1. Introduction

Welcome to the University of Nizwa!

We are pleased that you are joining the UoN Community.

This Employee Handbook will help you get acquainted with the basic information required to successfully integrate into the University. Please keep a copy as it will be useful in getting answers to questions that might come up during your integration.

The handbook provides an overview of the University as well as links to important information taken from the university guidelines, policies and procedures, and practices. Throughout your employment, you will receive more information and updates to these policies, procedures, and other matters. Whether you are a full time, or part time faculty, technician or admin, it is important to keep abreast with this handbook and its updates.

You will also find information on benefits, leaves, ID cards, health insurance, and other employee matters in this handbook. Should you have any questions about this handbook or its contents, you will find more information on the Human Resource Department webpage or through the HR call Center **(EXT.205)**. Please note that this handbook is a reference guide and does not replace a contract of employment.

Once again, the Human Resource Team welcomes you and wishes you all the best as you integrate into your new role at the University of Nizwa.

The HR Team

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2. Chancellor's Greetings

Dear employees,

It's a pleasure having you at the University of Nizwa. I am honored to welcome you to this scientific edifice, which has always aimed to be a beacon (a minaret) of education and wisdom. At the university, we share positive thoughts and solidify the identity and values of our nation. We believe that man is the greatest wealth of nations, therefore University's staff and students are the greatest capital; which is the reason, we seek to optimize and develop our human resources.

  That can only be achieved if the staff members are empowered to participate actively and be appreciated for their contributions. The University's policies have been designed to achieve staff empowerment. The units and their departments are participatory and consultative. A staff member is a partner in policy-making, decision-making, and implementation and thus a true development partner. At the same time, the university ensures that he/she has career development which is dependent on what they provide.

Deliberate plans to reach more bright and productive horizons would be achieved as a result, to achieve the staff member's ambition and the organization's sustainability with ongoing development. As I repeat my welcome to you for joining us in making development and success in the university. We encourage you to promote teamwork, ensuring the values of the University and achieving its goals.

I look forward to your productive participation. And I am personally pleased to stand with you to resolve any challenges that may stand in the way of your journey towards a bright and shining future.
Always be an active symbol of giving and growth.

Sincerely,

Prof. Ahmed Khalfan Al Rawahi
  University's Chancellor

3. The University of Nizwa

The University of Nizwa (UoN) was established in the Sultanate of Oman in 2004 as a faculty governed not-for-profit private university. It is located in Nizwa - Al-Dakhilyah Governorate - which is about 140km far from the capital of Oman, Muscat. The University seeks to provide a progressive and safe learning environment that is respectful of the traditions and values of the Sultanate.

In 2011, Oman Academic Accreditation Authority (OAAA) commended the University of Nizwa "for its well-considered and integrated Mission, Vision and Values statements that drive its planning and operations as a non-profit, regional center of higher education in the Sultanate of Oman".

Vision

The University of Nizwa aspires "*to be a beacon (minaret) of knowledge and enlightenment as a prominent higher education institute of excellence*". It is to achieve a worldwide reputation for the quality of its programs and graduates and, aspires towards international distinction for innovation, progress and development.

Mission

The University of Nizwa is a non-profit academic institution; which is governed by its faculty. It shall promote positive thinking; preserve the nation's Islamic and cultural heritage and identity, faith in Allah and loyalty to the country and His Majesty. Its purpose is to broadly educate students and equip them with values, knowledge, and life skills needed to enrich their lives and enable them to meaningfully contribute to the progress of society. To achieve its mission, the University shall develop dynamic integrative programs which provide high quality academic training, research and intellectual development.

Values

- **Academic Excellence**
- **Leadership through Research and Technology**
- **Quality Management**
- **Sustainable Development**

4. Academic Concerns

The University of Nizwa follows the American credit system. A faculty member is expected to carry out various duties outlined in the University Quality Teaching and Learning Management System including but not limited to the preparation of course syllabus, conducting classes, assessing student's performance, students' academic advising, research activities, administrative duties and community services.

For more information on Academics, please click here

4.1. Teaching

Most of the programs in University are taught in English as students undergo a year-long intensive General Foundation Program in English to prepare them to meet the English entrance requirements as set by the University. The broad scope of the University intercollegiate programs serves the established and emerging needs of the region, particularly those of the local society and economy. The UoN is committed to the provision of "outcome-based education," and to the production of graduates demonstrating the convergence of program-specific knowledge, values, and general life-skills demanded by the career market. The satisfaction of these ends is guaranteed by a comprehensive process of self-assessment to ensure continuous improvement in the quality of academic courses and degree programs.

For more information on Teaching, please click here and here

4.2. Research

The University of Nizwa is concerned with scientific research as a part of its mission. The charter indicates clearly and strongly the importance of research as a tool to enhance intellectual capabilities and find solutions to various emerging problems facing Omani society in particular and other societies in general. Research is also necessary as a support for teaching and training of the students.

All academic and technical staff are expected and encouraged to engage in research as part of their assignment each in his/her area of expertise. Research activities should be consistent with the scholarly norms and not contravene with the ethics the Omani society.

The university has also established a number of research centers to address particular areas of relevant problems to the country. The university also established the Center for Consultancy

Services and Innovation Transfer to support research work and contribute to strengthening links with the society and utilization of expertise and research results.

For more information on Research please click here

4.3. Academic Calendar

Working days at the University of Nizwa are Sunday to Thursday, and the weekend is Friday and Saturday. Classes are usually conducted during the week from Sunday to Thursday, however, some classes and exams may be conducted on the weekend. The University closes for official and public holidays. There is usually an opportunity to take an approved short break between academic semesters in addition to approved annual leave commonly taken at the end of an academic year.

For more information on Academic Calendar, please click here

4.4. Students

Students at the University of Nizwa are highly motivated, knowledgeable in advance of the course of study they will pursue. They have a variety of reasons for choosing the University of Nizwa:

- *Well-known non-profit educational institution*
- *Offers quality curriculum in all programs*
- *Proximity to their home communities*
- *A low student/faculty ratio*

For many of the students, secondary education emphasized on memorization and teacher-directed learning, whereas instructors at the University of Nizwa emphasize on independent but disciplined thinking, class discussions, and continuous assessment in a student-centered learning environment. As cultural tradition requires young people to show respect for the authority of their elders, including professors, some students may also be more reluctant about expressing opinions, asking questions or joining in class discussions. Therefore, students may require encouragement and support in developing future academic and personal skills that will influence their university years and future career path.

For more information on Students, please click here

5. Library

The University Library was established in October 2004. The library is located in Building 21 on the campus. It consists of 3 main halls (two reading halls for males and females and one shelves hall).

The Central Hall has English Reference Collections, Reference Desk, Circulation Desk, OPACs, Self-Check-out Station and (12) computers that provide access to internet and electronic resources.

The Library provides its service to faculty, staff, students, researchers, and outside users.

The Main Library provides the appropriate and comprehensive printed as well as electronic resources and services to support its instructional programs and educational goals of the University of Nizwa, so that the students prepare for a career, develop life-long learning and critical thinking skills.

The library uses the Koha system, which is an integrated automated system for managing libraries subject to the open-source software agreement, and it has all the basic features that libraries need, such as: OPAC (with chat service) - indexing - authority control - user management - lending - provisioning - controlling periodicals - reservation - tools - Reports - System Administration

The Main Library opens from *8 AM to 8 PM during weekdays* (Sunday - Thursday) and *9 AM to 4 PM on Saturday*. The library is closed on Fridays.

For more information on Library, please click here

6. Center of Information Systems (CIS)

The Center for Information Systems (CIS) at the University of Nizwa contributes a great deal towards the University's goal of providing outstanding education and services to the community. CIS is challenged to support the Chancellor's vision of making UoN a foundation for knowledge and enlightenment. CIS translates this vision by integrating technology into the fabric of the University's teaching, research, and service missions in ways that would position us to reach beyond competence to greatness. Looking forward, UoN must and will rely on IT as a strategic resource, enabling and facilitating change, in its quest to become the nation's leading university.

Centre for Information Systems was set up in 2004 when the University of Nizwa started its operation. Its function is to provide IT support to the university and to set up and maintain a secured environment to further enhance teaching and learning, and advise the management on the best IT solution for the University.

6.1. CIS Units

6.1.1. Network and Security Unit

The unit's main task is to set up, maintain and secure a network environment for faculty and students and to monitor the usage of the facilities. Main focus areas include the network infrastructure, voice communication, Internet and Intranet, CCTV, and security.

6.1.2. Systems and Applications Unit

The unit's main task is to set up and maintain university enterprise systems including the student information systems, learning management systems, and library systems. In addition, CIS manages the systems and data backup, VDI environment, CIS internal systems, and the university website. Maintaining the server hardware is one of the main tasks carried by this unit.

6.1.3. Helpdesk Unit

The unit's main task is to provide IT support to faculty members, staff, and students including the hardware installation, equipment for learning spaces, printing services, and troubleshooting.

6.1.4. E-Learning Unit

The unit's main task is to promote technology-based teaching and learning by providing support to the faculty members and students including training on learning management.

For more information on CIS, please click here

7. Human Resources Department (HRD)

Managing human resources is undoubtedly among the most significant administrative tasks within any organization. The Human Resources Department at the University of Nizwa aims to achieve the strategic goals of the university by recruiting and hiring the most talented and competent employees, and retain them by offering preeminent benefits and services.

7.1. HR Functions

- **Staffing and Recruitment:** Getting the right people for the appropriate roles and positions;
- **Evaluating and Rewarding:** Setting a system of evaluating performance and ensuring adequate returns and rewards;
- **Motivating, Mentoring and Counseling:** Keeping employees happy with their roles and good work environment, and minimizing dissent or conflicts;
- **Developing and Maintaining a unique culture:** Developing the University's unique character, values, ethics and principles;
- **Managing and controlling:** In the administrative capacity, to ensure that policies and standards are appropriately implemented;

7.2. New Employee Induction Program

The HR department runs an induction program at the beginning of Fall and Spring for the new faculty members, which is complementary to the general workshops conducted by the colleges and centers. The importance of this program stems from the department's responsibility to familiarize the new employees with the procedures, policies and regulations followed at the university and to clarify his/her rights, duties and responsibilities towards his/her work and the university starting from the first day of work.

The induction program introduces the new employees to some units and tasks that need detailed explanation by the concerned college or center and helping them to feel welcomed and involved in the university. In addition, it helps employees to adapt to the nature of their work, spreading a spirit of positivity and motivating them to start work with vitality and positive intent.

The following table will guide you through your first days of your employment:

First day	First & Second Week	To Be Announced (TBA)

• Receiving the employee in the HR department and introducing him/her to the Director of the Human Resources Department and Staff.
• Complete the following forms in the Human Resources Department**:**
  ✓ Commencement form
  ✓ Contract
  ✓ Emergency form
  ✓ Confidentiality Agreement
• An introductory visit to some necessary departments, facilities and main services places at the university.
	• Meeting with officials (Dean and Department Head) and colleagues in the college/center
	• Joining the presentations and workshops conducted by the HR Department, the Public Relations Department, and the Center Information Systems
	• Activate your email account.
	• Contact your department to ensure systems and software is set up accurately.
	• Start the process of residence card through Public Relation Department.
	• Welcome lunch with some colleagues
	• A familiarizing tour to the important landmarks and places of Nizwa City
		• Attend the new employee orientation session. (The General Workshop)

7.3. Airline Ticket

The Human Resources Department will arrange to issue air tickets prior to arrival but only after getting written confirmation from the candidates stating the nearest airport.

7.4. Shipping Personal Belongings

Extra air cargo allowance for the shipment of personal belongings shall be paid only twice, at the beginning of employment and at the end of the contract. The amount is different depending on if it is a single employee or accompanied by family as stated in the HR policy and contract.

➢ ➢ Please submit the receipt for your shipping to Human Recourses Department for reimbursement.

Please note: *If the employment is terminated by the employee for reasons that are not acceptable to the University or when terminated by the University for reasons of misconduct or willful breach of the contract by the employee, in such cases the University is under no obligation to bear the cost of extra air cargo allowance.*

7.5. Employee Card

The University's Employee ID card is a vital part of the campus security and identification system. The Employment Card is issued for an employee after issuing the residence card through HR Department. The card may not be used by anyone other than the employee to whom it belongs. Employees are asked to return back the employment card on final exit from the University.

There are no charges for the employment card, **however**, a charge of OMR/**10** applies to all requests for replacement cards if lost, stolen, or if you want a different picture on the card. Thus, if the card is lost, the employee should notify the Human Resources Department immediately so that they can deactivate the card and replace it.

Employment Card can be used for the following services:
- Collecting personal checks and cash at the University's Finance Department;
- Accessing secured buildings. (If employees need this feature, their managers must ask the Center for Information Systems to activate it on their cards);
- Checking books and other services at the Library.
- Printing services

7.6. Health Insurance

The University of Nizwa provides its employees a health insurance scheme that covers the employee and the joining family as specified in the contract and as per the agreement with the insurer company. The health insurance card will be effective as soon as it is issued by the insurance company.

Health insurance Card Requirements:
- **For the Employee:**
  - ✓ The Health Insurance Form.
  - ✓ A Copy of the Employee's passport.
  - ✓ Blue Background Photo.
- **For the Family:**
  - ✓ The Health Insurance Form;
  - ✓ Copies of the dependent visa and passports for the employee's family who are entitled to the health care coverage;
  - ✓ Blue background photo of each family member.

The Health insurance covers all medical cases <u>EXCEPT</u>

1. Self –inflicted injury while sane or insane.
2. Alcoholism & Addiction treatment.
3. Desensitization and allergy test.
4. AIDS test and AIDS related diseases and treatment.
5. Psychiatric disorders, Insomnia.
6. General weakness, Fatigue, Laziness.
7. Injury or illness resulting from insurrection or war.
8. Cosmetic surgery and\or related medicines and products.
9. Dental examination, X-ray, extractions, fillings, and general dental care supply of fitting of eyeglasses& lenses.
10. Any disability which originated prior to the effective date of the insured's coverage.
11. Maternity expenses.
12. Lymphatic Drainage massage.
13. Physiotherapy unless recommended by an orthopedist.
14. Medical treatment not related to the diagnosis of an illness or accidental injury which include but are not limited to:
    - Durable medical appliances (e.g. nebulizer).
    - Anorexia, obesity, hair loss treatment, hirsutism nicotine cessation treatment.
    - Contraceptive measures
    - Ovulation induction,
    - Food Supplements (e.g. vitamins), herbal medicines.
    - Preventive treatment and vaccination, neonatal circumcision.
    - Sexual disorders.

15. All expenses and treatment are not reasonable, customary and necessary for the treatment of an injury or illness.

16. Any claim arising from the insured occupation and covered under workman's compensation.

17. Optical lenses, Cataract, Diabetic Retinopathy, Retinal Detachment, Glaucoma or other Ophthalmic conditions

17. Dietician consultation and services.

18. Acupuncture.

Important Notes:

- All medical cases should have referred the letter from Gana Polyclinic owned by the University of Nizwa.

- The health insurance covers the treatment in all private hospitals, polyclinics and centers (Appendix 1) for all cases except for *Muscat Private Hospital* and StarCare Hospital which covers **only** inpatient and surgical operations;

- In cases of an emergency**,** employees can get treatment in government hospitals without using a health care card;

- Each employee must pay **2 OMR** for consulting a physician**.**

- In special cases the employee can be treated in the governmental hospitals, in this case the employee is requested to obtain an official letter from HR Department to get the treatment.

- There is a fee of an amount of OMR /2 for the Health Insurance Card. However, **OMR /4 charge** applies to all requests for replacement in case the card is lost, stolen, or if a change of different photo is requested.

For more information on HR, **please click here**

8. The Public Relations Department (PRD)

8.1. Work Visa and Dependent Visa

The main entry requirement of obtaining a work visa in the Sultanate of Oman is that the passport is valid for at least **SIX months before arrival**.

All employees must enter the country with a **Work Visa**, and the dependents as specified in the contract must enter with a **Family Joining Visa** which will be obtained after the arrival of the employee and obtaining the resident card. These visas will be valid for *six months* from the date of issue. Upon entering the country based on of the work visa, the University will assist with the arrangement to complete the formalities of issuing the employee's residence card.

The Public Relations Department will oversee the process of obtaining a Work Visa, Oman Resident Card, and Family joining Visa.   The process must proceed through official agencies and takes approximately one to two months to finish **after the employee's arrival**.   All expenses for the above mentioned will be covered by the University as specified in the contract.

8.2 Authentication

Authentication is a guarantee that the documents contain truthful and accurate information. It is also a legal requirement in the Sultanate of Oman to have authenticated copies of important documents. Thus, authenticated documents such as marriage certificates, children's birth certificates and any other family related documents are required as a condition of employment with the University of Nizwa and *cannot* be waived. These authenticated documents are also required in obtaining Family Joining Visa(s) and for the employee's family status eligibility.

8.3 Arrival at Sultanate of Oman

A representative will meet and greet you at **Muscat International Airport**. The UoN's representative will be holding a University of Nizwa's sign and will guide you through immigration and customs.

8.4 Accommodation upon the arrival

- The University will be responsible for hotel room charges for the first *three nights only with* three meals during this period for a total maximum of OMR/ 9.
- The University WILL NOT cover the expenses of internet charges, phone calls, laundry, self-serve laundry, and dry cleaning services
- The PR Department staff will provide more information and help on renting and finding suitable accommodation in the surrounding area of the university and Nizwa city in general.

    For more information and inquiries about hotel accommodation, please contact the housing unit through:

    Landline: **+968-25446977**

    Email : **housing@unizwa.edu.om**

8.5 Medical Checkup

All expatriates sponsored by the University of Nizwa are required to undergo a government-controlled medical screening before the issue of a resident card. Public Relations Department will take the employee to the hospital to conduct the medical checkup and follow up on the results.

8.6 Resident Card

The Public Relations Department in coordination with the Human Resources Department will assist you in the application of the Resident Card throughout the concerned government bodies. This will be done only after you have successfully passed the medical fitness screening.

8.7. Required Documents

7.7.1. Work Visa

- ✓ Signed application form obtained from the HR Department;
- ✓ Copies of passport and work visa;
- ✓ The Original letter of certification of the medical fitness screening test *done through the PR department*;
- ✓ Two color passport-sized photos with blue background.

8.7.2. Dependents Visa

- ✓ Signed application forms obtained from the HR Department
- ✓ copies of:

(i) Employee's passport and a copy of his/ her residence card;

(ii) Authenticated marriage certificate;

(iii)Authenticated children's birth certificates (if applicable).

- ✓ Each dependent's original passport with a copy of Family Joining Visa.
- ✓ Original copy of the dependent's medical fitness screening test results.
- ✓ Two color passport-sized photos with a blue background for each dependent.

9. General Information

9.1. Transportation, Housing & Other Services

The university's owned company (Rabie Al-Masarat) provides the following ***chargeable*** services:

1. Daily morning trips from Muscat to the University of Nizwa, and then at 4pm from the university to Muscat.

2. A daily trip from Nizwa city to the campus and vice versa.

3. Car rentals (saloon and 4WD).

4. Sewage and waste collection services

5. Furniture shifting services

6. Cleaning services through an experienced team of females and males (The contract is hourly for each employee). Please contact EXT No. 586, Mobile 90907751 or 90184355

7. Nutrition services with a variety of food, drinks, and sweets in the university restaurant or by phone orders. Please contact Ext. No. 956 or 901, Mobile: 90663764

8. Housing and hospitality service consisting of two-bedroom and three-bedroom apartments

9.2. Salary payment

Payment of each employee's salary is made usually at the end of each month. Salaries are credited to the employee's local bank account. upon arrival, employees can apply for a salary advance for the initial current month to help them settle in the country.

9.3. Banks:

The new employee is responsible for opening a local bank account and give the bank account details to the HR department to ensure prompt deposit of the salary.

The following documents are required for opening a bank account:
➢ *A copy of the passport;*
➢ *A copy of the Work Visa;*
➢ *A letter from the HR Department*

9.4. Currency

The official unit of currency in Oman is the Omani Rial which is sub-divided into 1,000 baizas and denoted by **OMR**.

9.5. Code of Conduct & Clothing

In respect of the Islamic Religion and the Omani culture, expatriates are advised to dress conservatively. Below are some clothing guidelines for expatriates.

- Men should always wear a shirt in public;
- Women should keep their shoulders covered, preferably wearing long or mid-sleeve tops and wear loose fitting slacks/pants, long skirts or dresses;
- Women should avoid exposing their knees or have low-cut necklines;
- Shorts are generally not acceptable for men or women at the University;
- All professionals are expected to wear suits or jackets in business meetings.

9.6. Driving Licenses

To apply for an Omani driving license, you will need the following:

- *Two passport-sized photos with a blue background;*
- *A copy of home country license (the Royal Oman Police will need to see the original;*
- *OMR/20*
- *Non-Objection Letter (the University will provide this letter for you upon your request).* *ROP* may ask for a copy of a blood test showing your blood type. The test will cost 2 OMR. You must complete the Vision Test from the approved test centers.
- If you don't have a license or cannot locate yours, there are driving instructors available for acquiring an Omani license (with a fee).

9.7. Private Schools

School Name	Location, Address, & Contact info
Future Pioneers Private School	Ghaf Al Sheikh, Next to Qabael Gift Shop, Nizwa, Sultanate of Oman info@fps.edu.om (+968) 2541 1009 (+968) 9325 1165 Website: https://fps.edu.om/about-us/
Nizwa Private School	Nizwa Phone No. +968 25410057
Indian School Nizwa	P. B. No. 598, P. C. 611 Thymsa, Nizwa, Sultanate of Oman Tel: +968 25449286 E-Mail: isnoman@isnizwa.org Website: https://www.isnizwa.org/pages/contact-us.php Location Route 15, Ibri Highway, Opp. Nizwa Industrial Estate, Thymsa
Al Bushra Private School	Nizwa, behind Farq Health Center Phone No. 22516622, 91188374
Fragrance knowledge private school	Nizwa Phone No. 25 414460 Facebook: Fragrance knowledge private school
Dhyaa-Alamal	Izki Phone No. 72020500 https://www.instagram.com/dhyaa.alamal.school/

10. Information on COVID-19

10.1. Oman COVID-19 Travel Guidance

To prevent the spread of new coronavirus strains in the Sultanate of Oman and based on the decision issued by the Supreme Committee for dealing with COVID-19, there are several restrictive measures including restricted entry into the Sultanate to only Omanis and residents, who have visas issued on or before 5th April 2021, and they must comply with the requirements imposed by the relevant authorities.

10.1.1 Entry Requirements

Please read carefully all the requirements for entering the Sultanate through Oman Airports as published in the Civil Aviation Authority (CAA) Circular on the website

For more information about COVID-*19 in* Oman, please click here or here

10.2. Preventative measures at work and workplace at University of Nizwa

- Ensure temperature screening at the UoN main gate.

- If you are experiencing symptoms such as fever, coughing, running nose, and breathing difficulties seek medical advice or call one of the provided numbers below.

- Avoid social activities and gathering until the full recovery from the pandemic.

- Wear facial mask and wash hands with water and soap for 20 seconds frequently.

- Avoid sharing office stationaries with coworkers.

- If you were in contact with a suspected co-worker, seek medical check-up.

- Contact the Health and Safety Office at the University if you need further information or require any technical support in this matter.

- Familiarize yourself with UoN work regulations and sick leave policy.

10.3. List of Contacts for regarding COVID-19

University Clinic	25446601/25446306
UoN Health and Safety Office	Ext: 636 Email: nasserkindi@unizwa.edu.om
Jana Medical Center	25443311
Nizwa Central Hospital	25 211000
Ministry of Health Hotline	24441999/1212

For more information about COVID-*19 in* the University please click here

11. Frequently Asked Questions (FAQ)

How will my shipment expenses be reimbursed?

You pay then upon arrival in Oman please submit a receipt to the Human Resources Department for reimbursement. You will only be reimbursed as per the term of the contract related to the shipment.

What size passport photos do you require?

The photos should be approximately **3**x**4** inches with a blue background.

When do I get education certificates and marriage certificates authenticated?

Education certificates and marriage certificates **must** be authenticated *before* coming to Oman.

Will the University reimburse the cost for the authentication of documents?

No. The University of Nizwa will not reimburse for authentication of documents.

Can I purchase my air ticket myself and get reimbursed when I arrive?

In exceptional cases, yes after the approval from HR Department. You will be reimbursed only up to the amount the University would have paid for your ticket from your point of origin-Economy class and *Receipts will be required upon arrival.*

How long will it take for my employment visa before the arrival to be processed?

The process of employment must be processed through the Ministry of Higher Education, Scientific Research and Innovation, Ministry of Labor and Royal Oman Police and takes approximately two to three months. The applicant is advised to provide the HR Department with the required documents stated in the offer to avoid a delay in the issuance of the employment visa.

How long will it take for my Residence Card to be processed and start the process of a family joining visa?

The process of finalizing the residence card and family joining visa may take 2 months after arrival. All expenses will be covered by the University.

When can I get a salary advance?

You can get a salary advance *only* after arrival; hence you should be able to cover your costs accordingly.

12. Useful Websites

Nizwa City	https://en.wikipedia.org/wiki/Nizwa
University Of Nizwa	https://www.unizwa.edu.om/?lang=en
Ministry of Higher Education, Research & Innovation	www.moheri.gov.om
The Royal Oman Police	https://www.rop.gov.om
Ministry of Labour	https://www.manpower.gov.om/
Ministry of Health	www.moh.gov.om
Oman Airports	https://www.omanairports.co.om/en
The Official Oman eGovernment Services Portal	www.oman.om/?lang=en
The Ministry of foreign Affairs	https://fm.gov.om/
Oman Tourism	https://www.omantourism.gov.om
Oman News Agency	http://www.omannews.gov.om
Oman Radio & Television	http://part.gov.om/part/english/
Oman Observer	www.omanobserver.com
Times of Oman	www.timesofoman.com

13. University of Nizwa Important Contact List

Name	Designation	Phone Ext.	Mobile	Email
Human Resource Department				
HR Call Center: +968-25446205, EXT: 205 Mobile: 93270666				
Mousa Alriyami	HR Director	287	-	alriyami@unizwa.edu.om
Marwan Alnabhani	HRD	609	-	m.alnabhani@unizwa.edu.om
Saif Alshukaily	Employee Services	675	-	saifhamid@unizwa.edu.om
Yousuf Almazrouee	Employee Services	642	-	y.almazroui@unizwa.edu.om
Halima Alharrasi	Quality Assur. & Performance	615	-	halima@unizwa.edu.om
Mahmood Alhajji	Quality Assur. & Performance	474	-	m.alhaji@unizwa.edu.om
Ismail AlGhanmi	Payroll	332	-	ismailyahya@unizwa.edu.om
Hanan Alsabbari	Recruitment & Leaves	649	-	hananalsabari@unizwa.edu.om
Public Relations Department				
Jamal AlKindi	PR Staff	208	99428006	jamal@unizwa.edu.om
Omar AlSalmi	PR Staff	265	95576133	omar.alsalmi@unizwa.edu.om
Khalid Al Toobi	PR Staff	276	99648806	altobi@unizwa.edu.om

Hussain AlAzri	PR Staff	669	90707076	husain.alazri@unizwa.edu.om
Saud AlAdwi	PR Staff	268	99364160	s.aladawi@unizwa.edu.om
Center for Information Systems (CIS)				
Help Desk		343	-	helpdesk@unizwa.edu.om
Zubaida Al Dhafari	Director	222	-	zubaida@unizwa.edu.om
Mahmood Al Hinai	-	667	99383792	mahmoodhinai@unizwa.edu.om
Sanaa Al Hudaifi	-	660		sanaa@unizwa.edu.om
Al Muatasim Alhinai	-	366	95381276	almutasim@unizwa.edu.om
Suleiman Al-Saqri	-	600	92359767	suleiman@unizwa.edu.om
Transportation, Housing & Other Services				
Saud Alhadhrami	-	977 /306	92680083	-
Khalid Alhadeedi	-	586	90907751 90184355	khalid.alhadidi@unizwa.edu.om
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