



FOUNDATION PROGRAM

البرنامج التأسيسي



Faculty Manual Policies and Procedures 2023-2024

Table of Contents	Page
1. Introduction	
1.1 Introduction	4
1.2 Vision, Mission, Values	4
2. Organizational Structure	
2.1 Officers of FP	5
2.2 Academic Personnel of the FP	5
2.3 Academic Units	5
2.3.1 Organization of Academic Units	5
2.3.2 Unit Meetings	5
2.3.3 Unit Functions	6
2.3.4 Recruitment, Leave and Evaluation of Faculty	6
2.4 Committees of FP	6
2.4.1 Terms of Reference	6
2.4.2 Membership & Functions	7
2.5 Administrative Staff: Prerogatives and Duties	11
2.5.1 Director of the FP	11
2.5.2 Deputy Director of the FP	12
2.5.3 Program Coordinators	13
2.5.4 Registration Coordinator	13
2.5.5 Placement Test Coordinators	14
2.5.6 Course Schedule Coordinator	14
2.5.7 Exam Coordinator	14
2.5.8 Mentors	14
2.6 Non-Academic Staff	15
2.6.1 Executive Secretary & Secretaries	15
2.6.2 Recruitment Officer	15
2.6.3 Messenger	15
3. Faculty Personnel: Rights, Duties and Policies	
3.1 Induction and Probation Period of New Faculty	16

3.2 Academic Responsibilities of Faculty	16
3.3 Office Hours	17
3.4 Teaching	17
3.5 Teaching Load	17
3.6 Academic Freedom	18
3.7 Recruitment Procedures	18
3.8 Performance Review and Contract Renewal	18
3.9 Evaluation of Faculty Performances	18
3.10 Vacation and Leave	19
3.11 Promotion Policy	20
3.11.1 Promotion from Instructor to Lecturer	20
3.11.2 Promotion from Lecturer to Assistant Professor.	20
3.12 Confidentiality	20
3.13 Voting Procedure	20
3.14 Research	20
3.15 Missed Classes	21
3.16 Disciplinary Measures	21
3.17 Grievances	21
3.18 Amendments	21
4. Curricular Outline	
4.1 Program Overview	21
4.2 Program Structure	22
4.3 Tests and Examinations	27
4.4 Invigilation Policy: Duties and Responsibilities	27
4.5 Course Files	29
4.6 Change of Grade	29
4.7 Placement and Exemption Criterion	29
4.8 University Policies	30
4.9 University Bylaws	31

1. Introduction

1.1 FP: Introduction

The General Foundation Program is a one-year bridge course intended to equip high school graduates to pursue university majors and is undertaken by most university students in Oman. The program focuses on four areas: English, Mathematics, IT, and general study skills.

Dhofar University's Foundation Program follows the general standards and learning outcomes as outlined by the Oman Academic Accreditation Authority (OAAA). It aims to impart quality education to students and prepare them for their various majors. With courses ranging from Beginner to Intermediate, it caters to the curricular and co-curricular needs of students to actively bridge the gap between secondary and tertiary education.

Since its inception, the FP has successfully met both these needs and the academic expectations of Dhofar University. There are presently more than 50 faculty members of various nationalities in the FP. The richness of their professional expertise and experience, their enthusiasm, and their involvement in the community constitutes the backbone of the FP as it serves a substantive student body.

This manual is to be read alongside the Dhofar University bylaws (which supersede any contradiction, if any). Faculty are advised to read these bylaws (see www.du.edu.om) and the Oman Academic Standards (OAS) for General Foundation Programs for more information.

1.2 FP: Vision, Mission and Values

Vision

The Foundation Program aspires to become one of the leading GFPs in the Arab region, equipping students to be more competitive in colleges inside and outside Oman.

Mission

The Foundation Program strives to expose students to rich, engaging curricula using innovative teaching and learning strategies that enable students to tap their learning potential to become autonomous, long-life learners.

Values

The core values of the Foundation Program are:

- Excellence
- Commitment
- Discipline
- Responsibility and Accountability
- Integrity
- Life-long learning

2. Organizational Structure

The FP is an integral part of Dhofar University. It is composed of officers and both academic and non-academic personnel.

2.1 The Officers of the FP

1. Director
2. Deputy Director
3. Program Coordinators
4. QA Director
5. Timetable Coordinator
6. Placement Test Coordinators
7. Registration Coordinator
8. Exam Coordinator
9. Mentors
10. Non-academic Staff

2.2 Academic Personnel of the FP

The academic personnel of the FP shall consist of:

1. Assistant Professors
2. Lecturers
3. Instructors

2.3 Academic Units

The FP consists of three units:

1. English Language Unit
2. Math Unit
3. IT Unit

Other units, centers, or programs may also be established as per university policies and procedures.

2.3.1 Organization of Academic Units

An academic unit shall consist of academic personnel headed by a Program Coordinator appointed by the Director.

2.3.2 Unit Meetings

The academic unit shall meet as frequently as required upon the call of the Coordinator. Minutes of all meetings shall be duly taken by an appointed minute taker and shall be sent to the Director as well as the secretary for filing purposes. In the event that a motion needs to be voted on:

1. Voting faculty shall consist of non-visiting, full-time academic personnel.

2. Voting is limited to faculty actually present at the meeting.

2.3.3 Unit Functions

1. The academic unit shall be responsible for implementing program requirements and maintaining high professional standards in all its transactions.
2. It shall also present to the Director recommendations and proposals for improving the functionality of the courses offered.

2.3.4 Recruitment, Leave and Evaluation of Faculty

1. Established university policies and procedures shall govern actions regarding faculty recruitment and promotion.
2. Recruitment of faculty members is subject to the approval of the Recruitment panel headed by the Director, as well as the consent of the Deputy Vice Chancellor.
3. Requests for leave shall be subject to the Director's approval in accordance with the university rules and regulations.
4. New faculty will be subject to a 3-month probationary period. During this period, the Director, Deputy Director, Coordinator, and Mentor will evaluate the new faculty. Based on their evaluations, the Director will submit a recommendation of continuation or dismissal to the Deputy Vice Chancellor.
5. FP faculty are required to submit an Annual Faculty Appraisal Report toward the end of the academic year.

2.4 FP Committees

2.4.1 Terms of Reference

Purpose

As per the bylaws of the university, committees are formed to ensure the smooth running of the various activities within the Foundation Program.

Details on the specific purpose of each committee can be found under Functions sections below.

Duties and responsibilities

FP committee members will commit to:

- attending all scheduled committee meetings.
- abiding by the leadership of the chairperson.
- participating in all activities related to the nature of the committee.
- being a part of the decision making process related to the nature of the committee.

Details on the duties and responsibilities of each committee can be found under Functions sections below.

Membership

For the first seven committees listed below, membership is occasionally stipulated by FP bylaws. Other members are determined for a period of two years by the Director, in consultation with the Deputy Director. These committees report to the Director.

Membership in the remaining fourteen committees is voluntary. Every two years, faculty are provided the opportunity to either remain on their present committee(s), or join one or more different committees. These committees are chaired by faculty selected by the Director and Deputy Director and report to the Deputy Director, both on an ongoing basis and in annual reports. Committees should have no more than seven members and no less than three members. Details on the membership of each committee can be found under Membership sections below.

Meetings and Voting

The chairperson of each committee leads the meeting. A meeting quorum is at least two-thirds of the members. For steering committees, decisions are made by an agreement of at least two-thirds of those present. For other committees, decisions are made through consensus. Meeting agendas are provided by the chairperson and the chairperson assigns the responsibility to a committee member to take minutes. Meetings must be held at least twice a term.

2.4.2 Membership & Functions

1. Foundation Program Council (FPC)

Members: Director, Deputy Director, QA Coordinator, Coordinators (8)

Functions:

- Discuss and decide upon key or urgent issues pertaining to the FP
- Review and approve key decisions brought forth by other committees
- Receive, examine, deliberate, and decide upon student and teacher grievances in writing on the prescribed petition form

2. Academic Program Development & Review (APDRC)

Members: Director, Deputy Director, QAC, Coordinators (8)

Functions:

- Review curriculum for relevance, purposiveness, and alignment with OAS learning outcomes
- Review of final exams & exit exams

3. Health & Safety

Members: Faculty members (5 minimum)

Functions:

- Implement the university's Health & Safety policy
- Maintain records of health and safety incidents
- Conduct awareness programs for faculty and students
- Conduct drills

4. Risk Management

Members: Three English, one math, and one IT faculty members, including one Arabic speaker (5 minimum)

Functions:

- Identify potential risks in the FP
- Maintain a Risk Register and Risk Management Forms for each identified risk
- Provide Risk Management Forms to risk owners
- Conduct awareness programs for faculty and students
- Liaise with the university's Risk Management Committee

5. Examination

Members: Three English, one math, and one IT faculty members, exam scheduler (6)

Functions:

- Implement exam procedures as per university policy
- Ensure exam-related academic integrity, fairness, and security

6. Student Affairs

Members: Faculty members, SA rep, student rep (minimum 5)

Functions:

- Discuss and recommend decisions on student-related issues, including student academic misconduct cases, to FPC and maintain records of the same

7. Registration

Members: Registration coordinator, Deputy Director, executive secretary, assistant secretary, two faculty members (one Omani & one Arb speaking) DAR rep (7)

Functions:

- Ensure a smooth, effective registration process for timely enrollment
- Disseminate announcements pertaining to registration and general administration
- Coordinate with stakeholders to facilitate the registration process
- Keep registration team apprised of any registration-related developments, including prior to registration

8. Promotion

Members: Four FP lecturers or assistant professors, one non-FP faculty member (5)

Functions:

- Receive applications for promotion
- Ensure that applications meet promotion criteria
- Recommend promotion to the director if all criteria are met

9. Recruitment & Induction

Members: Director, Deputy Director, QAC, three faculty members, representatives from HR, Library, Research Council (minimum 9)

Functions:

- Analyze personnel needs
- Liaise with university's HR department
- Short-list, interview, and recommend candidates to HR for appointment
- Conduct pre- and post-arrival induction
- Support new faculty during probation period
- Review and update the induction manual and faculty manual annually

10. Publication

Members: Ten to twelve faculty members, DAR rep

Functions:

- Disseminate weekly news, announcements, and events to faculty
- Publish two issues of the Chronicle per academic year, displaying students' talents
- Publish two issues of the e-Newsletter per academic year
- Review and update the student and faculty handbooks annually
- Maintain data on enrollment figures on a term-by-term

11. Faculty Support

Members: Fifteen to sixteen faculty members (15-20)

Functions:

- Enhance teaching and learning and professional development by organizing workshops; promote research activities among faculty by disseminating information
- Creating awareness, answering individual queries, approving and forwarding research proposals and grant applications, and organizing research-related workshops and article discussion group
- Organize community service activities
- Organize special events for faculty (picnics, trips, sporting events, etc.) and secure special deals with local hotels and restaurants

12. Student Support

12.A Regular Students

Members: Fifteen to sixteen faculty members (15-20)

Functions:

- Organize study groups at the Murajea Centre, liaising with the university's Learning Support Center to do so
- Organize alumni-led workshops on important academic topics for students
- Organize the Open Day program and English lunches
- Recognize outstanding students in English, math, and IT from each level after each term

12.B Evening Students

Members: One faculty member, Murajea liaison, evening teachers (variable)

Functions:

- Ensure that evening students have full access to same support provided to morning students

NOTE: This subcommittee has the same functions as the Student Support Committee, but applied to evening students.

13. QA Committee

Members: QAC, two faculty members from English, one each from Math & IT

Functions:

- Liaise with APDRC on curriculum and FP operational plan review
- Monitor program's progress toward retaining commendations and addressing affirmations and recommendations by OAAA
- Report annually on progress and liaise with appropriate administration
- Conduct surveys of faculty and students, analyze results, and make recommendations for improving program
- Monitor and review FP operational plan

14. FP Advisory Council (FPAC)

Members: Director of FP, Chairs of CAAS 3 departments (Math & Science, ELL, and IT), Deans of CCBA and CE, External member, FP QA Coordinator, 3 senior FP lecturers (9 members)

Functions: would similarly advise the FP along the lines of the college requirements, quality of the program, and ways and means of cooperation between FP and colleges. This advising partnership is expected to enable the program to cater to the ever-evolving needs of the colleges.

- Advice on the strategic plan and operational plan of the FP and its accomplishment
- Advice on the suitability of the FP courses and help identify future areas for improvement
- Help and support FP teachers to have better research culture and awareness

- Support FP community engagement initiatives and provide feedback
- Be FP ambassadors in the community, with alumni and organizations
- Any other subject presented to the council

2.5 Administrative Staff: Prerogatives and Duties

1. Subject to the provisions of the corporate bylaws, rules and regulations, and the established general policies of the university, the FP shall determine its own academic policy and shall have authority to direct its own affairs in consultation with the Deputy Vice Chancellor and Vice Chancellor with regard to all academic and administrative matters.
2. The FP Director, during regular or special meetings with FPC, shall have the prerogative to review any action taken by any committee, if deemed fit.

2.5.1 Director

Appointment

In accordance with the corporate bylaws of Dhofar University, the Director is appointed by the Vice Chancellor. The initiative for the appointment of a Director and his or her continuation in office rests upon the recommendation of the Vice Chancellor. For absences of the Director lasting for three months or more, an Acting Director shall be appointed by the Vice Chancellor upon the recommendation of the Director and after consultation with the FPC. For shorter absences, the Deputy Director shall replace the Director until he or she returns.

Duties, Responsibilities and Prerogatives of the Director

The Director, as the responsible academic and executive head of the FP, shall have his or her duties, responsibilities, and prerogatives defined by the Board of Trustees and the Vice Chancellor. Within the FP, his or her duties, responsibilities, and prerogatives shall include, but not be limited to, the following:

- Execute the Vice Chancellor's directives and enact the policies of the FP.
- Oversee the performance of the Deputy Director and the Unit Coordinators and ensure the proper delivery of the taught courses.
- Develop the FP in regards to academic programs, curricula, academic personnel, student body, and physical facilities.
- Make recommendations to the Vice Chancellor or Deputy Vice Chancellor in all matters pertaining to recruitment, termination, renewal, non-renewal, and leave in consultation with FPC.
- Prepare the budget proposal for FP after consultation with the concerned parties.
- Prepare bi-annual and annual activities reports and submit them to the Deputy Vice Chancellor.
- Appoint members to committees where necessary in consultation with FPC.
- Chair meetings of committees where necessary.
- Have the prerogative of final action on all committee decisions.

- Determine which decisions of the committees of the FP shall be in the form of actions and which shall be regarded as recommendations to the faculty.
- Appoint Coordinators for the English, Math, and IT units and other coordinators as needed.
- Inform Level and Unit Coordinators of new academic and administrative actions and follow up implementation.
- Update faculty members of new university decisions pertaining to FP.
- Perform any other duties as mandated by the Vice Chancellor or his deputy.
- Establish and maintain open communication between the FP and Dhofar University administration, students and their parents.
- Monitor and ensure the effective functioning of student support services, academic resources and equipment.
- Liaise with the Office of Registration and Admission regarding student examination results and registration of students.
- Meet with Class Representatives to discuss possible issues and impart information regarding new policies and regulations.

Meetings

- The Director shall call regular meetings of the faculty at least once a term. A written notice with a stated agenda shall be sent to faculty members at least one working day prior to the date of the meeting.
- Special meetings with stated agendas shall be called by the Director at her/his discretion or at the written request of the FPC.
- The Director or her/his Deputy shall chair all faculty meetings.
- The Director shall appoint a minute taker from among the faculty on a term basis. The minute taker shall duly take the minutes of the meetings, write them up and send them to the Director for inspection before they are sent to faculty and the Deputy Vice Chancellor.

2.5.2 Deputy Director

The Deputy Directors shall assist the Director in the implementation and administration of all aspects of the Foundation Program, including the management of the teaching team and their performance.

Duties and Responsibilities

- Support the Director in the overall management of the FP.
- Stand in for the Director in his absence.
- Ensure that faculty maintain the standards set out in OAS guidelines.
- Supervise the effective implementation of curriculum and assessment in the FP.
- Ensure that a high standard of teaching is maintained with students receiving well-planned, well-taught, and relevant lessons.

- Observe, motivate, and appraise faculty and give documented feedback on their performance.
- Supervise the planning and effective implementation of FP examinations.
- Supervise the planning and effective implementation of the FP registration process.
- Supervise community service programs involving the FP.
- Supervise professional development programs for faculty, staff, and student representatives.
- Assist the Director in forming official committees.
- Oversee the functioning of the various official committees.
- Assist the Director in recruitment of new faculty and staff.
- Plan and direct the orientation of new faculty and staff.

2.5.3 Program Coordinators

Coordinators

Level Coordinators are appointed by the Director. There are three Level Coordinators in the English Unit. There is also a Coordinator for Math and another for the IT Unit. The appointment is usually for one year, subject to renewal.

Duties and responsibilities of the coordinators shall include the following:

- Prepare syllabi, study plans and portfolios for each term.
- Call regular meetings to discuss matters pertaining to teaching materials, exams, student performance, etc.
- Decide dates and timings for tests in consultation with the Director.
- Assign test preparation tasks to instructors.
- Convey the Director's directives, instructions and guidelines to faculty.
- Ensure that faculty maintain good teaching standards in the implementation of curricula.
- Cross-check samples of marked tests from all sections before they are returned to students in order to ensure consistency and conformity to the assessment process stipulated in the rubrics (Note: In cases of contention, the issue is referred to the Director, who takes action as need be.)
- Oversee student progress, attendance and well-being.
- Apprise the Director of progress and performance within the level.
- Encourage teamwork, collegiality and collaboration among instructors and between instructors and their students.
- Compile a comprehensive course file and submit it to the Director at the end of each term.

2.5.4 Registration Coordinator: Duties and Responsibilities

- Coordinate the whole registration process.
- Serve as the primary point of contact among all parties concerned during registration.
- Prepare registration schedules and assign asks to registration team.
- Ensure that the registration process runs smoothly and suggest ways and means of improvement.

- Update the Director on the running of the registration process.
- Ensure that registration is fair and unbiased to all students.

2.5.5 Placement Test Coordinators: Duties and Responsibilities

- Prepare placement tests in line with FP standards and requirements and update them on an annual basis.
- Coordinate the operation of placement tests including scheduling and administering them, assigning proctors and markers, overseeing marking, and finalizing and tabling results.
- Interpret test scores and place students in their respective levels.

2.5.6 Course Schedule Coordinator: Duties and Responsibilities

- Undertake all aspects of planning and operation for the production of staff timetables for each term.
- Ensure that teaching timetables are prepared and ready well ahead of time.
- Prepare exam and proctoring timetables and work alongside coordinators to determine the number of proctors needed.

2.5.7 Exam Coordinator: Duties and Responsibilities

- Liaise with the three English Level Coordinators to determine the content of midterm and final exams, including reading and listening texts, grammar points to be assessed, and essay topics.
- Write the exams and provide them to the Coordinators, along with answer keys for the various versions (morning, evening, and re-sit/makeup) and annotated versions listing all OAS Learning Outcomes.
- Ensure that exams are fair, valid, and reliable as students' progress from level to level.

2.5.8 New Faculty Mentors: Duties and Responsibilities

A mentor is an experienced instructor with an excellent teaching record, a positive attitude and at least two years of experience at Dhofar University. He or she is usually chosen by the Level Coordinator or Director. The mentor's main duty is to help new faculty integrate into DU for a period of one term. He or she should act as a role model for the new faculty member. Responsibilities are as follows:

- Provide knowledge and a degree of comfort in the basics of classroom management, ethics, attendance, time management and course preparation.
- Discuss the course, pedagogical strategies, learning outcomes, grading, etc.
- Explain cultural differences and taboos.
- Keep mentees informed of FP-related news until university email addresses are activated.
- Answer mentees' questions and inquiries during their first term in the FP.

2.6 Non-Academic Staff

2.6.1 Executive Secretary and Secretaries: Duties and Responsibilities

- Organize work by reading and routing correspondence, collecting information, and initiating communication.
- Maintain calendars for faculty and arrange meetings and workshops.
- Provide administrative and clerical support to the Director or Acting Director.
- Schedule meetings and reserve exam and meeting halls.
- Provide historical reference by utilizing filing and retrieval systems.
- Alert Coordinators to meeting calls or cancelations.
- Prepare correspondence for faculty.
- Manage spreadsheets.
- Handle student affairs.
- Deliver and supervise student evaluations of staff.
- Coordinate office management activities.
- Ensure office allocation to new faculty.
- Relay directives, instructions and assignments to Coordinators and faculty.
- Receive and relay telephone messages.
- Maintain hard copy and electronic filing systems.
- Coordinate operations between FP administration and other departments.
- Maintain office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders, and verifying their receipt.

2.6.2 Recruitment Officer: Duties and Responsibilities

- Develop job descriptions and specifications.
- Prepare job adverts and create a database for applications.
- Receive, check, and process applications.
- Shortlist applicants in coordination with the recruiting panel.
- Communicate with applicants via email or phone.

2.6.3 Messenger: Duties and Responsibilities

- Collect mail from and deliver it to faculty.
- Ensure recorded delivery of important messages and documents between the FP and various university departments.
- Photocopy, collate and staple tests, as per instructions of FP Coordinators.
- Liaise with purchasing for kitchen supplies, stationery, etc.
- Affix display boards and teaching schedules on office doors of faculty.
- Carry out basic repair of photocopiers, printers, and other equipment.
- Serve tea, coffee and refreshments.

3. Faculty Personnel: Rights, Duties and Policies

3.1 Induction and Probation Period of New Faculty

New faculty will undergo a three-month probationary period starting from the commencement of their employment. They will be provided with all necessary assistance to equip them for this period. The period itself has three phases: Orientation, Observation/Assistance, and Evaluation.

During Orientation, a well-structured, three-part induction program will be provided to new faculty, consisting of briefings by the Secretary, the Induction Team, and the Level Coordinator, as per the prescribed checklist for the induction program. New faculty will also be assigned a mentor to assist them and answer questions. At any time, they may also solicit the guidance from the appropriate Level Coordinator. During this phase, feedback sessions may be convened by the Deputy Director to address questions and concerns of new faculty.

During Observation/Assistance, there will be two announced classroom observations: one by the Director and Deputy Director and another by the Level Coordinator. The Director and Deputy Director will also make one unannounced observation. In addition to the reports from these observations, confidential reports will be collected from mentors and Level Coordinators.

During Evaluation, the content of these reports, as well as complaints or compliments from students and other faculty (if any) will be taken into consideration for the continuation of new faculty contracts. The final decision on the probationary period will be communicated to new faculty by the Human Resources department.

The university and new faculty may, at any time during the probationary period, terminate the contract with prior notice of at least seven (7) days.

3.2 Academic Responsibilities of Faculty

Faculty are responsible for helping to build and maintain an environment of high-quality education according to the rules and regulations of Dhofar University and the Sultanate of Oman in a three-fold manner:

1. Conduct classes in a way that promotes learning via the free exchange of information and ideas.
2. Keep abreast of research in their respective fields.
3. Strive to build a strong FP in cooperation with other departments of the university.

Duties of faculty include but are not limited to:

- Ensuring that teaching leads to measurable learning as per the learning outcomes stipulated by OAS.
- Being actively engaged in the development of the FP through workshops, committee memberships, and other meetings and seminars.

- Presenting the syllabus to students at the beginning of each term, including materials, objectives, schedule, and evaluation.
- Evaluating students.
- Producing new material like handouts and presentations as per the needs of each class.
- Posting and being available for office hours.
- Avoiding topics in class that are controversial or not apropos to learning at hand.
- Utilizing technology as appropriate.
- Encouraging student attendance.
- Conducting research and publishing in their respective fields as possible.

3.3 Office Hours

Faculty are required to hold at least six office hours (eight for Level Coordinators) distributed evenly Sunday-Thursday between the hours of 8am and 4pm. The office hours are posted outside offices at the beginning of each term. Faculty must be in their offices and available to meet with students during the posted hours.

3.4 Teaching

Dhofar University strives for excellence in teaching, characterized by:

- Thorough, up-to-date knowledge of subject matter.
- Organized, lucid presentation of course material using illustrations, handouts and technology as appropriate.
- Motivating students to think and assume responsibility for their role in the learning process
- Comprehensive and meaningful evaluation of student performance through assignments, quizzes, and examinations.
- Fair grading based on academic criteria and provided rubrics.

3.5 Teaching Load

Teaching timetables are set by the Course Schedule Coordinator in consultation with the Director and Deputy Director. Considerations of the common good of students and the unit outweigh matters of convenience to individual faculty.

Full-time faculty normally have a teaching load of 20 hours per week each term. Faculty with administrative responsibilities (such as Unit Coordinators) teach a reduced load per the approval of the Vice Chancellor. Coordination of outside programs and other such responsibilities will be assigned by the Director with an accompanying reduction in teaching load of two hours, as appropriate.

3.6 Academic Freedom

Academic freedom aims to ensure and safeguard an environment in which high-quality education flourishes, per the rules and regulations of both Dhofar University and the Sultanate of Oman. This includes the freedom to:

- Select material consistent with the guidelines of each unit (while avoiding material that may be controversial).
- Conduct research per URC guidelines.
- Engage in consultations, lectures and seminars per Dhofar University rules and regulations.
- Discuss within the university all matters related to teaching, research and student affairs.

3.7 Recruitment Procedures

Advertisements for academic vacancies are placed in newspapers and on the university website with the approval of the Director and the Vice Chancellor. Applications are considered by the Recruitment Officer and the Recruitment Committee for an initial review. Shortlisted candidates are interviewed by the Recruitment Committee, and recommendations based on established criteria adopted by the university are made. The Director makes her/his final recommendations to the Deputy Vice Chancellor after consultations with the Recruitment Committee.

3.8 Performance Review and Contract Renewal

Towards the end of the academic year, the Director submits a performance review (see the Annual Faculty Appraisal Form) for each faculty member to the Vice Chancellor, who makes a final decision on contract renewal (or non-renewal). Copies of performance reviews are kept in personnel files and are strictly confidential.

The university is obligated, in cases of non-renewal, to inform the faculty concerned three months prior to the end of the contract. The same applies to a faculty member who does not wish to renew her or his contract informing the Director of her or his decision.

Faculty may not resign during the academic year unless due to extreme circumstances acceptable to the Director.

3.9 Evaluation of Faculty Performance

Faculty performance is evaluated from three perspectives:

Teaching (60%): The effectiveness of teaching is related, at least in part, to whether students achieve learning outcomes as specified in the course syllabus. One component of evaluation is a student-completed questionnaire about faculty completed at the conclusion of each term. The results of this questionnaire are analysed, summarized, and communicated to faculty, their

respective Unit Coordinators, and the Director. These include a selection of transcribed comments by students and comparative statistics for both the FP and Dhofar University as a whole. Course files, other academic activities and completed coordinator, self- and peer-review reports are also considered.

Research (20%): Research (including publication) is taken into account during faculty evaluation. Where applicable, more weight is given to peer-reviewed publications in academic journals and presentations at conferences.

Community Service (20%): Faculty are also evaluated according to their involvement in the community, including committee work, lectures (both on- and off-campus), and participation in student activities (for example, as a club advisor).

3.10 Vacation and Leave

Faculty are entitled to an annual leave of 60 days (July-August), plus public holidays during the year. Nine additional types of leave are also available to faculty, pending approval of the Director.

- Research Leave: Upon recommendation of the Director, with full or partial pay, to conduct research for a period of up to two months, once every five years. (Note: Research leave is not granted to faculty with less than three years' experience at the university.)
- Conference Leave: Upon recommendation of the University Research Board (URC), with full pay, to present at conferences for a period of up to five days.
- Scientific Paper Discussion Leave: With full pay, to discuss scientific papers at other universities or scientific institutions for a period of up to five days.
- Sick Leave: Upon presentation of an approved medical report for a period of up to ten weeks per year, consecutively or non-consecutively. Pay is as follows:
 - Weeks 1-2: Full pay
 - Weeks 3-4: Three-quarters pay
 - Weeks 5-6: Half pay
 - Weeks 7-10: One-quarter pay
- Emergency Leave: With full pay, for a total of six days a year, for a period of up to three days at a time.
- Pilgrimage Leave: With full pay, for a period of up to two weeks, once during employment at the university. (Note: Pilgrimage leave is granted to Muslim faculty only.)
- Maternity Leave: Upon presentation of an approved medical report for a period of up to 50 days pre- and/or post-birth, with full pay. (Note: Maternity leave is not granted to faculty with less than one year's experience at the university.)
- Mourning Leave: With full pay, for a period of up to four months and ten days, to Muslim women who are widowed while under contract with the university. For all other mourning cases, with full pay, for up to three days.
- Unpaid Leave: Without pay, for a period of up to two terms for personal, family or health reasons.

3.11 Promotion Policy

3.11.1 Promotion from Instructor to Lecturer

For consideration for promotion to Lecturer, an Instructor must have:

- A Master's degree in a relevant discipline (received at least two years prior)
- Completed at least two (2) years of continuous service at DU
- A total experience period of five (5) years within the rank (tertiary-level teaching experience)
- A total score of at least 3.5/5 in Annual Faculty Activities Report (AFAR)
- A promising professional record (i.e., good references from Coordinators, Chairs of Committees associated with, or any other higher authorities at FP or DU)
- Positive student-evaluations (no less than the department mean)
- A measurable and proven record of his/her commitment to the image and growth of the FP/DU

An Instructor should submit his or her application along with an updated CV and academic achievement portfolio to the chair of the FPC for review and evaluation. The application shall be reviewed by the FPC, and applications of successful candidates, together with the recommendations of the Committee, shall be forwarded by the FP Director to the DVC for the final approval of the University Council.

3.11.2 Promotion from Lecturer to Assistant Professor

Standards and requirements for promotion to the academic grade of Assistant Professor shall be in line with the DU Academic Promotion Policy.

3.12 Confidentiality

Discussions in level and committee meetings of personal and professional matters related to appointment, reappointment, academic leave, academic review, promotion conducted at any level in the university, student final results, and test items are strictly confidential. Breaches of confidentiality shall be dealt with according to applicable rules and regulations.

3.13 Voting Procedures

Voting in the FP, its units, and committees will take place by show of hands in meetings chaired by the Director, the Level Coordinator, or committee chairpersons. Results are recorded and may be subject to approval of the FP Council.

3.14 Research

Research is an integral part of the academic duties of faculty and is a criterion for review, promotion and salary increases.

The University Research Board supports Dhofar University faculty research through the funding of short-term research projects. However, faculty members are also encouraged to seek research grants from external funding agencies.

3.15 Missed Classes

Faculty are not permitted to miss classes except for valid reasons and after notifying the concerned Coordinator well ahead of time. Faculty must abide by the cover policy and cover schedule set each term.

3.16 Disciplinary Measures

Anyone violating university rules and regulations and/or the laws of the Sultanate may be subject to disciplinary measures commensurate with such violations.

3.17 Grievances

Faculty have the right to appeal to a higher level than the one directly supervising their performance by submitting a petition. If they are not satisfied with the decision, they may submit a petition to the Director. In exceptional cases, the Vice Chancellor of the university may form a special committee to review certain cases or confirm lower-level decisions.

3.18 Amendments

Amendments to the faculty manual require a two-thirds majority vote of approval by the Foundation Program Council (FPC). Amendments are subject to approval by the University Council, the Vice Chancellor and the Executive Committee of the Board of Trustees.

4. Curricular Outline

4.1 Program Overview

The FP is designed for students who are not sufficiently prepared to join the academic programs at the university. Incoming students are generally required to spend one or more terms in the FP depending on the results of placement tests administered by the university. The program is designed to equip students with knowledge and skills in English, Information Technology, Mathematics and study skills that will allow them to succeed in their chosen major.

The following table summarizes the FP study plan:

Level 1		
Code	Course Title	Hours/Week
FPE 101A	English Level 1	20
FPM 100	Math Pre-Level	4
FPT 100	IT Pre-Level	2
Level 2		
Code	Course Title	Hours/Week
FPE 102B	English Level 2	20
FPM 101A	Math Level 1	4
FPT 101A	IT Level 1	4
Level 3		
Code	Course Title	Hours/Week

FPE 103C	English Level 3	20
FPM 102B	Math Level 2	4
FPT 102B	IT Level 2	4

4.2 Program Structure

The FP is designed to bridge the gap between secondary education and university undergraduate studies. The curriculum is aligned with the learning outcomes stated in the Oman Academic Standards for General Foundation Programs*. The emphasis of the English program is on general communication and academic skills. The Math program is divided into Basic, Applied, and Pure sessions, while the IT program focuses on the skills required to use technology effectively in routine studies. Tests and alternative assessment schemes are used to evaluate the students' performance throughout the semester.

*For more information visit www.oaaa.gov.om

English Language Unit

Since English is the medium of instruction at Dhofar University, there is a definite need to approach the teaching of English at the university in a systematic, meaningful, and purposeful manner. The English Language Unit offers incoming students with low proficiency in English an intensive program to help them pursue their studies in the major of their choice through the medium of English by immersing them in the English language.

Students have 10 hours a week dedicated to reading and writing and 10 hours a week dedicated to listening and speaking. Students take a midterm and a final exam. Marks are Determined by exam grades as well as from continuous assessment, portfolios, and progress tests. Marks for each skill are weighted as follows:

<u>Skill</u>	<u>Weighting</u>
Reading & Writing	55%
Listening & Speaking	45%

English Language Courses:

Level 1

Course Code	Course Name	Contact Hours /Week
FPE 101A	Foundation Program English Level 1	20 hrs.
FPEL 100, FPEE 100, FPES 100	Foundation Program English for Law, Education and Social Work Arabic	

FPEC 100	Foundation Program English for Computer Science	20 hrs.
FPE 102B	Foundation Program English Level 2	20 hrs.
FPE 103C	Foundation Program English Level 3	20 hrs.

Course Descriptions:

FPE 101A: Foundation Program English Level 1

FPE 101A is an intensive pre-intermediate level English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transition to FPE 102B (Level 2).

FPEL 100, FPEE 100, FPMA and FPMS 100: Foundation Program English for Law, Education, Arabic and Social Work Arabic

This is an intensive elementary-level English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students are expected to have attained an elementary level of English.

FPEC 100: Foundation Program English for Computer Science

FPEC 100 is an intensive elementary-level English course for Special Educational Needs Students (SENS) designed to develop both English language skills and good study habits. Skills taught include Reading & Writing. Upon completion, students are expected to have attained an elementary level of English.

FPE 102B: Foundation Program English Level 2

FPE 102B is an intensive intermediate English course designed to develop both English skills and good study habits. Skills taught include Reading & Writing and Listening & Speaking. Learning outcomes are aligned with Oman Academic Standards. Upon completion, students transit to FPE 103C (Level 3).

FPE 103C: Foundation Program English Level 3

FPE 103C is an intensive upper intermediate English course designed to prepare students to meet the IELTS Band 5.0 requirement for exiting the program. Skills taught include Reading & Writing and Listening & Speaking. Upon completion, students transit to their respective majors.

Mathematics and Information Technology Units

Mathematics

This three-semester course aims at bridging gaps in students' knowledge of Mathematics. Students are placed either in Pre-math, Math Level 1 or Math Level 2 as per their math placement test score (see 8.2 above). Level 2 Math has two programs, i.e. Pure or Applied Math. Students are placed in either Pure or Applied Mathematics as per their majors.

The details of the courses are as follows:

Course Code	Course Name	Contact Hours /Week
FPM 100	Foundation Program Math Pre-Level 1	4 hrs.
FPM-101A (Basic)	Foundation Program Math Level 1	4 hrs.
FPM-102B (Pure & Applied)	Foundation Program Math Level 2	4 hrs.
FPML 100, FPMA 100, FPME 100, FPMS 100	Foundation Program Math for Law, Arabic, Education and Social Work Arabic	4 hrs.
FPMC 100	Pre-Foundation Program Math for Computer Science	4 hrs.
FPMC 101A	Foundation Program Math Level 1 for Computer Science	4 hrs.

Course Descriptions

FPM 100 Foundation Program Math for Pre-Basic Level

The aim of this course is to help incoming students to understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies through the medium of the English language. The course covers real number systems, basic rules of addition, subtraction, multiplication and division, Properties of basic arithmetic operations, Polynomials, Factoring Polynomials, and reducing rational Expressions, first-degree equations and inequalities.

FPM-101A Foundation Program Math Level 1 (Basic)

The aim of this course is to teach conceptual understanding and problem solving. The course covers Graphing Linear equations using intercepts, Graphing Linear inequalities in two variables, Metric Units conversions, Exponents, Graphing quadratic equations, equations of circles, straight lines, Basic Trigonometric Functions and Pythagorean Theorem.

FPM-102B Foundation Program Math Level 2 (Pure & Applied)

The aim of this course is to prepare students for further study of higher-level mathematics at higher and other non-mathematics-related subjects. The course covers Concept of functions, Exponential and Logarithmic functions, and Recognizing three types of symmetric of functions, basic statistics, and introduction to probability. For Pure Course, in addition to that, other topics are covered such as Graphing Trigonometric functions, Identities, and using law of Sine and cosine to solve triangle.

FPML 100, FPMA 100, FPME 100 and FPMS 100: Foundation Mathematics for Law, Arabic, Education and Social Work Arabic

The aim of this course is to provide students with a basic understanding of mathematical concepts, Sets and Real numbers. Basic mathematical Operations and their properties, Metric Unit Conversion, adding and subtracting Polynomials, Straight Lines, Circles, and Basic Trigonometric Functions.

FPMC 100: Pre-Foundation Program Math for Computer Science

The aim of this course is to help students entering the FP to understand basic concepts of Mathematics. This four-hour course reinforces basic concepts and terminologies learnt in the Arabic language in schools through the use of the English language. The course covers real number systems, basic rules of addition, subtraction, multiplication and division, Properties of basic arithmetic operations, Polynomials, Factoring Polynomials, and reducing rational Expressions, first-degree equations and inequalities.

FPMC 101A Foundation Program Math Level 1 for Computer Science

The aim of this course is to teach conceptual understanding and problem solving. The course covers basic algebraic operations, metric units conversions, exponents, graphing system of linear inequalities, quadratic equations, equations of circles, straight lines, basic trigonometric functions, Pythagorean theorem.

Information Technology

This two-semester course aims to bridge the gap for students who wish to join DU but lack university-level IT competency skills. It emphasizes the essential parts of a standard curriculum in IT as required by OAS for GFP. The curriculum provides students with a basic understanding of computers, file management, use of word-processing, spreadsheet, presentation software, internet, email and essential IT skills. It follows a practical approach through the investigation of a variety of situations from across the spectrum of technology. It is worth noting that students producing a relevant ICDL or IC3 certificate are exempted from the course at the discretion of the IT Coordinator in consultation with the Director, who may request that such a student be given a challenge test to ensure eligibility for exemption.

Details of the IT courses are as follows:

Course Code	Course Name	Contact Hours /Week
FPT 100	Foundation Program IT Pre-Level 1	2 hrs.
FPT 101A	Foundation Program IT Level 1	4 hrs.
FPT 102B	Foundation Program IT Level 2	4 hrs.
FPTL 100, FPTA 100, FPTE 100, FPTs 100	Foundation Program IT for Law, Arabic, Education and Social Work Arabic	4 hrs.
FPTC 100	Pre-Foundation Program IT for Computer Science	3 hrs.
FPTC 101A	Foundation Program IT Level 1 for Computer Science	4 hrs.

Course Descriptions

FPT 100: Pre-Foundation IT Program

The aim of this course is to enable students to develop the basic IT skills and computer access necessary to source, communicate, and process information related to higher education. This two-

hour course reinforces basic concepts of IT and terminologies through the use of the English language. The course covers use of keyboard, basic typing skills, introduction to word processor, using DU SIS, DU web mail and basic computer operations. Students are also exposed to the Moodle platform environment.

FPT 101A: Foundation Program IT Level 1

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows and word processing. Students are also exposed to basic IT-related concepts, hardware, software, operating system, and file management.

FPT 102B: Foundation Program IT Level 2

The aim of this course is to further equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages including MS Excel and MS Power Point. Students understand the concept of network, and mobile devices, internet, security and maintenance, digital learning and electronic mail. Students are also exposed to concepts, practices, and usage of the Internet in day-to-day life.

FPTL 100, FPTA 100, FPTE 100 and FPTs 100: Foundation Program IT for Law, Arabic, Education and Social Work Arabic

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information. Students experience hands-on training with various day-to-day hardware, software packages, including MS Windows, MS Word, MS Excel, and MS PowerPoint. Students are also exposed to basic IT-related concepts, computer operations, and file management.

FPTC 100: Pre-Foundation Program IT for Computer Science

The aim of this course is to enable students to develop the basic IT skills and computer access necessary to source, communicate, and process information related to higher education. This three-hour course reinforces basic concepts of IT and terminologies through the use of the English language. The course covers use of keyboard, basic typing skills, using DU SIS, DU web mail and basic computer operations. Students are also exposed to the Moodle platform environment.

FPTC 101A: Foundation Program IT Level 1 for Computer Science

The aim of this course is to equip students with the knowledge and skills of IT necessary to source, communicate, and process information related to higher education. Students experience hands-on training with various day-to-day software packages, including MS Windows and word processing.

Students are also exposed to basic IT-related concepts, hardware, software, operating system, file management and e-mail concepts

Study Skills

General study skills are integrated in the English, Mathematics and IT Programs and aim to help students develop the range of useful study skills that they need to succeed at the university level. They learn how to use and organize their time, read faster with comprehension, expand their vocabulary, take good notes in class, keep track of assignments, interpret and analyse graphic information, and adopt the most effective communication strategies.

4.3 Tests and Examinations

1. Tests and exams should be comprehensive and measure students' grasp of material and their ability to apply it in new contexts.
2. Proctoring of tests and examinations is part of the responsibilities of all faculty. Proctors are expected strictly to supervise students throughout the duration of the test or exam.
3. Feedback on tests should be discussed with students.
4. Answer booklets and question sheets of final exams are kept for a period of one year after the date of the final exam, after which they are disposed of.

4.4 Invigilation Policy: Duties and Responsibilities *(updated December 8th, 2016)*

Head Proctor:

1. Receive test papers no later than 45 minutes before the time of the exam from the Controller of Examinations. (Note: If they are bulky, proctors will help the Head Proctor carry them to the exam hall.)
2. Ascertain that proctors monitor the sections assigned by the Level Coordinator. (Note: Head Proctor does not proctor the students; rather he/she is in charge of all other proctors.)
3. Announce start and finish times of the exam, as well as one-hour and two-hour marks for longer exams.
4. Announce that phones are not allowed to be seen and if seen, students will be given a warning.
5. Announce that students are not allowed to share stationery.
6. Make students aware of exam rules and regulations before the commencement of the exam and ensure that proctors make students read the rules given on the front page of the answer sheet and sign it.
7. Explain questions to students ONLY if the instructions are not clear.
8. Ensure that the exam commences and ends at the time specified in the examination schedule.
9. Encourage students to use the restroom PRIOR to the start of the exam and discourage requests during the exam.

10. Permit students to enter and leave the exam hall according to university policy. (Students should not be allowed to enter the exam hall 30 minutes after the commencement of the exam except in the case of the English Listening Exam, for which as soon as the audio commences late students will be denied entry to the exam hall. No extra time is to be allowed for late-comers. Likewise, students should not be allowed to leave the exam hall within the first 30 minutes of the examination.)
11. Fill out the Noteworthy Events and Feedback sections of the Comprehensive Exam Form after the exam, noting comments made by ALL Proctors as well as their own ideas, and deliver it to coordinators on the SAME DAY.

Proctors:

1. Should reach the exam venue 30 minutes prior to the exam. Vigilantly proctor throughout the exam and refrain from relaxing, using mobile devices, or engaging in conversations with other proctors. (Note: Head Proctor will report such instances to the Director.)
2. Guide students to their respective rows as assigned by the Level Coordinator.
3. Check students' university identification cards and take attendance. Attendance sheets are to be countersigned by the Head Proctor. (Note: ONLY Dhofar University ID will be considered as sufficient evidence.) The Proctor must also ensure that students keep their IDs on their desks for the duration of the examination.
4. Visit the sections that they teach to check for imposters 30 minutes after the commencement of the exam. English teachers visit their sections 30 minutes after the commencement of Reading Exam. Proctors (section teachers) must sign in the impersonation box at the bottom of the attendance sheet when they visit their sections.
5. Accompany students to the restroom if the exam is held in a hall. Make sure that the student does not bring extraneous material with them (mobile phones, books, papers, etc.).
6. Record warnings on the attendance sheet. Only after a student receives a red card (under any circumstance) must their information be recorded in the Exam Report Form. These forms are to be kept close to the section proctor.
7. Give up to three verbal warnings to students found cheating. *
8. Bring any disciplinary matter to the notice of the Head Proctor.
9. Refrain from conversation with students.
10. Receive completed answer sheets from the students in the rows they are responsible for. (Note: Proctors may receive answer sheets from students in other rows but should hand them over to the responsible proctor.) Check again students' ID and the name on the answer sheet.
11. Count answer sheets and confirm that the number matches the number of students who sat the exam.
12. Fill out the Exam Report Form and the Exam Record Form on the envelope at the end of the exam and deliver the envelope to the Head Proctor along with answer sheets and attendance sheets.

*Any student involved in cheating (aside from extraneous material cheating) should be warned with a yellow card (Warning 1!) in the first instance. If they repeat the offence, they should be moved to different seat (within the proctor's invigilating area) and an orange card (Warning 2!) will be issued. If they are caught for a third time, they will receive a red card (Warning 3!)

and be referred to the Student Affairs Committee. In reference to extraneous material cheating, proctors should confiscate any extraneous material found with students and issue a special type 2 red card (Warning!). All students accused of cheating should be permitted to continue the examination. Proctors must document warnings on the attendance sheet. Any case that is to go to the Student Affairs Committee must be documented in the Exam Report (see Misconduct Report section).

4.5 Course Files

A file should be kept in the FP for every course offered. Coordinators of each unit and the faculty member who teaches the course in question are responsible for updating the course file at the end of each term.

The course file should contain the following:

1. Course syllabus, study plans, portfolio and samples of supplementary material
2. Faculty teaching schedule and level meeting minutes
3. Exams, their specifications, rubrics, and solutions
4. Class lists with final course grades along with all grades given throughout the term
5. Midterm and final exam booklets of students who scored the highest, lowest, and median grades
6. Proctoring schedules and policy along with exam schedules

4.6 Change of Grade

1. Once grades are posted online, a change of grade is not allowed unless a demonstrable mistake was made in the correction of the final examination or calculation of the grade. If a change of grade would result in a change of the student's academic status, supporting evidence for any change must be presented to the Unit Coordinator and the Director.
2. Students may petition the Director's Office to request a review of their final exam papers in case they have reason to believe that some oversight may have been made in correction or in calculating the course grade. Such petitions must be submitted within one week from the date of posting of course grades. The Director's Office will transmit the petition to the faculty concerned.
3. To change a course grade, the teacher must complete a special form available from the Registrar's Office and submit it to the appropriate coordinator along with supporting evidence. If the coordinator approves the change of grade, he/she will sign the form and give it to the Director for final approval.

4.7 Placement and Exemption Criterion

Students are placed in the appropriate level or exempted from the FP based on their results in the placement tests for English, Mathematics and IT.

1. Placement **criteria** for English

Regular Program		
Remarks	Level	Remarks
0-32	1	

33-42	2	Students who (a) score 50+ on the Cambridge University Online Placement Test (CEPT) or (b) produce either an IELTS certificate with a band of 5.
43-49	3	
50+	Exempt	
Law Program, Education Program, Computer Science Program and Social Work Program		Remarks
0-32	1	Students who (a) score 33+ on the Cambridge University Online Placement Test (CEPT) or (b) produce either an IELTS certificate with a band of 5.
33+	Exempt	

2. Placement **criteria** for Mathematics

Regular Program		
Remarks	Level	Remarks about Exemption
0-39	Pre	Students who score 60+ on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program.
40-49	1	
50-59	2	
60+	Exempt	
Law Program, Education Program, Arabic Program and Social Work Program		Remarks about Exemption
0-49	1	Students who score 50+ on the Moodle-Based Mathematics Placement Test are exempted from the FP's Mathematics program.
50+	Exempt	
Computer Science Program		
0-39	Pre	
40-49	1	
50+	Exempt	

3. Placement **criteria** for IT

Regular Program		
Criterion	Criterion	Criterion
0-49	Pre	Students who (a) score 70+ on the Moodle-based IT Placement Test, (b) provide an International (English) IC3 or (c) provide a Domestic (Arabic) IC3 or any other equivalent certificates AND achieve a 60% score on an in-house IT Challenge Test are exempted from the FP's IT program.
50-59	1	
60-69	2	
70+	Exempt	
Law Program, Education Program, Arabic Program and Social Work Program		Remarks about Exemption
0-59	1	Students who (a) score 60+ on the Moodle-based IT Placement Test, (b) provide an International (English) IC3 or (c) provide a Domestic (Arabic) IC3 or any other equivalent certificates AND achieve a 60% score on an in-house IT Challenge Test are exempted from the FP's IT program.
60+	Exempt	
Computer Science Program		
0-49	Pre	
50-59	1	
60+	Exempt	

4.8 University Policies

All university policies are located in a binder in the Director's or Deputy Director's office. Faculty are encouraged to regularly review these policies. Policies directly related to faculty will be sent electronically in a PDF booklet at the start of each academic year.

Please find below a list of DU Policies:

Academic Policies	Administrative Policies
1.DU-AC-001 Schedule Preparation & Modification Policy 2.DU-AC-002 Academic Staff Teaching Load Policy 3.DU-AC-003 Academic Advising Policy 4.DU-AC-004 Assessment Policy 5.DU-AC-005 Moderation Policy Document 6.DU-AC-006 Examination Policy 7.DU-AC-007 Academic Integrity Policy 8.DU-AC-008 Academic Program Review & Modification Policy 9.DU-AC-009 Learning Support Center Policy	1.DU-AD-001 Policy Management System 2.DU-AD-002 Risk Management Policy 3.DU-AD-003 Entity and Activity Review Policy 4.DU-AD-004 Students' Code of Conduct 5.DU-AD-005 Student Grievance Policy 6.DU-AD-006 Students feedback Policy 7.DU-AD-007 Communication Policy 8.DU-AD-008 Student Clubs Policy 9.DU-AD-009 Student Employment Policy 10.DU-AD-010 Health and Safety Policy
Research Policies	HR Policies
1.DU-RE-001 Consultancy Policy 2.DU-RE-002 Ethics Policy 3.DU-RE-003 Biosafety Policy 4.DU-RE-004 Intellectual Policy 5.DU-RE-005 Research Ethics and Code of Conduct Policy	1.DU-HR-001 Recruitment Policy 2.DU-HR-002 Omanisation Policy 3.DU-HR-003 Staff Induction Policy 4.DU-HR-004 Professional Development Policy 5.DU-HR-005 Incentives and Rewards Policy 6.DU-HR-006 Promotion Policy 7.DU-HR-007 Severance Policy 8.DU-HR-008 Succession Planning policy 9.DU-HR-009 Faculty Appraisal Policy 10.DU-HR-010 Staff Grievance Policy

4.9 University Bylaws

Faculty who would like further details regarding any point referred to here, whether professional, academic or curricular, are advised to refer to the university bylaws or meet the respective Level Coordinator or the Director.

Please note that if there is any contradiction between the FP Faculty handbook and Dhofar University's bylaws, the university's bylaws shall supersede the FP Faculty Handbook.

We wish you a prosperous career and a wonderful academic experience with the FP!