



الجامعة الوطنية
National University
للعلوم والتكنولوجيا Science & Technology

International Maritime College Oman



Student Handbook 2025 - 2026

www.nu.edu.om

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1. Introduction

This is your University Student Handbook. It gives you general information about the university, academic regulations, code of conduct, relevant contact details, and the links where you can find out more information. It contains essential information, and it is your responsibility to read it. This handbook applies to the 2025-26 academic year and will be revised annually.

We hope that your time at the university is successful and enjoyable.

2. The University

i NU Mission, Vision, Goals and Objectives

NU's *Vision*, *Mission* and *Goals* are the bedrock of all our operations. All staff, faculty, students, and alumni of "NU Family" believe in and adhere to shared values to hold ourselves to a higher standard and achieve the highest-level goals.

Vision	To be an internationally recognized university renowned for its excellence in education and research, driven by social values.	
Mission	Transform students into global citizens with a quest for knowledge and its application, for the betterment of society.	
Values	Personal	Individual identity Honesty Integrity
	Institutional	Foster student satisfaction Impeccable workplace ethics Equity and fairness
	Social	Social responsibility Sustainable Environment Community Outreach
Objectives	Education: NU to provide high-quality education to students	Improving the curriculum Improving teaching methods and Supporting overall educational experience
	Cutting Edge Research: NU to conduct meaningful research activities	Promoting and supporting research activities among faculty and students, Encouraging innovation, and Fostering an environment where groundbreaking discoveries can be made.
	Community Engagement: NU to engage the local community and beyond.	Encouraging partnerships Providing outreach professional programs Establishing initiatives that benefit the community
	Internationalization: NU to become known globally.	Collaborating with universities and organizations worldwide Attracting international students Participating in international research projects, and scientific publications Offering globally relevant educational programs
	Sustainability: NU to ensure long-term viability	Assuring financial sustainability (effective budget management) Establishing organizational sustainability (ensuring relevance and value) Supporting environmental sustainability (reducing carbon footprint, conservation efforts)

ii. IT facilities

At NU, you will be provided with a modern and diverse computing environment. All students have access to computers throughout our campuses, with new-high specs and high-speed Wi-Fi. Our facilities on campus include 5 computer labs. Other IT facilities on campus include printing services, a learning management system and mathematics problem set services available as academic support.

IMCO uses Blackboard as our learning management system with robust teaching and learning tools. On Blackboard, you will have access to all course files, interactive assessments and discussion forums.

Our full-time IT support offers technical help for all students registered at NU. The IT Support Office can be found in main building room C020 (itsupport@imco.edu.om). You will receive your official NU accounts from IT. You must check your accounts regularly and use them for any college-related communication.

iii. Library Facilities

NU colleges have well-provisioned libraries. The library at IMCO houses 5166 books, a vast digital collection, and an assortment of magazines and journals. The library also includes two discussion rooms, 77 computers and a printer for students' use.

The library is generally open from 8.00 a.m. to 6.00 p.m. from Sunday to Wednesday and to 3:00 p.m. on Thursday. You may borrow a maximum of 5 books from the library for 3 weeks. If you wish to keep them for longer, you may visit the library to reissue the books under your name. Otherwise, you will be charged a fine of OMR 0.050 per day for each overdue book. Overdue books can also impact your borrowing privileges until all fines are cleared. Please check with the librarian for fees and charges.

iv. Learning Facilities

NU colleges supplement teaching with state-of-the-art Simulators, workshops and laboratories. IMCO programs are equipped with Bridge simulator, TCS simulator and dynamic simulator. Processes engineering and Maritime Engineering programs are supplemented by well-organized workshops and laboratories.

v. Cafeteria

We look forward to welcoming you to our cafeterias. The campus has one cafeteria which is open from 7:00AM to 9:00PM from Sunday through Thursday. The cafeteria is located next to the college main gate. Our cafes offer delicious lunch options, breakfast items, sweet treats, and beverages. All meal purchases are made in cash or debit card. You are welcome to submit your suggestions / remarks on the cafeteria to the Student Support Services.

vi. Parking

At NU, we are committed to providing you with the most convenient parking solutions. Free student parking is available outside the campus. The parking area has a capacity of 100 student car parking spaces.

Campus parking permit cards can be obtained from the administration office with a charge, subject to the availability of parking spaces. Please be mindful that bricked walkways and other bricked areas around the campus are no-parking zones (The fine for parking in a no-parking zone is 5 OMR).

Special parking spaces are reserved for handicapped students and can be obtained through campus security.

vii. Housing

NU provides hostel facilities for the students at all Colleges and School of Foundation Studies. You can contact the Student Affairs offices at your college if you wish to avail yourself of this service. The hostels meet modern necessities for the students' requirements, 24/7 reception, a friendly environment, free internet services, and other requirements designed for your comfort.

College	Hostel for Female Students		Hostel for Male Students	
	On Campus	Off Campus	On Campus	Off Campus
School of Foundation Studies	✓		X	

College of Engineering		✓		✓
College of Medicine and Health Sciences	✓			✓
College of Pharmacy	✓		X	X
International Maritime College			✓	

viii. Prayer Room

NU has dedicated prayer rooms in all campuses. The prayer room at IMCO is located next to the sports complex for both ladies and men. Prayer rooms are strictly for the purpose of prayers, and you are strongly advised to avoid sleeping, eating, studying or engaging in any other activity in the prayer room.

ix. Student Lounges

The student lounges are available. You can use this space for study, recreation and dining. You can find the lounges in the main building, simulator building and workshop building.

x. Identification Card

You will receive an NU identification (ID) card when you register. You will need the ID card to access all on-campus facilities: library, laboratories, hostels and exam halls. You also need to carry your ID card while participating in off-campus educational activities.

If your card is damaged or lost, you must go to the Admissions and Registration Office to report a lost/stolen/damaged card and request a replacement (new cards are subject to a replacement fee of OMR 5).

xi. Transportation

Students who live off-campus must arrange their own transportation to the college. Colleges may also provide you with transport from the college to training sites.

xii. International Student Support

International students are an integral part of the NU community, and we are dedicated to providing support to you through academic and other student services and resources. If you are an international student at IMCO, you may contact Student Affairs, studentaffairs@imco.edu.om, for visa and medical assistance, or other issues.

3. Your Learning

i. Student Induction

Student induction is designed to help your transition from school to college smoother. The induction program includes meeting the key personnel of the college, library induction sessions, information about college premises, program structure, college regulations and policies, and campus tour.

ii. Academic Calendar

NU has an Academic Calendar that includes all the activities conducted by its colleges during an academic year.

An academic year means Fall semester (September to January), Spring semester (February to May), and Summer semester (June to August). Courses may or may not be offered in the summer.

The Academic Calendar is available on the university's portal. Keep yourself reminded of key dates throughout the academic semester and year.

iii. Timetable

Once you complete your registration, you can view your semester timetable on the portal. Most of your classes and exams are scheduled between 8:00 am and 4:00 pm; however, some of your classes might be scheduled after 4:00 pm.

The university ensures that you receive a timetable that is manageable for you. Timetables are fixed and unchangeable, however, in extenuating circumstances, please contact your academic advisor for any possible solution. (Please note that if you do not have a regular study plan, such as in case of credit transfer, re-registration, courses across levels, your timetable may be less flexible, for example, fewer breaks between classes/exams.)

The duration of your classes will change throughout the holy month of Ramadan. Your college will send you the updated timetable in advance.

The university follows the public holidays and close-downs because of emergencies as announced by the government of Oman. In such cases, you must regularly check your email to be notified of cancellation or rescheduling of classes.

iv. Adding or Dropping Courses / Withdrawal

(A) Withdrawal from a Program/University

Time of Withdrawal / Discontinue	Refund Policy
Within one week of starting the semester	90% refund
From Week 2 until mid-semester	50% refund*
After Mid semester	0% refund*

* If the student has paid less than the total amount of the fee, s/he will be required to pay the remaining balance of the semester's tuition fees.

(B) Withdrawal from a Course/Semester

If you wish to withdraw (drop or add) a course, you can do it between semester week 1 - 4.

Withdraw Period	Effect on Transcript	Effect on Fees
Semester Week 1 & 2	no effect	100% fees will be retained and applied to the repeat of the same course upon joining*
Semester Week 3 & 4	withdrawal (W) indicated on the transcript	50% fees will be retained and applied to the repeat of the same course upon joining*
Until midterm/mid-point of the semester	withdrawal (W) indicated on the transcript	0% fees will be retained.

* No refund will be made if the withdrawn course is not repeated.

It is not possible to withdraw from any course after 5 weeks into the semester, except in unusual circumstances where your case will be approved by your HoD and the Dean of your college. It is also important to note that dropping all courses does not mean a formal withdrawal from the university.

You should also note that if you stop attending classes without officially withdrawing from the course, you will be automatically awarded an F. This grade will also be reflected in your transcript. If you have officially withdrawn or stopped attending classes, you will not be eligible to attend any assessments.

However, dropping & adding of courses is not applicable to students studying in certain programs, for example, MD.

v. Attendance

Attendance is taken very seriously at NU. To ensure you have completed the necessary number of classes to achieve the learning outcomes of your program, we have set a minimum requirement on your attendance. To learn more about these attendance requirements, please read the notes below:

- You must maintain a minimum of 75% attendance on each of the courses in which you have registered.
- If you fall short of 75% attendance, you will not be allowed to attend the final examination and you will have to re-register for the course in question.
- You will receive a written warning from the Admission and Registration Office if your absence reaches 10%, 15% and 20%.

- If your attendance falls between 60% and 75% and you have justifiable reasons (mitigating circumstances) for your absence, you should fill out a Mitigating Circumstances Form and submit it to Student Affairs. Please note that you must submit evidence for your absence in the form of medical certificates or letters from authorities.
 - For more information about mitigating circumstances, please refer to Mitigating Circumstances under Your Assessments.
- A Mitigating Circumstances Form must be submitted in advance of your absence or within five working days of rejoining after your absence.
- If your attendance falls below 60%, regardless of the reasons, you will not be deemed to have completed a sufficient portion of the program to satisfy the learning outcomes and you will not be eligible to take the final examination.
- If you attend official functions or represent the University in any extracurricular activities on or off campus, your absence may be considered as 'Excused Absence', if sufficient evidence is provided.

vi. Graduate Attributes

At NU, our core values and graduate attributes are the foundation of our student experience. We ensure that throughout your educational journey, you acquire the skills, knowledge and abilities beyond disciplinary content knowledge. Acquiring these attributes will ensure you are prepared to successfully begin your professional careers as NU alumni. These attributes are embedded in all academic, co-curricular and extra-curricular activities, but your achievements of these attributes depend on your level of commitment and hard work.

Graduate attributes that are embedded into the program are as follows:

1. **Knowledgeable and Competent** in the subject area
2. **Solution Seekers:** critical thinkers and researchers with confidence in developing professional solutions
3. **Lifelong Learners:** mastering independent learning skills for career development and professional advancement
4. **Confident & Adaptive:** effective communicators and adopt to emerging technologies and economic scenarios
5. **Ethical Practice:** exhibit high level of professionalism and ethical behavior
6. **Entrepreneurs & Responsive Citizens:** change agents with creative ideas and sense of social responsibilities

vii. Student Files

All your academic, attendance, behavioral and other college related records will be maintained in a file. These files are in the custody of the International Maritime College Oman. You or your parents may review your file with the Admission & Registration Office but cannot remove any of the contents under any circumstances. If you feel that your file contains inaccurate information, you may write a statement and have it included in the file.

viii. Textbooks and Required Supplies

You can borrow a textbook for each registered course at a time by presenting your college ID card and signing an undertaking. While issuing a book, check that it is in good condition, and notify the library staff if it is damaged. You should not lend the borrowed books to other students because you are entirely responsible for maintaining the books and safely returning them at the end of the semester. All borrowed textbooks should be returned to the library within 5 working days after the last final exam of the semester. Penalty would be imposed for delayed or damaged return of borrowed books.

Damages	Penalty
partial damages (scribbling, writing, highlighting, replacing barcode/label)	500 baiza per damaged page per item
lost and full damages (including torn pages or book cover)	full cost of the book + 15% of the value for administrative and technical charges

ix. Academic Advising

You will be assigned an academic advisor to give you holistic support from your first year of study to graduation. Your advisor will have access to your academic, attendance, and behavioral records, and will be able to help you find answers to the questions, and solutions to the problems you may face as a student.

Your academic advisor is selected from the faculty members of your department once you register for the first time in college. If your academic advisor is unavailable, the department will replace your advisor with another available faculty member. The department will ensure that all your information and details are transferred to the new advisor and that the quality of academic advising remains the same. If you have a genuine reason, you can request the head of the department to change your academic advisor. However, this might only be acceptable on rare occasions.

It is important that you meet your academic advisor regularly, even if you don't have any significant academic or non-academic issues. Please check the academic advising timings of your advisor and send an email requesting a meeting. Meetings can be arranged online or face-to-face and are documented for future reference.

While your academic advisor helps you navigate through your educational path, it is best to remember that you are ultimately responsible for your learning and achieving your academic goals.

x. Counselling

If you have any personal issues affecting your studies and student life, a certified student counselor is available to help you. The Academic Affairs Office will help you to book an appointment with the counselor.

While the counselor may contact your academic advisor for any information related to your academic performance, your discussion with the counselor remains confidential.

xi. Student Extracurricular Activities

Your education doesn't stop at the classroom door. At NU, you are encouraged to participate in extracurricular activities to explore your interests, meet new people, and learn new skills. These activities are organized through the Student Affairs Office. You can choose from a wide range of activities such as social and recreational activities, sports activities, hostel activities, counselling activities, and clubs' activities. There are also students' clubs including media, sailors, literature, sports, talent and arts clubs.

xii. Student Feedback

Your voice helps us to shape NU's experience, and your input and feedback is more important than ever as we navigate change in a fast-developing world. You can give your feedback by going to your advisor, HoD, any relevant department or filling out survey forms at the end of the semester.

4. Your Assessments

At NU, we maintain very high standards for you as a student and as a future professional. It is important that you know how you will be evaluated.

The Academic Regulations cover a wide variety of important topics related to how you will be assessed. The following section highlights some key points, but it is not a substitute for the Academic Regulations to which you should refer.

i. Format of Examination

You will be given many opportunities to show your knowledge and understanding of the learning outcomes of the program. You will have continuous assessments (including assignments, quizzes, essays, reports, midterm exams, ...) and a final exam in each of the modules. You can see details of your assessments in your module outlines.

ii. Examination Timetable

The examination timetable gives the dates and time of exams. It will be published in advance of the exam.

iii. Entering for Examinations

You must bring your ID card to all exams. For the final examinations, you may also be asked to carry your hall ticket with you. Hall tickets will be published online one week before the exam.

iv Mitigating Circumstances

(Issues with sitting your examinations and submitting work for assessment)

If you have a problem that you think can affect your performance or ability to complete your assignment or exam, you should immediately contact the Student Affairs office or visit the portal and submit a Mitigating Circumstances Form. Such requests are only accepted in cases of severe illness, or unforeseen circumstances, such as bereavement or a traffic accident.

For more information about mitigating circumstances, please refer to the student affairs office.

v. Passing a course

To pass a module, you must attain a minimum weighted aggregate of 60% in the module.

vi. Progression

Students can progress from year 1 to year 2 by obtaining a total of 120 credit points, from year 2 to 3 by obtaining 240 credit points, from year 3 to year 4 by obtaining 360 credit points. To graduate, the student must successfully pass all required modules in their programs.

vii. Academic Probation

Students can be placed on Academic Probation if the following conditions apply:

- Academic probation for any student is considered starting from semester 2 of the study.
- Students must maintain a CGPA of at least 6.00 at the end of each semester; failing which they will be kept on academic probation.
- The first time a student falls in probation is denoted Probation 1. The second time is denoted Probation 2 and the third one is denoted Probation 3. If the student's GPA is improved and is restored to good standing, the counter is reset to 0.
- Students under academic probation are given restricted individual study plan that will allow them to register up to a maximum of 70% of the normal study load of a particular semester.
- Students who are on academic probation for three consecutive semesters will be allowed to register for one more semester. If they do not improve their grades and get restored to good standing will be required to withdraw from the College.
- The courses taken by a student during summer semester will be added to fall semester GPA calculation. Summer semester will not be considered as a semester for placing/deciding a student under academic probation.
- Academic probation is not aimed at punishing students who do not meet the required academic standards but is intended to identify at risk students at an early stage and be able to provide the appropriate level of remedial academic support and advising. Students placed in academic probation are required to meet with their academic advisors at regular intervals and to document remedial action plans such as postponing modules, repeating modules, taking supplementary language or math courses, and reducing semester load.

viii. Re-sit Examinations

A student who fails a module and meets re-sit criteria is allowed one chance to take a re-sit examination. To be eligible for the re-sit, the student must score at least 50% in the CA components of the module. In this case, if the student passes the re-sit exam, a grade of 6 will be recorded. There is a fee for re-sit exams (shown in Other Charges Table).

Graduating students pending with one or two modules (that is students who have attempted exams and failed) will be allowed to submit a request to the college board for special re-sit/make-up to allow them to graduate. If permission is granted, such students must pay OMR 50 per module and sign a letter of undertaking to retake the course if they fail the special re-sit/make-up.

ix. Remedial Courses

The college offers remedial courses for a few specific courses in the summer especially for foundation students whenever there is demand.

x. Dean's List and Student Awards

Dean's List: If you fulfil the following criteria, you will be on the Dean's List in an academic semester. If you are on the Dean's List, you will receive a certificate from the Dean, and your name will appear on the notice board within the college.

1. a minimum semester GPA of at least 8.75 with no grade below 6.0 in any module.
2. a minimum of 45 credit points registered and earned in the semester.
3. a minimum of four modules registered and passed in the semester.
4. no registered instances of academic misconduct or inappropriate behavior during the semester.
5. no re-sit exams

Dean's Award for Academic Excellence: If you achieve the highest GPA among the batch of your study, you will receive this award and will receive a certificate.

xi. Transcripts

When you graduate, your college will issue your transcript: an official document that shows the courses you have taken, the grades earned, and your CGPA. If a student leaves college before graduation, a copy of their transcript is made available upon request. To request an official transcript, students need to come in person or write to the Admission and Registration Office and fill out the appropriate form. Transcripts cannot be requested by telephone or email. Usually, you will receive your transcript within three working days.

Transcripts are not provided to students who have any kind of financial obligation or "hold" (e.g. unreturned locker key or library books). The first transcript is free. Subsequent transcripts require payment of fees as follows:

Official transcript via courier	OMR 26
Official transcript, picked-up in person	OMR 6
Faxed transcript (unofficial)	OMR 2

xi. Academic Appeals

If you are concerned about your final exam marks and think that there can be an error in marking / calculation / marks entry or exam committee decision, you can appeal against the final examination results. Appeals are only made against final examinations and cannot be made against any coursework component.

To appeal, contact the College Academic Assessment Office. You will be allowed to view your answer script. Any errors or discrepancies will be investigated, and your result will be revised accordingly.

For more information about academic appeals, please refer to Academic Appeals Procedure on the portal.

xii. Grievances

NU is committed to providing a positive learning environment where students are treated fairly, equally and with respect. However, if you feel you have experienced a situation that is unfair to you or you face a conflict with another individual then NU will guide you through steps to resolve the issue. If the matter cannot be resolved in this manner, then you should submit your grievance to the Student Affairs Office. The Student Affairs Office will ensure that your complaint is addressed and resolved.

xiii. Academic Integrity

NU maintains a zero-tolerance policy for incidents relating to academic misconduct or plagiarism. Academic integrity will be violated in the following instances:

- you plagiarize, or present someone else's work or ideas as if it were your own, whether in part or whole
- hire someone to write your assignment or take your exam on your behalf [contract cheating]
- cheat in exams in any way: actions before, during or after assessments that give you an unfair advantage in assessments or assisting other students for the same.

If a student is found engaged in any of the above, disciplinary actions will be taken against them. The university can also take legal action against the student depending on how severe the malpractice case is. The university can also take any action against academic dishonesty even if it is proven after the student's graduation.

It is also important to note that based on the year of study, the severity of the offence and penalty increases. For almost all instances of offence, the university notifies the student's parent or sponsor. Depending on the offence, the student might be:

- given an oral/written warning.
- awarded zero for the exam/assignment.
- given a grade of 0 (fail) in the module.
- given a grade of 0 in all modules of the semester.
- suspended for the next semester.
- dismissed from the university instantly.

For more information about Academic Integrity, please refer to Student Academic Integrity Regulations on the portal.

5. Code of Conduct

i. Code of Professionalism

1. Carry the student ID card to college and you must produce whenever requested by college security personnel
2. Obey the laws and respect the customs of the Sultanate of Oman
3. Behave in a quiet, orderly and polite manner towards each other and towards staff members and visitors
4. Give due care and respect to college property
5. Avoid bringing items like alcohol, drugs, toxic substances, knives and sharp objects, weapons, illegal substances, fire crackers, playing cards into college premises
6. Avoid bringing pets and animals into the College premises
7. Park vehicles in the parking area allocated for students and should not bring their vehicles inside the College campus
8. Have a responsibility to keep the College premises clean. You should use garbage bins and avoid dropping litter in open places.
9. Avoid noisy behaviour within the College premises
10. Not use staff office/staff facilities without permission from the concerned staff member or college management

11. Use sports facilities only during free time. Sports activity during class time is not allowed. Sports activities after college hours should be in consultation with the sports coordinator.
12. Involved in any activities that bring the College into disrepute through untoward behaviour inside/outside the College may be subject to disciplinary action
13. With the prevailing pandemic situation, obey health protocol and guidelines mentioned in section 3 above. Always wear face mask and maintain social distance.

ii. Code in the classroom

1. The College values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all classes of each module for which they are registered.
2. You are required to be in the classroom prior to the commencement of a class.
3. You cannot enter / leave the classroom during a class without the permission of the teacher.
4. You are expected to come with appropriate books and materials for the class.
5. You are expected to complete assignments and tutorials according to the assessment regulations.
6. Mobile phones must not be used during classes and must be switched off or set to silent mode.
7. Voice recording, taking photos and videos during lecture hours should be with the lecturer's permission only
8. Obey the social distance norms

iii. Code in Library and information Centre

1. You should remember that the library is a place of study. You are required to obey any instruction from the library staff to maintain a quiet positive working atmosphere in the library.
2. Mobile phones should be switched off or it should be kept in silent mode inside the library.
3. Food and drinks except water are not allowed inside the LIC.
4. You must produce your NU Identity Card whenever it is asked by LIC staff.
5. Tearing, marking, highlighting or damaging LIC materials in any way is strictly prohibited.
6. You are liable for the cost replacement of any LIC resources caused by loss, damage, etc.
7. Quiet Study Area is strictly for individual study. Group Discussions, usage of GSM and talking should be avoided in this area.
8. Group discussion area: Discussion is allowed in this area only for study purposes. You should discuss in a low voice to avoid disturbance to fellow users.
9. You are not allowed to enter or use LIC staff offices or equipment.
10. You are not allowed to touch electricity switches without permission of LIC staff.
11. Non-adherence to any of the rules or any other malpractice by you will involve the withdrawal of LIC facilities.

iv. Code in examinations

1. Seating and other arrangements and timetables for examinations will be displayed on the Examination/CE Today notice board. It is your responsibility to be aware of the date, time and venue of their respective exam.
2. You should be present outside the examination hall at least 15 minutes before the start of the examination. However, they can enter the examination hall only when asked by the Invigilator.
3. You will not be permitted to enter an examination 20 minutes after the start time. Students coming late to the examination room (up to 20 minutes after the starting time) will not be given any extra time after end of the examination
4. You must carry valid hall ticket to the examination. You should also carry the College Identity Card and present it to the invigilators if required to do so.
5. Hall tickets are electronically accessible from the student portal. Students may be required to take a printout before the examination date and present it to the invigilator.
6. Books, bags and other belongings must be left outside the examination room, or in an area inside the room set for that purpose

7. You shall not take pre-written notes, textbooks, documents, papers or programmable calculators, digital diaries/translators or dictionaries, whether relevant or irrelevant to the examination room. However, in the case of open book examinations the prescribed materials are allowed.
8. Students should not bring mobile phones and smart watches to the examination room. It is the responsibility of the student to safely secure their gadgets before entering the examination room. Anyone found with phones or smart watches will be booked for misconduct and must leave the room immediately
9. Silence should be maintained during an examination. If you wish to talk to an invigilator, then you should raise their hand as an indication.
10. You should not leave the examination room during the first one-hour of examination.
11. The examination should be written with a Blue/Black ball point or ink pen. However, Diagrams, drawings, graphs and figures may be drawn with pencil.
12. You must answer only the required number of questions or indicate which answers are to be considered for marking. If not, only the first questions answered will be marked. Note that the same procedure will apply to each section of the question paper.
13. At the commencement of an examination the following procedure should be followed,
 - Read carefully and follow the instructions given in the main answer book and question paper.
 - Write clearly student number, program of study, desk number, module name and code, date etc. as set out on the front page of the main answer book.
 - Do not write your name anywhere in the booklet as anonymous marking is followed.
 - Write the student number on the question paper and any tables, graphs, formula sheets or special materials given to the student by the invigilators immediately they receive them..
14. You are not permitted to leave the examination room temporarily. However, if you have any pre-existing medical condition which is reported to the college through proper procedure then you will be allowed temporary leaving. You will be accompanied by an authorized person.
15. You may leave the examination hall only one hour after the examination start but normally may not leave during the last fifteen minutes.
16. For examinations of 3 hours or more, you can temporarily leave the examination hall only after the first one hour of start of examination and with the permission of invigilators. You will be accompanied by an authorized person.
17. You should not remove any pages from the answer books. It is the responsibility of student to see that answer book material, additional books, graphs, charts, data sheets etc., is securely fastened together and handed over personally to the invigilator before they leave the examination room.
18. You should stop writing at the end of the examination when told to do so by the invigilators and shall remain seated till the end of the examination until his/her answer script has been collected by the invigilators. If you do not stop writing at invigilators instruction, your answer script will be marked 'taken extra time' and actions will be taken accordingly.
19. In case of any emergency situations like fire, you should follow the instructions given by the Senior Invigilator/Invigilator/any authorized person.
20. You can take the question paper out of the room once they have completed the examination but only after one hour of start of examination.

Note: Above rules/regulations for the conduct of examination may be subjected to modification/revision as desired by the institution

i. Dress Code

It is important that you always maintain good personal hygiene. Your hair should be neat and clean; styled off the face and out of the eyes. Beards and moustaches must be neatly trimmed. Fingernails should be clean and of short-to-medium length. The faces of students must be always visible in all college facilities, including hostels.

Male Students can wear:

- Omani National dress with cap or Mussar (turban) with sandals.
- Shirt, trousers and shoes or sandals (plain casual shirts, plain T-shirts with collar, or 'polo' shirts)

Male students should not wear:

- ‘cargo’ style trousers: shorts
- t-shirts with slogans in Arabic or English or graphics
- body fit tight shirts clothes of transparent material.
- any dress accessory like “Hand Bracelet/chains
- Funky hairstyles

Female students can wear:

- Abaya or jilbab, jalabiya or long maxi skirts with full sleeves. Dress or skirts should be below knee level length.
- Suits or dresses, or salwar kameez
- Trousers with a long blouse.

Female students should not wear:

- tight jeans, jeans with cuts and faded paint denims
- T-shirts, sleeveless blouses or tops, tight fitting clothing, transparent material.
- veils on college premises (not acceptable as set out by Ministry directive)

Students who break the dress code will be:

- given oral warning for the first time.
- written warning for the second time
- denied entry to the college premises and required to surrender ID card for the third time.

Dress Code – Maritime Department

Maritime Department students are required to adhere to the following dress code:

- IMCO Uniform: Students must wear the official IMCO uniform on designated weekdays and during any external academic, industry, or research-related activities. Wearing the uniform is also mandatory during Graduation Project (GP) Defenses and Exams Week.
- IMCO Coverall: Students must wear the IMCO coverall during all practical and workshop-based courses or sessions involving hands-on training

ii. Use of Mobile Phones

You are free to bring cell phones to campus and to use them in your free time. However, the use of a cell phone during class is not permitted. Switch off your phones or keep them silent during classes to avoid any disruption. During exams, phones should be handed over to the invigilators before the exam starts.

iii. Communication Guidelines

Your NU email address is the official ID you should use to communicate with your teachers, peer-students, or any staff of the university. The university will also send all valuable information about your classes, courses, or examination to your NU email addresses/LMS. In case of emergency, the university may contact you through your personal contact details. You must ensure that your personal contact details are updated with the Registry and Records.

WhatsApp communication between staff and students is inadvisable. Instead, use emails or integrated internal communication tools available in Blackboard. Please be mindful of the office hours (8:00 am - 4:00 pm) while sending any emails or messages.

iv. Dishonesty and Misconduct

At NU, we expect you to treat fellow students, college staff and culture with respect. The following forms of misconduct are prohibited:

- Behavior that violates the Code of Professionalism. This includes being repeatedly late or unexcused absences, poor personal hygiene, inappropriate dress, dishonesty, refusal to follow instructions or college policies and activities that are lewd, immoral, or criminal.
- Fighting or other conduct that endangers or inflicts physical injury upon another.
- Sexual misconduct.
- Threats, stalking, or other activities which create a reasonable apprehension of physical or emotional harm to another.
- Discrimination based on race, ethnicity, national origin, religion, creed, gender, or age.
- Possessing or carrying any weapon or dangerous substance on campus.
- Operating a motor vehicle in a reckless manner on campus.
- Engaging in recklessly dangerous, disorderly, or obscene conduct on campus.
- Illegally possessing, manufacturing, selling, or delivering a controlled substance as defined by the regulations of Oman.
- Engaging in intimidating or disruptive conduct on campus, or inciting others to engage in such conduct.
- Engaging in conduct (or inciting others to engage in conduct) that improperly restrains the movement, speech, or college-related activities of another person.
- Engaging in conduct that disrupts the academic environment.
- Misrepresenting oneself as another person.
- Adversely interfering with another person's academic standing, privacy, or personal information.
- Such behavior will be reported to the Dean, and depending on the severity of the offence, the Dean may:
 - place a formal letter in the student's file.
 - suspend the student from the college for a specified time.
 - dismiss the student from the college.

v. Health and Safety

At NU, your health and safety are of the highest priority. To keep yourself and others safe around you, you must:

1. be attentive to your surroundings and report any potential hazards or suspicious activities to the campus HSE officer and management.
2. Familiarize yourself with emergency exits, evacuation routes, and assembly points on campus.
3. take emergency alerts, notifications, and instructions by fire wardens seriously.
4. maintain proper personal hygiene.
5. stay informed about emergency procedures, such as fire drills and familiarize yourself with the locations of fire extinguishers, fire alarm pull stations, and fire evacuation routes

vi. Smoking

Smoking within the university or college/school campuses, including all college buildings and grounds, is prohibited. NU has zero tolerance to smoking within campuses, and for any violations, NU reserves the right to initiate appropriate disciplinary action. For further details, please refer to the 'No smoking policy'.

vii. Visitors to Campus

To ensure your safety, it is necessary that all visitors obtain a visitor's pass from the guard at the college gate. Visitors cannot attend classes without prior approval by the administration and consent of the instructor. Visitors to the hostel must report to the warden and must follow the hostel rules. You are responsible and will be held accountable for the actions and behavior of your visitors.

6. Fees and Other Charges

i. Fees

Fees are subject to revision annually. All fees are due and payable on or before registration. Any student failing to complete registration during the normal registration period is charged a late fee of OMR 25. Once the fees are paid in full, you will be admitted to your class.

The tuition fees cover the cost of academic services. The tuition fee per credit point for IMCO is as shown in the table below.

Full time students	OMR 30.625
Part time students (Diploma)	OMR 32.500
Part time students (Bachelor)	OMR 24.375

ii. Refund Policy

For Fees Refund, please read Adding or Dropping Courses / Withdrawal under Your Learning.

iii. Other Charges

Registration Fees (Non-Refundable)	OMR 50
Registration Fee for direct admission to year 2 (Non-Refundable)	OMR 200
Advanced Placement test Fee-(Per Course/paper) (Non-Refundable)	OMR 100
Seat confirmation Fee (Non-Refundable but credited to tuition fee)	OMR 200
Academic Appeal (per exam - to be returned if the appeal is successful)	OMR 15
Credit transfer (per course)	OMR 10
Re-sit Exam Fee	OMR 20
Replacing lost hostel room key	OMR 25
Replacing lost or misplaced lab coat or goggles	OMR 10
Replacement of Lost Locker Key	OMR 5
Replacement of lost Student ID card	OMR 5
Duplicate transcript (by express courier)	OMR 26
Duplicate transcript (in person)	OMR 6
Replacement of certificate (by express courier)	OMR 80
Replacement of certificate (in person)	OMR 60
Graduation Fee (Reviewed on an yearly basis)	OMR 50
Graduation Gown Deposit (Refundable upon return of Gown – Full set - without any alterations)	OMR 35
Special exam	OMR 50

7. Key Contact Offices

Service	email	Phone
IT support	itsupport@imco.edu.om	26827777 Extension 111
Hostel	hostel@imco.edu.om	26827770 / 26827755
Security	security@imco.edu.om	26827760
Student affairs	student.affairs@imco.edu.om	26827738 / 26827739
Finance	imco-finance@imco.edu.om	26827798
Admission	admission@imco.edu.om	26827735 / 26827728

Appendices