

## **Deanship Foreword**

It is my great honor, while our dear-to-the-heart Sultanate of Oman enjoys a renewed renaissance with vigorous artistic and intellectual activity under the wise leadership of HM Sultan Haitham bin Tarik (May Allah bestow his blessings on him), to join Al Zahra College for Women (ZCW), the oldest private higher education institution in Oman, as its dean.

While the seeds of ZCW were sown by its great founders back in 1999, it is today we reap the best edible fruits of an educational deep-rooted tree with a solid plant axis that develops peerless buds and shoots. Eminently pleasing female persons have since attained degrees from this college, having exactly the talents and skills that enable them to enter the job market. As education has now expanded over all of Oman, the road is still having greater length than what one expects to reach a climax in knowledge which cannot be gained without constantly, regularly, and habitually being engaged in energetic work. Students can only attain the noble ends with the possession of successful knowledge acquisition, critical thinking, and higher thinking skills. The seeds of such skills have long been set and sown in ZCW ground and watered with a stream of pure knowledge that is free from dirt or taint and unmixed with any other matter.

Since it is the students' responsibility to attain knowledge, I would like to seize the opportunity to wholeheartedly call upon all students to devote serious effort and energy. To this end, ZCW has provided with kindly and magnanimous spirit caliber faculty as well as necessary moral and physical infrastructure that is based on sound scientific foundations, taking its origins from our noble teachings of Islam which, from the first day of its inception, has exhorted people to seek knowledge on the first Surah, Iqra, literally means "read" communicated to Prophet Mohammad peace be upon him. However, ZCW is in the process of undergoing radical changes to its academic programs while maintaining, without interruption, cooperation with partners within the Sultanate and beyond, assuring programs quality and conforming to Oman Vision 2040. What distinguishes ZCW from the rest of the private higher education institutions in Oman is that it is the only female college. It is marked by affection, gratitude, cordiality, and sympathy to female students, ensuring that its vision, mission and objectives are fulfilled to always remain a luminous body shining in the sky of Oman. May Almighty Allah bless and invoke divine care for ZCW students.

**Dean of Al Zahra College for Women**

**Dr. Musallam bin Ali bin Salim Al Mani**

## **About the College**

Al Zahra College for Women (ZCW) was established in 1999 by decision No 99/388 issued by the Ministry of Higher Education, Research, and Innovation. Al Zahra College for Women started to operate in February 1999 under the supervision of the Ministry of Higher Education, Research, and Innovation in Oman. The College is affiliated with Al-Ahliyya Amman University (the first private university in Jordan and member of the Arab Private Universities Association).

Al Zahra College for Women is distinguished from its counterparts in that it is an exclusive female college (for Omanis and non- Omanis), and it uses English as a medium of instruction except in the Graphic and Law Departments due to the market needs in the Sultanate of Oman. It is worth mentioning that the College has welcomed to its academic programs a group of students with various special needs (Visual impairment, hearing impairment, and physical disability) and provided them with all facilities they need for their study.

## **ZCW Vision**

Al Zahra College for Women aspires to be a pioneering university college locally, regionally, and internationally, providing a sustainable knowledge-based environment that fosters innovation and creativity, and emerges as the first choice in students' consciousness.

## **ZCW Mission**

Al Zahra College for Women aims to offer high-quality academic programs that prepare qualified students equipped with leadership and entrepreneurship skills, enable them to work autonomously, or engage efficiently in the labor market to contribute positively to the community.

## **ZCW Goals**

- 1- Promoting institutional work
- 2- Enhancing academic standards and quality education
- 3- Developing infrastructure and e-learning services
- 4- Updating academic programs to meet the requirements of community and labor market
- 5- Spreading the culture of entrepreneurship, innovation, and creativity
- 6- Attracting outstanding academic staff by developing recruitment and retention policies
- 7- Adopting academic and research-based initiatives to boost the College reputation and status
- 8- Establishing collaboration with the local, regional, and international communities
- 9- Diversifying the financial resources and maintaining their sustainability

## **ZCW Values**

- 1- Professionalism and Teamwork
- 2- Academic Integrity
- 3- Excellence, Innovation and Creativity
- 4- Transparency and Accountability
- 5- Upholding Ethical Values
- 6- Tolerance and Respect for Other Cultures

## **Location**

Situated in Al-Irfan city, the College's new permanent campus is built following the standards and requirements of the Ministry of Higher Education, Research, and Innovation.

### **Academic Affiliation**

The College is affiliated with Al-Ahliyya Amman University, the first private university in the Hashemite Kingdom of Jordan accredited by the Higher Education Council and works actively besides other higher learning institutes and has strong links with many world universities.

The University, situated in the picturesque Ac-salt area at the outskirts of Amman, (the Capital City) has eight colleges and several centers and provides vast services backed by highly distinguished professionals. The University's campus accommodates a huge student population.

For more information about the University please visit: [www.ammanu.edu.jo](http://www.ammanu.edu.jo)

## Study Fees

100 OMR Admission Fees (Non-refundable)	20 OMR Insurance Fees (Refundable)	35 OMR Graduation Fees (Refundable in case of withdrawal)
Total: 115 OMR		

General Foundation Program		
Level One 623 OMR	Level Two 765 OMR	Level Three 612 OMR
Total: 2000 OMR		

Academic Programs					
Major	Credit Hours Diploma	Credit Hours Bachelor	Tuition Fees per Hour	Diploma Total Tuition Fees	Bachelor Total Tuition Fees
Law	-	126	59 OMR	-	7434 OMR
English Language and Literature	60	120	59 OMR	3540 OMR	7080 OMR
Graphic Design	60	121	65 OMR	3900 OMR	7865 OMR
Interior Design	-	120	65 OMR	-	7800 OMR
Business Administration	60	120	59 OMR	3540 OMR	7080 OMR
Banking and Finance	60	120	59 OMR	3540 OMR	7080 OMR
Computer Sciences	60	120	59 OMR	3540 OMR	7080 OMR
Software Engineering Sciences	-	120	65 OMR	3540 OMR	7800 OMR
English Language and Translation	Credit Hours	Fees per Hour	Total Fees for Bachelor		
	First and Second Year	59 OMR	3540 OMR = 59*60		
	60				

	Third and Fourth Year	65 OMR	3900 OMR = 65*60
	60		

Masters Programs			
Major	Credit Hours	Fees per Hour	Total Fees
MBA	36	150 OMR	5400 OMR = 150*36

**Note:** bridging courses cost 150 per hour.

**All tuition fees for the semester must be paid upon registration and may be divided as the following:**

1. 50% of tuition fees upon registration.
2. 50% of the fees in the middle of the semester.

**Note:** the student will not be able to view her grades unless tuition fees are fully paid.

### New Students Financial Schemes

Self-sponsored students (students studying on their own expense):

1. The student pays a total amount of 155 OMR for registration, insurance, and graduation.
2. Deferment and withdrawal requests will not be granted until all dues are paid.
3. An amount of 55 OMR will be refunded if the student withdrawals for any reason before the beginning of the academic semester.

### Fee Discounts

The college offers fee discounts (only on the study hours) within the allocations approved for this purpose for the following categories:

1. Ministry of Higher Education, Research, and Innovation as per the signed agreement.
2. Orphans (Diploma & Bachelor) 15%.

3. Social Welfare Students (Diploma & Bachelor) 15%.
4. Academically distinct students (Diploma & Bachelor) 50% (the student is given the discount based on her result on the second semester, with the condition that she archives the top rank with distinction).
5. College Shareholders Daughters (Diploma, Bachelor & Masters) 30%.
6. College Staff Daughters (Bachelor & Masters) 50%.
7. College Staff (Bachelor & Masters) 50% (under Article 10 of the college's tuition fees discount laws).
8. Daughters of Armed Forces and Police Employees whose salary is less than 1000 OMR (Diploma & Bachelor) 10%.
9. Daughters of Ex-Militaries whose retirement salaries is less than 700 OMR (Diploma & Bachelor) 10%.

### **Conditions for Granting Study Discounts**

1. Fulfilment of all admission requirements.
2. The student must not be covered by any other grants or additional discounts by the college.
3. If the student is eligible for more than one grant/discount, she is offered the highest.
4. The grant/discount is canceled in case the condition, in which the grant/discount was given to the student, changes.

## **Student Affairs Department**

The Department of Student Affairs at Al-Zahra College for Women is one of the most important departments in the college due to its close relationship with the students. Some of its objectives are forming the students' personalities, integrating them in all aspects and facilitating all the important services they need for university life. This is what makes us all feel the great responsibility and therefore, to do our best to provide the best services and activities for our students in a way that suits their interests and meets their needs. What we ask our dear students to take advantage of is the services offered in the clinic, the cafeteria, the bookshop, and the prayer hall. Additionally, we ask them to participate in the activities, the student advisory council, and student clubs.

### **First: Department Services**

- 1- College clinic: It provides primary health care services for female students.
- 2- Cafeteria: It provides basic and light meals for female students at reasonable prices.
- 3- Bookshop: It provides all the students' needs academically.
- 4- The prayer hall.



## **Second: Student Activities**

Recognizing the importance and role of extracurricular activities in the life of a university student, the Department of Student Affairs implements extracurricular activities in the artistic, cultural, and social fields to develop the talents of various students and allow them to express themselves and develop their personalities. Some of these extracurricular activities are organized on the college campus, and the college administration organizes some activities in cooperation with other institutions. In addition, the college provides the opportunity for its students to represent the college in events organized by other educational institutions or local community institutions. Therefore, it established several student activity groups, namely:

- 1- Cultural Activity Group: It organizes extracurricular activities: cultural, recreational, and social.
- 2- Photography Group: It organizes all events and competitions in the field of photography, whether at the College or the higher educational institutions levels in the Sultanate. It also represents the College in the events organized by other educational or community institutions, in addition to its participation in exhibitions and global competitions.
- 3- Social Activity and Public Service Group: it organizes social activities inside and outside the College in cooperation with other local community institutions.
- 4- Sports Activity Group: It organizes all sports activities in cooperation with other institutions like the Oman Olympic Committee for University Sports, the Oman Olympic Committee for Women's Sports, and some higher education institutions in the Sultanate.
- 5- Student Advisory Council: It consists of students' representative members elected by the College students. The Council is made up of the President, the Deputy President, and General Secretary. The Council has three main committees namely, the Academic Affairs Committee, Student Services Committee and Activities and Initiatives Committee. It operates as a link between the students and the College management. The council functions within the rules and regulations outlined in the College and the Ministry of Higher Education, Research and Innovation. One of its main goals is to inculcate leadership in students and provide them with a platform to express their opinions as well as help them to overcome any challenges they may face. The Council also assists the College in improving the academic and non-academic services, students' initiatives,

constructive feedback communication, and teamwork as well as voluntary activities by the students.

### **Third: Psychological Counseling**

The Department provides psychological, social and educational support to overcome academic difficulties, and to achieve adjustment and compatibility with university life through the provision of many orientation programs, thus, achieving psychological stability and academic compatibility for them. It also contributes to solving the problems related to low achievement and absenteeism. This service helps also to improve general performance and develop various life skills.

### **Fourth: Instructions of Discipline for the Students on Campus**

1. Official Uniform: Commitment to wearing modest dress following the Omani customs and traditions. Anything hiding or obscuring students' identities in the college is forbidden.
2. Students' Behavior: Avoiding any behavior that violates honesty or morals that would harm the reputation of the college or its employees, whether inside or outside the college campus, in any activity or occasion in which the college participates.
3. College facilities: Preserving the college's property and facilities in a way that ensures maximum benefit from them to preserve the public interest, and the cultural and aesthetic appearance of the college.
4. Smoking: Smoking or the use of any type of mental stimulant is strictly prohibited in all college facilities.
5. Respect: There should be mutual respect between students and staff whether inside the classrooms or in the college facilities.
6. Lectures: Attending lectures and practical sessions, not disturbing the study system, and avoiding causing chaos during the organization of student activities.
7. Committees: Refrain from organizing or participating in any committees, associations, or conferences without prior permission from the Student Affairs Department.
8. Mobile Phones: mobile phones shall be turned off during lectures or kept in the silent mode.

9. University card: Obligation to carry the university card on the college campus and to present it if requested.

### **Fifth: Disciplinary Offenses**

1. Violating the rules, regulations and decisions sanctioned by the Management of the College.
2. Personally predetermined or instigating others' absence from classes or any other activity for which participation is mandatory as per the College rules.
3. Cheating or any act that breaches the examinations codes and disturbs the exam process.
4. Committing any disgraceful conduct or offense inside Campus or in any outside function attended by the College that results in dishonoring the College or its employees.
5. Holding or participating in any unlicensed organization that violates the College Bylaws and directives.
6. The use of the College buildings or hostels for other purposes without prior approval of the concerned authority in the College.
7. Distribution of pamphlets or newsletters or collecting signatures or donations without obtaining approval of the concerned authority in the College and misusing such an approval.
8. Vandalism.
9. Violating the rules governing organizing lectures and talks in the College or insulting any academic or administrative staff in the College.
10. Any act of fraud or use of fake documents for any College-related purpose.

### **Sixth: Abide by ZCW policies on academic integrity, Intellectual Property, and scientific research ethics.**

The student must adhere to the policy of the college related to scientific research, including adhering to the policy of scientific research ethics in the event of any research conducted on humans or animals or involving genetic changes.

It must also abide by the intellectual property policy and respect copyright, in addition to adhering to the academic integrity policy, noting that the college adopts a policy of not accepting any plagiarism at all in the academic matter.

## **Seventh: Disciplinary Punishments**

### **A. General punishments:**

1. Warning.
2. Dismissing the student from the lecture room whenever necessary.
3. Banning the student, partially or fully, from attending lectures in the course she is violating.
4. To ban the student for a limited period from utilizing the services of the department or departments in which the offense is committed.
5. To ban the student for a limited period from participating in one or more activities in which the offense is committed.
6. Issuance of warnings: First, Second, and Final.
7. Fine equal to the value of the item(s) damaged.
8. Temporary dismissal from the College for one semester or more.
9. Dismissal from the College.
10. Considering the degree conferment void if fraud/cheating is practiced in the process of its issuance.

### **B. Plagiarism**

1. Non-compliance with the college's research rules and policy.
2. If the student attributes the opinions, writings, ideas, or research of others to herself without following the known methods of citation.
3. Full or partial transfer of any research (whether printed or published in electronic form).
4. Transferring the work of another male or female student (regardless of whether it was transferred from another person).

5. Reuse of any work submitted in another educational institution.
6. One identical work submitted by two students.
7. Granting a student a research paper prepared by another student to consider it her research.
8. Exceeding 20% of similarity in all research submitted by the student for all academic levels.

**B- Examinations Disciplinary Act (Breach of Examinations Code):**

1. If a first-time offender is caught cheating during the examination or test, she will be referred to the Examination Committee in the College and if found guilty the student will fail the course and be given zero.
2. If the student repeats the offense, she will be dismissed from the College at least for one semester, effective from the semester in which she commits the offense and the registration of courses in that semester will be canceled.
3. The third cheating offense shall result in the final dismissal from the College.
4. If the student conspires with peers in cheating of whatsoever type or causes disorderly conduct in the examination hall and fails to adhere to the first warning, the invigilator has the right to expel them from the examination hall.
5. If the cheating case is discovered later and before the publication of the result, the student shall be referred to the unfair means committee.
6. Impersonating in the exam is a serious offense that results in final dismissal from the College.
7. Temporary or final dismissal disqualifies individuals from claiming any tuition fees paid in the semester in which the dismissal decision is made.
8. The articles as hereinabove stated shall be executed after being endorsed by the Disciplinary Committee.

**Note:** It is permissible to combine two or more punishments stipulated in these instructions, and decisions to impose disciplinary punishments are kept in the student's file at the Admission and Registration Department. Moreover, the student's guardian is informed of the punishment as well as the scholarship authority. Any case not mentioned above shall be referred to the College Disciplinary Committee to suggest what is appropriate.

### **Eighth: Investigation and Disciplinary Committees**

1. Students' Disciplinary Committee is formed by the College Council at the beginning of the academic year.
2. The Committee shall continue to perform its duty after the expiry of its term until a new committee is formed.
3. The Committee has the right to avail all the necessary measures to collect and verify information, contact any person for such a purpose and summon the concerned student for hearing.
4. Majority rules in making decisions. However, if the votes tally, the Committee Chair then overrules.

### **Ninth: The Respective Executing Authorities**

1. Academic staff may carry out any of the punishments stipulated hereto in Sections (1 & 2) Article (35-a) given that such a procedure does not bar the student from doing the exam unless the Dean approves that.
2. In addition to what has been mentioned hereinabove (Section a), the concerned Head of Department has the mandate to carry out any of the punishments stated in Article (35) of this Act.
3. The Dean has the mandate to take action as stipulated in sections (1-8) Article (35-a) of this Act.
4. The Student Disciplinary Committee has the right to recommend any of the punishments stipulated in Article (35) based on their consideration of the nature of the offense committed, but the Dean's approval is needed for Sections (9) & (10) of Article (35-a).
5. Board of Trustees has the mandate to take action in accordance with rulings stipulated in Section (15) of Article (35-a) of this Act.

6. The College Council has the mandate to impose punishments stipulated in Section (9) of Article (35-a).

7. No appeal for any disciplinary decision.

### **Important Notes:**

The imposition of the punishments of the Disciplinary Act does not spare offending students from legal actions if the offense committed is a punishable crime by the law.

The Dean has the mandate to act on behalf of the Disciplinary Committee if the situation in the College goes out of control and requires swift action to maintain order and regulate classes. The Dean shall notify later the Disciplinary and fact-finding Committee and College Council of the decision taken.

The Dean, based on the recommendation of the Students Disciplinary Committee, can cancel any of the punishments stipulated in Sections (1,2,3,4,5,6) of Article (35-a) of this Act after one year if the student shows orderly conduct and abides by the College rules and regulations and as such, all the consequences of the action taken before shall be removed. The Dean shall issue the necessary decisions to execute the rules of this Act.

## **Tenth: Training, Career Guidance, and Graduates' Follow-up**

### **First: Field Training.**

#### **Types of Field Training:**

1. Field external training
2. Internal training
3. Training (part of the student's plan)
4. Free training

### **Benefits of Field Training:**

- Assists the student to apply what she has acquired from the theoretical lessons in the classroom, thus increasing the student's ability to excel in her specialization.

- Enables the students to understand their specialization, and this makes them capable of being more creative and innovative.
- Provides an opportunity for students to integrate into the labor market, and to identify the challenges that they may face after graduation.
- Opens doors for the student to search for a job in her field of specialization, as it bridges the gap between what she has studied and what she encounters in the labor market.
- Provides an opportunity to closely see how institutions operate, and to learn how to deal with colleagues and managers.
- Prepares students to accept future challenges, respond to changes and deal with problems that they may encounter in the future.
- Enables privileged students to get a job in a company or an institution in which they got the training.
- Motivates the students to join the labor market without fear or hesitation.
- Allows students to get used to taking job responsibility, abiding by deadlines, and performing all required tasks on time.
- Makes the student able to identify her strengths and weaknesses, and the appropriate ways to strengthen strengths and get rid of weaknesses.
- Boasts students' morale.
- Enables students to acquire various professional skills, such as:

making successful professional relationships with clients	Designing different programs	Communication skills
Interviewing skills	Problem-solving skills	Leadership skills
Persuasion skills	Creativity and initiative skills	Teamwork



## **Second: Career Guidance**

It guides students and graduates to qualify them for the labor market and help them obtain job opportunities through:

- Conducting workshops to familiarize graduates with how to write CVs and ways to conduct personal interviews.
- Coordinating with government and private institutions to set up career and training fairs that serve the graduates.
- Holding specialized workshops to familiarize students with the correct and appropriate ways to look for the right job and take advantage of job opportunities.
- Holding workshops on the skills required to join the labor market and enhance their career awareness before graduation.

## **Third: Graduates' Follow-up**

It reinforces the communication between the college and its graduates through:

- Continuously updating the personal information of the graduates through the form prepared for this purpose and then transferring the data to a central database.
- Holding graduates fair (conduct an annual meeting program that brings together all the graduates on the college campus besides sending invitations to employers to attend).
- Forming a club for graduates.
- Inviting graduates to participate in the college's activities and events.
- Preparing a database on the graduates' employers.
- Measuring employers' satisfaction with the graduates.
- Presenting training and career opportunities for the graduates.

## Technical Support Department

The Technical Support Department is an important part of the College. It provides multiple technological services to students, which contributes to raising the educational level and enabling students to use and access it from their account in the College, which is created immediately for the student when she joins the college.

### Department Services

- Developing the computer systems in the college, raising their efficiency and making maximum use of them in improving the performance of the users in the college.
- Protecting the computer network and ensuring all systems work effectively with high efficiency.
- Computerizing the education and work system in the college and providing the software and the systems to the users.
- Developing the computer network, devices and accessories, and organizing the use of computer services in the college.
- Raising the efficiency of staff and students in the college by providing training courses and specialized technical consultancy.
- Supervising labs: the college provides computer labs equipped with the latest versions of operating systems and applications. There are 7 computer labs, including 2 labs equipped with Apple Macintosh system.

Room Number of Labs	Number	Specifications
207	40	Using Windows operating system and are equipped with all the curricular and educational software
407		
314		
414		
110	30	
Library	22	Equipped with everything that enables the student to view, read and search for the information electronically
109	25	Apple Macintosh Equipped with all graphic design software and interior design software
107		

**College Network:**

The college has a wide range and unlimited wired and wireless networks, to provide students with better ways to access information resources on the local network. Wireless local network solutions allow students to use mobile devices and smartphones to access information and network resources available on the local network such as e-mail, Internet service, the educational system, and download multimedia files.

**Surveillance & Security Cameras**

The college provides surveillance and security cameras on the college campus to ensure the safety of female students and college property. Also, all video surveillance cameras are equipped with advanced features such as night vision technology. These cameras are connected to a special control room.

**College Website**

The website contains a lot of information about the college, its structure, departments and academic programs. In addition, the page contains a section on the advertisements and activities offered by the college. You can access the college's web page via the link <https://zcw.edu.om>

**Educational Gate**

It is a system consisting of several services for students and teachers, including providing the possibility of registering, withdrawing and adding courses, and inquiring about the student's academic status such as grades, absence and attendance, study schedule, study plan, and academic advising. It can be accessed through the Internet, whether from inside or outside the college. Its goal is to facilitate dealing with the academic system and provide the largest amount of information to its users, ensuring that the information is correct, accurate, and constantly updated. It can be accessed through the student's account that is created for her upon joining the college.

**E-mail:**

E-mail is one of the most important, reliable and official means of communication among college departments. It is a means of communication between the student and all the college staff. All related events, activities and advertisements are sent to students via e-mail, so it requires activating the student's account and constantly checking it. The users refer to the technical support department of the college to activate their e-mails.

## **Learning Resources and Library Center**

The Learning Resources Center is the College provider of knowledge as it makes all educational and research services available to all beneficiaries. The center includes a number of books, references, electronic periodicals and other multimedia information. Students can use the research databases (EBSCO – EBRARY – SCOPUS) which are considered one of the biggest international databases, covering all types of journals in the fields of science, humanities and education.

EBSCO database consists of a huge number of scholarly and full-text periodicals. EBRARY is limited to e-books through which students and staff members can browse more than 50,000 titles in all specialization by subscribing to the Amman Al Ahlaiya University website. SCOPUS database has also been added recently to be viewable to all. The center conducts several activities and workshops that primarily aim to spread the culture of reading and scientific research and to develop the student's sense of creativity and contribution, such as the book exhibition that is accompanied by many lectures and workshops on self-development and others.

## **Center Services**

1. Supply the academic programs and scientific research with the necessary learning resources.
2. Provide access to learning resources anywhere.
3. Organize the diverse types of learning resources and develop them to go in line with the college programs.
4. Help enable the college academic staff, employees and students to use the learning resources effectively.
5. Enrich and update the learning recourses continuously.
6. Develop the center's staff skills.

## Admission and Registration

### Admission requirements for academic programs (Diploma / Bachelor)

program	Minimum to apply for the	Degree	Additional information about the program
Interior Design	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Bachelor's	Study language Arabic
Graphic Design	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Bachelor's	
- Software engineering science - Computer science	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Bachelor's	Study language English
- Banking and Finance - Business Management - Accounting	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Bachelor's	
Law	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in the Arabic language -Obtaining (60%) in the English language	Bachelor's	Study language Arabic
English language and translation English language and literature	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in the Arabic language -Obtaining (60%) in the English language	Bachelor's	Study language English
Graphic Design	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Diploma	Study language Arabic
Computer science	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Diploma	Study language English
- Banking and Finance - Business Management - Accounting	-Success in the General Education Diploma with a grade of (60%) -Obtaining (60%) in pure or applied mathematics. -Obtaining (60%) in the English language	Diploma	Study language English
Graphic Design	Success in the General Education Diploma with a grade of (60%)	Diploma / Bachelor's	Study language Arabic Only for students with hearing and speech disabilities

## Enrollment in the Foundation Program before starting the Academic Programs

1. Completion of the Foundation Program is a prerequisite for admission to academic programs
2. The foundation program consists of three academic levels in which the student studies courses that enable her to acquire basic skills in the English language, such as listening, speaking, reading and writing skills, in addition to computer and mathematics skills, according to the standards set by the Ministry of Higher Education, Research and Innovation.
3. Students enrolled in the College sit for placement tests as follows:

Placement tests for different majors		
(Design / Information Technology / Administrative and Financial Sciences / English Language and Literature)		
Type of placement test	Grades and procedures	Note
English language (Listening, reading, writing and speaking skills)	If the student scores 60-69% in the placement test, she will be exempted from studying level one of English language courses in the General Foundation Program	To be exempted from studying English language courses, one must pass the placement tests in the English language or provide proof of English language proficiency by obtaining a score of no less than (5) in the IELTS certificate or its equivalent (500 in the TOEFL certificate) provided that the period of obtaining it does not exceed two years
	If the student scores 70-79% in the placement test, she will be exempted from studying levels one and two of English language courses in the General Foundation Program	
	If the student scores 80% or higher in the placement test, she will sit for an interview to determine whether she will be exempted from studying all English language courses in the General Foundation Program or not	
Computer skills	If the student scores 60% or higher in the placement test, she will be exempted from studying Computer skills (IC3).	To be exempted from studying the course, one must pass a placement test in computer skills or provide proof of proficiency by obtaining an accredited International Computer Driving License (ICDL).
Mathematics	If the student scores 60% or higher in the placement test, she will be exempted from studying the basics of mathematics course and she will sit for another exam (applied or pure mathematics, depending on specialization).	---
Law major		
Computer Skills (IC3)	If the student scores 60% or higher in the placement test, she will be exempted from studying Computer Skills (IC3).	To be exempted from studying the course, one must pass a placement test in computer skills or provide proof of proficiency by obtaining an accredited International Computer Driving License (ICDL).
Mathematics	If the student scores 60% or higher in the placement test, she will be exempted from studying the basics of mathematics course and she will sit for another exam (applied or pure mathematics, depending on the specialization).	---

**Required Documents for Admission:**

1. Original copy of the General Secondary Diploma or its equivalent.
2. Two (2) personal photos.
3. Copy of the I.D card of both sides.
4. Copy of the civil affairs card and passport (for non-Omanis).
5. Copy of the guardian's I.D card or passport.
6. Testimonial of Conduct issued by the last school attended.
7. Copy of the Social Welfare card and the bank account number for the sponsored students.
8. Official undertaking of approval from the employer (if applicant is an employee).

**Admission Requirements for MBA:**

1. A BA degree or its equivalent from a recognized university, with no less than good GPA (68%).
2. The BA should be in the area of specialization or relevant areas.
3. Applicant must have earned a BA as a regular student.
4. Specific number of seats (not more than 20% of the total admission quota) will be allocated to applicants with pass grade under the following conditions:
  - 4.1- Student should study (3) courses from the MBA program (assigned by the Department) during the first semester.
  - 4.2- The (3) courses will be taught to all students admitted in the program.
  - 4.3- Student with pass grade must obtain a minimum of (70%) in each course and the GPA of these three courses must be a minimum of 75% so that the student is considered a regular student in the program.
  - 4.4- If student meets item (4.3), the three courses from her study plan will be credited to her.

- 4.5- If student does not meet item (4.3), she will be dismissed from the program.
5. If applicant holds a BA in a field other than the broad field of specialization, she must study (6) remedial courses. Courses related to the specialization can be equated.
6. Applicants with work experience are given priority.
7. Applicant must submit an IELTS band of (6) or its equivalence as per the MOHE regulations.
8. Applicants for the program are interviewed by the Department postgraduate committee.

**Required Documents for MBA:**

1. Certified copy of BA Certificate
2. Copy of student ID card and passport
3. Copy of guardian ID card
4. (4) personal photos
5. Student transcript
6. TOEFL or IELTS Certificate
7. A written pledge of approval from employer, if applicant is an employee
8. Curriculum Vitae
9. Experience Certificate

**Academic Supervision**

Several departments in the college participate in the task of academic advising: the relevant academic department in which the student studies, the Admission and Registration Department, and the Student Affairs Department; due to the multiplicity of student needs. An academic advisor is appointed for each student since joining the college.



## Study Plans

The study plan consists of the total courses required for the specialization. The student has to pass all courses successfully. Study plans of the BA Program are different from the plans of the diploma program. The Diploma study plans represents 50% of the courses included in the BA program and as stipulated below:

Academic Department	Program	Credit Hours		
		Master	Bachelor	Diploma
English Language	English Language & Literature	-	120	60
	English Language & Translation	-	120	-
Managerial and Financial Sciences	Business Administration	36	120	60
	Accounting	-	120	60
	Banking and Finance	-	120	60
Information Technology	Software Engineering	-	120	-
	Computer Sciences	-	120	60
Design	Graphic Design	-	121	60
	Interior Design	-	120	-
Law	Law	-	126	-

**A study plan is divided into:**

### 1. College Requirements

College Requirements represent a common ground among all programs and they aim at improving the student's communication and expression skills and to enhance her knowledge in different social, human and scientific fields. College requirements comprise (12) credit hours as follows:

**A. College Requirements (9) credit hours as follows:**

Course No.	Course Title	Credit hours
11101	Arabic Language (1)	3
11103	The History of Oman	3
11108	Entrepreneurship	3

**B. Elective Courses: (3) Credit Hours:**

Course No.	Course Title	Credit hours
11102	Arabic Language (2)	3
11105	Contemporary Issues	3
11106	Arab Islamic Civilization	3
11107	Man & Environment	3

**C. Department Requirements**

Academic Department	Program	Max	Min
<b>English Language</b>	English Language & Literature	90	60
	English Language & Translation	90	60
<b>Managerial and Financial Sciences</b>	Business Administration	90	60
	Accounting	90	60
	Banking and Finance	90	60
<b>Information Technology</b>	Software Engineering	90	60
	Computer Sciences	90	60
<b>Design</b>	Graphic Design	90	60
	Interior Design	90	60
<b>Law</b>	Law	118	100

### **Department Specialization Courses**

- a. Elective courses of (3-18) credit hours
- b. Compulsory courses

### **Ancillary courses of (3-6) credit hours**

- a. Each department chooses from the elective courses offered in the other academic departments
- b. Elective courses should be of good relevance to the specialization of the academic department.

### **Free requirements**

The student should study one course (3 credit hours) from the courses offered in other departments.

### **Duration of study and academic load**

1. The academic year consists of two semesters (first and second).
2. The College may offer courses during summer semester which is not considered an academic semester for the purposes of study deferment or issuing an academic warning.
3. The duration of the study for a Diploma degree for the normal student workload is four semesters or two years of study, besides the preparatory year.
4. The duration of the study for a bachelor's degree for the normal student workload is eight semesters or four years of study, besides the preparatory year.
5. The duration of the student's enrollment in the college to get a bachelor's degree in a certain specialization should not exceed seven years excluding the student who transfers her study from one major to another as she will be treated as a new student.
6. The duration of the academic semester is 16 weeks including examinations, while the duration of the summer semester is 8 weeks including examinations.
7. The minimum credit hours studied by a student registered for a Bachelor's degree (academic load) is (12) credit hours, and with the approval of the Dean of the College she can study (9) credit hours only.
8. The student's study load in the college is (18) credit hours per semester as a maximum. The student may take three additional hours in the college if her semester average in the previous semester is not less than (76%) or its equivalent, or if her graduation depends on In addition, with the approval of the Dean, the academic load for the student in the graduation semester may reach (22) credit hours if the added hour is a training hour or a laboratory hour.

9. The maximum academic load for a female student in the summer semester is (9) credit hours, and with the approval of the Dean, the number of hours may be increased to (12) credit hours for graduation purposes.

10. The students enrolled for a bachelor's degree are classified into four levels: the first year, second year, third year and fourth year, besides the preparatory year. The student will be in the level of the second or third or fourth year if she has successfully passed not less than (33, 66, 99).

### **Attendance Policy**

1. Attending classes is compulsory for all courses according to the number of credit hours required in every course in the academic program.

2. The enrolled student is not allowed more than 15% absence of the total hours of a particular course.

3. If the student exceeds the absence percentage mentioned above and fails to present a document to prove her compelling reason or a sick leave that the Dean approves, she will be barred from taking the final exam and she will have to repeat that course. The failure mark in this course will be included in the calculation of the semester and accumulative average for the purposes of issuing an academic warning or termination from the subject program.

4. If the student who missed more than 15% of the total hours of a particular course presented a document to prove her compelling reason or a sick leave that the Dean endorses, she will be considered withdrawn from that course and the Dean will notify the Registration Department accordingly. Withdrawal provisions will be implemented and "withdrawn" will be stated in the student's academic script against that particular course. The students who represent the College in formal local or international activities will not be allowed exceeding 20% absence of the total hours of relevant course(s).

5. Any sick leave should be issued by a medical authority (clinic or doctor) recognized by the college. This medical certificate should be submitted within two weeks from the date of interruption of the student's attendance. In other compulsive cases, the student has to provide a proof of her compulsive excuse within a week from the date of the demise of the reasons for absence.

6. The Dean, Faculty Members, Lecturers and Director of Admission and Registration Department are responsible for the implementation of the provisions of the afore mentioned attendance policy.

### **Registration dates**

Students should register the courses offered by their departments in the first week of the semester. The student will not be allowed to register after two weeks from the beginning of the semester unless she presents a valid excuse (medical or compulsive) that the Dean endorses.

### **Course Add and Drop**

1. Self-sponsored students are allowed to drop and add any course(s) within the first three weeks of the semester, and within the first five weeks of the semester for the scholarship students, while add and drop is possible within three (3) days from the beginning of the summer semester. These dates can be overlooked in the following cases:

- a. Change of specialization.
- b. If student's graduation is expected in the semester she is registering for and the addition or dropping of a particular course is essential to fulfill her graduation requirements.
- c. If a course was cancelled due to the unavailability of a minimum of students enrolled, the student will have to add a course as a replacement.
- d. If the timing of a certain course was changed officially incurring a clash in the student's time table and if a new course was offered after the date of registration and the students wanted to add that course.
- e. If student's accumulative average in the previous semester was 76% or more and she wanted to study (21 credit hours) in the following academic semester.
- f. If the student was under academic warning and she wanted to study a course that might help her increase her accumulative average.

2. Enrolled student (all levels) can withdraw from a course or more in no later than (12) weeks after the start of the first and second academic semester, and the 7th week of the summer semester for all levels incurring financial loss. The word "withdrawn" will be stated in the student's academic script against that particular course(s). This withdrawal will be processed by filling a

special form prepared by the Registration Department and is subject to the Dean's approval and Registrar's endorsement. If the student does not withdraw within the period specified above, she has to comply with the registration of the courses she has taken initially. The number of credit hours after the withdrawal should not be less than the minimum study load which is (9) credit hours as per the present instructions.

3. The student is considered prohibited if her total absence exceeds 15% of the hours prescribed for the course, and the word (prohibited) is recorded in her record.
4. Student's withdrawal from all courses will incur deferment of study provided that she presents an application to the Dean at least two weeks before the final examination of the semester or one week before in the case of summer semester.
5. The Dean will decide about student's appeal to withdraw from all courses after she gets the academic warning (s)
6. All outstanding payments must be made by end of the semester and a receipt will be issued.

### **Admission and Registration Procedures**

The Department of Admission and Registration announces at the beginning of every semester the registration procedures which are as follows:

1. Students must consult their academic advisors before registering any course.
2. Academic advisors check students study plans and assign courses for registration accordingly, and courses are then registered on line by following the link on the College's website.
3. Sponsored students can print their timetables from the College's website after confirming registration.
4. Self-sponsored students can obtain their timetables after paying (30%) of the tuition fees.

### **Registration, add and drop regulations**

Prior to the commencement of a semester, the Department of Admission and Registration announces the beginning of study as well as registration, drop and add regulations of the courses introduced by the academic departments. This announcement shows:

- 1- Date of commencement of study.
- 2- Date and time frame for course registration.

- 3- Date and time frame for add and drop with and without financial loss.
- 4- Date and time frame for course drop with financial loss.
- 5- An academic calendar will be issued annually.

### **Transfer from other universities and colleges**

The College admits students transferring from recognized higher education institutions according to the following:

1. The student's General Secondary School Certificate (or equivalent) average meets the College admission requirements.
2. The student has to be transferring from a full-time regular study.
3. The student has to study no less than 50% of the College study plan of the new desired specialization.
4. Courses studied in the original institution are accredited for college courses if their content shows no less than 75% of the College relevant courses. Original courses credit is transferred to the new credit but is not considered when calculating the student's College cumulative.

### **Change of Major**

1. A student may change specialization within the College if her General Secondary School average (or equivalent) qualifies her to join the new specialization.
2. Applications for changing specializations are made through a special form presented to the Head of the Department of Admission and Registration. Applications have to be approved by the desired department and endorsed by the Dean.
3. When changing specialization, a student may ask for successfully studied course of her previous study plan to be considered in the new plan if they are a part of the new study plan. Marks of such courses are considered in calculating the student's semester average and cumulative.

4. A transferred student is considered a new student in terms of postponement of study, issuance of warning and dismissal from specialization. She has to study the study plan of the new specialization.
5. Sponsored students have to get the approval of the sponsoring party when changing specialization. This has to be done through a special form.

### **Change of grade**

1. Student is allowed to switch from B.A to Diploma after obtaining the College Councils approval.
2. Change of mode of study will clear all previous academic warnings and the highest grades will be counted.

### **Withdrawal from College and resumption of study**

1. Withdrawal from College has to be presented through a special form to the Department of Admission and Registration at least two weeks before the beginning of the final examinations of the semester the student is registered in. The note “Withdrawn from College” is stated in the student’s record and her registration is considered cancelled. In case the withdrawal request is presented during the final examinations of the semester the student is registered in, marks earned in the examined courses are considered while College zero is given to non-examined courses.
2. A withdrawn student can resume study within four years for Bachelor and two years for Diploma of the withdrawal date. The College Council may consider her re-registration in the same specialization. A re-registered student keeps her former academic record (unless she was dismissed from College). She has to fulfill the graduation requirements of the study plan applicable at the time of re-registration. The former period of study is considered in deciding the longest period limit for award of the Bachelor degree.

### **Deferment of study**

1. A student can ask for postponement of study before the beginning of the semester she wants to postpone. She has to present reasons which a relevant College body considers convincing. This is performed by:



- College Dean: if the requested postponement is for one semester. It should not exceed four successive or non-successive semesters.
  - The College Council: if the requested postponement is for more than four semesters, but not more than six successive or non-successive semesters.
2. A student can ask for postponement of study during the period of add and drop in special cases approved by the College Dean.
  3. A new or transferred student can ask for postponement only after studying in a specialization for one semester.
  4. The postponement period is not considered when calculating the longest allowed period for getting the Bachelor degree.
  5. The Head of the Department of Admission and Registration has to be formally informed about the postponement decision issued by the College Dean or the College Council.

## **Tests and evaluation**

**The final mark for each subject is (100 points) and is distributed as follows:**

1. Continuous Semester Assessment: There must be no less than 3 assessment items, equivalent to 60 marks
2. Final exam: 40 marks

Courses of a scientific or research nature are excluded from the previous distributions, according to the nature of the course and what the department determines in this regard.

## **Appeal against course mark and grievances**

A student may ask for reviewing any of her course final marks within a maximum of two weeks from the beginning of the following semester. She has to put forward a grievance letter asking for reviewing marks. The Head of the Department of Admission and Registration has to be officially informed about that. The student pays a fee of one Omani Riyal for each mark review. The College Dean sets up a committee to make sure that there are no unmarked answers, no miscalculation of marks nor any mistake in carrying marks on. The student is informed about the committee's decision within a week after the submission of her appeal.

### Marks and their status

<i>Mark %</i>	<b>Status</b>
85-100	Excellent
76-less than 85	Very Good
less than 76-68	Good
less than 68-60	Satisfactory
less than 60- 50	Weak
less than 50	Fail

### Re-examination opportunities (re-evaluation)

1. Failing courses have to be studied again.
2. A student may re-study a course in which she scored less than 60% to improve her cumulative. The highest mark is entered in the student's record.
3. The mark of a failing compulsory course is entered in the student's record. When such courses are repeated, the student gets the highest mark. But in the case of an elective course, the student may exchange it for a different course and have the previous mark cancelled.
4. In the case of repeating a course, because of failure or any other reason, the hours of such courses are considered part of the hours required for graduation and in calculating the cumulating only once. The student gets the highest mark.

### Academic observation

1. A student is under academic observation if she obtains a cumulative less than (60%) in any semester other than the summer semester.
2. A student is not given academic warning at the end of the first semester of joining the College.
3. A student on warning has to eliminate its effect within a maximum of two terms by raising her cumulative to above (60%).
4. A student continues to be on warning but is not dismissed if she gets a cumulative less than (60%) and more than (59.5%).
5. If the student passes 75% of the study plan, she will pursue specialization.
6. The maximum study load of a student under observation is (9) hours. It can be raised to (12) hours by the head of department's recommendation and the Dean's approval.

7. Cases other than the above, will be dealt with by the College Council within its jurisdiction.
8. The student is notified of the warnings issued via short text messages or emails and they are recorded on the student's page at education gate.
9. Students of provisional cases must attend academic advisory session before registering new courses.

### **Breach of Academic Regulations**

1. A student who does not register or postpone her study in any regular semester by the end of the drop and add period is considered discontinued and her college registration becomes cancelled. An exception is the case of presenting compelling excuses accepted by the concerned body.
2. A student fails a course if it is proved that she has been cheating.

### **Dismissal from the specialization**

1. A student is dismissed from specialization if she scores a cumulative less than 50% in any semester other than the first semester of joining College and the summer semester.
2. A student is dismissed from specialization if she fails to eliminate a warning for two semesters after the time of warning. Exceptions are those who successfully complete 99 credit hours from BA Plan and 45 credit hours from diploma plan have a cumulative ranging between (59.5% - 59.9%). The student should not have exceeded the maximum limit of time for degree award.
3. A student dismissed from specialization can register in the same specialization again, only after cancellation of the former record. She has to register with a new ID number, and there will be no record for the previously studied courses in the specialization that she was dismissed from.
4. Cases other than the above, will be dealt with by the College Council within its jurisdiction.

### **Graduation requirements**

1. Studying within the required period of degree award and not exceeding the maximum period stated in Bachelor or Diploma degree award regulations.
2. Studying the last two semesters in the College and abiding by Bachelor or Diploma degree award regulation.

**Dear student, remember the following:**

- Check that the academic schedule is installed in the admission and registration department and receive it printed from the department.
- Check that your name is on the attendance lists of the courses you have registered.
- Adhere to the dates specified in the academic calendar:
  1. Drop and add
  2. Withdrawing from college
  3. Postponing the study
- Your lack of knowledge of the above procedures results in entitlements.
- Pay your financial dues on the specified dates.
- Check that your information (phone numbers, e-mail, social security card) is updated in the admission and registration department, and refer to the department to inquire about any information related to your academic career.
- Adhere to the students' discipline instructions so that you are not subject to academic violations that would entail legal actions.

**Contact Details**

venue	Phone numbers	emails
Reception	24512888	-
Deanship of the College	24512804	dean.sec@zcw.edu.om
Department of Admission and Registration	24512809	admission@zcw.edu.om
Student Affairs Department	24512898	std_aff@zcw.edu.om

Fax: 24511193 - PO Box: 3365 - Zip Code: 111 - Madinat Al Irfan - Sultanate of Oman

Emails: [www.zcw.edu.om](http://www.zcw.edu.om)      [info@zcw.edu.om](mailto:info@zcw.edu.om)

**We wish you an academic journey flourished with  
excellence, creativity, diligence, and success!**