

# **Ministerial Decision No. 72/2004**

## **Colleges of Technology Bylaws**

- In compliance with the Civil Service Law issued by the Royal Decree No. 8/80 and its amendments, and
- Executive Bylaws of the aforementioned Civil Service Law issued by the Royal Decree No. 52/84 and their amendments, and
- Royal Decree No. 5/90 on the establishment of the Ministry of Labor and Vocational Training, and
- Royal Decree No. 115/91 and its amendments that include the establishment of the Vocational Training Authority with the powers required for the achievement of its objectives including the establishment and management of specialized technical institutions such as technical colleges and vocational training institutes, for the preparation, development and qualifying of citizens, and the issuance of administrative bylaws and
- Royal Decree No. 84/97 incorporating the abolishment of the Vocational Training Authority and the devolution of its competencies, assets and allocations to the Ministry of Social Affairs, Labor and Vocational Training, and
- Royal Decree No. 65/98 on the establishment of a Council for Higher Education, and
- Royal Decree No. 90/98 approving Ministry of Social Affairs, Labor and Vocational Training Bylaws, and

- Royal Decree No. 84/2001 on changing the name of “The General Directorate for Technical Education” at the Ministry of Social Affairs, Labor and Vocational Training to “The General Directorate for Technological Education”, and
- Royal Decree No. 108/2001 on the establishment of the Ministry of Manpower, and the devolution of the responsibilities of Labor and Vocational Training to it, and
- Decision issued by the Council of Higher Education in its second session in 2001, held on 26<sup>th</sup> Safar 1422 (H) corresponding to 20<sup>th</sup> May 2001, approving the change of the name “Muscat Technical Industrial College” to a University College awarding a Bachelor's degree in technological studies under the name of “The Higher College of Technology”, and approving the change of the name of “The Technical Industrial Colleges” to “Colleges of Technology”, awarding the National Technological Diploma, and
- Decision issued by the Council of Higher Education in its first session, 2003, held on the 1<sup>st</sup> Rabie Awal, 1424 (H) corresponding to 3<sup>rd</sup> May 2003, approving the new study programs in the Higher College of Technology, Muscat, and the regional Colleges of Technology, and
- Ministerial Decision No. 80/89 on the issuance of Oman Technical Industrial Colleges' Bylaws, and
- Ministerial Decision No. 44/99 approving the schedules of academic posts, instructors' posts, and the laboratory and workshop technicians at the Technical Industrial Colleges, and amended by the Ministerial Decision No. 27/2001, and
- Ministerial Decision No. 155/2001 endorsing the administrative divisions of the Ministry of Social Affairs, Labor and Vocational Training, and stipulating the subjection of the Technical Industrial Colleges to the General Directorate for Technological Education, and
- Ministerial Decision No. 165/2001, changing the name of “The Technical Industrial College”, Muscat, to “The Higher College of Technology”, as a University College awarding a Bachelor's degree in technological studies, and
- Ministerial Decision No. 174/2001 changing the names of the regional “Technical Industrial Colleges” to “Colleges of

Technology”, and changing the name of the currently implemented Diploma study of the Technical Industrial Colleges to become “The National Technological Diploma”, and

- *For the benefit of public interest:*

It has been decided:

#### **Article 1**

To operate in compliance with the provisions of the attached Higher College of Technology and the other Colleges of Technology Bylaws, under the Ministry of Manpower.

#### **Article 2**

The Ministerial Decision No. 80/89 issued on Oman Technical Industrial College Bylaws will be cancelled. Likewise, whatever disagrees with or contradicts these bylaws will be cancelled.

#### **Article 3**

The aforementioned Ministerial Decision No. 44/99 amended by the Ministerial Decision No. 27/2001 will remain effective until amended or cancelled. The aforementioned Civil Service Law and its executive bylaws will be applied where no specific text is provided in the aforementioned two decisions and these bylaws.

#### **Article 4**

This decision will be published in the *Official Gazette*, and will be effective from the date of its publication with the exception of Chapters 5, 6, 7 and 9 of the attached Bylaws, whose provisions will come into effect starting from the academic year 2004/2005.

Juma bin Ali bin Juma  
Minister of Manpower

Issued on 29 Muharram 1425 (H)  
Corresponding to 21<sup>st</sup> March 2004.

# CONTENTS

|   | Page      |
|---|-----------|
| <b>BYLAWS: Ministerial Decision No. 72/2004<br/>Colleges of Technology Bylaws</b> | <b>1</b>  |
| <b>PART ONE: Definitions and Objectives</b>                                       | <b>5</b>  |
| 1. Chapter One: Definitions   | 5         |
| 2. Chapter Two: Objectives  | 6         |
| <b>PART TWO: Board of Trustees Formation, Duties<br/>and Secretariat</b>          | <b>8</b>  |
| 1. Chapter One: Board of Trustees Formation                                       | 8         |
| 2. Chapter Two: Board of Trustees Duties  | 9         |
| 3. Chapter Three: Board of Trustees Secretariat                                   | 10        |
| <b>PART THREE: General Supervision of Colleges</b>                                | <b>11</b> |
| <b>PART FOUR: College Management and Organization</b>                             | <b>12</b> |
| 1. Chapter One: The College Dean  | 12        |
| 2. Chapter Two: Assistant Deans   | 13        |
| 3. Chapter Three: College Council Formation and Duties                            | 16        |
| 4. Chapter Four: Centers and Departments  | 18        |
| 5. Chapter Five: Student Affairs  | 27        |
| 6. Chapter Six: Administrative and Financial Affairs                              | 30        |
| <b>PART FIVE: Admission</b>   | <b>33</b> |
| <b>PART SIX: System and Duration of Study</b>                                     | <b>38</b> |
| <b>PART SEVEN: Examinations and Assessment</b>                                    | <b>45</b> |
| <b>PART EIGHT: Discipline and Order</b>   | <b>49</b> |
| <b>PART NINE: Student Disciplinary System</b>                                     | <b>51</b> |
| <b>PART TEN: Duties of Teaching and Technical Support<br/>Staff</b>               | <b>56</b> |
| <b>PART ELEVEN: Quality Assurance</b>   | <b>57</b> |
| <b>APPENDIX 1: Organization Chart of the Colleges</b>                             | <b>58</b> |
| <b>APPENDIX 2: Study Levels and System of Progress Chart</b>                      | <b>59</b> |
| <b>APPENDIX 3: Study Levels and Required No. of Credit Hours</b>                  | <b>60</b> |

# COLLEGES OF TECHNOLOGY BYLAWS\*

## PART ONE: DEFINITIONS AND OBJECTIVES

### CHAPTER ONE: DEFINITIONS

#### Article 1

On the application of the provisions of these bylaws, the following words and expressions will have the specific meanings shown against each, unless otherwise stated or indicated in the context:

|                                |   |
|--------------------------------|---|
| <b>The Ministry:</b>           | The Ministry of Manpower  |
| <b>The Minister:</b>           | The Minister of Manpower  |
| <b>Board of Trustees:</b>      | Colleges of Technology Board of Trustees  |
| <b>The Undersecretary:</b>     | The Ministry's Undersecretary for Vocational Training.  |
| <b>Director General:</b>       | The Director General for Technological Education.   |
| <b>Colleges of Technology:</b> | Consist of the Higher Colleges of Technology that award the Certificate, Diploma, Higher Diploma and a Bachelor's Degree, and the other Colleges of Technology that award the Certificate, Diploma, and Higher Diploma under the Ministry of Manpower |
| <b>The College Dean:</b>       | The Dean of any of the Higher Colleges of Technology or any of the other Colleges of Technology under the Ministry of Manpower.   |

*\* In case of any dispute or conflict, the Arabic version of these Bylaws prevails.*

|                                       |   |
|---------------------------------------|---|
| <b>College Council:</b>               | The council of any of the Higher Colleges of Technology or any of the other Colleges of Technology under the Ministry of Manpower.  |
| <b>Members of the Teaching Staff:</b> | The holders of academic posts: lecturers, senior assistant lecturers, and assistant lecturers.  |
| <b>Technical Support Staff:</b>       | Trainers (senior trainer, second trainer and third trainer), as well as laboratory or workshop technicians.   |
| <b>Parallel Education Programs:</b>   | Programs that are similar to the college study programs, but designed to enable students who could not attain the competitive averages required for admission according to college systems, to proceed with their studies at the college without affecting the quality of education, in return for tuition fees paid by the students. |

## **CHAPTER TWO: OBJECTIVES**

### **Article 2**

The Higher Colleges of Technology and the Colleges of Technology are academic and technological institutions which aim at:

1. Working towards the application of technical and administrative knowledge in technological and administrative fields in line with the requirements of the labor market.
2. Meeting the students' needs by creating opportunities for individual, social, academic, technological and vocational development.
3. Bringing up a generation of highly competent technicians through the provision of accredited, high quality technological programs.
4. Catering for the private and the public sectors' needs with technically and administratively qualified personnel.
5. Offering technological, parallel education and training services.
6. Carrying out and publishing scientific and applied research for the benefit of the colleges of technology and the community.

## **PART TWO: BOARD OF TRUSTEES FORMATION, FUNCTION AND SECRETARIAT**

### **CHAPTER ONE: BOARD OF TRUSTEES FORMATION<sup>1</sup>**

#### **Article 3**

The Colleges have a Board of Trustees formed by a Ministerial Decision. It will be chaired by the Minister and comprises the membership of:

1. The Undersecretary, Deputy Chairman
2. A representative of the Ministry of Higher Education
3. A representative of the Ministry of Finance
4. A representative of the Ministry of National Economy
5. A representative of the Ministry of Commerce and Industry
6. A representative of the Oman Chamber of Commerce and Industry
7. Four representatives of the Sectoral Committees established by the Ministry
8. The Ministry's Director General for Planning and Development
9. The Director General
10. Two of the Colleges' Deans
11. The Board's secretary, as a member and reporter.

The Board is authorized to seek the assistance of any specialists or experts and invite them to its meetings without granting them the right to vote.

The Board of Trustees will meet at least four times a year, or as deemed necessary upon invitation from the Chairman. Its meetings will be legal if attended by a majority of its members. The decisions will be valid if supported by a majority of votes. In case of tied vote, the chairman's side will have the casting vote.

<sup>1</sup>Appendix 1 shows the General Organization of the Colleges

## **CHAPTER TWO: BOARD OF TRUSTEES DUTIES**

### **Article 4**

The Board will be responsible for setting up the strategies and policies of the colleges and following up their implementation particularly:

1. Approving the colleges' educational system and specifying their levels of study, educational and training curricula, as well as certificates and academic degrees awarded, in collaboration with the concerned bodies.
2. Endorsing the colleges' policies and criteria on admission.
3. Endorsing the colleges' internal technical, financial and administrative bylaws necessary for the running of the colleges in a way that facilitates their development.
4. Endorsing setting up sections, combining or closing departments, and approving their programs and action plans.
5. Endorsing the appointment policy for college deans, their assistants, members of the academic and support staff.
6. Discussing periodical reports on college activities and making the appropriate decisions regarding them.
7. Promoting academic research at the colleges in collaboration with public and private sector organizations, and approving the mechanism of cooperation and coordination.
8. Encouraging academic cooperation between the colleges and similar institutions of higher education.
9. Looking into any other tasks required for the modernization and development of the colleges' educational and training programs.



## **CHAPTER THREE: BOARD OF TRUSTEES SECRETARIAT**

### **Article 5**

The Board of Trustees will have a full-time secretary and reporter for its agenda. He/she will have the following responsibilities:

1. Preparing the meetings' agenda and sending it to the Board members, preparing the minutes, and following up the implementation of decisions and recommendations.
2. Supervising all administrative and technical assignments of the Board.
3. Supervising the preparation of reports and research, and seeking the assistance of specialists and experts when necessary.
4. Following up the implementation of the Board's decisions, and preparing detailed reports on the implementation progress.
5. Any other tasks assigned by the Board.

## **PART THREE: GENERAL SUPERVISION OF COLLEGES**

### **Article 6**

In addition to his/her other responsibilities and duties, the Undersecretary will generally supervise the progress of the colleges. He/she will follow-up the implementation of plans, programs, objectives, and of the measures of quality assurance.

The Undersecretary will also prepare the Ministry's plans in the field of technological education in the light of the government's developmental plans and labor market needs. He/she is authorized to invite the Deans of the colleges to periodical meetings to discuss college affairs, general policies, periodical reports, cooperation between the colleges and any other issues deemed necessary for the sound and smooth running of the colleges.

### **Article 7**

The Director General is responsible for the smooth running of the colleges. In addition to his/her other responsibilities and duties, he/she will supervise the implementation of rules and regulations, the decisions issued by the Board of Trustees, and the issuance of the decisions that facilitate the appropriate ongoing of work within his/her authority in consultation with the Undersecretary. He/she will also supervise the development of technological education, training and parallel programs, and ascertain quality assurance standards. At the end of each academic year, he/she will submit to the Board of Trustees a report on the activities of the colleges and the suggestions for their further development, after the Undersecretary's approval.

## **PART FOUR: COLLEGE MANAGEMENT AND ORGANIZATION**

### **Article 8**

The College will be managed by:

- The College Dean
- The College Council

The Dean, Assistant Deans, Heads of Centers, Departments, Sections, the teaching and technical staff will be appointed by a ministerial decision in compliance with the procedures.

## **CHAPTER ONE: THE COLLEGE DEAN**

### **Article 9**

Each college will have a Dean, who is a teaching staff member. He/she will be managing the academic, administrative and financial affairs of the college in a way that ensures the smooth running of the college, according to the Bylaws. He/she will have the following responsibilities:

1. Supervising the implementation of the academic and training plans, and working towards accomplishing them within the time framework.
2. Coordinating college activities with the local community institutions.
3. Specifying college needs for teaching and technical staff, recommending their appointments after the approval of the College Council, and working towards complementing college needs for constructions, equipment, facilities, books, etc.
4. Issuing internal decisions necessary for the smooth running of the college.

5. Monitoring the academic programs, examinations and discipline in collaboration with the concerned assistant deans and the heads of centers and departments.
6. Preparing a comprehensive progress report each semester on the programs and performance, in addition to an annual report on the educational affairs and college activities to be submitted to the Director General, after reviewing it with the College Council.
7. Chairing the College Council, organizing its work, inviting to its meetings, ensuring the implementation of its decisions and reporting the minutes of meetings to the Director General, within a week from their issuance.
8. Supervising the implementation of quality assurance measures in the college.
9. Preparing the college annual budget, and submitting it to the Director General, after presenting it to the College Council.
10. Submitting an annual developmental action plan on college projects to the Director General.
11. Assessing the performance of the assistant deans and the heads of centers, as well as technicians and administrators under his/her direct supervision.
12. Endorsing staff appraisal forms prepared by the heads of centers and departments on college personnel, recommending their promotion, renewal or termination of their service contracts, in consultation with the concerned assistant deans, the heads of centers and departments.
13. Safeguarding college property.
14. Carrying out any other duties assigned by the Director General.

## **CHAPTER TWO: ASSISTANT DEANS**

### **Article 10**

The Dean of each college has three Assistant Deans, who are teaching staff members. They are the Assistant Deans for:

- Academic Affairs
- Student Affairs
- Administrative and Financial Affairs.

## **Article 11**

The Assistant Dean for Academic Affairs will have the following responsibilities and authority:

1. Supervising college academic activities.
2. Monitoring the performance of teaching staff, in collaboration with the concerned heads of centers and departments.
3. Specifying college needs for teaching and technical support staff in coordination with the centers, departments and concerned bodies.
4. Specifying college needs for the supplies required for academic activities, such as equipment, study halls, educational resources, computers, workshops, laboratories, and working towards developing them.
5. Preparing all needed information and statistics.
6. Offering technical assistance to the Dean in organizing examinations, including the formation of committees, determining the number of invigilators, as well as supervising the preparation of question papers and schedules.
7. Supervising the implementation of quality assurance measures in academic activities, and suggesting means of developing them.
8. Supervising the publication of scientific pamphlets, magazines and periodicals.
9. Supervising and organizing lectures, seminars and meetings.
10. Submitting periodical reports on the different academic activities to the Dean.
11. Evaluating the performance and forwarding the appraisal forms of the heads of the departments, and the technical support staff he/she supervises, to the Dean.
12. Acting for the Dean in his/her absence.
13. Carrying out any duties assigned by the Dean or the College Council.

## **Article 12**

The Assistant Dean for Student Affairs will have the following responsibilities and authority:

1. Supervising the implementation of the students' admission and registration policies, according to rules, criteria and intake, set by the Minister, as well as organizing the students' records and files.

2. Developing the students' personalities as well as their academic and sports potential, promoting their religious, moral, social and cultural identity.
3. Fostering a constructive interaction, and developing brother-like relationships among students, as well as strengthening students' interaction and cooperation with teaching staff members and all the college personnel.
4. Enhancing the student's relationship with the community, and reinforcing their Islamic and national identity.
5. Supervising students' registration process, providing them with guidance, and monitoring their attendance.
6. Supervising coordination with private sector establishments, for students involved in on-the-job-training program.
7. Supervising student health care, accommodation and means of convenience.
8. Suggesting to the Dean the development of admission and registration procedures, bearing in mind the factual practices.
9. Supervising the preparation of examination schedules, the announcement of results, as well as the issuance of certificates and transcripts.
10. Supervising the preparation of graduates' lists, and submitting them to the concerned bodies. He/she will also supervise graduation ceremonies and the follow up of graduates.
11. Chairing the Committee for Student Appeals on examination results.
12. Chairing the two committees for investigation into any offence committed by students: (a) on campus, or in the external activities organized by the college, and (b) inside the college hostels.
13. Evaluating the performance and forwarding the appraisal forms of the heads of the departments, and the technical support staff he/she supervises, to the Dean.
14. Carrying out any duties assigned by the Dean or the College Council.

### **Article 13**

The Assistant Dean for Administrative and Financial Affairs will have the following responsibilities and authority:

1. Supervising the provision of college needs for human resources, administrative requirements, educational and training materials,

- equipment, in accordance with the requirements of centers and departments.
2. Supervising the work in the stores, their annual inventory, records of college property, such as equipment, furniture, and their maintenance in compliance with the prevailing procedures.
  3. Supervising the implementation of the contracts signed with companies, carrying out work for the college.
  4. Supervising expenditure and making ensuring compliance with financial procedures.
  5. Supervising the personnel filing system, safekeeping and updating the records.
  6. Presenting periodical progress reports to the Dean regarding administrative and financial affairs.
  7. Evaluating the performance and forwarding the appraisal forms of the heads of the departments, and the technical support staff he/she supervises, to the Dean.
  8. Coordinating with the Directorate General for Administrative and Financial Affairs, at the Ministry, on all matters related to the needs of the college and the processing of its financial and administrative dealings, the maintenance of its facilities and the implementation of the contracts of services offered to it.
  9. Carrying out any duties assigned by the Dean, or the College Council.

## **CHAPTER THREE: COLLEGE COUNCIL FORMATION AND DUTIES**

### **Article 14**

Each college will have a Council comprising the following:

1. College Dean (Chairman)
2. Assistant Dean for Academic Affairs (Deputy Chairman)
3. Assistant Dean for Student Affairs - Member
4. Assistant Dean for Administrative and Financial Affairs - Member
5. Head of the Educational Technology Center - Member
6. Head of the English Language Center - Member
7. Heads of academic departments - Members

8. Three well-experienced members from the private sector, to be selected by the Minister for three renewable years.

### **Article 15**

The College Council will meet upon invitation from the Chairman, at least once a month or whenever deemed necessary. The meeting will be legal if attended by a majority of its members. In case of tied vote, the chairman's side will have the casting vote.

The Dean is authorized, in case of necessity, and after referring to the council, to invite whosoever deemed necessary, to attend the meetings of the council for consultation, without granting him/her the right to vote.

The Chairman of the Council will appoint one of the members of the council as a coordinator (secretary), to prepare the meetings' agenda and follow up the implementation of the council decisions.

### **Article 16**

The College Council will have the responsibilities and authority stipulated in the bylaws, particularly the following:

1. The implementing the delivery plans, curricula, training programs, and commitment to the conditions of awarding certificates and academic degrees.
2. Suggesting the numbers of students and the requirements of admission in the different centers and departments.
3. Suggesting examination regulations, examination schedules, and endorsement of results.
4. Organizing study, research and practical training, coordinating between centers and departments, as well as assigning lecture halls.
5. Reviewing the annual report that the Dean presents on the work progress and the reports presented to the council by the heads of centers and departments on their activities and work, endorsing them and ensuring the implementation of college bylaws.
6. Suggesting the college needs for teaching and technical support staff, and recommending their appointments, transfers, promotions, secondments, and all other related issues.
7. Suggesting the date of commencement and end of each study semester, as well as the beginning and the end of vacation for teaching and technical support staff.



8. Encouraging and coordinating research activities and development.
9. Suggesting the establishment, closure, combinations or changes in centers, departments or sections.
10. Suggesting the organization of conferences, seminars, social or cultural activities for teaching staff and/or students.
11. Forming committees, *ad-hoc* committees or work groups to attend certain issues, and making recommendations.
12. Suggesting the college annual budget.
13. Promoting the college relationship with the local community and private sector.
14. Carrying out any duties the College Council is assigned by the Director General.

## **CHAPTER FOUR: CENTERS AND DEPARTMENTS**

### **Article 17**

In addition to his/her other responsibilities and authority, the Dean will also supervise the Educational Technology Center and the English Language Center.

### **Article 18**

#### **Head of the Educational Technology Center:**

The Head of the Educational Technology Center, who is a teaching staff member, will have the following responsibilities and authority:

1. Suggesting the center's annual action plan and working towards the enhancement of its effectiveness.
2. Supervising and following up the technical and administrative work of its sections: the Educational Services, the Computer Services and the Library.
3. Identifying the center's needs for teaching and technical support staff as well as materials, equipment, academic references and working towards their acquisition.
4. Monitoring the developments in the field of educational technology, and suggesting their realization.
5. Ensuring the implementation of the quality assurance measures and presenting an annual report on this activity to the Dean.

6. Safeguarding and maintaining the center's property and equipment.
7. Evaluating staff and heads of sections performance and forwarding the appraisal forms to the Dean.
8. Carrying out any duties assigned by the Dean.

## **Article 19**

### **(A) Head of Educational Services Section**

The Head of the Educational Services, who is a teaching staff member, will have the following responsibilities and authority:

1. Working towards providing the teaching and the technical support staff with the necessary educational materials and training them for a better utilization of educational resources and aids.
2. Classifying the section's educational materials and equipment, in addition to organizing their use.
3. Updating, developing and maintaining the section's educational materials and equipment.
4. Supporting workshops, academic gatherings, seminars, and conferences in cooperation with the other concerned committees, departments and respective sections.
5. Supervising the educational technology resources for self-access learning.
6. Producing various educational aids for the benefit of the educational process, in cooperation with the concerned centers and departments.
7. Evaluating staff performance and forwarding the appraisal forms to the Head of the Educational Technology Center.
8. Carrying out any other tasks assigned by the Head of the Educational Technology Center.

### **(B) Head of the Computer Services Section**

The Head of the Computer Services, who is a teaching staff member, will have the following responsibilities and authority:

1. Supervising the operation, administration and maintenance of the computer network.
2. Updating the college website.
3. Providing IT training to students and staff, to keep in pace with the developments in IT.
4. Establishing a comprehensive database on the entire operations, facilities and contents of the college.
5. Developing information systems related to students' admission and registration as well as to the college library.
6. Safeguarding the confidentiality of data and information.
7. Supervising the furnishing of the academic and administrative departments with the required computers and maintaining them.
8. Evaluating staff performance and forwarding the appraisal forms to the Head of the Educational Technology Center.
9. Carrying out any other tasks assigned by the Head of the Educational Technology Center.

### **(C) Head of the Library Section**

The Head of the Library will have the following responsibilities and authority:

1. Specifying and meeting college needs for research resources in coordination with centers and departments.
2. Safeguarding the library materials and providing a suitable environment for reading and research.
3. Organizing and classifying the library records, research resources and setting up a borrowing system.
4. Cooperating with other institutions to exchange academic and research materials.
5. Evaluating staff performance and forwarding the appraisal forms to the Head of the Educational Technology Center.
6. Carrying out any other tasks assigned by the Head of the Educational Technology Center.

## **Article 20**

### **Head of the English Language Center**

The Head of the English Language Center, who is a teaching staff member, will have the following responsibilities and authority:

1. Suggesting the annual action plan of the Center, and working towards the reinforcement of its effectiveness.
2. Supervising and following up the technical and administrative affairs of its two sections: The Curriculum and Teaching Methods and the English Language Programs Sections.
3. Identifying the Center's needs for teaching and technical support staff, educational materials, equipment, and working towards their acquisition.
4. Ensuring the implementation of quality assurance measures, and presenting an annual report on this activity to the Dean.
5. Safeguarding and maintaining the property and equipment of the Center.
6. Evaluating staff and heads of sections performance and forwarding the appraisal forms to the Dean.
7. Carrying out any other tasks assigned by the Dean.

## **Article 21**

The responsibilities and authority of the two heads of sections of the English Language Center, (Curriculum and Teaching Methods and English Language Programs) will be as follows:

### **(A) Head of Curriculum and Teaching Methods Section**

The Head of Curriculum and Teaching Methods , who is a teaching staff member, will have the following responsibilities and authority:

1. Implementing the programs and delivery plans according to the schedules in each semester.
2. Working towards the development of a curriculum that keeps in pace with the modern developments and meets the students' general and specific needs.
3. Working towards the enhancement of the relationship with the concerned institutions, to keep in pace with academic developments in the fields of curriculum and teaching methodology.
4. Setting up criteria for the preparation of examinations, to ensure that the learning objectives are met.

5. Establishing and developing a question bank.
6. Evaluating staff performance and forwarding the appraisal forms to the Head of the English Language Center.
7. Carrying out any other tasks assigned by the Head of the English Language Center.

#### **(B) Head of the English Language Programs Section**

The Head of the English Language Programs, who is a teaching staff member, will have the following responsibilities and authority:

1. Setting up the English language plans and programs, identifying the obstacles that hinder their implementation and suggesting means of overcoming these obstacles in coordination with the concerned sections.
2. Following up the setting of examinations in accordance with the English language plans and programs in coordination with the concerned sections.
3. Suggesting areas of training for the members of the teaching and technical support staff.
4. Evaluating staff performance and forwarding the appraisal forms to the Head of the English Language Center.
5. Carrying out any other tasks assigned by the Head of the English Language Center.

### **Article 22**

#### **Heads of Academic Departments**

Each of the academic departments will have a head who is a member of the teaching staff. He/she will be appointed upon a nomination by the College Council, and will have the following responsibilities and authority:

1. Supervising the setting up and assessment of the department's delivery plans and programs in cooperation with the different sections, specifying the obstacles that hinder their implementation and suggesting means of overcoming these obstacles.
2. Supervising the department, following up the performance of the teaching and technical support staff, suggesting means of developing procedures, and assessing the performance of students, in cooperation with the heads of sections.

3. Implementing quality assurance measures in the academic programs.
4. Proposing plans for academic research and the annual activities of the department.
5. Following up students' academic counseling.
6. Suggesting criteria and specifications for the department's examinations.
7. Identifying the department's needs for teaching and technical support staff, equipment and materials. Supervising the setting up of their specifications in cooperation with the heads of sections.
8. Providing the Dean with the minutes of the Departmental Council meetings.
9. Ensuring the implementation of health and safety measures in laboratories and workshops.
10. Evaluating staff and heads of sections performance and forwarding the appraisal forms to the Assistant Dean for Academic Affairs.
11. Carrying out any other tasks assigned by the Assistant Dean for Academic Affairs.

## **Article 23**

### **Academic Departmental Councils**

Each academic department or center will have a council chaired by the head of the department, with the membership of all heads of sections. The council will have the following responsibilities and authority:

1. Implementing curricula, syllabi, and academic plans.
2. Approving the examinations' specifications and endorsing the results.
3. Suggesting and promoting the department study plans.
4. Suggesting teaching loads, academic supervision, counseling and assessment.
5. Approving departmental academic research plan and annual activities.
6. Identifying the needs for teaching and technical support staff, equipment and material.
7. Proposing and recommending the teaching and technical support staff requirements.
8. Setting up *ad-hoc* or permanent committees to stimulate educational, training, or extra-curricular activities in the department.

9. Looking into any other issues referred to it by the Dean or the Assistant Dean for Academic Affairs, or presented by any heads of centers, departments or sections.

The Departmental Council will meet upon invitation from the chairman at least once a month or as deemed necessary. The meetings will be legal if attended by a majority of its members. Its decisions will be valid if supported by a majority of votes. In case of tied vote, the chairman's side will have the casting vote. The head of the academic department or center will name the person in charge of preparing the council meetings' agenda and the minutes.

## **Article 24**

### **Heads of Academic Sections**

The head of each academic section, who is member of the teaching staff, will have the following responsibilities and authority:

1. Supervising the section's activities and monitoring the performance of teaching and technical support staff as well as students. He/she will also suggest means of developing the section.
2. Allocating work load to teaching and technical support staff, and ensuring the preparation of teaching material necessary for theoretical and practical work.
3. Participating in the development, implementation and evaluation of programs, and training delivery plans. In so doing, the Section Head will identify obstacles and recommend solutions.
4. Identifying the section's needs for equipment, tools and materials, and supervising the setting of their specifications in cooperation with teaching and technical support staff.
5. Monitoring student academic counseling.
6. Monitoring the students' on-the-job training and assisting the supervisors of the industrial sector in charge of the college students and presenting reports on the results of the students' attainment of skills and knowledge to the Head of the Center/department.
7. Evaluating staff performance and forwarding the appraisal forms to the concerned head of center or department.
8. Carrying out any other tasks assigned by the head of center or department.

## **Article 25**

Each teaching staff, (lecturer, senior assistant lecturer and assistant lecturer), laboratory, and workshop technician will have the following duties and tasks:

### **(A) Lecturer and Senior Assistant Lecturer:**

The duties and tasks of the lecturer and senior assistant lecturer are:

1. Teaching the assigned courses, preparing related material and keeping a file for each course.
2. Supervising and counseling students on theoretical and practical activities.
3. Keeping records of the students' results, activities and attendance.
4. Writing exam papers and quizzes, conducting examinations, carrying out the necessary assessment and reviewing results in compliance with the bylaws and the prevailing college regulations and instructions.
5. Offering academic counseling and career advice to students.
6. Supervising the on-the-job training of the students, providing assistance to the supervisors of industrial sector in charge of the college students during their training, and presenting reports on the students' progress to the concerned heads.
7. Presenting a report for every semester's activities and suggesting development to the concerned heads.
8. Carrying out any other tasks assigned by the concerned heads of center, department or section.

### **(B) Assistant Lecturer**

The duties and tasks of the Assistant Lecturer will be as follows:

1. Preparing course materials under the supervision of a lecturer.
2. Carrying out some of the educational activities.
3. Keeping records of the students' results, activities and attendance.
4. Keeping a record of each course, he/she participates in (homework, tests, and notes).
5. Assisting in preparing and conducting examinations and preparing student counseling forms.
6. Getting acquainted with techniques of delivering lectures and lessons.
7. Offering assistance to low achievers.



8. Carrying out any other tasks assigned by the head of center, department or section.

**(C) Trainers (First, Second and Third Trainers)**

Trainers will have the following duties:

1. Teaching and carrying out the practical training for the set syllabi and keeping its records, as well as participating in setting up practical examinations.
2. Keeping a record of student results, activities and attendance.
3. Carrying out the equipment maintenance schedule.
4. Supervising the students' on-the-job training.
5. Participating in the practical training activities.
6. Ensuring that health and safety procedures are followed in laboratories and workshops.
7. Carrying out any other tasks assigned by the concerned heads of center, department, or section.

**(D) Assistant Trainer**

The Assistant Trainer's duties and tasks will be as follows:

1. Assisting the trainer in teaching and training according to the syllabi.
2. Assisting the trainer in conducting practical examinations.
3. Assisting the trainer in implementing the equipment maintenance schedule.
4. Assisting in supervising the students on-the-job training program.
5. Participating in the practical training activities.
6. Ensuring that health and safety procedures are followed in laboratories and workshops.
7. Carrying out any other task assigned by the concerned heads of center, department, or section.

### **(E) Laboratory and Workshop Technicians**

The duties and tasks of the laboratory and workshop technicians will be as follows:

1. Organizing laboratories and workshops in coordination with the heads of center, department or section and any member of the teaching staff.
2. Keeping and updating inventory records of all the materials and equipment in the laboratories and workshops, in addition to implementing the equipment maintenance schedule.
3. Cooperating with teaching and technical staff in the preparation, presentation and production of course materials.
4. Receiving materials from suppliers, making sure of their compliance with the specifications, and making entries.
5. Ensuring that health and safety procedures are followed in laboratories and workshops.
6. Carrying out any other tasks assigned by the head of center, department, or section.

## **CHAPTER FIVE: STUDENT AFFAIRS**

### **Article 26**

In addition to other duties, the Assistant Dean for Student Affairs will be in charge of supervising the following departments:

- Admission and Registration
- On-the-Job Training
- Counseling and Graduates Follow up
- Housing, Student Activities and Graduation

The responsibilities and authority of the heads of the above departments will be as follows:

### **(A) Head of Admission and Registration Department**

The Head of the Admission and Registration Department will have the following responsibilities and authority:

1. Implementing the bylaws, regulations and instructions issued on student admission and registration; advising students on selecting

their specializations and courses, as well as executing decisions, such as debarring students from sitting for examinations or dismissing them.

2. Preparing lists of students' names according to their distribution in the foundation year and specializations, and issuing their ID cards.
3. Creating a file for each student, keeping evidence of his/her acceptance and all documents pertaining to him/her.
4. Keeping all documents including student transfer from other colleges, postponement of study and dismissal.
5. Preparing examination schedules, allocating exam halls and invigilators, as well as announcing the results after their approval by the College Council.
6. Preparing and issuing certificates, transcripts and graduates' list.
7. Preparing the statistics and data pertaining to the students.
8. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Student Affairs.
9. Carrying out any other tasks assigned by the Assistant Dean for Student Affairs.

**(B) Head of the On-the-Job Training Department**

The Head of the On-the-Job Training Department will have the following responsibilities and authority:

1. Coordinating between the heads of centers and departments regarding industrial links and their counterparts in industry and other concerned bodies.
2. Maintaining a departmental database comprising departmental activities, industrial links, jobs and training opportunities.
3. Organizing student visits to industrial establishments and joint events.
4. Coordinating on-the-job training between departments and industrial establishments, and ensuring students' compliance to bylaws, rules and regulations.
5. Following up the unified standard assessment system for the on-the-job training program.
6. Making arrangements for guest speakers, exhibitions and seminars in coordination with the concerned departments and industrial establishments.
7. Submitting a report on students' activities to the Assistant Dean for Student Affairs.

8. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Student Affairs.
9. Carrying out any other tasks assigned by the Assistant Dean for Student Affairs.

**(C) Head of the Counseling and Graduates Follow up Department**

The Head of the Counseling and Graduates Follow up Department will have the following responsibilities and authority:

1. Supervising the counseling and registration processes.
2. Supervising the appointment and training of the academic advisors in coordination with the concerned departments.
3. Collecting data on job opportunities and directing graduates towards them.
4. Following up the college graduates, and keeping records of their career development.
5. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Student Affairs.
6. Carrying out any other tasks assigned by the Assistant Dean for Student Affairs.

**(D) Head of Housing, Student Activities and Graduation Department**

The Head of Housing, Student Activities and Graduation Department will have the following responsibilities and authority:

1. Participating in the provision of student accommodation according to availability.
2. Supervising resident students, ensuring a suitable environment and keeping records.
3. Safeguarding and maintaining hostel property.
4. Submitting a semester report on the difficulties and obstacles that prevent the full utilization of the hostel facilities, together with recommendations to the Assistant Dean for Student Affairs.
5. Supervising the various student activities and suggesting procedures for their organization.
6. Preparing health awareness programs for the students, and supervising the process of referring students to health centers.
7. Supervising the arrangements for the graduation ceremonies.
8. Encouraging the talented students, and suggesting suitable incentives.

9. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Student Affairs.
10. Carrying out any other tasks assigned by the Assistant Dean for Student Affairs.

The following supervisors will offer assistance to the Head of the Department: -

- i. A supervisor for male students
- ii. A supervisor for female students
- iii. A cultural supervisor in charge of organizing lectures, seminars, competitions, and supervising the production of posters, magazines and leaflets after having them approved by the Dean.
- iv. A sports supervisor in charge of sports' activities such as sports' competitions, festivals and celebrations.
- v. An arts supervisor in charge of organizing recreational activities, plays, exhibitions and artistic competitions.
- vi. A social supervisor in charge of solving the students' problems and offering them social and psychological counseling.

## **CHAPTER SIX: ADMINISTRATIVE AND FINANCIAL AFFAIRS**

### **Article 27**

In addition to his/her other duties, the Assistant Dean for Administrative and Financial Affairs will be in charge of supervising the administrative, financial and human resources departments. The head of each department will have the following responsibilities and authority:

#### **(A) Head of the Administrative Affairs Department (stores, maintenance and services)**

The Head of the Administrative Affairs Department will have the following responsibilities and authority:

- 1 Providing the various departments of the college with their needs and estimating the annual funds in coordination with the concerned parties.

- 2 Receiving purchases in accordance with the documents and receipts, after verifying their compliance with the prescribed specifications, keeping them in the stores or distributing them to the different departments, and reporting any rejected items.
- 3 Supplying the stores with the required materials and keeping records of their specifications.
- 4 Organizing stores and supervising the personnel.
- 5 Implementing the procedures of periodical or arbitrary store inventories, in compliance with the rules and regulations.
- 6 Conducting an annual count of the budget remaining from the requisites of work.
- 7 Complying with health and safety procedures in the stores.
- 8 Following up the implementation of the contracts signed for services and maintenance.
- 9 Keeping records of college property and organizing its periodical maintenance.
- 10 Preparing and arranging the expatriate personnel's accommodation units and keeping records.
- 11 Supervising all the personnel in the department and monitoring their performance.
- 12 Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Student Affairs.
- 13 Carrying out any other tasks assigned by the Assistant Dean for Administrative and Financial Affairs.

**(B) Head of the Finance Department**

The Head of the Finance Department will have the following responsibilities and authority:

1. Preparing the annual budget and presenting annual reports.
2. Executing purchase orders, filling in the required documents, supervising expenditures, scrutinizing documents and recording journal entries, in compliance with the government's financial rules and regulations.
3. Maintaining petty cash, auditing its records and ensuring its compliance with the government's auditing regulations.
4. Supervising the college pay roll.
5. Supervising the college cash, participating in its annual count, and performing audit.
6. Making use of the modern financial systems, and suggesting the necessary modifications on the college financial systems, rules and

regulations in coordination with the college and the ministry professionals.

7. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Administrative and Financial Affairs.
8. Carrying out any other tasks assigned by the Assistant Dean for Administrative and Financial Affairs.

**(C) Head of Human Resources Department**

The Head of Human Resources Department will have the following responsibilities and authority:

1. Coordinating with the centers and departments to identify their needs for human resources, the qualifications and experience required, and to take the necessary action.
2. Setting up a database of the college human resources.
3. Organizing the attendance records of personnel.
4. Preparing job descriptions and specifications.
5. Organizing in-service training courses, to enhance the academic and administrative level of the personnel in coordination with the concerned authority at the college and the ministry.
6. Coordinating with all centers, departments and professionals in setting up a plan for staff appraisal and taking the adequate actions after analyzing the results of the appraisal.
7. Coordinating with the different centers and departments in analyzing job description, advertising vacancies and implementing the recruitment procedures.
8. Ensuring the best possible use of the college human resources.
9. Evaluating staff performance and forwarding the appraisal forms to the Assistant Dean for Administrative and Financial Affairs.
10. Carrying out any other tasks assigned by the Assistant Dean for Administrative and Financial Affairs.

## **PART FIVE: ADMISSION**

### **Article 28**

An annual ministerial decision will determine the number of students to be admitted in the colleges and the minimum marks that qualifies a student for acceptance, which may vary from one year to the other in the light of the available resources, the quality of education, competition between students and the labor market's needs. Nevertheless, under all circumstances, student admission will be on the decided conditions and criteria.

### **Article 29**

Prior to enrolment in the college, the student has to spend a year in the Foundation Program, where he/she will study the English language, mathematics and information technology, for the purpose of providing the student with the basic knowledge, developing his/her skills and preparing him/her to follow college program(s).

The foundation year comprises three semesters. In case the student fails in any of the semesters, he/she will have the opportunity of repeating *only* one semester.

In addition, the student will also be given a single chance, equivalent to a period of one semester to sit for either the TOEFL or IELTS test, in case he/she fails to attain their required average in either test.

In all cases, student's registration at this stage will be cancelled, if the allotted time ends before the student passes the aforementioned courses' or level exit exams, or fails to attain the average required in either the TOEFL or the IELTS test.



## **Article 30**

The entry requirements for the applicants to Foundation Program are:

1. Being an Omani national.
2. Not exceeding 25 years of age at the time of enrolment. A decision issued by the Minister may exempt the student from the conditions of nationality and age, bearing in mind the available resources.
3. Submitting an admission form signed by him/her and his/her guardian, confirming that the applicant is acquainted with and has obtained a copy of the conditions of admission and the educational system, with the following documents attached:
  - (a) Attested Secondary School Certificate and transcript of the applicant's grades or an equivalent certificate with a transcript of grades, and the training courses attended, if issued outside the Sultanate. An outstanding graduate from a vocational training center should provide a diploma certificate relevant to the field of study in compliance with the conditions and criteria that the Minister specifies in this respect.
  - (b) A certificate of good conduct.
  - (c) An evidence of Omani nationality.
  - (d) A birth certificate or an age estimation certificate, in case of the absence of the former.
  - (e) 4 passport size photographs.
  - (f) A medical fitness certificate.
  - (g) Must pass any oral and written tests, he/she might be subjected to.
  - (h) The ministry may charge the applicant any fees or deposits deemed necessary, after obtaining the competent authority's approval.

The above conditions will be applicable to enrolment in any of the years/levels of college study, in addition to the conditions pertaining to each year/level of study, as stipulated in these bylaws.

The applicant's right to admission will expire one week after the date of the announcement of results, if he/she fails to provide the college with an acceptable reason for his/her lateness. The applicant will not be entitled to claim the restoration of that right after the elapse of one week. However, his/her name might be included on the waiting list for any prospective vacancies.

### **Article 31**

The Foundation Program student will not be registered for specialization, unless he/she passes mathematics, information technology and English language tests, and obtains the minimum grade in English language courses/levels, TOEFL or IELTS exams/tests, as *periodically* decided, in addition to submitting the Enrolment Application Form.

### **Article 32**

A student who is transferred from a university, college or other higher educational institution may be accepted, if the College Council considers that the level corresponds to the semester the student would be placed in.

The transferred student must submit the application form prepared for that purpose. He/she must also pass the academic assessment he/she is subjected to on the course or level he/she studied, with a minimum of the average C (Good), and with a *maximum* of 50% of the courses that may be approved in the colleges' four-level program.

A transferred student will not be awarded any certificate unless he/she successfully studied and completed *at least 50%* of the requirements of the level of that qualification in the college.

### **Article 33**

Part-time programs' applicants, from public and private sectors personnel, may be admitted at their own or their sponsors' expense.

Such applicant will submit his/her application form, supported by the sponsor's approval and consent to bear the charges, if the sponsor will pay the tuition fees. Otherwise, the applicant will provide evidence of his/her capability of paying the tuition fees.

The applicant will also have to prove his/her attainment of the required grades in English language, mathematics and information technology or his/her success in the academic assessment conducted by the college, and his/her attainment of at least the minimum requirement for admission in the college. The tuition fees will be determined according to the decision issued by the Minister, after obtaining the approval of the competent authority.

#### **Article 34**

The rules and regulations organizing the assessment of the courses and programs attended by the applicant, the conditions of exemption from courses or programs, proficiency and placement tests for the courses approved by the College Council will be specified, in accordance with a decision issued by the Undersecretary.

#### **Article 35**

The colleges may offer specialized programs, or short courses to meet the labor market and technological requirements in the respective college's region.

To be enrolled in such programs, the applicant must submit an application form with all the required documents attached, and pay the approved tuition fees, if any. Such specialized programs or short courses should fulfill the conditions, without conflicting with other courses or programs.

#### **Article 36**

The Minister will determine the number of students to be admitted annually in the parallel programs, the entry requirements, and the tuition fees, if any, after obtaining the approval of the competent authority.

#### **Article 37**

The Assistant Dean for Student Affairs will set up the registration plan and procedure for each semester. The student is personally responsible for registration, under the supervision of the assigned academic advisor. Registration by a student representative will not be accepted under any circumstances. Students who fail to register within the deadline for reasons accepted by the Dean may register within one week from the set date of commencement of classes.

**Article 38**

The student's guardian will be responsible for the student's actions and will cooperate with the college in directing and improving his/her study, behavior and attendance.

**Article 39**

Once accepted and admitted, a file will be created for the student, containing the evidence of acceptance, data, information and documents. The contents of the file will be confidential. The college is authorized to provide the student or his/her guardian with any information pertaining to the student.

## **PART SIX: SYSTEM AND DURATION OF STUDY**

### **Article 40**

Educational programs in the colleges are of academic, applied, technological and vocational nature.

### **Article 41**

The duration of study in the Colleges of Technology is three years to qualify for the Higher Diploma, whereas, in the Higher Colleges of Technology, the duration of study is four years, to qualify for a Bachelor's Degree (B.Tech.). The study system progresses from one level (qualification) to the other. Upon the completion of each level, the student will be awarded the qualification designated for that level. The levels and qualifications are as follows:

- |                        |                      |
|------------------------|----------------------|
| (a) Certificate:       | One academic year    |
| (b) Diploma:           | Two academic years   |
| (c) Higher Diploma:    | Three academic years |
| (d) Bachelor's Degree: | Four academic years  |

The student will advance from one level to the next upon meeting all the requirements, including the GPA, as shown in appendix 2.

### **Article 42**

The academic year consists of two successive semesters (one in the fall and the other in the winter) each with a duration of 16 weeks, separated by a two-week mid-year vacation. A student may study for two additional and consecutive summer semesters of 6 weeks each.

### **Article 43**

College programs follow the credit hour system. The credit hour is a unit of measurement specifying the weightage of courses during one academic semester. It is equal to one weekly period of theoretical lecture, or two weekly periods of practical training in a laboratory or workshop.

The required number of credit hours for graduation at each of the levels of qualification varies according to the different specializations as follows (see appendix 3):

- |                        |          |    |                  |
|------------------------|----------|----|------------------|
| (a) Certificate:       | from 24  | to | 38 credit hours  |
| (b) Diploma:           | from 66  | to | 76 credit hours  |
| (c) Higher Diploma:    | from 100 | to | 114 credit hours |
| (d) Bachelor's Degree: | from 128 | to | 157 credit hours |

#### **Article 44**

The minimum number of credit hours, for a full-time student, is 12 credit hours per semester and 6 credit hours for the summer semester. Student registration for what exceeds the minimum depends on his/her semester's GPA as follows:

1. The attainment of a semester GPA 3 to register for 15 credit hours, subject to the academic adviser's approval.
2. The attainment of a semester GPA 3.5 to register for 18 credit hours, subject to the approval of the Assistant Dean for Academic Affairs.

It is mandatory to obtain the approval of the Dean or his/her representative to register for more than 18 credit hours.

A part-time student may register for 6-9 credit hours per semester.

#### **Article 45**

A student may increase the number of credit hours provided in article 43, by a maximum of 6 non-cumulative credit hours or two courses for each of the four levels of study. This also applies to transferred students from other similar universities, colleges, or institutions of higher education. The time spent by the student in those institutions must be considered as part of the maximum time for completing the level. The student has to complete at least 50% of the total credit hours at the college.

It is possible, upon a recommendation from the Undersecretary and the approval of the Minister, to amend the total number of credit hours required for awarding a certificate in any of the four levels of study, and the credit hours of other college requirements.

#### **Article 46**

The colleges offer the following specializations: Engineering, information technology, applied sciences, business studies and pharmacology, as shown in appendix 3.

#### **Article 47**

1. The weekly teaching load for the members of teaching staff and trainers will be as follows:

| <b>Position</b>   | <b>Teaching Load</b> |
|---|----------------------|
| • Dean  | 3                    |
| • Assistant Dean for Academic Affairs                     | 3 – 6                |
| • Assistant Dean for Student Affairs                      | 3 – 6                |
| • Assistant Dean for Administrative and Financial Affairs | 3 – 6                |
| • Head of the Educational Technology Center               | 3 – 6                |
| • Head of the English Language Center                     | 6 – 12               |
| • Head of Academic Department                             | 6 – 12               |
| • Head of Academic Section                                | 6 – 12               |
| • Lecturer and Senior Assistant Lecturer                  | 18                   |
| • Assistant Lecturer                                      | 18                   |
| • First, Second and Third Trainers                        | 18                   |

2. Whenever necessary, the College Council is authorized to increase the teaching load, as long as it does not exceed the upper limit, which is 18 hours.

## Article 48

The student's GPA will be calculated according to the following table:

| Grade | Percentage Range | Grade Point |
|-------|------------------|-------------|
| A     | 90 – 100         | 4.0         |
| A-    | 85 – 89          | 3.7         |
| B+    | 80 – 84          | 3.3         |
| B     | 76 – 79          | 3.0         |
| B-    | 73 – 75          | 2.7         |
| C+    | 70 – 72          | 2.3         |
| C     | 67 – 69          | 2.0         |
| C-    | 60 – 66          | 1.7         |
| D     | 55 – 59          | 1.0         |
| F     | below 55         | 0.0         |

Obtaining grade C or above in all the specialization courses, C– or above in all departmental requirements, and D or above in all college requirements is the minimum to pass.

## Article 49

Below is a list of abbreviations and their meanings:

1. EX: Course requirements met by the student through examination
2. L: Student attended as a listener, no credit hours awarded
3. N: Student did not obtain grade because of substitution of grades
4. NC: Course not accredited in study program
5. TR: Course transferred from another educational institution  
Credit hours have been added up, but not the cumulative grade
6. W: Student withdrew from the course
7. Z: Student did not obtain any grades
8. GPA: Grade Point Average.



## **Article 50**

A student is not entitled to appeal on the grounds of his/her ignorance of the content of these bylaws or decisions or circulars issued on their implementation.

## **Article 51**

A full-time student will be under academic probation, if his/her GPA is less than 2.0 in any semester. Accordingly, he/she will be allowed to register for only three courses with a maximum of 12 credit hours. Should he/she be subjected to academic probation for a second successive time, he/she will be allowed to register for only two courses, with a maximum of 8 credit hours. As for the part-time student, he/she will not be allowed to register for more than one course with a maximum of 4 credit hours.

## **Article 52**

Academic probation expires at the end of each semester, when the student obtains a minimum GPA 2.0. A student under academic probation must repeat all the courses he/she failed. He/she will be dismissed, if he/she fails to obtain the required GPA 2.0 at the end of the following semester, after having already been under academic probation.

## **Article 53**

A student obtaining D or F grade in a course for the first time may repeat that course to get a better grade. Accordingly, his/her old grade will be replaced by the new grade, irrespective of the *latter* being lower or higher.

If a course is attempted three or more times, the second attempt and the attempts that follow will be reconsidered for calculating the GPA. The number of substituted courses or credit hours should not exceed:

- 9 credit hours for the Diploma level
- 12 credit hours for the Higher Diploma level, and
- 15 credit hours for the B. Tech. level.

#### **Article 54**

A student may attend classes in any other university, college or a technological institution of higher education, as long as it is accredited by the concerned bodies provided that the student obtains a prior college approval. The accredited grades obtained by the student will be accepted, based on the transcript issued by the respective university, college, or educational institution.

#### **Article 55**

At the end of each semester, the Admission and Registration Department will prepare the Dean's Honor List. To qualify for this list, the student must meet the following criteria:

- 1 Must have registered and completed a minimum of 12 credit hours in that semester.
- 2 Must have obtained a GPA 3.2 in at least one semester.
- 3 Must not have failed any course.
- 4 Must not have faced any disciplinary or punitive action.

#### **Article 56**

The College Council is authorized, in case of acceptable reasons, to agree to the postponement of a student's study for a maximum period of two semesters, throughout the period of his/her study.

#### **Article 57**

A technical committee chaired by the Director General and the membership of the Deans will be formed to look into any difficulties arising during the implementation of the academic program or its meeting the practical requirements. The committee will present its recommendations to the Undersecretary. Such recommendations will be valid only after the Minister's approval, and will not include any amendments to the provisions of these bylaws, as it is essential, in that case, to follow the necessary procedures.

**Article 58**

The Minister will endorse the academic calendar including examination and holiday dates in each semester. Work days are usually from Saturday to Wednesday. Classes/lectures usually start at 8.00 a.m. and end at 8.00 p.m.

## **PART SEVEN: EXAMINATIONS AND ASSESSMENT**

### **Article 59**

A course is a subject studied during one semester.

### **Article 60**

The student's grade in a course is based on theoretical and practical continuous assessment, research projects and the semester final examination.

### **Article 61**

The final examination assesses the entire course and is held once at the end of each semester. It is set according to the constituents specified by the quality assurance committee.

The final examination may be written, or oral, or both according to the nature of the course and the assessment system.

### **Article 62**

The final mark for each course is out of 100, with decimal fractions approximated to a whole number. The final mark for each course includes continuous assessment such as quizzes, oral written or practical tests, homework, and projects. This should not exceed 30% of the final mark.

### **Article 63**

The final mark for any course in each semester is the mark that reflects the student's attainment in that course. It represents the sum of the marks obtained in course work/continuous assessment and the final examination.

#### **Article 64**

The semester's average is equal to the average of grades in all the courses the student studied in a semester, and will be calculated in the same way as the cumulative average.

#### **Article 65**

The cumulative average is the average of the grades obtained by the student in all the courses he/she studied until the date of calculating the average irrespective of success or failure in the incomplete courses. In case the student sits for a complementary examination, the grade he/she obtains will replace the term "incomplete."

Cumulative average is calculated by multiplying the grade point which the student obtained by the number of the course's credit hours. The total is divided by the total credit hours of all the courses that have grades. As for the "pass/fail" courses, grades are not calculated in the cumulative average. The decimal fraction in the cumulative average is approximated to the nearest second decimal point.

#### **Article 66**

The cumulative average is applied in all four academic levels independently.

#### **Article 67**

The student is deemed successful in the four academic levels, if he/she completes all the courses required for graduation and obtains the following cumulative averages:

- |                     |                |      |
|---------------------|----------------|------|
| 1. The first year:  | Certificate    | 2.00 |
| 2. The second year: | Diploma        | 2.25 |
| 3. The third year:  | Higher Diploma | 2.50 |
| 4. The fourth year: | B. Tech.       | 2.75 |

Students will not be awarded certificates confirming their success before they pass the required period of practical training in each academic level.

### **Article 68**

The student has the right to appeal against the results of his/her examinations by completing the Appeal Form and submitting it to the Head of the Department/Center within three days from the date of announcement of results. The Examinations Committee will review the papers within one week from the date of submitting the appeal to verify the accuracy of all marks, or to mark any unmarked questions.

### **Article 69**

The student will be warned in writing if his/her absence reaches 10% of the set hours in each academic semester without any valid excuses, and a letter will be sent to his/her parent/guardian. The same procedure will be followed if the student's absence reaches 20%. In both cases, the student must be warned in writing and his/her guardian must be informed that the student will be debarred from the final examination if his/her absence reaches 30%.

### **Article 70**

If a student fails to attend a semester examination for a reason deemed to be acceptable by the College Council, the college will arrange a make-up examination for him/her, *if* the student notified the Dean within one week from the date of the examination he/she failed to attend. His/her examination will be repeated before the elapse of the semester following his/her absence; otherwise, he/she will be given a *zero*.

### **Article 71**

If the student fails to attend the final examination of any course for a reason accepted by the College Council, that course will be considered as *incomplete* upon his/her notifying the Dean, within one week from the date of the examination he/she failed to attend. In that case, the student will be allowed to sit for a complementary examination within no more than four weeks from the beginning of the next semester. The grade obtained by the student in the complementary examination will replace the term *incomplete*; otherwise, he/she will be given a zero. If the student also fails to attend the complementary examination for an acceptable reason, he/she will repeat the required course or any substitute course recommended by the concerned Head of Center or Department.

**Article 72**

A student will be dismissed from the college on the following grounds:

1. Failure to maintain the required GPA 2.0 in the courses he/she studied at the end of the semester, following his/her placement under academic probation.
2. Being absent from classes for two consecutive weeks, without an acceptable reason.
3. Complying with a decision issued by the Disciplinary Committee.

## **PART EIGHT: DISCIPLINE AND ORDER**

### **Article 73**

All teaching and technical support staff as well as students have to observe the dress code.

### **Article 74**

Once registered, a student must fully abide by the bylaws, and follow college rules and regulations of academic conduct and integrity, observe ethical conduct, and avoid all forms or degrees of infraction whether during lectures, practical training, in laboratories, examination halls or elsewhere; whether individually involved, or in association with others.

### **Article 75**

The student must abide by the following:

1. Coming to class on time and abiding by the timing of lectures, laboratory, and workshop sessions. The student must be aware that any absence will negatively affect his/her academic performance/achievement and in turn will minimize the student's chances to sit for the final exams.
2. Being absent from classes, laboratory, or workshop sessions must be approved in advance by the concerned heads of centers, departments or any authorized person.

Excused absence because of sickness must comply with the rules and regulations of the Ministry of Health.

Being late for three times in any lecture, laboratory, or workshop sessions will be considered as one class absence, and the staff in charge of these theoretical or practical classes has the prerogative to evaluate the student's lateness.

3. Fulfilling the training requirements in the private, or public sector organizations. The student will also observe and abide by all work rules and regulations, effective at the training site.



4. Observing and following the health and safety procedures, particularly by wearing protective clothes and shoes in practical training halls, workshops, or laboratories.
5. Keeping a record of all his/her activities within the college, such as registration, schedules, forms, grades, reports, as well as copies of courses, tests, electronic files and all documents related to his/her program.
6. Safeguarding all college property, such as laboratories, equipment and other materials. The student must handle such property carefully, in compliance with the rules and regulations organizing their use.
7. Respecting the physical and intellectual property and rights of others including students, college staff, researchers, technicians, including research and electronic files.
8. Actively participating in academic, cultural, social and sports activities organized by the college.
9. Maintaining the aesthetic appearance of the college, holding on to high moral standards in his/her relationship with the college administration, lecturers, staff and students in his/her academic society. The student must present a clean and tidy appearance, be a well-behaved, hardworking and reputable person.

## **PART NINE: STUDENT DISCIPLINARY SYSTEM**

### **Article 76**

The disciplinary system applies to all college students.

### **Article 77**

Any misconduct or breach of these bylaws, rules, regulations or traditions will be deemed a punishable offence, specifically the following:

1. All acts or utterances that infringe upon religious beliefs or state reputation or disrupt the rules of good conduct or public decency.
2. Disruption of the college academic integrity code or academic conduct in whatever form, degree, method applied or site of disruption, in a theoretical lecture, practical training, laboratory or examination, whether the student is individually involved or in association with others.
3. Any cheating or attempt to cheat, during examinations or disruption of the serenity and smooth administration of examinations.
4. Abstention from attending, or incitement of others not to attend lectures, practical training in workshops, laboratories, or at the private or public sector organizations and other work places, where attendance is part of the college programs.
5. Breach of disciplinary rules during lectures or practical training.
6. All acts that infringe honor, integrity or morals, or harm the reputation of the colleges or any of their personnel or students.
7. Assault or insult of any teaching, administrative, technical support staff, or student.
8. Formation of or participation in any organization, committee or society, or holding a conference, without prior written consent of the competent authority.
9. Issuance or distribution of bulletins, pamphlets, posters, newspapers or magazines or sending them online, collection of funds or signatures without obtaining a prior written consent from the competent authority, or misuse of consent issued approving the practice of any of these activities.

10. Misuse, damage, or impairment of any of the colleges' property including college network and electronic files.
11. Possession or circulation of films, photographs, or magazines incompatible to decency, morals and Islamic values, or possession of inflammable or explosive materials inside the colleges or their hostels.
12. Breaching hostel rules, such as late arrival at night or spending the night outside the premises, without an acceptable reason or making any changes in the accommodation, its furniture or equipment.
13. Giving false information in official papers, forging official college documents, or illegally obtaining them or knowingly using forged documents.

## **Article 78**

The disciplinary measures that will be inflicted on violators are:

1. Notification
2. Warning
3. Sending a student outside study hall or any place where he/she violated the system.
4. Deprivation from some or all the privileges that a student enjoys.
5. Temporarily depriving the student from practicing the activity where he/she violated the rules and regulations, for a period not exceeding one month.
6. Charging the student for the damage he/she caused.
7. Temporarily depriving student from staying in the college hostel, or suspension of his/her monthly allowance for four months.
8. Final deprivation from staying in the college hostel, or from the monthly allowance.
9. Cancellation of one or more courses in examination or results.
10. Debarring the student from sitting for one or more final examinations.
11. Suspending the student for one or more semesters.
12. Dismissal.

### **Article 79**

Inflicting the disciplinary measures listed in Article 78 will be in proportion with the offence, any precedents, and any accompanying circumstances. No disciplinary measure will be exercised on any student before a written investigation is conducted and the student's testimony heard. Nevertheless, it is possible to implement any of the disciplinary measures stated in clauses 1, 2, 3 of the last article after an oral investigation into the case.

### **Article 80**

In case an accusation of cheating during an examination is proved, the student will fail the course where cheating occurred, in addition to depriving him/her from studying for the following semester. If an accusation of cheating in examinations is proved for the second time, the student will be dismissed from the college.

### **Article 81**

The authority of implementing disciplinary measures is to exercise as follows:

1. The teaching staff member is authorized to exercise the disciplinary measures stated in clauses 1, 2, 3 of Article 78 of these bylaws.
2. The Dean is authorized to inflict the disciplinary measures stated in clauses 1, 2, 3, 4, 5, 9 of Article 78 of these bylaws.
3. The Disciplinary Committee is authorized to inflict any of the disciplinary measures stated in Article 78 of these bylaws.

### **Article 82**

The Dean will form an Investigation Committee chaired by the Assistant Dean for Student Affairs with the membership of three teaching staff in addition to the Head of Housing, Student Activities and Graduation Department, to investigate disciplinary violations committed by students on campus or during the external activities organized by the college.

### **Article 83**

The Director General will form an Investigation Committee chaired by the Assistant Dean for Student Affairs with the membership of three teaching staff, in addition to the Head of Housing, Student Activities and Graduation Department, to investigate the disciplinary violations committed by students in the college hostels.

### **Article 84**

At the beginning of each academic year, the Undersecretary forms a Disciplinary Committee chaired by the Dean with the membership of three teaching staff members, none of whom has participated in the investigation(s). This committee is set up for one renewable year to look into the violations referred to it.

### **Article 85**

The decision that refers a student to the disciplinary committee will be initiated either by the Director General himself/herself, or in response to a request from the Dean. The disciplinary committee's sessions will be legal if attended by all its members. Its decisions will be valid if supported by a majority of votes. The decisions should be justified.

### **Article 86**

The disciplinary committee's decisions will be effective immediately upon issuance, except for the decisions issued on the disciplinary measures stated in clauses 7, 8, 11, 12 of the bylaws. Decisions will not be implemented before the elapse of the appeal period stated in Article 87, and in case the student does not submit an appeal. Decisions may be implemented if an appeal was submitted, and rejected.

### **Article 87**

A student may submit an appeal to the Undersecretary against a punishment within 15 days from the date when he/she was notified. In this case, the Undersecretary may reject the appeal, transform the punishment, or cancel it. His/her decision will be final.

### **Article 88**

A decision issued on a disciplinary measure will be kept in the student's file. His/her guardian or sponsor will be notified of the decision. The Assistant Dean for Student Affairs will notify the student in writing of the results of the investigation, the decision issued on the disciplinary measure to be inflicted on him/her, and the deadline for appealing against the decision. He/she will also notify the center/department where the violation occurred of the results of the investigations, the disciplinary measure and the appeal, if any.

### **Article 89**

No student will be punished for the same offence by more than one body.

### **Article 90**

The Director General may take over the duties of the two committees: The Investigation and Disciplinary Committees, in case of disruption of order in the college(s) leading to an irregularity in the process of studying, sitting examinations or staying in the hostels, or if the meeting of the two committees is rendered impossible.

### **Article 91**

If necessary and according to his/her discretion, the Minister may look into re-admitting a student on whom a decision of dismissal from the college has been issued, after two academic years have elapsed, including the year in which the disciplinary decision was issued. The Minister may also consider applications from students who have been deprived from college accommodation or monthly allowance, after one year has elapsed from the date the disciplinary measure.

## **PART TEN: DUTIES OF TEACHING AND TECHNICAL SUPPORT STAFF**

### **Article 92**

In addition to their duties stipulated in the Civil Service Law, its executive regulations and these bylaws, the teaching and the technical support staff will conform to the following:

1. Respecting Islamic Laws regarding conduct inside and outside the colleges.
2. Carrying out the duties of teaching and student counseling to the best of their abilities.
3. Carrying out the tasks of the academic advisor, including assisting the student in specifying the objectives of his/her study program, and providing the information needed for various academic activities, as well as supervising student research and practical training.
4. Carrying out their duties regularly and meeting the deadlines in a way that facilitates interaction with students.
5. Contributing to college committees, academic and administrative affairs.
6. Contributing to the development of the community.
7. Working towards boosting academic spirit among students.
8. Conducting and publishing research and studies in scientific periodicals or journals.

## **PART ELEVEN: QUALITY ASSURANCE**

### **Article 93**

The colleges are subject to the Technological Education Quality Assurance System to assure the compliance of the qualifications awarded by the colleges with the set standards. This system is issued by a ministerial decision.

### **Article 94**

A technical committee chaired by the Director General, and the membership of the college Deans will be formed by the Undersecretary. Its duties will be verifying the colleges' abidance by implementing the standards of quality assurance in accordance with the set criteria, and suggesting amendments on the quality assurance system in a way that enables the educational process in the colleges to keep pace with the technological changes and developments.

Each Dean will set up a committee, chaired by him/her or the Assistant Dean for Academic Affairs, to verify the implementation of the standards of quality assurance.