



SUR UNIVERSITY COLLEGE

Student Handbook Post Graduate Studies

Academic Affiliation:

1-University of Sunderland, UK

2-Ain Shams University, Egypt

September 2017

Sur City, Sultanate of Oman



Sur University College

Postgraduate Studies Student Guide

Table of Contents

Dean's Word	4
Chapter 1- Introduction to Sur University College.....	5
1.A. INTRODUCTION	5
1.B. Location.....	6
1.B.1. The Sur City.....	6
1.B.2. College Campus	6
1.C. Vision and Mission Statements	7
1.C.1. Vision, Mission and Core Values	7
1.C.2. Goals	7
1.C.3. Graduate Attributes	8
1.D. Sur University College Facilities and Services	9
1.D.1. Computer labs	9
1.D.2. Computer and Internet Services.....	9
1.D.3. Restaurant.....	9
1.D.4. Prayer Rooms.....	9
1.D.5. Book Stores	9
1.D.6. Auditorium	10
1.D.7. Medical Clinic	10
1.D.8. Parking Service	10
1.D.9. Academic Tutorial Support:	10
1.D.10. Support for Students with Disabilities	10
1.D.11. Student Representation	10
1.E. Learning Resource Centre	11
1.F. Policies, Rules and Regulations	13
1.F.1. Student Code of Conduct.....	13
1.F.2. Use of Unauthorized Means in Assessments	15
1.F.3. Intellectual Property Rights	17

1.G. Student Grievance	19
1.G.1. Objective	19
1.G.2. Application.....	19
1.G.3. Procedure	20
1.G.4. Appeal Committee and Procedures.....	21
1.H. Department of PG Studies and Research.....	22
1.H.1. Vision, Mission and Objectives.....	22
1.H.2. Department Council.....	23
Chapter 2 –Master of Business Administration (HRM).....	24
2.1. Introduction:.....	24
2.2. Affiliation Partner – University of Sunderland, UK	24
2.3. Program Structure	25
2.4. Study Mode	25
2.5. Program Aims	25
2.6. Program Objectives	26
2.7. Intended Learning Outcomes	26
2.8. Admission Requirements	26
2.9. Fees Structure	29
2.10. Registration and Enrollment	29
2.11. Program Orientation	29
2.12. Study Plan.....	29
2.13. Assessment Procedures	30
Chapter 3: Master of Public AdministrationMBA تخصص إدارة عامة.....	31
3.1 لماذا كلية التجارة – عين شمس	30
3.2 أهداف البرنامج	30
3.3 مميزات البرنامج	30
3.4 اعتماد درجة الماجستير في إدارة الأعمال	31
3.5 الهيكل الأساسي للبرنامج	31
3.6 الإمتحانات	31
3.7 مراحل الدراسة.....	32
3.8 إعداد البحث التطبيقي	33
3.9 إختبار التماثلية لمنع السرقات الأدبية من الرسائل الجامعية.....	33

3.10 متطلبات القبول	33
3.11 قواعد الأعذار	34
3.12 امتحانات التخلفات	35
3.13 الطلبة المحولين للبرنامج من جامعات وكليات أخرى	36
3.14 تفاصيل الرسوم الدراسية	36
3.15 رسوم إختيارية	37
ملحق	38

Dean's Word

Sur University College (SUC), the first private higher education institution in the Al Sharqiyyah region, was founded in 2001 under the supervision of the Ministry of Higher Education in the Sultanate of Oman. The Mission of SUC is the development of human beings and the community as a whole through the enrichment of the educational process by providing professional teaching, research and public service. SUC strives constantly to achieve institutional effectiveness and excellence in teaching through knowledge transfer and the development of professional skills. Its planning and communications are devoted to building services with highest quality and excellence in order to ensure a prosperous community.

SUC is offering diploma and bachelor programs in the field of Business Administration, Information systems & Technology under the academic affiliation of Bond University, Australia. SUC is also offering Mechanical and Architectural programs in Engineering specializations at bachelor level under the affiliation of American University in Cairo, Egypt. All these programs are offered with English as the medium of instruction.

In line with Oman Vision 2020, SUC started its first Master's Program (MBA) in Business Administration (Human Resource Management) as a full-time program under the affiliation with the University of Sunderland in UK. The medium of instructions for this program is English. SUC strives to support the nation to not only to meet its human resource requirements but also for its management.

SUC is offering a Master program in Public Administration since the Fall Semester 2016. The program is affiliated with Ain Shams University in Egypt, for which the medium of instruction is the Arabic language. This program is offered to support the lifelong learning of the student community.

SUC will continue to develop its new strategic plan, a comprehensive quality management system to improve the academic and administrative activities, curriculum based on international practice, appropriate resources and learning support, IT infrastructure and internet connectivity and the recruitment and maintenance of excellent staff. Sur University College provides the University level studies necessary for the preparation of your future endeavours. Our commitment to quality and excellence will help you to become a part of an ever growing potential of learning and employment experiences. As we look forward to our future growth, SUC is planning one day to be Sur University.

Welcome to Sur University College.

Dr. Ali AlJarrah

Dean, Sur University College

Chapter 1- Introduction to Sur University College

1.A. INTRODUCTION



During the beginning of 2001, the founder Sheikh MubarkJumaBahwan submitted the required legal documents to fulfill his vision and dream of establishing a “University College” in the Al-Sharqia Region of the Sultanate. It was licensed and approved by the MoHE to operate in the Al Sharqia Region as a private higher education university college under the Sultanate’s Decree with the name “Sur University College.” The college has also registered as a Limited Liability Company (LLC) in the Oman Trade and Industry of Chamber under an excellent category.

In the first batch which began in Fall Semester 2001, Sur University College admitted nearly 300 students in Information Systems & Technology and Business Administration programs. SUC was initially started with seven classrooms hired 10 faculty members to provide high quality instruction. Due to the rapid growth over the next few years, SUC experienced a tremendous increase in student population which has motivated the founder to begin various departments.

Currently, SUC has the following academic departments: Department of Business Administration, Department of Information Systems and Technology, Department of Engineering and the Foundation Department. The undergraduate programs are offered under the affiliations of Bond University, Australia and American University in Cairo, Egypt. SUC has also established the Department of Postgraduate Studies & Research during 2016 to support the nation in its human resource requirements and to meet Vision 2020. SUC offers two master programs under this department.

SUC strives to continue its adventurous academic journey, through its properly articulated vision, mission and strategic goals to contribute to the development and

improvements of the community in various specializations. Also, SUC endeavors to position itself as one of the best, recognized and reputed higher education institution, not only in Sultanate of Oman but also in the Gulf region.

1.B. Location

1.B.1. The City of Sur



Sur is on the coastal area in the Arabian Sea and about 223km away from the Muscat International Airport. It is a centre for traditional boat building, producing traditional sailing ships like the Dhow. The city has several hotels, restaurants and supermarkets. Sur is a relatively quiet small town. It has two old forts, a marine museum, and a Souk. Sur has great beaches and several interesting things to see and do nearby. For example, turtle watching at Ras Al Hadd is only a 45 km drive along the coast, and the Wahiba Sands (Oman's beautiful desert) is within an hour drive.

1.B.2. College Campus



SUC is located in Sur, the center of the eastern province in Oman. It is the only private college in this region with its distinguished economic and industrial location. SUC is close to the primary hospital in Sur State frequented by gas and fertilizer companies. The new college building is located in Bilad, Sur next to Sur Hospital with a total area over (56000) square meters. The college aims to adopt new initiatives and plans to achieve a continuous improvement in the quality of education services and increase the level of education outputs in different scientific levels.

1.C. Vision and Mission Statements

1.C.1. Vision, Mission and Core Values

Vision Statement:

Sur University College aspires to be one of the most distinguished private institutions in the Sultanate of Oman and beyond, committed to providing socioeconomic transformation through quality education and research in preparing students for the future.

Mission Statement:

Sur University College strives to sustain institutional effectiveness, excellence in teaching, student support services, and professional and research activities to meet national and community goals through developing talented students.

Core Values:

1. Excellence: Ensure a meritorious academic atmosphere.
2. High Quality: Provide an ideal educational environment.
3. Effectiveness: Facilitate efficient education, research and community services.
4. Professional: Produce talented and resourceful experts.
5. Supportive: Maintain an atmosphere conducive to learning.
6. Confidence: Improve self sufficiency in task completion.
7. Competency: Increase abilities to meet global requirements.
8. Preparation for future: Develop successful citizens of the future.

1.C.2. Goals

1. Maintain high standards to be one of the best higher education institutions of the Sultanate of Oman.

2. Contribute to the national priorities via commitment towards excellence and high quality education.
3. Sustain development to meet the expectations of the community.
4. Develop well-rounded students through individual attention.
5. Provide rigorous academic and extra-mural activities.
6. Enrich the environment for both education and professional development.
7. Strengthen students' competencies through academic and research activities.
8. Nurture resourceful and talented students to support the community.
9. Contribute to the interpersonal and intellectual skills of the students to meet international expectations.

1.C.3. Graduate Attributes

Sur University College graduate students could be able to:

Intellectual Skills:

- I1. Understand, analyze and solve the issues through the acquired knowledge
- I2. Design and implement new projects/programmes/ventures appropriate to the requirements.
- I3. Recognize the optimal problem solving technique to the given situation.
- I4. Exercise critical thinking, evaluation and to involve in cutting edge research works to identify solutions to the given problems
- I5. Apply professional ability to undertake and lead a given assignment/task/work with the highest level of integrity to achieve results
- I6. Disseminate the acquired domain skills for greater good of working organization and country

Interpersonal Skills:

- P1. Use effective communication tools to communicate and disseminate organizational knowledge.
- P2. Maintain sophisticated, cultured, honest and ethical conduct
- P3. Respect the social and ethnic diversity and adapt to the culture.
- P4. Preserve highest degree of social interaction and manage work environments.
- P5. Collaborate and work effectively in diverse team to complete the tasks.

Global Perception:

- G1. Integrate with multi-cultural environments and demonstrate highest ability to succeed in complex national to international environments.
- G2. Perform their duties at highest level of ability and integrity, for the nation, community and society.
- G3. Practice independent and collaborative continuous learning and adopt in simple to complex work environments

1.D. Sur University College Facilities and Services

1.D.1. Computer labs

There are 17 computer labs with 30 pcs distributed as follows

- 6 labs are located in the IST Department.
- 8 labs are located in the Foundation Department.
- 2 labs are located in the Business Management Department.
- 4 labs are located in the Engineering Department.

1.D.2. Computer and Internet Services

The college offers the students a free internet service maintained through all labs and more than one 300 hundreds computers. Each student is provided with an e-mail account in order to stay current with policies and procedures and enhancements to services and get updated information about the Registration, timetable, exam schedule etc. An SMS service is also provided to get latest updates of upcoming campus events. Students will have an access to the Internet and email at the SUC. The SUC website, www.suc.edu.om, also has a link to the SUC portal.

1.D.3. Restaurant

The college restaurant provides the students snacks, meals and beverages. The restaurant has two separate floors: one for males and the other for females.

1.D.4. Prayer Rooms

The college provides separate prayer rooms for females and Masjid for males.

1.D.5. Book Stores

The college offers the students all types of text books at cost prices. The text books collection is updated every semester in order to satisfy the students' requirements.



1.D.6. Auditorium

Alafya Theater is a big and well established auditorium with a seating capacity of up to 800 to carry out all different occasions, workshops, conferences, parties and graduation ceremonies.



1.D.7. Medical Clinic

The college has a well equipped medical centre that provides all sort of emergency care and first aid for the students and the staff members.

1.D.8. Parking Service

SUC has a big parking space outside the campus for vehicle parking.



1.D.9. Academic Tutorial Support:

SUC uses “Moodle” as VLE. The students may access to “Moodle” on-campus through <http://moodle.suc.edu.om/>.

1.D.10. Support for Students with Disabilities

SUC has clear vision to support physically challenged students to continue their higher education. SUC provides necessary and sufficient supports to them to pursue their degree in an affluent educational environment. The physically challenged students shall park their vehicle near the academic building wherever it is convenient for them. For this purpose, there is a special entrance near the buildings. All the buildings have the separate sloped (without stairs) path for their movements inside and outside the buildings. All the buildings have lift (elevator) facilities to move to all the floors. All the floors have separate washroom / toilet facilities for the special purpose of physically challenged for both male and female separately. The physically challenged student should be given first preferences to move or use the premises.

1.D.11. Student Representation

A staff student liaison committee is set for the MBA (HRM) programme. It is setup to interact, monitor and understand the requirements of students, thus helping faculty members to deliver as per the requirements in order to achieve the requisite course delivery. This enables the students to express their views and grievances related to the courses and share the same with faculty members through the elected representatives. It also helps the students to have maximum learning experience through continuously interacting with faculty members. This enables the faculty

members to continuously monitor and review delivery methods in order to achieve the requisite course delivery (Refer to Staff – Student Liaison Committee ToR).

1.E. Learning Resource Centre

The “Learning Resources Centre” is considered the heart of SUC and provides learning support services and facilities such as the Library, the Computer Centre and the Language Laboratory. The aim of LRC is to help prepare students to achieve their personal professional goals through higher education.

LRC services

SUC is keen to provide required information services to students through the learning resources center, such as:

- Internet access.
- Circulation.
- Reference services.
- Printing and photo copying for library material.
- Internet search (LRC computer lab)
- Wi-Fi section.
- Discussion rooms reservation.
- Databases searching.
- Online catalogue search.

The library has a security system to prevent the loss of library materials; the students should check out their books at the circulation desk before leaving the library.

Sur University College learning resources centre has 6 group discussion rooms (3 for male, and 3 for female) and an IT lab, and Wi-Fi section available to students in educational and research purposes. These are primarily intended for the use of staff and students of the Sur University College. Other authorized persons may be admitted.

Regulations and User Conduct:

1. The Learning Resource Centre (Library) is normally open from 8:00 a.m. to 8:00 p.m (Sunday to Wednesday). The LRC will open from 8.00 a.m. to 4.00 p.m. on Thursday. To support postgraduate students, the LRC will be open on Saturdays from 8.00 a.m. to 4.00 p.m. It will be opened in other durations based on the prior approval from the higher authorities.

2. The student using the LRC must have a validated SUC ID to check out reserves and books.
3. Conversation and any other behaviour likely to disturb or inconvenience to other users must be avoided in the reading area.
4. Smoking, eating and drinking are forbidden in the Learning Resource Centre.
5. Dropping litter is forbidden in the Learning Resource Centre, the computer labs and the language lab is forbidden.
6. Users must not use mobile phones and other sound equipment
7. Books, equipments and furniture must not be damaged in anyway.
8. Network Internet Services are just for research purposes and must not be used for other reasons.
9. The students can borrow two items at a time for two weeks period and it can be renewed for another week on request.
10. Computer Laptops may be used in the Learning Resource Centre.
11. Students must return all loans to the official by last day of the semester; otherwise college can withhold their degree certificate and marks forms until all loans and any debts have been cleared.
12. Unauthorized removal of a library item shall be regarded as a serious breach of these regulations and the user may be dealt with under college disciplinary procedures. However the head of the Learning Resource Centre shall have the power to impose fine depending on the actual price of the item.
13. Users should not misuse the photocopier machine in the library for illegal photocopies.
14. Fines apply to the overdue materials(100 baisa for each day).
15. Library users must pay the replacement cost of any item issued to them that is lost or damaged while it is in their possession. This replacement costs equal to the triple the price of the original cost of each item.
16. Loans can be renewed for a further period unless it has been requested by another reader.
17. Users are responsible for all books and library materials borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedures have been completed.
18. Discussion rooms are only available for reservation by current SUC students with a valid student ID. To satisfy all students' needs, study rooms may be reserved for a maximum of 2 hours per day. Reservation can be renewed for additional time if no one is waiting for a room. Students are required to return the key to the circulation centre when they finish using the room or the

reservation is expired. If the key is still not returned, a fine of 500 baisa will be charged for each key.

19. Cases and bags may be taken into the library, but the library accepts no responsibility for the loss of any unattended property.
20. Users must inform in writing any changes of address, telephone number and email to the IRC staff.
21. Reference materials are not for issue.

Disciplinary Action

The Manager of Learning Resource Centre (Library) reserves the rights to withdraw library facilities from anyone in breach of any of these rules and regulations. Additionally, anyone found making illegal photocopies, damaging college property, tampering with someone else's property or acting in an abusive or disruptive manner may be reported to the Disciplinary Committee for further necessary actions and decisions for further in for motion, you can visit our webpage on the college website at: <http://suc.edu.om/index.php/en/lrc-c>.

1.F. Policies, Rules and Regulations

1.F.1. Student Code of Conduct

General Misconduct:

The following shall constitute general misconduct:

- i) Any actions that may cause damage to college properties.
- ii) Any violent, indecent, disorderly, threatening, intimidating or offensive behavior or language on the college premises.
- iii) Sexual, ethnic or any other forms of harassment to any SUC student and / or staff or to any visitor thereof.
- iv) Failure to respect the rights of any student or member of staff of the College or any visitor thereof.
- v) Any fraud, deceit, deception or dishonesty in relation to the College, its staff, students or visitors.
- vi) Misuse or stealing of college properties or the property of the staff, students or visitors, including intellectual property.
- vii) Misuse of the learning resource properties, (such as computers, books, etc.)
- viii) Unauthorized use of the college premises, equipments and / or properties.
- ix) Failure to obey the instructions issued by any staff member.
- x) Gambling, sale of raffle, bingo or other tickets or goods, without prior

- permission.
- xi) Destruction, mutilation, alteration or erasure of official documents.
 - xii) Attending the college after the consumption of drugs or alcohol.
 - xiii) Violation of road signs and speed restrictions within the college area.
 - xiv) Parking in undesignated areas of the College.
 - xv) Use of the College telephones without permission.
 - xvi) The use of personal mobile telephone or other communication devices, during the class or in the Learning Resources Centre.
 - xvii) Making false allegation or propaganda against staff, students or visitors of the college.
 - xviii) Making false claims relating to the causes adversely affecting the performance of an assessment.
 - xix) Acts of incitement to breach the Statutes, Ordinances, Regulations, Policies, Codes or By-Laws of the College.

Academic Misconduct:

- i) Unauthorized use of materials during the assessment
- ii) Any actions which come under the cheating policy.
- iii) Any actions which leads to plagiarism.

Gross Misconduct:

Serious misconducts which shall give strong grounds of immediate expulsion from the college.

- i) Conviction by a court law for any criminal offences.
- ii) Use of tools, weapons or sharp objects to threaten, frighten, fight or assault any students and / or staff members of the college, its visitors or members of the public in the college.
- iii) Breach of College Ordinances, Rules and Regulations, Policies, Codes or By-Laws in any of the cases.
- iv) Forgery of any testimonials.
- v) Three written warnings in one academic year for general misconduct under Article 5 of the regulations.
- vi) Two written warnings for academic misconduct under the Article 6 of the regulations.

Punishments

1. Oral warning.

2. Forbid a student to attend some classes of a subject.
3. Forbid a student to attend all classes of a subject.
4. First written warning.
5. Second written warning.
6. Third written warning.
7. Final written warning.
8. Cancel registration in one or more subjects.
9. Suspend for a specified period of no more than one academic year. In either case, the College shall not refund any fee paid by the student.
10. Expel from the college.
11. Cancel awarding a degree if there is forging or fraud.

1.F.2. Use of Unauthorized Means in Assessments

Plagiarism Policy

The following actions are considered as plagiarism but not limited to, according to the College regulations:

- 1) Intentional or unintentional use of other's words.
- 2) Use of any quotes or phrases of any other author.
- 3) Use of part or full published or unpublished articles of other author (s).
- 4) Submission of other's works.
- 5) Copying others spoken or written words by any means.
- 6) Paraphrasing others ideas or opinions.
- 7) Quotation of examples given or spoken by others.
- 8) Exercise of statistical tables, values and facts done by others.
- 9) Use of graphs and drawings developed by others.
- 10) Mere translation of others views and ideas.
- 11) Rephrasing others ideas, works and views.

Avoiding Plagiarism

- 1) Proper references, acknowledgements and credits to each use of others' works.
- 2) Annotations on statistical tables, graphs and drawings.
- 3) Citations and / or footnotes wherever required
- 4) Defining the sources of data and information.
- 5) Providing bibliography.
- 6) Appropriate source references, cross references and content references.

Referencing Methods:

Any of the following suggested referencing method / style shall be followed.

- 1) APA Referencing Method
- 2) Harvard Referencing Method
- 3) British Standard Method
- 4) Parenthetical Referencing Method
- 5) MLA Referencing Style
- 6) Vancouver Referencing Style
- 7) AIP Referencing Style
- 8) Chicago Referencing Style
- 9) IEEE Referencing Style

Actions / Punishments / Penalties:

- 1) A student caught with plagiarism first time shall be given a warning and “Zero” in the particular work.
- 2) If the student is found guilty for the second time, he/she shall be given “Fail” in the course and shall not be allowed to write / enter any other assessments.
- 3) A student found guilty more than two times shall be given “Fail” in the semester.
- 4) If the student repeats the same fault again shall be suspended from the college not more than one academic year.
- 5) The affiliate university rules on such plagiarism shall also be applied.

Cheating Policy

The following actions, not limited to the listed, during any examinations or assessments shall be considered as cheating

- i) Use of any unauthorized assistance in any assessment including assignments, quizzes, tests and examinations.
- ii) Copying from any sources in any assessments.
- iii) Impersonation in any assessments.
- iv) Proxy in the class attendance.
- v) Doing another student’s formal assessment work.
- vi) Substituting others for any of the purposes.
- vii) Copying from another student’s coursework.
- viii) Using any unauthorized materials including the use of text, voice, hard and soft copies or any media in an examination.

- ix) Depending on any unauthorized sources beyond those authorized by the tutor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- x) Acquisition or stealing of tests or other academic material belonging to a member of the College.
- xi) Using any form of unfair means to gain advantage in any assessment.
- xii) Helping or allowing other students to copy from the coursework or examination.
- xiii) Acting dishonestly, before, during and / or after the assessment to help other candidate to gain unauthorized advantage in the assessment.
- xiv) Giving unauthorized assistance to other candidate in the assessment.

Action / Punishment:

The student found guilty by any one of the above shall be punished as follows by the disciplinary committee:

Internal Assessments:

- i) If any student found guilty for the first time in any internal assessments like quizzes, tests, assignments and examinations shall be given "Zero" in the particular section of the assessment with a written warning.
- ii) If a student attempts to cheat again, shall be given "Zero" in the subject and shall not be allowed to enter final examination. In this case, transcript shall be mentioned "F - Fail". The fees paid by the student shall not be repaid or adjusted. A second written warning letter shall be issued with a copy to the sponsor stating the proper reasons and disciplinary actions taken.
- iii) If a student cheats or attempts to cheat again after the second warning, shall be dismissed temporarily from the college.

Final Examination:

- i) If a student is caught for any of the above cheating reasons in the final examination shall not be allowed to write the examination further. "F - Fail" shall be mentioned in the transcript in the particular subject.
- ii) If a student is caught for the second time, he / she shall be given "F- Fail" for all the courses for the running semester and be suspended from the following semester.
- iii) If a student has been already punished once in an internal assessment for

- cheating and has been caught in the final examination shall be given “F – Fail” for all courses in the running semester.
- iv) If a student cheats or attempts to cheat again after the above cases, s/he shall be dismissed from the college.
 - v) In all the above cases, a written warning shall be issued to the individual and to the sponsor if any.

Punishment Procedure:

- i) If a student is caught cheating or attempting to cheat, the invigilator or teacher shall write an incident report;
- ii) The above report shall be forwarded to the disciplinary committee chaired by the Assistant Dean. The committee shall investigate the case and make appropriate recommendation;
- iii) The recommendation shall be submitted to the Dean for appropriate decision.
- iv) The student shall be informed about the decision and will have an option to appeal.
- v) The course instructor, the Ministry of Higher Education and the sponsors shall be informed about the decision and shall be announced on the notice board.

1.F.3. Intellectual Property Rights

The college strives to recognize the intellectual properties of the creators and inventors. The intellectual property includes copyrights, patents, designs, patterns, trade secrets, trademarks and any other intangible assets that have the value to the owner. The college prohibits the disclosure of any trade secrets to anyone through any means.

Violations

The following actions are considered as the violations according to international code of conduct. These violations are considered as “Criminal Offence”.

1. **Copyright Violation:** Using copyrighted materials or works without proper permission from the owner.
2. **Patent Violation:** Using or modifying any patented invention without permission from the patent holder.
3. **Trademark Violation:** Using others trademarks or generating similar resembling trademarks or creating trademarks that confuse others.

4. *Self Plagiarism*: Publishing own research ideas in various journals and conferences, publishing conference paper without making substantial amount of updates (at least 30%) and citing own phrases without proper references.

Apart from these, any other infringements considered as intellectual property violation internally, are strictly considered for penalizing.

Punishments

1. The violators will be treated as criminal lawbreakers and punished according to national laws suggested by the criminal courts.
2. In any of the cases, the researcher will be under watch for at least two more publications. All his works need to be monitored through a committee.
3. In any of the cases, whether the violation is detected immediately or revealed in later stages, the research funds provided by the college for publication and presentation purposes shall be taken back by the college.
4. In any of the cases, the Dean has the power to terminate the contract or studies with immediate effects.

1.G. Student Grievance

The Students Grievances Committee in SUC is consisting of the following:

- Chairperson: The Assistant Dean for Students Affairs
- Member: The Registrar
- Manager for Students Affairs
- Member Secretary: A faculty appointed by the Dean
- Member: A student representative

1.G.1. Objective

To help the students with any sort of grievance against any services provided by the College within the limits to the terms and conditions accepted at the time of admission, student grievance committee is formed. A student with grievance or complaint shall approach the Chairman or the Member of the Students Grievance Committee for redress.

1.G.2. Application

All the services provided by the college as per the contract of admission into a course and the services that the college is bound to provide as per the mandates and instructions of the Ministry of Higher Education and the directions offered by the

affiliates come under the purview of this Students Grievance Committee which normally includes:

- a. Teaching, learning assistance and other teaching/learning related services;
- b. Books, notes, teaching /learning materials and other equipment supplied by the college for which the students have paid ;
- c. Any administrative matter connected with teaching / learning / assessments;
- d. Any inadequacy of service or lack of support & service related to academic activities like library and laboratory facilities;
- e. Any co-curricular activities and related services like sports, games and extra-curricular activities;
- f. Any non-academic activities related to students welfare such as cafeteria, transport, medical facilities and accommodation / hostel facilities for which the students have paid.

1.G.3. Procedure

Oral Complaint:

If a student finds that any service mentioned above and offered by/at the college is not up to the marks specified in the terms and conditions or inadequate or causes concern, he or she shall approach the chairman of the Grievance Committee in person and discuss the issue of concern and seek redress. The chairman of the committee, on hearing such complaint from the student shall ask the academic /administrative staff concerned to look into the matter and for proper remedy. This oral procedure is for immediate actions and redress of the grievance.

Written Complaint:

In the following cases, a written complaint shall be submitted to the committee:

1. The chairman of the committee feels that it is necessary that the complaint should be given in writing or
2. The redress provided after the oral complaint is not to his/her satisfaction.

Procedure:

The following procedure shall be followed on receiving the written complaints:

1. The chairman of the committee makes a photocopy of the complaint and gives it with his dated signature to the complainant as receipt for having received the written complaint.
2. The committee shall meet with the complainant to discuss the issue raised and clarify any misunderstandings.

3. The Chairman of the Committee shall take necessary steps to make required enquiries with the staff concerned and orders for necessary redress to the full satisfaction of the complainant within the rules and regulations of the college.
4. In case of any inevitability, the committee shall make as many number of times to redress the issue.
5. The committee chairman shall call in the staff concerned to the meeting to avoid any unnecessary delay in redressing.
6. The complainant shall be informed about the redress made against the grievance, if required in writing.
7. All the complaints should be redressed within five working days from the date of receipt of the complaints.

Students Grievance Committee

The committee shall meet the students on a pre-announced date and hear the students' grievances. The chairperson of the committee calls the students in person individually or asks them to speak out their grievances in open and in an orderly way. All the complaints shall be registered in a register in the normal way. In the next meeting of the committee, the chairman/member shall make a presentation of the grievances received in the last meeting and the redress arranged there on.

1.G.4. Appeal Committee and Procedures

A student shall appeal to the decisions / redress given by the Students Grievance Committee to the Appeal Committee. The student shall approach the Appeal Committee in the following circumstances:

1. If the complainant feels that redress arranged by the chairman of the committee is not adequate or not satisfactory
2. The redress not to the expected norms and regulations.

Appeal Committee:

The following persons shall be made as the members of Appeal Committee:

- Dean – The Chairperson of the committee
- The Registrar – Member & Secretary
- One Student Representative – Member
- Two Staff Members of the College
- Mostly, it is preferred that the members of the Appeal Committee shall be other than those in the Student's Grievance Committee except for the registration.

Appeal Procedure:

1. The appeal shall be made within five working days from the date of receipt of the information of the redress arranged by the Chairman of the Committee.
2. The affiliate Authority Committee will conduct a fresh enquiry and gives its final solution within five working days from the date of receipt of the appeal.
3. The decision taken by the Affiliate Authority, the Dean, shall be considered as final.

1.H. Department of PG Studies and Research

The Department of Postgraduate Studies and Research is a state-of-the-art graduate education, research and consultancy. The department shall operate well in alignment with the strategic goals of SUC. Further, the department will enhance the academic as well as state-of-the-art research direction.

The Department of Postgraduate Studies and Research shall strive to provide an efficient and effective environment for open and meaningful discussion, and that the students feel that their opinions are well received and valued. The Department shall undertake the responsibility to identify and highlight those issues for discussion that engage the students into a collective and constructive learning process.

1.H.1. Vision, Mission and Objectives**Vision:**

The Department of Postgraduate Studies and Research shall thrive on state-of-the-art teaching and research

Mission:

The department will promote effective and efficient delivery of world-class research programs as well as rich education experience for the students. The department will be responsible for designing and delivering Postgraduate Taught Courses and Research programs for the betterment of the students and the society at large.

Objectives:

1. To facilitate the development and provision of Postgraduate education.
2. To establish and develop state-of-the-art research centre.
3. To promote a culture of a mix of Postgraduate Studies and research that would lead to a position where SUC will be in a position to provide consultancy to various public and private sector organizations.

4. To heighten the quality of graduate-level research education and the student experience for their Postgraduate studies.
5. To engage world-class academics and faculty members in enhancing the quality of Postgraduate Studies and Research Programs.

1.H.2. Department Council

The council shall be responsible for:

1. Promoting excellence in the development of Postgraduate students.
2. Improving the overall operation of the graduate-level research programs.
3. Make recommendations that would be relevant with the strategic goals of SUC as a higher education institution (HEI) especially relating with particular regulations and/or policies.
4. Support the development of a Thematic Graduate Research Program (GRP).
5. Support and foster the significance of Research and Innovation.
6. Support the design and development of a well-structured graduate-level research program.
7. Monitor the progress of Postgraduate students.
8. Approve the appointment of supervisors for research students.
9. Appoint a committee that will consider and deal with matters such as induction of transfer students from other institutes etc.
10. Appoint world-class doctoral panels.
11. If feasible, find and involve world-class researchers and scientists to be a part of the doctoral panel as external reviewers.
12. Form a Review Committee for Postgraduate students to look into various matters such as special requests, reviews, unexpected circumstances etc.
13. Ensure that the Postgraduate Studies and Research Department operates and provides taught courses and research facilities in accordance with the regulations and policies as set by the Ministry of Higher Education and the Academic Board of SUC.
14. Monitor and keep a track of teaching progress as well as students' completion rates.
15. Maintain appropriate links with the Undergraduate and Postgraduate program coordinators so as to maintain a coherent Teaching and Learning Strategy.
16. Explore external research funding opportunities.
17. Explore venues for internal funding resources.

18. Aim to identify intra-institutional research partnerships.
19. To clearly specify the requirements for, and to receive reports from the Directors of the Postgraduate Studies and Research Program in order to identify key performance indicators.

Chapter 2 –Master of Business Administration (HRM)¹

2.1. Introduction:

The Master of Business Administration (MBA) programme is a postgraduate degree aimed at helping participants to become capable and competent managers in a range of organisations operating within an increasingly international setting. The programme is modular in design and covers all of the main areas of management within a balanced curriculum. The programme will enhance participants' knowledge, develop their management skills and potential and provide an environment where students can learn from each other as well as from the teaching staff. It is particularly designed to develop a range of conceptual and analytical skills for dealing with a variety of practical management problems of an operational and strategic nature.

2.2. Affiliation Partner – University of Sunderland, UK

The University of Sunderland has been providing higher education in the city since 1901. The key to this longevity is its ability to adapt to change - something that former Education Secretary Estelle Morris highlights:



"The University is extremely good at adapting- constantly seizing new agendas and changing with society...when new ideas are announced academia trails in their wake, taking too long to adjust but Sunderland takes its opportunities and leads the field."

¹For further details refer to *University of Sunderland Student Handbook*

This approach has led to many awards and the college is regularly asked to pilot new Government initiatives and projects. The college is proud to be one the best 'new' universities in the UK for the overall quality, quantity and range of research. These links with business and industry are also strong. The college has close working relationships with some of the world's leading blue-chip companies.

2.3. Program Structure

The Programme comprises of 180 credit points. Credit points are broken down into units of study, which equate to a certain amount of learning and study requirements. The studying duration is 36 credit hours (equivalent to 180 UK credits). Each credit point equates to approximately 10 hours of learning and study time, which should help you to plan the time you spend on the programme. Each Unit of study has an assessment attached and this must be successfully completed before the award of MBA can be made by the Assessment Board. The modules have been designed to be studied consecutively, or in sequence. The Dissertation will be concluded at the end of the programme.

2.4. Study Mode

The study mode is full time (12 Credit Hours / Semester) or part time (6 Credit Hours / Semester). The classes are offered either in the evening or weekend based on the number of students registered and admitted to the programme at the particular semester.

2.5. Program Aims

The aims of the MBA programme are to:

- Provide opportunities for students to develop their management knowledge, competence and problem solving ability in a manner that will significantly enhance their capability to function as managers at a senior level within a wide range of commercial and not-for-profit organisations and functions.
- Provide knowledge of international management and of different cultures; an awareness and understanding of issues that affect organisational effectiveness in different parts of the world and an international perspective on issues of strategic significance.
- Develop managers who can improve organisational performance and bring about change within their organisations.

2.6. Program Objectives

The MBA (HRM) emphasizes on:

- Developing the participants' awareness and understanding of contemporary business concepts and models and how those concepts and models may be applied to the solution of complex business problems within and across business functions.
- Developing the skills of participants so that their employment potential is enhanced across different business sectors and in a range of management roles
- Enhancing awareness of how interpersonal and cross-cultural factors and perspectives affect decision-making.
- Promoting a critical and reflective approach to the solution of business problems
- Assisting participants with their current and future personal development

2.7. Intended Learning Outcomes

Knowledge and Understanding	On completion of the program, the graduates should be able to:
	K1 Demonstrate a broad range of management knowledge and an integrated view of management practice.
	K2 Employ a comparative conceptual framework, informed by current research and practice, to analyse and appraise management ideas and philosophies.
	K3 Understand the theoretical perspectives, concepts and issues involved in managing people and organisations
	K4 Apply knowledge, interventions and analytical techniques to formulate innovative solutions to complex business problems.
	K5 Appraise the development of appropriate business policies and strategies within a changing context to meet stakeholder interests.
	K6 Understand the processes available to collect information and synthesise it into an appropriate form to evaluate decision alternatives.
	K7 Evaluate and monitor the success or failure of the medium/long term business mission, objectives and policies of an organisation.
	K8 Develop systems for the enhancement of organisational performance, and business processes, and for appropriate organisational

	<p>development.</p> <p>K9 Evaluate the impact of contextual forces on organisations including ethical, economic, environmental, social and technological change issues.</p> <p>K10 Compare the use and limitations of a range of research methods / techniques, both qualitative and quantitative, and an understanding of their strengths and weaknesses for providing information and evaluating options.</p>
Subject Specific Skills	<p>On completion of the program, the graduates should be able to:</p> <p>S1 Demonstrate a broad range of management skills and an integrated view of management practice.</p> <p>S2 Critically evaluate the process of management in a range of enterprises in diverse business environments.</p> <p>S3 Demonstrate effective communication using a range of media, including the preparation of business reports</p> <p>S4 Set up collaborative and consultative working relationships and demonstrate the ability to reflect on and to enhance his/her learning from practice and experience.</p> <p>S5 Critically evaluate how strategic decision-making enables an organisation to relate to its markets, resources, objectives and environment.</p> <p>S6 Analyse and appraise the skill repertoires and personal competencies required to provide effective and creative management across cultural and international boundaries in pursuit of competitive advantage.</p> <p>S7 Demonstrate skills in the planning and management of organisational change using a cross-disciplinary perspective.</p> <p>S8 Demonstrate critical thinking skills and the ability to conduct research into business and management issues</p> <p>S9 Demonstrate problem solving and decision making skills to provide effective solutions to business problems.</p> <p>S10 Critically evaluate and apply appropriate personnel and development approaches to enhance organisational, group and individual performance.</p>
Interpersonal Skills	<p>On completion of the program, the graduates should be able to:</p> <ol style="list-style-type: none"> 1) Communicate clearly in speech, writing and other appropriate modes of expression 2) Argue rationally and draw independent conclusions based on a rigorous analytical and critical approach to data and argument 3) Propound balanced arguments which underpin sound judgement

	4) Be sensitive to people from other cultures in a team working environment
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2.8. Admission Requirements

The MBA_HRM admission criteria are set as follows:

A. Bachelor Degree Holders:

1. Bachelor degree or equivalent with accumulative GPA 2.5 out of 4.
2. People with relevant experience or professional qualification equivalent to honors degree.
3. Foreign degrees should be equalized by the MoHE authority in Oman.
4. IELTS 6.0 or equivalent or passing the internal English placement exam conducted by University of Sunderland.
5. Experience in the year of admission.
6. No objection letter from the employer to join the program if employed (for Omani Only).

B. Diploma Holders.

1. Two years (or 60 Credit Hours) Diploma/ Higher Diploma degree or equivalent with accumulative GPA 2.5 out of 4.
2. Foreign degrees should be equalized by the MoHE authority in Oman.
3. IELTS 6.0 or equivalent or passing the internal English placement exam conducted by University of Sunderland.
4. Minimum 6 years of experience related to the field of study prior to admission.
5. No objection letter from the employer to join the program if employed (for Omani Only).
6. Minimum 3 training certificates.
7. The Applicant must be 25 years age or above at the time of admission.

C. Documents Required:

1. General Secondary Certificate.
2. Original Bachelor or Diploma Certificates.
3. Original Transcripts.
4. Training certificates (for Diploma Holders)
5. The experience certificates.
6. No objection letter from the employer if employed (Omani Only).

7. ID or passport copy.

2.9. Fees Structure

The fees structure for the MBA – HRM is as stated below:

Program	Registration Fees	Program Fees	Fees per semester	Study period
MASTER IN BUSINESS ADMINISTRATION (MBA-HRM)	150 OR	6300 OR	2100 OR	3 semesters

The Registration fees is non refundable. The students shall pay their fees at installments after the approval from the management. The repayment of any fees paid will be based on the rules and regulations set by University of Sunderland.

2.10. Registration and Enrollment

The students are admitted twice a year: September and January of every year. The prospective students shall approach the registration department during the working days. The required documents are collected from the students and uploaded to University of Sunderland in their confluence site for the approval. After the scrutinization, the final approval is given by the affiliate. The approved students will be given with an initial offer letter for their admission processes. The student shall join at the study center (SUC) after completing all other formalities.

2.11. Program Orientation

The University of Sunderland team visits after the admission period for providing required and necessary orientations to the newly joined students. During this orientation program, the UoS members conduct various meetings, seminars and workshops to provide necessary and sufficient ideas about the programme. The study center has a program coordinator who will be responsible for smooth conduction the program at the study center (SUC), and provide necessary guidance to the students during their studies at SUC. During the study period, the module leaders at UoS, in conjunction with module tutors at SUC, conducts orientation for students online related to each module and its assessments.

2.12. Study Plan

From the following, four (4) modules (12 Credit Hours – 600 Study Hours) are offered at each semester. During the final semester the student will study MBA Dissertation which constitutes “Research Methodology” course and the individual discussion with the supervisors.

MODULE	MODULE CODE	STUDY HOURS	CREDITS	ASSESSMENT
Financial Management and Control	PGBM01	150	15	Assignment
Managing and Leading People	PGBM02	150	15	Assignment
Operations Management	PGBM03	150	15	Assignment
International Business Environment	PGBM04	150	15	Assignment
Marketing Management	PGBM15	150	15	Assignment
Global Corporate Strategy	PGBM16	150	15	Assignment
Managing Innovation & Technology	PGBM108	150	15	Assignment
MBA Dissertation	PGBM73	600	60	100% Dissertation
Option	*			

* Select One Option from list below:-

PGBM18 International Human Resource Management

PGBM47 Organisation Development and Change

2.13. Assessment Procedures

There are three assessment opportunities each year in January, May and September. The students will be provided with a teaching and assessment schedule during their induction to the programme. Module leaders at the UoS write assessment papers for all modules at each of the three periods. A breakdown of the assessment methods for each module can be found in the module and programme section of this handbook. Marking and moderation is undertaken at the UoS. The Assessment of

students is conducted in accordance with the Postgraduate Regulations of UoS. The minimum marks required to pass a module is 40%.

The student will have a maximum of four attempts to pass a module. If the student is required to re-take a module the fee will be charged pro rata per module. The maximum mark obtainable if the re-assessment is referred work (at the 2nd, 3rd or 4th attempt) is a pass at 40%. Where the re-assessment is deferred work the mark stands, but this would follow acceptance of mitigation.

Chapter 3: Master of Public Administration

برنامج الماجستير في إدارة الأعمال (MBA) تخصص الإدارة العامة

1.1 لماذا كلية التجارة - جامعة عين شمس؟

- تعتبر كلية التجارة - جامعة عين شمس إحدى الكليات العلمية العريقة بجامعة عين شمس حيث تتميز بأساتذتها ذوى السمعة الدولية المرموقة وبالمقررات التى تدرسها فى مرحلة البكالوريوس وفى مرحلة الدراسات العليا. ومنذ نشأة الكلية واعداد خريجيه المتميزين يتزايد عام بعد عام واصبح لها مكانتهم فى بيئة الاعمال لما يتصفوا به من تأهيل علمومهنى اكتسبوه من خلال دراستهم بالكلية بالاضافة الى سمعتهم الرنانة فى السوق المصرى والدولى.
- يتميز قطاع التعليم فى مرحلة الدراسات العليا بالكلية بتنوع الدرجات العلمية التى يقدمها، فهناك العديد من الدبلومات التى تغطى مختلف أنشطة الأعمال فضلا عن درجات الماجستير والدكتوراة الأكاديمية والمهنية التى تقدمها الكلية.
- تتميز كلية التجارة - جامعة عين شمس بأساتذة أكاديميين حاصلين على درجاتهم العلمية من أكبر جامعات العالم بالإضافة الي تواجدهم في السوق كمهنيين يمارسون تخصصاتهم الأكاديمية بشكل تطبيقي.
- يستعين البرنامج بأساتذة متخصصين في مجالات التخصص من القطاع الطبوقطاع اللوجستيات.

1.2 أهداف البرنامج :

تقدم كلية صور الجامعية برنامج ماجستير إدارة الأعمال تخصص إدارة عامة بالتعاون مع جامعة عين شمس ويحصل الطالب على شهادة ماجستير MBA فى تخصص الإدارة العامة ويهدف البرنامج إلى :

1.3 مميزات البرنامج:

- يلبى إحتياجات سوق العمل من حيث تنوع التخصصات المطلوبة، كما يلبى رغبات الدارسين على إختلاف تخصصاتهم العلمية.
- يركز تصميم المقررات على الرصانة العلمية مما يساعد على إكتساب الطلاب المهارات العلمية والعلمية.
- يتبنى البرنامج أحدث أساليب التدريس والتواصل مع الدارسين بما يحقق التفاعل الكامل بين المشاركين فى المقرر الدراسى.
- يقدم البرنامج باللغة العربية.

1.4 إعتداد درجة الماجستير فى إدارة الأعمال MBA:

- يحصل الخريج من برنامج الماجستير على شهادة معتمدة فى إدارة الأعمال تخصص إدارة عامة من جامعة عين شمس.

1.5 الهيكل الاساسى للبرنامج :

- مدة الدراسة تتراوح ما بين سنتين دراسيتين (الحد الأدنى) إلى أربع سنوات (الحد الأقصى).
- عدد الساعات المعتمدة للبرنامج يساوى (46) ساعة معتمدة، تتكون من (36) ساعة معتمدة للمقررات الدراسية الأساسية والإختيارية و(10) ساعات معتمدة للبحث المحكم.
- تقديم بحث فى موضوعات التخصص لإدارة الأعمال مع إجتياز امتحان لجنة الحكم على البحث التى تشكل من التخصصات المختلفة بكلية التجارة – جامعة عين شمس وكلية صور الجامعية.

1.6 الإمتحانات:

- الإمتحان تحريرياً فى جميع المواد الأساسية والتخصصية.
- النهاية العظمى لدرجة المقرر 100 درجة مقسمة الي:
 - 20 درجة حضور و مشاركة.
 - 30 درجة لإمتحان منتصف الفصل الدراسي.
 - 50 درجة للإمتحان النهائي.

- تقدر الدرجات التي يحصل عليها الطالب في كل مقرر دراسي إلى نقاط على الوجه التالي:

التقدير	النقاط	النسبة	التقدير
A	4	95% أو أكثر	ممتاز
A-	3.67	من 90 % إلى > 95 %	
B+	3.33	من 85 % إلى > 90 %	جيد جدا
B	3.0	من 80 % إلى > 85 %	
B-	2.67	من 75 % إلى > 80 %	جيد
C+	2.33	من 70 % إلى > 75 %	
C	2.0	من 65 % إلى > 70 %	مقبول
C-	1.67	من 60 % إلى > 65 %	
F (Fail)	0	أقل من 60%	راسب

- بعد اجتياز المقررات الدراسية الأساسية والإختيارية بنجاح يسمح للدارس بالتسجيل للبحث العلمي ومدة إعداد البحث تسعة أشهر على الأقل من تاريخ التسجيل، وهي دراسة تطبيقية تتم وفقا لمشروع بحث يعده الباحث ويوافق عليه مجلس القسم والكلية والجامعة ولا يمكن إعفاء الطالب من تقديم البحث التطبيقي.

1.7 مراحل الدراسة:

- المستوى الاول : اجتياز المقررات الدراسية الأساسية وتشمل (9) مقررات:

- 1- السلوك التنظيمي
- 2- الاقتصاد الإداري التحليلي
- 3- نظرية الإدارة العامة
- 4- مقدمة الإدارة العامة
- 5- الإدارة المالية
- 6- إدارة الموارد البشرية
- 7- الإدارة الإستراتيجية
- 8- مناهج وأساليب البحث العلمي في الإدارة العامة
- 9- الإدارة المحلية في سلطنة عمان

- المستوى الثاني: اجتياز 3 مقررات يختارها الطالب من ضمن المقررات التالية:

- 1- المحاسبة الإدارية واتخاذ القرارات الإدارية
- 5- الإدارة العامة والمجتمع

- 2- مشكلات الوظائف العامة
- 3- إدارة التنمية وتطبيقاتها
- 4- التنظيم الإداري
- 6- إدارة الانتاج والعمليات
- 7- الإتجاهات الحديثة للموارد البشرية

3.8 إعداد البحث التطبيقي

الخطوات التفصيلية (لإعداد البحث):

- 1- شروط التقديم لهذه الخطوات هي اجتياز الباحث بنجاح المقررات الأساسية والاختيارية.
- 2- التقدم لتسجيل عنوان البحث والحصول على موافقة مجلس قسم إدارة الأعمال ومجلس الكلية والجامعة.
- 3- يقوم مجلس القسم بتعيين مشرف أو أكثر للإشراف على البحث يمكن ان يكون احد المشرفين من كلية صور الجامعية بعد موافقة جامعة عين شمس، ويقوم الباحث بكتابة البحث ومتابعة المشرف المعين له، وشرح هذه المرحلة Writing –up.
- 4- بعد الإنتهاء من كتابة وانجاز البحث وفي ضوء تقرير المشرف وبناءا على اقتراح المشرف يتم تشكيل لجنة الفحص والحكم من ثلاثة أعضاء، شريطة أن يكون الباحث قد أمضى مدة تسعة أشهر على الأقل من تاريخ التسجيل. كذلك حصل على الحد الأدنى للمعدل تراكمي المطلوب للتخرج وهو Grade (B-) بما يعادل 2.67.
- 5- لابد للطلاب من الحصول على معدل تراكمي Grade (B-) على الأقل بما يعادل 2.67، حتى يمكن تخرجه.
- 6- في حال عدم حصول الطالب على الحد الأدنى للمعدل تراكمي المطلوب للتخرج وهو Grade (B-) بما يعادل 2.67، يمكن له دراسة مادة أو أكثر " تحسين " حتى يحصل على المعدل المطلوب للتخرج.

3.9 اختبار التماثلية لمنع السرقات الأدبية من الرسائل العلمية:

توفر شبكة المعلومات الجامعية - بجامعة عين شمس- خدمة " إختبار التماثلية " لمنع السرقات الأدبية (Plagiarism) ، حيث يتوجه الباحث - بعد إنتهاءه من إعداد البحث التطبيقي- لإدارة البرنامج للحصول على خطاب معتمد من أمين الكلية وموجه لشبكة المعلومات الجامعية، كطلب لإجراء إختبار التماثلية. ويتم ارفاق الخطاب بـ CD أو DVD يحتوى على نسخة من الرسالة فى ملف Word ، ويتم ذلك من خلال منسق البرنامج المعين من

قبل كلية صور الجامعية وبالتنسيق مع مشرف الطالب.

3.10 متطلبات القبول ببرنامج الماجستير MBA:

الحصول على درجة البكالوريوس في تخصص الإدارة والإقتصاد ويمكن قبول تخصصات أخرى ذات علاقة شريطه دراسة المواد الاستراتيجية وهي :-مبادئ المحاسبة، مبادئ الإدارة ، مبادئ الاقتصاد، مبادئ الاحصاء وخبرة عملية لا تقل عن سنتين.

• تقدم لإدارة البرنامج الأوراق التالية:

- 1- أصل شهادات التخرج (البكالوريوس - بيان تقديرات البكالوريوس).
- 2- أصل شهادات المعادلة من وزارة التعليم العالفي سلطنة عمان إذا كانت الشهادة من خارج السلطنة.
- 3- أصل شهادة الميلاد.
- 4- عدد(2) صورة فوتوغرافية مقاس 4×6 حديثة
- 5- صورة جواز السفر ساري الصلاحية.

3.11 قواعد الأعذار

أولاً: في حالة حدوث طارئ أدى الى عدم حضور امتحان منتصف الفصل الدراسي:

- 1- في حالة المرض يلتزم تقديم شهادة معتمدة من إحدى المستشفيات الحكومية .
- 2- في حال السفر خارج البلاد في مهمة عمل رسمية، يتم تقديم خطاب معتمد من جهة العمل وصورة من جواز سفر بتأشيرة الدخول والخروج من البلد.
- 3- في حال عدم سداد القسط الدراسي المستحق في تاريخ الإستحقاق.
- 4- في حالة تقديم أعذار أخرى طارئة، مع إثبات ذلك.

5- يلتزم الدارس بتقديم الأعذار فى كل الحالات قبل دخول الإمتحان، فيماعدًا الحالات الطارئة فقط وتعرض على لجنة الأعذار للفحص وإتخاذ القرار .

فى حالات العذر المرضى والسفر والحالات الطارئة يطبق إحد الحالات التالية:

1- فى حالة قبول العذر ، يسمح للطالب بحضور إمتحان منتصف الفصل الدراسى صورة Makeup Exam.

2- فى حالة رفض العذر، يُحرم الطالب من درجة إمتحان منتصف الفصل الدراسى، ويُخطر الطالب بذلك.

فى حال عدم سداد القسط المستحق:

1- يُسمح للطالب بدخول مادتين بحد أقصى فى دور التخلّف التالى ويقوم بسداد القسط المستحق بالإضافة إلى سداد نسبة 25% من قيمة القسط المُستحق السداد، كغرامة عن تأخير السداد.

2- فى حالة قبول العذر المقدم من قبل لجنة الأعذار، يحتفظ الطالب بدرجة إمتحان نهاية الفصل الدراسى كاملةً، أما فى حالة عدم قبول العذر يحصل الطالب على 90% من الدرجة التى حصل عليها فبالإمتحانالنهائى. وفى كلتا الحالتين يحتفظ الطالب بدرجات الحضور والمشاركة.

ثانياً: فى حالة حدوث طارئ أدى الى عدم حضور إمتحان نهاية الفصل الدراسى:

1- فى حالة المرض يلتزم تقديم شهادة مرضية مختومة بختم النسر من إحدى المستشفيات الحكومية .
2- فى حال السفر خارج البلاد فى مهمة عمل رسمية، يتم تقديم خطاب معتمد من جهة العمل وصورة من جواز سفر بتأشيرة الدخول والخروج من البلد.

3- فى حالة تقديم أعذار أخرى طارئة تعرض على لجنة الأعذار للفحص وإتخاذ القرار .

4- يلتزم الدارس بتقديم الأعذار فى كل الحالات قبل دخول الإمتحان، فيماعدًا الحالات الطارئة فقط.

ويتم تطبيق ما يلى:

فى حالة قبول العذر يسمح للطالب بحضور إمتحان نهاية الفصل الدراسى صورة إمتحان تخلف ويُسمح للطالب بدخول مادتين فقط كحد أقصى لإمتحانات التخلّف.

3.12 إمتحانات التخلفات:

يتم تطبيق ما يلي:

- 1- الطلاب المتقدمون بعذر مقبول قبل الإمتحان، ولهم درجات حضور ومشاركة، يحتفظ الطالب بدرجات الحضور والمشاركة، وكذلك إمتحان منتصف الفصل الدراسي، ويخطر الطالب بذلك.
- 2- الطلاب غير المتقدمون بعذر مقبول قبل الإمتحان، ولهم درجات حضور ومشاركة، يتم معادلة الدرجة من 100 ويُخفض تقدير الطالب الى الحد الأعلى للمقبول (69 درجة)، ويخطر الطالب بذلك.
- 3- الطلاب غير المتقدمون بعذر مقبول قبل الإمتحان وليس لهم درجات حضور ومشاركة، يتم معادلة الدرجة من 100 ويُخفض تقدير الطالب الى الحد الأدنى للمقبول (60 درجة)، ويخطر الطالب بذلك.
- 4- الطالب الذى سبق له دخول الإمتحان ورسب وله درجات حضور ومشاركة، يتم معادلة الدرجة من 100، ويُخفض تقدير الطالب الى الحد الأعلى للمقبول (69 درجة)، ويخطر الطالب بذلك.
- 5- الطالب الذى سبق له دخول الإمتحان ورسب وليس له درجات حضور ومشاركة، يتم معادلة الدرجة من 100، ويُخفض تقدير الطالب الى الحد الأدنى للمقبول (60 درجة)، ويخطر الطالب بذلك.
- 6- الطالب الراسب للمرة الثانية، غير ملزم بحضور تدريس المادة مرة أخرى، وليس له درجات حضور أو مشاركة، ويخفض تقديره للحد الأدنى للمقبول (60 درجة).

3.13 الطلبة المحولين للبرنامج من جامعات وكليات اخرى

الطلبة الراغبين فى الالتحاق بالبرنامج ممن سبق لهم ودراسة جزء من مقررات برنامج ماجستير بالسلطنة والبرنامج معتمد من وزارة التعليم العالى بالسلطنة ، يقوم بإحضار شهادة رسمية موثقة بالمواد التى تمت دراستها وكذلك وصف لتلك المقررات موثق ، على ان تعرض على مجلس إدارة البرنامج وعلى مجلس كلية تجارة جامعة عين شمس لإتخاذ قرار فى هذا الشأن على أن يعادل فى حدود من 9 إلى 12 ساعة معتمدة بالبرنامج وينطبق علي الطالب شروط القبول في البرنامج.

3.14 تفاصيل الرسوم الدراسية للبرنامج:

يقوم الدارس بسداد الرسوم المقررة لكل من:

✓

36 ساعة X 160 ريال = 5760 كل فصل من 9 إلى 12 ساعة

10 ساعة المشروع X 140 ريال = 1400 في الفصل الأخير

رسوم التسجيل لمرة واحدة = 150

المجموع 7310 ريال عماني للبرنامج ككل

و يتم سداد الرسوم كما يلي :

إسم البرنامج	رسوم التسجيل	رسوم الفصل الأول	رسوم الفصل الثاني	رسوم الفصل الثالث	رسوم الفصل الرابع
ماجستير MBA تخصص إدارة عامة	150 ريال	1440 ريال	1440 ريال	1440 ريال	1440 للمواد 1400 رسوم الرسالة

3.15 رسوم إختيارية:

- ✓ إستخراج كارتية
- ✓ إستخراج إفادة
- ✓ إستخراج خطاب لتسهيل مهمة الباحث
- ✓ إستخراج شهادة مؤقتة
- ✓ رسوم التظلمات.

ملحق: بما لا يتعارض مع شروط القبول المحددة من الكلية للإلتحاق ببرامج الماجستير ، يجب على الطلاب إستيفاء الشروط

العامة التالية المحددة من قبل وزارة التعليم العالي:

الشروط العامة :

❖ الوثائق المطلوبة لتكملة الماجستير في تخصص إدارة الموارد البشرية فقط . (الدبلوم إلى الماجستير) ذوي الخبرة	❖ الوثائق المطلوبة لتكملة الماجستير (البكالوريوس إلى الماجستير)
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<ul style="list-style-type: none"> • أن يكون للمرشح قبول من إحدى المؤسسات التعليمية المعترف بها و التي تطبق نظام ذوي الخبرة. • أن يكون لديه موافقة من جهة عمله. • ألا يقل عمر المتقدم للدراسة عن (25) عاما عند تقديم الطلب • ألا تقل مدة خبرته في الوظيفة أو المهنة عن ستة سنوات. • أن يكون حاصلا على دبلوم لا تقل مدة الدراسة به عن سنتين دراسيتين أو ستين ساعة معتمدة بعد الحصول على شهادة دبلوم التعليم العام أو ما يعادلها. • أن يكون قبوله للدراسة في مجال يتفق و خبراته العملية. • أن يكون قد حضر عددا من الدورات التدريبية أو المهنية أو التعليمية. • أن يخضع لنفس المتطلبات اللازمة للحصول على مؤهل الدراسات العليا، و أن تكون الدراسة نظامية. 	<ul style="list-style-type: none"> • رسالة القبول من المؤسسة التعليمية • أصل شهادة البكالوريوس (إذا كانت شهادة البكالوريوس من خارج السلطنة فيجب معادلتها من دائرة معادلة المؤهلات والإعتراف بالوزارة) + كشف الدرجات و نسخة منهما. • أصل شهادة الدبلوم العام أو ما يعادلها و نسخة منها. • الخبرة العملية حديثة بنفس عام الدراسة: <p>⇐ إذا كانت الخبرة من جهة حكومية فينبغي إحضار الخبرة من دائرة شؤون الموظفين أو تنمية الموارد البشرية.</p> <p>⇐ إذا كانت الخبرة العملية من مؤسسات خاصة أو شركات حكومية أو لأصحاب الأعمال فينبغي إحضار الخبرة من هيئة سجل القوى العاملة ككشف موضح به كافة تفاصيل الخبرة العملية.</p> <ul style="list-style-type: none"> • نسخة من البطاقة الشخصية وجواز السفر.
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شروط القبول لطلبة ذوي الخبرة:

- استناداً إلى المادة (8) من قانون البعثات والمنح والإعلانات الدراسية الصادر بالمرسوم السلطاني رقم (83\2002) :
- 1- أن يكون لدى المرشح قبول من إحدى المؤسسات التعليمية المعترف بها والتي تطبق نظام ذوي الخبرة.
- 2- أن يكون لديه موافقة من جهة عمله.
- استناداً إلى المادة (10) من اللائحة التنفيذية لقانون البعثات والمنح والإعانات الدراسية :
- 3- ألا يقل عمر المتقدم للدراسة عن (25) عاماً عند تقديم الطلب.
- 4- ألا تقل مدة خبرته في الوظيفة أو المهنة عن ستة سنوات.
- 5- أن يكون حاصلاً على دبلوم لا تقل مدة الدراسة به عن سنتين دراسيتين أو ستين ساعة معتمدة بعد الحصول على شهادة دبلوم التعليم العام أو ما يعادلها.
- 6- أن يكون قبول للدراسة في مجال يتفق وخبراته التعليمية.
- 7- أن يكون قد حضر عدداً من الدورات التدريبية أو المهنية أو التعليمية.
- 8- أن يخضع لنفس المتطلبات اللازمة للحصول على مؤهل الدراسات العليا، وأن تكون الدراسة نظامية.

