



Sultan Qaboos University

College of Economics and Political Science

# Student Handbook



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“Developing the different levels of the educational system and improving educational outcomes have become necessary to build Omanis’ confidence in their identity and commitment to their social values. This is attainable through increasing the quality of basic and higher education and developing scientific and educational curricula, so that graduates are acquainted with competitive qualifications and employability skills to enter the local and international labor market. Such graduates will have an adequate level of productivity and competitiveness to build a knowledge-based economy, enhance job security in the private sector and foster a participatory relation between the private and the public sectors. In addition to this, a developed educational system also entails the development of educational institutions, faculty and staff, the application of international standards for accreditation, the use of modern teaching and learning techniques, and the dissemination thereof as national culture.”

## **-Oman 2040 Vision**

“The various stakeholders need to join forces to promote the role of citizens and society in advancing economic development. This necessitates the establishment of a stimulating educational and vocational training system to afford individuals high-level skills to enter the labor market, raise their productivity and improve the efficiency of the economy in general. Values of competition and qualification should prompt individuals to seek high-ranking jobs based entirely on merit. This implies adherence to institutional values and a performance-based qualification system.”

## **-Oman 2040 Vision**

# Dean's Message:



Welcome to the College of Economics and Political Science (CEPS), where we nurture the next generation of business leaders and corporate professionals. With the support of its distinguished Advisory Board, dynamic leadership, highly accomplished faculty, vibrant staff members, and ambitious students, the College steadfastly continues to fulfil its vision to be internationally recognized for excellence in business and political science education.

The College is accredited by the European Foundation for Management Development (EQUIS): the first public business school in the Middle East to achieve this prestigious accreditation.

The College has grown steadily and substantially since its first student intake of 123 undergraduate students in 1993. By the year 2020, the total student intake had grown to about 600 undergraduate and postgraduate students. As of September 2020, the total student body stood at 2604 undergraduate and 232 postgraduate students. For detailed information on the Dean's Message visit the website:

<https://www.squ.edu.om/economics/About-Us/About-the-College/Deans-Welcome-Message>



**MISSION**



**VISSION**



**VALUE**

## **CEPS Mission, Vision and Values**



### **CEPS Mission**

To provide a learning and research environment benchmarked to international business and political science standards and engage in national and international strategic partnerships in order to contribute to national development.



### **CEPS Vision**

To be internationally recognised for excellence in business and political science education, research and contributions to socio-economic development.



### **CEPS Values**

College of Economics and Political Science is committed to preserving the following core values:

- \*Excellence
- \*Integrity
- \*Equity
- \*Collegiality
- \*Commitment
- \*Ethics
- \*Agility

# VALUES

1

**Excellence:** We expect and foster excellence in student, faculty and staff performance in achieving our Mission.

2

**Integrity:** We expect and promote a college environment, which maintains the highest standards of academic integrity in learning, research and respect for regulations, laws and customs.

3

**Equity:** All members of the CEPS 'family,' – which includes all students, staff, faculty and alumni – are expected to dispense and receive equal consideration and opportunity in all activities, policies and decisions.

4

**Collegiality:** We foster an environment of positive and professional collaboration in the spirit of collegiality based within Omani traditional values of tolerance, coexistence and understanding.

5

**Commitment:** We expect and positively encourage dedication and commitment to the achievement of CEPS' Mission.

6

**Ethics:** We demand and actively foster awareness and respect for impeccable standards of ethics in the conduct of business, policy-making, research and all other related professional fields.

7

**Agility:** In a changing business and policy-making world, CEPS understands the need to promote the value of intellectual and practical dexterity and agility.



## CEPS Organizational Chart

### Deputy Vice Chancellor Academic Affairs and Community Services

**Dean**

Quality Assurance and Academic  
Accreditation Unit

Advisory Board

Committees

College Board

Coordination and Archives

Business Communication Unit

Directory of  
Administration

Assistant  
Administrative  
Director

Assistant Dean for Undergraduate Studies

Assistant Dean for Postgraduate and Research

Assistant Dean for Training and Community Services

Information  
Center

Department of  
Accounting

Department of  
Economics and  
Finance

Department of  
Information  
Systems

Department of  
Management

Department of  
Marketing

Department of  
Management and  
Business Statistics

Department of  
Political Sciences

## Where Are They Now?



“When I graduated from Sultan Qaboos University in 2019, it was not in my mind that I would become a Marketing Manager for one of the largest Omani companies. However, I can say that the College of Economics and Political Science has refined in us, whether in scientific life or even groups, was sufficient to graduate a generation capable of occupying high positions.”

Al Israa Said Ali Al Mandhri

Job Title: Marketing Manager

CEPS Graduate: 2019



“The university environment is a great factory for creating talents and enhancing capabilities. Enjoy every moment in your university life as it is one of the most memorable moments.”

Suliem Salim Suliem Al Hashmi

Job Title: Officer, Customer Services department

CEPS Graduate: 2019



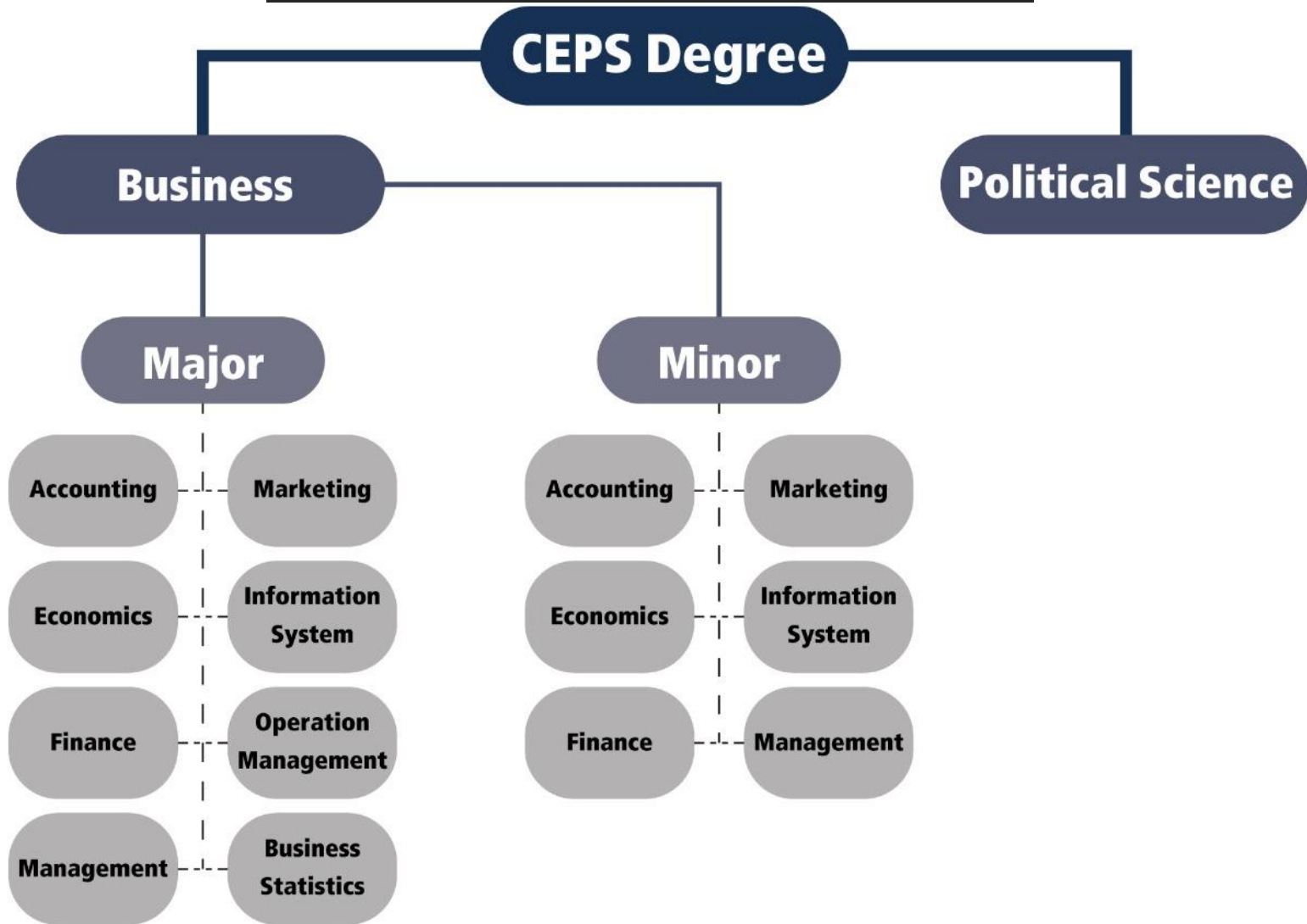
# Foundation Program



The Foundation Program at Sultan Qaboos University is a mandatory requirement for all students. The program is designed to prepare the students who have been accepted to study at the university to achieve the required learning outcomes in accordance with the academic standards of the Omani Authority for Academic Accreditation (OAAA).

The program prepares students in English language, Mathematics, Information Technology and Study Skills. For detailed information on the foundation program visit the website: <https://www.squ.edu.om/cps/Programs/Foundation-Program>

# CEPS Undergraduate Degree Chart





**College of Economics and Political science offers two main undergraduate programmes in business and political science. For detailed information on the foundation program visit the website:**

**<https://www.squ.edu.om/economics/Academics/Undergraduate-Programs/Majors>**



**Business Programs:**



**ACCOUNTING (ACCT)**



**MANAGEMENT (MNGT)**



**Economics (ECON)**



**Marketing (MRKT)**



**Finance (FINA)**



**OPERATIONS MANAGEMENT (POMG)**



**Information Systems (INFS)**



**Business Statistics (STAT)**

All CEPS business students have to complete 123 credit hours, where 60 common interdisciplinary credit hours known as College Requirements, and 6 credit hours drawn from University Requirements. Students can select any 6 credit hours from the University Electives as per their interest in other fields. Remaining credit hours are distributed between the major requirements and electives.

## Summary of credits per major:

	ACCT	ECON	FINA	INFS	MNGT	MRKT	STAT	POMG
University Requirements (UR)	6	6	6	6	6	6	6	6
University Electives (UE)	6	6	6	6	6	6	6	6
College Requirements (CR)	60	60	60	60	60	60	60	60
Major Requirements (AR)	24	18	18	27	18	21	24	24
Major Electives (AE)	27	33	33	24	33	30	27	27
Total credits	123	123	123	123	123	123	123	123

The core College Requirement courses (CR) are carefully structured to give all CEPS business students a breadth of multidisciplinary business knowledge, prepare them to excel in their preferred major, and give a broad grounding in business to support their professional careers. Students under business programs, except Information Systems, may also apply for a minor in six majors: Accounting, Economics, Finance, Information Systems, Marketing and Management. Students with minor have to take 18 credit hours in the minor, where it is subtracted from the major electives. The credit hours are distributed as follows:

**Summary of credits per major with minor :**

	ACCT With Minor	ECON With Minor	FINA With Minor	MNGT With Minor	MRKT With Minor	STAT With Minor	POMG With Minor
University Requirements (UR)	6	6	6	6	6	6	6
University Electives (UE)	6	6	6	6	6	6	6
College Requirements (CR)	60	60	60	60	60	60	60
Major Requirements (AR)	24	18	18	18	21	24	24
Major Electives (AE)	9	15	15	15	12	9	9
Minor Requirements (IR)	9	9	9	9	9	9	9
Minor Electives (IE)	9	9	9	9	9	9	9
Total credits	123	123	123	123	123	123	123

# APPLYING FOR MAJOR

A student is eligible to apply for a major by satisfying the following criteria

- Student must pass all of the following 15 Pre-Major Courses.



## Major Selection Criteria:

- The College Board determines and approves the maximum number of students for each major it intends to accept for the upcoming semester based on resource availability and departmental capacity.
- Please note that the College Board has approved only one cycle in the major allocation process for each student starting from Spring 2012.
- Students will compete for the number of seats in their preferred major based on their GPA in 15 pre-major courses (Degree Plan 2010 and after).
- The allocation to the majors will be based on the GPA in the relevant pre-major courses, with priority given to students with the highest GPA on those relevant pre-major courses. Further details on major procedures on:

<https://www.squ.edu.om/economics/Academics/Undergraduate-Programs/Major-Application>



## Political Science

The Bachelor under political science (POLS) offers a degree in Political Science. Political science students have to complete 123 credit hours for their degree as per the table below:

University requirements (UR)	6 credits
University electives (UE)	6 credits
College requirements (CR)	9 credits
Major requirements (MR)	78 credits
Major electives (ME)	24 credits
Total credits	123 credits

For detailed information on degree plan and list of courses:

<https://www.squ.edu.om/economics/Academics/Undergraduate-Programs/Majors>

## Political Science



The Department is the first and only focal point for research and education in politics and international relations in Oman, and one of only five such departments in the Gulf Cooperation Council (GCC) region. Located at the College of Economics and political Science, the department is characterized by strong multidisciplinary approach.

The department offers two programmes: a bachelor's degree in Political Science and a master's degree in International Relations and Security Studies. The objectives of these programmes have been defined in a fashion to provide students with advanced analytical skills and knowledge to understand the complexity of political and strategic issues. For detailed information on the Political Science Program visit the website:

<https://www.squ.edu.om/economics/Departments/Political-Science/Description>

## Accounting Program



Accounting is the language of business and commerce. Accountants collect, classify and communicate information about the activities of an organization to managers, investors, lenders, employees and regulators.

The scope of accounting applies to all types of organization whether private enterprise or governmental as well as for-profit and not-for-profit organisations. Without accounting and accountants, organisations including governmental and international bodies cannot function. The demand for accounting and accountants is very strong and continues to grow. For detailed information on the Accounting Program visit the website:

<https://www.squ.edu.om/economics/Departments/Accounting/Description>

## Economics Program



Economics is a scientific study of how people and institutions go about producing and consuming goods and services, and how they face the challenge of making choices in a world of scarce resources.

The study of economics provides an opportunity for the student to acquire general knowledge of the methods by which goods and services are allocated and incomes are generated and why prices, employment, money and financial markets behave as they do. Some knowledge of economics is crucial not only for those intending to participate in the business world, but also for those intending to pursue graduate studies.

Graduates from the Economics major may find employment opportunities in the public sector and public enterprises, the private sector, and regional and international organizations. For detailed information on the Economics Program visit the website:

<https://www.squ.edu.om/economics/Departments/Economics-and-Finance/Description>

## Finance Program



The area of Finance deals with the principles which are crucial to financial decision making. Should an investment in real capital be made, and if so, how should the purchase be financed?

Applying certain finance principles answers these questions. Even in a risky world, finance offers guidance on how accumulated wealth and savings from the past should be managed. Finance principles are crucial, not only to the financial decision making of business enterprises, but also to government and private non-profit organizations, and individuals and families as well.

For detailed information on the Finance Program visit the website:

<https://www.squ.edu.om/economics/Departments/Economics-and-Finance/Description>

## Information Systems Program



The Department of Information Systems at the College of Economics and political Science offers a range of courses.

All courses include extensive practical project work that includes the use of a wide variety of teaching methods, tools and technologies. The department offers two programs: Bachelor of Science and Master of Science in Information Systems. The Master of Science in Information Systems started accepting applications in September 2013 and it is offered as both part-time and full-time students.

For detailed information on the Information Systems Program visit the website:

<https://www.squ.edu.om/economics/Departments/Information-System/Description>



## Management Program



The Department of Management is an important constituent of the College of Economics and Political Science (CEPS).

Being an integral part of CEPS and consistent with its vision and mission, the Department of Management endeavours to provide leading-edge education in business management, essential for sustainable business practices in a globalized competitive economy. The Department strives to equip students with managerial, leadership, strategic thinking, and entrepreneurial and interpersonal skills essential for today's business graduates.

For detailed information on the Management Program visit the website:

<https://www.squ.edu.om/economics/Departments/Management/Description>

## Marketing Program



The Marketing Department at College of Economics and Political Science (CEPS) is at the forefront of providing leading edge marketing education to aspiring professionals.

The Department equips students with tools and techniques to successfully understand customer needs, develop marketing strategies and launch marketing campaigns for products and services.

For detailed information on the Marketing Program visit the website:

<https://www.squ.edu.om/economics/Departments/Marketing/Description>

## Operation Management & Business Statics Program



Operations Management is the study of key operations and logistical issues in both manufacturing and service organizations that have strategic as well as tactical applications.

It involves the planning, execution and control of activities that creates goods and services by transforming inputs to outputs. Topics include productivity, capacity planning, facility location, facility layout, manufacturing/service operations information technologies, inventory management, resource scheduling, and project management.

For detailed information on the Operations Management Program visit the website:

<https://www.squ.edu.om/economics/Departments/Operation-Management-Business-statics/Description>

## Business Communication Unit



The Business Communications Area provides a platform for the development of students' workplace communication skills, both written and oral.

The courses offered are a combination of theoretical concepts in a practical skill. The students learn to analyse, interpret and improve upon techniques in provided in the textbooks. The skills developed include problem solving, researching the subject, critical thinking, formal and informal presentations, text organization, effective teamwork and Intercultural communication. For detailed information on the Business Communication Unit visit the website:

<https://www.squ.edu.om/economics/Departments/Business-Communication-Unit/Description>

# Academic Advising:



Academic Advising is one of the key success factors of the undergraduate students. Advising relationship between the student and the advisor is shared responsibility. Academic Advising is one of the key success factors of the undergraduate students. Advising relationship between the student and the advisor is shared responsibility.

As per the University Undergraduate Academic Regulations, each student is assigned to an academic advisor. The student is responsible to consult their academic advisors regularly on all matters related to their academic progress. The advisor is to guide the student in their degree path to avoid falling into academic difficulties. In addition, the advisor is to help the students to know their potential and capabilities. All advice provided to the student must comply with the University rules and regulations. For detailed information on the Academic Advising visit the website:

<https://www.squ.edu.om/economics/Academics/Undergraduate-Programs/Academic-Advising>

## When it goes very well



### **Dean's List**

The College will recognize those students who achieve high academic standing in their programs on a semester basis by the publication of a Dean's List.

To appear on the Dean's List with Distinction, a student must achieve a semester GPA of 3.70 or higher with no grade below 'B'. To appear on the Dean's List with Honours, a student must achieve a semester GPA of 3.50 or higher with no grade below 'C'. Any student receiving an Incomplete (Ix) grade in a course at the end of the term will not receive recognition as a member of the Dean's List until such time as the course is completed and the final term Grade Point Average is determined.



## When it goes very well



### **Excellent Students**

The University will recognize the excellent students who achieve high academic standards in their programs on a yearly basis in a special award ceremony.

Excellent graduating students are not included on the excellent students list as they will be recognized at the graduation ceremony. The excellent students list records all students who, on the combined results of only the consecutive Fall and Spring semesters of one academic year achieve the following:

**Distinction:** Overall GPA between 3.70 and 4.00 with no grade below B,

**or**

**Honours:** Overall GPA between 3.50 and 4.00 with no grade below C.

The above recognition is considered only for those who earned a minimum of 30 credits in both fall and spring semesters.



### **Academic Probation**

This academic status will be assigned to students who earn sufficient grades below 'C', which could jeopardize their prospects of graduation. A student will be placed on probation and required to take remedial action when:

- The cumulative GPA falls below 2.0.
- The current semester GPA falls below 1.0.
- The semester GPA is below 2.0 for 2 consecutive semesters.

It is a constructive requirement to reduce the student's course load to a manageable level until the academic difficulty is resolved successfully. For detailed information on the Academic Probation visit the website:

<https://www.squ.edu.om/Portals/14/Undergraduate%20Academic%20Regulation.pdf?ver=2020-09-13-100718-990>

## REQUIREMENTS FOR GRADUATION



In order to qualify for graduation, students shall:

- Have completed the curriculum requirements of their degree programs with a minimum cumulative GPA of 2.0,
- And
- Have fulfilled any additional requirements specified by the degree plan such as major GPA, work experience, etc.

### **Degree Classification:**

CCE students are expected to complete the requirements for their degree within four years after clearing the English language proficiency requirements. Normally, it takes CEPS students 4½ years (including the intensive English period) to complete their degree. The maximum allowable duration to complete a degree requirement in CEPS is 6 years counted from the date of admission to SQU, excluding postponement periods (if any).

## DEGREE CLASSIFICATIONS



Degrees awarded shall be classified based on the final cumulative grade point average (GPA) earned on all courses within the degree plan according to the following scheme:

- Final GPA 3.75 - 4.00      **Distinction with Honours**
- Final GPA 3.30 - 3.74      **Distinction**
- Final GPA 2.75 - 3.29      **Very Good**
- Final GPA 2.30 - 2.74      **Good**
- Final GPA 2.00 - 2.29

# GRADUATION



Degrees are conferred at the annual graduation ceremony upon all students who have fulfilled the requirements for graduation and are in good standing with the University.

Any graduate with outstanding debts to the University, such as library loans, equipment loans, etc. will not be given a degree until such time as these are cleared. The list of all SQU graduates is updated every semester and posted on the Deanship of Admissions and Registration's web site: [www.sisinfo.squ.edu.om](http://www.sisinfo.squ.edu.om). All graduates are encouraged to keep in touch with their CEPS departments and the SQU Careers Advisory Office (CAO).

## Library and Centres



### **Main Library**

Along with serving as SQU's central library, the Main Library oversees an extensive system of university-wide libraries including the CEPS, Arts and Social Sciences,

Medical, Mosque, Omani Studies, and Education libraries ([www.squ.edu.om/libraries/Main-Library/Library-Collections](http://www.squ.edu.om/libraries/Main-Library/Library-Collections)). The Main Library provides excellent library services of various types in parallel with user needs and aspirations. It raises information awareness among library users through the preparation of information services and marketing programmes. It also provides training to staff and students in the field of library science. Also, the Main Library establishes and develops relations of communication and cooperation with other information institutions at local, regional and international levels. The Main Library is equipped with Arabic and English books, periodicals, e-books, theses (electronic and printed), e-journals (Arabic and English), databases, and facilities for downloading Arabic and English journals, full text articles, and interlibrary loan facilities. For more details, visit:

<https://www.squ.edu.om/libraries>



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The Library

## Library and Centres



### **CEPS Information Centre**

The CEPS Information Centre provides extensive digital research and computing support services for the College's students and faculty.

It maintains a team of full time technicians that assist students and faculty, upon demand, to resolve any computer lab performance or usage issues in classrooms or offices.

The CEPS library is part of the CEPS Information Centre. The library supports all academic programmes, teaching, curriculum and training sessions for staff, students, faculty and the community by providing the following services: Issuing and circulation of books. Referencing services for faculty and students. Updating the library with new books, materials and databases. Wireless service (Wi-Fi) within the library. Training services for users, students and faculty. Orientation tour for new students and faculty. For further details, please visit:

<http://www.squ.edu.om/cis>



ROLE OF COLONIALISM AND THE CITY

New and Slavery in Sudan

A PIECE OF THE ACTION



JOE

ببرعراء سباجا الجراء دانتا

بمترقرا، بمرقرا، بمرقرا

The New Role of Regional Management

palgrave

تحليل المقترا، مقترا، مقترا

Hidden Champions in CI

SHAPING PLACES

## Library and Centres



### **Student Counselling Centre (SCC):**

The SCC also assists in student's personal development, especially in fostering self-awareness and problem-solving techniques and skills.

The centre also provides SQU students with individual and group counselling, psychological consultation, workshops and specialised training courses. The SCC has specialised staff who are able to provide the required services necessary for students to cope with, and succeed over challenges in their academic and personal lives. For further details, visit:

<http://www.squ.edu.om/scc>

## Library and Centres



### **Centre for Career Guidance (CCG):**

The Centre for Career Guidance (CCG) works in cooperation with CEPS. CEPS also coordinates directly with the SCC and the CCG in encouraging students to take advantage of advertised training programmes,

lectures and workshops organised by the CCG and conducted in CEPS. The advisors or instructors may also encourage students who face problems to contact the CCG with follow-up consultations back to CEPS. Whenever there are any problems or concerns that may affect a student's academic performance, faculty are encouraged to formally fill out paperwork requiring the student to attend SCC and/or CCG programmes and workshops. If the student needs special consideration, a report from either Centre is sent to the ADUS offices. The ADUS office then contacts the student's advisor and instructors to provide the necessary support. The progress of the student is followed closely through the semester, while the student continues their studies with the Centre. For further details, visit:

[http:// www.squ.edu.om/ccg](http://www.squ.edu.om/ccg)

## Library and Centres



### **Centre of Independent Learning (CIL):**

Students are also supported by the Centre of Independent Learning (CIL) which offers a wide variety of academic skills-building services.

For example, the CIL provides a Study Skills Oasis platform to help undergraduate students to improve their skills needed for higher education. Several workshops, motion graphics, and printed infographics are provided. The centre has also initiated Academic Lounges to help students with difficulties in different subjects. CEPS is currently seeking further collaboration with the ICL to tailor academic services, and provide such services directly in the College with the help of faculty in support of all CEPS students. For further details, visit:

<https://www.squ.edu.om/ilc/>

## USEFUL WEBSITES:

The link to SQU website is: <https://www.squ.edu.om/>

The link to CEPS website is : <https://www.squ.edu.om/ceps>

The link to SIS is: <https://sis.squ.edu.om/sis/webreg/3s/index.jsp>

The link to E-Learning is: <https://www.squ.edu.om/E-Learning>

The link to the Main Library is: <https://www.squ.edu.om/libraries>

The link to SQU Hospital is: <https://www.squ.edu.om/SQU-Hospital>

The link to Royal Omani Police is: <http://www.rop.gov.om/english/index.html>

## USEFUL CONTACT NUMBERS:

Emergency Services contact: 9999

SQU Hospital: 24413009

Emergency: 2414777 (4601) (4777) (4615)

FAMCO 24144043: (4042)

SQU Security: 24141003 (3351)

Faculty Club: 24142601

## SPECIAL THANKS TO:

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