occasions held by the college such as hosting conferences, workshops and graduation ceremonies and it is equipped with the latest sound, lighting and presentation techniques provided for this purpose.



### **1.9.10. The Mosque**

The college established two mosques located next to the academic departments – a prayer hall for females and masjid for males to practice their religious duties.



### **1.9.11. The Clinic**

The college provides students and staff with free treatment services to any public health emergency case on campus through a medical clinic equipped with medical supplies, emergency medicines, first aid and an on duty nurse.

### **1.9.12. Female Hostel**

SUC established a highly secured and comfortable hostel for females on campus. It consists of two buildings with 120 rooms equipped with basic needs, education and entertainment tools like T.V. halls and tennis courts.

### **1.9.13. Car Parking**



As provided in the safety and security guidelines and conditions, SUC has organized vehicle parking inside and outside the college campus to receive the cars of students, visitors and employees.

### **1.9.14. The University Identity Card**

The UID is issued for each student when accepted to the college. He / She must show that ID when entering the college. In case of missing the ID, the college should be informed to issue another one in return to a fee. That is after making sure that the first one was really missed.

## **2. Admission and Registration Department**

Admission and registration department is one of the important departments which closely acts with Student Affairs Department and all academic departments. It maintains the registration systems and corresponds with all academic departments for the status of the student since the date of admission until the graduation. It is responsible for following up all the policies and procedures related to admission and registration taken at college academic board.

### **2.1. The Admission and Registration Policy**

Sur University College is open to all applicants regardless to their ethnicity, gender, disability, nationality, marital status, religion, and /or age. The applicant must hold a high school diploma or its equivalence.

### **2.2. Admission**

Admitted students can contact the Higher Education Admission Center in Ministry of Higher Education to submit their documents. The Center is responsible for declaring the lists of students who are accepted in scholarships and those who will study at their own expense. Students can personally check with Admission and Registration Department for registering. The department makes a file for each student where his / her formal documents are kept and reserved and each student is given an ID card and a study plan.

A student is responsible for the study load that suits his / her abilities, as well as the courses that he / she registers. Each student must make sure that the courses are available in his / her study plan. He / She should refer to the academic advisor to help them select the courses.

The Department of Admission and Registration may cancel any course if the study load exceeds the allowed limit according to the regulations of the college. The student is informed with this procedure.

### **2.3. Admission Documents**

Admitted students have to bring the following documents:

1. Original General Education Diploma transcript (or its equivalent).
2. Copy of a valid passport or ID.
3. Four recent personal photos.
4. Filling Sur University College Application Form.
5. Original transcripts (students who are from other colleges or universities).

### **2.4. Registering Courses**

Students register their study courses during the suggested registration period during the semester, after the consultation with the academic advisor who approves their online

registration within the period determined by Administration and Registration Department. After registration, students (except for those with scholarships) have to visit the accountant to pay college fees and tuitions.

**Admission and Registration Department performs the following duties:**

1. Execute admission rules and regulations for the academic programs.
2. Prepare the annual action plan for every academic year.
3. Prepare and organize students' files every semester as well as issue the required documents for each student.
4. Prepare the final lists of graduates and transcripts.
5. Guide students during registration, adding, withdrawal and transferring from and to the college, suspension and termination.
6. Cooperate with the academic departments in preparing the study program, exams schedule and the orientation week.
7. Follow – up and execute the instructions, regulations and laws implemented in the college.
8. Issue, review and certify university certificates and transcripts and confirm submitting them to students.
9. Extract the final lists of the expected graduates and review their study plans for each semester.
10. Follow attendance and absence and issue warnings and the prohibited students' lists.
11. Prepare biannual reports and statistics about students and submit them to the respective authorities.
12. Inform students about the decisions issued by admission and registration department, the Dean, board of directors and the respective committees or about other decisions concern them.
13. Facilitate online registration every semester and find solutions to the obstacles students meet during their study course.
14. Organize an annual graduation ceremony.
15. Organize an annual celebration for the distinguished students.

## **2.5. Registration Process**

Students at their own expense can register for an academic program: full –time or part-time (evening classes) all according to their own preferences.

1. Prospective students', who would like to register, can contact Admission and Registration Department during the working hours (8:00 AM to 4.00 P.M from Sunday to Thursday).
2. New prospective students must fill in the application form and submit it to Admission and Registration Department with the required documents. Transferred students

from another recognized college must bring their original transcripts with them.

3. Study courses of transferring students are in accordance with the recommendations suggested by equalization committees and with consistent to the study plan and calculation terms.
4. Prospective students must bring a letter from their sponsor / guardian stating the study mode (full or part) and the program.
5. The students can register online for any academic semester after the approval of the academic advisor.
6. The students can change any registered courses through “add & drop” process after the approval of the academic advisor and within the first week of study.
7. Disputes are solved according to the instructions, laws, regulations and decisions of SUC.

## **2.6. Placement Tests**

SUC holds placement tests in the foundation program for all admitted students in English, Mathematics and Computer Science. Passing grades and the students’ distribution into groups to their levels are as stated below:

### **2.6.1. English Placement Test**

The college holds a placement test in English to determine the level of the new admitted students. The English placement exam consists of two parts: Computer-based and Paper-based. The computer based test checks the students’ **reading, listening, basic grammar and vocabulary** skills. Students who score more than 50% in computer based test, may take the paper based **“Writing”** test on the same day. If a student scores less than 50% then he / she will be placed in English Preparation Course 1.

If the student scores more than or equal to 50% then he / she will be waived from English Preparation Course 1 and shall be eligible to take **“Speaking”** test. If the student scores less than 50% in the speaking test will be placed in English Preparation Course 2. If the student scores more than or equal to 50% in the speaking test he / she will be waived from all Foundation English requirements and placed at academic level. The means the passing grade for the English placement exam is 50% or above for each components: computer-based, paper-based writing and speaking tests.

If any student has IELTS 5.0 or above or its equivalent or passed all English placement test components conducted by the college, he / she will be waived from English course at general foundation program.

### **2.6.2. Mathematics Placement Test**

SUC holds a placement test in Math to determine the level of the new admitted students.



If a student passes the Math Placement test with score between 50% and 79% he / she will be waived from the Basic Math course. If he / she scores 80% or above in the Math Placement will be waived from all foundation Math requirements (Basic Math and Pure / Applied Math).

### **2.6.3. Computer Skills Placement Test**

SUC holds a placement test in computing skills to determine the level of the new admitted students. If a student passed the Computer Skills Placement Test with score between 50% and 79% he / she will be waived from Computer Skills 1. If he / she scores above 80% in the Computer Skills Placement Test will be waived from all foundation Computing Skills requirements (Computing skills 1 & 2).

If the student holds a certificate in IC3 (**in English Language**) or ICDL or Cambridge Diploma will be waived from all foundation computing skills requirements.

## **3. Academic System**

### **3.1. Academic Credit Hours System**

Sur University College adopts credit hours and academic semester system. The academic year has two academic semesters in addition to the summer. The first and second semesters are 16 weeks whereas the summer semester is 8 weeks. The academic calendar determines: the beginning of each academic semester, the academic semester program, the final exams dates, withdrawal and add dates before the semester starts. In order to graduate, students must complete their credit hours successfully according to the study plan provided in each program and with a CGPA not less than 2.0.

### **3.2. Study Load**

#### **a. The Foundation Program**

The student may register (3) courses with maximum (26) studying hours per semester. (These are studying hours not credit hours).

#### **b. Specialization Years**

1. The student loads falls between the minimum of 12 credit hours and the maximum of 18 credit hours per semester for all programs offered by the college, in some cases the student shall register less than 12 credit hours on recommendation of the head of the department and approval of the dean,
2. The student expected to graduate may register 21 hours in the graduation semester provided that his / her CGPA is 2.0 or above and with the Dean's approval.
3. The student load for the summer semester maximum 9 credit hours.
4. In case of graduation students, the Dean shall approve up to 12 Credit hours as

summer semester load.

5. The students are responsible for their study loads based on their ability. The students are responsible for registering into the correct courses with the help of their academic advisors. The registration department shall delete any of the courses registered above the maximum load and notify the student about the same.

### **3.3. Transferring to SUC**

Students from other recognized universities and colleges may transfer to SUC under the following conditions:

1. Their university or the college must be recognized by the MoHE.
2. Their university or college must be regular or full time mode.
3. They must submit their original transcripts – certified for the purpose of equivalency.
4. They must submit their original high school transcript.
5. Bring a course description of the courses they studied in the university or the college they transferred from.
6. If the university or the college is from outside Oman, the transcripts must be certified from the specialized authorities.

The respective department equalizing the courses studied by the student in his / her previous university or college -not counting more than 50% of the hours required by SUC to grant a degree. In other words, the student must not study less than 50 % of SUC courses to be awarded a degree. The grades of the equalized courses are not included in the transcript; they are shown as “pass” and referred to as equalized courses from another university or college. The number of credit hours, the course content and the study plan are considered in equalization process.

### **3.4. Academic Advising**

Academic advising is a process that guides and helps students in registration, withdrawal, dropping, adding and in choosing the courses according to their study plans. The role of the academic advisor is to help students find solutions to the problems and obstacles they meet inside the campus of the college and to improve their academic achievement and scientific progress. Up on this, the college administration has divided the students into groups according to their majors and appointed an academic advisor whose job is to create a folder for each student to follow-up their educational process.

The General Academic Advisor and the academic advisors shall provide an academic support for all students and follow-up with their study performance and progress. Students have to keep in touch with their academic advisor every semester and each time they face a problem. The academic advisor can also help students in registering their courses in accordance with their study plans, define their abilities and capabilities, guide and show them how to register in the following semester, solve the problems they face and complete and achieve success in their study. Students must gain the academic advisor's approval over the courses they intend to register.

Students can directly and easily register through the e-registration system and they have to contact the Admission and Registration Department to get an ID and password to enter to the system for registration. For more information, see the following college website: [www.suc.edu.om](http://www.suc.edu.om).

Note: All the students are advised to refer the academic advising handbook available in the university website.

### **3.5. Graduation Requirements**

A student shall be granted a degree in diploma or bachelor under the following conditions:

1. Completed the courses of the foundation program successfully.
2. Completed 60 credit hours in diploma and 120 credit hours in business administration and information systems & technology bachelor and 152 credit hours in one of the engineering majors bachelors.
3. Scored CGPA is 2.0 or more.
4. Approved by the College Academic Board.

### **3.6. The Graduation Ceremony**

#### **a. Graduation Ceremony:**

The college organizes a ceremony for the first, second and summer semester graduates during the month of December of every year. The ceremony is organized in Al Afiah Auditorium inside the college and it is sponsored by one of the important figures. In the ceremony, students receive their certificates. The distinguished students are honored with memorandums from the college.

#### **b. Academically Distinguished Students Ceremony:**

The college organizes a special ceremony for students who are distinguished and achieved “Excellent” in their GPA every year. Distinguished students are awarded honor certificates and memorandums as a sign of appreciation and support to their effort.

## **4. Rules and Regulations, Policies**

### **4.1. Admission**

#### **4.1.1. Admission Requirements for Prospective Students in General Foundation Program**

A prospective student should have Diploma in Secondary Education or equivalent. All the students registering to the foundation program is advised to write the foundation

placement examinations.

#### **4.1.2. Admission at Academic Program**

**The conditions for admission at academic program at undergraduate level:**

1. A student is admitted to academic programs if he / she: Passed all the foundation program requirements or passed the Placement tests conducted at SUC
2. A student scored at Least 5.0 or above in IELTS or its equivalent shall be admitted directly to the academic programs.

#### ***Mathematics and Computing Skills Requirements:***

- 1) Mathematics:
  - a) If a student passed the Math Placement Test conducted by SUC will be waived from the Basic Math course.
  - b) If he / she scores above 80% in the Math Placement Test conducted by SUC will be waived from all foundation Math requirements
- 2) Computing Skills
  - a) If a student passed the Computing Skills Placement Test conducted by SUC will be waived from Computing Skills 1.
  - b) If he / she scores above 80% in the Computing Skills Placement Test conducted by SUC will be waived from all foundation Computing Skills requirements.
  - c) If he / she holds a certificate in IC3 in English Language or ICDL or Cambridge Diploma will be waived from all foundation computing skills requirements.

#### **4.1.3. Disqualification / Termination of Admission**

A student admission will be terminated if:

- a. Provided the college with false information with or without intention.
- b. Provided the college with information leads to falsified information.
- c. Provided the college with forged certificates or documents.
- d. Issued a termination decision for any reason.

Up on this, the student bears the consequences and the corresponding expenses.

#### **4.1.4. Commitment to Rules and Regulations**

Students are subject to all rules, regulations, procedures and policies issued by SUC. The college is authorized to modify reform, delete or add to them. These rules are applicable to all students in joining the college and they can keep a copy of them. .

## **4.2. Enrollment**

### **4.2.1. General Enrollment Process**

In order to be enrolled in one of the college academic programs, the students must:

- Meet all the admission requirements for the desired program.
- Comply with college fees regulations.
- Be committed to college rules and teachers instructions.
- Submit all the documents required by the admission and registration department.
- Attend full- time study, not less than 75 % of the registered contact hours in each academic semester in each course.
- Consult the academic advisor to guide him / her about the compulsory and optional courses, study load, semester average, GPA , study process , study plans, conduct codes, punishments, add and withdrawal process , deferment, punctuality, and college rules and regulations.

### **4.2.2. Re-enrollment**

- a. Any student discontinued the study because of whatever reason, he / she may re-enroll in the same or any other academic program based on the admission criteria of the program with the same student ID.
- b. The credit hours successfully completed before discontinuation will be considered based on the program of re-enrollment. .
- c. The courses previously completed are considered in accordance with the study plan implemented in the year of re-enrollment.
- d. If a student is permanently suspended by a college decision, he / she cannot re-enroll.
- e. The student has to pay 50 OMR as re-enrollment fees.
- f. The maximum discontinuation period is 10 years.

## **4.3. Termination, Suspension, Deferment and Withdrawal.**

### **4.3.1. Termination and Suspension**

- a. Terminated from the college: Any student does not complete the graduation requirements within maximum 8 years for the bachelor and 4 years for the diploma (deferred or discontinued semesters are not counted).
- b. Temporary Suspension: Any student issued a suspension letter by a decision from the Disciplinary Committee shall be suspended for no more than one academic year.
- c. Terminated from the college: Any student issued three warnings within one academic year due to misconduct or academic misconduct. On this situation, the semester fees are non-refundable.
- d. Terminated from the college: Any student who could not raise his / her CGPA to 2.0 in the recommended period as given in article 5.6.4.

### **4.3.2. Deferment**

A student may not defer his / her study without prior permission from the college. A student may defer his / her study for no more than two academic semesters after filling the deferment form and under the following conditions:

1. Getting the approval of the academic advisor with mentioning the reasons.
2. Getting the approval of the sponsorship / guardian.
3. Getting the approval of the Dean.
4. Submitting the deferment form to the Admission and Registration Department to process it.
5. Informing the respective authorities (sponsors).

Eventually, study is deferred before the beginning of the semester or maximum at the end of the first two weeks from the beginning of the semester and in this case, fees are refundable. Students sponsored by the MoHE can defer their study in consistence with the instructions of the interior scholarships instructions in the ministry.

### **4.3.3. Student Attendance and Absence**

It is compulsory that students attend all lectures for the academic semester they are registered in. If a student commits 25% or more absences without a valid excuse, he/she will be prohibited to take the final exam. In this case, he/she is considered “fail” and fees are non-refundable.

According to laws and regulations:

1. Students must attend all the courses that they are registered.
2. Teachers must take absence of each lecture and submit it to the electronic system – taking into account that the student must not have been absent more than 25% of his / her studying hours.
3. Any student has been absent for more than 10% of his / her studying hours without an eligible excuse will be given a first warning letter.
4. Any student has been absent for more than 20% of his / her studying hours without an eligible excuse will be issued with final warning letter.
5. Prohibited from the final exam, any student has been absent for more than 25% of his / her studying hours in a particular course without an eligible excuse and he / she is given zero in the particular course and fail.
6. If a student has been absent for more than 25% of his / her studying hours with an eligible excuse issued by an authorized party and approved by the Dean, he / she is officially considered “withdrawn” and the fees for the particular course is not refundable.

7. The excuse must be submitted within three days from reasons for waiving.
8. The Admission and Registration Department and the Student Affairs Department must proceed with the required procedure.

#### **4.4. Withdrawal**

##### **4.4.1. Withdrawal from the college**

- i) A student may withdraw from the college, but the fees cannot be refundable unless he / she withdraws within the first two studying weeks of the first or the second semesters or the first week of the summer semester.
- ii) The withdrawn student must fill in the withdrawal form and gain the Dean's approval.
- iii) The student must get release from all departments before the withdrawal.
- iv) The student must hand over the college ID card to the Students Affairs Department.
- v) The student must be given back his / her identification papers from his / her file , terminate his / her enrollment and keep the withdrawal in his / her file.
- vi) Identification papers are given back to the respective student and no one can receive them on behalf of another one.
- vii) Respective authorities must be informed about the withdrawal.

##### **4.4.2. Withdrawal from a Semester**

- i) A student may withdraw from study in any academic semester within the first two weeks of the first or second semester or the first week of the summer semester. In this case, fees are refundable. If exceeded within the duration of the period mentioned above, fees are non- refundable.
- ii) Withdrawal is done through a special withdrawal form and with the approval of the Dean and the Advisor.
- iii) The registered courses are withdrawn from that semester and the student is marked as "withdrawn" in his / her transcript and the semester is considered as "Withdrawn" semester.

##### **4.4.3. Withdrawal from a Course**

- i) A student may withdraw from one course within Add and Drop period as per the academic calendar, the course fees will be considered for the following semester and the withdrawn course will not be shown in his / her transcript.
- ii) If a student withdraws after the Drop period mentioned in academic calendar, he / she must pay the fees and will be marked as "withdrawn" in his / her transcript.

#### **4.5. Add and Drop**

SUC has an online registration system for add & drop of any of the registered courses. This option has a limit time for adding and dropping any subject. Please see the website for updating information.



- i) A student may drop or add a particular course for whatever reason (change time, registration mistakes, change an instructor).
- ii) A student may drop and add within the period determined by the Admission and Registration Department; that is usually in the first week from the beginning of the academic semester.
- iii) A student may drop and add through the e-registration or with a special form signed by the student and his / her advisor.
- iv) The student study load and the CGPA are taken into consideration.

## 4.6. Grades and Assessment

### 4.6.1. Grades and Symbols

SUC follows points and symbols system in counting the course grades, semester average and CGPA. Grades are categorized in the following table.

Grade Points	Symbols	Marks Range	Grades
4	A	90-100	Excellent
3.5	B+	83-89	Very Good High
3	B	76-82	Very Good
2.5	C+	69-75	Good High
2	C	62-68	Good
1.5	D+	55-61	Pass High
1	D	50-54	Pass
0	F	Less than 50	Fail
**	IN	-	Incomplete

1. The total mark for each course is counted out of 4 points.
2. The total mark for each course is the sum of the final exam marks, semester exams and any other tasks and duties given to the student during the academic semester. The student is usually informed about it by a course content distributed at beginning of the semester.
3. The final exam for each course is held at the end of the semester (according to the official exams schedule) where 50% is awarded to the final exam and another 50% for other different tasks except the courses that their nature requires otherwise.
4. Semester work includes two exams and students are informed about before taking them. The first is set before the end of week 5 while the second one is set before the end of week 10. The exam papers are given back to the students.
5. Semester work may include oral exams, reports and researches with a grade that does not exceed 20% of the final total.
6. The minimum passing mark is 50% - that is (D).
7. The minimum passing mark in English (a college requirement) is 50% and it is recorded in the student's grades transcript and counted in the GPA.

8. "Pass" or "Fail" is awarded for all Foundation Program Courses. The passing mark for all courses is 50%.
9. The GPA is the average of all courses that student achieves during study.
10. A student may restudy any course to increase his / her GPA. In this case, the course with the higher grade is counted and both of them are recorded in the student's grades transcript.
11. The student is advised to repeat a course, if his / her grade is less than C.

#### **4.6.2. Accumulative GPA Calculation**

1. Minimum CGPA requirement to graduate is 2.0.
2. The semester average is calculated through multiplying course value by its credit hours and dividing the result by the total registered credit hours.
3. The CGPA is calculated through multiplying each semester average by the credit hours of the entire academic semesters and dividing the result by the credit hours total.
4. The semester average and the CGPA are counted according to the nearest two decimals.
5. The semester average is calculated at the end of each semester while the CGPA is calculated for the entire academic semesters as in table (2) below.

<b>Grade Letter</b>	<b>Grade</b>	<b>Points</b>
A	Excellent	3.60 – 4.00
B	Very Good	3.00 – 3.59
C	Good	2.50 – 2.99
D	Acceptable	2.00 – 2.49
F	Weak	Less than 2

#### **4.6.3. Absence**

- 1) Any student absent from a scheduled semester exam (midterm or final) without valid excuse, he / she is given "Zero" and the exam is not repeated.
- 2) Any student absent from a scheduled semester exam (midterm or final) with a valid excuse, he / she has to submit the excuse to the college administration within a week of reasons for excuse and the exam is repeated.
- 3) Any student absent from the final exam without a valid excuse, he / she is given "Zero" in the exam.
- 4) Any student absent from the final exam with a valid excuse approved by the college Dean, he / she is regarded "Incomplete" and the exam is repeated (make-up exam) within the first four weeks of the beginning of the following semester. If the student doesn't take the exam during this period and not providing any official excuse he/she is given "Zero" and the exam is not repeated.
- 5) In case the student provides a valid excuse and is approved by the college dean, the make-up exam will be repeated.

#### **4.6.4. Probation Rules**

##### **4.6.4.1. Probation I**

A student will be on probation, if his / her GPA is under (2.00) at the end of any academic semester except for the first semester admitted in for major and the summer semester. The student will be notified about his / her status by a first warning letter.

##### **4.6.4.2. Probation II**

A student will be notified about his / her status by a second warning letter if he / she could not raise their GPA to 2.0 or above in two consecutive semesters.

##### **4.6.4.3. Probation III**

A student will be notified about his / her status by a third and final warning letter if he / she could not raise their GPA to 2.00 and above after being probed for two consecutive semesters.

#### ***Dismissal from the Specialization***

Any student who fails to raise his / her GPA within the specified period, the student may apply for another major in the college (if available). In this case, the student's courses are counted according to his/her new study plan provided that his/her CGPA is not below (2.00) after equalization.

#### **Dismissal from the College**

1. Any student whose CGPA is below 1.00 in any academic semester except for the first semester admitted in for a major and the summer semester.
2. Exempted from dismissal on the following cases:
  - i) Any student completed 90 credit hours in bachelor or 45 credit hours in diploma.
  - ii) Any student who has scored (2.5) as his/her semester average in the next semester after he/she has received a final warning letter. In this case, the student will be given an additional semester as a last chance to raise his/her GPA to 2.00 or above.
3. Admission and Registration Department is responsible for issuing warning letters to the respective students and notifying the official authorities about them.
4. The study load of a probation student is defined as follows:
  - i) If a student's CGPA is above (1.5) and under (2.0), he / she may register maximum 12 credit hours in an academic semester.
  - ii) If a student's CGPA is greater than or equal to (1.00) and under (1.5), he / she may register maximum 9 credit hours in an academic semester.
5. A prohibited student may not register through e-registration (online). A prohibited student may register through the Admission and Registration Department after consulting the academic advisor.

6. These rules are implemented since the beginning of the academic year 2015 / 2016, which cancelled any previous rules in this regard.

#### **4.6.5. GPA and Load**

The college always provides and supports its students during their college life. It has established academic advising system and the students are allotted with an academic advisor who will help the student to select the courses according to their respective study plan and guide them keep their CGPA above 2.0. If a student's CGPA is under 2.0, the students are advised to repeat the courses in which they scored less than (C) to raise their CGPA above 2.0.

#### **4.6.6. SUC Cheating Policy**

The following actions during any examinations or assessments shall be considered as cheating, not limited to the points:

- i) Use of any unauthorized assistance in any assessment including assignments, quizzes, tests and examinations.
- ii) Copying from any sources in any assessments.
- iii) Impersonation in any assessments.
- iv) Proxy in the class attendance.
- v) Doing another student's formal assessment work.
- vi) Substituting others for any of the purposes.
- vii) Copying from another student's coursework.
- viii) Using any unauthorized materials including the use of text, voice, hard and soft copies or any media in an examination.
- ix) Depending on any unauthorized sources beyond those authorized by the tutor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- x) Acquisition or stealing of tests or other academic material belonging to a member of the College.
- xi) Using any form of unfair means to gain advantage in any assessment.
- xii) Helping or allowing other students to copy from the coursework or examination.
- xiii) Acting dishonestly, before, during and / or after the assessment.
- xiv) Giving unauthorized assistance to other students in the assessment.
- xv) Creating noise or any disturbance in the examination hall.

#### **Action / Punishment:**

The student found guilty by any one of the above shall be punished as follows by the disciplinary committee:

#### **Internal Assessments:**

- i) If any student found guilty for the first time in any internal assessments like quizzes, tests, assignments and examinations shall be given "Zero" in the particular section of the assessment with a written warning.
- ii) If a student attempts to cheat again, shall be given "Zero" in the subject and shall not be allowed to enter final examination. In this case, transcript shall be mentioned "F - Fail". The fees paid by the student shall not be repaid or adjusted. A second written warning letter shall be issued with a copy to the sponsor stating the proper reasons and disciplinary actions taken.

- iii) If a student cheats or attempts to cheat again after the second warning, shall be dismissed temporarily from the college.

**Final Examination:**

- i) If a student is caught for any of the above cheating reasons in the final examination shall not be allowed to write the examination further. "F – Fail" shall be mentioned in the transcript in the particular subject.
- ii) If a student is caught for the second time, he / she shall be given "F- Fail" for all the courses for the running semester and be suspended from the following semester.
- iii) If a student has been already punished once in an internal assessment for cheating and has been caught in the final examination shall be given "F – Fail" for all courses in the running semester.
- iv) If a student cheats or attempts to cheat again after the above cases, s/he shall be dismissed from the college.
- v) In all the above cases, a written warning shall be issued to the individual and to the sponsor if any.

**Punishment Procedure:**

- i) If a student is caught cheating or attempting to cheat, the invigilator or teacher shall write an incident report;
- ii) The above report shall be forwarded to the disciplinary committee chaired by the Assistant Dean. The committee shall investigate the case and make appropriate recommendation;
- iii) The recommendation shall be submitted to the Dean for appropriate decision.
- iv) The student shall be informed about the decision and will have an option to appeal.
- v) The course instructor, the Ministry of Higher Education and the sponsors shall be informed about the decision and shall be announced on the notice board.

**4.6.7. Honor Board**

The college supports scientific excellence and achievements and it is proud of the students who achieve high scores in their GPA. In appreciation to their effort, the college publishes the names of excellent and first students on an honor board. The college grants the firsts appreciation certificates from the Dean. They are also honored in a special celebration every year provided that their study load in an academic semester is not less than 15 credit hours and not have been given warnings.

**4.6.8. Equivalent Course**

The expected graduate student is eligible to study any two substitution courses:

- i) If there is a conflict between two compulsory courses
- ii) If the compulsory course is not offered.
- iii) If there is a conflict between an elective course offered according to his / her study plan with other compulsory or elective courses and has no other options for the offered electives in the graduation semester.
- iv) If the student failed in a course two or more times.
- v) The student is not eligible to study not more than 2 substitution courses during his /

her study period.

- vi) The substitution courses shall be allotted only on the initial approval of the head of the department upon the recommendations from the academic advisor and final approval from the dean. The courses shall be either the same level or higher level of the program.
- vii) The student has to fill the form designed for this purposes by the academic department.

#### **4.6.9. Final Exam Grades Review**

A student may review his / her final grades by submitting a formal request (Final Grades Review Form) and paying the prescribed fees. Along with the instructions from the Dean, the committees of the respective department reviews the student's final grades and submits the new result to the college registrar to complete the procedures within one week from the date of publishing of the results in the college electronic system.

## **5. Student Affairs Department**

Students Affairs Department is mainly concerned with students' issues. It is a focal point between the academic departments and the college deanship for providing student services.

1. Receiving and introducing the new students to the departments of the college and organizing an orientation week for the first and second academic semesters.
2. Managing and preparing the hostel for the new female students before the beginning of the academic year.
3. Providing students with counselors to help them in their academic progress and meet the obstacles they face on moving to a new academic and social society.
4. Solving problems of the hostel if found.

The department supervises the following:

### **5.1. Students Activities**

SUC is interested in developing the student activity as one of its basic curriculum components to achieve educational goals of developing the students' personality, making decisions, encouraging innovation and sense of responsibility towards themselves and society.



Students' activities include:

1. **Cultural activity:** organizes cultural weeks, seminars, lectures and different evening sessions.
2. **Sport activity:** activates games, sports and sport competitions in the college and

participates in the activities and events that are organized by sport institutions and bodies in the Sultanate.

3. **Social activity:** promotes and enhances human and social relationships between students and the outside community through organizing field visits to children with special needs centers and orphanages.
4. **Art activity:** activates and enhances the role of the theater and music. It also organizes handicrafts and plastic exhibitions for calligraphy, sculptures and drawings.
5. **Media activity:** covers all activities, events and visits held inside or outside the college campus.
6. **Peer review:** educates and spreads health and cultural awareness among the college students, schools and young people assemblies. The aim of peer review is to build a society free of sexually communicable disease, fight drugs and smoking, increase students' awareness about traffic and road accidents and motivate young people to think positively and dismiss negative thinking.

The college also embraces other voluntary groups like pioneers group, environment friends group, police friends group and SUC's special voluntary group with the slogan "Give us hand to serve Oman." Voluntary work is important because it characterizes the noble qualities of our society and the individual's responsibility towards their society to achieve public interest.

## **5.2. Career Guidance and Alumni Association:**

### **5.2.1. The Career Guidance Office**

The aim of establishing the Career Guidance Office in the Students Affairs Department is to help students make effective decisions about their educational, vocational and professional future by encouraging them to discover their own abilities and developing their personal skills. The main focus of the office is to support and follow up with the vocational and professional situations of the previously graduated students. It also prepares the undergraduate students to job markets by providing them with knowledge and skills necessary to meet job requirements. The office prepares annual plans and programs with the cooperation of public and private social institutions to develop and train students vocationally and professionally. The following are the most prominent activities by the office:

1. Organizing job fairs cooperating with private and public social institutions.
2. Organizing an annual day for graduates including jobs fairs for various organizations and seminars for projects finance through the Development Bank, Rafd Fund, the Cell Project "OMIFCO" and the Public Authority for small and medium enterprises development.
3. Maintaining communication channels with alumni.
4. The college established a data base for alumni called "Alumni Association" to keep in touch with them.
5. In order to strengthen and enhance the relationship between the college and social



institutions, the Career Guidance Office visited some local and social institutions to identify their job needs and conduct the students towards them.

6. Organizing lectures and workshops about writing resumes and job interviews.
7. The college contributes to providing job opportunities for graduates and undergraduates.
8. In order to invest students' efforts and abilities, the college employs some of its students with a daily wage system each according to their specialization.

#### **5.2.2. Counseling Office**

The college provides counseling to the students on various requirements through its counseling office.

#### **5.2.3. Graduates Follow-up (Alumni)**

Represented by the Career Guidance Office, the college regularly checks graduates enrollment in the job market and see if their qualifications, skills and specializations meet its requirements. The college collects the data about graduate's employment in many different ways. For example, through a telephone contact, messages or filling a special survey form on the college website in order to do its annual statistics about graduates of all specializations and show employment rates. In this regard, the college established a database with the names, addresses and specializations of all graduates and their employments rates to allow a permanent follow-up.

#### **5.2.4. Practical Training in Workplace**

Practical training at workplace is one of the practical scientific aspects complementary to the theoretical aspect of the student study. The practical training aims to meet the job technical and practical requirements, provide the student with practical training in workshops and college labs and implement scientific experiments during classes. With the cooperation of local community institutions, the college usually organizes various field visits to different workplaces in order to let the students see the equipment, the machinery, the operating units of each site and the mechanism of implementing the attributed businesses and tasks each according to the nature and type of the institution and company. Among these visits are visiting Sur Public Establishment for Industrial Estates and Oman Liquefied Natural Gas (Oman LNG) and others.

#### **5.2.5. College Outcomes and Job Market Needs**

The compatible efforts between the college outcomes and job markets needs in the local society aims to develop a productive national workforce that contributes to a comprehensive development in the Sultanate of Oman. In this regard, the college follows these arrangements:

1. Selecting the academic programs such as Engineering, Business Administration and

Information Technology according to the job markets needs and requirements.

2. Motivating students to train in public and private institutions.
3. Supporting the local community institutions by participating in various voluntary works. For example, in the campaigns carried out by Sur municipality, the department of Tourism, the governorate and the ruler office.
4. Introducing students to national programs that support small and medium projects like Rafad Fund, the Cell, Oman Development Bank and others.
5. Providing students with the necessary skills required in the job market through organizing workshops and training courses about learning English, computer skills, resume writing and job interviews.
6. Establishing agreements with the private sector institutions.
7. Hosting several private sector institutions to introduce and market them like Oreedo, the Commercial Institution and banks.
8. Organizing jobs fairs to provide students with job requirements and application with the cooperation of the private and public sectors in the South Eastern Province.

### **5.3. Support Students with Special Needs**

The college through the Students Affairs Department provides special needs students with all means of comfort and support through offering appropriate educational environment as in the following:

1. Parking their cars near the college departments (inside the campus).
2. A special entrance in all college departments.
3. Separate ramps (no stairs) and a special path for their movements inside and outside the college.
4. All floors have separate toilets for males and females.
5. All classes in the departments can be moved into the ground floor when necessary.
6. Given a treatment priority in the clinic.
7. For students with other challenges (Blind, Deaf etc), SUC will ensure that all the facilities including the required teaching resources are made available.

### **5.4. Student Advisory Council**

SUC has the organizational guide to the Student Advisory Council.

#### **1. Objectives and Powers**

The Student Advisory Council aims to:

- Develop and improve the educational process, research studies and the services

introduced by the college to students.

- Enhance and promote transparency, critical criticism, wise and responsible opinion and dialogue etiquettes.
- Increase students' awareness to create conscious and productive citizens capable of performing their human and social roles towards their society.

## **5.5. Student Hostel**

Students Affairs Department is concerned with female students who live outside Sur Estate. It offers them big hostels equipped with new furniture and other items to provide them with all means of comfort and safety.

### **5.5.1. Services and Facilities**

The hostel introduces the following services and facilities.

1. A number of supervisors responsible for the student's settlement during the whole day.
2. Students can go shopping once a week in groups and with the company of some supervisors in the hostel.
3. Transporting students to hospital if sick with the company of some supervisors. The college also provides a medical clinic available inside the campus.
4. Memorization halls equipped with a television, tables and seats.
5. A big computer hall equipped with computers.
6. A waiting room for the hostel guardians.
7. A buffet for food inside it.
8. Big equipped kitchens.
9. Rooms equipped with means of comfort. Each room is equipped with 4 beds, 4 couches, tables, fridge and a bathroom.

## **5.6. *Learning Resource Center***

The "Learning Resources Centre" is considered the heart of SUC and provides learning support services and facilities such as the Library, the Computer Centre and the Language Laboratory. The aim of LRC is to help prepare students to achieve their personal professional goals through higher education.

### **5.6.1. LRC services**

SUC is keen to provide required information services to students through the learning resources center, such as:

- Internet access.
- Circulation.
- Reference services.
- Printing and photo copying for library material.
- Internet search ( LRC computer lab)
- Wi-Fi section.
- Discussion rooms reservation.
- Databases searching.
- Online catalogue search.

The library has a security system to prevent the loss of library materials; the students should check out their books at the circulation desk before leaving the library.

Sur University College learning resources centre has 6 group discussion rooms (3 for male, and 3 for female) and an IT lab, and Wi-Fi section available to students in educational and research purposes. These are primarily intended for the use of staff and students of the Sur University College. Other authorized persons may be admitted.

### **5.6.2. Regulations and User Conduct:**

1. The Learning Resource Centre (Library) is normally open from 8:00 a.m. to 8:00 p.m (Sunday to Wednesday). The LRC will be opened from 8.00 a.m. to 4.00 p.m. on Thursday. To support postgraduate students, the LRC will be open on Saturdays from 8.00 a.m. to 4.00 p.m. It will be opened in other durations based on the prior approval from the higher authorities.
2. The student using the LRC must have a validated SUC ID to check out reserves and books.
3. Conversation and any other behaviour likely to disturb or inconvenience to other users must be avoided in the reading area.
4. Smoking, eating and drinking are forbidden in the Learning Resource Centre.
5. Dropping litter is forbidden in the Learning Resource Centre, the computer labs and the language lab is forbidden.
6. Users must not use mobile phones and other sound equipment
7. Books, equipment and furniture must not be damaged in anyway.
8. Network Internet Services are just for research purposes and must not be used for other reasons.
9. The students can borrow two items at a time for two weeks period and it can be renewed for another week on request.
10. Computer Laptops may be used in the Learning Resource Centre.

11. Students must return all loans to the official by last day of the semester; otherwise college can withhold their degree certificate and marks forms until all loans and any debts have been cleared.
12. Unauthorized removal of a library item shall be regarded as a serious breach of these regulations and the user may be dealt with under college disciplinary procedures. However the head of the Learning Resource Centre shall have the power to impose fine depending on the actual price of the item.
13. Users should not misuse the photocopier machine in the library for illegal photocopies.
14. Fines apply to the overdue materials (100 baisa for each day).
15. Library users must pay the replacement cost of any item issued to them that is lost or damaged while it is in their possession. This replacement costs equal to the triple the price of the original cost of each item.
16. Loans can be renewed for a further period unless it has been requested by another reader.
17. Users are responsible for all books and library materials borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedures have been completed.
18. Discussion rooms are only available for reservation by current SUC students with a valid student ID. To satisfy all students' needs, study rooms may be reserved for a maximum of 2 hours per day. Reservation can be renewed for additional time if no one is waiting for a room. Students are required to return the key to the circulation centre when they finish using the room or the reservation is expired. If the key is still not returned, a fine of 500 baisa will be charged for each key.
19. Cases and bags may be taken into the library, but the library accepts no responsibility for the loss of any unattended property.
20. Users must inform in writing any changes of address, telephone number and email to the IRC staff.
21. Reference materials are not for issue.

### ***Disciplinary Action***

The Manager of Learning Resource Centre (Library) reserves the rights to withdraw library facilities from anyone in breach of any of these rules and regulations. Additionally, anyone found making illegal photocopies, damaging college property, tampering with someone else's property or acting in an abusive or disruptive manner may be reported to the Disciplinary Committee for further necessary actions and decisions for further in for motion, you can visit our webpage on the college website at: <http://suc.edu.om/index.php/en/lrc-c>.

### **5.6.3. LRC Director Responsibility**

The Director and the employees of the LRC are assigned to the following responsibilities:

- Save the center properties and resources
- Prevent any resource misuse
- Stop anyone from violating the center instructions
- Report any resource misuse

Any of the center staff may write a report about any use contrary to the center instructions.  
The center is monitored by cameras and security system.

### **5.7. No Plagiarism Policy**

The following actions are considered as plagiarism but not limited to, according to the College regulations:

- 1) Intentional or unintentional use of other's words.
- 2) Use of any quotes or phrases of any other author.
- 3) Use of part or full published or unpublished articles of other author (s).
- 4) Submission of other's works.
- 5) Copying others spoken or written words by any means.
- 6) Paraphrasing others ideas or opinions.
- 7) Quotation of examples given or spoken by others.
- 8) Exercise of statistical tables, values and facts done by others.
- 9) Use of graphs and drawings developed by others.
- 10) Mere translation of others views and ideas.

#### **Avoiding Plagiarism by using:**

- 1) Proper references, acknowledgements and credits to each use of others works.
- 2) Annotations on statistical tables, graphs and drawings.
- 3) Citations and / or footnotes wherever required.
- 4) Defining the sources of data and information.
- 5) Providing bibliography.
- 6) Appropriate Source references, cross references and content references.

#### **5.7.1. Referencing Methods:**

Any of the following suggested referencing method / style shall be followed.

- 1) APA Referencing Method
- 2) Harvard Referencing Method
- 3) British Standard Method
- 4) Parenthetical Referencing Method
- 5) MLA Referencing Style
- 6) Vancouver Referencing Style
- 7) AIP Referencing Style
- 8) Chicago Referencing Style
- 9) IEEE Referencing Style

### 5.7.2. Actions / Punishments / Penalties:

- 1) Student caught with plagiarism for the first time shall be given warning and “Zero” in the particular work.
- 2) If a student found guilty for the second time shall be given “Fail” in the course and shall not be allowed to write / enter any other assessments.
- 3) A student found guilty more than two times shall be given “Fail” in the semester.
- 4) If a student repeats the same practice again, he/she shall be suspended from the college for not more than two academic semesters.

## 5.8. Dress Code

### 1. GENERAL

1. As dresses are considered as a matter of decency and culture, Sur University College prefers its students to wear proper dress inside the college premises.
2. Though the College recognizes that dressing is a matter of personal choice, it has serious concern about the dignity and reputation in all manners.
3. The College undertakes to apply this Code to its all students in the College premises regardless of age, ethnic origin, marital status, nationality, religion, affiliation and group.

### 2. PURPOSES

The purposes of this Code are to establish generally acceptable norms to both higher educational institution and the community, and to avoid any unwanted circumstances if any. Also, this code is amended or updated with respect to the Omani Government rules and regulations.

### 3. GENERAL RULES

#### Omani Students:

- i) The Omani nationals should strictly follow the cultural dress code.

**Male:** Ankle-length, white collarless gown with long sleeves (**Dishdasha**), and **Cap**

**Female:** Decent fully covered dress with **Abaaya**, Head Cover (**Scarf**)

- ii) Female students are **not** allowed to close their face with **Naqaab** inside the college premises.
- iii) Sports wears are not allowed inside the College campus during study hours.

#### Non – Omani Students:

- i) All non – Omani students are expected not to wear tight, revealing or translucent clothes. Wearing sweatshirt, shorts, miniskirts, tight tops, military outfits or jeans is strictly forbidden.
- ii) The non – Omani males shall wear full pants, shirts (full or half sleeves).
- iii) T – Shirts with any odd pictures, quotes are strictly prohibited.
- iv) Female non – Omani students should wear clothes with loose fittings below knees, preferably ankle – length and half or full sleeves.

- v) Wearing Head Cover (Scarf) shall be decided by the students based on their concerns.

## **6. Student's Grievance**

The Students Grievances Committee in SUC is consisting of the following:

1. Chairperson: The Assistant Dean for Students Affairs
2. Member: The Registrar
3. Member: Manager for Students Affairs
4. Member Secretary: An Assistant Professor or a Lecturer appointed by the Dean
5. Member: The chair of student council or his representative

### **6.1. Objective**

To help the students with any sort of grievance against any services provided by the College within the limits to the terms and conditions accepted at the time of admission, student grievance committee is formed. A student with grievance or complaint shall approach the Chairman or the Member of the Students Grievance Committee for redress.

### **6.2. Grievances**

All the services provided by the college as per the norms of admission into a course and the services that the college is bound to provide as per the mandates and instructions of the Ministry of Higher Education and the directions provided by the academic affiliates to provide high quality educational services come under the purview of this Students Grievance Committee which normally includes:

1. Teaching, learning assistance and other teaching/learning related services;
2. Books, notes, teaching /learning materials and other equipment supplied by the college for which the students have paid ;
3. Any administrative matter connected with teaching / learning / assessments;
4. Any inadequacy of service or lack of support & service related to academic activities like library and laboratory facilities;
5. Any co-curricular activities and related services like sports, games and extra-curricular activities;
6. Any non-academic activities related to students welfare such as cafeteria, transport, medical facilities and accommodation / hostel facilities for which the students have paid.
7. Student Misconduct
8. Staff Misconduct

### **6.3. Procedures**

#### **Oral Complaint:**

If a student finds that any service mentioned above and offered by/at the college is not up to the marks specified in the terms and conditions or inadequate or causes concern, shall approach the chairman of the Grievance Committee in person and discuss the issue of concern and seek redress. The chairman of the committee, on hearing such



complaint from the student shall ask the academic /administrative staff concerned to look into the matter and for proper remedy. This oral procedure is for immediate actions and redress of the grievance.

### **Written Complaint:**

In the following cases, a written complaint shall be submitted to the committee:

- 1) The chairman of the committee feels that it is necessary that the complaint should be given in writing or
- 2) The redress provided after the oral complaint is not to his/her satisfaction.

### **Procedure:**

The following procedure shall be followed on receiving the written complaints:

- 1) The chairman of the committee makes a photocopy of the complaint and gives it with his dated signature to the complainant as receipt for having received the written complaint.
- 2) The committee shall meet with the complainant to discuss the issue raised and clarify any misunderstandings.
- 3) The Chairman of the Committee shall take necessary steps to make required enquiries with the staff concerned and orders for necessary redress to the full satisfaction of the complainant within the rules and regulations of the college.
- 4) In case of any inevitability, the committee shall make as many number of times to redress the issue.
- 5) The committee chairman shall call in the staff concerned to the meeting to avoid any unnecessary delay in redressing.
- 6) The complainant shall be informed about the redress made against the grievance, if required in writing.
- 7) All the complaints should be redressed within five working days from the date of receipt of the complaints.

## **6.4. Students Grievance Committee Meetings**

The committee shall meet the students on a pre-announced date and hear the students' grievances. The chairperson of the committee calls the students in person individually or asks them to speak out their grievances in open and in an orderly way. All the complaints shall be registered in a register in the normal way. In the next meeting of the committee, the chairman/member shall make a presentation of the grievances received in the last meeting and the redress arranged there on.

## **6.5. Appeal**

A student shall appeal to the decisions / redress given by the Students Grievance Committee to the Appeal Committee.

The student shall approach the Appeal Committee in the following circumstances:

- 1) If the complainant feels that redress arranged by the chairman of the committee is not adequate or not satisfactory

- 2) The redress not to the expected norms and regulations.

#### **6.5.1. Appeal Committee:**

The following persons shall be made as the members of Appeal Committee:

- 1) Dean – The Chairperson of the committee
- 2) The Registrar – Member & Secretary
- 3) One Student Representative – Member
- 4) Two Staff Members of the College

Mostly, it is preferred that the members of the Appeal Committee shall be other than those in the Student's Grievance Committee except for the registration.

#### **Procedure:**

- 1) The appeal shall be made within five working days from the date of receipt of the information of the redress arranged by the Chairman of the Committee.
- 2) The affiliate Authority Committee will conduct a fresh enquiry and gives its final solution within five working days from the date of receipt of the appeal.
- 3) The decision taken by the Affiliate Authority, the Dean, shall be considered as final.

#### **6.6. Registration of student's grievances:**

The Secretary of the Students Grievances Committee shall maintain a register where in the complaints, oral and written, and appeals received from the students shall be entered date wise with all necessary details and the solutions offered and the date of intimation of redress given to the complainant.

### **7. Student Code of Conduct**

#### **7.1. General Misconduct**

The following shall constitute general misconduct:

1. Any actions that may cause damage to college properties;
2. Any violent, indecent, disorderly, threatening, intimidating or offensive behavior or language in the college premises;
3. Sexual, ethnic or any other forms of harassment to any SUC student and / or staff or to any visitor thereof;
4. Failure to respect the rights of any student or member of staff of the College or any visitor thereto;
5. Fraud, deceit, deception or dishonesty in relation to the College, its staff, students or visitors;
6. Misuse or stealing the college property or the property of the staff, students or visitors, including intellectual property;
7. Misuse of learning resource properties;
8. Unauthorized use of the college premises, equipment and / or properties;
9. Failure to obey the instructions issued by or with the authority of any staff member;

10. Sale of any product or service without prior permission from the management;
11. Destruction, mutilation, alteration or erasure of official documents;
12. Attending the college under the influence of drugs or alcohol;
13. Violation of road signs and speed restrictions in the college;
14. Parking in undesignated areas of the College;
15. Use of the college telephones without permission;
16. Use of personal mobile telephone or other communication devices during teaching or in the Learning Resources Centre;
17. Making false allegation or propaganda against staff, students or visitors of the college;
18. Making false claim relating to the causes adversely affecting the performance in assessment;
19. Acts of incitement to breach the Statutes, Ordinances, Regulations, Policies, Codes or By-Laws of the College.

## **7.2. Academic Misconduct**

The following actions are considered as academic misconduct and the student shall be liable for the penalty:

1. Use of unauthorized means in assessment and / or re-assessment.
2. Any actions which comes under cheating policy.
3. Any actions which leads to plagiarism.
4. Not attending the classes and motivating the students not to attend the classes.
5. Any action by the student which spoils the reputation of the college, the academic and admin staff or his / her colleagues.
6. Conduction of gatherings without prior approval from the respective authorities.
7. Unauthorized use of the facilities or buildings.
8. Creating and distributing brochures and collecting donations without prior permission.
9. Violation of the rules and interrupting classes.
10. Insulting other students and employees.
11. Damaging the property with or without any intention.
12. Violating the rules and regulations.
13. Committing fraud or any act of forgery.

### **7.2.1. Gross Misconduct**

Serious misconducts which shall give strong grounds of immediate expulsion from the college.

1. Conviction by court for any criminal offences;
2. Use of tools, weapons or sharp objects to threaten, frighten, fight or assault any students and / or staff members of the college, its visitors or members of the public in the college;
3. Breach of College Ordinances, Rules and Regulations, Policies, Codes or By-Laws in any of the cases.
4. Forgery in any testimonials;

5. Three written warnings in one academic year for general misconduct under above Article.
6. Two written warnings for academic misconduct under above Article.

#### **7.2.2. Procedures and Punishment**

1. A complaint of misconduct shall be lodged by one student against another, or by a staff member against a student;
2. A complaint of misconduct not included in the above list or otherwise, the Dean or nominee shall decide to lodge the complaint if it shall justify invoking the College Disciplinary Procedures or issuing a written warning to the student. This warning shall be considered a final warning with no further appeal.
3. A complainant not satisfied or resolved by the Dean's decision or nominee, the Dean or nominee shall refer the complaint to the Advisory Board for preliminary consideration.
4. The College Academic Board forms Disciplinary and Grievances Committee at the beginning of every academic year.
5. The dean shall forward the complaints to this committee for investigations and recommendations for the necessary punishments.
6. The Dean shall approve all the recommendations from the disciplinary committee except the permanent dismissal from the college which has to be discussed with the chairman of board of directors for final approval or amendment.
7. The dean shall approve all the recommendations by the disciplinary committee.
8. The student punishments may be combined with one or more punishments.
9. The student shall not be punished by more than one committee for the same offence.
10. Any such punishments shall not exempt the student from paying any financial obligations arise by him / her.
11. The copy of punishment shall be maintained in the student file and send to the sponsor and the guardian.
12. Unawareness of the regulations and rules does not exempt the student from the responsibilities.
13. The dean has the authority to make decisions on any other issues arise other than the above said issues.

*Punishments could be:*

1. *Oral warning.*
2. *Forbid a student to attend some classes of a subject.*
3. *Forbid a student to attend all classes of a subject.*
4. *First written warning.*
5. *Second written warning.*
6. *Third and final written warning.*
7. *Cancel his / her registration in one or more subject*
8. Temporary Suspension for no more than one academic year. In this case, the College shall not refund any fee paid by the student.
9. *Expel from the college.*
10. *Cancel awarding a degree if there is forging or fraud.*
11. *Fines if any should be paid by the student.*

## **8. Study Plans**

This part introduces the aims, objectives and study plans of the departments and the programs under them. The students are responsible for selecting their corresponding major and minor studies based on their admission and registration.

### **8.1. Program *Aims and Objectives***

#### **GENERAL FOUNDATION PROGRAM**

##### **Vision**

The General Foundation Program (GFP) at Sur University College aims to prepare incoming students for their undergraduate education by enhancing their English, Math and Computer skills, whilst at the same time teaching them the tools necessary for developing productive and efficient academic skills and study habits. In this way, the department supports the college's vision of providing socioeconomic transformation through quality education and research in preparing students for the future.

##### **Mission**

The GFP strives to maintain high standards of teaching, support services and professional development in order to achieve the standards of the Omani Academic Accreditation Authority and Sur University College and produce competent and responsible students who pursue their education with ambition and purpose.

##### **Goals**

1. To prepare students for their post secondary and higher education studies through implementation of the Omani Academic Standards for General Foundation Program.
2. To give students the necessary tools for successfully confronting a wide range of academic subjects and programs: namely,
  - a. English Language
  - b. Mathematics
  - c. Computing
  - d. General Study Skills
3. To instill in students the importance of personal responsibility and independent study.
4. To give students all the necessary support throughout their year(s) in the GFP.
5. To inspire all incoming students to work together to achieve a superior academic culture infused with integrity, ambition, and sincerity.
6. To provide support for instructors and create an environment conducive to professional development.

## **Values**

The GFP shares the values of Sur University College and reflects them in its approach to education, development and professionalism.

## **BUSINESS ADMINISTRATION DEPARTMENT**

### **Vision:**

The Business Administration Department strives to be the Al-Sharqiya region's most preferred resource for post-secondary business education, a contributing catalyst for economic development of the region and community development as a whole.

### **Mission:**

The Business Administration Department strives to educate our graduates and to equip them to become leaders with a strong sense of personal accountability and civic responsibility and to be responsible members of the community contributing the skills and knowledge they have acquired to the economic development of the nation.

### **Objectives:**

1. Build entrepreneurial and professional skills among our students for the development of the community and the nation.
2. Develop entrepreneurial and risk taking attitudes among the students.
3. Develop knowledge and skills related to managing a professional organization/develop and successfully run a professional business.
4. Expose the students to the current events and developments that are taking place in and around the business world.
5. Ensure obtaining professional training to run a successful organization/business.
6. Ensure obtaining pertinent aptitude and analytical skills.
7. Develop the analytical and presentation skills among the students.
8. Enable students to use Information Technology tools in making business/managerial decisions.
9. Develop and update learning curriculum based on the national and international needs.
10. Build professional competencies among the students through facilitating them to carry out research and to attend and participate in seminars/conferences and symposiums.

## **Accounting Program**

### **Accounting Program Aims:**

The aim of the Accounting program is to develop basic understanding on business and its environment in general and specialized skills in accounting in particular. The program also includes components on finance, banking and economics so that the students get a comprehensive understanding of business and the services that support it.

### **Diploma in Accounting Objectives:**

<b>Knowledge and Understanding</b>	Understand the generally accepted accounting practices and accounting policies of professional international bodies and their implications to the accounting practice in Oman.
<b>Intellectual, Analytical and Cognitive Skills</b>	Enable the students to critically analyze the financial reporting issues and interpretation of accounting data for planning, decision making and performance evaluation.
<b>Subject – Specific Skills</b>	Interpreting the business implications of financial statement information.
<b>Transferable skills</b>	Develop skills to exercise effective management control using accounting information.

### **Bachelor's Degree in Accounting Objectives:**

<b>Knowledge and Understanding</b>	Understand the generally accepted accounting practices and accounting policies of professional international bodies and their implications to the accounting practice in Oman.
	Recognize the global nature of accounting by applying international financial reporting standards and appreciate the information requirements of a global financial system.
<b>Intellectual, Analytical and Cognitive Skills</b>	Enable the students to critically analyze the financial reporting issues and interpretation of accounting data for planning, decision making and performance evaluation.
	Enable the students to get a rewarding career in the accounting profession.
<b>Subject – Specific Skills</b>	Interpreting and analyzing the business implications of financial statement information.
	Develop the students' skills to be responsible citizens, committed to the society and to the nation as a whole.
<b>Transferable skills</b>	Develop skills to exercise effective management control using accounting information.
	Develop research aptitude among the students to undertake accounting related researches in their future studies and career.

### **Graduate Destinations and Employability:**

**Diploma holders** with accounting specialization can pursue careers in this specialization with positions depending on their capabilities and experience. Possible roles/designations: Executive Trainee, Accounting Trainee, Supervisor, Accounting Officer, Audit assistant, Administration assistant, Business Analyst, Administration officer, **Bachelor's Degree holders** with accounting qualification can pursue careers in this specialization with higher positions and remuneration depending on their capabilities and experience. Possible roles/designations: Assistant Manager, Cost accountant, Administration assistant, Branch Manager, Accounts Manager, Department Manager, Management and Executive Trainee.

**Prospective Employers:**

LNG, OMIFCO, Suad Bahwan Group, Suhail Bahwan Group, Banks, Insurance companies, Hospitals and other Private Sector Organizations, Public Sector Institutions and Organizations like the Ministries ( Health, Tourism, Manpower, Education).

**Finance & Banking Program****F & B Aims:**

The aim of the finance and banking program is to develop required knowledge and skills among the students in successfully carrying out the finance and investment functions in a dynamic business environment. The program exposes the student to a variety of financial topics such as investment, e-finance financial markets and institutions, financial planning etc. to excel in a wider financial platform.

**Diploma in F & B Objectives:****Diploma in Finance & Banking Objectives:**

<b>Knowledge and Understanding</b>	Recognize the basic finance functions such as capital mix, investment and profit allocation in an organizational context
<b>Intellectual, Analytical and Cognitive Skills</b>	Enabling the students to critical analyzing economic phenomena by using abstract economic models.
<b>Subject – Specific Skills</b>	Develop intellectual and analytical skills in the preparation and presentation of financial reports
<b>Transferable skills</b>	Enabling the students to get a rewarding career in the financial services industry

**Bachelor's Degree in Finance & Banking Objectives:**

<b>Knowledge and Understanding</b>	Recognize the basic finance functions such as capital mix, investment and profit allocation in an organizational context
	Develop adequate knowledge on the working of capital and money market and on various financial institutions.
<b>Intellectual, Analytical and Cognitive Skills</b>	Enabling the students to critical analyzing economic phenomena by using abstract economic models.
	Analysis the operations of three distinct capital markets: the equity market, the bond market and the derivatives market, and the financial assets traded in each of these markets.
<b>Subject – Specific Skills</b>	Develop intellectual and analytical skills in the preparation and presentation of financial reports
	Develop the students' skills to be a responsible citizens, committed to the society and to the nation as a whole.



<b>Transferable skills</b>	Enabling the students to get a rewarding career in the financial services industry
	Develop research aptitude among the students to undertake finance and banking related researches in their future studies and career.

### **Graduate Destinations and Employability:**

**Diploma holders** with finance & banking specialization can pursue careers in this specialization with positions depending on their capabilities and experience. Possible roles/designations: Executive Trainee, Finance Trainee, Supervisor, Finance Officer, Loan Officer, Branch Manager, Business Analyst, Administration officer.

**Bachelor Degree** holders with finance & banking qualification can pursue careers in this specialization with higher positions and remuneration depending on their capabilities and experience. Possible roles/designations: Assistant Manager, Finance Manager, Branch Manager, Department Manager, Management Trainee.

### **Prospective Employers:**

LNG, OMIFCO, Suad Bahwan Group, Suhail Bahwan Group, Banks, Insurance companies, Hospitals and other Private Sector Organizations, Public Sector Institutions and Organizations like the Ministries ( Health, Tourism, Manpower, Education).

## **Management & Marketing Program**

### **M & M Aims:**

The aim of the Management & Marketing Program is to develop a basic understanding of the role of management and marketing in organizations which are continually interacting with the dynamic and ever changing environment. It seeks to develop the skills needed to be an effective manager. The program covers both domestic and international managerial and marketing issues.

### **Diploma in Management & Marketing Objectives:**

<b>Knowledge and Understanding</b>	To understand people–organizational relationships, ethical decision making, the strategic role of management in an organization, and the managerial role in the various functional areas of an organization
<b>Intellectual, Analytical and Cognitive Skills</b>	Develop entrepreneurial, leadership and problem-solving skills.
<b>Subject – Specific Skills</b>	Evaluate organizational decisions with consideration of the political, legal and ethical aspects of business.

<b>Transferable skills</b>	To become responsible members of the community contributing the skills and knowledge they have acquired to the economic development of the nation.
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### **Bachelor Degree in Management & Marketing Objectives:**

<b>Knowledge and Understanding</b>	To understand people–organizational relationships, ethical decision making, the strategic role of management in an organization, and the managerial role in the various functional areas of an organization
	To understand the strategic role of management and marketing as the organization seeks to provide value to its customers.
<b>Intellectual, Analytical and Cognitive Skills</b>	Develop entrepreneurial, leadership and problem-solving skills.
	Analysis the internal and external environment of business organizations to compete in a global environment
<b>Subject – Specific Skills</b>	Evaluate organizational decisions with consideration of the political, legal and ethical aspects of business.
	To appreciate international management, strategy development and for developing and implementing effective marketing strategies.
<b>Transferable skills</b>	To become responsible members of the community contributing the skills and knowledge they have acquired to the economic development of the nation.
	To do research by using information and communication channels for identifying problems, understanding a changing environment, collecting information, analyzing this and making effective decisions.

### **Graduate Destinations and Employability:**

**Diploma holders** with MM specialization can pursue careers in this specialization with positions depending on their capabilities and experience. Possible roles/designations: Executive Trainee, Supervisor, Administration assistant, Business Analyst, HR Analyst/Officer, Administration officer.

**Bachelor Degree holders** with MM qualifications can pursue careers in this specialization with higher positions and remuneration depending on their capabilities and experience. Possible roles/designations: Assistant Manager, Administration Manager, Branch Manager, Department Manager, Management Trainee, Marketing Manager, HR Manager, General Manager.

### **Prospective Employers:**

LNG, OMIFCO, Suad Bahwan Group, Suhail Bahwan Group, Banks, Insurance companies, Hospitals and other Private Sector Organizations, Public Sector Institutions and Organizations like the Ministries ( Health, Tourism, Manpower, Education).

## **INFORMATION SYSTEMS & TECHNOLOGY DEPARTMENT**

### **Vision:**

Information Systems and Technology Department aims to provide high quality education through proactive, committed and dedicated environment to meet the SUC's aspirations of one of the distinguished private universities.

### **Mission:**

The Information Systems and Technology Department make efforts to ensure excellent and high quality teaching with academic and professional supports in information technology and systems and mould the students' competencies and be the contributors of overall developments of the nation.

### **Objectives:**

The Information Systems and Technology Department will enable the students to gain knowledge and skills to:

1. Understand the theory and practice of Information Systems and Technology in general.
2. Understand the requirements and the approach to the users support.
3. Apply structures and algorithms in developing programs.
4. Build confidence in formal presentation techniques and developmental programs.
5. Apply knowledge and skills of analytical and problem solving.
6. Develop web – based application systems.
7. Recognize the importance and roles of Information Systems and Technology in the society.
8. Understand the best practices and standards and their applications in Information Systems and Technology.
9. Understand software development life cycle.
10. Use Systems concepts for understanding and framing problems.
11. Adopt proper infrastructures and emerging technological models.
12. Apply programming concepts in different systems development.
13. Apply knowledge in project management.
14. Cooperate and collaborate with various people in team.
15. Conduct research in Information Systems and Technology areas.

### **Information Systems Program**

#### **Aims:**

Information Systems program links technology and various other domains for information processing with the help of contemporary software development techniques and tools. Information Systems program prepares the graduates with expertise and knowledge in various information development and management processes to meet global and local requirements.

## Diploma in Information Systems

### Objectives:

Diploma in Information Systems Program will enable the students to gain knowledge and skills to:

	Program Objectives
PO1	Understand the theory and practices of information systems in general
PO2	Apply critical methodologies in information systems management and practices
PO3	Opt the proper infrastructures and emerging technological models
PO4	Improve organizational processes and decision making using Information System

### Bachelor in Information Systems Objectives:

Bachelor in Information Systems Program will enable the students to gain knowledge and skills to:

	Program Objectives
PO1	Understand the theory and practices of information systems in general
PO2	Apply critical methodologies in information systems management and practices
PO3	Opt the proper infrastructures and emerging technological models
PO4	Improve organizational processes and decision making using Information System
PO5	Identify the principles guidelines and models of interactive systems
PO6	Demonstrate knowledge in analyzing and finding solutions to problems related to IT issues
PO7	Design software solutions and applications for effective decision making
PO8	Conduct research in Information Systems related areas

### *Graduate Destinations and Employability:*

#### Career Opportunities:

On completion of the program the graduate will able to work as Database Administrator, Database Analyst, Application Developer, Business Analyst, Project Manager, IT Operations Manager, IT Architect, IT Security and Risk Manager, Project Manager and Web Content Manager, Knowledge Managers and Network Administrator

#### Prospective Employers:

IT Sector Companies such as Knowledge Oasis Muscat; Private Sector Companies such as Oman LNG, OMIFCO, Schools, Higher Education Institutions, Banks; Public Sector Organizations including MoHE, MoM, MoH etc.

## **INFORMATION TECHNOLOGY PROGRAM**

### **Aim:**

Information Technology program aims to provide appropriate methodologies to manage information technology resources of the organizations. The information technology program provides the skills and knowledge for selecting, creating, integrating and administering information technologies in organizations and advocates the users in proper application of technologies in societal contexts.

### **Diploma in Information Technology**

#### **Objectives:**

Diploma in Information Technology Program will enable the students to gain knowledge and skills to:

	Program Objectives
PO1	Understand the information technology concepts, basics of operating systems and system software
PO2	Apply programming concepts in different system development
PO3	Develop a conceptual vocabulary for analyzing human interaction with software create and develop relational database systems
PO4	Successfully apply information technology in organizational and societal contexts

### **Bachelor in Information Technology**

#### **Objectives:**

Bachelor in Information Technology Program will enable the students to gain knowledge and skills to:

	Program Objectives
PO1	Understand the information technology concepts, basics of operating systems and system software.
PO2	Apply programming concepts in different system development
PO3	Develop a conceptual vocabulary for analyzing human interaction with software create and develop relational database systems
PO4	Successfully apply information technology in organizational and societal contexts
PO5	Identify system requirements, networking technologies and communications
PO6	Demonstrate knowledge in analyzing and finding solutions to problems related to computer programming
PO7	Design software applications based on user requirements
PO8	Conduct research in Information Technology related areas

### ***Graduate Destinations and Employability:***

#### **Career Opportunities:**

The IT students can work as Data Entry Operators, IT Programmers, System Administrators, Database Administrators, Network Managers, Project Managers, Software Engineers, Project Developers, Web Developers, Problem Solvers and System Analyst on completion of Information Technology program.

#### ***Prospective Employees***

IT Sector Companies, Private Sector Companies, Public Sector Organizations, MoHE, MoM, MoH, Electricity & Water Supplies, Knowledge Oasis Muscat, Oman LNG, OMIFCO, Schools, Colleges, Banks and Hotels.

## **ENGINEERING DEPARTMENT**

### **Vision**

Engineering Department will support the vision of Sur University College to be one of the most distinguished private universities in Sultanate of Oman by offering internationally benchmarked Engineering curriculum. The department vision is to provide quality education through dedicated, committed and interactive learning environment in the field of Engineering. The Engineering Department through its quality education and research, prepares students for future professional in the fields of architecture, construction, design, mechanical and industry who will be instrumental in the socioeconomic transformation of Sultanate of Oman.

### **Mission**

The Engineering Department mission is to provide high quality generation of architects and mechanical engineers through:

- Providing excellent and high quality education in the field of engineering.
- Offering rigorous academic and extra mural activities in engineering areas.
- Creating supportive and self-motivated engineering education based on liberal art context and scientific knowledge for design and manufacturing of devices and mechanical systems.
- Exploiting modern information and technological resources to mould student's competencies in design, construction, mechanical systems, and manufacturing.
- Motivating research activities in the field of engineering technology and systems to contribute to the development of the community.
- Facilitating industry – academic relations to meet the manpower and technology requirements of the nation.

### **Objectives:**

To achieve the educational objectives, the Engineering Department will enable the students to gain knowledge and skills to:

- Understand the theory and practice of engineering in general.
- Understand the best practices and standards and their applications in architectural or mechanical engineering.
- Develop their critical thinking capabilities and problem solving skills.
- Advance their career in architectural or mechanical engineering and related fields.
- Adopt proper infrastructures and emerging technological models.
- Pursue entrepreneurial endeavors.
- Prepare themselves for successful careers and leadership in engineering industry.
- Practice proficiency as team members and leaders in working environment.
- Acquire an appreciation of their responsibilities to society.
- Contribute to the welfare of the society and respond to its needs with consideration of ethical and environment issues.
- Create potential and communication skills.
- Engage in advanced academic research careers.

**Core Values we believe in:**

- Striving for excellence
- Providing high quality education
- Being effective
- Professionalism and integrity
- Supporting all stakeholders
- Confidence
- Preparation for the future
- Competency

## **Mechanical Engineering**

**Program objectives:**

The Mechanical Engineering Program at SUC graduates mechanical engineers who can:

1. Practice professionally as team members or leaders in both local and global, multidisciplinary environments.
2. Advance their careers in mechanical engineering or other fields through promotions, positions of increasing responsibilities or professional certifications.
3. Contribute to the welfare of the society, and are responsive to its needs with consideration of ethical and environmental issues.
4. Engage in advanced academic and research careers.
5. Pursue entrepreneurial endeavors.

**Intended learning outcomes:**

The Mechanical Engineering Program Outcomes are as follows:

Graduates of the Mechanical Engineering program have:

- The ability to apply suitable mathematical tools including multivariate calculus, differential equations, matrix algebra, numerical techniques and statistical analysis to solve engineering problems.
- The ability to identify and apply the laws of physics and chemistry, and engineering principles that are fundamental to Mechanical Engineering.

- The ability to define, develop models and solve problems in typical Mechanical Engineering systems professionally.
- The ability to construct experiments and critically interpret data.
- The ability to gather data to use contemporary techniques and tools in solving engineering problems.
- The ability to design and analyze mechanical components, dynamic and thermo fluid systems.
- The ability to select the materials and manufacturing processes suitable for various applications.
- The ability to perform engineering economic analysis and design quality control procedures, and develop entrepreneurship skills.
- The ability to function in multidisciplinary teams as well as in task groups.
- The ability to analyze simple electric and electronic circuits.
- The ability to communicate effectively using graphical modeling, technical writing, and oral presentation in English.
- The ability to acquire new knowledge and skills independently.
- The ability to identify safety, environmental, and ethical issues in an engineering problem.
- The ability to identify social, economic, globalization and other contemporary issues in an engineering problem.
- An appreciation for literature, arts and humanities as well as an awareness of contemporary issues.
- An appreciation of local culture, heritage and language.
- Graduates of the Industrial concentration have further abilities to analyze, design, integrate, and manage industrial systems with the optimum utilization of available resources.

## **Architectural Engineering**

### **Program objectives:**

1. To train an architectural engineer with a critical and comprehensive vision, able to integrate the necessary bodies of knowledge- engineering, socio-cultural & artistic, legal & professional, financial, technological- to provide an aesthetically appropriate, functional and sustainable design solution.
2. To educate students in the fundamental process of architectural design, with an emphasis on a balance between construction & technology; society, culture, history & heritage; sustainability; and aesthetic expression.
3. To prepare students to cope with and improve the ever-evolving issues influencing the architectural design process, changing regional politics, engineering advancement, economic change, development in building sciences and changes in social responsibility and advances in research, particularly as pertaining to responsible and sustainable development.
4. To train an architecture engineer with the communication skills necessary to coordinate between the different trades of the architectural engineering process both regionally and at an international level.
5. To motivate students to engage in life-long learning and develop their ability to pursue graduate studies and continued professional development.



6. To develop students who are creative, possess qualities of leadership and are committed to professional and ethical conduct.

### **Intended learning outcomes:**

#### Critical Thinking and Design Skills

- The ability to think critically and creatively in a multi-factorial context and integrate divergent knowledge to reach a design solution.
- The ability to raise appropriate questions, use abstract ideas, consider diverse points of view, and reach appropriate conclusions, as an individual and collaboratively- and to design and technically coordinate accordingly.
- The ability to design with the understanding of engineering systems, historical precedent and design theory.

#### Communication Skills

- The ability to communicate ideas verbally (oral and written), graphically, 3-dimensionally and numerically while utilizing manual and digital tools to develop, present, and evaluate design.

#### Socio-Cultural and Artistic Knowledge Skills

- The ability to design with respect to and knowledge of historical, social, cultural, and heritage issues in order to provide for society as a whole as well as for specific user's needs, with an awareness of issues such as equity and access.
- The ability to design with an understanding of the links between architecture and other creative disciplines.
- The ability to design responsibly with the knowledge, and in the context of, social responsibilities and legal obligations, code of ethics, building bylaws and social awareness.

#### Environmental and Technical Knowledge Skills

- The ability to design informed by the understanding of various sustainability issues- ecological, economical and social and to integrate them as generative principles in the design process, particularly as pertaining to the region's leading role in responsible energy for the future.
- The ability to design with a knowledge and proficiency of technical/ engineering issues such as structure, materials, building techniques and building systems, and integrate them as generative principles in the design process as well as communicate them through appropriate technical documentation, both manually and digitally, while taking a leadership role in technical coordination.

#### Professional Skills

- The ability to act with the knowledge of the role of architectural design in the construction, management, finance and business industries, and to design and technically coordinate accordingly.
- The ability to act with leadership and with the knowledge of ethical and legal contexts, and to design and technically coordinate accordingly.

## 8.2. CURRICULUM AND STUDY PLAN – 2013 Onwards (Non – Engineering Studies)

### DIPLOMA

Sl.No	Description	Credit Hours
1	Foundation Program – Non Credit Courses	00
2	College Requirements – Credit Courses	27
3	Department Requirements	15
4	Major Requirements	12
5	Major Electives	06
	<b>Total</b>	<b>60</b>

### BACHELOR

Sl.No	Description	Credit Hours
1	Foundation Program – Non Credit Courses	00
2	College Requirements – Credit Courses	27
3	Department Requirements	18
4	Major Requirements	36
5	Major Electives	18
6	Minor (from other discipline)	21
7	Placement Training – one month – Non Credit	00
	<b>Total</b>	<b>120</b>

#### Course Code:

Example: 203421 – Knowledge Management Systems

X	XX	X	X	X
Department	Specialization	Year	Semester	Course Sequence
2	03	4	2	1
IST Dept	IS	IV Year	2 <sup>nd</sup> Sem	1 <sup>st</sup> Course

## DEPARTMENT OF BUSINESS ADMINISTRATION

### Diploma in Accounting

#### College Requirements:

#### Non Credit Courses (Foundation Program):

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

#### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3

001212	English for Academic Purposes (Business)	001111 & 001121	3
101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

### Department Requirements: (15 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3

### Major Requirements: (12 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
801121	Introduction to Acc II	801111	3
801211	Intermediate Financial Accounting I	801121	3
801221	Intermediate Financial Accounting II	801211	3
809212	Business Finance	220112	3

### Major Electives: (2 courses - 6 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
801212	Financial Statement Analysis	801121	3
801213	Accounting Information Systems	801211	3
801222	Accounting for Non Profit Organization & Governmental units	801211	3
801223	Islamic Accounting	801211	3
907222	Business Ethics	---	3

## Bachelor in Accounting

### College Requirements:

### Non Credit Courses (Foundation Program):

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001212	English for Academic Purposes (Business)	001111 & 001121	3

101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

### Department Requirements: (18 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3
803324	Business Research Methods	101212	3
800419	Placement Training	--	0

### Major Requirements: (36 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
801121	Introduction to Accounting II	801111	3
801211	Intermediate Financial Accounting I	801121	3
801221	Intermediate Financial Accounting II	801211	3
809212	Business Finance	220112	3
801311	Cost Management	801121	3
801321	Management Control System	801311	3
801322	Accounting for Corporate Entities	801221	3
801324	Accounting for Financial Institutes	801221	3
801411	International Accounting	801322	3
801412	Auditing & Assurance Services	801221	3
801421	Accounting Theory	801221	3
801413	Taxation	801221	3

### Major Electives: (6 courses - 18 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
801212	Financial Statement Analysis	801121	3
801213	Accounting Information Systems	801121	3
801222	Accounting for Non-Profit Organization & Governmental units	801121	3
801223	Islamic Accounting	801121	3
907222	Business Ethics	--	3
801323	Business Performance Management	801311	3
801424	Special Topics in Accounting	801322	3
803221	Managerial Decision Analysis	101212	3
809121	Introduction to Macro Economics	800112	3
809223	Investments	809212	3
809322	Islamic Banking & Finance	809212	3
909423	Business Law	803121	3
801429	Accounting Graduation Project	803324	3
803416	Project Management	803121	3
801312	Fundamentals of Oil & Gas Accounting	801221	3

**Minor (7 Courses – 21 Credit Hours)****Non Credit Training:**

Students would have to undergo 4 weeks training in a public or private sector in their area of specialization during the breaks between the semesters after the departmental approval.

**Accounting Minor for Other Discipline (7 Courses – 21 Credit Hours):**

Course Code	Course Name	Prerequisite	Credit Hours
801111	Introduction to Accounting I	--	3
801121	Introduction to Accounting II	801111	3
801211	Intermediate Financial Accounting I	801121	3
801221	Intermediate Financial Accounting II	801211	3
801212	Financial Statement Analysis	801121	3
801311	Cost Management	801121	3
801321	Management Control System	801311	3
801322	Accounting for Corporate Entities	801221	3
801411	International Accounting	801322	3
801412	Auditing & Assurance Services	801221	3
801421	Accounting Theory	801221	3
809212	Business Finance	220112	3

**Diploma in Finance & Banking****College Requirements:****Non Credit Courses (Foundation Program):**

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

**Credit Courses: (27 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001212	English for Academic Purposes (Business)	001111 & 001121	3
101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

**Department Requirements: (15 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3

**Major Requirements: (12 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
809212	Business Finance	220112	3
809221	Introduction Macro	809211	3
809222	Money & Banking	809212	3
809223	Investments	809212	3

**Major Electives: (2 courses - 6 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
801121	Introduction to Accounting II	801111	3
801212	Financial Statement Analysis	801121	3
803221	Managerial Decision Analysis	101212	3
809224	Working Capital Management	809212	3
907222	Business Ethics	--	3

**Bachelor in Finance & Banking****College Requirements:****Non Credit Courses (Foundation Program):**

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

**Credit Courses: (27 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001212	English for Academic Purposes (Business)	001111 & 001121	3
101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

**Department Requirements: (18 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3
803324	Business Research Methods	101212	3

800419	Placement Training	--	0
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### **Major Requirements: (36 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
809212	Business Finance	220112	3
809221	Introduction to Macroeconomics	809211	3
809222	Money & Banking	809212	3
809223	Investments	809212	3
809311	Intermediate Microeconomics	809211	3
809321	Corporate Finance	809212	3
809322	Islamic Banking & Finance	809212	3
809411	International Finance	809212	3
809412	Econometrics	101212	3
809415	E – Finance	809212	3
809421	Financial Markets & Institutions	809212	3
809423	Business Valuation	809212	3

### **Major Electives: (6 courses - 18 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
801121	Introduction to Acc II	801111	3
801211	Intermediate Financial Accounting I	801121	3
801212	Financial Statement Analysis	801121	3
801311	Cost Management	801121	3
803221	Managerial Decision Analysis	101212	3
907222	Business Ethics	--	3
809214	Special Topics in F& B	809212	3
809224	Working capital Management	809212	3
809313	Management of Financial Institutions	809212	3
809314	Introduction to Project Finance	809212	3
809323	Intermediate Macroeconomics	809221	3
809324	Corporate Risk Management	809212	3
809413	International Banking & Finance	809212	3
809422	Mergers & Acquisitions	809222	3
809429	FB Graduation Project	803324	3

### **Minor: (7 Courses - 21 Credit Hours)**

#### **Non Credit Training:**

Students would have to undergo 4 weeks training in a public or private sector in their area of specialization during the breaks between the semesters after the departmental approval.

### **F & B Minor for Other Disciplines (Any 7 Courses – 21 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
809211	Introduction to Microeconomics	220112	3
809212	Business Finance	220112	3
809221	Introduction to Macroeconomics	809211	3
809222	Money & Banking	809212	3
809223	Investments	809212	3
809224	Working capital Management	809212	3
809313	Management of Financial Institutions	809212	3
809321	Corporate Finance	809212	3
809322	Islamic Banking & Finance	809212	3
809412	Econometrics	101212	3

809415	E – Finance	809212	3
809421	Financial Markets & Institutions	809212	3

## Diploma in Management & Marketing

### College Requirements:

#### Non Credit Courses (Foundation Program):

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

#### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001212	English for Academic Purposes (Business)	001111 & 001121	3
101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

#### Department Requirements: (15 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3

#### Major Requirements: (12 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
803211	Strategy	803121	3
809212	Business Finance	220112	3
803221	Managerial Decision Analysis	101212	3
805222	Consumer Behavior	805122	3

#### Major Electives: (2 courses - 6 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
805212	Product & Brand Management	805122	3
805223	Global Marketing	805122	3
803312	Organizational Behavior	803121	3
907222	Business Ethics	--	3

## Bachelor in Management & Marketing

### College Requirements:

#### Non Credit Courses (Foundation Program):



Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000124	Applied Math	000112	0

### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001212	English for Academic Purposes	001111 & 001121	3
101212	Statistics	000124	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

### Department Requirements: (18 Credit Hours):

Course Code	Course Name	Prerequisite	Credit Hours
220112	Mathematics for Bus & Eco.	000124	3
801111	Introduction to Accounting I	--	3
803121	Principles of Management	800111	3
805122	Principles of Marketing	--	3
809211	Intro. to Micro economics	000124	3
803324	Business Research Methods	101212	3
800419	Placement Training	--	0

### Major Requirements: (36 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
803211	Strategy	803121	3
803221	Managerial Decision Analysis	101212	3
803311	Human Resource Management	803121	3
803312	Organization Behavior	803121	3
803413	International Business Strategy	803211	3
803421	Total Quality Management	803121/101212	3
803416	Project Management	803121/805122 /809212	3
805222	Consumer Behavior	805122	3
805321	Strategic Marketing	803211	3
805411	E-Marketing	805122	3
809212	Business Finance	220112	3
809221	Introduction to Macroeconomics	809211	3

### Major Electives: (6 courses - 18 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
803322	Operations Management	803121	3
907222	Business Ethics	--	3
803414	International Management	803121	3
803417	Special Topics in Management	803121	3
805212	Product & Brand Management	805122	3
805223	Global Marketing	805122	3

805415	Business to Business Marketing	805122	3
805418	Special Topics in Marketing	805122	3
809322	Islamic Banking & Finance	809212	3
909423	Business Law	803121	3
803429	MM Graduation Project	803324	3

#### **Minor: (7 Courses - 21 Credit Hours)**

#### **Non Credit Training:**

Students would have to undergo 4 weeks training in a public or private sector in their area of specialization during the breaks between the semesters after the departmental approval.

**MM Minor for Other Disciplines (Students can choose 7 courses 21 CH from the following list of Courses):**

#### **Students may choose 3 courses (9 credit hours) from Group 1: Management**

Course Code	Course Name	Prerequisite	Credit Hours
803121	Principles of Management	--	3
803211	Strategy	803121	3
803221	Managerial Decision Analysis	101212	3
803311	Human Resource Management	803121	3
803322	Operations Management	803121	3
803421	Total Quality Management	803121/800211	3

#### **Students may choose 3 courses (9 credit hours) from Group 2: Marketing**

Course Code	Course Name	Prerequisite	Credit Hours
805122	Principles of Marketing	--	3
805212	Product & brand management	805122	3
805222	Consumer Behavior	805122	3
805321	Strategic Marketing	803211	3
805411	E-Marketing	805122	3

#### **Students may choose 1 course (3 credit hours) from Group 3: General**

Course Code	Course Name	Prerequisite	Credit Hours
805223	Global Marketing	805122	3
809221	Introduction to Macroeconomics	809211	3

## **DEPARTMENT OF INFORMATION SYSTEMS AND TECHNOLOGY**

### **Diploma in Information Technology**

#### **College Requirements:**

#### **Non Credit Courses (Foundation Program):**

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000122	Pure Math	000112	0

#### **Credit Courses: (27 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3

001121	Communication Skills	001112	3
001211	English for Academic Purposes	001111 & 001121	3
101212	Statistics	000122	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

#### **Department Requirements: (15 Credit Hours)**

Course Code	Course Name	Prerequisite
200112	Problem Solving	000123
200113	Mathematical Ideas	000122
200121	C++ Programming	200112
200122	DBMS	200111
200123	IT Systems	200111

#### **Major Requirements: (12 Credit Hours)**

Course Code	Course Name	Prerequisite
202211	Event Driven Programming	200112
202221	Data Structures and Algorithms	200121
202222	Comm & Comp Networks	200123
202223	Web Development	200112

#### **Major Electives: (2 courses - 6 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
200114	Information Ethics	----	3
202212	Introduction to Operating Systems	200111	3
202213	Discrete Mathematics	200113	3
202224	Relational DBMS	200122	3
202225	PC Configuration and Support	200111	3

### **Bachelor in Information Technology**

#### **College Requirements:**

##### **Non Credit Courses (Foundation Program):**

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000122	Pure Math	000112	0

#### **Credit Courses: (27 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001211	English for Academic Purposes	001111 & 001121	3
101212	Statistics	000122	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

**Department Requirements: (18 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
200112	Problem Solving	000123	3
200113	Mathematical Ideas	000122	3
200121	C++ Programming	200112	3
200122	DBMS	200111	3
200123	IT Systems	200111	3
200311	Research Methods	101212	3
200419	Placement Training	--	0

**Major Requirements: (36 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
202211	Event Driven Programming	200112	3
202221	Data Structures and Algorithms	200121	3
202222	Comm & Comp Networks	200123	3
202223	Web Development	200112	3
202321	Object Oriented System Design	202211	3
202322	Computer Architectures & Organization	200123	3
202411	Human Computer Interaction	202211	3
202412	Web Programming	202223	3
202413	Software Engineering	202321	3
202421	Computer Graphics and Multimedia	202223	3
202422	Java Programming	202321	3
203311	IS Project Management	200123	3

**Major Electives: (6 courses - 18 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
200114	Information Ethics	-----	3
202212	Introduction to Operating Systems	200111	3
202213	Discrete Mathematics	200113	3
202224	Relational DBMS	200122	3
202225	PC Configuration and Support	200111	3
202312	Object Oriented Programming	200121	3
202313	Security and Internet	200123	3
202323	Enterprise Resource Planning	200123	3
202419	IT Graduation Project	200311	3
203323	Modeling and Simulation	202221	3
202423	Artificial Intelligence	202221	3
202451	Special Topics in IT	202221	3

**Minor: (7 Courses - 21 Credit Hours) in Information Systems, Accounting, Management & Marketing, or Finance & Banking.**

**Non Credit Training:**

Students would have to undergo one month training in the government or private sector in their area of specialization during the summer break after department approval.

**IT Minor for Other Disciplines: (7 Courses – 21 Credit Hours)**

Course Code	Course Name	Prerequisite	Credit Hours
200112	Problem Solving	000123	3
200121	C++ Programming	200112	3

200122	DBMS	200111	3
200123	IT Systems	200111	3
202211	Event Driven Programming	200112	3
202212	Introduction to Operating Systems	200111	3
202222	Comm & Comp Networks	200211	3
202223	Web Development	200112	3
202225	PC Configuration and Support	200111	3
202313	Security and Internet	200123	3
202321	Object Oriented System Design	202211	3
202411	Human Computer Interaction	202211	3
202413	Software Engineering	202321	3

## Diploma in Information Systems

### College Requirements:

#### Non Credit Courses (Foundation Program):

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000122	Pure Math	000112	0

#### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001211	English for Academic Purposes	001111 & 001121	3
101212	Statistics	000122	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

#### Department Requirements: (15 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
200112	Problem Solving	000123	3
200113	Mathematical Ideas	000122	3
200121	C++ Programming	200112	3
200122	DBMS	200111	3
200123	IT Systems	200111	3

#### Major Requirements: (12 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
203211	Management Information Systems	200123	3
202221	Data Structures and Algorithm	200121	3
203222	Systems Analysis and Design	200123	3
203223	IS Innovation	203211	3

#### Major Electives: (2 courses - 6 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
200114	Information Ethics	---	3
203212	Information Search & Retrieval	200122	3
203213	Office Automation	200111	3
203224	Business Process Management	203211	3
203225	Collaborative Computing	200111	3

## Bachelor in Information Systems Study Plan 2013

### College Requirements:

#### Non Credit Courses (Foundation Program):

Course Code	Course Name	Prerequisite	Credit Hours
000111	English Preparation I	--	0
000112	Basic Math	--	0
000113	Computer Information & Management I	--	0
000121	English Preparation II	000111	0
000123	Computer Information & Management II	000113	0
000122	Pure Math	000112	0

#### Credit Courses: (27 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
001112	Communication English	000121	3
001111	Technical Writing	001112	3
001121	Communication Skills	001112	3
001211	English for Academic Purposes	001111 & 001121	3
101212	Statistics	000122	3
200111	Basic Computing	000123	3
800111	Business Fundamentals	--	3
803224	Entrepreneurship	--	3
999122	Omani Society and Culture	--	3

#### Department Requirements: (18 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
200112	Problem Solving	000123	3
200113	Mathematical Ideas	000122	3
200121	C++ Programming	200112	3
200122	DBMS	200111	3
200123	IT Systems	200111	3
200311	Research Methods	101212	3
200419	Placement Training	--	0

#### Major Requirements: (36 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
203211	Management Information Systems	200123	3
202221	Data Structures and Algorithm	200121	3
203222	Systems Analysis and Design	200123	3
203223	IS Innovation	203211	3
203311	IS Project Management	200123	3
203321	E – Commerce	203211	3
203322	Decision Support Systems	203211	3

203411	IT Audit and Control	203222	3
203412	Strategic Information Systems	203322	3
203413	Data Mining	202221	3
203421	Knowledge Management Systems	203322	3
203422	Enterprise Architecture Systems	203322	3

### Major Electives: (6 courses - 18 Credit Hours)

Course Code	Course Name	Prerequisite	Credit Hours
200114	Information Ethics	---	3
203212	Information Search & Retrieval	200122	3
203213	Office Automation	200111	3
203224	Business Process Management	203211	3
203225	Collaborative Computing	200111	3
203312	Decision Sciences	101212	3
203313	Business Systems Development	203222	3
203323	Modeling and Simulation	202221	3
202423	Artificial Intelligence	202221	3
203419	IS Graduation project	200321	3
203423	IT Security and Risk Management	203411	3
203451	Special Topics in IS	203222	3

**Minor: (7 Courses - 21 Credit Hours) in Information Technology, Accounting, Management & Marketing, or Finance & Banking.**

### Non Credit Training:

Students would have to undergo 4 weeks training in a public or private sector in their area of specialization during the breaks between the semesters after the departmental approval.

### IS Minor for Other Disciplines (Any 7 Courses – 21 Credit Hours):

Course Code	Course Name	Prerequisite	Credit Hours
200122	DBMS	200111	3
200123	IT Systems	200111	3
203211	Management Information Systems	200123	3
203213	Office Automation	200111	3
203222	Systems Analysis and Design	200123	3
203223	IS Innovation	203211	3
203224	Business Process Management	203211	3
203225	Collaborative Computing	200111	3
203312	Decision Sciences	101212	3
203313	Business Systems Development	203222	3
203321	E – Commerce	203211	3
203322	Decision Support Systems	203211	3

## ENGINEERING DEPARTMENT

### Bachelor in Mechanical Engineering

**College Requirements (CR), Foundation Program Non-Credit Courses (0 Credit Hours):**

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	000111	English Preparation I	None	0
2	000112	Principles of Mathematics	None	0

3	000113	Comp Information & Management I	None	0
4	000121	English Preparation II	000111	0
5	000122	Pure Mathematics	000112	0
6	000123	Comp Information & Management II	000113	0

### General Core Curriculum Courses Requirements (15 credit hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	919111	Technical Writing	000121	3
2	190112	Scientific Thinking	None	3
3	999122	Oman Society	None	3
4	803224	Entrepreneurship	None	3
5	903131 or 903233 or 911331	Arab Society or World History Art Survey or Modern and Contemporary Art	None	3 3 3

### Department Requirements (DR) (21 Credit Hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	101131	Calculus I	000122	3
2	201123	Fundamentals of Computer Science	000123	3
3	103113	Classical Mechanics, Sound and Heat	101131, 103114 Conc.	3
4	103114	General Physics Laboratory I	103113 Conc.	1
5	301116	Descriptive Geometry and Engineering Drawing	None	2
6	105115	General Chemistry I	None	3
7	300123	Engineering Mechanics I (Statics)	103113	3
8	300214	Engineering Economy	101131	3

### Program Requirements (PR) (110 Credit Hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	101111	Calculus II	101131	3
2	101121	Calculus III	101111	3
3	101211	Differential Equations	101121	3
4	103222	Probability and Statistics	000122	3
5	103125	Electricity and Magnetism	103113, 103114, 101111, 103126 Conc.	3
6	103126	General Physics Laboratory II	103114, 103125 Conc.	1
7	103212	Introduction to Circuit Analysis and Devices	103125, 103213 Conc.	3
8	103213	Intermediate Physics Lab	103212 Conc.	2
9	300117	Introduction to Engineering	None	1
10	300131	Engineering Mechanics II (Dynamics)	101121, 300123	3
11	300132	Strength and Testing of Materials	300123	4
12	300224	Fundamentals of Fluid Mechanics	300131	3
13	300225	Engineering Analysis and Computation I	201123, 101211	3
14	300232	General Electrical Engineering	103125, 101211	3



15	307124	Mechanical Engineering Drawing	301116	1
16	307215	Mechanics of Materials	300132, 307124	3
17	307216	Engineering Materials	105115, 300132	3
18	307315	Mechanical Design I	300131, 307124	3
19	307223	Fundamentals of Manufacturing Processes	307216	3
20	307232	Fundamentals of Thermodynamics	300224, 105115	3
21	307233	Mechanical Systems	300131, 300225	3
22	307311	Quality and Process Control	300225, 103222	3
23	307312	System Dynamics	103212, 307233	3
24	307313	Engineering and Project Management	103222	3
25	307314	Applied Fluid Mechanics	307232	3
26	307321	Applied Thermodynamics	307232	3
27	307322	Engineering Operations Research	300225	3
28	307323	Work Analysis and Design	307223	3
29	307416	Mechanical Design II	307315, 307233	3
30	307325	Advanced Manufacturing Processes	307223	3
31	307412	Facilities Planning	307223	3
32	307415	Selection of Materials and Processes for Engineering Design	307223, 307315	3
33	307324	Heat Transfer	300225, 307314	4
34	307421	Quality and Reliability Engineering	307311	3
35	307422	Manufacturing System Automation	307223	3
36	307424	Production and Inventory Control	300225, 300214	3
37	307414	Industrial Training	All 300 and 18 hrs of 307 as minimum	1
38	307419	Senior Project I	All 300 and 18 hrs of 307 as minimum	3
39	307429	Senior Project II	307419	3

### **Mechanical General Elective Courses (6 Credit Hours):**

Two courses (6 Credit Hours) must be selected from the group of Mechanical General Elective courses:

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	307XXX	Energy Technologies	307232	3
2	307XXX	General Elective Course (2)	XXXXXX	3
3	307XXX	General Elective Course (3)	XXXXXX	3
4	307XXX	General Elective Course (4)	XXXXXX	3

## **Bachelor in Architectural Engineering**

### **College Requirements (CR), Foundation Program Non-Credit Courses (0 Credit Hours):**

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	000111	English Preparation I	None	0
2	000112	Principles of Mathematics	None	0
3	000113	Comp Information & Management I	None	0
4	000121	English Preparation II	000111	0

5	000122	Pure Mathematics	000112	0
6	000123	Comp Information & Management II	000113	0

### General Core Curriculum Courses Requirements (15 credit hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	919111	Technical Writing	000121	3
2	190112	Scientific Thinking	None	3
3	999122	Oman Society	None	3
4	803224	Entrepreneurship	None	3
5	903131 or 903233 or 911331	Arab Society or World History Art Survey or Modern and Contemporary Art	None	3 3 3

### Department Requirements (DR) (21 Credit Hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	101131	Calculus I	000122	3
2	201123	Fundamentals of Computer Science	000123	3
3	103113	Classical Mechanics, Sound and Heat	101131, 103114 Conc.	3
4	103114	General Physics Laboratory I	103113 Conc.	1
5	301116	Descriptive Geometry and Engineering Drawing	None	2
6	105115	General Chemistry I	None	3
7	300123	Engineering Mechanics I (Statics)	103113	3
8	300214	Engineering Economy	101131	3

### Program Requirements (PR) (110 Credit Hours):

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	401113	Human Aspects in Architectural Design	None	3
2	401114	History of Architecture	None	3
3	403125	Building Construction and Methods	None	3
4	301111	Architectural Drawing Skills	301116	2
5	401121	Theories of Modern Architecture	401114	3
6	401217	Digital Representation for Arch	301111	2
7	403212	Structural Analysis for Architects	300123	3
8	403213	Building Finishes & Details	403125 403215	3
9	401213	Env Control Syst & Sus Design	103113	4
10	401112	Found of 3-Dim. Design Studio	401217	2
11	401225	Structural Design for Architects I	403212	3
12	401227	Housing & GIS	401124	4
13	403226	Building Services / Integration	401213	3
14	401315	Urban Planning	401227	3
15	401316	Advanced CAD & Workshop	401217	3
16	307313	Strength and Mechanics Construction Materials	300123	4
17	401124	Arch Design Studio 1 (Behavior)	401113, 401127	6
18	401214	Arch Design Studio 2 (Form)	401124, 401112, 401121	6

19	401224	Arch Design Studio 3 (Sustainable)	401214, 401213	6
20	401314	Arch Design Studio 4 (Structure)	401224, 401225	6
21	401321	Arch. Design Studio 5 (High-Tech)	401314, 401316	6
22	401412	Arch. Design Studio 6 (Context)	401321, 901324	6
23	401322	Urban & Landscape Design	401227	3
24	403323	Design Develop & Const Documents	403213	3
25	901324	Islamic Art & Architecture	None	3
26	300414	Introduction to Management & Cost Estimation	300214	3
27	401423	Design of Interior Spaces	401217	3
28	401425	Prof Pract. Design Manag. & Codes	300414	2
29	401331	Internship in Construction Project	403323	0
30	401332	Internship in Technical Drawing and Design	403323	0
31	401419	Senior Project 1	401412Conc, 401321	3
32	401429	Senior Project 2	401419, 401412	6

### Architectural Elective Courses (6 Credit Hours):

Two courses (6 Credit Hours) must be selected from the group of Arch. Elective courses:

No.	Course Code	Course Name	Prerequisite	Credit Hours
1	403231	Structural Design for Architects II	401225	3
2	4XXXXX	Arch. Elective (2)	XXXXXX	3
3	4XXXXX	Arch. Elective (3)	XXXXXX	3
4	4XXXXX	Arch. Elective (4)	XXXXXX	3

## 9. References

1. SUC Quality Audit Report 2010.
2. SUC Constitutions Handbook 2015.
3. OAAA Quality Audit Manuals.
4. Moulana Azad National Urdu University – Student Grievance Cell 2008.
5. SUC Student's Regulations 2009 / 2010.

## 10. Academic Calendar for the Academic Year 2019-2020



# SUR UNIVERSITY COLLEGE

Calendar for the Academic Year 2019-2020

<b>Events/ Activities</b>	<b>Events Date</b>
Hijri New Year (expected)	1 Sep.2019
Faculty members back to SUC	9 Sep.2019
New Students Registration	15 Aug – 24 Sep 2019
<b>First Semester 2019 / 2020</b>	
Placement tests for Foundation Program	15, 17, 19 Sep, 2019
Orientation Week	15 - 19 Sep, 2019
Classes Begin	24 Sep 2019
Add & Drop Period	22 - 26 Sep 2019
Last day of incomplete exam	24 Oct,2019
Birthday of Prophet's Mohammad (expected)	10 Nov, 2019
Mid Term Exams begin	10 Nov, 2019
National Day	18 Nov, 2019
End of withdrawal period with a Grade (W) – Non Refundable	5 Dec, 2019
Early Registration for 2 <sup>nd</sup> Semester Begins	8 Dec ,2019
Graduation Ceremony (proposed)	18 Dec, 2019
Last Day of Classes (1 <sup>st</sup> Semester)	30 Dec, 2019
New Students Registration (2 <sup>nd</sup> Semester) Begins	5 Jan , 2020
1 <sup>st</sup> Semester Final Exams Period	1–14 Jan , 2020
First Semester Break for students begins	15 Jan, 2020
Last date for submission of Final Exams results	16 Jan, 2020
Faculty members break	19,20,21 Jan , 2020
<b>Second Semester 2019 / 2020</b>	
Placement tests for Foundation Program	22 - 23 Jan, 2020
Orientation Week	22 - 27 Jan, 2020
Classes Begin	26 Jan, 2020
Add & Drop Period	26 – 30 Jan, 2020
Last day of incomplete exam	20 Feb, 2020

Mid Term Exams begin	15 Mar, 2020
Isra'a Wal Miraj (expected)	22 Mar, 2020
End of withdrawal period with a Grade (W) – Non Refundable	30 Apr, 2020

SUC Open Day	14 Apr, 2020
Honored Student ceremony (proposed)	20 Apr, 2020
Early Registration for Summer Semester 2019/2020 Begins	19 Apr, 2020
Last Day of Classes	30 Apr, 2020
2 <sup>nd</sup> Semester Final Exams Period	3 – 14 May, 2020
Eid AL- Fitr (expected)	24 May, 2020
Second Semester Break for students begins	17 May, 2020
Last date for submission of Final Exams results	17 May, 2020
<b>Summer Semester 2019 / 2020</b>	
Classes Begin	31 May, 2020
Add & Drop Period	27- 28 May, 2020
Early Registration for 1 <sup>st</sup> Semester AY 2020/2021 Begins	14 June, 2020
Mid-Term Exams begin	24 June, 2020
Last day of incomplete exam	25 Jun, 2020
End of withdrawal period with a Grade (W) – Non Refundable	9 July, 2020
Last Day of Classes	16 July, 2020
Summer Semester Final Exams	21 - 27 July, 2020
Renaissance Day	23 July, 2020
Last date for submission of Final Exams results	26 July, 2020
Faculty Summer Paid Leave Begins (tentative)	28 July, 2020
Eid Al Adha (expected)	31 July, 2020
New Student Registration 2020/2021 begins	15 Aug, 2020
Hijri New Year (expected)	20 Aug, 2020
Faculty members back to SUC	9 Sep, 2020
Placement tests for Foundation Program	9 - 10 - 13 Sep, 2020
Orientation Week	9 - 14 Sep, 2020
1 <sup>st</sup> Semester 2020/2021 Classes begin	13 Sep, 2020