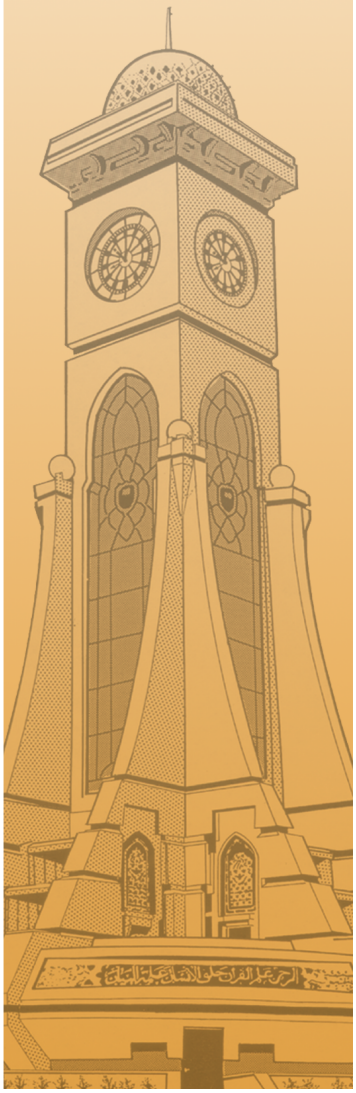
Sultan Qaboos University

Deanship of Postgraduate Studies



Postgraduate Academic Regulations

2nd Print

Fall 2008

www.squ.edu.om/ps

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DEFINITIONS

Deputy Vice Chancellor for Postgraduate Studies and Research (DVCPSR)	A senior academic manager who takes overall responsibility for all matters related to postgraduate studies and research in the University.
Dean of Postgraduate Studies	A senior academic who is responsible for implementing all regulations and procedures related to postgraduate studies.
Assistant Dean for Postgraduate Studies and Research (ADPSR)	An academic who oversees and follows-up postgraduate programs in a college.
Program Coordinator	An academic who acts as a focal point for a program and is assigned to guide students on issues related to program requirements and related matters.
Supervisor	An academic who guides the student during the execution of the thesis.
External Examiner	An academic from outside the candidate's department and Thesis Committee who will participate in the Thesis Examining Committee or Comprehensive Examination Committee.
Internal Examiner	An academic appointed by the Head of Department who will participate in the Thesis Examining Committee.

College Postgraduate Studies Committee	A standing committee of the College Board in each college, which consists of program coordinators and is chaired by the Assistant Dean for Postgraduate Studies and Research (ADPSR). The Committee is responsible for implementing postgraduate regulations for the smooth running of postgraduate programs.
Thesis Committee	A committee that consists of the thesis supervisor (chair) and one or more other members proposed by the supervisor in consultation with the student, and approved by the Department Board.
Thesis Examining Committee	A committee formed to evaluate the student's thesis and its oral defence. This includes a chair, the supervisor, an internal examiner and one or more external examiners.
Comprehensive Examination Committee	A committee which sets, supervises and grades the comprehensive examination.
Full /Part-time Student	A student is designated as full-time or part-time upon registration; this mode defines the course load and graduation duration requirements.

1 Introduction

The University offers a range of postgraduate programs at the diploma, masters and doctoral levels through advanced course work and research in various combinations. The University grants a postgraduate diploma to students who satisfy certain course work requirements. The masters degree may be obtained through research to produce a thesis, or course work only, or course work and thesis, or course work and comprehensive examination. The doctoral degree is obtained through research to produce a thesis, with the option of limited coursework. These regulations cover all the procedures for postgraduate students, from application for admission to completion of studies, for all three types of program at Sultan Qaboos University. Sections 2 to 8 of these regulations cover general issues relevant to all postgraduate programs, whereas sections 9, 10 and 11 cover those aspects specific to postgraduate diplomas, masters and doctoral programs, respectively. Masters and doctoral programs conform to the National Qualifications Framework of the Oman Accreditation Council (OAC). Postgraduate diplomas differ in the credit hour counts/weights; this is under review by the OAC.

2 Admission

Postgraduate programs are open to applicants who have strong academic records, proficiency in the language of instruction, and the potential for advanced study. Acceptance depends on the overall merit of the applicant and the number of available places. Applicants for postgraduate programs will be assigned to one of the two categories upon admission: unconditional or conditional. Those with deficiencies in some requirements will be required to address them before unconditional admission status is granted.

2.1 Categories of Admission

2.1.1 Unconditional Admission

Unconditional admission status is given to an applicant who meets all admission requirements.

2.1.2 Conditional Admission

Conditional admission status is given to an applicant who is admitted on the provision that one or more of the primary admission requirements, which may be lacking, will subsequently be fulfilled.

2.2 Admission Procedures

The Deanship of Postgraduate Studies publishes the application and admission procedures and deadlines for all open postgraduate programs every year in coordination with Deanship of Admissions and Registration and the concerned colleges. These procedures include an interview and take place once a year for diploma and masters candidates but on an individual basis for doctoral candidates. Where a program is offered in both full- and part-time modes the candidate must indicate, at the time of application for admission to the program, their preference.

2.3 Transfer of Credits

Upon admission, and with approval of the departmental board, a maximum of 50% of the course work requirements in the degree plan may be transferred from another program. This may include coursework taken at a partner institution (see Section 3.2 Partnered Programs). However, course work that has been used in another academic degree will not be transferred into a student's course requirement. The department board administering the program will be charged with assessing the credit transfer equivalency and should report transfer of credits to the Deanship of Postgraduate Studies.

Course work to be transferred must meet the following criteria:

a. Application for transfer credits should be submitted not later than the end of the Add/Drop period of the first semester.
b. For an application for transfer of credits for courses taken during enrollment in the doctoral and masters programs, including an off-campus period, prior approval should be obtained from the student's department board and the Deanship of Postgraduate Studies.
c. Transfer credits must be from a recognized university or equivalent institution.
d. The courses must appear on an official transcript.
e. Credits transferred should not have been obtained more than three years before admission to the SQU program.
f. Only courses with "B" grades (or equivalent) and above can be transferred.
g. The courses must be equivalent to courses in the current program of study.
h. Credits earned by correspondence do not qualify for transfer.
i. Transferred credits will not be included in the CGPA calculation.

2.4 Language Proficiency

Where the language of instruction is English, postgraduate diploma, masters

and doctoral programs require evidence of the minimum English proficiency for admission. Candidates whose mother tongue is English and who can demonstrate proficiency in an interview with the Dean of Postgraduate Studies are exempted from this. Otherwise proof of competency must be demonstrated by either:

a. Test of English as a Foreign Language (TOEFL) score of 550 or higher (or equivalent in the new versions), or

b. Band 6.0 or higher ranking on the academic International English Language Testing System (IELTS), with a minimum of 5 in each of its components.

TOEFL or IELTS results are considered valid for entry to diploma or masters programs for two years after testing; entry to doctoral programs is exempted from these requirements if a masters degree with these requirements has been completed not more than two years prior to entry into the doctoral programs.

A candidate with IELTS 5.5 or TOEFL 500/197 may take a zero credit advanced English course during his/her first semester. Such a student will not register in any postgraduate courses. To gain admission in the program and register for postgraduate courses, he/she should pass with the equivalent of a “B” grade. The English course grade will be recorded on the transcript as PASS/NO PASS.

The English proficiency level for conditional students to register in bridging courses will be specified by the department which offers the courses.

For programs where the main language of instruction is Arabic, the programs will designate minimum skill levels required in the Arabic language, and the English language.

Registration for postgraduate courses may be deferred for up to one year until the language requirement is met. During this period the student may not be able to register in any postgraduate courses. If there has been a deferment and a student thereafter wants to rejoin a program, approval of the concerned college is required.

2.5 Deficiencies in the Specialisation

Candidates whose academic background is considered to be deficient in the proposed area of specialisation will be required to take some specified courses to cover the deficiencies. Such bridging courses must be completed with a CGPA of 2.75 within a period of one year. The departmental interview committee will define the bridging courses for each candidate at the time of admission. Waiving any bridging

courses for any student will be subject to the approval of the Dean of Postgraduate Studies in consultation with the concerned college or department.

3 Registration

Students are required to register continuously every semester so as to be fully involved in their study and to maintain continuous contact with members of faculty and other students in their field of study and related fields.

3.1 Advising

Each program shall have a coordinator to assist the postgraduate student in understanding and following the degree requirements, selecting courses, managing the workload, understanding policies, procedures, facilities and choosing the appropriate mode of study (full/part time), where both are available. The program coordinator may assist a student in the choice of a supervisor, if the program requires a thesis. The student and supervisor will propose the other members of the Thesis Committee, which should be confirmed by the student's department board. The Thesis Committee will approve the thesis topic, offer intellectual guidance to the student, keep track of the student's progress, and make remedial suggestions when appropriate. Once the Thesis Committee has been finalised, the Deanship of Postgraduate Studies should be informed.

Faculty and students are collectively responsible for successful advising. Faculty are expected to be diligent in providing counsel and guidance and to be available for consultation. Students are expected to actively seek out the guidance of their supervisors. It is the student's responsibility to fully understand the published regulations regarding degree requirements and overall academic regulations. Ignorance of a rule does not constitute a basis for waiving or breaking that rule.

3.2 Registration Status

Each postgraduate student will have an individual degree plan. Before the start of the first semester, the College should submit individual degree plans to the Deanship of Postgraduate Studies for forwarding to the Deanship of Admissions and Registration. Students must register each semester according to the degree plan, within the formal registration period as announced by the University. Progress Reports should be provided for "In Progress" registration of the thesis.

Late registration may be allowed under extenuating circumstances for up to 2 weeks beyond the first day of classes. However, late registrants may not be assured a

place in the desired course if it has reached its maximum enrolment by that time. Approval of the Dean of the concerned College is required for late registration.

All postgraduate students are required to maintain continuous enrolment from the time of their first registration until completion of the degree. Any interruption of studies must be approved by way of an official postponement of study. Students engaged in research without any formal course work must remain registered.

3.2.1 Audit

With the approval of their program coordinator and the course instructor, and subject to availability of space, students may register to audit a course. As such, they may attend classes but may not sit for any examinations nor receive credit for the course. Upon confirmation of attendance, the designation 'AU' will be entered on the transcript. Registration as an auditor may be completed only after regular registration is finished. Audited courses cannot be converted to credit status.

3.2.2 Course Load

In a regular semester, and where the postgraduate program involves course work, the minimum course load for a full-time student is normally 9 credits, except when the student is registered for a thesis. The normal course load for a part-time postgraduate student is 6 credits, with 3 credits as the allowable minimum.

3.2.3 Progress Report

Each postgraduate student registered for the thesis will be required to submit a Progress Report in order to register for the thesis in subsequent semesters. The Progress Report will be signed by the student and the supervisor. Copies of the Progress Report will be forwarded to the Assistant Dean for Postgraduate Studies and Research (ADPSR) in the student's College and the Deanship of Postgraduate Studies. The Progress Report will contain a "Student's Section" and a "Supervisor's Section". The student will summarize progress and propose a work plan with expected results for the coming semester and/or year. The supervisor will comment on the same issues and provide an overall indication of "Satisfactory" or "Unsatisfactory" performance. In either case, the student must be informed of the supervisor's opinion.

3.2.4 Change of Course Registration

Postgraduate students, in consultation with the program coordinator, should select courses carefully from the degree plan. It is not expected, therefore, that changes should occur once registration is complete.

3.2.5 Dropping, Adding or Withdrawing from Courses

Where unusual circumstances arise, students may drop or add courses until the end of the Add/Drop period with no impact on their record. A course dropped after the Add/Drop period in the first half of the semester will result in a "W" grade. Any application by a student to drop a postgraduate course, during the Drop/Add period or the Withdrawal period, must carry the written approval of the program coordinator. A course dropped in the second half of the semester will result in an 'F' grade.
Course withdrawals should not result in a course load of less than 9 credits for a full-time diploma or masters student. Course adding should not result in a course load more than 6 credits for a part-time diploma or masters student. A student who registers in a semester and subsequently withdraws from all courses required for the degree without official postponement is considered to have withdrawn from formal study and must re-apply for admission to the postgraduate program.

3.2.6 Change of Supervisor

A supervisor or a member of the Thesis Committee may be changed if a faculty member leaves the University or the relationship between the student and the faculty member is considered unsatisfactory. Such a change must be requested by the student or supervisor on the standard form, with reasons, and approved by the Head of Department, who shall inform the College Postgraduate Studies Committee, taking into account the progress made and time spent up to that date. The College ADPSR shall inform the College Dean and the Deanship of Postgraduate Studies of the change.

3.2.7 Change of Program

A student who wishes to change postgraduate programs should withdraw from the current program and reapply for the new one. The admission criteria and procedures (Section 2) will apply. Courses completed in the original program may be counted towards the requirements of the new program and will be considered as transfer credits (TC) when applicable. The Deanship of Postgraduate Studies will be informed.

3.2.8 Amendment of Program

A student may amend his/her postgraduate program, subject to approval. Amendments may include substitution of courses, change between program options, and specialization within a program or a change in thesis field or title. The mode of study (full/part time) may only be changed before the start of the second semester of registration. A standard Amendment Form will be completed by the student and forwarded through the program coordinator/supervisor and College Dean for approval by the Dean of Postgraduate Studies.

3.2.9 Attendance

A student is expected to attend all scheduled classes. At the beginning of the course the instructor will lay down any specific requirements for the course.

3.2.10 Postponement of Study

A student may be granted permission to postpone study in a postgraduate program if there are compelling reasons for it, such as health or family pressures. Postponement is accepted upon the recommendation of the College Dean and approval of the Dean of Postgraduate Studies. Normally such a postponement must be processed within the withdrawal period and should not exceed two semesters. A student who does not register following a postponement will be considered to have withdrawn from the University.

3.2.11 Withdrawal from the University

A student will be considered to have withdrawn from a postgraduate program and the University when they:

a. Fail to meet the academic requirements and standards of the program, including failure to get off probation within one semester.
b. Voluntarily complete the Withdrawal Form and leave the University.
c. Fail to return in the semester following an approved postponement of study.
d. Fail to register for two consecutive semesters.
e. Cease to attend classes after registering in two or more courses or do not appear for final examinations, with no acceptable reason.
f. Are more than one semester in arrears in paying fees.

Re-instatement following any of these conditions is not automatic and will be considered on an individual basis, conditional upon the approval of the Dean of Postgraduate Studies, in consultation with concerned College.

3.2.12 Dismissal from the University

A student may be dismissed from the University under any of the following clauses:
a. Breach of disciplinary rules (refer to University By-laws)
b. Breach of academic integrity (Section 5.5.4)

3.3 Off-Campus Residency

The maximum off campus-residency period allowed for a masters or doctoral degree is 50% of the duration of the program.

3.3.1 Internships and Practica

Off-campus residency for an internship or a practicum is permitted as long as this does not normally exceed one semester and is required to lead the student toward achieving the degree objectives. Off-campus residency to undertake research work with a co-supervisor, and possibly take courses, at a partner university is considered under the umbrella of a partnered program, the details of which are described below.

3.3.2 Partnered Programs and Joint-badging

Definitions
Departments may link their postgraduate programs or an individual postgraduate student with another institution through a co-supervisor at the host institution. The following definitions apply to partnered programs:
Home institution – the home institution is the university where the student registers, pays fees and receives primary supervision; the candidate must spend at least four semesters at the home institution; the home institution manages the final examination/defence and confers the degree.
Host institution – the host institution recognises the admission of the candidate to the home program, provides a co-supervisor, makes its resources available to the candidate, hosts the candidate for one or more visits, and recognises the final examination/defence and the degree.
Partnered programs and joint-badging – these are postgraduate programs where the student spends some time away from the home institution working with a co-supervisor at a host institution. The most complete form of this is joint-badging, a process whereby a degree is jointly awarded by two institutions under a formal agreement.

Admission and Entrance Requirements
Where SQU is the home institution, the student will apply for admission and, upon

meeting the entrance requirements, be registered at SQU and subject to the SQU Postgraduate Academic Regulations. Details, such as health care, accommodation and bench fees, must be decided on an individual basis; unless specified otherwise in an agreement, these are the responsibility of the student.

Registration and Fees
There are three options, two for partnered programs and one for joint-badging:
Short visit: The student spends a short research period of up to one semester with the co-supervisor at the host institution; the student only registers and pays fees at the home institution and no formal agreement is required, only approval from the college deans of both home and host institutions and, where SQU is the home institution, from the Dean of Postgraduate Studies.
Long visit: The student spends up to half of the duration of the program with the co-supervisor at the host institution, with or without courses, which may be covered by transfer rules. The student registers and pays fees at the home institution. Usually a letter of agreement (for the individual student or the program) is signed by the deans of the two colleges and no fees are paid to the host institution.
Joint degree: The student registers at both institutions; pays fees only at the home institution (depending on the nature of the MoU/joint-badging agreement); spends a significant period at the host institution and at least half of the duration of the program at the home institution. The degree is jointly conferred.

Whereas SQU does not require its home students in a partnered program to register at the host institution, a student will need to do so if taking courses or if required by the host under the specific MoU or agreement.

Where a student from a partner institution wishes to attend SQU as a host institution for a short or long visit but without taking courses, registration in a SQU postgraduate program will not be necessary; only approval from the Dean of Postgraduate Studies will be needed for such a research visit to the co-supervisor at SQU. However, where courses are taken or full joint-badging is agreed, registration in the Student Information System with the Deanship of Admissions & Registration will also be necessary.

Supervision (Thesis Committee)
Collaboration between supervisors and co-supervisors at the home and host institutions respectively is a central feature of partnering or joint-badging a postgraduate research program. This should be strengthened by the visits of research students and possibly also visits of their supervisors.
(a) SQU as home institution
Where SQU is the home institution, the student should select a supervisor and co-

supervisor at SQU to initiate the formation of a Thesis Committee; the student and supervisors should then together identify a co-supervisor at a host institution and suggest this to the home department. The appointment of an external co-supervisor at a host institution does not remove the need for a co-supervisor at SQU. The host institution co-supervisor must be supported and nominated by the home department board and approved by the ADPSR and by the Dean of Postgraduate Studies at SQU as well as by the relevant authorities at the host university. Full involvement of the co-supervisor at the host institution is crucial to the success of joint-badged and partnered programs.

It is the responsibility of the supervisor at SQU to ensure that the co-supervisor at the host institution functions as a full member of the Thesis Committee and that the research takes the form of collaboration between the two institutions. The responsibilities of the co-supervisor at the host institution are to:

- Participate in the drafting and approval of the thesis proposal
- Host the student in terms of providing research support
- Provide advice and supervision throughout the study
- Approve the readiness of the thesis for defense
- Where possible, attend the thesis defense

(b) SQU as host institution

Where a postgraduate student at another university wishes to have a SQU faculty member as co-supervisor, this request must be endorsed by the Head of Department and the ADPSR and approved by the Dean of Postgraduate Studies at SQU.

Procedures

For students at SQU, following identification and approval of a co-supervisor at a host institution, a decision must be made on the level of partnership between the two institutions. This is initiated by the supervisor, endorsed by the Head of Department and the ADPSR and approved by the Dean of Postgraduate Studies. For a short visit only approval is needed; for a long visit involving coursework an agreement may be required and this will involve the Office of External Cooperation; full joint-badging will only be done at program level and will require an MoU, which will be drafted in conjunction with the Office of External Cooperation, and implemented by the Deanship of Admissions and Registration. Application for joint-badging must include a motivation by the supervisor, showing the benefits to both institutions in terms of long-term research collaboration. A joint-badging agreement between the two institutions must be completed and ratified. Examples of agreements, MoUs and application forms are available with the Deanship of Postgraduate Studies.

Courses at other Universities
Courses can be taken at the host institution providing that such courses have been specified by the Thesis Committee. Credits for courses taken at the host institution can be recognized and transferred as per SQU transfer credit regulations.

Graduation
In the case of a partnered program, upon successful completion and defense of the thesis the student will attend the home university graduation ceremony at which the degree will be conferred. For a joint-badged program the degree will be jointly conferred. The student will attend only the home institution graduation ceremony, unless specified otherwise in the agreement or MoU.

Appeals/Code of Conduct/Withdrawal
The student is subject to the normal rules of the home institution at all times and to the rules of the host institution while attending there. Failure to maintain required standards or breach of conduct may result in cancellation of registration and withdrawal of the student from the program. Appeals against any such decision or any disciplinary action should be addressed to the Deputy Vice-Chancellor for Postgraduate Studies and Research (DVCPSR) at SQU where SQU is the home institution. Where a student has registered at the host institution he/she may be able to lodge appeals concerning issues at the host institution directly. Where the student encountered problems at a host institution the home institution should be informed.

4 Fee Structure and Scholarships

The University charges fees for enrolment in postgraduate programs. Guidelines for the implementation of the fee structure and information on the availability of scholarships will be announced annually.

5 Evaluation and Grading

5.1 Postgraduate Grades

Grade descriptions reflect the high standards of critical and creative scholarship expected of a postgraduate student. The postgraduate student registered in undergraduate courses is expected to produce work of superior quality. Evaluation and grading is based upon the grade point average (GPA) system. Normally a final grade in any given course is based on continuous evaluation of the achievement of course objectives. The manner in which objectives are to be achieved should be stated in writing in the course outline that is distributed to students at the beginning

of each course. Assessment is, therefore, determined more by the fulfilment of stated criteria than by comparative achievement within a class.

Elements of a course, including a final examination if there is one, may be assessed in a variety of ways. Examinations may be oral and/or written.

Results are reported as letter grades (A, B, etc), which represent the level of achievement in a given course (Section 5.3). However, there is no fixed relationship between these grades and a percentage scale. The use of percentage marks is one of many available grading approaches.

5.2 Postgraduate Courses

Courses numbered 6000 and above are normally for the exclusive access of postgraduate students. A student may take a maximum of two undergraduate final year courses (4000-5000 level courses) for postgraduate credit if allowed by the specific degree plan. Any other additional courses numbered below 6000 will appear on the student's transcript but will not contribute to the graduating GPA, nor to the total credits required for graduation.

5.3 Postgraduate Grade Scale

Letter grades are used to describe the achievement level attained within a particular course. While most of the letters used are the same as in the undergraduate scale, their meaning is somewhat different.

5.3.1 Grades with Numeric Value

Grades are described as follows:

A *Excellent*
All course objectives achieved in an outstanding performance.

B *Good*
Most course objectives well achieved.

C *Satisfactory*
Satisfactory grasp of course objectives, but with insufficient mastery expected from a postgraduate student.

F *Fail*
Course objectives not satisfactorily achieved.

Numeric values are assigned to these grades, as below. Plus or minus values may be assigned as illustrated:

Grade	Numeric Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0.00

Note: This scale applies to course work, and not to research, nor a comprehensive examination. This scale also applies to up to two undergraduate courses taken by postgraduate students; i.e. any grade less than C will be considered an F for calculation of the graduating GPA.

5.3.2 Grade Designations with No Numeric Value

I(x) (Incomplete)The 'Incomplete' grade shall be used when two basic conditions have been met:

a. The student has a passing level in those components of the course work which he/she has completed by the end of the course.
b. The student has been prevented by circumstances beyond his/her control, such as illness, accident or family emergency, from completing all the course requirements on time.

An 'Incomplete" grade is not intended to give an extension to a student who has completed all elements of a course with failing status, nor is it designated for a student who simply does not complete requirements on time. It is not an option that may be elected by the student.
The instructor has the prerogative of requiring documentation and/or college approval of the request. The student shall be informed in writing, of the condition(s) for completion, specifying a final submission date as soon as possible and no later than one month after the end of the examination period.

The instructor shall specify to the student and the Dean of Admissions and Registration the grade to which the 'Incomplete' shall revert if the completion date

is not met. Allowable incomplete grades are as follows: I(F), I(C), I(C+), I(B-), I(B), I(B+), I(A-). Unless a new grade is submitted to the Deanship of Admissions and Registration, the default grade shall replace the 'Incomplete' designation at the end of the deadline.

W (*Withdrawn*)
A 'W' is assigned to a student who withdraws formally from a course by the mid-point of its duration. A course dropped after the deadline or without completing the Drop/Add form, or de facto by ceasing to attend is assigned an 'F' grade.

AU (*Audit*)
An 'AU' designates a course registration with audit status (Section 3.2.1).

P/NP (*Pass/No Pass*)
A 'P' is designated for a course, that is not graded on the A-F scale but does carry credit value in a degree program. Typically courses with objectives related to general exposure, skill acquisition, or applied field practice, for example, lend themselves to this grade.

A failure in such a course is designated 'NP'. Credits graded with 'P' contribute to the total required for graduation in a degree program but neither 'P' nor 'NP' is included in the Grade Point Average.

IP (*In Progress*)
'IP' is given when the student is up-to-date in the work of a course, which is planned to continue beyond the end of a regular semester. Typically, this applies for a thesis in order to continue registration.

5.4 Calculation of GPA

The Grade Point Average (GPA) is a weighted average, which is used to summarise each of the two levels of activity: the semester and the cumulative work to date.

a. The semester GPA is calculated on the courses taken within a given semester.
b. The cumulative GPA is calculated on all courses in the degree plan taken to date. This is a single total calculation (not the average of averages).

In order to calculate the GPA, the numeric value of the grade is multiplied by the credit value of the course. The result is called the "Grade Points Earned". To obtain the GPA, the total grade points earned are then divided by the total credits attempted (with numeric value), taking into consideration all elements of academic policy (e.g.

exclusions, repeated courses, etc). The grade designations 'I, W, IP, AU, P and NP' are not included in the calculation of this average. The GPA is calculated to three decimal places and rounded to two using standard rounding rules.

5.5 Progression

5.5.1 Progression Standards in Course Work

a. The minimum standard for progression in coursework through masters and doctoral programs is a cumulative GPA of 3.00, as defined in (Sections 10 and 11). An unconditional student whose cumulative GPA falls below 3.00 is on probation and has one semester only (excluding summer) within which to regain this minimum standard.

b. A conditional student who was admitted with a cumulative GPA between 2.50 and 2.74 must attain a cumulative GPA of 3.00 at the end of the first semester. A student whose first semester GPA falls below 3.00 will be referred to the Dean of Postgraduate Studies and may be given a last chance to attain a cumulative GPA of 3.00 in order to continue in the program. If such a student again fails to attain the GPA of 3.00 by the end of the second semester, he/she will be asked to withdraw from the university.

c. A conditional student who has completed bridging courses with a cumulative GPA of 3.00 may be enrolled in the masters by research.

d. A conditional student who has completed bridging courses with a cumulative GPA of 2.75 may be enrolled in the masters by course work, course work and thesis, or course work and comprehensive examination.

e. A student who earns an 'F' grade in any course for whatever reason, will be subject to full review by the College Dean, which might result in compulsory withdrawal from degree studies. If sufficient evidence of special circumstances and suitability for postgraduate study is presented, the student may be reinstated on probation and must repeat the required course in which he/she attained an "F" grade. A second occurrence of an 'F' grade, whether in the same course or a different one, will result in mandatory withdrawal.

f. The minimum standard for progression through a postgraduate diploma is a cumulative GPA of 2.75, as defined in Section 9. A student whose cumulative GPA falls below 2.75 is on probation and will have a maximum of one semester (excluding summer) within which to regain this minimum standard.

5.5.2 Progression Standards in a Thesis

Students who are registered for a thesis will be required to submit a progress report in order to register for the thesis in subsequent semesters (see Section 3.3.). The College Dean should address evidence of inadequate performance by postgraduate students. If the progress of the student is judged to be "Unsatisfactory", the College Dean will appoint an ad hoc committee, chaired by the ADPSR, whose responsibility is to investigate and give recommendations. The Dean of Postgraduate Studies should be informed of the recommendations of the ad hoc committee and the decision of the College Dean.

5.5.3 Repeated Courses

A student may repeat a maximum of two courses in which a grade less than a "B" was attained. Only the most recent grade will contribute to the cumulative GPA. A course with an F grade must be repeated, but two courses with F grades will result in mandatory withdrawal from the program. This condition applies for the whole period of enrolment in a postgraduate program, whether unconditional or conditional.

5.5.4 Academic Integrity

Postgraduate students are expected to have learnt the meaning and value of personal honesty as well as academic and professional integrity before entering postgraduate studies at the University. Both students and faculty are responsible for knowing and following acceptable standards of academic integrity, and understanding the consequences of violations of University policies. Ethical conduct is an important obligation of each member of the academic community.
Violations of academic integrity are considered a serious breach of the disciplinary rules of the University. Such violations will be considered on an ad hoc basis by a committee chaired by the DVCPSR and with representation from the college, and may result in dismissal from the University. Examples of such violations are:

a. Cheating in any form.
b. Plagiarism in any form, including but not limited to, offering as original work the words, ideas, or arguments of another source without appropriate recognition by quotation, reference, or footnote.
c. Sabotaging of another student's work.
d. Forgery.
e. Deliberate violation of University guidelines regarding ethical practices in research activities that involve human and/or animal subjects, or regarding treatment of confidential data.

6 Seminars and Examinations

6.1 Seminars

Candidates undertaking a research thesis must give two seminars during their course of study. These are to be scheduled as part of their respective departmental seminars. The first presentation should be made within the first two semesters of research work and will cover the background, objectives and proposed methodology. The second seminar will cover the significant results and conclusions of the project research, and must be held before the thesis defence. The aim of both seminars is to allow candidates to obtain constructive feedback on their research from faculty as well as students. This will also aid candidates in the development of their presentation skills. The ADPSR will certify to the Deanship of Postgraduate Studies that all seminar requirements have been fulfilled by the candidate.

6.2 Thesis Examination

Before initiating the procedures for the defence of a thesis a student must have completed all required courses in the program with a cumulative GPA of at least 3.00 and presented the two required seminars.

In preparation for the oral defence, the candidate must submit four copies of the thesis, in temporary bindings, to the supervisor for distribution to the Chairperson and voting members of the Thesis Examining Committee. This must be done immediately following the formation of the Committee.
Upon being advised by the Thesis Committee that the thesis is ready for examination and defence, the Department will nominate examiners, who should be appointed by the College Postgraduate Studies Committee. A copy of the thesis and a thesis examination Form (F19) will be sent to the examiners who will attend the defence.

A Thesis Examining Committee will be formed to evaluate the thesis and its oral defence for each student. The College Postgraduate Studies Committee recommends to the Dean of Postgraduate Studies the date, time, and place of the defence at least four weeks in advance. The Thesis Examining Committee will consist of:

a. A non-voting senior faculty member, who will act as Chairperson, and will be appointed by the Dean of Postgraduate Studies in consultation with the Dean of the concerned college.
b. Three or four voting members, being (1) the supervisor, (2) an internal examiner

appointed by the Head of Department and (3/4) one (for masters students) or two (for doctoral students) external examiners, preferably from outside the department or the Thesis Committee. The external examiner(s) are nominated by the College Postgraduate Studies Committee and appointed by the Dean of Postgraduate Studies. One of the external examiners must be from outside Oman in the case of a doctoral thesis.

Members of the Thesis Committee may attend the oral defence. A blank Thesis Report Form should be enclosed with the letter of appointment of the three or four voting members and should be completed by them before commencing the meeting.

6.2.1 Role and Duties of the Thesis Examining Committee

The Thesis Examining Committee:

a. Reviews the Thesis Report Forms. Each voting Thesis Examining Committee member will give his/her opinion on the thesis, which is summarized in the Thesis Report Form. The latter should have been completed before coming to the oral defence.
b. Conducts the oral defence of the thesis in accordance with the academic rules and regulations.
c. Requires the Chair to prepare a report, at the end of the defence, summarizing the proceedings of the oral examination and submit it together with the Thesis Report Forms to the Dean of Postgraduate Studies, with a copy to the ADPSR.

6.2.2 Defence of Thesis

The defence of a thesis is not held in public and the normal procedure followed is:

a. Preliminary session - the Thesis Examining Committee briefly goes over the Thesis Reports before the candidate is invited into the room.
b. Presentation of the thesis - a short (i.e. 20 - 40 minutes) presentation by the candidate of the objectives and significant findings of the thesis.
c. Question period - the Chair will regulate the time so that the whole process will not normally last more than three hours. At the end of the question period the candidate is asked to leave the room.
d. Decision session - after a brief discussion, the Committee, by majority vote, will place a thesis in one of four categories: pass, pass pending minor revisions (i.e. will not need to be reexamined), deferred pending major revisions or no pass. For major revisions or a no pass, a second defence will be required within six months of the first defence, with the possibility of an extension, subject to the approval of Dean of Postgraduate Studies. In the case of a second defence the Committee will place the thesis in one of the following three categories: pass,

pass pending minor revision, or no pass. The thesis shall be submitted in its final format to the ADPSR within one month from the date of the successful defence. This includes all minor revisions approved by the supervisor and Head of Department.

6.2.3 Submission of Thesis Copies

After the thesis has been approved by the Thesis Examining Committee, two bound copies of the final version of the thesis, in the correct format (Appendix A), plus an electronic copy in MS Word format, will be submitted to the Deanship of Postgraduate Studies. Extra copies might be submitted to the College upon request.

6.3 Comprehensive Examination

Before taking the Comprehensive Examination, the student must have completed all required courses in the program with a cumulative GPA of at least 3.00. The comprehensive examination may be given in oral and/or written format, as specified in the approved program.

Postgraduate students taking this option are required to receive a Pass score on a Comprehensive Examination. Preparation for the examination should be a continuous process as students proceed through the course work required in the program. The Comprehensive Examination is designed to provide students with an opportunity to demonstrate the application of mature and resourceful diagnostic, problem formulating and problem-solving skills. Degree candidates should consult the designated program coordinator about examination requirements and material to be covered.

6.3.1 Scheduling the Comprehensive Examination

Students apply to the College Postgraduate Studies Committee to take the Comprehensive Examination. Examinations are generally scheduled in the Fall and Spring semesters and should be taken during the last semester of course registration or within one month after completion of prescribed course work. A written application is lodged with the College Postgraduate Studies Committee through the program coordinator at the time of registration for the semester in which the examination is to be taken. The College Postgraduate Committee recommends to the Deanship of Postgraduate Studies the date, time and place of the examination at least four weeks in advance. After applying for the examination, a candidate may withdraw only by written notice to the Dean of Postgraduate Studies.

6.3.2 Comprehensive Examination Committee

The Comprehensive Examination Committee will be formed by the College Postgraduate Studies Committee, with a copy to the ADPSR, who should inform the student. It is expected that the members of the Comprehensive Examining Committee are knowledgeable of the details of the candidate's program. The committee will consist of:

a. Chair, who will be appointed by the Dean of Postgraduate Studies, in consultation with the College Dean.
b. Head of department or delegate.
c. Two faculty members from the candidate's college.
d. External examiner from outside the department, appointed by the College Postgraduate Studies Committee.

6.3.3 Duties/Role of the Comprehensive Examination Committee

a. In consultation with the department(s) involved, the Comprehensive Examination Committee sets, supervises and grades the examination, which is assigned a Pass/No Pass grade.
b. The Chair of the Comprehensive Examination Committee reports the result to the Dean of Postgraduate Studies, with a copy to the ADPSR.

6.3.4 Repeat of Examination

A candidate who does not pass the examination may take it a second time. The candidate must retake the examination no sooner than 3 months, and no later than 6 months, after the date of the first examination. A third chance to take the examination is not permitted.

7 Appeals

Requests and appeals related to Postgraduate Studies matters shall be addressed directly to the Deputy Vice-Chancellor for Postgraduate Studies and Research. The DVCPSR will convene an appeals committee including the Dean of Admissions and Registration, the Legal Advisor and two college deans, one drawn from the sciences and one from the humanities. The decisions of this Appeals Committee will be final.

8 Degree Conferral

Conferral of degrees will be decided by the University. A student may receive the

certificate in the Fall ceremony if all requirements stated in Sections 9.5, 10.6 and 11.7, depending on the degree, are completed four weeks before the graduation ceremony. Attendance at the graduation ceremony is expected; however, degrees will be awarded *in absentia* if the prospective candidates have notified the Deanship of Admissions and Registration beforehand.

9 Postgraduate Diplomas

9.1 Admission Requirements

9.1.1 Unconditional Admission

Unconditional admission is granted to an applicant for the postgraduate diploma program who meets the following criteria:

a. An undergraduate degree from a recognized higher education institution.
b. A cumulative GPA of 2.50 on a 4-point scale or equivalent in the undergraduate degree; some diploma programs may require a higher cumulative GPA.
c. Any additional conditions specified by the department.

9.1.2 Conditional Admission

Conditional admission is granted to an applicant for the postgraduate diploma program who meets the following criteria:

a. An applicant with a cumulative GPA of 2.50 on a 4-point scale or equivalent, but who is deficient in pre-requisite courses needed for the program.
b. An applicant who has not satisfied some of the program requirements, such as the language proficiency requirement as specified in Section 2.4, or submission of missing items (e.g. confirmation of grades, verification of degree or test results). The provision of missing documents, except for the language proficiency results, should be completed within a period specified in the acceptance letter.

9.2 Application Requirements

The applicant must fulfill the following:

a. Submit an application form
b. Attend an interview, if required.
c. Provide a letter of release and support from the employer for full-time study, or

a no-objection letter for part-time study.

d. Provide proof of financial support.
e. Provide a medical report, not more than six months older than the date of application, certifying fitness to pursue the study.
f. Submit official transcripts, copies of degree certificates and passport/national identity card.
g. Adhere to the requirements of specific programs, such as language and computer proficiency, assessment of work experience or a qualifying examination in a specific area. Such requirements are listed under the appropriate program description.

Any conditions placed on the student will be included in the notification of admission. If the conditions are not met within the specified time, the candidate's registration in the postgraduate diploma program will be canceled.

9.3 Duration

A diploma program is designed to be completed in one year for full-time students. Part-time students may take up to two years to complete the diploma requirements.

9.4 Diploma Requirements

A minimum of 21 credits of postgraduate course work.

The student should complete all course work requirements with a minimum cumulative GPA of 2.75. Neither a thesis nor a comprehensive examination is required for the postgraduate diploma.

9.5 Graduation Requirements

Authorisation to grant a postgraduate diploma will be confirmed for the following students:

a. Those who are registered for the postgraduate diploma and attained all course work requirements with a minimum cumulative GPA of 2.75.

b. Those who have registered for a masters degree and have passed a minimum of 21 credits of postgraduate courses with a cumulative GPA of at least 2.75.

10 Masters Programs

10.1 Admission Requirements

10.1.1 Unconditional Admission

For unconditional admission an applicant for a masters program must meet the following criteria:

a. An undergraduate degree or equivalent from a recognised higher education institution.

b. A minimum cumulative GPA of 3.00 on a 4-point scale or equivalent is required for admission into the masters by thesis program.

c. A minimum cumulative GPA of 2.75 on a 4-point scale or equivalent is required for admission into the masters by course work or course work and thesis or course work and comprehensive examination option.

d. An undergraduate degree or equivalent qualification and a one year postgraduate diploma in a related specification from a recognized higher education institution with a cumulative GPA of 3.00 on a 4-point scale (or equivalent grade) in the diploma.

e. A student registered for the postgraduate diploma at SQU, who has completed the course requirement with a minimum cumulative GPA of 3.00 on a 4 point scale, may be considered for upgrading into the masters program if the latter is in the same specialization. In this case the registration for the diploma will be cancelled. However, some of the courses taken may be counted towards the masters requirements.

f. A conditional student who has fulfilled the progression standards (Section 5.5) and/or language proficiency (Section 2.4).

10.1.2 Conditional Admission

Conditional admission is granted to an applicant for the masters program who meets the following criteria:

a. An applicant with cumulative GPA of 3.00 on a 4 point scale, but deficient in pre-requisite courses needed for the program, may be considered for conditional

admission into the masters by research program. Such pre-requisite courses are termed bridging courses and should be completed within one year of study as specified by the department.

b. An applicant with a cumulative GPA of 2.75 on a 4 point scale, but deficient in pre-requisite courses needed for the program, may be considered for conditional admission into the masters by course work, or course work and thesis, or course work and comprehensive examination option. Similarly, the bridging courses should be completed within one year of study.

c. An applicant whose cumulative GPA is between 2.74 and 2.50 may be considered for conditional admission into the masters by course work, course work and thesis, or course work and comprehensive examination options. In such cases, relevant work experience and any other academic activity beyond the first degree may be taken into consideration to assess the applicant's potential to achieve at a high level in the selected field.

d. An applicant who has not satisfied some of the program requirements, such as the language proficiency requirement as specified in Section 2.4, or submission of missing items (e.g. confirmation of grades, verification of degree or test results). The provision of missing documents, except for the language proficiency results, should be completed within a period specified in the acceptance letter.

10.2 Application Requirements

The applicant must fulfill the following:

a. Submit an application form
b. Attend an interview, if required.
c. Provide a letter of release and support from the employer for full-time study, or a no-objection letter for part-time study.
d. Provide proof of financial support.
e. Provide a medical report, not more than six months older than the date of application, certifying fitness to pursue the study.
f. Submit official transcripts, copies of degree certificates and passport/national identity card.
g. Adhere to the requirements of specific programs, such as language and computer proficiency, assessment of work experience or a qualifying examination in a specific area. Such requirements are listed under the appropriate program description.

Any conditions placed on the student will be included in the notification of admission. If the conditions are not met within the specified time, the candidate's registration in the masters program will be canceled.

10.3 Duration

A masters program is designed to normally be completed within two years of full-time enrolment. An extension of up to one semester may be approved by the Deanship of Postgraduate Studies on the recommendation of the supervisor and the College Dean. In case of part-time study, all degree requirements must be completed in three years. An extension of up to one semester may be approved by the Deanship of Postgraduate Studies on the recommendation of the supervisor and the College Dean. The maximum period of registration is counted from the date of first registration, excluding any postponements granted throughout this period. The minimum residency period required for full-time students is one year and for part-time students is two years.

10.4 Degree Options

There are four options for masters programs at Sultan Qaboos University:

- Master's by thesis
- Master's by course work and thesis
- Master's by course work
- Master's by course work and comprehensive examination.

The options available for each degree program should be clearly stated. A program may be offered in more than one option. Where more than one option is available for a particular program, acceptance of candidates into a certain option will depend on the department's decision. A student may not submit for assessment material which has already been submitted for another degree at this University or any other academic institution.
The four options of the Master's degree are described below.

10.4.1 Masters by Thesis

Research leading to a thesis.

The focus of the program is the undertaking of guided research combined with appropriate course work, if required. The course work, which should normally not exceed 12 credits, shall be completed as specified in the degree plan, with a minimum cumulative GPA of 3.00. The research for the thesis need not necessarily be entirely original, but must represent elements of novelty in approach or application. The

culmination of this effort is an investigation which makes a contribution to the body of knowledge in the specific area, and which must demonstrate that the candidate has achieved the necessary level of proficiency in both the subject matter and allied research methodology. The student should identify the research problem in consultation with the supervisor, which normally takes place in the first semester. The student should register for the thesis in his/her first semester. The format and style of the thesis is defined in Appendix A (General Format for a Thesis).

10.4.2 Masters by Course Work and Thesis

24-30 credits of course work in addition to research leading to a thesis.

The student should complete the course work requirements specified in the degree plan with a minimum cumulative GPA of 3.00. For the thesis, the candidate is required to conduct the necessary literature search, undertake the research, analyse the results, write the report and communicate the results at an oral defence. This work need not necessarily be original research, but should be a new application of ideas. The student should identify the research problem in consultation with the supervisor, which normally takes place in the second semester. The student should register for the thesis in the third semester after having completed at least 12 credits of the course work. The format and style of the thesis is defined in Appendix A (General Format for a Thesis).

10.4.3 Master's by Course Work

36 credits of course work.

The student should complete all course work requirements with a minimum cumulative GPA of 3.00.

10.4.4 Master's by Course Work and Comprehensive Examination

30-36 credits of course work and a comprehensive final examination.

The student should complete all course work requirements with a minimum cumulative GPA of 3.00 and should pass the comprehensive examination. This examination is at a significantly higher level than undergraduate course examinations and requires the synthesis and interpretation of the material, concepts and skills of individual courses. Rather than re-testing course level material, it is expected that a candidate will understand, discuss and demonstrate the ability to integrate and apply acquired knowledge in a way that requires independent thinking and critical analysis. Such an examination may be written, oral, or practical, and is usually some combination of these assessment modes.

10.5 Supervision

Any faculty member with a PhD or equivalent may supervise a masters research thesis. Clinicians with consultant or senior consultant status who are not faculty may serve as co-supervisor if they have a PhD or equivalent.

10.6 Graduation Requirements

Authorisation to grant a masters degree will be confirmed upon completion of the following conditions:

a. Satisfactory completion of all degree requirements within the specified time limit.
b. Cumulative GPA of at least 3.00 for any course work requirements.
c. Preparation and formal acceptance of a thesis, if required.
d. Submission of the required number of copies of the final approved version of the thesis.
e. Clearance of all debts to the University.

11 Doctoral Programs

11.1 Admission Requirements

Application for entry to a doctoral program can be made in either semester, subject to the normal processing time. An applicant for a doctoral program must meet the following criteria:

a. A masters degree from a recognised higher education institution with a minimum cumulative GPA of 3.00 on a 4-point scale or equivalent in the masters program, or:
b. In the case of an applicant from a system not using a 4-point GPA scale, whose cumulative GPA is equivalent to less than 3.00 and above 2.75, work experience and any other academic activity during or beyond the masters degree may be taken into consideration, subject to the approval of the DVCPSR.
c. In the case of medicine, a medical graduate degree (MD) with a minimum grade of (B) from Sultan Qaboos University or an equivalent qualification from a recognised higher education institution.
d. Any other program requirements.

11.2 Application Requirements

The applicant must fulfill the following:

a. Submit an application form.
b. Submit a statement on the objectives and goals of the research proposed for the doctoral program.
c. Submit 3 letters of reference, at least 2 from academics, to show competence in the discipline of interest and research capability.
d. Attend an interview if required.
e. Provide a letter of release and support from the employer for full-time study.
f. Provide proof of financial support.
g. Provide a medical report, not more than six months older than the date of application, certifying fitness to pursue the study.
h. Submit official transcripts, copies of degree certificates and passport/national identity card.
i. Adhere to the requirements of specific programs, such as language and computer proficiency, assessment of work experience or a qualifying examination in a specific area. Such requirements are listed under the appropriate program description.

Any further conditions will be included in the notification of admission. If the conditions are not met within the specified time, the candidate's registration in the doctoral program will be cancelled.

11.3 Duration

A doctoral program is offered for full time students only and should normally be completed within four years, with all course work completed within the first year. Extensions of up to one semester may be approved by the Deanship of Postgraduate Studies, on the recommendation of the supervisor and the college dean. The maximum period of registration is counted from the date of first registration, excluding any postponements granted throughout this period. A student should spend a minimum two year residency period at SQU. See Section 3.3 for partnered programs which may require some time to be spent with a co-supervisor at a host institution.

11.4 Degree Requirements

Doctoral candidates are required to produce a thesis containing original work of suitable merit to demonstrate their command of the relevant research methodology and their ability to undertake independent research. The thesis should make a

significant contribution to the body of knowledge in the specific area, as demonstrated by at least one paper being published or accepted for publication in an international, specialized, refereed journal. The student should identify the research problem in consultation with the supervisor, which normally takes place at the time of application. The format of the thesis is specified in Appendix A (General Format of a Thesis). A student may not submit for assessment thesis material which has already been submitted for another degree at Sultan Qaboos University or any other academic institution.

Whilst there is no minimum course work requirement, a program or Thesis Committee may specify certain course work requirements which are deemed to be in the candidate's interest. These requirements must be completed within the first year of study.

11.5 Preliminary Oral Examination

Doctoral students must undertake a searching oral examination after the first seminar but before the end of the first year. This will be undertaken by the Thesis Committee with one external person nominated by the Head of Department. This will be based mainly on the student's research proposal and will assess the student's readiness to engage in the proposed research. Failure in this can lead to a second attempt within four months; failure in the repeat will result in withdrawal from the program.

11.6 Supervision

Whereas any faculty member with a PhD or equivalent can serve as co-supervisor for a doctoral study, to be a supervisor a faculty member must also have previously supervised a masters/doctoral study or co-supervised a doctoral study and be active in research as evidenced by having at least five papers published in specialised journals within the seven years prior to the start of the doctoral study. Clinicians with consultant or senior consultant status who are not faculty but have a PhD or equivalent and appropriate research activity may co-supervise a doctoral research thesis. Further, where the doctoral study is laboratory or field based with running expenses, the supervisor should secure the funding needed.

11.7 Graduation Requirements

Authorisation to grant a doctoral degree will be confirmed upon completion of the following conditions:

a. Satisfactory completion of all degree requirements within the specified time.

b. Cumulative GPA of at least 3.00 for any course work requirements.
c. Acceptance of a paper for publication in a specialised international journal and a conference contribution or a paper in a local journal.
d. Successful defence of a thesis involving independent research.
e. Submission of the required number of copies of the final approved version of the thesis.
f. Clearance of all debts to the University.

APPENDIX A.

General Format for a Thesis Written in English

The following provides an acceptable standard for a thesis written in English:
The thesis must be expressed in a satisfactory literary form consistent with the discipline concerned and must display a scholarly approach to the subject and a thorough knowledge of it. A critical review of previous work related to the subject and a concluding summation of the contribution to scholarship in the chosen field must be included in the thesis. The structure of the thesis shall consist of some or all the following sections in the order listed below:

Part I – Introductory Pages

Cover Page
See (Layout 1a)

Title Page
The style of the title page to be used for thesis is shown in Layout 1b.

Thesis Committee
A list containing the names, title, and affiliations of the committee members, with space for their signatures and date (Layout 2).

Thesis Examining Committee
A list containing the names, titles, and affiliations of the Thesis Examining Committee members, with space for their signatures and date (Layout 3).

Dedication (Optional)
It should be brief and need not include the work “dedicated”; for example, “To Khalfan” is sufficient.

Acknowledgement (Optional)
In the acknowledgement, the student thanks mentors and colleagues who supported the research. The acknowledgements should not exceed one page.

Abstract
An abstract briefly summarizes the contents of the thesis. It should be approximately one page single-spaced. A translation of the title and abstract in Arabic should follow.

(Layout 4).

Epigraph (Optional)
An epigraph is a brief, pertinent quotation. The name of the author of the epigraph (sometimes only the last name of a well-known author) appears below the epigraph, right justified.

Table of Contents
The table of contents lists all the parts of the thesis following the Table of Contents (Layout 5).

List of Tables (Optional)
This is a list of all the table titles in numerical order with their page numbers.

List of Figures (Optional)
This is a list of all figures titles in numerical order with their page numbers.

List of Symbols and Abbreviations (Optional)
This is an alphabetical list of the conventional signs and shortened forms of words or phrases used in the text.

Glossary (Optional)
A thesis which contains many foreign or technical terms should include a list of them, followed by their translation or definition. These terms should be arranged alphabetically.

Part II – Body of Thesis

Text
The text is divided into chapters, which include an introduction, a statement of the problem and the purpose of the research, a literature review, the methodology, the main text including analysis, and a summary, conclusions, and/or recommendations, as appropriate. However, the organization of the chapters may vary depending on the nature of the thesis.

References
The references list is the last part of the thesis. Refer to Publication Manual of the American Psychological Association (APA 2001), for example. Some disciplines may have an additional accepted practice which can be used. The style used must be consisted with published guidelines in the discipline concerned.

Part III – Appendices

Appendices are helpful if the detailed description of certain material is inappropriate to the body of the text or is distracting because of the length or level of detail. Some examples of material suitable for appendices are a new computer program specifically designed for research and unavailable elsewhere, an unpublished test and its validation, a complicated mathematical proof, a list of stimulus materials (e.g. those used in psycholinguistic research), and a detailed description of a complex piece or equipment. Appendices should be included only if they help readers to understand, evaluate, or replicate the study.

Production of Thesis

The student is responsible for ensuring that the correct format is followed in all sections of the thesis.

The thesis must be 1.5 line spaced, except for the abstract, footnotes, figure and table captions and quotations, which should be single-spaced. The maximum length of the thesis varies depending on the subject matter, with the left margin 40mm and all other margins 25mm. This applies to figures and tabulations as well. Type style such as Times Roman or Arial or their equivalents should be used. Only one side of the paper is to be used.

Type Font and Size

The same font type and size must appear throughout. A standard type size of 12 points is requires for text.

Paper

A white A4 size paper of minimum 80-mg weight is suitable for the final copies of the thesis.

Pagination

Introductory pages, excluding the title page, must be numbered with lower case Roman numerals. The main body of the thesis, including the text, references and appendices, must be numbered consecutively by Hindi numerals. The page number must be placed in the centre bottom of the page.

Figures, Tables, Maps, and Diskettes

Figures must have scales and symbols defined on them or in the figure legend and not in the text. Figure captions must appear on the same page below the figure, while

table captions must appear above the table. Both figure and table captions must be single spaced. Maps, figures, diagrams, etc. should be inserted in the appropriate place in the text. Illustrative material which cannot be bound, diskettes or CD ROMS, should be held in a protective pocket inside the back cover. Photographs and/or maps are to be scanned or photocopied in color and included in the text. They are not to be attached using adhesive materials. Other supplementary materials, such as audio or video tapes, should be submitted in an appropriate binder.

Copyright

The international copyright symbol © must be typed at the foot of the title page.

Cover and Binding

The color of the library copy cover should be dark brown for the doctorate and dark blue for the masters thesis. The student's name, degree and year of completion should also appear written in gold on the spine (Layout 6) in the language of the thesis. A front cover page should have a copy of the title page excluding the copyright symbol in gold type. The binding should have one protective sheet of heavier weight paper before and after the text. The student will provide two bound copies of the thesis to the Deanship of Postgraduate Studies.

APA. 2004 for more information on preparing a thesis, the student should consult the supervisor. Deanship of Postgraduate Studies suggests Publication Manual of the American Psychological Association, 2001. Washington DC. American Psychological Association, as a useful comprehensive guide. It can be found in the Main Library # BF 76.7 – P82.

Layout 1a. Cover Page

WATER MANAGEMENT IN ARID CLIMATES

Suleiman Mohammed Al Belushi

A thesis submitted in partial fulfillment
of the requirements for the degree

Master of Science

in
Soil and Water Management

Department of Soil and Water Sciences

College of Agriculture

Sultan Qaboos University

Sultanate of Oman

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Layout 1b. Title Page

WATER MANAGEMENT IN ARID CLIMATES

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of the requirements for the degree

Doctor of Philosophy

in
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Department of Soil and Water Sciences

College of Agriculture

Sultan Qaboos University

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2006

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Layout 2. Thesis Committee

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3. Supervisor ……..……...

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Layout 4. Abstract

Efficacy of Different Control Measures for the Management of Muskmelon Late Vine Decline in Oman

Mahmoud Al-Nabhani

Abstract

Muskmelon late season vine decline (MLVD) has become the predominant disease in muskmelon cultivation in Oman. A survey conducted in the Al Batinah region showed that more than one soil borne pathogen is associated with MLVD disease. Pythium aphanidermatum, Fusarium spp., Rhizoctonia sp. And nematodes were isolated from infected roots, crowns and stem tissues. Disease symptoms were similar in all fields included in the survey. Wilting of the plant canopy about two weeks before harvest was common. Brown to dark brown lesions were scattered over primary, secondary and tap roots. Sloughing-off of cortical tissues of the root system in advanced disease stages was associated mainly with P.aphanidermatum. Fusarium sp. were involved in strangled crown areas and with discolored vascular tissue of roots, crowns and stems. In most cases, a short tap root was distinctive symptom.

Two field experiments were conducted in locations with different soil characteristics. These aimed to increase yield by evaluating the efficacy of some control measures in reducing both the density of inoculum and the under disease progress curve (AUDPC). At Al Sawadi, metalaxyl was added at the rate of 100ml/plant via a separate drip irrigation system throughout the growing season. Metam sodium was applied as preplant treatment in aqueous form at the rate of 226ml/m² using a drench method. Cabbage residue was buried as a preplant treatment at the rate of 20 kg/m². At Wadi Al Abiath, cabbage residue was added at the same rate (250ml/m²). A fungicide mixture (Tachigaren, Hymexazole, Tolclfos S-methyl and Thiraml) was applied via a drench method around the root zone. Oxamyl 10% was added as granules prior to and after sowing.

In both trials, metam sodium showed the best results in reducing inoculum levels. At Wadi Al Abiath, metam sodium significantly reduced AUDPC. In both trials, none of the treatments showed a significant impact in increasing fruit yield. Moreover, both varieties examined were susceptible to MLVD disease. Out of 32 exotic varieties evaluated, Panna, Canal261 and Kurooger showed tolerance to MLVD. It is concluded that metam sodium is the most effective treatment but more research is needed on alternative methods of dealing with MLVD.

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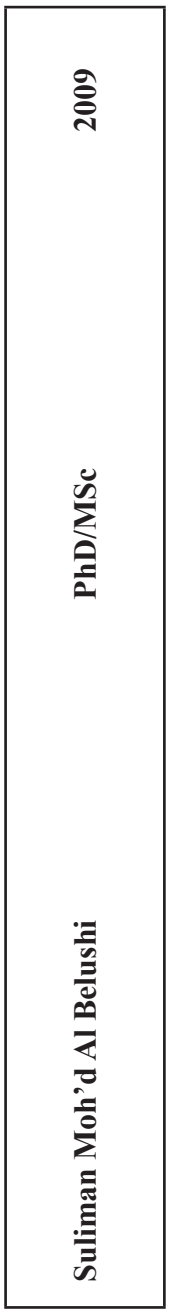
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