DEPARTMENT OF APPLIED SCIENCES

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STUDENT HANDBOOK

(APPLIED SCIENCES PROGRAMME)
# Table of Contents

1.1 MESSAGE FROM HEAD OF DEPARTMENT ................................................................. 2  
1. 2 VISION .................................................................................................................. 2  
1. 3 MISSION ................................................................................................................ 2  

2. Infrastructure and Organisation ............................................................................. 3  
2.1 ORGANIZATIONAL STRUCTURE ........................................................................... 3  
2.2 INFRA-STRUCTURE OF THE DEPARTMENT ......................................................... 4  
2.3 STAFF OF THE DEPARTMENT ............................................................................. 5  
2.4 BULLETIN BOARDS .............................................................................................. 5  
2.5 CLINIC ................................................................................................................. 5  

3. Counselling Resources ......................................................................................... 6  
3.1 ACADEMIC ADVISORS ...................................................................................... 6  

4. Academic information ............................................................................................ 7  
4.1. SPECIALIZATIONS OFFERED ............................................................................ 7  
4.2 COURSE PROFILE .............................................................................................. 8  
4.3 COURSES REGISTRATION ............................................................................... 8  
4.5 ENGLISH LANGUAGE CERTIFICATION ............................................................ 11  
4.6 PASSING GRADES ............................................................................................... 11  
4.7 CALCULATION OF GPA AND CGPA ................................................................. 12  
4.8 COURSE REPETITION ......................................................................................... 13  
4.9 ACADEMIC PROBATION ................................................................................... 14  
4.10 MIXING ............................................................................................................. 14  

5. Academic policies .................................................................................................. 15  
5.1 HOURS OF STUDY .............................................................................................. 15  
5.2 EXAMINATIONS ................................................................................................. 16  
5.3 POSTPONEMENT OF STUDIES ......................................................................... 17  
5.4 WITHDRAWAL .................................................................................................. 17  
5.5. DISMISSAL ........................................................................................................ 16  
5.6. OJT ................................................................................................................... 17  

6. Regulations and Standards of Conduct ................................................................ 18  
6.1 ACADEMIC DISHONESTY ............................................................................... 18  
6.2 DRESS CODE ..................................................................................................... 19  
6.3. SAFETY ............................................................................................................ 19  
6.4 STUDENT OFFENCES ...................................................................................... 20  
6.5 SICK LEAVE ...................................................................................................... 20  

7. Miscellaneous information .................................................................................... 21  
7.1 ONLINE COURSE MATERIAL ............................................................................ 21  
7.2 SCIENCE CLUB .................................................................................................. 21  
7.3 EMPLOYMENT OPPORTUNITIES ........................................................................ 21  
7.4 THE RESEARCH COUNCIL [TRC] ..................................................................... 23  

8.0 FREQUENTLY ASKED QUESTIONS ................................................................. 28
1. Introduction

1.1 MESSAGE FROM HEAD OF DEPARTMENT

It is our pleasure to welcome you to the Department of Applied Sciences at Higher College of Technology. We congratulate you on having been accepted to study in this prestigious department. We hope that you will enjoy studying here. We look forward to helping you to achieve your goal which is to eventually receive a Diploma, Advanced Diploma or a B.Tech Degree in Applied Sciences.

We would like you to remember that our objective is not only to train you to become good workers, but to infuse in you certain qualities, values and discipline which will make you better citizens of Oman so that we will all be proud of you.

We hope that you will go through this handbook very carefully. We have tried to make it user-friendly so that it can serve as a guide for all the information you might need. You might also need to refer to it from time to time. We advise you not to consult your friends when in doubt- they are in the same boat as you. Seek help from your Academic Advisor, Head of section or Head of Department.

We wish you the best of luck.

Dr Samia S S Al Jaaidi
Head of Department
Office: Room 215
Tel Ext: 5096

1.2 VISION

We will be a leading technological institution, providing high quality teaching and learning to prepare and empower the Omani professionals of the future so that they can contribute to national socio-economic development.

1.3 MISSION

To deliver high quality student-centered education that produces competitive graduates who enter the labor market with confidence, strong technological and personal skills, and are prepared for a life of contribution and success.
2. Infrastructure and Organisation

2.1 ORGANIZATIONAL STRUCTURE
2.2 INFRA-STRUCTURE OF THE DEPARTMENT

The Department has ten laboratories, some common classrooms, an animal house, chemical store and other stores. All laboratories and classrooms are numbered for your easy sighting. The laboratories are usually marked with a letter and a number. The marking of the laboratories starts with a letter "M" which stands for the main/old building. The first (ground) floor laboratories start with number “1”, the second floor laboratories with number “2” and the third floor ones with number “3” followed by other two more numbers. If a laboratory is marked as M106, this means it is in the old building on the ground floor and its number is 06.

All laboratories and associated stores with their names and numberings are shown below (Table 1)

<table>
<thead>
<tr>
<th>NAME OF THE LAB</th>
<th>NUMBER</th>
<th>NAME OF THE LAB</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology Laboratory 1</td>
<td>M303</td>
<td>Biology &amp; Chemistry Project Lab</td>
<td>M146</td>
</tr>
<tr>
<td>Biology Preparation Room</td>
<td>M304</td>
<td>Biology &amp; Chemistry Sound proof Room</td>
<td>M147</td>
</tr>
<tr>
<td>Biology Laboratory 2</td>
<td>M305</td>
<td>Biology &amp; Chemistry Preparation Room</td>
<td>M148</td>
</tr>
<tr>
<td>Microbiology Laboratory</td>
<td>M102</td>
<td>Environmental Sciences Dark room</td>
<td>M110</td>
</tr>
<tr>
<td>Biology Store</td>
<td>M302</td>
<td>Environmental Sciences Project Lab</td>
<td>M111</td>
</tr>
<tr>
<td>Chemistry Chemical store</td>
<td>C102</td>
<td>Environmental Sciences Preparation Room</td>
<td>M112</td>
</tr>
<tr>
<td>Analytical Laboratory</td>
<td>M104</td>
<td>Environmental Sciences Laboratory</td>
<td>M113</td>
</tr>
<tr>
<td>Chemistry Laboratory 1</td>
<td>M106</td>
<td>Environmental Sciences Store Room</td>
<td>M114</td>
</tr>
<tr>
<td>Chemistry Preparation Room 1</td>
<td>M107</td>
<td>Physics Preparation Room 1</td>
<td>M203</td>
</tr>
<tr>
<td>Chemistry Laboratory 2</td>
<td>M108</td>
<td>Physics Laboratory 1</td>
<td>M204</td>
</tr>
<tr>
<td>Chemistry Laboratory 3–NL2</td>
<td>M142</td>
<td>Physics Store</td>
<td>M205</td>
</tr>
<tr>
<td>Chemistry Preparation Room 2</td>
<td>M143</td>
<td>Physics Laboratory 2</td>
<td>M206</td>
</tr>
<tr>
<td>Chemistry Laboratory 4–NL1</td>
<td>M144</td>
<td>Physics Preparation Room 2</td>
<td>M208</td>
</tr>
<tr>
<td>Biology &amp; Chemistry Store</td>
<td>M 141</td>
<td>Physics Laboratory 3</td>
<td>M209</td>
</tr>
</tbody>
</table>
2.3 STAFF OF THE DEPARTMENT

The department is staffed with well qualified, highly experienced, enthusiastic, hard working and devoted lecturers who take a keen interest in your welfare and demand hard work from you. The names of the staff, the section and the location of their offices can be seen on the Department website [http://www.hct.edu.om/academic-departments/applied-sciences/staff-list].

2.4 BULLETIN BOARDS

There are many bulletin boards on the ground floor corridor of the Department. You must check these notice boards daily. Notices and announcements of various kinds are posted on these, and it is your duty to read them and be informed about all activities in the department and the college. Statements from you that "I did not know or nobody told me" are not good enough and will not help you present your case.

2.5 CLINIC

The college has a clinic which is open during working days from 8.00 AM till 2.30 PM to provide for minor ailments. This is manned by nurses. For serious clinical matters, students are advised to go to government hospitals/clinics. If you have an appointment at the hospital, you must inform the clinic first thing in the morning and not at all hours of the day. You must take a "Form" from the college clinic to the hospital. You should not go directly to the government clinic/hospital unless your condition requires serious attention or you have a long-term disease/syndrome that requires regular visits to the hospital.
3. Counselling Resources

3.1 ACADEMIC ADVISORS

You will be assigned to an academic advisor (AA) when you enter the department at the beginning of diploma level who will advise and guide you on academic, and various other matters. The names of the academic advisors will be displayed on the Departmental General bulletin board outside the office of HoD. As an advisee, you are expected to:

- meet your AA on a regular basis
- inform him/her of any changes in your contact numbers
- discuss any problems that you might be facing
- seek help in academic matters
- attend immediately to any e-mails that you receive from AA
- provide any information that AA might request from you
- take the guidance of AA in selecting courses, calculating CGPA etc
- Must see the announcement page of the website for important information

3. 2 PROBLEMS

You might encounter some problems of both academic and non academic nature during the course of your study in the college. We can assure you that you will receive all the support and help that you need.

I. Problems related to academic matters/studies

1. If you face a problem in learning of a particular subject, you are advised to consult your subject lecturer first.
2. If the problem cannot be resolved, you should seek the help of your academic advisor before going to Head of Section (HoS), and finally to Head of the Department (HoD).
II. Other problems
You must seek the help of your academic advisor first, and then of the HoD, if necessary.
If HoD cannot solve your problem, he/she will personally take it up with the Assistant Deans or Dean of the College.
You must clearly understand that you should try as much as possible NOT to approach anyone outside the department directly on any matter whatsoever unless strongly advised by the HoD.

4. Academic information

4.1. SPECIALIZATIONS OFFERED
The Department of Applied Sciences is committed to offer the following qualifications:

- Two years Diploma in Applied Biology, Applied Chemistry and Environmental Sciences
- Three years Advanced Diploma in Applied Biology, Applied Chemistry and Environmental Sciences
- Four years Bachelor Degree in Applied Biology, Applied Chemistry and Environmental Sciences

4.1.1 SPECIALIZATION ALLOTMENT
The Department follows an unbiased and a planned system for specialization allotment. At the end of Diploma Year I the students are asked to submit their Specialization choice through elearning, to notify their first, second and third choice of specialization. The students are informed to submit their choice of specialization within the set deadline or else they will end up getting the available specialization at the end. As a policy there are only 25 seats available for Environmental Science specialization and the remaining students are segregated into Applied chemistry and Applied Biology based on their choice and the 2/3rd 1/3rd allocation strategy respectively. You may or may not be allotted your first choice of specialization. This depends on your grades and the availability in the required sections.
4.2 COURSE PROFILE

APPLIED BIOLOGY COURSE PROGRAM
APPLIED CHEMISTRY COURSE PROGRAM
ENVIRONMENTAL SCIENCES COURSE PROGRAM

The subjects for various programs (degree audits) are listed in the Appendix.

You can refer to the website http://www.hct.edu.om/academic-departments/applied-sciences for more details.

4.3 COURSES REGISTRATION

The program consists of two normal semesters and a summer semester per academic year. In the first year or certificate year, all students study common courses from various disciplines. After successful completion of the certificate level, students can choose a specialization which will be allotted depending on the availability of vacant seat.

- The minimum number of courses you will register under normal circumstances in a regular semester is **5 (15 credit hours)**. During the summer semester, you must register for **2 courses (6 credit hours)**.

You may register for more than 15 credit hours in a normal semester and more than 6 credit hours during the summer semester if:

- your previous semester **GPA is 2.75 or more** (see section 4.7 for calculation of GPA).

- you are still left with 3-6 credit hours to complete a particular level after registration of 5 subjects (normal semester) or 2 subjects (summer semester), irrespective of your previous semester **GPA**.

However, you should not be under academic probation.
- In all cases, you must give an undertaking. (see appendix)
- Students on probation I or II can register only 4 courses during a normal semester and 2 courses during the summer semester. (See section 4.9)
4.4 REQUIREMENTS FOR COURSE PROGRESSION
You can proceed from one level to another if you have the required CGPA or overall CGPA (whichever allows you to proceed to the next level).
Table 2 gives you an idea about the CGPA requirements to progress to the next level and also the situations you will encounter if you do not have the required CGPA.

After completion of a particular level, you may either proceed to the next level (if you meet all the requirements) or exit the system. In any case, you have to complete 8 weeks or 300 hours of On-Job-Training (OJT), to receive your qualification. You might even be dismissed if you have failed to come out of probation.
Table 2 New program model

- You must score an overall CGPA of 2 or more to receive any kind of qualification. Your graduation certificate will carry the qualification as described in table 3.

Important: Even after completing all courses of a particular level, if you have a CGPA/overall CGPA of less than 2 you will receive only the lower level qualification.
For example, you have completed all courses of Higher Diploma with a CGPA less than 2. You will receive only a Diploma qualification with a transcript showing all courses attempted in Higher Diploma level.
• If you are fractionally short of the required CGPA to proceed to the next higher level or a dismissal case, at the discretion of the Dean, you may be given a last chance to overcome this problem.
• If you do not complete OJT you will not be awarded the relevant qualification.
• If you are able to find a job after completing courses at a particular level or during OJT, you can complete the OJT at the place of your employment. In all cases, you have to notify the OJT coordinator.

Table 3 Overall CGPA for award of qualification

<table>
<thead>
<tr>
<th>Range of marks (%)</th>
<th>Grade</th>
<th>Overall CGPA</th>
<th>Descriptive grade of qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>A</td>
<td>4</td>
<td>Excellent</td>
</tr>
<tr>
<td>85 - 89</td>
<td>A'</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>80 - 84</td>
<td>B+</td>
<td>3.3</td>
<td>Very Good</td>
</tr>
<tr>
<td>76 - 79</td>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>73 - 75</td>
<td>B'</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>70 - 72</td>
<td>C+</td>
<td>2.3</td>
<td></td>
</tr>
<tr>
<td>67 - 69</td>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>60 - 66</td>
<td>C'</td>
<td>1.7</td>
<td>Fail</td>
</tr>
<tr>
<td>55 - 59</td>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>&lt; 55</td>
<td>F</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

4.5 ENGLISH LANGUAGE CERTIFICATION

To proceed from Diploma level to Advanced Diploma level, in addition to having a CGPA/overall CGPA of 2.5 and above, you must have a college-based in-house TOEFL score of 390. If you do not have this score and still wish to proceed for Higher Diploma, you must obtain a TOEFL score of at least 450 from a recognized organization or an IELTS band of 4.5. And to proceed to B.Tech besides scoring a CGPA of 2.75 or more and you must obtain a TOEFL score of at least 500 from a recognized organization or an IELTS band of 5. You must get this certificate authenticated by English language Centre (ELC) and then reactivate your records at Student Affairs, if you had exited the system. Ideally, you should get this before you complete your Diploma but you will be given one more semester after completion of Diploma to achieve this.

4.6 PASSING GRADES
There are three different types of courses that you study and grades to pass these courses depend upon what type of course it is. This is indicated below in table 4.

Table 4 Minimum passing grades

<table>
<thead>
<tr>
<th>Courses</th>
<th>Minimum Pass grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 College requirements</td>
<td>D</td>
</tr>
<tr>
<td>(except College Algebra for which it is C’)</td>
<td></td>
</tr>
<tr>
<td>2 Departmental requirements</td>
<td>C</td>
</tr>
<tr>
<td>3 Specialization requirements</td>
<td>C</td>
</tr>
<tr>
<td>Any course</td>
<td>F stands for Fail</td>
</tr>
</tbody>
</table>

You have to repeat the course in which you get a grade less than minimum pass grade. You may also repeat the course in which you get 'D', even if it is a passing grade, to improve it. Besides this, you can repeat a maximum of three courses from a level which you have passed in the first attempt with C or C- grade only. This will help you improve CGPA but this must be done immediately in the next semester or at least before the completion of that particular level.

4.7 CALCULATION OF GPA AND CGPA

The grading system followed at HCT is shown in table 5. GPA is calculated on a zero to 4 point scale.

Table 5 grades and grade points

<table>
<thead>
<tr>
<th>Mark range</th>
<th>Grade</th>
<th>Grade points/Credit points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>80-84</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>76-79</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>73-75</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>70-72</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>67-69</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>60-66</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>55-59</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>≤54</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>
To compute the grade point average (GPA), first multiply the credit points according to the grade that you obtained with the number of credit hours for that particular course. This will give you the quality points for that course. Similarly calculate the points for all courses that you studied. Add all the points. Then add all the credit hours. Divide the total points by total credit hours. This gives you the GPA for a particular semester.

$$GPA = \frac{\sum (\text{grade point} \times \text{credit hours})}{\sum \text{credit hours}}$$

For example, if you have taken 2 courses with 3 credit hours each in the summer semester and obtained B+ and C- grades, your GPA can be calculated as follows:

(grade obtained in course 1 x credit hours of course 1 + grade obtained in course 2 x credit hours of course 2) divided by the total number of credit hours (which is 3+3, in this case). By substituting the grades, we get $$(3.3 \times 3 + 1.7 \times 3) / 6$$, which is 2.5.

CGPA is obtained in a similar manner by considering all courses taken until that point for a particular level. For example, you can calculate CGPA for certificate level by taking the total points for all courses and dividing by the total credit hours.

Overall CGPA is calculated by considering all courses starting from Certificate level to date.

4.8 COURSE REPETITION

- If you repeat a failed course and pass it in your second attempt, the previous grade will be replaced by the new grade.
- However, if you repeat it more than twice, all the attempts (2nd, 3rd, 4th etc) will be taken into consideration when semester GPA/CGPA/overall CGPA are calculated. For example, you have attempted a course carrying 3 credit hours thrice and passed in the third attempt. The 2nd and 3rd attempts are considered and the total credit hours are calculated as 6 for that particular course. This results in the
lowering of CGPA.

4.9 ACADEMIC PROBATION

- If your **GPA** at the end of any semester is **less than 2**, you will be placed on academic probation I. You must first register the course(s) that you failed (unless the course is not offered that semester)

To come out of probation you
   (a) must pass all courses for which you will be registered during Probation I and
   (b) score CGPA of 2 or more

- If not, you will be placed on Probation II. Same conditions as stated above apply for coming out of Probation II.
- If you do not come out of probation II you will be dismissed from the College.
- You will not be on probation during summer semester but will have probation status and your performance in the summer semester may help you to get out of probation.
- In very rare cases, you may have a CGPA more than 2 and come out of probation, but your GPA may be less than 2. In that case, you will be put on a new probation (Probation I).
- Once you come out of probation, previous probations are automatically cancelled.
- When you are on any kind of probation, you must register for a minimum of 4 courses (12 credit hours) during a normal semester unless you have less than 4 subjects left to finish the level and mixing is not possible. During the summer semester you must register minimum of 2 courses (6 credit hours).
- Your AA will give you a form notifying you of your probationary status which you must fill, sign and return. (see appendix)

You enter into probation I based on your semester GPA (less than 2) and come out of probation based on CGPA. You must also pass all the courses that you registered for.
4.10 MIXING

- If you have 3 or less than 3 courses left to complete a level and your CGPA to date allows you to proceed to the next level, you are allowed to register courses from the next level. This is called mixing. (You must give an undertaking).
- You can mix lower level courses with higher level courses respectively as 1 + 3; 2 + 2 or 3 + 1. In any case, the total number of courses should not exceed 4.
- Mixing is possible during summer semester, when one course from a lower level can be mixed with one from a higher level.
- In all such cases, the lower level is considered for calculating semester GPA and CGPA for checking probationary status.
- Mixing can be done only once at every level.

5. Academic policies

5.1. HOURS OF STUDY

The College functions from 8.00 AM till 8.00 PM. All students must leave the college by 8.00 PM. The contact hours for each course vary depending on whether

<table>
<thead>
<tr>
<th>Periods</th>
<th>Regular timings</th>
<th>Timings during Holy month of Ramadan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 AM – 8:50 AM</td>
<td>8:00 AM – 8:35 AM</td>
</tr>
<tr>
<td>2</td>
<td>9:00 AM – 9:50 AM</td>
<td>8:40 AM – 9:15 AM</td>
</tr>
<tr>
<td>3</td>
<td>10:00 AM – 10:50 AM</td>
<td>9:20 AM – 9:55 AM</td>
</tr>
<tr>
<td>4</td>
<td>11:00 AM – 11:50 noon</td>
<td>10:00 AM – 10:35 AM</td>
</tr>
<tr>
<td>5</td>
<td>12:00 noon – 12:50 PM</td>
<td>10:40 – 11:15 AM</td>
</tr>
<tr>
<td>6</td>
<td>1:00 PM – 1:50 PM</td>
<td>11:20 AM – 11:55 AM</td>
</tr>
<tr>
<td>7</td>
<td>2:00 PM – 2:50 PM</td>
<td>12:00 noon – 12:35 PM</td>
</tr>
<tr>
<td>8</td>
<td>3:00 PM – 3:50 PM</td>
<td>12:40 PM – 1:15 PM</td>
</tr>
<tr>
<td>9</td>
<td>4:00 PM – 4:50 PM</td>
<td>1:20 PM – 1:55 PM</td>
</tr>
<tr>
<td>10</td>
<td>5:00 PM – 5:50 PM</td>
<td>2:00 PM – 2:35 PM</td>
</tr>
<tr>
<td>11</td>
<td>6:00 PM – 6:50 PM</td>
<td>2:40 PM – 3:15 PM</td>
</tr>
<tr>
<td>12</td>
<td>7:00 PM – 7:50 PM</td>
<td>3:20 PM – 3:55 PM</td>
</tr>
</tbody>
</table>
it is a theory course, practical or Technique course. The teaching hours and timings are as follows (table 6)

These timings will change during the holy month of Ramadan as shown in table 6. A gap of ten minutes between the classes is provided to give the students time to change the classrooms. It is to be understood clearly that this, in no way, is to be taken as a break. Students are reminded not to be late for the next lessons; otherwise they will be marked absent.

The classes start punctually at the stated time and students must come to their classes on time. Lateness is not welcome. Three 'late' markings result in one absence.

Students will be issued a warning letter when their absenteeism reaches 10% and 20%. Their parents/guardians will be notified and they may be called to the College.

All students must note that if their absenteeism reaches 30% of the total possible attendance in any course, irrespective of any reason, they will not be allowed to take the end of the semester examination in that course. Even if they manage to sit for the examination, they will be declared to have failed that course.

5.2 EXAMINATIONS

In addition to tests, mini exams, pop-up quizzes, student presentations etc during a semester, there will be a mid semester exam and a final exam at the end of the semester.

In case you are unable to attend an exam due to sickness, a valid medical certificate (see section 6.5) is to be produced within one week of the exam being conducted. Mid semester exam can be repeated by mutual arrangement with the course lecturer. In the case of the final exam, a make-up exam will be arranged by the college.

However, if you are absent without any valid reason, you will be marked as absent and awarded 'zero' marks for the final exam and you will have to repeat the course.

You may appeal against the exam results, if you are not satisfied. Your appeal must be submitted by filling the Appeal form (obtained from student affairs) and submitting it to the HoD within three days of publication of results.
5.3 POSTPONEMENT OF STUDIES

It is in your own interest not to postpone your studies, however, if you have to do so due to genuine reason(s), remember you can do this only two times during your entire stay in the College. Documentary proof of the reason is to be provided before your request can be entertained. Unless there is an emergency, you are also required to plan and give notice of your intended postponement before mid-semester exam.

5.4 WITHDRAWAL

If you are eligible to proceed to higher level but decide to leave the College after completing OJT, you be allowed to return to the College to study further only within one year of withdrawal.

5.5. DISMISSAL

A student is dismissed from the college:

i. if he/she fails to come out of probation

ii. if he/she is continuously absent from the college for 2 consecutive weeks in all courses registered

iii. on disciplinary grounds, based on a decision by CAB (College Academic Board)

5.6. OJT

'On the Job Training' (OJT) is a training that occurs at the work place eg industry, private companies, labs, governmental agencies etc. After completion of your studies, you have to undergo OJT for a minimum period of 8 weeks (300 hours) in an organization which will be allotted by the Departmental OJT coordinator. You may also find OJT positions on your own, by using your contacts. However, you must inform the OJT coordinator.
If you have one or two courses left to complete a level, you can register for these courses and go for OJT as well. Of course, you should be able to do this without any clashes in the timetable with priority given for completion of courses. You may go for OJT during summer vacation of the previous semester if you have one or two courses left for semester I of an academic year.

OJT is a compulsory component that you must complete in order for you to get your qualification.

6. Regulations and Standards of Conduct

Students are expected to be familiar with the rules and regulations covered in this handbook that apply to them. Furthermore, it is the expectation of the college that all students will behave in a mature and responsible manner.

Following regulations are applied to all students studying in HCT:

6.1 ACADEMIC DISHONESTY

- No communication is permitted between students during an examination, and no student is permitted to keep any books or papers during an examination except with the express permission of the instructor or teacher. Using unfair means in an examination is strictly prohibited. Use of mobile phones and translators is not permitted. If you are caught cheating, you will fail the course; in addition you will not be allowed to register any courses during the following semester. (Refer Part 9 Student Disciplinary system of college bylaws for more details).

- If you are caught twice for cheating in an exam, you will be terminated from the college and can never return back.

- Rules to be followed during an examination are put up on the notice board before an exam. You should abide to these rules.
6.2 DRESS CODE

You must wear appropriate dress as required by the college including headgear.
For male students it is a *white dishdasha with kumma (cap) or Amama (head wrapper)*.

- Female students are expected to dress modestly as follows:
  - Abaya+ head scarf or Hijab
  - Long loose blouse + trouser+ head gear or hijab
  - Loose blouse + loose skirt (not tight) + Head scarf or Hijab
  - Jalbab (can be coloured) or head scarf or Hijab

Please note that the following is forbidden in the College premises

- Wearing a niqab
- Wearing tight provocative clothes
- Wearing provocative and protruding hair accessories beneath the Hijab or head scarf
- Wearing excessive makeup

6.3. SAFETY

i. "Safety first" is an attitude that must be fostered by one and all. You must follow all safety rules and regulations when you are in the lab. Refer to the "Safety manual" that has been given to you by your advisor.

- You will be given a laboratory coat once at the beginning of Diploma Year one level and again in the higher diploma level. Use **college provided lab coat ONLY**.
- No homemade(altered) or stitched lab-coats
- Lab-coats will be issued only to the new intake students and to students entering Higher Diploma.
- Any other student who needs a lab coat must provide a strong justification to the HoD office and show their old lab-coat.

Remember you will not be allowed in the labs without a proper lab coat.
6.4 STUDENT OFFENCES

Students will be questioned and subjected to disciplinary action should they perform any action against rules of the college or disrupt normal functioning of college. Some of the offences are listed below:

- Attending college without the College ID card
- Wearing coloured non-white dishdashas
- Screaming and shouting in the corridors and thereby disturbing students and lecturers inside or outside the classes or laboratories
- Playing cards and musical instruments in corridors and spacious areas
- Male students maintaining long hair to resemble females
- Being rude to any College staff member
- Non-justified usage of mobile cameras and any type of camera
- Causing disturbances to female students.
- Smoking
- Damaging instruments, general facilities and resources within the College
- Usage of mobile phones during lectures, workshops or practical
- Females wearing veils
- Entering and parking cars in the College premises without valid car permits issued by the Admin and Finance Department.
- Issuing or distributing of bulletins, pamphlets and posters without obtaining prior permission from Student Affairs
- Not reporting to Student Affairs within two days of the call
- Staying in the College premises until after 8:00 PM
- Removing chairs from restaurants and classrooms
- Meeting between a male student and a female student in isolation
- Omani and non-Omani female students wearing un-modest clothes (for example tight clothes such as jeans)
- Any other offences observed

6.5 SICK LEAVE

From now on, students would report to the college clinic if they are not well and if necessary, they would be referred to the Health Center. Health center will endorse sick leave only on the referral form issued by the college, if medical condition requires it. Students with long-term illness may go to the health centres directly.
Backdated medical certificates are not acceptable.

Attending a clinic is not considered as a sick leave. If you are continuously absent for two weeks without genuine reason(s), you will be dismissed from the College.

7. Miscellaneous information

7.1 ONLINE COURSE MATERIAL

Most of the course lecturers upload teaching material, power point lessons, assignments etc on the college e-learning portal. You can access these and study by yourself during your free time. You are also encouraged to participate in chat sessions, forums etc posted by the lecturers from time to time. You must log in to the system using your user name and password which are provided by ETC.

7.2 SCIENCE CLUB

The purpose of the Student Science Club is to create a social environment between students from different academic levels and academic staff in order to promote and explore global issues related to Science in general. It is a place where you can present your ideas and demonstrate your creative talents. Any student in the college can join the science club.

Some of the activities involved are:

- organizing and participating in a science exhibition
- organizing Job fairs
- participating in Plays
- participating in Poetry recitations etc

7.3 EMPLOYMENT OPPORTUNITIES

Depending on your qualification and area of specialization, you can find appropriate jobs either in the industry, governmental organizations or private sector.
A) APPLIED CHEMISTRY

- Chemical Industries e.g. Plastics, Perfumes, Soaps & Detergents etc.
- Food and Beverage industries
- Petroleum & Petrochemical industries
- Health and Environmental monitoring
- Research Labs
- Pharmaceuticals
- Colleges and University labs

B) APPLIED BIOLOGY

- Biological and Medical Labs
- Food and beverage Industries
- Fisheries
- Animal Breeding
- Wild life Management
- Health and Environmental monitoring
- Colleges and University labs
- Agriculture and plant breeding

C) ENVIRONMENTAL SCIENCE

- Health and Environmental monitoring
- Research Agencies e.g. Natural Environment
- Environmental Agencies
- Managers and Researchers in government Departments
- Environmental and Rehabilitation Officers in Rural and Mining or Petroleum Industries
7.4 The Research Council [TRC]

TRC is a significant platform developed to encourage national research strategy for OMAN. It is a platform that can be used by students and researchers alike, to contribute significant research to the economic, scientific and social development of OMAN. There are various programs under this council giving grants for research like ‘FURAP’[Faculty Mentored Undergraduate research Program] for students after completion of Diploma Year I. Further essential details like eligibility criteria, project submission details, evaluation criteria, grants can be found on the below link:

http://www.hct.edu.om/trc-resources

Students are advised to go through the details towards the end of Diploma year I and make complete use of the available resources to enhance their research skills and contribute positively towards the development of OMAN.
7.5 GLOSSARY

1. **Academic advisor:** A lecturer of the department assigned to every student entering the certificate level. He/she will guide the student in all matters, especially academic throughout the student’s study in the college.

2. **Add and drop:** Specified period just after registration during which time students can add or drop courses.

3. **College requirement course:** A course that is taken by all the students of the college from various departments eg: Technical writing-I

4. **Contact hours:** The number of hours assigned for each course per week.

5. **Co-requisite:** Courses taken along with another course or before it but not after it.

6. **Course outcomes:** The syllabus that is covered in each course during a semester.

7. **Course coordinator:** Every course has an assigned coordinator who will monitor the delivery of outcomes and discuss issues with other lecturers teaching the same course.

8. **Credit hours:** The number of hours assigned to a course; it is 3 for almost all courses, except Fundamentals of Chemistry which has 4 credit hours.

9. **Credit points:** They are points assigned on a zero to 4 scale according to the grade obtained; for example ‘A’ grade is assigned 4 credit points, while an ‘F’ grade is given ‘zero’ credit points.

10. **CGPA:** Cumulative grade point average; It is the accumulation of points earned until that semester divided by the total number of credit hours. It is calculated level wise.
11. Debarring: Preventing a student from writing the final exam when he/she reaches an absenteeism of 30% or more; or preventing a student from registering a semester on disciplinary grounds or for using unfair means during an exam.

12. Degree audit: A document in which courses are listed level-wise, along with the pre-requisites, co-requisites, passing grades etc (see Appendix)

13. Delivery plan: A document that every course lecturer gives students indicating how the outcomes will be covered week-wise, office hours and assessment details etc.

14. Departmental requirement course: A course that all the students of the department (biology and chemistry specialization) have to study eg: Analytical chemistry-I

15. Electives: Subjects that students need to study; they could be offered by the college (other departments), department (Applied biology or Applied Chemistry) or specialization elective (by your own specialization)

16. EPT: Enhancement Practical training; Every student must complete 6-12 weeks (at least 240 hours) of EPT after OJT to fulfill the requirements for graduation.

17. GPA: Grade Point Average; It is calculated every semester

18. IELTS: International English language Testing system; If you have a TOEFL score less than 390 and wish to continue to the Higher Diploma level, you can obtain an IELTS score of 5 points to enable you to continue.

19. Mixing: Students who have 1 or 2 or 3 courses left to fulfill a particular level can mix with 3 or 2 or 1 course respectively from the higher level (total number of courses should not exceed 4)

20. Office hours: Time during which you can meet your course lecturer or advisor (you will be informed by the course lecturer about the office hours at the beginning of the semester)
21. **OJT**: On-Job-training: Every student must complete 8 weeks (at least 300 hours) of OJT to fulfill the requirements for graduation.

22. **Overall CGPA**: Accumulation of total points earned starting from certificate level till the end of study.

23. **Passing grade**: Minimum grade required to pass a course.

24. **Postponement**: Students can postpone a semester on medical grounds. Postponement can be done only twice during the entire period of study in the college.

25. **Practical course**: A course which is part of a theory course; The final assessment of the theory course has a percentage of marks allotted for the practical aspects. It is not a complete course by itself and has no assigned credit hours.

26. **Prerequisite**: A course that must necessarily be studied before a particular course.

27. **Probation**: A student goes into probation 1 when his/her GPA in a particular semester is less than 2. A student goes into probation 2 when the student fails to come out of probation 1.

28. **Registration**: A process for entering the courses that every student has to study on the college system; It is done online by students at the beginning of every semester.

29. **Specialization requirement course**: A course studied only by students of a particular specialization (Applied Chemistry or Applied Biology).

30. **Technique course**: A course which is specially designed to impart practical skills. The overall assessment includes tests which will evaluate the theoretical principles of the experiments and classwork. The final exam will evaluate the practical skills. It is a complete course by itself with assigned credit hours.
31. **Theory course:** A course which is designed to give detailed theoretical knowledge but always includes practicals for a better understanding of the topic/course being studied.

32. **TOEFL:** Test of English as a foreign language; you must have a TOEFL score of 390 and above in the internal TOEFL exam conducted by the college to proceed to Higher Diploma level.

33. **Transcript:** A record of all grades obtained, level-wise.

34. **Undertaking:** Forms that student fill. These forms are provided by the advisor.

32. **Warning letters:** Letters issued when the absenteeism of a student reaches 10% (1st warning letter) or 20% (2nd warning letter).
### 8.0 FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>No</th>
<th>Question and answer</th>
</tr>
</thead>
</table>
| 1. | I have a problem in a particular course. Whom should I approach?  
  
  *You must first talk to your course lecturer, give him/her a week's time to meet your request/solve your problem; if you are not satisfied, you must then meet your academic advisor who will talk to the lecturer; if necessary, the HoS will be involved, only then the HoD.* |
| 2. | I am not able to log into the e-learning portal.  
  
  *Contact Mr. Yasir, ETC or your AA.* |
| 3. | I am on probation 2 this semester. What does this mean?  
  
  *This is a difficult situation to be in. You must pass all the courses that you registered for, as well as get a CGPA more than 2. Otherwise you will be dismissed from the college.* |
| 4. | I am sick and will not be able to take a test/mid exam/final exam scheduled on that day. Will I be given another exam?  
  
  *Yes, if you produce a valid medical certificate. (Refer to section 6.5)* |
| 5. | I do not have any valid reason but I missed a scheduled test/mid exam/final exam. Will I be given a makeup exam?  
  
  *No, it is not possible. You might have to repeat the course if you miss a mid exam or final exam.* |
<p>| 6. | I am not on any probation. How many courses can I register for? |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students (on normal status) must register for 15 credit hours (5</td>
<td>subjects).</td>
</tr>
<tr>
<td>7. I am not on any probation, but I do not want to register 15 credit</td>
<td>hours as I feel the courses are difficult and I want good grades. Can I register for only 12 credit hours? No. The minimum is 15 credit hours.</td>
</tr>
<tr>
<td>8. I am on probation I. How many courses can I register for?</td>
<td>Students on probation I or II can register for 12 credit hours only.</td>
</tr>
<tr>
<td>9. I have 6 courses remaining to finish a level. Can I register for all</td>
<td>6 or even 7 remaining courses. For other levels, the academic advisor will calculate the minimum grades required in each of the subjects and inform the student whether they can proceed to the next level.</td>
</tr>
<tr>
<td>10. When should I fill an undertaking form?</td>
<td>When you register for more than 15 credit hours, less than 15 credit hours or mix between levels. Also, when you do not wish to proceed to the next level, on your own free will, even though your CGPA allows you to do so.</td>
</tr>
<tr>
<td>11. When will I fall into probation?</td>
<td>When your GPA becomes less than 2 in any semester.</td>
</tr>
<tr>
<td>12. I have only one course remaining to complete a level. Can I register</td>
<td>for that course and go for OJT as well? Yes, you can even register for 2 courses along with OJT, provided the timings of your classes and OJT do not clash.</td>
</tr>
<tr>
<td>13. Despite providing medical certificates for absence from a particular</td>
<td>course,</td>
</tr>
<tr>
<td>14.</td>
<td>Under what circumstances could I be dismissed from the college?</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>When you do not turn up for registration and later for 2 continuous weeks; when you are absent for 2 continuous weeks from all courses that you registered for without any valid reason; on disciplinary grounds.</td>
</tr>
<tr>
<td>15.</td>
<td>Under what circumstances could I be debarred from the final exam?</td>
</tr>
<tr>
<td></td>
<td>When your absenteeism in a particular course reaches 30% or more in a particular course, you will be debarred from taking the final exam of that course. This means you will repeat that course.</td>
</tr>
<tr>
<td>16.</td>
<td>Under what circumstances could I be suspended from the college?</td>
</tr>
<tr>
<td></td>
<td>If you are caught using unfair means during an examination, you will not only fail that course but you will be suspended for the duration of one semester. And you will be blocked from registering any course during the following semester. Suspension for two semesters can be implemented on disciplinary grounds.</td>
</tr>
<tr>
<td>17.</td>
<td>During the summer vacation, I would like to undergo training in a company to gain some work experience. Do I still have to undergo OJT?</td>
</tr>
<tr>
<td></td>
<td>Yes, even if you undergo training in some company on your own, it would not be counted as OJT. When you finish a particular level, you have to undergo OJT appropriate to the particular level and under the supervision of a college assessor.</td>
</tr>
<tr>
<td>18.</td>
<td>I have completed Diploma level and my CGPA allows me to proceed to the next level. But I wish to leave the college. What is the procedure?</td>
</tr>
<tr>
<td></td>
<td>You may exit on your own free will after completing a level. However, you have to fill an undertaking form to this effect. You will then have to proceed for OJT.</td>
</tr>
<tr>
<td>19.</td>
<td>I have completed Certificate level and wish to transfer to Lab Schools</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>programme. Can I directly proceed to Year 2 of Lab Schools?</td>
<td><em>No, you cannot.</em></td>
</tr>
<tr>
<td>I have passed a course with a D grade which is the minimum passing grade</td>
<td><em>Yes, you can repeat any course in which you obtained a passing grade of D, C, C-. Ideally, you should repeat it during the following semester but you may repeat it before completing that particular level.</em></td>
</tr>
<tr>
<td>I went for the final examination without my ID card. Will I be allowed to take the exam?</td>
<td><em>Without your ID card, you will not be allowed to take the exam. However, you can bring a note from your teacher/advisor verifying your identity. With this note, you will be permitted to take the exam.</em></td>
</tr>
</tbody>
</table>
**FORMS THAT YOU MIGHT NEED TO FILL DURING YOUR STUDY IN THE COLLEGE**

Your academic advisor might issue various forms to you from time to time which you must always fill, sign and return to your AA. You might also need to approach Student Affairs to obtain some of the forms. For your information, the following is a list of forms that you might need to fill.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of form</th>
<th>Description (when do you have to fill it?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Make-up exam application form</td>
<td>when you are absent for the final exam and have a valid medical certificate</td>
</tr>
<tr>
<td>2.</td>
<td>Appeal Form against Exam Results</td>
<td>when you are not satisfied with the final result and wish for a revaluation of your final exam paper</td>
</tr>
<tr>
<td>3.</td>
<td>Notice of academic Probation</td>
<td>when you obtain a semester GPA less than 2</td>
</tr>
<tr>
<td>4.</td>
<td>Graduate Clearance Form</td>
<td>when you finish all courses of a particular level and OJT and EPT and are exiting the college</td>
</tr>
<tr>
<td>5.</td>
<td>Postponement Form</td>
<td>when you wish to postpone a semester with genuine reason</td>
</tr>
<tr>
<td>6.</td>
<td>Reactivation Form</td>
<td>when you are returning to the college either after postponing a semester or after suspension for a semester or after obtaining the required TOEFL grade to proceed to H.Diploma level</td>
</tr>
<tr>
<td>7.</td>
<td>Student College Withdrawal Form</td>
<td>when you wish to withdraw voluntarily from the college without doing OJT, even though you can proceed to the next level</td>
</tr>
<tr>
<td>8.</td>
<td>Form 1</td>
<td>refers to abiding the rules and regulations of the New Programme and is to be signed when you enter the department</td>
</tr>
<tr>
<td>9.</td>
<td>Student registration form</td>
<td>when you enter the department; this form contains personal information that you must furnish</td>
</tr>
<tr>
<td>10.</td>
<td>Undertaking for Mixing courses</td>
<td>when you are mixing courses of lower level and higher level</td>
</tr>
<tr>
<td>11.</td>
<td>Undertaking for registering more credit hours</td>
<td>When you are eligible to register more than 15 credit hours</td>
</tr>
<tr>
<td>12.</td>
<td>Specialization Choice form</td>
<td>You will use this to notify your advisor of your first, second and third choice of specialization</td>
</tr>
<tr>
<td></td>
<td>Form/Undertaking</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>13.</td>
<td>Specialization change form</td>
<td>You will use this to appeal for a change in your allotted specialization</td>
</tr>
<tr>
<td>14.</td>
<td>Complaint form</td>
<td>When you have complaints against Registration, Course delivery, Advising, Student support and guidance, Student services and also about any unfair treatment</td>
</tr>
<tr>
<td>15.</td>
<td>TOEFEL Undertaking</td>
<td>To ensure that you are aware about the TOEFEL requirements needed to move from Diploma Year 2 to Advance Diploma and BTech</td>
</tr>
<tr>
<td>16.</td>
<td>Not moving to next level Undertaking</td>
<td>When you do not want to continue the studies and wish to graduate after doing OJT</td>
</tr>
<tr>
<td>17.</td>
<td>Record of meeting with students</td>
<td>Used by the advisor to record details of meeting between the advisor and the advisee</td>
</tr>
<tr>
<td>18.</td>
<td>Undertaking of exam rules</td>
<td>To ensure that you are aware of the rules to be followed during an examination</td>
</tr>
<tr>
<td>19.</td>
<td>Student Safety declaration form</td>
<td>To ensure that you have read the safety manual provided by the advisor and that you are aware about the basic health and safety precautions to be followed in the laboratories</td>
</tr>
<tr>
<td>20.</td>
<td>Course withdrawal undertaking form</td>
<td>When you want to withdraw one course from your normal load.</td>
</tr>
</tbody>
</table>