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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: / / | | | |