



جامعة نِزْوَى
University of Nizwa



Student Guide

Foundation Institute 2020

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www.unizwa.edu.om

The University's Mission

The University of Nizwa is a non-profit academic institution, governed by its faculty. Its main aim is to promote positive thinking, and consolidate the nation's Islamic and cultural heritage and identity on the basis of faith in Allah - the Almighty - and loyalty to the nation and His Majesty. Its purpose is to disseminate knowledge so as to enable the students to learn and attain values, and acquire the necessary life skills to enrich their lives and prepare them to effectively contribute to the progress of society. The University, therefore, seeks to offer flexible programs that provide high quality academic qualification and intellectual development that can turn its noble end into reality.







His Majesty's Words

We are living in the era of science, and witnessing continuous growth in various fields. This development has strengthened our certainty in science and hard-work as the joint means that we will meet the challenges of this era, and build a strong and prosperous renaissance founded on Islamic and cultural values. You - university youth - must always put this in mind and exert efforts to acquire knowledge and whatever necessary to develop your abilities, prepare you for the tasks awaiting you after graduation, to do your sacred national duty and participate efficiently and meaningfully in achieving the progress and prosperity we aspire to for our dear Oman.



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Prof Ahmad bin Khalfan Al Rawahi
Chancellor of the University

MESSAGE FROM THE Chancellor

Dear Students

It gives me great pleasure to welcome you at the beginning of a new academic year, to this scientific center; this University, which is growing steadily over time and proving with self-assurance and aptitude, that it is the best extension of a scientific tradition entrenched in history, rooted in giving and in productive interaction and intellectual and creative influence.

I invite you to take the time to bestow this period of your life with the development of your scientific and intellectual abilities. I invite you to improve your talents, to improve communication skills, to promote constructive critical thinking and to acquire other life skills needed to enhance your life and create the best opportunities for yourselves, particularly in the fields of work that adopt universal standards that favor only those who associate themselves with these efficient skills and abilities.

I would like to reassure you that the University of Nizwa - as a public, scientific institution of community benefit, will spare no exertion in providing all the required rudiments for an integrated educational environment.

Since its first moments, the university has been able to motivate its students with a drive for excellence, from highly qualified academic, technical and administrative bodies, a basic infrastructure of laboratories, facilities and halls, in accordance with the highest standards, and rich academic systems and rules that are deeply rooted in international scientific institutions.

The good use of the years of university tuition will come only to those who desire to learn and gain the virtues and skills of

life, and then focus that desire on an unceasing effort to understand. The development of knowledge is through discipline. Discipline involves attending lectures regularly and actively participating in practical and field applications, as well as performing all duties properly. Furthermore, the university appeals to creativity, excellence and quality. That is why students are invited to benefit from all available resources and talent.

At Nizwa University we confidently believe that positive thinking is the secret of success for both the individual and the nation. We will work hard to endorse this thought among the university family - students and employees - and capitalize on this experience in this vital field to raise your level of success by increasing your

abilities.

I will not itemize here what the university has added since its foundation, and what it will add in the future at the primary campus and the main campus of the university, because I am confident - and praise be to Allah - that you will experience that reality soon, and you will be able to see it with your own eyes.

To conclude, I pray that you prosper and succeed. And on behalf of all of you, I would like to express my thanks and gratitude to His Majesty Sultan Qaboos bin Said, who has vowed to improve Oman in all fields. This center of excellence has been honored by his generous patronage, since it was a mere idea. May we all be blessed by God's reward and compensation as we seek help and understanding...



Dr. Ahmed Al Rahbi
Director of the Foundation Institute

MESSAGE FROM THE DIRECTOR

A message to all students in the Foundation Institute (FI)

Dear Students,

On behalf of the Foundation Institute family, it is my pleasure to welcome you to the University of Nizwa. I congratulate you on your impressive achievement to join us and for making this crucial career decision to cultivate your success. Being part of our university will pave the way for your future excellence and brilliance in your life after graduation.

Without any doubt, university environment will distinguish the students and help them acquire numerous skills and understandings. The students will be driven with a brilliant mentality that reflects their full awareness to scientific facts,

ideas and various cultures that have been acquired. This will unlock a satisfying career and guarantee a comfortable life in accordance with the culture of the generation.

Dear students, our ultimate goal is to create a simple guide that will help you fully comprehend the usefulness of what is important to you in your studies during the Foundation Program year from the various rules and regulations.

This guide also contains tips and advices that will definitely help you succeed in learning English,

mathematics, computer skills, life skills and university learning skills in the best practices and approaches.

We will help you refine your personality and independence in devising concepts, perceptions and decisions in your interest, and that will create a fine present and an honorable future.

The goal for you should be to employ your acquired skills which will lead you to success and excellence if you invest the necessary effort. We are dedicated to guiding you towards reaching these goals and objectives.

Therefore, we invite you to browse through this guide and also to read it carefully to note all the information available, in order to be fully aware of the details of the program, the curriculum used, the examination systems, the administrative and the academic staff and facilities available. We hope that all those services will satisfy your needs during your period of study at the Institute.

We pray to Allah Almighty to grant you success in your life as a student and your future endeavors.



THE FOUNDATION INSTITUTE

The Foundation Institute teaches English in accordance with the requirements of the Omani Authority for Academic Accreditation (OAAA), approved by the Minister of Higher Education. In addition, it teaches the basics of Math, Digital Literacy and University Life & Learning Skills. The Institute tries to create an ideal learning environment that supports students in their studies and assists them in not only learning English language, but in effectively and confidently practicing it in their academic tasks and daily life. Therefore, the Foundation Institute focuses on three main goals:

- Application of an effective program based on national and international criteria of excellence
- Hiring of the best qualified teachers
- Provision of the necessary support for effective teaching

VISION

The Foundation Institute of the University of Nizwa aspires to become an international model of excellence for foundation programs.

MISSION

The Foundation Institute delivers high quality, dynamic, outcome- based foundation program and learning experiences that achieve improvement in learners' skills and knowledge of the English language, basic mathematics, digital literacy and life and university skills to enable them to pursue academic programs in higher education and enrich their lives.

CORE VALUES

- Excellence in teaching and learning
- Enhanced student engagement in English language acquisition
- Integrity in the implementation of all policies and procedures



- Fairness in the treatment of all stakeholders at all levels of engagement with the FI
- Accountability in the fulfillment of duty

OBJECTIVES

- To deliver quality English Language knowledge and skills to students, in order for them to effectively undertake their academic studies, taught in English.
- To develop the students' knowledge of Mathematics, Digital Literacy and University Life & Learning Skills, in order to succeed in academic study.
- To enable and empower students to be independent, creative, innovative, and capable of critical thinking and problem solving.
- To inspire new generations of young people to cherish the values of the culture and civilization of Omani society, and engender a love of work, celebration of achievement, and dedication to serving their country.

- To create and deliver programs that integrates the Institute into the local and wider community and provides community services.

- To maintain internationally benchmarked standards of educational programs and assessment.

- To ensure high quality standards in the professional development of teachers.

- To ensure high quality standards in the professional development of administrative staff.

- To promote and elevate the ambitious academic reputation of the Institute and the University of Nizwa, both locally and internationally.

- To respond continuously to the academic needs of students by transparently involving stakeholders in decision-making processes.

- To develop an effective system of governance and management in the Foundation Institute to achieve the vision, the mission and objectives of the University of Nizwa and the Foundation Institute, and to ensure the provision of high-quality services to all stakeholders.

COMMUNICATION

FOUNDATION INSTITUTE WEBPAGE

The Foundation Institute webpage is very important to you. It contains a lot of useful information about the Foundation Program. In addition, the page has a special section on announcements concerning the Foundation programs (English, Digital Literacy, Mathematics and University Life & Learning Skills). In this section, the Foundation Institute announces activities and events which are held every semester, such as Exams/ tests and results-announcement dates. The page has a special section where you can enrol in any course, exam/test

or program offered by the Institute. Therefore, you should follow up and visit the page constantly to learn about what is new and important to you.

You can access the Foundation Institute webpage by logging into the University website and following steps (1, 2, 3) shown in the below image:

IMPORTANCE OF E-MAIL ACTIVATION:

Emailing is one of the most important, reliable and official means of communication among University departments. Important messages and announcements may be delivered to you by email; therefore, please activate your e-mail account and check it regularly.

To do so, please follow the steps outlined on the university website or by referring to the Centre for Information Systems (CIS). We would also like you to co-operate in explaining to your fellow-students about the need to activate their email.

PHONE CALL:

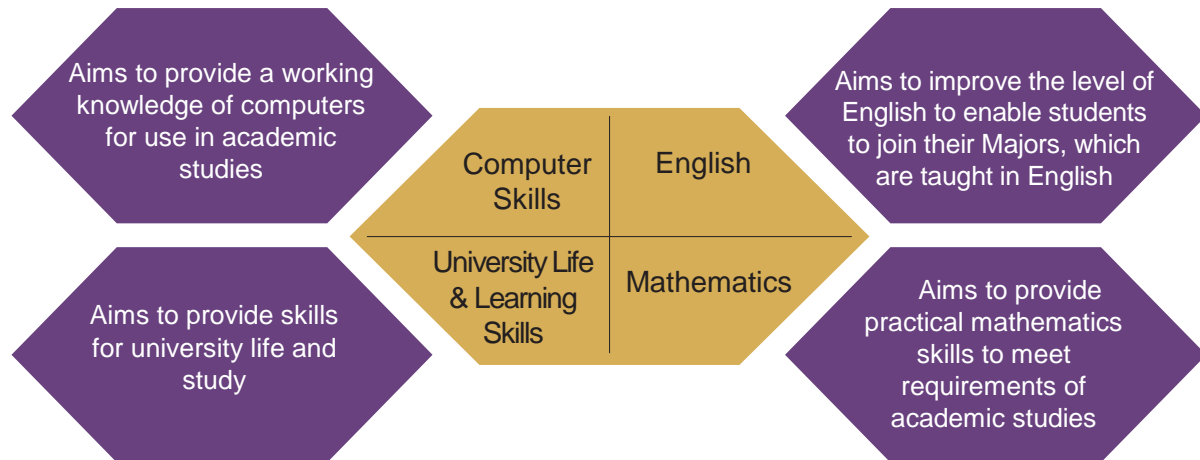
All interested people who would like to know about the foundation program, whether students, parents or others can communicate with the Foundation Institute staff through the telephone numbers listed in the Appendix A, page 44. You are all welcomes to call in office hours from 8 am to 4 pm.



THE UoN FOUNDATION PROGRAM

As prescribed by the Omani Authority for Academic Accreditation (OAAA)

Foundation Program (FP) components in all higher education institutions in Oman are specified by the Omani Authority for Academic Accreditation (OAAA). These are English, Mathematics, Digital Literacy, and University Life & Learning Skills. Students must pass all Foundation courses before joining their majors.



TRANSFERABLE CREDITS/COURSE EQUIVALENCIES

Students who previously enrolled in the UoN Foundation Institute, or studied on a Foundation Program in another institute in Oman, may declare completed components as equivalents to any of the Foundation Program components (English, Mathematics, and Digital Literacy). They should visit the FI to provide Transcripts and Course Descriptions as proof before enrolling. The FI administration cannot consider any requests after the start of the academic year.

PROGRAM DURATION

The duration of the Foundation program depends on the level of entry and the passing or failing of subsequent levels.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

GENERAL POLICY

The FI English Program aims to develop students' English language skills so they can join their academic majors, which are mainly delivered in English. Students are given an English Skills Placement Test which determines their entry levels in the program.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

OUTLINE

The IELP (Intensive English Language Program) has an outcome-based curriculum with OAAA-specified learning outcomes for each of the components, Listening, Speaking, Reading and Writing. The FI teaches these simultaneously in order to simulate the way languages are acquired naturally.

OUTCOMES

By the end of the Foundation Program, students are expected to:

- Take part in in-depth discussions on a wide variety of topics of general interest and in connection with their major studies.
- Give informative and persuasive presentations for at least 5 minutes using appropriate illustrations/props and respond confidently to questions on their researched topic.
- Follow talks and lectures, take notes and summarize orally or in writing, and answer questions relating to gist, details, context and opinion.
- Read an informative text of 800-1000 words in a one hour and answer questions relating to gist, purpose, context, details, cohesion, on vocabulary and referents, infer information, draw conclusions about the text and make logical predictions as to what could follow.

- Write a cohesive essay of at least 250 words on a given topic in a variety of genres showing control of layout, organization, punctuation, spelling, sentence structure, grammar and vocabulary.

- Demonstrate an understanding of the academic writing process of research, draft, revision and re-drafting in the context of a 500 word report on a researched topic.

- Research a topic, identify current, relevant and accurate sources of information, synthesize information from different sources, and reference correctly in APA style.

*** English Consolidation levels** (repeat classes) are offered for those who fail their level.

ASSESSMENT

Passing IELP levels is a requirement for students to join majors. Two types of assessment are used:

ASSESSMENT

• CONTINUOUS ASSESSMENT:

Participation and Online Workbook Practice
Weekly Tasks (Speaking Skill & Writing Skill)
Weekly Quizzes
Listening Skill & Reading Skill; Grammar & Vocabulary)

• FINAL EXAMINATION:

Language Skills Evaluation
(Listening, Reading and Writing Skills)
Components Evaluations
(Grammar and Vocabulary)

*** See APPENDIX B Page (49) – SPECIFIC ASSESSMENT POLICIES**

SPECIAL PROGRAMS

Mathematics, Digital Literacy and University Life & Learning Skills are three special program courses that, along with English, comprise the Foundation Program as outlined by OAAA.

MATHEMATICS PROGRAM

The Mathematics Courses at University of Nizwa Foundation Program are divided into two courses. They are Mathematics Basic/Applied (MATH-BA) and Mathematics Basic/Pure (MATH-BP). The Foundation Students will study only one of them based on their field of academic (higher education) program of study. Students failing the course will repeat it.

MATHEMATICS BASIC/APPLIED COURSE

GENERAL POLICY

This course teaches mathematical understanding and skills necessary to meet the theoretical and practical requirements of higher education studies. Passing this course MATH-BA is a prerequisite to the MATH116 (Pre-calculus) course. In addition, MATH-BA and Digital Literacy are prerequisites for Computer Skills (COMP101) which is a university requirement taught in the Post-Academic program.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

OUTLINE

The Mathematics Basic/Applied (MATH-BA) course is designed to provide a smooth transition for the students from their secondary or post-secondary Mathematics (taught in Arabic) to English. Students pursuing their higher studies in Business, Management, Arts, Linguistic Studies, Social Sciences, Education (History, Geography, Religious Studies, etc) etc. are expected to study this course during their foundation year. It covers basic arithmetic, algebraic, geometrical and trigonometric concepts and helps students to think analytically and improve their problem-solving skills. The course assures the students to comprehend and apply general mathematical concepts, principles and statistical concepts in various real-life problems.

OUTCOMES

By the end of the course, students are expected to:

- Describe terms related to the real number system and basic algebra and perform arithmetic operations on polynomials and numbers.
- Solve problems involving equations and inequalities such as linear, quadratic and fractional, using appropriate properties and techniques.
- Apply the theoretical concepts of algebra, trigonometry, and analytical geometry while solving a variety of problems.
- Analyze basic geometrical concepts using a coordinate plane and apply these concepts to solve analytical geometry problems.
- Construct mathematical models of real-life problems using equations and right angle trigonometry and solve them.
- Solve systems of linear equations and inequalities in two variables algebraically and graphically.
- Demonstrate an understanding of functions, sketching their graphs, evaluating maximum and minimum values of different functions.
- Understand the exponential and logarithmic functions and their inverse relationship and apply these ideas to solve different real-life problems such as evaluation of compound interests.
- Use a graphing calculator to analyze and interpret equations and graphs.
- Understand basic concepts of descriptive statistics and probability of simple events.

ASSESSMENT

Two types of assessment are used:

ASSESSMENT

- **CONTINUOUS ASSESSMENT:**

Assignments, Quizzes, Attendance & Participation and Mid-Term & Mobile App Exams

- **FINAL EXAMINATION**

*** See APPENDIX B page (48) – SPECIFIC ASSESSMENT POLICIES**

MATHEMATICS BASIC/PURE COURSE

GENERAL POLICY

This course teaches mathematical understanding and skills necessary to meet the theoretical and practical requirements of higher education studies. Passing this course MATH-BP is a prerequisite to the MATH116 (Pre-calculus) course. In addition, MATH-BP and Digital Literacy are prerequisites for Computer Skills (COMP101) which is a university requirement taught in the Post-Academic program.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

OUTLINE

The Mathematics Basic/Pure (MATH-BP) course is designed to provide a smooth transition for the students from their secondary or post-secondary Mathematics (taught in Arabic) to English. Students pursuing their higher studies in Engineering, Sciences, Pharmacy and Nursing, Education (Science and Mathematics) etc. are expected to study this course during their foundation year. It

covers basic arithmetic, algebraic, geometrical and trigonometric concepts and helps students to think analytically and improve their problem-solving skills. It helps the students to acquire deeper understanding of different mathematical functions. The course emphasizes on the abstract thinking and uses a traditional approach to learning while incorporating technology as a tool to enhance the understanding.

OUTCOMES

By the end of the course, students are expected to:

- Describe terms related to the real number system and basic algebra and perform arithmetic operations on polynomials and numbers.
- Solve problems involving equations and inequalities such as linear, quadratic and fractional, using appropriate properties and techniques.
- Apply the theoretical concepts of algebra, trigonometry, and analytical geometry while solving a variety of problems.
- Analyze basic geometrical concepts using a coordinate plane and apply these concepts to solve analytical geometry problems.
- Construct mathematical models of real-life problems using equations and right angle trigonometry and solve them.
- Understand the definition of a function, sketch the graphs of functions and evaluate extremum values of different functions.
- Describe exponential and logarithmic functions and apply the inverse relationship between these two to solve a variety of problems

DIGITAL LITERACY PROGRAM

GENERAL POLICY

This course teaches computing and IT skills to meet the requirements of academic studies. Passing Digital Literacy and MATH-BA/MATH-BP are prerequisites to studying Computer Skills (COMP 101), which is required of all university majors.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

The course also prepares students for the international certification, (IC3). Students can be exempted from the program if they have an international certificate in IT such as ICDL, Cambridge Diploma for IT Skills, IC3, or completed a similar course in a recognized university or college if all learning outcomes were match. To do this, students have to show their Transcripts and Course Descriptions as proof before enrolling. Students failing the course will repeat it. Digital Literacy cannot be equated to COMP 101 (major course).

The Digital literacy (DL) course provides students with computer knowledge and skills, including competency in operating systems, networks, the Internet, email and other essential programs, as well as an understanding of the impact of computing and the Internet on society. The program covers the following content:

- Computing Fundamentals
- Word Processing (MS-WORD)
- Spreadsheets (MS-EXCEL)
- Presentation (MS-POWERPOINT)
- Internet Application
- Living online

OUTCOMES

By the end of the course, students are expected to:

- Discuss fundamentals of computer and the hardware used to operate it.
- Describe different types of software and practice most used operating system and their capabilities.
- Recognize network fundamentals and the efficient use of the Internet.
- Apply various types of electronic and digital communication and collaboration computer systems effectively.
- Demonstrate good skills in Keyboarding, using Microsoft Office Word, Excel and PowerPoint.
- Recognizes the fundamentals of success and its obstacles.
- Demonstrate a good problems analysis and making wise decisions.

ASSESSMENT

Two types of assessment are used:

ASSESSMENT

- **CONTINUOUS ASSESSMENT:**

Homeworks, Quizzes,
Attendance & Participation
and Lab tests

- **FINAL EXAMINATION**

*** See APPENDIX B Page (48) – SPECIFIC ASSESSMENT POLICIES**

UNIVERSITY LIFE & LEARNING SKILLS PROGRAM

GENERAL POLICY

This course develops independence and ability to cope with the demands of university life and its studies. A large part of tertiary education is the responsibility of the students, who must work hard to gain knowledge and improve skills in finding out what they need to know. Tertiary education is a very active journey of discovery.

This program comes under the framework of Study Skills criteria, outlined by the Oman Authority for Academic Accreditation (OAAA). Passing the course is a prerequisite for students to study Oman and Islamic Civilization (HIST150), which is a university requirement for all University Students.

*** See APPENDIX A page (46) – SPECIFIC COURSE POLICIES**

OUTLINE

The University Life and Learning Skills (ULLS/ULLS-T) course provides the student with the necessary skills which they needed for a successful university life, as the student will learn the fundamental differences between school and university environment. It Also develop the necessary study skills using modern technology, acquiring good note writing and presentation skills in the classroom. It also urged students to the importance of time management and prioritization and gaining the required skills of how to study and prepare for tests. As well as providing them with the necessary skills to write a mini-research report while complying with academic integrity while avoiding plagiarism. It enables the students to realize their goals, and become successful, responsible and effective in society. It focuses on raising students' awareness of Identifying various forms of humanitarian affiliation and differentiate between them while enhancing the importance of Islamic and Omani values that must be quoted from society and adhering to them by highlighting them in academic life at the university and outside it. In addition, it equips students on how to analyze the problems that they may face in their lives and making wise decisions.

COMES

By the end of the course, students are expected to:

- Recognize fundamental differences between the school and the university environment.
- Develop the necessary study skills using modern techniques.
- Acquiring the good note writing and presentation skills in the classroom.
- Gain the required skills and abilities to manage time and prioritize.
- Gain the required skills of how to study and prepare for tests.
- Practice the methods and strategies for writing a mini scientific research
- Recognizing the concept of Scientific integrity and embodies it in writing a mini scientific research.
- Identify various forms of humanitarian affiliation and differentiate between them. While enhancing the importance of Islamic and Omani values that must be quoted from society and adhering to them by highlighting them in academic life at the university and outside it.
- Recognizes the fundamentals of success and its obstacles.
- Demonstrate a good problems analysis and making wise decisions.

ASSESSMENT

One type of assessment is used for this course as all the main skills which are acquired by the student are assessed practically during the semester/cycle:

ASSESSMENT

- **CONTINUOUS ASSESSMENT:**

Attendance & Participation, Quizzes,
Assignments, Writing Mini-Research Report
and Presentation,

*** See APPENDIX B Page (49) – SPECIFIC
ASSESSMENT POLICIES**

FI LANGUAGE RESOURCES

Language development Resource:

ANJIZ Foundation Resource Center is an academic facility that is provided for foundation students through the Students Success System (SSS). It offers various activities, and services that contribute to the improvement of learners' abilities and skills in the English Language, Math and Digital Literacy courses. Additionally, it also contributes to the development of the students' life skills in terms of self-study, scientific research and self-reliance.



The most important services offered by the Center include:

Academic Counseling: A service that is offered by the Foundation Institute instructors to foundation students as an extra academic support off the classroom. This facility enables the learners to meet their needs and requirements in the Foundation Program.



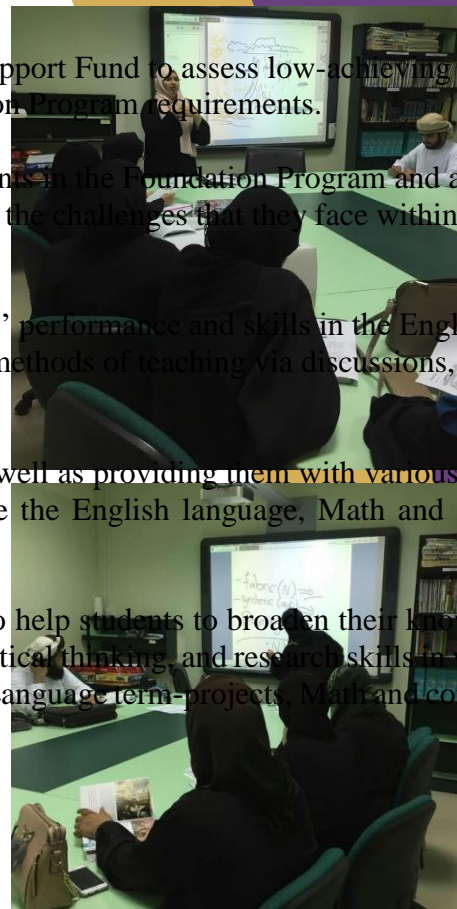
Peer-tutorial sessions: A facility that is provided by the Student Support Fund to assess low-achieving foundation students in order to help them to cope with the Foundation Program requirements.

Academic workshops: They highlight the need of foundation students in the Foundation Program and attempt to provide suitable learning solutions to them in order to overcome the challenges that they face within the Foundation Program.

Extra Curricula activities: These are designed to improve students' performance and skills in the English language, Math and Digital Literacy courses. They involve several methods of teaching via discussions, debates, games, web-based exercises by FI teachers and Peer-tutors.

Computers: Students can use computers for scientific research, as well as providing them with various useful websites and educational software that encourage them to practice the English language, Math and Digital Literacy courses during their free time.

Miscellaneous English stories and textbooks: These are offered to help students to broaden their knowledge in different academic fields. They help in the development of their critical thinking, and research skills in various aspects in relation to the Foundation Program courses (e.g., English Language term-projects, Math and computer programs).



EXAM POLICIES AND REGULATIONS

REGULATIONS FOR STUDENTS

1. Be in the exam hall on the assigned dates and time shown in the exams schedule.
2. Check exam announcements and lists on the FI webpage on the university website.
3. All exam halls and rooms will be opened at least one hour before the exam.
4. Be in the exam hall 15 minutes before the exam starts.
5. Be no more than 10 minutes late; no extra time is added for late students.
6. Ensure your name is listed outside exam hall, then be seated in the assigned place in the hall.
7. Students not on the list or marked as barred from the exam will not be allowed to take the test.
8. Do not enter the exam hall unless told by invigilators.
9. ID cards MUST be shown; otherwise you will not be allowed to sit the exam.
10. All belongings must be placed at the front of the exam room, or according to other directives by the Head Initiators.
11. Give any unauthorized materials to invigilators before the start of the exam.
12. Mobile phones must be turned off before the start of the exam.

13. Calculators and electronic dictionaries are not allowed during the exam unless there is clear permission from authorized persons, and with the permission from the invigilators.
14. Food and drinks (except water) are strictly prohibited during the exam.
15. Students are required to sign in for the exam under the supervision of the invigilators.
16. Invigilators assign seating places to students.
17. Students are expected to sit on their seats quietly during the exam.
18. Do not communicate with other students during the exam for any reason. Any query about the exam must be addressed to the invigilators.
19. Any students suspected of cheating or helping others to cheat must submit any suspected material.
20. If any student is found cheating or helping another student to cheat, she/he will be penalized according to the University rules and regulations.
21. Place the ID card on the chair/desk during the exam time.
22. Students are not allowed to leave the exam room before the first hour of the exam is over.
23. Do not return to the exam room for any reason after submitting the exam paper.
24. Write your answers only on the answer sheets.
25. Read the exam questions and the instructions on answer sheets carefully.
26. Students may write on the front or rear covers of their answer sheets when required.
27. Answers should be clearly written using blue or black pens only. Answers will not be

considered if written differently, unless authorized by the invigilators.

28.If a student wants to cross out a wrong answer, she/he must clearly underline it; otherwise it will not be considered correct even if it's so.

29.All papers must be submitted to the invigilator at the end of the exam.

30.Do not take out any paper from the answer book.

31.Students who need to use the toilet will be accompanied by one of the invigilators. Students must not take any belongings to the toilet, and no extra time will be given.

32.Move quietly and without objection if asked to by the invigilator to change seats.

33.Students are dismissed from exam for misbehavior such as attracting the attention of other students, or bothering them during the exam. Such students must attend a disciplinary hearing which investigates such incidents according to the University rules and regulations.

34.Students' results are withheld for these reasons:

- Not completing the teacher-evaluation form
- Late payment of study fees
- Have outstanding fines and overdue books from the library or Anjiz.



You cannot use a mobile phone.

PROGRESSING TO MAJORS

As we have previously emphasized, in this guide, success in the Foundation Program courses is a prerequisite to some of the major courses. The below table shows the Foundation Program courses and the Major courses connected to them: **(See APPENDIX A – page (46) SPECIFIC COURSE POLICIES)**

Foundation Program course	Major courses connected to them
Successfully completing upper intermediate level in the intensive English language	English 1 - ENGL150
Mathematics Basic Pure	Pre-calculus - MATH116
Mathematics Basic Applied / Mathematics Basic Pure	Computer Skills- COMP101
University Life & Learning Skills	Islamic Civilization- HIST150

RESULT ANNOUNCEMENT

Students' Exam Results are posted at the end of every cycle on EduWave® where students can see their marks for the IELP, Math, Digital Literacy and University Life & Learning Skills courses.

APPEAL POLICIES

If students have grievances regarding final course results, they may appeal to FI administration within three days of the result posting date by completing the appropriate form, obtained from Office 5D51-. A committee will review the complaints and inform the concerned students of the results.

RESULT WITHHOLDING

A Students result is withheld in the below cases:

- Not completing teacher-evaluation form
- Being late in paying study fees
- Outstanding fines and overdue books from the library or Anjiz.

CLASSROOM BEHAVIOUR

The university has established a for students behavior allowing the teacher to take the necessary procedures to control classroom behavior and stop any violations. The following behavior is prohibited inside the classroom, and will be penalized by the university rules and regulations:

- Late arrival, more than 5 minutes after the start of the lesson
- Eating or drinking in the classroom or other teaching venues.
- Speaking Arabic in the presence of the teacher unless allowed by the teacher
- Failure to bring study materials such as textbooks
- Being accompanied by non-members of the class to the classroom unless allowed by the teacher.

- Using mobile phones (must be switched off during class time)
- Leaving the classroom without permission
- Sleeping in the classroom and in the presence of the teacher
- Using bad language with students, teachers other staff.
- Writing on the walls, tables or any place that is not assigned for writing
- Leaving rubbish on the classroom floor tables or chairs. There is a trash can in all classrooms
- Refusing to participate in individual, pair or group-work activities in class
- Interrupting the teacher by any means
- Physical contact in any form with the teacher, fellow-students or any other person(s)
- Vandalizing furniture, learning aids (computers- projectors- cables, etc.)
- Holding parties, celebrations or anything of the sort unless authorized and organized by the teacher and with the approval of the Foundation Management
- Leaving textbooks, notebooks or any other learning resources in the classroom unless permitted by the teacher

Penalties are only considered if the student refuses to cooperate with educational procedures.

ABSENCE

Official excused absence (Medical Excuse)

An absentee with an official, reasonable Medical excuse must submit the necessary supporting documents to the link <http://cis/ecuse> within three days following his/her absence. After approving the excuse, the copies of the «Absence Medical Forms» will be sent to their teachers by email.

Absence for non-medical reasons

Absentees with non-medical reasons (death, marriage, or event-participation) are required to submit the necessary supporting documents to the Trusteeship of Student Affairs within three days from the starting date of the excuse. The following process then applies:

- Completion of the appropriate form (obtained from the Trusteeship of Student Affairs).
- Submission to the FI director for approval.
- If approved, the student receives a copy of the form and the teacher is informed.

ABSENCE-WARNING NOTICES

Absence warnings at the Foundation Institute are issued as follows:

- Absentee Warning 1 is issued to a student who misses %5 of course contact hours
- Absentee Warning 2 is issued to a student who misses %10 of course contact hours
- Absentee Warning 3 is issued to a student who misses %15 of course contact hours
- "Barred from final exam" is issued to a student who misses %25 of course contact hours

STUDENT ADVISING

Huge challenges face students joining the UoN, including living away from home, learning in an English-language environment, experiencing co-education for the first time, and having Instructors from around the world. This brings pressure to achieve specific and demanding objectives. Even the smallest issue can seem large, and sometimes responses can lead to conflict between students and staff.

The FI provides support and resolutions through the **Student Advising Team**. This team primarily (but not exclusively) consists of:

- Your Instructor
- The FI Student and Academic Advising Coordinator

You may seek help any at time between 8am and 4pm.

- **For academic advice you should first approach your teacher.**
- **For non-academic advice you may visit Dr Salama Al Ruqaishi, the FI Student Academic and Advising Coordinator in Building 5.**

If the above people cannot resolve your issues, you will then be directed to other concerned people to help you with your problems.

Managing your Financial Resources and Paying Tuition:

Students ask about the tuition for the Foundation Program and the way it is distributed over the courses, i.e. IELP, Computer Skills, Mathematics and Life and Study Skills. The tuition is calculated on a semester basis for all the courses offered. Students are not charged per course but per semester according to the table below:

Tuition fees Per Semester (Fall and Spring)	Total fees for the two semesters	Monthly Housing Fees	Monthly Transportation Fees
1120 O.R.	2240 O.R.	- 30 O.R. for students in hostels off campus. - 40 O.R. for students in hostels on campus.	10 O.R.

THE PROGRAM TUITION

The (1120) O.R. tuition is in fact the cost of the IELP only. The university's Student's Support Fund (Mueen Fund) pays 150 O.R., the fees for the Basic Mathematics course; 240 R.O., the fees for the Computer Skills courses; and 150 O.R, the fees for Study Skills and Life Skills courses. This means the total cost of the Foundation Program per semester is $(= (540 + 1120 - 1660))$ O.R, 540 of which R.O is paid by the Student's Support Fund.

HOUSING FEES

The monthly housing fee is 68 O.R. per student. The student pays 30 O.R. (for those living off campus), or 40 O.R. (for students living on campus), while the SSF pays the remaining 38 or 28 O.R. The housing fees are calculated on a semester basis – 4 months for the Fall semester and 5 months for the Spring semester. The student has to move out of hostel during the Summer semester unless s/he is registered for Summer courses, and the university may use his/ her place during that period.

TRANSPORTATION FEES

The transportation cost from hostels to the university and back is 21 O.R. per month. The student pays 10 O.R. only and the remaining 11 O.R. is paid by the SSF.

How to gain your teachers' respect:

Many students are keen to have a good relationship with their teachers. It is very important to do so, and demonstrates a healthy attitude to their studies. Good manners, and attitudes towards their teachers, reflect very well, not only on the students, but on their families. Do you want to be a model student? If so:

- Be cheerful and optimistic.
- Before you enter the classroom, if the door is closed, knock before entering.
- If you are late, enter quietly, greet the teacher, apologize and ask permission to stay.

You can use the following expressions, or variations of them:

“Good morning/afternoon teacher”

“I'm sorry I'm late teacher, may I take my seat?”

The teacher may ask you why you are late. This is not because the teacher is angry, but because they are concerned for you. Also, students are probably not aware that their teacher has a legal responsibility for their students, so it is right and proper that they should want to know why you are late. Do not be upset, the teacher is only doing their job. You should respond with good manners and give clear answers.

- Pay attention in class.
- Do not speak in Arabic with the teacher or the other students in class because they may not understand Arabic and they will certainly feel that it is not helping you to learn the language.
- Ask your teacher for clarification for things you do not understand or seek help from others who will be happy to talk to you about your learning. However, you should pose any questions with the very best of manners and respect using such language as these examples:

“Excuse me teacher, can you explain that again please?” ...or.....

“Teacher, I’m sorry, I didn’t hear you, can you say it again please?” ...or....

“Teacher, excuse me, what was the question please?” ...or....even.....

“Sorry teacher, I don’t understand, can Ahmed please explain to me in Arabic?”

- Thanking and apologizing is a noble culture and does not diminish the value of, or in any way weaken the person offering the salutation. On the contrary, it is a simple word but has a great and positive effect on people. So do not hesitate to use the words ***“Thank you”*** and ***“Sorry”*** frequently and put them on the list of your daily words that you must use.
- Requesting permission is another culture and using the expressions ***“Excuse me”***, ***“May I ...”*** and ***“Would you please...?”*** are other noble behaviors.

- There are some other characteristics that make you close to your teachers, such as:
 1. Being punctual to your classes.
 2. Manage your time effectively
 3. Participate fully in your classes.
 4. Do your homework, and present it on time.
 5. Respect others and appreciate their work.



APPENDIX A – SPECIFIC COURSE POLICIES

ENGLISH Courses 70% to pass		Mathematics 60 % to pass	Digital Literacy 60 % to pass	University Life & Learning Skills 60% to pass
Elementary	20 hours per week	6 teaching +	6 teaching +	3 teaching hrs/wk
Pre-Intermediate				
Intermediate				
Upper-intermediate				

- Special program courses (Digital Literacy, Math, and University Life & Learning Skills) are university requirements for students enrolled in their first year of the Foundation Program.
- Students who enter the UoN with an exemption from the IELP Foundation Course must still study Digital Literacy, Math, and University Life & Learning Skills.
- Students sit an English-language placement test to determine the level at which they enter the Foundation Program. The thresholds are as follows:

ENGLISH Courses	Placement Test %	CEFR
Elementary	0-50	A1
Pre-Intermediate	51-70	A2
Intermediate	71-90	B1
Upper-intermediate	91-100	B2

FI PROGRESSION IN THE FOUNDATION PROGRAM

On passing

- Unless any students are exempt from Foundation courses, they must study up to and pass upper intermediate level before going on to their academic studies.

On failing

- Consolidation courses are offered to students who fail a level.
- If students fail a level, then are only allowed to repeat it once. If they fail that level a second time, they must leave the University.

Duration

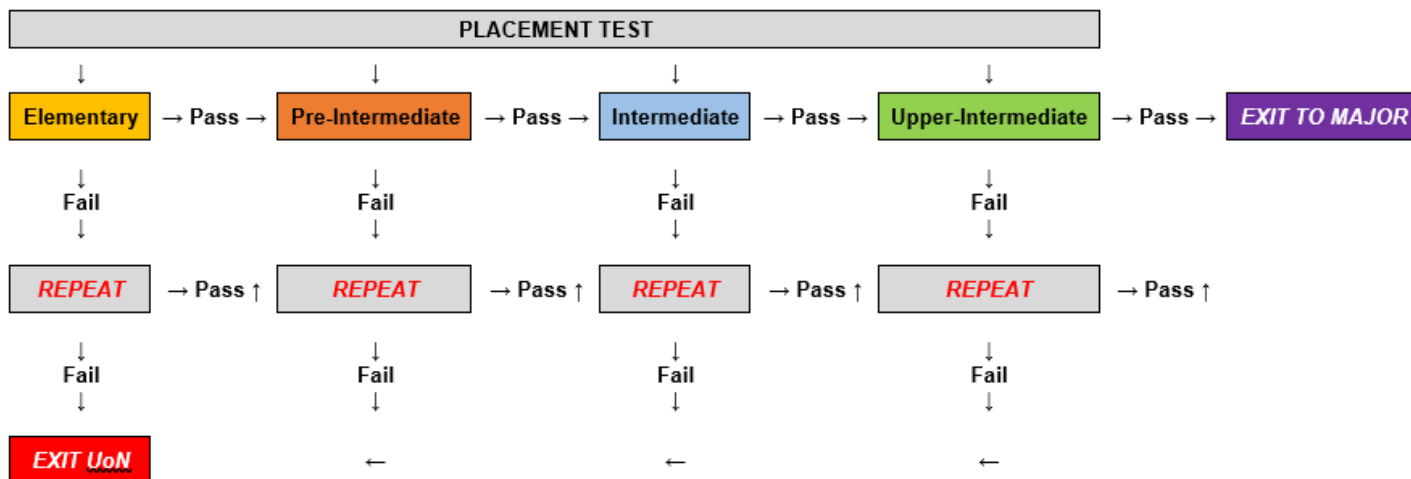
- Each course lasts 8 weeks.
- Each consolidation course lasts a further 8 weeks.
- The duration of the Foundation period depends on the level of entry and the passing or failing of subsequent levels. The minimum period is 16 teaching weeks; the maximum period is 64 teaching weeks.

Assessment

- Each course consists of learning followed by assessment. See APPENDIX (B) SPECIFIC ASSESSMENT POLICIES.
- Students must score %70 of the total weightings of continuous assessment plus exam assessment in the IELP to move to the next level.

FOUNDATION INSTITUTE: ENGLISH COURSES PROGRESS CHART

Students are required to complete all Foundation English Courses (Elementary, Pre-Intermediate, Intermediate and Upper-Intermediate) in order to exit the Foundation Program and then they will be able to join majors (specializations in colleges). Failing a repeated English course may result to the student's exit from the University of Nizwa.



APPENDIX B – SPECIFIC ASSESSMENT POLICIES

IELP Assessment		
Level	Formative assessment	PROGRESS EXAM (MID-TERM) & FINAL EXAM
Elementary	Participation and Online Workbook Practice Weekly Tasks (Speaking Skill & Writing Skill) Weekly Quizzes (Listening Skill & Reading Skill; Grammar & Vocabulary)	Language Skills Evaluation (Listening, Reading and Writing Skills) Components Evaluations (Grammar and Vocabulary)
Pre-Intermediate		
Intermediate		
Upper-intermediate		

Mathematics Basic/ Applied Assessment					
Continuous assessment					Summative assessment
Assignments	Attend. & Participation	Quizzes	Midterm exam	Mobile App exam	Final exam

Mathematics Basic/ Pure Assessment					
Continuous assessment					Summative assessment
Assignments	Attend. & Participation	Quizzes	Midterm exam	Mobile App exam	Final exam



Digital Literacy (DL) Assessment				
Continuous Assessment				Final Exam
Homework	Quizzes	Attend. & Participation	Lab Tests	

University Life and Learning Skills Assessment				
Continuous Assessment				
Attend. & Participation	Assignments	Quizzes	Mini-Research Report Writing	Presentation

Foundation courses that students must pass	Modules for which registration is dependent on passing the associated Foundation courses
Last level studied in IELP	English 1 (ENGL1)
Basic Mathematics and Digital Literacy	Computer Skills (COMP101)
University Life & Learning Skills	Islamic Civilization (HIST150)

APPENDIX C – KEY OFFICES IN THE FI

Office	Job Title	Service
5D-52	FI Director	All inquiries regarding study in the Foundation Program
5D-60	Assistant Director for English Language Programs	All matters related to IELP and English-language teachers
5D-57	Assistant Director for Special Programs	Matters related to Mathematics, Digital Literacy, University Life & Learning Skills
5D-49	Digital Literacy Coordinator	- Supervising computer study programs and their teachers - A link between students / teachers and management in all matters related to the computer studies course
5D-55	University Life & Learning Skills teachers	Academic and vocational student counselling, in addition to matters related to University Life & Learning Skills
5D-69	Student & Academic Advising Coordinator	Matters related to academic advising and students' challenges

5D-64 & 71	IELP-Level Coordinators	Supervising English teachers -A link between students/teachers and management in all matters related to the English language courses
5D-72	Assessment Coordinator	All formality and summative assessment
11i-1	Mathematics Coordinator	-Supervising math teachers -A link between students/teachers and management in all matters related to the Mathematics course
Build- ing 2	Language Development Resources (Anjiz)	Assisting students' self-study with a variety of resources, offering workshops of special interest, and personal help with coursework
20-A	TOEFL LAB	Improving students' skills and strategies to pass the TOEFL



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