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|  | **SULTAN QABOOS UNIVERSITY**Deanship of Postgraduate Studies |
| **Course Data Collection** |
| Number Requested: |  | Old Number (if applicable):  | Date: / / |
| Course Title English (80 Ch. Maximum): |
|  |
| Short Title English(20 Ch Maximum): |
|  |
| Course Title Arabic (80 Ch. Maximum): |
|  |
| Short Title Arabic (20 Ch. Maximum): |
|  |
| Effective Year / Semester : |  |
| Degree Element:  |
| [ ] University Requirements | [ ] University Elective | [ ] College Requirements | [ ] College Elective  |
| [ ] Department Requirements  | [ ] Department. Elective  | [ ] Major Requirements  | [ ] Major Elective  |
| [ ] Other: ………………………………………………………………. |  |  |
| Course Type (check 1) |
| [ ] Lecture  | [ ] Studio | [ ] Tutorial | [ ] Lecture / Studio |
| [ ] Audio / video case studies | [ ] Seminar  | [ ] English Language Skill | [ ] Lecture / Tutorial |
| [ ] Field Work  | [ ] Internship | [ ] Lecture / Lab | [ ] Lecture / Lab / Seminar |
| [ ] Field Placement | [ ] Workshop  | [ ] Lecture / Seminar | [ ] Project |
| Normal contact hours per week |
| * Lecture, seminar (……………..)
 |
| * Lab, tutorial, field placement, English language skill (…………………………)
 |
| * Workshop, internship, field work (…………………………);
* other: ………………………………………………………………
 |
| Credits Hrs: …………....................................…  | Contact Hrs: ………………………………………….. |
| Language of Instruction |
| [ ] Arabic  |  [ ] English  |  [ ] Arabic & English |  [ ] Other …………………… |
| Grading code (check 1) |
| [ ] PGG  | [ ] Pass/Not Passed  | [ ] Not graded |  |
| Course Owner Dept. Code:  |
| College :  | Department: |
| Final Exam :  |  |  [ ] Yes  | [ ] No  | Effective Year / Semester : |
| Normal class |  Maximum: ….….....................…………. | Minimum: ……………….................……..  |
| Pre-requisite Course(s) Course # only. |  |
| ………………………………………… | ( or , and ) ………………………………………………… | ( or , and ) ………………………………………………… |
| Co-requisite Course(s) Course # only. |
| ………………………………………… | ( or , and ) ………………………………………………… | ( or , and ) ………………………………………………… |
| Equivalent Course(s) Course # only. |
| ………………………………………… | ( or , and ) ………………………………………………… | ( or , and ) ………………………………………………… |
|  |  |  |
| COURSE DESCRIPTION (ENGLISH) – MAXIMUM 400 CHARACTERS  |
| COURSE DESCRIPTION (ARABIC) – MAXIMUM 400 CHARACTERS |
| For Follow Up Contact: EXT: |
| Approval & Signature (College):  |
| Head of Department (name): |
| Signature: | Date: / / |
| Assistant Dean of Postgraduate Studies and Research (name): |
| Signature: | Date: / /  |
| Approval & Signature (Deanship of Postgraduate Studies): |
| Action of Postgraduate Program Admission Department: |  |
| Verified by: | Entered by: |  Date: / / |
| Scholarship and Fees Department Action: |
| Signature:  | Date: / / |